

Polytechnic of Tomar

RULES OF PROCEDURE

On the application of the credit system to the programs offered by the Polytechnic of Tomar

As a follow-up to the signature of the Bologna Declaration by the Portuguese Government, Decree-Law No42/2005 of 22 February approved the guidelines and tools leading to the creation of the European Higher Education Area set forth by the Declaration.

One of the tools set out by this Decree-Law, which is one of the key tools for the implementation of that European policy for higher education, is the curricular credit system, the so-called ECTS (European Credit Transfer System).

According to the provisions set forth in Article 11 of Decree-Law No42/2005 of 22 February, it is incumbent on each higher education institution, through its legally and statutorily competent body, to regulate the application of the ECTS system to its programs in compliance with the provisions under the abovementioned decree.

Therefore, under the terms of Article 11 of Decree-Law No42/2005 of 22 February, and on consultation with the integrated Schools of the Polytechnic of Tomar, I approve the following Rules of Procedure:

CHAPTER I

Aims, scope of application and concepts

Article 1

Aims

- 1 – The present Rules of Procedure aim at defining the rules of application of the Credit System to all degree-awarding programs offered by the Polytechnic of Tomar (IPT) in the framework of Decree-Law No42/2005 of February 22 and according to technical guidelines for the presentation of program structures and study plans and its publication approved by Decree Order No10543/2005 of the Director-General for Higher Education.
- 2 – The **Credit System** (ECTS - European Credit Transfer System) provides a set of tools designed to create, in an objective and transparent way, the necessary conditions for a harmonisation of higher education structures in Europe, thus expanding the range of educational options and facilitating comparison, mobility and recognition of studies across Europe.
- 3 – The tools referred to in the previous paragraph are:
 - a) The **ECTS credits** that represent, through a numeric value allocated to each course unit and subject field, the total workload that must be completed by a student in a given course unit to achieve an academic degree or part of the requirements thereto. ECTS credits express the workload for each course unit as regards to total workload required to successfully complete a year of study, i.e. collective teaching sessions (lectures, theoretical-practical, practical and laboratory), tutorial guidance sessions, seminars, training/placements, on-site research or inquiries, individual work as well as examinations or other modes of assessment;
 - b) The **European grading scale** which facilitates comprehension and comparison of grades awarded through the different national higher education systems;
 - c) The **course catalogue** (information brochure) providing useful information on the Polytechnic of Tomar and its basic units particularly on the organization and structure of study programs and course units;

- d) The **study contract** describing the study programs to be followed by the students as well as the ECTS credits which will be allocated once the required conditions are filled. In this contract, students commit themselves to follow the study program abroad as an integral part of their higher education;
- e) The **transcript of records** providing a complete academic statement of the students' results enabling their transfer from one establishment to another in a simple, transparent way.
- f) The **diploma supplement** is a document attached to a higher education diploma providing a description of the nature, level, context, content and statute of the studies that were successfully completed by the individual named on the original qualification and is intended to improve international transparency and facilitate mobility and employability of undergraduate and graduate students, teaching staff members and researchers promoting the academic and professional recognition of qualifications.

Article 2

Scope of application

- 1 – The present rules of procedure apply to:
 - a) All IPT Schools;
 - b) All degree-awarding programs offered by IPT Schools.
- 2 – By Order of the President of the Polytechnic of Tomar, on consultation with the Scientific Council of the School in question, the present rules of procedure may also apply (with the necessary adjustments) to non-degree awarding programs, including those that are subject to external evaluation and certification.

Article 3

Concepts

For the purposes of application of these rules of procedure, the concepts set forth in Article 3 of Decree-Law No42/2005 of February 22 shall be adopted as follows:

- a) “Course unit” is a teaching unit with specific educational goals subject to administrative enrolment and awarding of a final grade;
- b) “Study plan of a program” is an organized set of course units which a student is required to successfully complete in order to:
 - i) Obtain a given academic degree;
 - ii) Complete a non-degree awarding program;
 - iii) Meet part of the requirements to obtain a given academic degree;
- c) “Academic year”, “academic semester” and “academic trimester” are the study plan sections which, according to applicable regulations, a student has to accomplish in full-time attendance mode over a year, a semester or a trimester, respectively;
- d) “Normal duration of a program” is the number of academic years, semesters or trimesters in which a student must complete a program in full-time attendance mode;
- e) “Contact hours” is the period of time spent on collective teaching sessions in classrooms, laboratories or fieldwork and tutorial guidance;
- f) “Credit” is the unit used to measure a student’s overall work in collective sessions, tutorials, training, projects, fieldwork, individual study and assessment;

