
Policy: **Class Size**

Code: **03EP18**

Reviewed/ Revised: **24/07/2023**

Date of Next Review: **February 2024**

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 class organised in small groups working together on specific activities, discussions reflecting the course progression.

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)

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.

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 instructional philosophy focuses on experiential learning, encompassing problem-based approach and student-centered learning. Depending on the nature of the discipline being studied we use one of three instructional methods.

- First, for lecture-theatre-based classes, students are taught in larger groups of up to 80.
- Second, for practical-oriented classes, students are taught in small groups of no more than 15 per group. For lab-based practicals, groups are limited to 12 students.
- Third, for workshop activities, groups are limited to 30 students.

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/Workshop	30
Practical/Laboratory – F&B	12
Practical/Laboratory – other courses	15

Postgraduate Courses

Class Type	Maximum Enrolment
Lecture	40
Tutorial/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.

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.

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 definitions of workshop and practical
24/07/2023	- Removed information related to calculation of FTE