

5. Clock Credit Hour Policy

Last updated: July, 2018

1. Introduction

In order to accord with the standard of colleges and universities in the world, Babel University Professional School of Translation (BUPST) hereby determines this clock Credit Hour Policy.

2. Credit Hours

BUPST has two types of courses; 1-credit course and 2-credit course. One 1-credit course is comprised of 8 lessons. 2-credit course is comprised of 16 lessons. Each lesson consists of the following hours:

Table 1. Credit hours

Credits	<i>Class Engagement</i>	<i>Preparation and Assignments</i>	<i>Returned Assignment</i>	# of Lessons	Total Hours (minimum)
	Listening to audio/video lectures (0.5 h)	Researching for assignments (2h)	Reading comments, corrections with rubrics and critiques of assignments returned for self convincing:		
	Reading class text, materials, and other online documents; Note taking(2.5h)	Completing and submitting assignments (1h)			
1	3 hours (minimum)	3 hours (minimum)	0.5 hours (minimum)	8	52 hours
2	3 hours (minimum)	3 hours (minimum)	0.5 hours (minimum)	16	104 hours

3. Required time for graduation

BUPST expects students to take the following time at a minimum to complete required courses for graduation.

Table 2. Required time until graduation

	Required time for final exam (including the review after exam)	Credit hours of one course	Minimum number of courses to take	Total of required time	Required time of Graduation Project I and II	Total required time until graduation (minimum)
Each course (2 credits course)	4 hours	104 hours	13	1404 hours	700 hours	2104 hours
Graduation Project I and II consists of the following tasks: Selecting theme/book to translate, scheduling, writing synopsis, researching, drafting, translating, reviewing evaluation, asking questions to and getting answers from faculty, discussing progress and issues with faculty, re-writing/re-translating, formatting and submitting final work/translated book.						

The average daily and yearly times until graduation are as follows.

Table 3. Expected daily work time until graduation (average)

Work time/day (Average)	Number of days/year	Number of years to graduate (Minimum)	Total hours until graduation
3 hours	365 days	2 years	2190 hours

The credit hours are given to students by assessments of assignments of lessons and passing at the final examination.

4. Requirement for the Program

In order to complete the MST program, students are required to earn 36 credits or more, including graduation project.