- g) “Course unit credits” is the numeric value representing the overall workload a student has to accomplish in order to successfully complete a course unit;
- g) “Subject field credits” is the numeric value representing the overall workload a student has to accomplish in a given subject field;
- i) “Curricular structure” is a set of subject fields of a given study program and the number of credits a student must earn in each of them in order to:
 - i) Obtain a given academic degree;
 - ii) Complete a non-degree awarding program;
 - iii) Meet part of the requirements to obtain a given academic degree;
- j) “Diploma” is the document that is awarded to graduates of an educational institution, officially confirming that the student has successfully completed an academic program in that institution.

For the purposes of this regulation, “diploma” includes:

- i) First-degree diplomas;
 - ii) Master’s certificates;
 - iii) Doctoral certificates;
 - iv) Any certificates attesting completion of an academic degree;
 - v) The official document attesting completion of a non-degree awarding program issued by the educational provider in question and relevant certificates;
- l) “Part of a higher degree” is a set of course units of a given study plan whose duration is not greater than an academic year;
 - m) “Mobility student” is a student matriculated and enrolled in a higher education establishment in a given study program who carries out part of his/her studies in a different higher education establishment.
 - n) “Home institution” is the national or foreign educational establishment in which a student is registered and enrolled as a mobility student;
 - o) “Host institution” is the national or foreign educational establishment in which a mobility student is taking part of a higher study program.

CHAPTER II

Course Credit System

Article 4

Use of Credits

- 1 – The curricular structure of the study programs offered by the Polytechnic of Tomar uses credits to measure the overall workload that should be completed by a student in each subject field.
- 2 – The study plans use credits to measure the quantity of work a student has to carry out in each course unit and respective subject field.
- 3 – The forms included in the Appendix to Decree Order N° 10543/2005 (2nd series) published by the Directorate-General for Higher Education (DGES) shall be used to design curricular structures and study plans for study programs offered by the IPT schools. The DGES is the authority that approves technical regulations on course structures and study plans for higher education programs and its publication.

Article 5

Number of credits

1 – The number of credits for each course unit is determined according to the following principles and criteria:

- a) The workload is measured in estimated work hours;
- b) A student's workload required in a given course unit is determined by summing estimates for the hours he/she will devote to each work component as follows:
 - e) Number of contact hours represented by "the time devoted to collective teaching sessions in classrooms, laboratories or fieldwork and tutorial guidance;
 - ii) Number of hours devoted to training, projects, fieldwork and other non-contact activities in the context of the course unit in question;
 - iii) Number of hours of study devoted by the student to the course unit in question;
 - iv) Number of hours devoted to the preparation and execution of assessment in the context of the course unit in question;
- c) The workload of a full-time academic year, including assessment periods, is **1620 hours** and is completed over a **40-week** period at an average rate of 40,5 hours per week.
- d) Total workload of a full-time academic year corresponds to 60 credits.
- e) For academic terms lasting less than one year, credits shall be allocated in the proportion they represent in one academic year.
- f) The number of credits corresponding to the workload of a full-time program is the product of its normal duration in academic years, or fractions thereof, times 60.
- g) The credits allocated to each course unit are expressed in multiples of half a credit rounded downwards according to example in Appendix I;
- h) **A course unit included in the study plan of more than one study program at the same higher education institution shall have the same number of credits, regardless of program.**
- i) Considering the abovementioned provisions, one credit shall represent **27** student work hours.

