

Student Contact Hours Calculation Sheet

This sheet will calculate total number of student contact hours for an academic staff member. You need to submit all the courses you are responsible for in a given semester and also need to fill the relevant values for each field based on the course requirements. (Please use a new copy of this sheet for each semester. You need to fill Course Codes and all the cells in Ash colour)

Symbol	Description	Course Code 1	Course Code 2	Course Code 3	Course Code 4	Course Code 5	Course Code 6	Course Code 7	Course Code 8	Course Code 9	Course Code 10
m	Number of offerings of the same course by the same teacher										
C	Number of credits or equivalent parts thereof	0	0	0	0	0	0	0	0	0	0
AF	Adjustment Factor (This field will auto calculate based on number of students)	0	0	0	0	0	0	0	0	0	0
n	Number of students following course										
t	Number of tutorials/ assignments for course										
a	Conducting practical classes/ clinical/ fieldwork/ field visits (actual number hrs/ year)										
b	Preparation of practical classes/ clinical/ fieldwork/ field visits (actual number hrs/ year)										
g	Number of groups (if all groups are given the same examination, then g =1)										
f	Number of reports in the course to be evaluated										
p	Number of projects (individual or group)										
q	Number of reports evaluated										
n _p	Number of students examined										
	Training Activities										
y	Number of students assigned for training										
n _v	Number of institutes visited										
r	Number of reports corrected and marked										
n _t	Number of trainee students examined in presentation and viva										

K Values

Symbol	Description	Value
k ₁	k ₁ = 2 – number of hours required for preparation to conduct one hour lecture/ tutorial	2
k ₂	K ₂ = 3 – time required for setting an examination paper for 1 credit course	3
k ₃	K ₃ = 0.25 – time required for translation and/ or moderation of question paper of a 1 credit course	0.25
k ₄	k ₄ = 3 – time for setting a practical/ clinical/ fieldwork examination	3
k ₅	k ₅ = 0.25 time required to grade a practical/ clinical/ fieldwork report	0.25
k ₆	k ₆ = 1-time spent weekly on supervision per project	1
k ₇	k ₇ = 5 – Time required to correct and evaluate a project report	5
k ₈	Average time spent for one student	0
k ₉	Average time per visit	
k ₁₀	k ₁₀ = 3 hrs – Time spent for activity	3
k ₁₁	k ₁₁ = 0.25 Time spent for a student	0.25
k ₁₂	0.3 hr – Time spent per student	0.3

Course Code	Course Name
Course 1	
Course 2	
Code 3	
Code 4	
Code 5	
Course 6	
Code 7	
Code 8	
Code 9	
Code 10	

Class Size	AF (hrs)
<25	1
26-49	1.1
50-74	1.2
75-100	1.3
100-200	1.4
200-300	1.5
> 300	1.6

Lecturer's Name :

Department :

Faculty :