

**LUNEX Teaching and Learning Council guidelines on
Student Workload and Self-Study Time**

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1. Introduction

LUNEX is committed to providing a supportive learning environment that enables students to achieve their academic goals while maintaining a healthy study-life balance. This document establishes guidelines for student workload management using the European Credit Transfer and Accumulation System (ECTS) and defines expectations for self-study time to optimize learning outcomes and student well-being.

2. Guideline Statement

2.1. Definition of Student Workload

a. Student workload refers to the total amount of time required for a student to complete all learning activities, including attending classes, participating in practical sessions, completing assignments, taking exams, and engaging in self-study, as measured in ECTS credits.

b. One ECTS credit corresponds to approximately 25 hours of total student workload, encompassing both contact hours, self-study time and examination time.

2.2. Calculation of Student Workload

a. The workload for each course or module offered at LUNEX will be expressed in terms of ECTS credits, reflecting the total time commitment expected from students to successfully achieve the learning outcomes.

b. The workload calculation includes not only scheduled class hours but also anticipated time for preparation, review, examination time and self-directed study (see appendix).

2.3. Allocation of Self-Study Time

a. Self-study time constitutes an integral part of the student workload and is essential for deepening understanding, mastering course content, and achieving learning outcomes.

b. The recommended allocation of self-study time to achieve learning outcomes is approximately 67% of the total workload for each module (see appendix for details). Graduate programs may require a higher proportion of self-study time depending on the level of complexity and specialization. Similarly, modules may require a higher proportion of self-study time, such as the dissertation or thesis.

c. Self-study activities should be structured to complement and reinforce classroom instruction, including reading assigned materials, practicing problem-solving exercises, practicing outside the classroom, engaging with content on the online platform, conducting research, and preparing for assessments.

2.4. Guidelines for Self-Study

a. Faculty members are responsible for providing clear guidance and resources to facilitate effective self-study, including recommended readings, learning objectives, practice exercises/tasks, and supplementary materials.

b. Students are encouraged to actively engage in self-directed learning, manage their time effectively, and seek support from staff members, academic advisors, and peer study groups as needed.

c. LUNEX supports students in their self-study endeavours and provides access to appropriate facilities, such as the online learning platform, space for practicing and studying. Students also have access to the Luxembourg national library.

2.5. Monitoring and Evaluation:

a. Faculty members and programme leaders will monitor student progress and engagement with self-study activities through formative and/or summative assessments, class participation, and feedback mechanisms with expectations to regularly report to the Teaching and Learning Council.

3. Implementation and Review

3.1. Communication of the guideline

a. This guideline shall be communicated to all faculty members and students through official channels, including LUNEX website, student handbooks, and induction sessions.

b. Communication of workload expectations

Academic staff are responsible for clearly communicating the workload expectations to students at the beginning of each module. By articulating the required preparations, and anticipated effort for various activities, instructors empower students to effectively manage their time and minimize unnecessary stress. Regular reminders throughout the module may be necessary to ensure students maintain a balanced approach to their studies and allocate appropriate time to different components of the module to meet the learning outcomes.

3.2. Coordination between modules

Effective coordination of workload distribution within and across modules is essential to enhance students' overall learning experience. This includes strategically scheduling major projects and assessments throughout the semester to avoid overwhelming students with simultaneous deadlines. By coordinating workload distribution, instructors can promote a more manageable and conducive learning environment. This is the responsibility of the programme leader to distribute student workload in line with the curriculum design and to communicate to academic staff the expected workload of the modules they deliver.

3.3. Guideline review

a. LUNEX will conduct periodic reviews of student workload distribution and self-study effectiveness to identify areas for improvement and ensure alignment with programme objectives and accreditation standards. Those should be reviewed through students' module evaluation and discussion at programme committee.

b. Regular feedback from students and stakeholders will be solicited to assess the impact of this guideline on student learning outcomes and well-being, with adjustments made as necessary to promote continuous improvement.

4. Conclusion

LUNEX is committed to fostering a supportive and conducive learning environment where students can thrive academically while maintaining a healthy balance between their academic responsibilities and personal well-being. By implementing transparent guidelines for student workload management and self-study time, we aim to empower students to maximize their learning potential and achieve success in their academic pursuits.

Appendix – Student's workload calculation

Student workload includes contact hours distributed between lectures, seminars, labs, and field, and preparation, assessment and self-study time including engagement with resources and formative tasks, assessment and exam preparation. The workload for each module is identified and adapted through this standardised calculation by modifying the lighter coloured boxes.

- Teaching hours are identified based on the type of contact time.
- The time dedicated to the engagement with resources is factored based on the number of pages students are tasked to read in order to assimilate the learning outcomes, or other units (e.g. minutes of video). Academic articles require more time to read compared to other reading material such as book chapters (3.3 pages per hour for articles and 5 pages per hour for book chapters)¹.
- Formative tasks, assessment and exam preparation require independent study time based on the type of task or assessment. Exam preparation and consolidation of the learning content is also factored as 20% of the total module workload¹. It corresponds to the time students need to assimilate class content (e.g. 25hrs for a 5 ECTS module).

These guidelines shall be regularly reviewed by the Teaching and Learning Council.

¹ Karjalainen, A., Jutila, S. & Alhe, K. (2006). Give me time to think. Determining student workload in higher education, Oulu: Oulu University Press

Example of workload calculator tool

Module Name	Code	ECTS	Hours	
Contact hours	# Teaching		Workload (hrs)	Workload (%)
Lectures	0.0		0.0	0%
Seminars	0.0		0.0	0%
Lab/Practical/Workshop	0.0		0.0	0%
Field	0.0		0.0	0%
Other (specify)	0.0		0.0	0%
	Total contact hours		00.0	0%
Preparation, Assessment and Self-Study time				
Bibliography and other (e.g. digital) resources	# units (pages, ...)	Time factor	Workload (hrs)	Workload (%)
Scientific articles	00.0	3.3	0.0	0%
Book chapters	00.0	5.0	0.0	0%
Other (specify)	0.0	1.0	0.0	0%
	Total engagement with resources		00.0	0%
Formative tasks, assessment and exam preparation	# hours / tasks	Time factor	Workload (hrs)	Workload (%)
Written exam	0.0	1.0	0.0	0%
Oral exam	0.0	1.0	0.0	0%
Written projects / courseworks	0.0	1.0	1.0	0%
Tasks	0.0	8.0	0.0	0%
Other (e.g. Lab journal)	0.0	1.0	0.0	0%
Preparation for exam and consolidation	0.0	0.2	0.0	0%
	Total tasks, assessment and prep.		0.0	0%
	Total Workload (hours)		0.0	0%
	Overtime (hours) up to 20% is accepted*		0.0	0%
		ECTS	0.0	

* LUNEX standard for workload is 25h/ECTS but up to 30h/ECTS is accepted as per the Bologna process, hence 20% allowance for overtime.