

Document of The School of Business, Hunan Institute of Engineering

Document No. 13 of HIE (The School of Business)

[2024]



Management Measures for Monitoring Student Independent Learning Workload for ASIIN-accredited Programs in the School of Business

Article 1

In order to better adapt to the trend of international education, regulate and strengthen the supervision of student workload in the school, safeguard the legal rights and interests of students and the school, improve talent cultivation, promote high-level education in our university, and better serve economic and social development, these management measures for monitoring student workload are hereby formulated. These measures apply only to the ASIIN-accredited programs of this school.

For ASIIN-accredited programs, the university will set up ECTS credits and overall student workload (Workload) in parallel to the existing credits and teaching hours, to better reflect the student-centered educational philosophy in terms of learning responsibility.

Each ECTS credit corresponds to a total student workload of 25-30 hours (referring to the average for students), including teaching hours and independent study time. The independent study time includes, but is not limited to, preview, assignments, review, exam preparation, as well as students' online search for relevant materials and self-directed exploratory activities around course knowledge.

ECTS credits may not be entirely equivalent to the existing credit system. They depend on factors such as course difficulty and the level of cognitive objectives, and may be higher or lower than the current credit setting. The initial setting of ECTS credits should incorporate teachers' judgment based on teaching, but must be revised and improved based on the actual and statistical study time of students.

Article 2

These management measures aim to scientifically and systematically monitor and manage student workload, to ensure that students' study burden is within a reasonable range, promote overall student development, and enhance teaching quality and effectiveness. The goal is to ensure that students' self-study time is consistent with the self-study credits set in the module handbook, reasonably assess students' learning workload by monitoring their extracurricular study time, and adjust the course's ECTS (European Credit Transfer and Accumulation System) credits according to monitoring results. At the same time, a feedback mechanism will be

established to enable students to evaluate teaching and promote improvements in teaching content and methods.

Article 3 Monitoring Requirements and Methods

(1) Statistics on Students' Independent Study Hours

Each course must provide detailed statistics on the total time required for students' pre-class preparation, practice and assignments, post-class review, and exam preparation. This includes all course-related learning activities outside of class.

Teachers should set clear requirements for assignments and practice and provide appropriate estimated time so that students can plan their learning schedule reasonably.

Students should complete assignments and practice on time and record the time spent. At the same time, students should also actively participate in preview and review activities to ensure a comprehensive understanding and mastery of course content.

Teachers should periodically collect students' completion status of assignments and practice, as well as students' records of self-study time, for subsequent monitoring and adjustment.

(2) Evaluation of Student Workload

Based on students' extracurricular study, homework and other time, set the deviation rate of student workload at 5%. If the monitoring results show that students' study time goes above or below this range, the ECTS

credit allocation for that course will be reconsidered. If students' study burden is excessive, it may be necessary to adjust ECTS credits or course content to decrease learning difficulty; if the burden is too light, ECTS credits or course content may be adjusted to increase learning challenge.

Student workload evaluation will be based on students' self-reported study time and teachers' observations of study activities. Students should regularly report their learning progress and time allocation to teachers, so teachers can understand students' learning status and needs.

Teachers will adjust teaching plans and content based on students' learning situation and workload evaluation results, to better meet students' learning needs and improve teaching effectiveness.

Article 4 Monitoring Procedures and Implementation

(1) Data Collection

Data on students' self-study time will be regularly collected through online learning, questionnaires, students' self-report, etc. Ensure the accuracy and reliability of the data to provide a basis for subsequent monitoring and analysis.

Teachers should explain the purpose and significance of data collection to students before the course starts, and instruct students on how to correctly record their study time. At the same time, teachers should provide the necessary learning resources and guidance to help students arrange their study time reasonably.

(2) Data Analysis

Organize and analyze the collected self-study time data, and compare the actual time required per course with the self-study credit setting in the module handbook. Through comparison, determine whether students' learning burden is reasonable and whether there are deviations.

If it is found that students' learning burden exceeds or falls short of the reasonable range, communicate with the relevant teachers in a timely manner to jointly discuss solutions. Depending on the actual situation, it may be necessary to adjust the ECTS credits of the course, optimize course content or improve teaching methods, etc.

(3) Feedback and Adjustment

Feedback the monitoring results to students and teachers in a timely manner, so that they are aware of their learning status and teaching effectiveness. At the same time, encourage interaction and communication between students and teachers to jointly promote the improvement of teaching quality.

