

BIOTERRA UNIVERSITY BUCHAREST	THE QUALITY MANAGEMENT SYSTEM PROCEDURE APPLICATION OF THE CREDIT SYSTEM – E.C.T.S.	CODE: P-02	First Edition / 2018
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1. Purpose:

The purpose of this procedure is to present the application of the credit system at the *BIOTERRA* University Bucharest and related the responsibilities in the curricula of the bachelors degree, master, doctoral and graduate programs, the courses taught and scientific studies and transfer of the students.

The procedure completes *the E.C.T.S. - R26 Regulation* and *complements the E.C.T.S. - M11 Student Transfer Methodology*.

2. Scope:

The procedure is applied to the *BIOTERRA* University Bucharest in all faculties and departments that offer educational services through the study programs.

3. Reference documents:

- Law no.1 / 2011 - National Education Law;
- Law no. 87/2006 for the approval of Government Emergency Ordinance no. 75/2005 regarding the quality assurance of education;
- Government Decision no. 1418 / 11.10.2006 for the approval of the External Evaluation Methodology, the Standards, the Reference Standards and the List of Performance Indicators;
- The external evaluation methodology, the standards, the reference standards and the list of performance indicators developed by ARACIS - *Official Gazette* no. 865/2006.
- OMEC no. 3617/2005 on the Generalized Application of the European Credit Transfer System, the International University Practice and the E.C.T.S. Methodology;
- E.C.T.S. Users' Guide, European Commission, Directorate-General for Education and Culture, Brussels, 2005.
- University Charter of Bioterra University Bucharest;
- The Quality Management Manual, *BIOTERRA* University;

4. Definitions, terms and abbreviations:

The terms are in line with the decisions adopted by the EQAC (Evaluation and Quality Assurance Committee) of *BIOTERRA* University Bucharest. The following definitions and abbreviations are used in the present procedure:

Definitions:

- **Transferable Credit System – E.C.T.S.** = system that facilitates the measurement and comparison of the results of studies obtained in the context of different qualifications, study programs or study annotations based on time-based work capacity.
- **E.C.T.S. Credits** = unit of measure of the student's working capacity expressed over time.
- **Cycle (qualifications)** = study program corresponding to an academic level.
- **Note (degree)** = digital means of expression in the Romanian, the final assessment at the end of a course of study equivalent to the degree awarded E.C.T.S., expressing their performance in a degree program.

- **Learning ability** = student's potential to participate in the study activities needed to achieve anticipated results.
- **Study time** = the number of hours allocated to activities so that a student obtains the expected results and the credits awarded after the evaluation.
- **Competencies** = Dynamic combination of abilities and attitudes and are the basis for defining the objectives of a study program.

Abbreviations:

EQAC - Quality Assurance and Evaluation Committee

DQM - Department for Quality Management

EQAC in faculty - Commission for Quality Assessment and Quality Assurance on the faculty

E.C.T.S. - European Credit Transfer and Accumulation System

LL - Lifelong Learning

SP - Study Program

EP - Educational Plan

DR - Discipline record

5. Description:

5.1. Overview:

5.1.1. One of the objectives of the Bologna process is to adopt a system based on two main cycles of training and education: the undergraduate and graduate ones. Doctoral studies refer to the third cycle of studies. Qualification of the first cycle, as it is called in the Bologna Declaration, is awarded **after the completion of at least three years of study**, or after obtaining at least 180 E.C.T.S. credits. The Master degree program is a higher education qualification awarded to the student after completing the second cycle of studies and may involve a scientific work. The student follows this cycle after completing the first cycle.

5.1.2. The E.C.T.S. system is based on the general criterion: the total academic capacity of a university year is equal to 60 credits. The 60 credits are allotted to the discipline units and modules to respond to the student's learning capacity in a proportionate manner so that the results required for the studies are obtained. The E.C.T.S. system is based on the principle that 60 credits correspond to a student's learning capacity for one academic year, or about 1500-1800 hours per year (in Europe), and a credit of 25-30 hours of learning of the student.

