



**ADVENTUS UNIVERSITY OF CERNICA**

**ERASMUS+ Methodology**  
**European Credit Transferable System - ECTS**

This methodology is developed in accordance with ORDINANCE no. 3223 of 8 February 2012 for the approval of the Methodology for the recognition of periods of study abroad, Ministry of National Education

## **1. Purpose**

The purpose of this procedure is to present how to apply the credit system to Adventus University, as well as its associated responsibilities, in bachelor's, master's and postgraduate study programs, taught courses and scientific studies and transfer of students.

## **2. Scope**

The procedure applies to Adventus University in all faculties and departments that offer educational services through study programs.

The following definitions and abbreviations are used in the present procedure:

Definitions:

- Credit Transfer System ECTS = system that facilitates measurement and comparison the results of studies obtained in the context of different qualifications, study programs or study annotations based on time-based work capacity.
- Credit ECTS = unit of measure of the student's working capacity expressed in time.
- Cycle (qualifications) = study program corresponding to an academic level.
- grade (grade) = numerical mode of expression in the Romanian system of the final assessment at the end of a study cycle, equivalent to the grade awarded in the ECTS system, which expresses the performance obtained in a study 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 can obtain the expected results and the credits granted as a result of the evaluation.
- Competencies = Dynamic combination of abilities and attitudes and are the basis for defining the objectives of a study program.

## **3. Description**

### **3.1. Overview**

3.1.1. 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 ECTS credits. The Master 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.

3.1.2. The ECTS system is based on the general criterion: one-year global study capacity university 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 ECTS 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.

3.1.3. Within the ECTS system, the number of credits earned by the student at the completion of some

disciplines or modules, as described in the Study Agreement, must replace an equivalent number of credits at the Partner University.

3.1.4. Credits in ECTS can only be obtained after fulfilling the required requirements and evaluating the results of the obtained studies.

(1) The ECTS transfer credit system shall be used for:

- 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 other universities;
- placements on the labor market; placements can be characterized by terms of study results and working time expressed in ECTS 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 ECTS 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 Adventus University, host university and student (as in the case of Socrates-Erasmus). The ECTS Notes and the Diploma Supplement facilitate recognition decisions.

(4) Adventus University, and generally host universities, does not accept students with ECTS credits wishing to study in larger academic years. Nevertheless, the student is entitled to take into account previous studies. ECTS transparency methods provide the necessary information.

(5) The ECTS system refers to: ECTS credits, student learning effort, learning outcomes and competences, the ECTS rating scale and the ECTS for lifelong learning.

3.1.3. The ECTS 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.

3.1.6. 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).

3.1.7. 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).

### 3.2. Legal requirements

(1) 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 ECTS credits.

(2) Each academic year will have 60 transferable study credits in the European system (ECTS) for compulsory subjects, regardless of the form of education - day courses, low frequency courses, distance learning 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) Promotion of the student from one year of study to another, depending on the accumulated study credits (ECTS), as well as the promotion of two years of study in one year, are decided by

the Senate of Adventus University and described in the Activity Regulation professional studies, the Framework Contract and the Admission Methodology in the Bachelor's degree program.

### 3.3. ECTS Credits

3.3.1. 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.

3.3.2. 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.

3.3.3. 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.

3.3.4. In lending, Adventus University 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 discipline, the number of credits may be higher or lower than 3.

3.3.3. No credits are granted:

- for the number of teaching hours / practical activities included in the curriculum,
- According to prestige and status, ECTS 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.

### 3.4. The learning effort of the student from the perspective of ECTS

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

3.4.2. 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 practices, continuous assessments, etc.

3.4.3. 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 credit discipline calculation are given in Annex 1.

### 3.5. Learning outcomes and competences

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

3.5.2. The study results reflect the requirements for granting credits and are formulated by the discipline holders, according to the related procedures.

### 3.6. ECTS Scale

3.6.1. The ECTS system makes the national scoring system more transparent to ease transferring grades from one system to another to serve graduate students, including mobile students.

3.6.2. The ECTS scoring scale is based on the student's rating on broad (clear) grouping, simplifying the grading of students.

3.6.3. The group of students is promoted and unprompted. Annex 2 presents the Scale Converting Scale to ECTS degrees.

3.6.4. 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 performance of the quality control of the results obtained through the use ECTS graduation.

