



BRAINAE UNIVERSITY

Class size policy

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I. GENERAL PROVISIONS

1. Vision

To excel internationally with quality education, research and innovative service to the community

2. Mission

To be a locomotive of the sustainable development in the World by developing competency in educational practices

3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for trainee to pursue a variety of programs; some are quite specialized in nature, others that are multi-disciplinary and/or problem-based in focus - and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

- Affordability
- Collegiality
- Commitment to professionalism and social accountability
- Humility
- Integrity
- Kindness
- Loyalty
- Spirituality
- Transparency
- Trustworthiness

II. Class size policy

The BRAINAE University is dedicated to ensuring that curricular programs and offerings are delivered in a timely and sequential manner giving

students the confidence that they will complete their degree/program requirements in a timely manner. To ensure efficient use of institutional resources, BU has established the following policy on minimum class size.

1. Definitions

- Class: The type of activity required for a subject such as a lecture, tutorial, laboratory, seminar, or practical.
- Lecture: Formal class in which lecturer presents program material to all students enrolled in a given subject.
- Laboratory Class: A class held in a workshop, studio or laboratory.
- Tutorial: Usually less formal than a lecture, a tutorial is a small class in which material from lectures and readings can be discussed in more detail.
- Seminar: A class which combines elements of both lectures and tutorials, enabling interaction within the class and between the class and the teacher to complement the delivery of subject content.

2. Maximum and minimum class size

Course enrollment limits are determined by a number of factors including (1) the maximum number of students in which a high level of student learning can take place, (2) instructional method (format) and mode, (3) the available seats or work stations in a classroom, (4) other factors such as limits set for accreditation, safety, etc. The maximum and minimum number of students to be allocated to a class in any subject taught (including undergraduate core subjects) should be as follows:

Class type	Maximum enrollment	Minimum enrollment	E-learning
Lecture	70	20	80
Tutorial	20	15	30
Seminar	30	15	40
Laboratory/Studio	Class enrollment is limited to the number of students able to be accommodated by the space, equipment and tutor/demonstrator allocation		

3. Exceptions

Under particular circumstances, it may be necessary to exceed these limits. Should an exception to this Policy be necessary, approval must be given by the appropriate Dean and Vice Chancellor.

The following will be considered exceptions to the minimum class enrollment requirement:

1. Clinical experiences
2. Student teaching supervision
3. Office hours
4. Honors Seminars
5. Internships/Field Experience
6. Practicums/Capstone courses
7. Independent/Directed Research/Thesis

The department Chair with approval of the College Dean and Vice Chancellor may offer courses below the minimum class size requirements when:

1. The course is required for graduation and suitable substitutions cannot be made for students.
2. The course is required in a major and must be offered in the current quarter to keep proper course sequence.
3. The course is in a newly established degree program, concentration, or support area or is required to maintain accreditation.
4. Cross-listed or undergraduate/graduate course taught as a single class by the same faculty at the same time.
5. First-time offering of the course.
 - Thesis/Dissertation
 - Projects
 - Practical training

4. Class cancellation procedure

One month prior to the first day of class, the Registration Department will provide weekly class section status reports to each department/division chair, the college dean and the vice Chancellor. Two weeks prior to the first day of classes, the department chair will meet with the dean, review the section status report and send a list of canceled classes to the Registration Department which will immediately notify the students that the class has been canceled.

If a faculty member has had a class canceled due to low enrollment, the chair and dean, in consultation with the faculty member, will reassign the faculty members time to other courses or responsibilities.

The dean will also send a list of courses which are granted an exception under this policy to the vice Chancellor.