

## **ECTS and Diploma Supplement in IPT (this information is based on European guides, European documents and IPT practices)**

### **ECTS**

ECTS is learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is used in all courses in IPT.

### **ECTS Credits**

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. They relate to level descriptions in national and European qualifications frameworks.

Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. In most cases, student workload ranges from 1.500 to 1.800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work.

### **Use of ECTS Credits**

Credits are allocated to entire qualifications or study programmes as well as to their educational components (such as modules, course units, dissertation work, work placements and laboratory work). The number of credits ascribe to each component is based on its weight in terms of the workload students need in order to achieve the learning outcomes in a formal context.

Credits are awarded to individual students (full-time or part-time) after completion of the learning activities required by a formal programme of study or by a single educational component and the successful assessment of the achieved learning outcomes. Credits may be accumulated with a view to obtaining qualifications, as decided by the degree-awarding institution. If students have achieved learning outcomes in other learning contexts or timeframes (formal, non-formal or informal), the associated credits may be awarded after successful assessment, validation or recognition of these learning outcomes.

## Recognition Procedures

Credits awarded in one programme may be transferred into another programme, offered by the same or another institution. This transfer can only take place if the degree-awarding institution recognises the credits and the associated learning outcomes. Partner institutions should agree in advance on the recognition of periods of study abroad.

Credit transfer and accumulation are facilitated by the use of the ECTS key documents – Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records as well as the Diploma Supplement. At IPT some internal documentation (Reconhecimento Académico do IPT – IPT Academic Recognition) was created to assure total transparency and comparative analysis of the student workload involved in both institutions and also the safeguard of the equivalence subject by subject or subject by a group of subjects in block.

IPT's students may attend extra-curricular subjects; if they are approved, these will be recognized and stated in the Diploma Supplement.

Being academic recognition a sine qua non condition for student mobility at IPT, all outgoing students should respect the same procedures:

### Selection Procedures

The selection process is made at the students' Department. Students should fill in the application form; deliver their IPT Transcription of Records.

### After Selection and Before Departure

Students are authorised to depart just after the ECTS Learning Agreement/Training Agreement and IPT Academic Recognition are filled in, signed and sealed by all the parts. Students should sign also a declaration of compromise to Erasmus guidelines and receive the Erasmus Student Charter.

### After Departure

Students should confirm their arrival by sending the document *Confirmation of Arrival – Confirmação de Estadia*. They have one month to propose any change to the ECTS Learning Agreement to IPT.

### After the End of Erasmus Period

The Host Institution should send IPT the Transcription of Records of the Erasmus Period, the Erasmus Certificate Period.

Students should fill in the Student Report.

IRO/GRI monitors the entire process that is closed to the official communication to the Students Area of each School of the academic results.

The Erasmus Period and the recognition will be visible, for curricular units in the Certificate and Diploma Supplement, for the extra-curricular units, in the Diploma Supplement.

## The Diploma Supplement

IPT issues Diploma Supplement in Portuguese and English to Erasmus Master Mundus graduates since 2006 and to all graduates since 2007/2008. The Diploma Supplement is being issued in Portuguese and English and given automatically and free of charge to every student upon graduation.

Our Diploma Supplement example may be accessed [here](#)

The Diploma Supplement is a document attached to a higher education diploma aiming at improving International 'transparency' and at facilitating the academic and professional recognition and qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value-judgments, equivalence statements or suggestions about recognition. It is a flexible non-prescriptive tool which is designed to save time, money and workload. It is capable of adaptation to local needs.

The DS is produced by IPT according to a template that has been developed by a Joint European Commission – Council of Europe – UNESCO working party that tested and refined it.

The DS is composed of eight sections – information identifying the holder of the qualification, information identifying the qualification, information on the level of the qualification, information on the contents and results gained information on the function of the qualification, additional information, certification of the Supplement, information on the national higher education system.

For more information visit:

[http://ec.europa.eu/education/policies/rec\\_qual/recognition/diploma\\_en.html](http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html)

or

<http://www.dges.mctes.pt/dges/pt/reconhecimento/naricenic/>