



Item 13

**ORDINANCE NO 8  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 18 January 2017

**on the University Credit Accumulation System  
complying with standards of the  
European Credit Transfer and Accumulation System – ECTS**

Pursuant to Article 66 s. 2 point 3 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws of 2017, item 1842, as amended), and § 35 point 3 of the Statute of the University of Warsaw (UW Monitor 2015, item 150, as amended), it is hereby ordered as follows:

**§ 1**

**University Credit Accumulation System**

1. The University Credit Accumulation System complies with the standards of the European Credit Transfer and Accumulation System in the version adopted by ministers of higher education of member states of the European Higher Education Area in Yerevan, in 2015.

2. The guide for the users of the ECTS 2015 system, hereinafter referred to as the “Guide,” is available at:  
[http://erasmusplus.org.pl/wp-content/uploads/2016/10/ECTS\\_PL\\_FRSE\\_internet.pdf](http://erasmusplus.org.pl/wp-content/uploads/2016/10/ECTS_PL_FRSE_internet.pdf).

**§ 2**

**ECTS coordinators**

1. The Rector shall appoint the University ECTS coordinator.

2. Heads of University organisational units conducting the studies shall appoint ECTS coordinators. Tasks of the ECTS coordinator at the unit may be entrusted to the mobility coordinator.

3. Tasks of the University ECTS coordinator shall include, in particular:

- 1) monitoring of the course catalogue (ECTS reference book) with respect to compliance of the allocation of ECTS credits to courses with the principles laid down in the Guide;
- 2) ensuring the consistency of the University ECTS policy with national and European solutions;
- 3) ensuring the consistency of ECTS solutions used by University organisational units conducting the studies;

- 4) notifying the Rector and heads of University organisational units conducting the studies, as well as ECTS coordinators of any changes in the application of the ECTS arising from the Bologna Process;
- 5) providing the academic society with the information on the correct application of ECTS rules pertaining to the transfer and accumulation of credits, as well as proper use of ECTS tools (course catalogue/ECTS Guide, Learning Agreement for studies/traineeships, list of achievements (assessments), grade distribution table);
- 6) cooperation with ECTS coordinators appointed at University organisational units conducting the studies;
- 7) cooperation with mobility coordinators.

4. Tasks of ECTS coordinators appointed at University organisational units conducting the studies shall include, in particular:

- 1) clarification of the rules for recognising learning outcomes transferred together with ECTS credits, in cooperation with the mobility coordinator;
- 2) clarification of the rules pertaining to structuring the individual learning pathways, including at other domestic or foreign institutions, in consultation with the mobility coordinator;
- 3) supporting the students with respect to the preparation of the Learning Agreement for studies;
- 4) cooperation with the University ECTS coordinator.

### **§ 3**

#### **Allocation of ECTS credits**

1. Credits shall be allocated to qualifications, learning programmes and single modules (courses).

2. The number of ECTS credits allocated to the particular module (course) shall correspond to the average amount of the student's workload required to achieve the expected learning outcomes. When calculating the workload, it is necessary to take into account types of classes (lectures, exercises, laboratory, etc.) making up the course, study form (organised vs. individual student's work), as well as the methods of the verification of achievement of the assumed learning outcomes.

3. It is assumed that:

- 1) the full workload of the student ranges from 1,500 to 1,800 hours for an academic year;
- 2) the full workload of the student in an academic year corresponds to 60 ECTS credits, which means that 1 ECTS credit corresponds to 25-30 hours of work.

4. The council of the organisational unit of the University conducting the studies shall determine the workload necessary to complete the course, i.e. to achieve the assumed learning outcomes, and shall allocate the relevant number of ECTS credits.

5. When determining the number of ECTS credits allocated to the particular course, the council of the University unit conducting the studies takes into account an opinion of authors of the course programme on the necessary workload required to pass the course.

6. The number of credits allocated to the course shall be an integer or a rational number with a fractional part equal 0.5.

## **§ 4 Courses**

1. The course included in the educational offer of the University organisational unit conducting the studies shall have a fixed set of attributes making up the syllabus, including:

- 1) unique course code;
- 2) course title;
- 3) description of the course, including in particular assumed learning outcomes and the method of verification and assessment of their achievement;
- 4) course passing rules;
- 5) number of ECTS credits that the students will receive after passing the course in accordance with the course passing rules;
- 6) language of instruction;
- 7) the study cycle, as part of which the course is conducted (first-cycle, second-cycle or third-cycle).