5.1.3. Under the E.C.T.S. system, the number of credits earned by the student at the completion of some subjects or modules as described in the Study Agreement must replace an equivalent number of credits at the partner university.

5.1.4. Credits in E.C.T.S. can only be obtained after fulfilling the required requirements and evaluating the results of the obtained studies.

(1) The E.C.T.S. credit transfer system shall be used to:

- study programs in bachelor, master and doctoral cycles and postgraduate study programs, subjects taught and scientific studies;
- the transfer of students within the University, from other universities and to other universities;
- placements on the labour market; placements can be characterized by terms of study results and working time expressed in E.C.T.S. credits;

Granting credits takes place after a proper assessment.

(2) Credits refer to a realistic and rational estimate of the effort (time) required for a student's studies and guide teachers to develop and provide a rational curriculum.

(3) The E.C.T.S. system does not guarantee automatic academic recognition; the institution providing the studies decides with how many credits a student can be accepted relative to a particular program. Recognition is mandatory for mobile students when there is a preliminary study agreement between *BIOTERRA University Bucharest*, host university and student (as in the case of the Socrates-Erasmus program). The E.C.T.S. Notes and the Diploma Supplement facilitate recognition decisions.

(4) *BIOTERRA University Bucharest*, and generally host universities, do not accept students with ECTS credits who wish to study in larger academic years. Nevertheless, the student is entitled to take into account previous studies. E.C.T.S. transparency methods provide the necessary information.

(5) Under different programs at *BIOTERRA University Bucharest*, one and the same discipline must provide the same number of credits for all students if the discipline is totally identical and is valued with the same number of credits regardless of the program in which it includes. Exceptions are clarified in the description of the subjects in the Study Guide and the E.C.T.S. Study Agreement.

(6) The E.C.T.S. system refers to: E.C.T.S. credits, student learning effort, learning outcomes and competences, the ECTS rating scale and the E.C.T.S. for lifelong learning.

5.1.5. The E.C.T.S. learning capacity is reflected in the student's individual time to respond to the learning tasks planned through the curriculum, such as attending lectures, seminars and laboratory work; individual study; making projects and other works; examinations and more.

5.1.6. Skills are formed in different disciplines and are evaluated at different stages. Differentiation between specific competencies of a particular field of study or generic skills (common to any type of program).

5.1.7. Study results reflect a set of competencies that show what the student will know, understand and will be able to do after completing the study program (short or long).

5.2. Legal requirements:

(1) The study subjects in the curricula are set out in a logical sequence and are intended to meet the following requirements:

- precise definition and delineation of the *general and specialized competences* in the areas of undergraduate studies, in correlation with the corresponding competences of the master's degree studies;

- compatibility with the national qualifications framework;

- compatibility with similar study plans and programs in the European Union and other countries of the world, the weight of the disciplines being expressed in E.C.T.S. credits.

(2) Each academic year will have 60 transferable study credits in the European system (E.C.T.S.) for compulsory subjects, regardless of the type of education - Day courses, Low Frequency courses; since by law the duration of studies in the evening form is one year longer than that of the equivalent day program, one semester may have less than 30 credits, but for the total of the cycle of the license, the number of transferable study credits must remain 180 or 240, as the case may be. Optional subjects, irrespective of the semester of study in which they are provided in the curriculum, end with a "*test sample*" and the credit points assigned to them are over the 30th of the semester.

(3) The promotion of the student from one year of study to another, depending on the accumulated study credits (E.C.T.S.), as well as the promotion of two years of study in one year, are decided by the Senate of *BIOTERRA University Bucharest* and described in *Regulation the professional activity of the students - R02, the framework contract and the admission methodology in the undergraduate studies - M01*.

5.3. ECTS Credits:

5.3.1. ECTS is a student-centered system based on the student's *effort* to meet all the requirements and objectives of the study program. These objectives are specified in terms of the results and skills of the studies to be achieved.

