Hengxing University Office Communication Letter

HXU Letter [2024] No. 54

Notice on Issuing the Management Regulations on ECTS Credit Transfer and Monitoring of Student Autonomous Learning Workload at Hengxing University

To all units:

The Management Regulations on ECTS Credit Transfer and Monitoring of Student Autonomous Learning Workload at Hengxing University are hereby issued and shall be implemented accordingly.

Hengxing University

June 25, 2024

Management Regulations on ECTS Credit Transfer and Monitoring of Student Autonomous Learning Workload at Hengxing University

In order to promote the international development of the university, particularly in the context of student exchanges and mutual recognition with higher education institutions in Europe, these management measures for credit transfer and monitoring of student autonomous learning workload are hereby established.

Chapter 1: Transfer between ECTS Credits and HXU Credits

Article 1

The European Credit Transfer and Accumulation System (ECTS) was established in 1989 as a tool of the European Higher Education Area (EHEA) to make study programs and courses more transparent, thereby contributing to the enhancement of the quality of higher education. For further details, please refer to the ECTS Users' Guide 2015 (ISBN 978-92-79-43562-1).

Article 2

ECTS is a student-centered credit accumulation and transfer system. ECTS credits represent learning outcomes and the associated workload. ECTS credits are generally expressed as integers.

Article 3

Learning outcomes are statements of what a student is expected to know, understand, and be able to do upon completion of a learning process. The achievement of learning outcomes must be assessed through procedures based on clear and transparent criteria. Learning outcomes apply to both individual course modules and the entire degree program.

Article 4

Workload refers to the estimated time an individual student needs to complete all learning activities (such as attending lectures, participating in seminars, carrying out projects, practical work, internships, and independent study) required to achieve the specified learning outcomes.

Article 5

Hengxing University adopts the Chinese credit system, where one credit typically corresponds to 16 hours of instruction or contact hours (excluding student self-study time), with each instructional hour lasting 50 minutes.

Article 6

In accordance with the ECTS Users' Guide and this document, Chinese credits for each course shall be transferred into ECTS credits. Each academic program is responsible for the credit conversion of its own courses. General education courses shall be transferred uniformly by the teaching unit offering the course.

Article 7

Each ECTS credit corresponds to 25 to 30 hours of total workload, including both instructional time and self-study time. For intensive practice-based courses such as military training, intensive laboratory work, graduation internships, and graduation projects/theses, a weekly workload of 25 to 30 hours is estimated and allocated 1 ECTS credit.

Article 8

The total student workload for an undergraduate degree program shall be at least 180 ECTS credits and at most 240 ECTS credits. A maximum of 30 ECTS credits shall be allocated per semester.

Article 9: Application of ECTS in Grading Systems

1. Calculation of Learning Outcome Achievement: Based on the learning objectives and assessment results of a course, the achievement level of the course is calculated. The weighted average of achievement levels of all courses

contributing to a given learning outcome is then calculated, with the weight of each course being its ECTS credit value.

2. Calculation of Grade Point Average (GPA): The GPA is calculated by weighting the grades of completed courses by their respective credits. The weight of each course is its ECTS credit value.

Chapter 2: Monitoring and Regulation of Student Workload

Article 10

In order to better adapt to the development trends of international education, standardize and strengthen the supervision of student workload, safeguard students' legitimate rights and interests, improve the quality of talent cultivation, and promote high-quality development of education at Hengxing University, these management regulations on monitoring student workload are hereby established.

Article 11

These management measures aim to monitor and manage student workload in a scientific and systematic manner, reasonably assess student learning workload, and adjust course offerings and their ECTS credits based on monitoring results. Furthermore, a feedback mechanism shall be established to allow students to evaluate teaching, thereby promoting continuous improvement in teaching methods and content.

Article 12 Monitoring Requirements and Methods

(I) Recording Student Self-Study Time

Each course is required to document in detail the self-study time of students, including the total time students spend on all course-related learning activities outside the classroom, such as pre-class preparation, exercises and assignments, post-class review, and exam preparation.

Instructors shall regularly collect student records of self-study time for monitoring, analysis, and improvement.

(II) Assessing Student Workload

Based on students' extracurricular learning, course assignments, and time spent on study and exam preparation, a deviation threshold for student workload shall be established. If monitoring results indicate that student study time exceeds or falls below this threshold, the reasons shall be analyzed, and consideration shall be given to adjusting course content and ECTS credit allocation.