2. The syllabus shall be included in the University course catalogue (ECTS reference book) in the University System of Organization of Studies, hereinafter referred to as "USOS." The unit conducting the course shall be responsible for entering the course into USOS.

## **§ 5 Award of ECTS credits**

1. Credits allocated to the qualification, learning programme or a module (course) shall be awarded in order to confirm the achievement of assumed learning outcomes.

2. Credits are awarded to students after they have completed the required learning activities set in the study curriculum, and achieved the defined learning outcomes.

3. In case of achieving learning outcomes in non-formal or informal learning contexts, credits shall be awarded after carrying out the procedure for confirming the learning outcomes.

## **§ 6 Award of credits to students resuming their studies**

1. When the number of ECTS credits allocated to the module (course) in the study curriculum originally pursued by the student was lower or higher than in curriculum offered at present, based on which the student resumes the studies, the number of credit shall comply with the original study curriculum.

2. If no ECTS credits were allocated to a module (course) in the study curriculum pursued originally, it is necessary to:

- 1) identify the equivalent module (course) in the study curriculum pursued at present, based on which the student resumes the studies;
- 2) compare learning outcomes of both modules (courses);
- 3) after confirming that learning outcomes are comparable or the same, allocate the number of ECTS credits to the module (course) recognised, corresponding to the number of ECTS credits of the equivalent module (course) in the curriculum, based on which the student resumes the studies;

4) draw up the report on the comparison of learning outcomes and recognition of the module (course) as equivalent, and award ECTS credits.

3. If the student resuming the studies has completed a whole stage of studies with the number of ECTS credits less than the required one, the head of the University organisational unit conducting the studies shall identify modules (courses) that the student should complete in order to make up for the shortage of credits.

## **§ 7**

### **Award of ECTS credits in the process of learning of foreign languages as well as information and communication technologies**

1. ECTS credits are awarded independently for passing a foreign language course and preparation for taking an examination confirming the required language proficiency:

- 1) 8 ECTS credits are awarded for the participation in language courses and achievement of learning outcomes related to 240 hours of language courses (4 ECTS credits for 120 hours, 2 ECTS credits for 60 hours respectively);
- 2) 2 ECTS credits are awarded for preparation for the examination confirming language proficiency and passing this examination;
- 3) 2 ECTS credits are awarded for preparation for an external examination confirming language proficiency and passing this examination, confirmed by a relevant certificate.

2. 2 ECTS credits are awarded for the participation and passing 30 hours of the information and communication technologies course. The course is completed with a grade.

## **§ 8**

### **Grade distribution tables**

1. The grade distribution table shows how the grading scale is used at the University of Warsaw.

2. The grade distribution table allows for comparison with the statistical distribution of grades in a parallel reference group of students (reference group) of another institution.

3. The table represents the statistical distribution of positive grades (pass and above) awarded in each study subject.

4. The explicit ISCED-F 2013 code, hereinafter referred to as ISCED, complying with requirements of POL-on and Central Statistical Office (GUS) is assigned to every field of study at the University of Warsaw. This code is an attribute of the curriculum. The Department of Computer Applications, hereinafter referred to as "DCA," enters it into USOS, in agreement with the University organisational unit conducting the studies.

5. Arrival of every visiting student is related to the ISCED code entered into USOS by the University organisational unit responsible for admission of the student.

6. The study process card of the student (including a visiting student at the University of Warsaw) and the diploma supplement shall include a percentage grade distribution table for the student reference group, hereinafter referred to as the "Grade Distribution Table."

7. The reference group for students of diploma curricula comprises students of the same field of study (having the same ISCED code). For visiting students, the reference group is defined based on the code of the main field studied at the University of Warsaw.

8. The distribution of grades is calculated based on grades awarded in two academic years.

9. For the purposes of the development of the distribution table, all positive grades (pass and above) in modules (courses) conducted within the framework of the particular study curriculum, awarded based on the grading scale used at the University of Warsaw, excluding grades awarded during the first year of study in case of first-cycle studies and long second-cycle studies, but including all years of study in case of the second-cycle studies, are taken into account.

10. The grade distribution is developed separately for first-cycle studies and separately for long second-cycle studies or second-cycle studies.