Article 6

Subject Areas, Course Units and Curricular Structures

Credit allocation to each course unit of IPT study programs is determined by the **following principles:**

- a) The curricular structure of a study program shall be defined by its **subject areas** and by the number of credits a student is required to earn in each of those areas in order to obtain a given academic degree, to complete a non-degree awarding program or to meet part of the requirements needed to obtain a given academic degree.
- b) The subject areas of a study program are established **as a function of educational and professional objectives**, the minimum number of credit units required in the subject area in question and the skills to be acquired according to the overall workload of the program, taking renowned European study programs as a reference.
- c) The curricular structure of a study program may include compulsory and optional subject areas.
- d) The number of credit units for each subject area is determined with basis on the estimate of the planned total workload for each subject area as a function of its proportion in the total number of work hours and the credit units of the study program;

- e) For each subject area a minimum number of credits for completion is established;
- f) When allocating credits to subject areas, one should bear in mind that a student may exceed the limit of credits defined for each subject area.
- g) The number of work hours corresponding to optional subject areas shouldn't exceed 20% of total workload;
- h) The subject areas of study programs shall be listed in a "Glossary of Subject Areas of the Polytechnic of Tomar" to be approved by the scientific council of each basic unit and by the IPT President at a later date.
- i) The subject areas included in the "Glossary" shall be reviewed every three years by the scientific councils of each basic unit, notwithstanding the fact that, during that period, new subject areas may be included or excluded, which in both cases will be listed in the appendix to the glossary until they are reviewed.
- j) Credit allocation to each course unit will be defined as a function of expected outcomes, the skills to be acquired and the specific foundations required for admission, which should be sound and directed towards optimization of institutional resources.
- k) Course units of a study program are distributed throughout the academic years or other academic terms having in mind that the distribution of credits over subject areas in every academic year or other terms must total 60 credits.
- l) As far as the definition of the **number of course units** per academic year or semester is concerned, all IPT degrees shall include a minimum of 4 and a maximum of 6 course units per semester and a minimum of 8 and a maximum of 12 semester course units per academic year. Minimum number of credits per course unit is 2.
- m) The provisions in the preceding paragraph do not apply to degrees which, upon grounded proposal of the scientific council, are structured into modules as long as this type of structure reveals to be essential for their educational success.
- n) As far as the definition of the **contact hours** per academic year or semester is concerned, in all IPT study programs student workload **shall be set** within a range of **30% and 47,5% of overall workload**. (Example in Appendix II)
- o) Project or professional training of the bachelor's degree and the master's dissertation shall be considered as special course units and therefore the provisions in the preceding paragraph may not apply in cases where the academic year or semester includes one of those course units.

Article 7

Dissertations or theses

As far as dissertations and theses leading to the award of academic degrees are concerned, credit units 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 8

Part-time programs

- 1 – For part-time programs allocation of credits to a course unit is based on the normal full-time duration of a study plan.
- 2 –The provisions under the preceding paragraph cover evening extended programs.

Article 9

Distance learning

- 1 – The credit system also applies to programs delivered totally or partially through distance learning methods.
- 2 – Course units that use both systems are allocated the same number of credits.

Article 10

Special cases

- 1 – The President of the Polytechnic of Tomar on proposal by the scientific council of the school in question determines the terms and conditions for the application of the credit system to course units that are not structured into academic years, semesters or trimesters.
- 2 – Credit allocation is regulated by the provisions in these Rules of Procedure.

Article 11

Non-degree awarding programs

- 1 – The President of the Polytechnic of Tomar, on proposal by the scientific council of the school in question, determines the terms and conditions for the application of the credit system to non-degree awarding programs.

Article 12

Curricular structure

The provisions set forth in Articles 4 to 6 of the present rules of procedure are intended to achieve an integrated and harmonised curricular structure of study programs offered by the Polytechnic and also harmonisation of key documentation such as the course catalogue, the study contract, the transcript of records and the diploma supplement.

Article 13

Adequacy and verification

- 1 – In order to ensure that student workload complies with the regulations, the **proposal** on credit allocation to course units of a given study program is made by the competent **Department Councils** and subject to approval by the scientific councils of each basic unit.
- 2 – It is incumbent upon the lecturers in charge for any course unit to define students' activities in such a manner that they will reasonably correspond to the workload represented by allocated credits.
- 3 – Credit distribution throughout course units must be verified at the end of each academic year or semester based on the feedback from students and teaching staff members involved in the study program.
- 4 – The verification under the preceding paragraph shall be coordinated by the competent department councils.
- 5 – The verification under the preceding paragraphs may determine the review of credits allocated to course units with a view to a fairer representation of actual student workload.

Article 14

The proposals for the creation, alteration and extinction of study programs shall be submitted to the Polytechnic until the 1st of November of the year before the date from which they are to become effective.

