

## **The basic principles for credit system of our school**

The basic principles for the credit system follow:

- individual courses or modules of the study programme are awarded with certain numbers of credits
- credits awarded at different Higher Education School or College in the Czech Republic or abroad for completed courses or modules are transferred to the current study programme

Every course, or a study module, is allocated certain number of credits according to the volume of learning. A student is awarded the credits upon successful completion of a course; that means that the student fulfilled all criteria which are described in the syllabus. The number of credits that are allocated to a certain course or module is decided according to the workload (quality of regular studies – number of lectures, consultations and seminars) and the system of learning outcomes (learning outcomes for the distance students – credits, exams, papers, excursions, homework).

A student must obtain a given minimal number of credits in the first semester, in four subsequent semesters, in a stage in their studies as well as in the whole study programme.

Each student then can, to a certain amount, decide on the course of his/ her studies as the courses are not directly assigned for a specific semester in the study programme.

However, for each course the study plan recommends a semester and year when it is the best to take it.

It is the so-called “Standard Study Plan” which grants the student the best possible timetable.

- Upon enrollment, the student creates a personal study plan. When choosing the course, the student is led by a study plan of his/her study programme and by the catalogue of the courses (which includes the syllabus, extent, number of credits, limitations which may occur for enrollment and the grant)
- Enrollment takes place each semester; dates are set by the headmaster of our school
- In case a student is not successful at completing a compulsory course and is not awarded the credits, he/she is allowed to enroll in the course for the second time (not more)

A student who studies abroad, for instance one semester, will receive a form with information about the completed courses; the credits are then transferred to their studies at our school automatically.

The same principle applies for foreign students studying at our school.

An undoubted benefit of implementing the credit system at our school is the straightforward transfer of credits and learning outcomes among the EU schools which have been using the credit system. The credit system of our school is fully compatible with credit system of other colleges in the Czech Republic and abroad.