### 3.7. ECTS for lifelong learning

3.7.1. The ECTS credit system applies to all types of lifelong learning programs to express the student's ability to learn in credits.

3.7.2. Under national law, ECTS credits apply to informal studies (unofficial) based on formal programs as reference points.

### 3.8. ECTS Documents

The ECTS documents are: Study Guide, ECTS Enrollment Form a student, ECTS Study Agreement, ECTS Study Agreement, and ECTS Notes.

3.8.1. The study guide is conducted according to the related procedure.

3.8.2. The student's ECTS enrollment form is approved annually by the Senate of the University.

3.8.3. The ECTS study contract is approved annually by the Senate of the University.

3.8.4. ECTS Study Agreement:

- (1) - The ECTS study agreement is created and used for mobile students who wish to study for a short time at an institution in another country (as in the case of the Erasmus program).
- (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, the Dean / Departmental Director and the Rector / Vice Rector of Adventus University, as well as the equivalent authority from the host institution, 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.

3.8.5. ECTS Notes

(1) The ECTS 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 ECTS 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 ECTS Note Sheet for facilitating the insertion of data into the Diploma Supplement issued to all graduate students.

### 3.9. Transfer students

3.9.1. Student transfer can be done:

- a) between the faculties of Adventus University;
- b) within the faculty of Adventus University from one form of education to another;
- c) from another institution to one of the faculties of Adventus University;

d) from a faculty of Adventus University to another University in the country or abroad.

3.9.2. In case of transfer from Adventus University to other universities, the transfer of credits is guaranteed by an explicit agreement signed by Adventus University, the host university and the mobile student.

3.9.3. The transfer applicant's file is being analyzed by the Equivalence Commission according to the Methodology on the transfer of ECTS formative results to Adventus University.

3.10. Assessment of the quality of the ECTS system

3.10.1. Assessment of the quality of the ECTS system takes into account the adequacy of the credits granted in

concordance with the student's learning effort (if the student's effort is estimated correctly).

3.10.2. Assessment of the quality of ECTS is done in two ways:

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. verifying at least every 3 years the credits awarded by the discipline holders and recalculating the working time necessary for the student, followed by auditing the credits granted on the study program and by disciplines / modules by the Evaluation and Insurance Committee quality.

3.11. ECTS Coordinator

3.11.1. At the institutional level, the ECTS coordinator at Adventus University is the Vice-Rector for Community Programs.

3.11.2. At the faculty / study department level, the ECTS coordinator is responsible for community programs at faculty / study department. The ECTS 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 ECTS.

3.11.3. The responsibilities of the institutional coordinator of ECTS are:

- ensures the institution's commitments and implementation of the ECTS principles and mechanisms in the context of accumulation and transfer of credits;
- pursues mechanisms for the correct use of ECTS tools;
- coordinates the accumulation and transfer of credits and the dissemination of the Institutional Studies Guide.

3.11.4. The responsibilities of the ECTS coordinator at faculty / department level are:

- coordinates the practical and academic aspects of the ECTS system;
- Ensure that prospective students and mobile students have access to their Study Guide Adventus University and the ECTS Information Package at Partner Universities;
- completes the Registration Form and the Study Agreement correctly and correctly understands 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 ECTS system by faculty / department.

4. Forms and Annexes:

Annex 1: ECTS / Discipline Computation Model

Annex 2: Scale of conversion of grades into ECTS degrees

Annex 3: Model ECTS Study Agreement

Annex 4: Model ECTS Notes Sheet

Annex 5: ECTS Questionnaire Model

**Model of calculus for ECTS/discipline**

Activities/discipline	Standard student medium Frequency			Example 2 Specialty discipline			Example 3 Complementary discipline		
	no. activity	activity	Total labor	no. activity	activity	Total labor	no. activity	activity	Total labor
Participation to theoretical hours	14	2	28	14	3	42	14	1	28
Participation to seminars	14	1	14	14	1	14	14	1	14
Participation to practical applications/laboratories	14	1	14	0	0	0	0	0	0
Studying courses / manual	14	2	28	14	4	56	14	1	14
Research / bibliographic study	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
Homework / Continues evaluation	3	1	3	2	4	8	2	0,5	1
Documentation and project writing	1	12	12	1	12	12	0	0	0
Documentation and 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
Scientific communication presentation	1	0,1	0,1	1	0,2	0,2	0	0	0
Continues 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
<b>Total hour worked / discipline</b>			<b>125</b>			<b>200</b>			<b>75</b>
<b>Total hour worked / year (14 discipline)</b>			<b>1500</b>			-			-
<b>Hours worked / credit</b>			<b>25</b>			<b>25</b>			<b>25</b>
<b>Credits / discipline</b>			<b>5</b>			<b>8</b>			<b>3</b>
<b>Total credits per year (14 discipline)</b>			<b>60</b>			-			-

