

Order 25 318/2005 – Under the proposal of the University of Coimbra’s Rectorate, it was approved, by the Senate’s deliberation 69/2005, of October 12, the Regulation on the application of the course credit system (ECTS – European Credit Transfer and Accumulation System) to the courses of the University of Coimbra, which is ruled by the following terms:

Regulation on the application of the course credit system (ECTS – European Credit Transfer and Accumulation System) to the courses of the University of Coimbra

With the publication of the Decree-Law 42/2005, of February 22, the regulatory instruments for the creation of the European higher education area were officially approved.

Under the terms of the article 11 of the mentioned decree-law, it is up to the legally and statutorily competent body of each higher education institution to approve a regulation for the application of the course credit system, which includes the procedures and the rules to be adopted for setting the credits to be obtained in each subject area and to be allocated to each course unit.

Without prejudice to the important role played by Faculties, namely by the scientific councils, in the proposal of new courses, course redesign and elimination, it is up to the Senate of the University – the body to which competes the approval of the abovementioned proposals – to approve such regulation.

Under these terms, by the Senate’s deliberation 69/2005, it is approved the following Regulation:

Article 1

The present Regulation aims to define the application of the course credit system to all courses of the University of Coimbra, under the terms defined by the Decree-Law 42/2005, of February 22, as well as the technical standards for both the presentation and publication of the curricular structures and the study programmes, approved by the Order 10 543/2005 of the Director-General of Higher Education.

Article 2

The concepts and definitions used in the proposals of course design and redesign are in compliance with those described in the article 3 of the Decree-Law 42/2005, of February 22.

Article 3

- 1 – The curricular structures of the courses offered by the University of Coimbra express in credits the work to be carried out by students in each subject area.
- 2 – The study programmes of the courses express in credits the work to be carried out by students in each course unit, as well as its subject area.

3 – A certain amount of credits, under the responsibility of the Faculties, may be allocated to activities developed outside the subject area of the student's curricular structure, as long as they are previously agreed and duly certified by competent bodies.

Article 4

1 – The credit is the measurement unit of student workload and it includes all forms of work foreseen, in particular contact hours and hours devoted to internships, placements, projects, fieldwork, independent study, assessment, and so forth.

2 – In the credit number allocation, it is considered that the estimated workload of a full-time student, during one study year, is one thousand, six hundred and twenty hours over a period of 40 weeks.

3 – The number of credits corresponding to the workload of a full-time study year is 60, of a semester 30 and of a trimester 20.

4 – Thus, one credit corresponds to twenty-seven student working hours.

5 – For courses with duration of less than one year, the number of credits is allocated having in mind the proportion of time it represents in one academic year.

6 – The number of credits corresponding to the workload of a full-time course is the same as the product of the normal duration of the course in academic years or fractions thereof times 60.

7 – The credits allocated to each course unit are expressed in multiples of half a credit.

8 – A course unit included in the study programme of more than one course at the same higher education institution shall have the same number of credits, regardless of the course.

Article 5

The credits of the dissertations and theses leading to the award of academic degrees or of diplomas of non-degree courses are allocated taking into consideration the normal average time estimated as necessary for their preparation and assessment, and measured in academic years or fractions thereof, having in mind that the workload of a full-time academic year is 60 credits.

Article 6

1 – The adjustment of the allocation of credits to individual course units per semester or study year is up to the scientific councils of the Faculties.

2 – The teaching staff, responsible for individual course units, plans concrete learning activities to be successfully carried out by students, which reflect the quantity of work estimated in the allocation of credits.

3 – The management bodies of the Faculties are advised to promote the development of systems that monitor the actual student workload, and to do the necessary adjustments.

Article 7

Any proposals submitted to the Senate by the Faculties shall be elaborated in compliance with the technical standards for the presentation of curricular structures and study programmes of higher education courses, approved by Order of the Director-

General of Higher Education, namely in what concerns the characterisation, organisation and presentation of courses, curricular structures, and study programmes.

Article 8

The proposals of new courses, course redesign or elimination shall be presented to the Senate until November 30 of the year preceding the one in which those proposals will be put into practice.

Article 9

- 1 – The omissions or doubts related to this Regulation are solved by Order of the Rectorate.
- 2 – The entry into force of this Regulation happens immediately after its approval by the Senate.

November 25, 2005. – The Rector, *Fernando Seabra Santos*