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## Credit Hour Policy

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an equivalency that reasonably approximates not less than 45 hours of work – including student work, participation in discussions, in webinars, internships, publishing activity, and other academic work leading to the award of credit.

To graduate from a program at LIGS University, a student must complete all compulsory study activities and earn a given amount of credit hours.

The prescribed number of credit hours in the Interactive Online MBA and MSc program is **41 credit hours**. The prescribed number of credit hours in the Interactive Online DBA and PhD program is **62 credit hours**.

A student earns credit for completing study activities of different nature. Every study activity corresponds to certain amount of credit hours. Credit hours quantify student activity taking into account the degree level and the time required for students to complete the assigned study activities. Therefore, grading system is used as well (see Education and Examination Regulations for more details).

### ***Credit hours in the Interactive Online MBA and MSc programs are distributed as follows:***

- 12 courses (forms of course conclusion include: seminar papers = 2 credit hours, e-tests = 1 credit hour) - **36 credit hours** in total,
- final thesis – **3.5 credit hours** in total,
- additional study activities – **1.5 credit hours** in total.

### ***Credit hours in the Interactive Online DBA and PhD programs are distributed as follows:***

- 6 courses of Research Module (each course = 5 credit hours) – **30 credit hours** in total,
- 4 courses of Specialization and Elective module (forms of course conclusion include: seminar papers = 4 credit hours) - **16 credit hours** in total,
- dissertation thesis – **10 credit hours** in total,
- dissertation thesis defense – **1 credit hours** in total,
- publication activity – **2 credit hours** in total,
- additional study activities – **3 credit hours** in total.

Detailed information on the expected structure of student work leading to the award of credit for each activity:



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## MBA and MSc programs

<b><u>Master's degree</u></b>	<b>ACTIVITY</b>	<b>HOURS OF LEARNING AND STUDENT WORK</b>
<b><i>test (1 credit hour)</i></b>		<b>45</b>
	recommended reading / individual studying	31
	watching recommended Lynda video courses	2
	watching recommended videos in LMS	4
	online / offline webinars	4
	individual consulting with instructor	3
	test	1
<i>total hours of learning</i>		45

<b><u>Master's degree</u></b>	<b>ACTIVITY</b>	<b>HOURS OF LEARNING AND STUDENT WORK</b>
<b><i>seminar paper (2 credit hours)</i></b>		<b>90</b>
	recommended reading / individual studying	16
	consulting with instructor	18
	individual research of the topic	14
	drafting / writing seminar paper	30
	watching recommended Lynda video courses	4
	watching recommended videos in LMS	4
	online / offline webinars	4
<i>total hours of learning</i>		90



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<b><u>Master's degree</u></b>	<b>ACTIVITY</b>	<b>HOURS OF LEARNING AND STUDENT WORK</b>
<b><i>final thesis (3.5 credit hours)</i></b>		<b>157.5</b>
	recommended reading / individual studying	30
	consulting with final thesis supervisor	30
	individual research of the topic	30
	drafting / writing seminar paper	50
	watching recommended Lynda video courses	7.5
	watching recommended videos in LMS	4
	online / offline webinars	6
<b><i>total hours of learning</i></b>		<b>157.5</b>

### DBA and PhD programs

<b><u>Doctoral degree</u></b>	<b>ACTIVITY</b>	<b>HOURS OF LEARNING AND STUDENT WORK</b>
<b><i>seminar paper (4 credit hours)</i></b>		<b>180</b>
	recommended reading / individual studying	36
	consulting with instructor	32
	individual research of the topic	38
	drafting / writing seminar paper	50
	watching recommended Lynda video courses	8
	watching recommended videos in LMS	8
	online / offline webinars	8
<b><i>total hours of learning</i></b>		<b>180</b>



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<b><u>Doctoral degree</u></b>	<b>ACTIVITY</b>	<b>HOURS OF LEARNING AND STUDENT WORK</b>
<b><i>research module course (5 credit hours)</i></b>		<b>225</b>
	recommended reading / individual studying	67
	consulting with instructor	67
	individual research of the topic	67
	watching recommended Lynda video courses	8
	watching recommended videos in LMS	8
	online / offline webinars	8
<b><i>total hours of learning</i></b>		<b>225</b>

<b><u>Doctoral degree</u></b>	<b>ACTIVITY</b>	<b>HOURS OF LEARNING AND STUDENT WORK</b>
<b><i>dissertation thesis (10 credit hours)</i></b>		<b>450</b>
	recommended reading / individual studying	90
	consulting with dissertation supervisor	90
	individual research of the topic	90
	drafting / writing seminar paper	150
	watching recommended Lynda video courses	10
	watching recommended videos in LMS	6
	online / offline webinars	14
<b><i>total hours of learning</i></b>		<b>450</b>



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<b>dissertation thesis defense (1 credit hour)</b>		<b>45</b>
	preparation of presentation for defense	43
	defense	2
<b>total hours</b>		<b>45</b>

The total amount of credit hours earned for completing compulsory study activities within the program is lower than the amount of credit hours required for successful graduation. The remaining credit hours are earned by completing **additional study activities** in a structure as chosen by a student (please see the table below).

Active participation on the discussion board ( <i>a forum post of at least 100 words</i> )	0.1 credit
Online attendance of a webinar at LIGS University ( <i>presence on at least 70% of the total time of the webinar</i> )	0.5 credit
Publication of an article related to chosen field of study in a journal or online media ( <i>a new publication of at least 750 words</i> )	0.5 credit
Publication of an article related to chosen field of study on the website of LIGS University ( <i>a new publication of at least 250 words</i> ).	0.25 credit
Publication of a book	1 credit
Active participation in a national or international conference	1 credit

Credit hours are recorded in the Student Electronic Records in the LMS upon completion of a particular study activity (no later than in 5 days). Credit hours per each activity can be awarded only if the formal criteria are met, and it is subject to approval by the Study Department of LIGS University.