Rector's Directive No. 17/2022 on the award of ECTS credits for extracurricular activities

at the College of International Business ISM Slovakia in Prešov (VŠMP) – 2022

Discussed by: Academic Senate of VŠMP on 30 March 2022
Valid / effective: valid from the date of signature, effective from 1 April 2022
Issued by: doc. PaedDr. ThDr. Marek Storoška, PhD., Rector of VŠMP – Prešov, 1 April 2022

Article 1 – Introductory provisions

1. This Rector's Directive on the award of ECTS credits for extracurricular activities at the College of International Business ISM Slovakia in Prešov (VŠMP) lays down the prerequisites, criteria and procedure for awarding ECTS credits for extracurricular activities of VŠMP students.
2. The award of ECTS credits for extracurricular activities at VŠMP is an expression of the recognition of the results of non-formal education and informal learning within formal education; it supports flexible learning pathways and the achievement of learning outcomes.

Article 2 – Explanatory provisions

1. Extracurricular activities of VŠMP students may be carried out as part of formal and non-formal education and informal learning. These activities develop students' professional competences and transferable skills but are not part of accredited study programmes, i.e. they are not regulated in course syllabi. They may include internships, volunteering, artistic activities, active participation in scientific, professional or artistic conferences, workshops, seminars, non-formal educational programmes or other activities that have not yet been awarded ECTS credits within the study programmes of VŠMP or other domestic or international institutions.
2. Non-formal education is systematic education carried out outside the formal education system, organised by various institutions in order to provide education for certain groups of the population in selected types, forms and content areas.
3. Informal learning is a lifelong process of acquiring knowledge, skills and attitudes from everyday experience, the environment and contact with other people.
4. The term student defines a person taking part in formal and non-formal education and informal learning.
5. Transferable skills are skills that are not specifically tied to a particular job or profession but can be used and further developed in various situations and conditions – e.g. communication skills, numeracy, organisational skills, digital skills, analytical skills, interpersonal skills, creativity and abstract thinking, critical thinking, mentoring and supervisory skills, entrepreneurial skills, motivation and the ability to learn, contextual thinking, metacognitive skills.

Article 3 – Award of credits for extracurricular activities

1. ECTS credits are awarded for students' extracurricular activities if they meet the following prerequisites: (a) they have clearly defined learning outcomes; (b) the student's workload within the activity is clearly expressed; (c) the student's active participation in the activity is demonstrated; (d) the achievement of the learning outcomes is demonstrated.
2. Credits for extracurricular activities are awarded on the basis of an application by the activity leader or the student.

Article 4 – Calculation of ECTS credits for extracurricular activities

1. One ECTS credit represents a student workload of 30 hours (1 hour = 60 minutes of the student's active work).
2. ECTS credits are calculated to one decimal place and rounded mathematically to a whole number.
3. Activities for which less than 1 ECTS credit could be obtained are not taken into account.
4. The maximum number of credits for participation in an extracurricular activity corresponds to the number of ECTS credits usually awarded for courses at the respective department. The number of extracurricular activities that may be recognised for a student is not limited.
5. An activity that has no set number of credits (e.g. within a study programme) must be assessed on the basis of the above rules in the context of the student's workload.

Article 5 – Process of awarding ECTS credits for extracurricular activities

1. ECTS credits for extracurricular activities may be awarded: (a) on the basis of an application by the activity leader – a person with a scientific-pedagogical or artistic title employed at VŠMP – before the activity takes place (preliminary award of ECTS credits); (b) on the basis of an application by the activity leader after the activity has taken place (subsequent award of ECTS credits); (c) on the basis of a student's application after his or her participation in the activity (award of ECTS credits for extracurricular activities on the student's proposal).
2. The award of ECTS credits is decided by the head of the respective unit of VŠMP or a person authorised by him or her.

