

Calculation of ECTS points for PhD courses and ECTS-credited activities

The basic conversion factor is **1 ECTS point = 28 working hours**. The ECTS weighting of a course or activity is determined (using a fraction or *one* decimal as needed) by the course organizer (e.g. the head of the doctoral programme) or supervisor **on the basis of a specific estimate of the number of actual working hours required for preparation and academic attendance**. The final approval of a PhD student's selection of courses and activities, as well as their ECTS weighting, is given after the event in connection with the regular evaluation interviews in the doctoral school.

Examples:

- **Course** / 3 days, 7 hours a day + a bit of preparation: 28 working hours = 1 ECTS.
- **Summer school** / 6 days, 8 hours a day + 30 hours of preparation + paper presentation 76 hours on top of the work required for the thesis anyway: 154 working hours = 5.5 ECTS.
- **Study circle** / 3 hours per week for 12 weeks + 5 hours of preparation per session: 96 working hours = 3.5 ECTS (rounded up)
- **Conference paper** / academic attendance 3 days, 8 hours a day + 25 hours of travel time & preparation + paper presentation 56 hours on top of the work required for the thesis anyway: 105 working hours = 3.8 ECTS (rounded up).
- **Master class** / attendance 4 hours + 10 hours of preparation: 14 working hours = 1/2 ECTS.
- **Participation in research team meetings, regular seminars, etc.** should be recorded under one heading per type of activity rather than separately for each event, e.g.: Modern History Society Seminars: 7 seminars, 3 hours each with no special preparation time: 21 working hours = 3/4 ECTS.

It must be stressed that over the course of their study programme students can still take part in a course even if they have already obtained the required 30 ECTS. However, the faculty has informally set 39 ECTS as the maximum number of credits allowed, and the total number of ECTS to be recorded on the final PhD diploma should not significantly exceed 30.

[This note was revised at the PhD Committee meeting on 17 May 2016]