

Guidelines for allocating ECTS credits to assessed activities taken outside of term -time in which students can accrue additional ECTSs

- 1.1. These guidelines have been developed to provide departments with mechanisms in which students can gain formal recognition (ECTS credits) for academic work which is not part of the curriculum. Such credits could be accrued for research-based or curriculum-related work undertaken in vacations (for example UROP or structured internships) or for extracurricular courses (run for example by the Centre for Languages, Culture and Communication or the Business School) during term time. The Credits will be listed on student transcripts but will not contribute towards degree classification.

- 1.5. These guidelines should be considered together with the Guidelines for allocating ECTS credit and the Good Practice Guidelines for External Curriculum-Based Placements, available to download at the following links:

<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-credit-and-ects/Guidelines-for-allocating-ECTS-credit.pdf>

offered by the Business School, Department of Centre for Languages, Culture and Communication and School of Professional Development

9. Once approved by the relevant Studies Committee(s) Departments can adapt their particular “skeleton” model to suit individual student needs, provided that the criteria set out in the “skeleton” are adhered to. The detail of each activity will be the responsibility of Departmental Teaching Committees. Records of activities approved by the Departmental Teaching Committees should be kept in line with the recommendations of the Good Practice Guidelines for External Curriculum-Based Placements.
10. Each Faculty will have a named person who will be responsible for ensuring consistency of approved activities between Departments and will also be responsible for disseminating examples of good practice within the Faculty as well as ensuring that the criteria stipulated within the College’s “skeleton” models are followed.
11. Examination Boards should consider the assessment of each additional activity undertaken to ensure that students have reached the required standard for the award of additional ECTS credits; the credits can then be recorded on transcripts.
12. Departments are free to choose which vacation assessed activities can take place, this may include Easter and Christmas but most likely the summer vacations, but all activities would normally take place before the final meeting of the Exam Board.
13. An assessed activity should last a minimum of 6 weeks full-time (225 hours) (or the part-time equivalent) and should also be available to exchange students.

Approved by Senate
December 2010

Document title:	Guidelines for allocating ECTS credits to assessed activities taken outside of term-time in which students can accrue additional ECTSs.		
Version:	1	Date:	December 2010
Location and filename:	R:\7.Quality Assurance\3. Policy Framework\1. Programme Design & Modification\Guidelines for Allocating ECTS to Activities Outside Term		
Approved:	Senate December 2010		
Effective from:	December 2010		
Originator:	Registry Quality Assurance & Enhancement Team		
Contact for queries:	Senior Assistant Registrar (Quality Assurance & Enhancement)		
Cross References:			
Notes and latest changes :	Terminology updated and formatting changes made on 16 March 2016		

Table One: List

Annex A

College Skeleton Model for UROP Placement (or other assessed “Research Experience”) and curriculum related activities external to the College.

Key Principles for Structure of Activity:

- x Each placement (including time allocated for assessment) must be a minimum of 6 weeks (225 hours) full-time (or part-time equivalent);
- x 1.5 ECTS credits will be awarded for each full-time working week (this assumes a 37.5 hour full-time week, or part-time equivalent);
- x Each activity must be primarily academic in nature.

Learning Outcomes:

1. Knowledge and understanding :

The student will gain knowledge and understanding of:

- x a “Professional” research environment (if applicable);
- x work practices / ethics.

2. Skills and other attributes

Intellectual Skills: the student will learn how to:

- x present, explain and defend research;
- x perhaps learn a new language;
- x some technical skills relevant to the placement.

Practical Skills: the student will learn how to:

- x [To be determined according to placement type]

3. Transferable skills

The student will develop:

- x their CV;
- x their interview and communication techniques;
- x their ability to work within teams
- x independent learning.

Assessment Criteria:

- x Students must, as a minimum, write a report or reflective journal of their experience and present their findings. The criteria for passing the assessment should be transparent and clarified prior to start of the placement.

The supervisor will be required to certify that the student has undertaken a fixed number of hours per week. The supervisor will be required to assess the student together with another member of staff.