5.3.2. Credits are allocated to all educational elements that are part of the curriculum (subjects, modules, practical activities, diploma papers, etc.) and reflect the amount of work required for each element as part of the total amount of work (study, learning) required to complete one year of study within a specified program.

5.3.3. Credits can be awarded to all types of study programs, regardless of their duration and composition, for different components of the study year, on a real estimate of the work required for an average student, which could yield the results of the pre-established studies for each component.

5.3.4. In granting credits, *BIOTERRA* University Bucharest, uses 5 as a basic number of credits, which facilitates the combination of credits from different disciplines. Depending on the learning effort of *the average student* required for a subject, the number of credits may be higher or lower than 5.

5.3.5. No credits are granted:

- For the number of teaching hours / practical activities included in the curriculum,
- According to prestige and status, E.C.T.S. credits reflect only the learner's learning ability expressed over time (number of credits) and do not include the status of the taught course or the prestige of the teacher.

5.4. The learning effort of the student from the perspective of E.C.T.S.:

5.4.1. The learning effort of the student is influenced by teaching, study and evaluation.

5.4.2. The process of estimating the student's learning effort is based on the following:

- In the curriculum the disciplines may have a different number of credits, but at the end of the year there is a total of 60 credits. In the case of modules, an equal number of credits is set on the subjects in the module (eg 5 credits or multiple of this number).

- Each discipline is based on a number of educational activities:

- Lessons: lectures, seminars, practical courses, practical work, laboratory works, guided personal studies, individual studies, projects, etc.

- Study: attending lectures, performing specific tasks, practicing technical or laboratory skills, writing papers, reading textbooks, books and papers, skills to critically evaluate the work of others, etc.

- Assessment: oral examinations, written examinations, oral presentations, tests, theses, reports on practice, continuous assessments, etc.

5.4.3. Teachers holding the discipline estimate the time needed to perform all the activities foreseen for each discipline / module. The workload of the student expressed in units of time should correspond to the number of credits allocated to the discipline.

For example: a 5-credit discipline requires approximately 125 hours of work for a student. Examples of discipline calculation credit are given in **Appendix 1**.

5.5. Learning outcomes and competences:

5.5.1. Since the purpose of education is to prepare those studying for a positive and active role in society, the results of the studies are expressed in terms of knowledge, skills, abilities and attitudes, reflecting the centering of the educational process of the student.

5.5.2. Study results reflect credit requirements and are formulated by discipline holders in accordance with P103, P104 and P705 Procedures.

5.6. ECTS Scale:

5.6.1. The E.C.T.S. system makes the national scoring system more transparent to ease the transfer of notes from one system to another to serve graduate students, including mobile graduates.

5.6.2. The E.C.T.S. scoring scale is based on the student's *rating on broad* (clear) grouping, simplifying the grading of students.

5.6.3. The first group of students is in two categories: promoted and unprompted. The second group of students is in the first group. **Annex 2** presents the Scale Converting Scale to E.C.T.S. degrees.

5.6.4. The main requirements for introducing this system are:

- Access to sufficient and detailed primary information;
- The automatic storage and processing of data or the assurance of a sufficient number of people to ensure the validity of the statistical methods;
- Checking the regular quality control of the results obtained using the E.C.T.S. gradation.

5.7. E.C.T.S. for lifelong learning:

5.7.1. The E.C.T.S. credit system applies to all types of lifelong learning programs to express student's ability to learn in credits.

5.7.2. Under national law, E.C.T.S. credits apply to informal (unofficial) studies based on formal programs as reference points.

5.8. E.C.T.S. Documents:

The E.C.T.S. documents are: the Study Guide, the E.C.T.S. Student Enrollment Form, the E.C.T.S. Studies Agreement, the E.C.T.S. Study Agreement and the E.C.T.S. Notes Book.