CHAPTER III

European Grade Conversion Scale

SECTION I

IPT Grading and Qualification Scale

Article 15
Course unit grading scale

- 1 – The degree of attainment by students of learning outcomes for each course unit enrolled shall be subject to assessment.
- 2- Assessment shall be carried out according to the regulations approved by the competent body of each School.
- 3 – Final Assessment in a course unit shall be expressed through a numeric grade within a 0-20 scale.
- 4 – A student will be considered as:
 - a) Having passed a course unit if he/she has obtained a grade of 10 or higher;
 - b) Having failed a course unit if he/she has obtained a grade below 10.

Article 16
Final Grading Scale

- 1- Academic degrees and non-degree awarding programs are assigned a final grade or qualification under the terms of the law on degree and diploma awarding.
- 2 – Final grade or qualification is awarded by the legally and statutorily competent body of each School.
- 3 – Final grades are expressed within a 10-20 range of a 0-20 scale.
- 4- Final qualification is expressed under the terms of the legal provisions referred to in paragraph 1.

Article 17
Qualification Scale

In the Polytechnic of Tomar a qualitative assessment is added to the final grade as follows:

- a) from 10 to 13 - Pass;
- b) from 14 to 15 - Good;
- d) from 16 to 17 – Very Good.
- d) from 18 to 20 - Excellent.

SECTION II
ECTS grading and qualification scale

Article 18
Scale

- 1- The European grade conversion scale for pass results includes five categories identified by letters A to E and is intended to facilitate comparison between the grade scale used by the IPT and

those used in other countries and confer transparency to the assessment process and academic recognition of mobility studies.

2- The European grade conversion scale applies to all IPT home or host students involved in mobility programs.

Article 19 Correspondence between scales

1- Between the 10-20 range of the 0-20 scale and the European grade conversion scale the following correspondence is adopted:

2 – Application of the correspondence:

- a) **A**: from 20 to the grade covering the class rank representing the top 10 percent students;
- b) **B**: from the previous grade to the grade covering the class rank representing the top 35 percent students;
- c) **C**: from the previous grade to the grade covering the class rank representing the top 65 percent students;
- d) **D**: from the previous grade to the grade covering the class rank representing the top 90 percent students;
- e) **E**: from the previous grade to the grade covering all passing students.

Grading Scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	<i>Not applicable in Portugal</i> FAIL – some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

Article 20 Rules of application of final grade correspondence

- 1 – Establishment of final grades for each class rank within the European conversion scale shall be made as follows:
 - a) It shall be established for each study program;
 - b) It shall take into account final grades of at least 100 graduates in the latest three to eight years;
 - c) When a grade covers two class ranks it shall be included in the first one.
- 2 – If it is not possible to achieve a sample of the size referred to in b) of the preceding paragraph, the European conversion scale shall be replaced by the grade order number of the graduate in the academic year in question and the number of graduates in that year.

Article 21

Rules of application of the correspondence to course unit grades

- 1 – Establishment of final grades for course units covered by each student class rank within the European scale shall be made as follows:
 - a) It shall be established for each course unit;
 - b) It shall take into account final grades of at least 100 students who passed the course unit in the last three to six years;
 - c) When a grade covers two class ranks it shall be included in the first one.
- 2 – If it is not possible to obtain a sample of the size referred to in b) of the preceding paragraph, the European conversion scale shall be replaced by the grade order number of the student in the academic year in question and the number of students who passed that year.

CHAPTER IV

Mobility during the course of studies Study contract

Article 22

Study contract

Completion of part of a higher degree as a mobility student requires previous conclusion of a study contract.

Article 23

Intervenors in the study contract

- 1 – The study contract shall be concluded:
 - a) Between the IPT as **home institution**, the host institution and the mobility student and should be drawn up by the Polytechnic's International Relations Office (GRI), the institutional coordinator, the competent coordinator of each basic unit and the equivalent services and coordinators of the host institution.
 - b) Between the IPT as **host institution**, the home institution and the mobility student and should be drawn up by the GRI, the institutional coordinator, the competent coordinator of each basic unit and the equivalent services and coordinators of the home institution.

2 – The coordinators shall be appointed:

- a) By the Polytechnic's managing board as far as the institutional coordinator is concerned;
- b) By the directors of the basic units as far as the school coordinators are concerned.

