

**THE EUROPEAN CREDIT TRANSFER  
AND ACCUMULATION SYSTEM (ECTS)  
GUIDELINE**



**UNIVERSITY OF BENGKULU  
2022**

## PREFACE

The formulation of the European Credit Transfer and Accumulation System (ECTS) Guideline is aimed to provide guideline for equalizing the operational national credit system. The national credit system referred to is the semester credit system programmed by students of University of Bengkulu in each semester. Once the credit system for this semester is equalized, the credit that has been programmed can be recognized by the ECTS. This guideline has been prepared in accordance with the provisions contained in the decree of the Rector of University of Bengkulu number 7821/UN30/HK/2022 regarding the Conversion of National Credit System to European Credit Transfer System.

Hopefully this guideline can be used by all students and become a reference for lecturers in learning development, curriculum development and quality assurance evaluation. In addition, study programs may refer to this guideline to certify the ECTS that corresponds to the study program. I would like to express my gratitude to the Rector of University of Bengkulu for establishing the Decree of ECTS equalization as the legal basis for this guideline. Moreover, I would like to thank all team members for their cooperation.

Bengkulu, August 8, 2022

Rector,



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## **ECTS GUIDELINE OF UNIVERSITY OF BENGKULU**

### **Rationale**

The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area (EHEA) for making studies and courses more transparent and thus helping to enhance the quality of higher education. In such a learner-centered approach, institutions have the role of facilitating and supporting learners in shaping their own learning pathways and helping them to build on their individual learning styles and experiences. ECTS is a student-centered system based on the student workload required to achieve the objectives of a program, objectives preferably specified in terms of the learning outcomes and competences to be acquired. ECTS makes study program easy to read and compare. It can be used for all types of program, whatever their mode of delivery (classroom-based, work-based, distance learning), and for lifelong learning purposes. It serves both mobile and non-mobile students: it can be used for accumulation within an institution and for transfer between institutions. ECTS helps learners moving between countries, within a country, town or region, as well as between different types of institutions; it also covers self-study and work experience.

ECTS enhances the flexibility of study program for students. It also supports the planning, delivery and evaluation of higher education program. It is a central tool in the [Bologna Process](#), which aims to make national education systems more comparable internationally. ECTS also helps make other documents, such as the [Diploma Supplement](#), clearer and easier to use in different countries. ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated. ECTS credits are generally expressed in whole numbers.

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. Learning outcomes are statements of what the individual knows, understands and is able to do on completion of a learning process. The achievement of learning outcomes has to be assessed through procedures based on clear and transparent criteria. Learning outcomes are attributed to individual educational components and to program at a whole. They are also used in European and national qualifications frameworks to describe the level of the individual qualification.

Workload is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, work placements<sup>1</sup> and individual study required to achieve the defined learning outcomes in formal learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalized by national legal provisions. In most cases, workload ranges from 1,500 to 1,800 hours for an academic year, which means that one credit corresponds to 25 to 30 hours of work. It should be recognized that this represents the typical workload and that for individual students the actual time to achieve the learning outcomes will vary.

### **University Decision**

Based on the decree of Rector Number 7821/UN30/HK/2022 that mentions the Credit Unit (CU) (in Indonesian, SKS) as a national credit conversion to The European Credit Transfer and Accumulation System (ECTS). This decree that approved by Rector in Monday on August 8, 2022, states that the credit conversion from national credit system, used by University of Bengkulu (UNIB), into ECTS. One (1) credit unit in University of Bengkulu is equal with 1.51 in ECTS. Therefore, since undergraduate is in level 6 of Indonesian Qualifications Framework (IQF or KKNI in Indonesian) and students must accomplish it through 144 credits, then it equals with 217.44 ECTS. This conversion system can be used for students who want to transfer to University of Bengkulu who want to transfer to European universities by applying particular terms and conditions.

The detail information of the conversion of CU and ECTS is:

- a. The minimum workload of Undergraduate Program at UNIB is 144 credit units (CU) which correspond to 217.44 ECTS, and are generally distributed in 8 regular semesters.
- b. In UNIB, referring to 2020/2021 academic handbook, 1 CU for bachelor/master/doctoral degree equals to 170 minutes per week (50' face to face learning, 60' structured learning and 60' independent learning). In one semester, courses are conducted in 16 weeks (including mid- and end-term exam). Thus, 1 CU equals to 45.33 work hours per semester.
- c. 1 CU equals to 1,511 or 1.51 ECTS, it is noted that 1 ECTS equals to 30 work hours per semester.
- d. The accomplishment of SKS is 144 is relevant to 6528 hours  $((144 \times 170 \text{ minutes} \times 16 \text{ meeting}) / 60 \text{ minutes})$  Therefore 1 ECTS is relevant to 30 hours load of study.



