

Pursuant to the article 29 of the Mandate of Swiss School of Business and Management Geneva, the following regulation has been approved:

REGULATION ON ECTS CREDITS IN CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES OF STUDENTS

GENERAL PROVISIONS

Article 1

The **European Credit Transfer System (ECTS)** is a points system used by schools and universities and agreed by governments, that makes international education more easily comparable across borders.

The European Credit Transfer System - or, more precisely, the **European Credit Transfer and Accumulation System** - makes studying across the European Higher Education Area or in other countries much more comparable. A system of credits means one course or module is worth the same at any school or university.

Credits for lectures from different institutions can be accumulated (or added up) towards one degree or qualification, allowing for much more flexibility.

This Regulation governs the system of collection and transfer of ECTS credits, which is based on the process of learning and achieving the expected learning outcomes.

The purpose of ECTS credit transfer system is to plan, implement, recognize and assess qualifications and learning outcomes as well as student mobility.

Article 2

This Regulation applies to all undergraduate study programs as well as to all graduate study programs implemented or planned to be implemented at Swiss School of Business and Management Geneva.

Article 3

ECTS credit is a numerical value attributed to a defined curricular or extracurricular activity, which denotes the student workload required to fulfill all expected student obligations, including passing exams, i.e., workload necessary to achieve the expected learning outcomes.

One (1) ECTS credit equals a workload of 25 hours, which includes participation in lectures and seminars, exercises, mid-term tests and exams, as well as all other curricular or extracurricular activities required to achieve learning outcomes, and which can be different for different curricular or extracurricular activities.

Article 4

Assignment of ECTS credits refers to a procedure by which students and other participants are formally assigned credits attributed to a qualification and /or its components under the condition that they have achieved the expected learning outcomes.

Credits are assigned to individual students after they have completed necessary learning activities and achieved the expected learning outcomes, which is confirmed by appropriate assessment. In the case of students and participants achieving learning outcomes in other formal, informal and non-formal learning contexts or in other periods, credits can be assigned on the basis of assessment and recognition of these learning outcomes.

Article 5

Transfer of ECTS credits is a process in which ECTS credits earned within a framework of a defined program at a higher education institution are recognized at another higher education institution with the aim of earning qualification.

CURRICULAR ACTIVITIES

Article 6

The number of ECTS credits for each course is defined in the syllabus available to students via eSSBM platform.

Every syllabus needs to contain provisions on the total student workload necessary for successful completion of the course.

Article 7

Student workload must be expressed in hours of work in such a way that every syllabus contains information on the number of hours of lectures, seminars, or exercises if they are conducted as a part of the course.

Apart from the number of hours from the previous paragraph, every syllabus must include the number of hours required for class preparation, study of literature and case studies, projects, essays, presentations or any other student activity foreseen in the syllabus, in accordance with the characteristics and contents of the course.

The number of ECTS credits for every course must be equal to the total number of hours

required by all student activities, i.e., the total student workload.

Article 8

Students shall earn ECTS credits only after they have completed all the expected student activities defined by the course syllabus.

Successful achievement of learning outcomes, i.e. the regular completion of all student activities, is confirmed by the course lecturer by entering the grade into the SSBM Student Information System (SIS).

Article 9

ECTS credits assigned to students within a program of a higher education institution can be transferred and added to credits assigned within another study program implemented by the same or other higher education institution.

The number of ECTS credits, the procedure of assessment of earned ECTS credits as well as all other questions concerning enrollment, and which are applicable to enrollment of students in higher academic years are regulated by separate study program rules and regulations.

Students who have completed courses and earned a defined number of ECTS credits within the program of student exchange/study period, shall have their ECTS credits recognized in accordance with the provisions of the mobility regulation.

EXTRACURRICULAR ACTIVITIES

Article 10

An extracurricular activity is every student's obligation realized outside the classroom which has been foreseen by the implementation plan and program for every study program, such as student internships, conferences, workshops etc.

Article 11

The number of ECTS credits assigned to each extracurricular activity is defined by the Regulation for individual study programs, and it is available to students via eSSBM.

Every Regulation shall contain provisions on total student workload needed for regular completion of student extra-curricular activities.

Student workload shall be expressed in hours of work, and the number of ECTS credits assigned to each activity shall be equal to a total student workload.

**FINAL
PROVISIONS
ARTICLE 12**

This regulation shall enter into force on the day of its adoption.

After this Regulation has been adopted, all syllabi shall be aligned with provisions of this Regulation.

In Geneva, December 11, 2019