Article 6 – Award of ECTS credits on the basis of an application by the activity leader

1. An application for the preliminary award of ECTS credits for extracurricular activities is submitted by the activity leader no later than 3 months before the activity. The application includes detailed information on the planned programme, learning outcomes and the method of their verification, and the planned participants, on the basis of which it can be determined whether the prerequisites for the preliminary award of ECTS credits are met.
2. An application for the subsequent award of ECTS credits is submitted by the activity leader no later than three months after the end of the activity. The application includes detailed information on the implemented programme, learning outcomes and the method of their verification, and the participants who met the conditions for the award of ECTS credits.
3. A decision on the preliminary and subsequent award of ECTS credits for extracurricular activities awarded on the basis of an application by the activity leader is valid for four years. During this period the extracurricular activity may be carried out repeatedly in accordance with the planned programme.
4. After each extracurricular activity awarded ECTS credits on the basis of an application by the activity leader, the activity leader is entitled to issue written certificates of participation in the activity with ECTS credits to all participants who met the set conditions.
5. After each extracurricular activity awarded ECTS credits, the activity leader must submit a report to the respective unit of VŠMP no later than three months after the end of the activity. The report must contain information on the activity carried out, the participants and the form of their participation, the verification of learning outcomes and data on the certificates of participation with ECTS credits issued.
6. If the report is not submitted, or if the head of the unit or an authorised person issues a written opinion with a negative assessment of the report, the extracurricular activity loses the ECTS credits awarded by decision of the head of the unit or the authorised person.

Article 7 – Award of ECTS credits on the student's proposal

1. An application for the award of ECTS credits for extracurricular activities may be submitted individually by a student who took part in the activity, no later than three months after the end of the

extracurricular activity.

2. The application includes detailed information on the extracurricular activity completed, the workload, the learning outcomes achieved and the method of their verification, and further evidence of completion of the activity and achievement of the learning outcomes (confirmation, certificate, photo documentation, recording, product, etc.).

Article 8 – Recognition of ECTS credits within study programmes

1. ECTS credits awarded by the respective unit of VŠMP for extracurricular activities may be recognised within the study programme in which the student is enrolled in a manner that replaces certain teaching content or the conditions for passing a specific course, or may be recognised within the number of credits obtained for elective courses.
2. Recognition of credits awarded by a unit of VŠMP within a study programme is decided by the person responsible for the study programme or its coherent part in cooperation with the persons responsible for the courses in the study programme.
3. If the ECTS credits awarded to a student are not recognised within the study programme in which the student is enrolled, the student has the right to have the awarded ECTS credits recorded as part of the Diploma Supplement.

Article 9 – Final provisions

1. The Academic Senate of VŠMP expressed its opinion on this internal regulation on 30 March 2022.
2. This Directive is valid from the date of signature and effective from 1 April 2022.

Prešov, 1 April 2022

doc. PaedDr. ThDr. Marek Storoška, PhD.
Rector of VŠMP

Annexes

Annex 1 – Application for the preliminary award of ECTS credits for extracurricular activities
Annex 2 – Application for the subsequent award of ECTS credits for extracurricular activities
Annex 3 – Application for the award of ECTS credits for extracurricular activities on the student's request

The three annexes are forms with the same structure: activity leader (name, surname, titles); date of application; information on the planned/implemented programme; information on learning outcomes; method of verification of the activities; planned number of participants; ECTS credits allocated to the individual extracurricular activities (activity – title – scope – ECTS credits); list of participating students with "completed / not completed" and the confirmed number of ECTS credits; explanation of the respective article (6(1), 6(2) or 7); approval by the head of the VŠMP unit or an authorised person (Head of the Department of Social Sciences / Head of the Department of Economics, Management and Marketing), place, date and signature. Applications are submitted on the Slovak forms attached to the original Directive.

Unofficial English translation prepared by VŠTE in Prešov for the information of international students, staff and partners. The Slovak original published at www.vste.sk is the sole binding version; in case of any discrepancy the Slovak text prevails. Contact: Erasmus+ institutional coordinator, erasmus@vste.sk.