5.8.1. The study guide is done according to P106 Procedure.

5.8.2. The E.C.T.S. student's enrollment form is approved annually by the Senate of the University.

5.8.3. The E.C.T.S. study contract is approved annually by the Senate of the University.

5.8.4. E.C.T.S. Study Agreement:

(1) - The E.C.T.S. study agreement is created and used for mobile students wishing to study for a short period of time at another university in another country (as in the case of Erasmus).

(2) The study agreement contains the list of courses / modules that a student plans to study. For each discipline the name, code and number of credits granted (model **Annex 3**) are indicated.

(3) The study agreement must be signed by the mobile student, by the Dean / Department of Education and by the Rector of *BIOTERRA* University Bucharest, as well as the equivalent authority from the host university, which guarantees that the student enrolled can study the planned course.

(4) The study agreement shall be drawn up for each semester or year of study.

5.8.5. E.C.T.S. Notes:

(1) The E.C.T.S. Notebook provides a standard format for recording all student-conducted learning activities, is used to document the student's results in a given time period by presenting the list of courses and modules attended the number of credits, the marks obtained and E.C.T.S. ratings and is an important tool for academic recognition. The card reflects both the learning effort and the quality of the results obtained (**Annex 4** model).

(2) The results of all students, including mobile students, shall be stored periodically in a single computerized system in the format of the E.C.T.S. Note Sheet for facilitating the insertion of data into the Diploma Supplement issued to all graduate students.

5.9. Transfer students:

5.9.1. Student transfer can be done:

- a) Between the faculties of *BIOTERRA* University Bucharest;
- b) Within the faculty *BIOTERRA* University Bucharest from one form of education to another;
- c) From another university at one of the faculties of *BIOTERRA* University Bucharest;
- d) From a faculty of *BIOTERRA* University Bucharest to another university in the country or abroad.

5.9.2. In case of transfer from *BIOTERRA* University Bucharest to other universities, credit transfer is guaranteed by an explicit agreement signed by *BIOTERRA* University Bucharest, to the host university and the mobile student.

5.9.3. The file of the transfer applicant is reviewed by the Commission for the Equivalence of Studies according to the *Methodology on transferring the E.C.T.S. in formative results of BIOTERRA University Bucharest*.

5.10. Assessment of the quality of the ECTS system:

5.10.1. Assessing the quality of the E.C.T.S. system takes into account the adequacy of the credits granted in accordance with the student's learning effort (if the student's effort is estimated correctly).

a. Based on questionnaires used at the end of a discipline / module and / or at the end of the study cycle. Students have to indicate the amount of time required for a dissipation / module, thus enabling them to check the extent to which the estimated learning capacity (work) corresponds to reality (questionnaire model in **Annex 5**);

b. checking, at least once every three years, the credits awarded by the discipline holders and recalculating the working time necessary for the student, followed by the auditing of credits granted by study program and by subjects / modules by the Evaluation and Insurance Committee Quality in college.

5.11. E.C.T.S. Coordinator:

5.11.1. At institutional level, the E.C.T.S. Coordinator at *BIOTERRA* University is the CEAC President.

5.11.2. At the faculty / study department level, the E.C.T.S. coordinator is responsible for the quality of the faculty / department of studies. The E.C.T.S. Coordinator at the faculty / study department is the contact person for students and discipline holders within the faculty / department of studies and coordinates the practical and academic aspects of E.C.T.S.

5.11.3. The responsibilities of the institutional coordinator of E.C.T.S. are to:

- ensure the institution's commitments and implementation of the E.C.T.S. principles and mechanisms in the context of accumulation and transfer of credits;
- pursue mechanisms for the correct use of E.C.T.S. tools;
- coordinate the accumulation and transfer of credits and the dissemination of the Institutional Studies Guide.