Based on monitoring results and student evaluations, adjust and improve the ECTS credits of the course, course content, and teaching methods as appropriate. Ensure that students' learning burden is within a reasonable range and improve student learning outcomes and satisfaction. Specific measures are as follows:

(1) If students' self-study hours exceed or fall short of the planned

self-study hours for the course by more than 5%, but the proportion of students with such deviation is less than 5%, the university will observe the student workload for that course and will not make immediate adjustments.

(2) If students' self-study hours exceed or fall short of the planned self-study hours for the course by more than 5%, and the proportion of students with such deviation is higher than 5% but lower than 10%, the university will adjust the proportion of teaching hours and self-study hours within the total course credits to ensure that student workload stays within a reasonable range.

(3) If students' self-study hours exceed or fall short of the planned self-study hours for the course by more than 5%, and the proportion of students with such deviation is higher than 10%, and this occurs for the first time, the university will, without changing the total course credits, adjust the teaching content, teaching methods, number of extracurricular exercises, online learning resources, etc., so that student workload falls within a reasonable range.

(4) If students' self-study hours exceed or fall short of the planned self-study hours for the course by more than 5%, and the proportion of students with such deviation has continuously exceeded 10% for three years, the university will adjust the ECTS credits for the course.

Article 5 Establishment of a Student Evaluation of Teaching

(SET) System

Students are encouraged to provide comprehensive evaluations covering teachers' instructional quality, course content, and assignment workload, with their feedback serving as valuable input for understanding learning needs and improving teaching practices. Evaluation data should be regularly collected and analyzed to assess course satisfaction and study workload. Timely measures shall be taken to address identified issues and shortcomings for continuous improvement. A communication and interaction mechanism with students shall be established to encourage questions and suggestions. Teachers should provide timely guidance and assistance for students' learning difficulties to ensure successful task completion.

Article 6 Strengthen the protection and management of student self-study time data to ensure its security and privacy. Only authorized personnel can access and use related data. Establish a supervision mechanism for monitoring work to ensure effective implementation of the management measures. Regularly inspect and evaluate the monitoring work, and promptly rectify and improve any problems found. Strengthen teacher training and guidance to improve their teaching level and ability. Encourage teachers to actively participate in the monitoring work and provide better learning support and guidance for students. Further exchange and cooperate with domestic and foreign universities, learn

from their advanced experiences and practices, and continuously improve and optimize the student workload monitoring and management measures.

Article 7 Revision of Management Measures

These measures are interim conversion management measures. After subsequent collection of monitoring data and evaluations, the conversion rules will be modified, and these management measures will be revised.

November 12, 2024

Key words: School of Business, ECTS Credits, Conversion Rules, Management Measures

Submitted to: Responsible university leaders

Copied to: Relevant university departments

Appendix

I. General Questions

1. Which semester are you currently in? ()

A. 1-2 semester B. 3-4 semester C. 5-6 semester D. 7-8 semester

E. 9 or above semesters

2. Is this a required course? ()

A. Yes B. No

3. How interested were you in this course before starting to study it? ()

Give a score between 1 and 5, where 1 means very interested and 5 means a little interested.

II. Course Evaluation

1. The goals of this course were clear from the beginning. () Please give a score between 1 and 5, where 1 indicates complete agreement with the statement and 5 indicates complete disagreement.

The course structure of this course is very clear. Please give a score between 1 and 5, where 1 indicates complete agreement with the statement and 5 indicates complete disagreement.

The courses taught are conveyed in an understandable way. Please give a score between 1 and 5, where 1 indicates complete agreement with the

statement and 5 indicates complete disagreement.

All the students' questions and concerns have been taken into account.

Please give a score between 1 and 5, where 1 indicates complete agreement with the statement and 5 indicates complete disagreement.

5. My academic achievements are very high. Please give a score between 1 and 5, where 1 indicates complete agreement with the statement and 5 indicates complete disagreement.

III. Workload

Please fill in the total self-study time required for pre-class preview, practice and homework, post-class review and preparation, etc. based on the actual situation of your course, which is closer to the following value:

- A. 9 hours per credit
- B. 11 hours per credit
- C. 13 hours per credit
- D. Other

IV. Conclusive Questions

1. I have a very good overall impression of this course. ()

Please give a score between 1 and 5, where 1 indicates complete agreement with the statement and 5 indicates complete disagreement.