3 – The major roles of the institutional coordinator are:

- a) To ensure adoption by the IPT of the ECTS principles and mechanisms;
- b) With the help of school coordinators he/she will ensure coordination, preparation, production and dissemination of the institutional course catalogue, the consistent management of ECTS accumulation and transfer across the whole institution and the correct use of ECTS instruments.
- c) To ensure communication between the IPT and the partner establishment through the interchange of application forms and relevant authenticated copies;

4 – The major roles of school coordinators are:

- a) With the help of the institutional coordinator, ensure coordination, preparation, production and dissemination of the institutional course catalogue, the consistent management of ECTS accumulation and transfer across the whole institution and the correct use of ECTS instruments.
- b) To prepare the study contracts with the collaboration of the departments in question in practical and academic matters of ECTS;
- c) To inform the students about ECTS and assist them with practical matters by providing copies of any information guides prepared by the IPT and the partner institution, helping them to complete application forms and providing information on such matters as academic recognition procedures and the necessary documentation (study contract, transcript of records, etc.);
- d) To guide and advise students in the design of their study program so that it responds both to academic requirements and their personal interests;
- e) To ensure communication and interchange of application forms and relevant authenticated copies between the GRI and the departments, and inform their colleagues about the use of ECTS and its implications, in terms of credit allocation, on the study programs and the schools;
- f) To negotiate study programs, prepare the transcript of records, ensure good integration of visiting students and monitor the progress of mobility students through regular contacts.

Article 24

Contents of the study contract

1- The study contract for IPT mobility students shall include the provisions under sections a) to d) of article 25 of Decree-Law No42/2005 of 22 February namely:

- a) Course units to be attended by the student at the host institution, the language of instruction and the number of credits to be allocated;
- b) Course units of the home institution that will be replaced by the course units referred to in section a) and the number of credits allocated in case of successful completion;
- c) The criteria to be adopted by the home institution for grade conversion of course units successfully completed in the host institution;

- d) The duration of mobility studies at the host institution;
- 2- The contents of study contracts shall be approved by the scientific council of the school in question;

Article 25

Alteration of the study contract

Any alterations to the study contract shall be made as amendments.

Article 26

Study contract model

- 1- The following provisions apply to mobility students enrolled in the IPT:
- a) Study contracts shall be drawn up according to a model approved by decree order of the Minister for Science, Innovation and Higher Education;
 - b) Study contracts shall be written in English or, alternatively, in the language of the host institution if agreed between both institutions.

2- Until publication of the decree order referred to in section a), article 27 of Decree-Law No42/2005 of 22 February defining the study contract model, the IPT will, according to the guidelines proposed by the European Commission, adopt an internal model according to the guidelines proposed by the European Commission and draft available in GRI. It will be filled in Portuguese and English by the school coordinators and returned to GRI, which will send it (and possible amendments) to the host institution in question.

Article 27

Legal value of the study contract

- 1- The study contract concluded by the IPT as a host institution is valid as enrolment in the relevant degree and correspondent course units.
- 2- The study contract concluded by the IPT as a home institution is valid as course unit equivalence and makes it impendent upon the IPT to adopt the grade conversion criteria therein.

CHAPTER V

Transcript of records

Article 28

Transcript of records

Students who carry out part of their studies as mobility students shall be provided with a transcript of records.

Article 29

Contents of the transcript of records

- 1- The transcript of records lists the course units successfully completed by the students.
- 2- For each course unit the following details will be included:
 - a) Name;
 - b) Number of credits allocated;
 - c) Final grade according to applicable legal grading system;
 - d) Final grade according to the European grade conversion scale.

Article 30

Transcript of records model

- 1 – The transcript of records is drawn up according the model approved by decree order of the Minister for Science, Innovation and Higher Education;
- 2- The transcript of records is a bilingual document written in Portuguese and English.
- 3- Until publication of the decree order referred to in paragraph 1, article 27 of Decree-Law No42/2005 of 22 February defining the transcript of records model, the IPT will, according to the guidelines proposed by the European Commission, adopt an internal model which will be completed in Portuguese and English as according to draft available in GRI.

Article 31

Issuing of transcript of records

- 1 – The transcript of records shall be issued by the IPT as:
 - a) a home institution - to prepare application of its students to mobility programs in the host institutions in question;
 - b) a host institution - to certify completion of course units by incoming students.
- 2 – The International Relations Office of IPT will ensure issuing of the transcript of records referred to in the preceding paragraph upon request:
 - a) from IPT students for the purposes of section a) of the preceding paragraph;
 - b) from the school coordinator for the purposes of section b) of the preceding paragraph;
- 3 – Issuing of transcript of records is free of charge.

