**Methodology of the academic credit system**

TTI apply both local and [ECTS European Credit Transfer System](http://ec.europa.eu/education/programmes/socrates/ects/index_en.html) to give transparency to the recognition procedure. ECTS credits fulfill two basic functions:

a) convertibility (the same way of setting up the credits enables their transfers among the universities, where the students learns particular subjects);

b) accumulation (the same way of setting up the credits ensures the same way of counting the credits from single subjects in one study plan or field so the quantitative level of study duties stays the same).

A student obtains credits after passing through a study programme unit (lectures, seminars, practical exercises, dissertation thesis, master thesis, project thesis, laboratory works, fellowship, excursion, professional training, etc.). During study, a student can obtain credits only once in a particular study programme unit. The local credits are based on contact hours (i.e. theoretical or practical hours per week). 1 local credits stand for 1,5 ECTS credits. A full-time one-year study programme amounts to 40 local credits, which is equivalent to 60 ECTS credits.

Students’ knowledge, skills and attitude in all study programmes are evaluated within 10 points scale. The lowest successful evaluation is 4 points.

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| **Grade** | **Meaning** | **Comments** | **ECTS grade** |
| 10 | with distinction | Knowledge of the student is substantially higher than the estimated normal level | A |
| 9 | excellent | Knowledge of the student is higher than the estimated normal level | A |
| 8 | very good | Knowledge corresponds to the highest expected level | B |
| 7 | good | The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes | C |
| 6 | almost good | The student has generally succeeded in the course within the required limits, but he / she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes | D |
| 5 | satisfactory | Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyze them | E |
| 4 | almost satisfactory | The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material | E/FX |
| 3-1 | unsatisfactory | Marks of different levels for students whose records are below the expected | Fail |

TTI ensure the full implementation of ECTS to guarantee the quality of mobility activities and transparency of recognition procedures using the following forms: Transcript of Records (TOR), Learning Agreement (LA) and Training Agreement (TA). The International Office with assistance of the Directors of Study Programmes and the coordinators of partner universities define in the LA or TA which study courses or what kind of training programme the student should attend prior to his departure abroad. Students are encouraged to complete during the mobility at least 30 ECTS per study semester (5 months) and 18 ECTS for traineeship (3 months). After completing the study or training period abroad, student’s mobility activities are recorded in TORs issued by the host university. All the credits earned during the mobility period and which were originally agreed in the LA or TA and included in the Diploma Supplement.

TTI provides the sending university with a Transcript of Records (TOR) and a Letter of Confirmation recognizing the study mobility achievement of incoming students according to the prior signed LA. The mobility achievements for training are recognized by the certificate from traineeship provider assessing the training activities of students, Certificate of Training and TOR issued by TTI according to the prior signed Training Agreement. The IO provides the sending university with those documents by sending them to the coordinator via regular post within 4 weeks after mobility period. The mobility students are informed about the existence of these documents and are able to contact the IO of TTI in case of any questions.