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**THE UNIVERSITY OF BENGKULU RECTOR CIRCULAR**

NUMBER: 7821/UN30/HK/2022

**ABOUT**

Guide to Calculating Conversions

*European Credit Transfer and Accumulation System (ECTS)*

Student Study Load

Considering:

- 1) Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards ;
- 2) UNIB Rector's Regulation Number 25 of 2020 concerning the Implementation of Academic Activities for the University of Bengkulu's Vocational, Undergraduate, Professional and Postgraduate Education Programs;
- 3) UNIB Rector's Regulation Number 22 of 2020 concerning the Implementation of the Bengkulu University Postgraduate Program;
- 4) UNIB Rector's Regulation Number 34 of 2016 concerning Bengkulu University Academic Policy
- 5) UNIB Rector's Regulation Number 37 of 2016 concerning Academic Regulations,

it is hereby conveyed that:

1. ECTS is a credit transfer system from the European Higher Education Area (EHEA) to make studies and courses more transparent in order to improve the quality of higher education in Europe.

2. Study programs can convert semester credit units to the European Credit Transfer and Accumulation System (ECTS) from students who will/have studied higher education in Europe or vice versa.
3. Study programs can convert credits to ECTS in order to meet international accreditation requirements.
4. For the Applied Undergraduate/Bachelor Program, the conversion of credits to ECTS follows the following conditions:

Number of Credits	Conversion Calculation	Description
<b>1 Credit</b>	= 170 minutes/ weeks/ semester = 170 minutes x 16 weeks = 2720 minutes = 45,33 hours	Form of Learning 1 (one) credit in the learning process is in the form of lectures, responses, or tutorials, consisting of : <ol style="list-style-type: none"> <li>a. learning process activities 50 (fifty) minutes per week per semester;</li> <li>b. structured assignment activities of 60 (sixty) minutes per week per semester; and</li> <li>c. independent activity of 60 (sixty) minutes per week per semester</li> </ol> Based on the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards, Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks, including midterm and final semester exams.
	= 45,33 hours/30 hours = 1,51 ECTS	1 semester = 16 weeks including 2 weeks for midterm and final semester exams 1 ECTS = 25 - 30 hours, so 1 ECTS = 30 hour is set as the maximum standard
	= 144 x 1,51 ECTS = 217,44 ECTS	Undergraduate program study load is at least 144 credits and a maximum of 160 credits including thesis.
<b>The Applied Undergraduate/Bachelor Program has 144 credits which is equivalent to 217.44 ECTS.</b>		

5. For Masters/Applied Masters Programs, the conversion of credits to ECTS follows the following provisions:

Course credit	Conversion calculation	Description
<b>1 Course credit</b>	= 170 minutes/ week/semester = 170 minutes x 16 weeks = 2720 minutes = 45,33 hours	1 semester = 16 weeks include 2 weeks for Mid Term and Final Term test
	= 45,33 hours/30 hours = 1,51 ECTS	1 ECTS = 25 - 30 hours, so set 1 ECTS = 30 hours as maximum standart
<b>36 Course credit</b>	= 36 x 1,51 ECTS = 50,76 ECTS	Magister programme have at least 36 course credit and at most 44 course credits
<b>Program Master/Applied Masters have total 36 credits that equal to 50,76 ECTS.</b>		

6. For Doctoral/Applied Doctoral Programs, the conversion of credits to ECTS follows the following conditions:

Course credit	Conversion calculation	Description
<b>1 Course credit</b>	= 170 minutes/ week/ semester = 170 minutes x 16 weeks = 2720 minutes = 45,33 hours	1 semester = 16 weeks include 2 weeks for Mid term test and Final term est
	= 45,33 hours/30 hours = 1,51 ECTS	1 ECTS = 25 - 30 hours, 1 ECTS = 30 hours as maximum standart
<b>42 Course credits</b>	= 42 x 1,51 ECTS = 63,42 ECTS	Doctoral programme have at least 42 credits and at most 52 credits
<b>Doctor /Applied Doctoral have total 42 credits that equal to 63,42 ECTS.</b>		

Bengkulu, August 8, 2022

Rector,



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