**ECTS GRADING SCALE**

Qualifying ECTS	Mark in Romania	Definition of the interval	Gauss Curve %
A	10	EXCELENT Performance exceptional; results more over medium standard	10
B	9	VERY WELL Results more over medium standard but with some deficiencies	25
C	7-8	WELL 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	-



**ECTS – EUROPEAN CREDIT TRANSFER SYSTEM LEARNING AGREEMENT**

ACADEMIC YEAR: 2016 / 2017, FIELD OF STUDY: .....

Name of student: .....

Sending University: **ADVENTUS UNIVERSITY** ..... Country: **ROMANIA**

**DETAILS OF THE PROPOSED STUDY PROGRAMME  
ABROAD/ LEARNING AGREEMENT**

Receiving University: ..... Country: .....

Course unit code (if any) and page no. of the information package/ <i>Codul disciplinei (dacă există) și nr. paginii din Ghidul de studii</i>	Course unit title (as indicated in the information package) <i>Denumirea disciplinei (indicată și în Ghidul de studii)</i>	Number of ECTS credits/ <i>Numărul de credite ECTS</i>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**TOTAL ECTS:**  
.....

If necessary, continue the list on a separate sheet/*Dacă este necesar se continuă pe altă filă.*

Student's signature

..... Date:  
.....

**SENDING UNIVERSITY**

*We confirm that the proposed programme of study/learning agreement is approved. Confirăm că programul de studii propus în acordul de studii se aprobă.*

Program coordinator's signature

University coordinator's signature

.....  
.....

*Dean/Department Director signature*

Date:

.....  
.....

Date:

.....

**RECEIVING UNIVERSITY**

We confirm that this proposed programme of study/learning agreement is approved.

Departmental/Faculty/Program  
coordinator's signature

University coordinator's signature

.....  
.....

Date:

Date:

.....

**ECTS – EUROPEAN CREDIT TRANSFER SYSTEM TRANSCRIPT OF RECORDS**

**NAME OF SENDING UNIVERSITY:**  
**ADVENTUS UNIVERSITY**

Faculty/Department of .....

ECTS departmental/program coordinator: .....

Tel.: ..... Fax: ..... E-mail: .....

**NAME OF STUDENT:** .....

Date and place of birth: .....

(sex): .....

Matriculation date: .....

Matriculation number: .....

Period of stay .....

**NAME OF RECEIVING UNIVERSITY:**

Faculty/Department of .....

..... ECTS departmental/program/faculty coordinator: .....

Tel.: ..... Fax: ..... E-mail: .....

Course Unit code (1) <i>Cod disciplină</i>	Title of the course unit <i>Denumire disciplină</i>	Duration of course unit (2) <i>Durata disciplinei</i>	Local grade (3) <i>Nota</i>	ECTS grade (4) <i>Calificativ ECTS</i>	ECTS credits (5) <i>Nr. Credite</i>
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....



**Model of ECTS questioner**

**ADVENTUS UNIVERSITY**

**Faculty/Program/Specialization.....**

**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 under the program reflect the effort (1 credit = 25-30 hours of activities: participation in courses and seminars / laboratories, study of lessons in the manual, bibliography study, research and documentation, writing homework / evaluation					
2) The time spent on learning the disciplines under the program is calculated in real terms and reflected correctly in number of credits					
3) Number and difficulty of continuous assessment / house ensures the quality of studies					
4) The number of credits awarded to specialized disciplines contributes to developing the expected skills					
5) The number of credits allocated to the core / field disciplines correctly reflects the expected general competencies					
6) The number of credits allocated to complementary disciplines ensures					
7) The time required for preparation for final evaluation 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 appreciation and/or Proposal (continue verso):**

.....  
 .....  
 .....

**Data:**

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