
Policy: **Class Size**

Code: **03EP18**

Reviewed/ Revised: **23/07/2022**

Policy Owner: **Head of Academic Services and Registry (Registrar)**

Target audience: **Students, Faculty and Parents**

PURPOSE:

To define and explain EAHM's approach to scheduling and delivering classes.

SCOPE:

This policy is designed to inform students and parents of the learning environment that is provided at EAHM. It also defines the structure and size of classes that are scheduled by the Registrar.

DEFINITIONS:

Lecture – a formal class in which a lecturer presents course materials to all students enrolled in each subject.

Tutorial – a formal class provided to a smaller class in which the materials from lectures and readings are discussed and assessed in more detail.

Workshop – a 4-hour class combining both lecture and tutorial in one session (applicable only for the Postgraduate classes)

Practical/Laboratory – a practical class held in laboratory or special facility such as kitchen, restaurant or hotel room.

Credit hour: a unit of measurement defining a student's overall effort towards attaining a qualification. One credit hour = 1 hour in the classroom for a minimum of 15 weeks (15 hours in total)

FTE Faculty: Full Time Faculty Equivalent of a faculty appointment is based on the number of credit hours (or responsibilities with pre-determined credit hour-equivalents, i.e dissertation supervision, course development) assigned during an academic year. It provides an estimate of the total full-time employment by converting part-time employees to a full-time equivalent.

Adjunct Faculty: is a faculty member whose employment is temporary or part-time, either for a fixed term contract i.e., per trimester, or as a % of a fulltime contract. It includes all staff teaching **not** on a full-time contract, teaching a maximum of 6 credit hours per trimester. The term **Part time** faculty can also be used.

FTE Student: Full Time Student Equivalent It provides an estimate of the total full-time student numbers by converting part-time students to a full-time equivalent.

FTE Student / Faculty Ratio, is calculated by dividing the FTE Student /FTE Faculty

Part Time Student: those students completing less than 6 credit hours of study per trimester.

Full time Student: those students enrolled across 3 trimesters and attempting 9 -15 credit hours per trimester.

POLICY STATEMENT:

As a central component to the EAHM mission we are committed to providing the highest quality teaching and learning environment for our students. Cordial to this mission is the maintenance of small class sizes. The class size is determined by the efficacy in attaining the course and programme outcomes. Other criteria that influence class size decisions are:

- a. Level of the course
- b. Teaching methodology
- c. Mode of delivery
- d. Classroom capacity and availability of workstations (for practical courses)

RESPONSIBILITY:

The Registrar will ensure this policy is implemented on a day-to-day basis, the Dean and Program Manager will monitor and update this policy.

IMPLEMENTATION OF THE POLICY:

EAHM is a small university with around two to three hundred (200-300) students. Our instructional philosophy focuses on problem- and activity- based learning. Depending on the nature of the discipline being studied we use one of three instructional methods.

- First, a framework lecture for two (2) hours will be given each week to all students. This will then be supported by a two (2) hour tutorial.
- Second, for practical classes such as FABS101 and CULN101, students are taught in small groups of no more than 10 per group.
- Third, for Postgraduate courses, workshop runs in four (4) hour blocks melding faculty input with exercises and problem-based learning activities.

The Registrar establishes the class sizes during registration preparations for the upcoming term, based on number of students who are required to take the specific course, faculty contract/workload requirements and teaching distribution, classroom utilization/availability, and external or internal event space requirements.

The maximum number of students to be allocated to a class in any subject taught is as follows:

Undergraduate Courses

Class Type	Maximum Enrolment
Lecture	80
Tutorial	30
Practical/Laboratory – F&B	10
Practical/Laboratory – other courses	15

Postgraduate Courses

Class Type	Maximum Enrolment
Lecture/Tutorial	40
Workshop	30

The size of the class are mentioned in the student information system (SIS) prior to registration and the final size of the class will only be confirmed once registration is complete. The class size can be changed up until end of add/drop week every term.

Calculation of the full time equivalent (FTE) student: faculty ratio

It includes the calculation of full time equivalent (FTEF) of all faculty teaching undergraduate and post graduate programs at EAHM and includes part time and adjunct faculty.

The policy does not cover total workload assigned to faculty and does not reflect additional activities such as pastoral care, recreational or community service activities, mentoring, competition preparation, research activities or administrative activities that are included in job descriptions.

The policy also includes the calculation of full time equivalent (FTES) of all students enrolled in the EAHM BBA and MBA programs, including Study Aboard Training Programs.

POLICY STATEMENT:

Teaching quality is often cited by students as an important metric when comparing higher education institutions. Student/teacher ratios assess how institutions manage the allocation of teaching activities amongst its academic staff whilst offering students the best access to lecturers and tutors. This ratio is not a measure of class size, nor is it a measure of teaching quality, however, it remains an international metric of comparison amongst higher education institutions.

Full-time faculty (FTEF), corresponds to 1.00 FTE;

The Full Time Equivalent of a faculty member is based on the number of credit hours assigned during an academic year and follows the CAA guidelines (Standards for Institutional Licensure and Program Accreditation, December 2019, 5.7).

An FTE of 1.00 recognizes the CAA mandated allocation of workload based upon a faculty member holding a non-terminal (30 credit hours per academic year) or terminal degree (24 credit hours per academic year) or a terminal degree holder teaching on the MBA program (18 credit hours per academic year) or a prorated mix of credit hours based upon teaching allocations.

This workload reflects teaching responsibilities including dissertation supervision, laboratory work (kitchen skills) and administrative release for program managers, deans and research supervision.

Adjunct (part-time) employment is expressed as a fractional FTE, 0.3 for individual trimester programs where credit hours are annualized over the academic year.

$$\text{FTE (F)} = \text{FTE total of faculty} + (\text{adjusted adjunct FTE})$$

Full-time student (FTES) corresponds to 1.00 FTE

This represents a full-time equivalent student enrolled across 3 trimesters during the academic year and attempting 9 – 15 hours credit hours each trimester. Students enrolled in 6 credit hours or less in a trimester are calculated at 0.5 FTE and annualized across 3 trimesters.

$$\text{FTE (S)} = \text{FTE total of students} + (\text{adjusted student FTE})$$

The Full Time Equivalent (FTE) Student: Faculty ratio is calculated as:

$$\text{FTE Student / Faculty Ratio} = \text{FTE(S)} / \text{FTE(F)}$$

Use of the Calculation

The FTE Faculty Student ratio is to be calculated and reported by the Academic Services and Registry Office at the conclusion of Add/ Drop week, each trimester and a final, annualized ratio is to be reported at the end of each academic year.

This data should be collated and reported annually and may be used to assess faculty workload, student numbers and used in marketing materials.

ASSOCIATED DOCUMENTS:

- Published class lists and timetable.
- Course Syllabi

MENTIONS:

- Faculty Handbook
- Course Syllabi

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	Class Size	
Policy Code:	03EP18	Formerly: EA/ACA/021
Date of first approval:	09/2013	

Reviewed/ Updated	Details of Amendment
31/07/2015	
15/08/2016	
20/01/2019	
24/02/2020	
24/08/2020	
15/02/2022	- Updated the definition of the workshop where it can be delivered in a 4-hour block, once a week.
15/07/2022	- Workshop delivery is applicable only for Postgraduate courses - Added criteria for deciding on class size
23/07/2022	- Updated to included calculation of Fulltime Teaching Equivalent: this is used to calculate student faculty ratios