11. The distribution is calculated taking into account grades awarded to students making up the reference group for the year of completion of the studies respectively; for instance in the following way:

- 1) studies completed in the 2014/15 academic year – grades awarded from 1 October 2012 to 30 September 2014;;
- 2) studies completed in the 2015/16 academic year – grades awarded from 1 October 2013 to 30 September 2015;;
- 3) studies completed in the 2016/17 academic year – grades awarded from 1 October 2014 to 30 September 2016.

12. The grade distribution table for the reference group is calculated automatically in the USOS.

13. In order to ensure the quality of the process, grade distribution tables are developed under the leadership of the Office for Bologna Process and Foreign Language Teaching, by the team of IT experts in charge of USOS appointed by the Rector, in the graphical format allowing automatic pasting of the table to the study process card and diploma supplement printed from USOS.

14. Grade distribution tables shall be updated once a year, by 30 November.

15. The head of the University organisational unit conducting the studies shall approve new grade distribution tables before they are put on the study process card and the diploma supplement.

16. Current files presenting the percentage distribution of grades and the cumulative percentage grade distribution are available for review on the website of the central administration unit appointed by the Rector.

17. Binding grade distribution tables are transferred to EGRACONS (European Grade Conversion System, <https://tool.egracons.eu>). The tool allows conversion of grades from the scale of grades used at the host institution receiving the students within the framework of the Erasmus+ programme or other foreign institution that joins the project, to the scale of grades used at the University of Warsaw.

18. If grade distribution tables of the host institution receiving the students of the University of Warsaw are entered into the EGRACONS, conversion of grades of mobile students is made using this tool.

19. If grade distribution tables of the host institution receiving the students of the University of Warsaw are not entered into the EGRACONS, conversion of grades of mobile students is made by comparing grade distributions of the reference group at the receiving institution and at the University of Warsaw.

20. Persons having access to the EGRACONS at the University of Warsaw have been appointed, including:

- 1) University ECTS coordinator;
- 2) member of the team of IT experts in charge of USOS appointed by the Rector;
- 3) person appointed by the head of the University organisational unit conducting the studies, authorised to convert the grades (e.g. the mobility coordinator or ECTS coordinator);
- 4) person updating the data in the system, appointed by the head of the DCA;
- 5) local administrator appointed by the head of the DCA.

21. Access to data in the EGRACONS is secure and password-protected.

## **§ 9**

### **Grade conversion**

1. Grades achieved by a student when studying at another domestic or foreign institution shall be converted to grades used at the University of Warsaw in compliance with the rules specified in the Guide.

2. Grades achieved by the student shall be converted by comparing distributions of grades of the relevant reference group (field of study with the ISCED code).

3. Grades referred to in s. 1 shall be converted to grades used at the University of Warsaw, based on documents submitted by the student or the domestic or foreign institution.

4. Documents referred to in s. 3 shall include, in particular the transcript of records or other equivalent document, and the description of the grading system binding at the other domestic or foreign institution together with the statistical grade distribution table of the reference group.

5. In case of short-term visiting students, the transcript of records (study process card) shall additionally include the distribution of grades for the modules (courses) completed, obtained in the reference group.

6. The grades shall be converted based on the statistical grade distribution table by a person appointed by the head of the University organisational unit conducting the studies, authorised to convert the grades, in particular the mobility coordinator or the ECTS coordinator.

7. The person authorised to convert the grades shall convert the grades using the EGRACONS tool if possible.

8. If there is no statistical grade distribution table for the particular domestic or foreign institution, the decision on conversion shall be made by the University ECTS coordinator.

9. In any case, the student shall be entitled to appeal against the decision on conversion of grades in accordance with general principles.

## § 10

1. Ordinance no 3 of the Rector of the University of Warsaw of 18 January 2007 on the University Credit Accumulation System complying with standards of the European Credit Transfer and Accumulation System – ECTS (UW Monitor 2007, item 194) shall be hereby cancelled.

2. Ordinance no 31 of the Rector of the University of Warsaw of 2 November 2006 on conversion of grades achieved at another institution to grades used at the University of Warsaw (UW Monitor 2006, item 164) shall be hereby cancelled.

3. The ordinance shall come into force on the date of its signing and shall apply starting the 2017/2018 academic year.

Rector of the University of Warsaw:  
*M. Pałys*