Article 32

Legal value of transcript of records

The transcript of records issued by a higher education institution as home institution is legally valid as the certificate for learning outcomes achieved.

CHAPTER VI

IPT course catalogue

Article 33

Contents of course catalogue

1 – The course catalogue provides a description of the Polytechnic and its schools, the degrees awarded and programs offered including admission requirements, duration, course units and course plans, workloads, credits assigned as well as teaching and assessment methods. The course catalogue should also include general information that may facilitate students' integration.

2 – The course catalogue shall be written in Portuguese and English.

Article 34

Responsibility for drawing up course catalogue

Drawing up of course catalogue is incumbent on the International Relations Office, the institutional coordinator and the school coordinators and shall be organised according to a model that meets the European Commission guidelines.

Article 35

Provision of course catalogue

The course catalogue shall be made available through Internet notwithstanding its publication by other means.

CHAPTER VII

Graduate Mobility Diploma Supplement

Article 36

Diploma Supplement

The diploma supplement is a document attached to the diploma which:

- a) Describes the Portuguese higher education system and its integration in the educational system at the date the degree was awarded;
- b) Characterises the Polytechnic and the integrated school that confers the diploma;
- c) Characterises the studies pursued (degree, subject area, admission requirements, normal duration and level) and also training objectives;
- d) Provides detailed information on the studies pursued and results achieved.

Article 37

Diploma supplement model

1 – The diploma supplement is issued according to the relevant model approved by decree order of the Minister for Science, Innovation and Higher Education;

2 – Description of the Portuguese higher education system and its integration in the educational system is a common text also approved by the decree order referred to in the preceding paragraph.

3 – Until publication of the decree order referred to in paragraph 1, the IPT will adopt the model drawn up by the European Commission, the Council of Europe and the UNESCO/CEPES.

4 – Until publication of the description and integration referred to in paragraph 2, official information shall be used particularly the one made available by the Ministry for Science, Technology and Higher Education and by DGES.

5- The diploma supplement shall be written in Portuguese and English.

Article 38

Issuing of diploma supplement

1- Issuing of a diploma supplement is compulsory for every diploma issued and in no other case whatsoever.

2- Issuing of the diploma supplement is free of charge.

Article 39

Legal value of diploma supplement

The diploma supplement is an informative document and does not replace the diploma or serves as a proof of the qualifications to which it refers.

CHAPTER VIII

Final and transitional provisions

Article 40

Doubts and omissions

Any doubts and omissions which may arise in the application of these regulations shall be decided by the President of the IPT on consultation with the IPT institutional coordinator, the School coordinators and the International Relations Office.

Article 41

Transitional provisions

1 – The present regulations may be subject to specification or alteration upon complete restructuring of study programs as a result of the implementation of the Bologna Process.

2 – These regulations may be updated a year after the implementation of the restructuring of study programs within the Bologna Process with a view to regulating omissions and doubts and to maximize its operability.

Article 42

Term

The present rules of procedure become effective immediately and apply to all study programs whose creation, registration or submission for approval of operation are requested after these regulations have come into force. As far as the remaining IPT study programs are concerned, they will become effective as from the first year of operation of the abovementioned restructuring.

(António Pires da Silva, IPT President)

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APPENDIX I
Course units – Rounding off (example)

$$\begin{aligned} 0,00 < X \leq 0,75 &= 0,5 \\ 0,75 < X \leq 1,25 &= 1,0 \\ 1,25 < X \leq 1,75 &= + 1,5 \\ 1,75 < X \leq 2,25 &= + 2,0 \end{aligned}$$

APPENDIX II
Article 6, section o)

Example

According to the provisions under Article 5 c), considering a semester with 20 teaching weeks (including assessment) of which **15 are devoted to teaching** and **5 to assessment**, at an average rate of 40,5 hours per week we will have a total of 810 teaching hours per semester.

	Workload per week/semester	Number of contact hours	Total No of contact hours	% Contact hours (C/810)
	(A)	(B)	C=(A*B)	
Course plan with	16	15	240	30
Course plan with	25	15	375	46