5.11.4. The responsibilities of the E.C.T.S. coordinator at faculty / department level are:

- coordinates the practical and academic aspects of the E.C.T.S. system;
- ensure that potential students and mobile students have access to the *BIOTERRA* University Education Guide and the E.C.T.S. information package from partner institutions;

- complete the **Registration Form** and the **Study Agreement** correctly and correctly understand the academic recognition procedures;
- complete an **Appropriate Notes** for students going abroad and for students who come to complete their studies at the host university;
- ensure the validity and transparency of the E.C.T.S. system by faculty / department.

6. Procedural responsibilities:

a. The Senate of the University

- approves the procedure;
- approves revisions to the procedure.

b. The Rector of the University

- requires enforcement of the procedure.

c. The Education Commission and the Vice-Rector with the teaching activity

- elaborates / modifies / proposes to withdraw the procedure;
- monitors the application of the procedure.

d. The Evaluation and Quality Assurance Committee (CEAC)

- endorses the implementation / modification / withdrawal of the procedure;
- receives the results of the centralized assessment on departments and faculties / departments.

e. Department for Quality Management (DMC)

- verifies, diffuses, records, archives the procedure.

f. Deans, department managers, teaching staff

- apply the procedure.

7. Notices, changes to the procedure:

7.1.1. The procedure is endorsed by CEAC and approved by the Senate of *BIOTERRA* University.

Depending on the quality management requirements, proposals will be made to improve the procedure.

7.1.2. Changes are initiated by any organizational structure within the university.

The proposal is submitted to CEAC through DEIAC.

7.1.3. The changes in Chapter 5 lead to the development of a new edition.

Changes in the other chapters lead to the revision of the current edition.

7.1.4. Any edition or revision is endorsed by the CEAC and approved by the Senate of *BIOTERRA* University.

8. Special Aspects:

This procedure is the intellectual property of *BIOTERRA* University.

9. Forms and Annexes:

Appendix 1: E.C.T.S. / Discipline Computation Model

Appendix 2: Scale of conversion of grades into E.C.T.S. degrees

Appendix 3: Model E.C.T.S. Study Agreement

Appendix 4: Model E.C.T.S. Notes Sheet

Appendix 1

E.C.T.S. / discipline computation model

Activities / discipline	Standard average day student			Example 2 specialized discipline			Example 3 complementary discipline		
	no. activities	no. hours/ activity	no.hours total work	no. activities	no. hours/ activity	no.hours total eork	no. activities	no. hours/ activity	no.hours total work
attendance at teaching hours	14	2	28	14	3	42	14	1	28
participation in seminars	14	1	14	14	1	14	14	1	14
participation in practical / laboratory applications	14	1	14	0	0	0	0	0	0
study courses / manual	14	2	28	14	4	56	14	1	14
research / study bibliography	14	1	12	14	3	42	14	0,5	7
consultations	3	0,1	0,3	5	0,2	1	2	0,2	0,4
writing themes / continuous evaluation	3	1	3	2	4	8	2	0,5	1
documenting and writing a project	1	12	12	1	12	12	0	0	0
documenting and writing scientific communication	1	4	4	1	8	8	0	0	0
project presentation	1	0,1	0,1	1	0,1	0,1	0	0	0
presentation of scientific communication	1	0,1	0,1	1	0,2	0,2	0	0	0
continuous evaluation	3	0	0	2	0,1	0,2	2	0,2	0,4
final evaluation preparation	1	9	9	1	16	16	1	10	10
final evaluation	1	0,5	0,5	1	0,5	0,5	1	0,2	0,2
total hours of work / discipline			125			200			75
total hours of work per year (12 disciplines)			1500			-			-
hours of work / credit			25			25			25
no credits / discipline			5			8			3
total credits per year (12 disciplines)			60			-			-

Scale of conversion of grades into E.C.T.S. ratings
(E.C.T.S. Grading Scale)

E.C.T.S. rating	Grades in Romania	Definition of interval	Gauss curve%
A	10	EXCELLENT Exceptional performance; results well above the average standard.	10
B	9	VERY GOOD Results over the average standard, but with some deficiencies.	25
C	7-8	GOOD Results that meet the average standard; generally good activity, with a number of notable deficiencies.	30
D	6	SATISFACTORILY Results that meet the average standard; correct but with significant deficiencies.	25
E	5	SUFFICIENT Results that meet the minimum standard.	10
FX	4	Fail Results with major deficiencies; some more effort is needed to get the credits.	-
F	1-3	Fail Extremely poor performance; a considerable effort is needed to get the credits.	-

.....	Professor PhD. Floarea NICOLAE
.....
.....
Date:
.....	Date:
.....

