

ECTS regulations in the Academy of Hotel Management and Catering Industry in Poznań

1. ECTS credits are allocated to all assessed course units in the study programme.
2. ECTS credits are not allocated to the following course units: physical recreation and fitness, introduction to studies and mental work technique.
3. ECTS credits are allocated to course units and not to individual forms of classes, such as lectures, practical work, laboratory work. The allocation of ECTS credits to some part of the course unit is used if the course unit lasts longer than one semester and each part constitutes a separate didactic unit.
4. Students are obliged to participate in all final quizzes and examinations included in the study programme for each semester.
5. Vice rector in charge of scientific and didactic matters is allowed to indicate course units whose attending is conditioned by completion of suitable former course units. Before every semester starts, vice rector in charge of scientific and didactic matters determines and informs students about ECTS credit requirements in every semester.
6. A completion period is one semester.
Each semester corresponds to 30 credits.
The condition of semester completion is being awarded 30 credits for each semester.
First semester – 30 credits
Second semester – 60 credits
Third semester – 90 credits
Fourth semester – 120 credits
Fifth semester – 150 credits
Sixth semester – 180 credits
Completion of a higher semester takes place after completion of all former semesters.
7. To be awarded a diploma students are required to complete all semesters and achieve 30 credits for each semester.

8. To be registered for the next semester students are obliged to complete all course units indicated by vice rector in charge of scientific and didactic matters and to achieve a required number of credits (16 credits).

Registration for the second semester – 16 credits

Registration for the third semester – 46 credits

Registration for the fourth semester – 76 credits

Registration for the fifth semester – 106 credits

Registration for the sixth semester – 136 credits

Being registered for the following semester is not identical with completion of the former semester.

9. Students who have not completed a course unit in a given semester are allowed to apply for permission to repeat this course unit and are obliged to its completion in one year time. In exceptional cases vice rector has the right to prolong this term.
10. If students do not complete course units in time indicated by vice rector, vice rector is allowed to strike them off a student list.
11. Course unit repetition may be carried out while continuing the process of learning in the following semester (when students meet registration conditions) or with no right to continue the process of learning in the following semester (if students do not meet registration conditions).
12. Students who have not completed a course unit and meet conditions of registration for the following semester are allowed (at their own request) to repeat a course unit without continuation of the process of learning in the following semester after vice rector gives his/her permission.
13. To be awarded a diploma students are obliged to complete all semesters and achieve 30 credits for each semester.
14. Each semester corresponds to no more than 30 credits. If students participated in supplementary learning activities, credits are not awarded. Students receive just a grade.
15. A change in ECTS credit awarding is possible for individual students (internships).