

REGULATIONS
ON ECTS CREDITS, CODING AND SYLLABI

Banja Luka, September 23, 2025

Pursuant to Article 54, paragraph (1), point 16 of the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20 and 107/24) and Article 26, paragraph (1), point 17 of the Statute of Slobomir P University, the University Senate at its 4th session, held on 23 September 2025, has adopted the following:

REGULATIONS ON ECTS CREDITS, CODING AND SYLLABI

I. GENERAL PROVISIONS

Article 1

These Regulations establish the system for awarding ECTS credits, course coding, and the content of Syllabi for individual courses in the first and second cycles of studies at Slobomir P University Banja Luka (hereinafter: the University).

Article 2

The provisions of these Regulations apply to all organizational units of the University.

II. ECTS CREDITS

Article 3

(1) ECTS credits are numerical values assigned to courses provided for in Study Programmes implemented at the University.

(2) ECTS credits represent the expression of the quantitative amount of work necessary to successfully complete each individual course, in relation to the total quantitatively expressed work required to complete a given study programme throughout an entire academic year of studies.

Article 4

(1) The assessment of work invested encompasses measurement of attendance and activity in lectures, exercises, practical work, preparation of seminar and other papers, projects, research, case study analysis, workshops, simulations, other forms of teaching activities, extracurricular activities, colloquial knowledge assessments, and final examinations.

(2) The total number of ECTS credits assigned to a course depends on the type and character, complexity and specificity of the course, the degree of abstraction of the course, and the total workload specified by the study programme necessary to successfully complete that study programme and assess the student's success in mastering that course.

Article 5

- (1) ECTS credits are expressed in whole number values.
- (2) The basis for determining ECTS credits is the academic year – the academic calendar of activities.

Article 6

The allocation of ECTS credits to a teaching course is carried out in the following manner:

1. The allocation of ECTS credits is performed according to the formula:

$$X : 30 \text{ ECTS} = Y : Z ; X = (30 \times Y) : Z$$

Where:

X = Number of credits allocated to one course,

30 = Total number of ECTS credits for one semester,

Y = Number of working hours the student spends on all teaching activities, calculated as follows:

Working hours = Total contact and working hours per week x Number of teaching weeks in the semester, namely:

$$Y = (\text{UK and Rs/w}) \times \text{Nw/s, where:}$$

UK and Rs/w represent the total sum of hours for:

- Lectures,
- Exercises,
- Learning for lectures,
- Learning for exercises,
- Preparation for consultations,
- Learning for other types of teaching activities.

Nw/s represents the number of teaching weeks in the semester according to the University's Academic Calendar for the academic year.

Z = Total student workload per semester, calculated according to the formula:

Z = Number of weeks of the teaching process in the semester x 40 working hours, namely:

$$Z = \text{SNP/s} \times 40.$$

Article 7

- (1) The number of weeks of the teaching process in the semester represents the sum of weeks of teaching activities, examination periods, and holidays or non-working days.
- (2) This number is determined by the Academic Calendar in the academic year for each study programme.
- (3) The student is required to engage in full-capacity study of 40 hours per week, which corresponds to the obligation based on employment of any employed worker.

Article 8

- (1) Student workload is measured based on ECTS credits, considering the time required to complete and master a unit of the study programme, namely to achieve learning outcomes.
- (2) The credit enables students and teachers to determine the scope and level of learning, starting from achieved learning outcomes and estimated workload expressed in working hours.

Article 9

To calculate the value of one ECTS credit, it is necessary to determine:

1. The number of working weeks in the academic year,
2. The total number of hours,
3. The total number of ECTS credits in the academic year.

Article 10

- (1) The value of one ECTS credit is calculated according to the formula:

$$1 \text{ ECTS} = (\text{Number of weeks} \times 40 \text{ working hours}) : 60 \text{ ECTS}$$

- (2) The number of working weeks at the University is forty-one (41).

$$1 \text{ ECTS} = (41 \times 40) : 60 = 1640:60 = 27 \text{ hours.}$$

Article 11

The total student workload per course is calculated in the following manner:

$$\text{Total workload} = \text{Number of ECTS credits for the course} \times 27 \text{ hours.}$$

Article 12

(1) The total student workload is expressed by the number of hours the student spends to master a given course, namely to achieve learning outcomes.

(2) The total workload for one course may include the following types of workload:

1. Lectures,
2. Exercises,
3. Group work (case studies, presentations, discussions, defenses of papers and positions),
4. Independent learning,
5. Preparation of seminar paper, essay, or homework assignment,
6. Presentation and defense of work,
7. Interactive student work,
8. Research work, Fieldwork...,
9. Preparation for colloquia – tests and oral examination,
10. Oral examination.

(3) Depending on the cycle of studies, the total workload will be distributed according to the specified types of workload and will be presented in the syllabus for each course.

Article 13

The allocated and determined ECTS credits constitute an integral part of the Study Programme and the Teaching Plan and Programme, namely they are expressed in the study programme and the Teaching Plan and Programme.

III. COURSE CODING

Article 14

(1) The course code constitutes an integral part of the Teaching Plan and Programme and is established to facilitate identification in communication with other higher education institutions.

(2) Course codes for existing study programmes shall not be modified.

Article 15

For new study programmes, course coding shall be performed according to the following elements:

1. Initial capital letter of the study cycle (First – P; Second – D; and Third – T),
2. Two-letter designation in capital letters of the abbreviated name of the study programme (determined in the study programme; e.g., ME – Management),
3. Sequential number of the course according to the Teaching Plan and Programme from 001 (1) onwards.

IV. SYLLABI

Article 16

(1) For each teaching course, the Academic Council of the organizational unit shall establish a Syllabus.

(2) Syllabi are developed according to a uniform methodology using the Form that follows:

Course Name (Serbian and English)						
Abbreviated Name	Status	Semester	ECTS	N (L+T)		
Academic year from which the program is implemented:						
Type and level of studies; study programs:						
Prerequisites (course dependencies):						
Course aims:						
Learning outcomes and competencies:						
Professor (name and surname):						
Teaching assistant (name and surname):						
Teaching methods and mastery of the material:						
Lectures, seminars, exercises, written assignments, case studies (group and individual work – interactive), simulations of various professional situations...						
Course content						

by weeks:	
	T
	o
	T
	o
	T
	o
	T
	o
	T
	o
	First midterm
	T
	o
	T
	o
	T
	o
	T
	o
	T
	o
	Second midterm
Group work and exam preparation – other activities	
Student obligations: attendance at lectures, exercises, and other teaching activities of at least 80%.	
Literature:	
A) Required:	
B) Additional:	

Article 17

(1) All organizational units of the University are required to harmonize their Teaching Plans and Programmes with the provisions of these Regulations within six months from the date of their adoption.

(2) Changes that would entail new accreditation of existing study programmes shall not be carried out.

Article 18

These Regulations shall enter into force on the eighth day from the date of publication on the University website and shall be applied from the beginning of the academic year 2025/2026.

Reference Number: S-04-04.1/25

Date: September 23, 2025

CHAIR OF THE SENATE

RECTOR

Prof. Dr. Slobodan S. Župljanin