RECEIVING INSTITUTION	
We confirm that this proposed programme of study/learning agreement is approved.	
Departmental coordinator's signature	Institutional coordinator's signature
.....
.....
Date:	Date:
.....

Model E.C.T.S. Notes Sheet
E.C.T.S. - EUROPEAN CREDIT TRANSFER SYSTEM

TRANSCRIPT OF RECORDS

<p>NAME OF SENDING INSTITUTION: BIOTERRA UNIVERSTY BUCHAREST Faculty/Department of</p> <p>E.C.T.S. departmental coordinator:</p> <p>Tel.: Fax: E-mail box:</p>
<p>NAME OF STUDENT:First name:.....</p> <p>Date and place of birth:</p> <p>(sex):.....</p> <p>Matriculation date: Matriculation number:</p> <p>Period of stay</p>
<p>NAME OF RECEIVING INSTITUTION:</p> <p>Faculty/Department of</p> <p>E.C.T.S. departmental coordinator:</p> <p>Tel.: Fax: e-mail box:</p>

Course Unit code (1)	Title of the course unit	Duration of course unit (2)	Local grade (3)	ECTS grade (4)	ECTS credits (5)
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.....
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.....

 to be continued on a separate sheet Total:
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(1) (2) (3) (4) (5) see explanation on back page
Degree awarded:

.....

Date
Stamp
Signature of registrar/dean/administration officer
Signature
Stamp of institution:
Dean/Director

- (1) Course unit code: refers to the E.C.T.S. information Package
- (2) Duration of course unit: Y = 1 full academic year; 1S = 1 semester; 2S = 2 semesters; 1T = 1 term/trimester; 2T = 2 terms/trimesters
- (3) Description of the institutional grading system

.....

- (4) E.C.T.S. grading scale
- (5) E.C.T.S. credits: 1 full academic year

Model of E.C.T.S. Questionnaire

BIOTERRA University Bucharest

Faculty

Program / Specialization.....

Series / year of study.....

Credit assessment questionnaire E.C.T.S. Form P105

F₁

Please rate the following quality indicators (5 maximum; 1 minimum) with a score of 5 to 1 by ticking the appropriate box:

I. Allocation of credits

Indicator	5	4	3	2	1
1) Credits allocated to the disciplines within the program reflect the student's effort (1 Credit = 25-30 hours of activities: participation in courses and seminars / laboratories, study of manual lessons, study of bibliography, research and documentation, homework / on-going / project, elaboration of scientific communication etc.)					
2) The time allocated to learning the disciplines in the program is calculated in real terms and reflected correctly in the number of credits					
3) The number and difficulty of ongoing assessment work / housework ensures the quality of studies					
4) The number of credits awarded to specialized disciplines contributes to the development of the expected skills					
5) The number of credits allocated to the core / field disciplines correctly reflects the expected general skills					
6) The number of credits allocated to complementary disciplines provides the necessary knowledge and skills					
7) The time required for preparation for final assessment is in balance with the amount of knowledge and skills expected and the number of credits allocated to disciplines.					

II. Allocation of credits to disciplines

Please evaluate each discipline globally, based on the indicators in point I, giving 5 points for the maximum qualification and 1 point for the minimum score) by ticking the corresponding box:

Discipline	5	4	3	2	1
.....					

General Considerations and / or Proposals (continue on the reverse):
.....
.....
.....
.....

Date:

Note: provides the survey participants with a list of the program disciplines and the number of credits