If student workload is excessively high, ECTS credits may need to be reduced or course content adjusted to lower the learning difficulty. If student workload is excessively low, ECTS credits may need to be increased or course content enriched to raise the level of challenge. Instructors shall adjust teaching plans and methods based on student learning conditions and workload assessment results to meet student needs and improve teaching effectiveness.

Article 13: Monitoring Procedures and Implementation

(I) Data Collection

Data on student self-study time shall be collected regularly through online learning platforms, surveys, student self-reports, and other means. The accuracy and reliability of the data shall be ensured to provide a basis for subsequent monitoring and analysis.

Instructors shall clearly explain to students the purpose and methods of data collection before the course begins and guide students on how to accurately record their study time. Instructors shall also provide necessary learning resources and guidance to help students manage their study time effectively.

(II) Data Analysis

The collected data on student self-study time shall be organized and analyzed to calculate the actual time required by students for each course and to compare it

with the self-study credit settings in the module manual. Through comparative analysis, it shall be determined whether student workload is reasonable and whether any deviations exist.

If it is found that student workload exceeds or falls below the reasonable range, timely communication shall be made with the course instructor to jointly explore solutions. Depending on the actual situation, adjustments may be made to the ECTS credit allocation of the course, optimization of course content, or improvement of teaching methods.

(III) Feedback and Adjustment of Results

Monitoring results shall be promptly communicated to both students and instructors to help them understand their learning status and teaching effectiveness. At the same time, interaction and communication between students and instructors shall be encouraged to jointly enhance teaching quality.

Based on monitoring results and student evaluations, corresponding adjustments and improvements shall be made to course ECTS credits, course content, and instructor teaching methods, ensuring that student workload remains within a reasonable range and improving student learning outcomes and satisfaction. Specific adjustments are as follows:

Scenario 1: Students' self-study hours deviate by more than 20% above or below the planned self-study hours for the course.

Measure 1: The instructor shall conduct a specific analysis and make minor adjustments for individual cases of abnormal time distribution.

Scenario 2: Students' self-study hours deviate by more than 20% above or below the planned self-study hours, and the proportion of students with such deviation is below 20%.

Measure 2: The instructor shall analyze and adjust the course's teaching content, methods, or approaches, and continue to observe the next cycle. If no

improvement is observed after two consecutive monitoring cycles, Measure 3 shall be implemented.

Scenario 3: Students' self-study hours deviate by more than 20% above or below the planned self-study hours, and the proportion of students with such deviation exceeds 20%.

Measure 3: The program leader, in combination with other investigative methods (student interviews, instructor interviews, classroom observations, review of teaching materials, etc.), shall guide the instructor in analysis and either adjust the course's teaching content, methods, or approaches, or replace the instructor, and observe the next cycle. If no improvement is observed after two consecutive monitoring cycles, the Program Teaching Committee shall guide substantive adjustments, including adjusting course objectives and/or adjusting the ECTS credits of the course, and report to the University Academic Affairs Office as required.

(IV) Monitoring Cycle

The monitoring cycle shall be once per semester, ensuring that each course is monitored.

Article 14

A communication and interaction mechanism with students shall be established. Students shall be encouraged to evaluate teaching quality, course content, workload, and other aspects through various means (including the teaching evaluation system) and to provide comments and suggestions. Student evaluation data shall be regularly collected and analyzed, and timely measures shall be taken to address identified issues and deficiencies. For students' learning difficulties and problems, instructors shall provide timely guidance and assistance to ensure that students can successfully complete their learning tasks.

Article 15

Student data shall be strictly protected and managed to ensure data security and privacy. Only authorized personnel may access and use student data.

Article 16

A supervision mechanism for monitoring work shall be established to ensure the effective implementation of these management measures. Regular inspections and evaluations of the monitoring work shall be conducted, and timely corrections shall be made where problems are identified. Training and guidance for instructors shall be strengthened to enhance their teaching abilities and competencies, and instructors shall be encouraged to actively participate in monitoring work to provide better learning support and guidance for students. Exchanges and cooperation with domestic and international universities shall be strengthened to learn from their advanced experiences and practices, and to continuously improve and optimize the management measures for monitoring student workload.