

College of Architecture and Engineering, Kunming University

Management Measures for Monitoring Students' Self-study Workload in the ASIIN-accredited Civil Engineering Programme

(Applicable to the Building Engineering Direction / Road & Bridge Engineering Direction)

In order to support the ASIIN accreditation of the Civil Engineering programme, implement a student-outcome-based and student-centered education approach, regulate and strengthen the monitoring of students' overall learning workload and self-study time, and ensure the quality of talent training, these Measures are formulated in accordance with the Undergraduate Talent Training Program for Civil Engineering Major, the Study Plan of Curriculum, and the relevant quality assurance requirements of Kunming University.

Item	Content	Item	Content
Professional Name	Civil Engineering	School	College of Architecture and Engineering
Professional Directions	Building Engineering Direction; Road & Bridge Engineering Direction	Duration	4 Years
Degree Awarded	Bachelor of Engineering	Education Level	Undergraduate
Total Graduation Credits	168 Chinese National Credits	Total ECTS Credits	200 ECTS
Student Total Workload	5612 hours	Total Teaching Hours	3344 hours

Article 1 Scope of Application

These Measures apply to the training process related to ASIIN accreditation of the Civil Engineering programme of the College of Architecture and Engineering, Kunming University, covering lecture courses, practical courses, lecture-and-practice courses, concentrated practical teaching components, general education elective courses, and extension elective courses in both the Building Engineering Direction and the Road & Bridge Engineering Direction.

Course type notes: L = Lecture; P = Practice; L&P = Lecture and Practice.

Article 2 Basic Principles

(1) Student-centered principle. Students' actual learning input shall be used as the basis for continuously checking the correspondence among contact hours, self-study hours, ECTS credits, and student total workload in the course plan.

(2) Outcome-based principle. Monitoring shall serve the achievement of graduation requirements and continuous course improvement, supporting students in achieving the expected learning outcomes in Engineering Knowledge, Problem Analysis, Design/Develop Solutions, Research, Use of Modern Tools, Engineering and Society, Environment and Sustainable Development, Professional Norms, Individual and Team, Communication, Project Management, and Lifelong Learning.

(3) Continuous improvement principle. Student self-study time data, instructor evaluation, and student course evaluation results shall be jointly used to improve course content, teaching methods, assignment workload, online learning resources, course ECTS credits, and the setting of self-study hours.

(4) Data authenticity and privacy protection principle. Workload data shall be truthfully recorded by students, reviewed by instructors, and summarized and analyzed by the School in accordance with data security and privacy protection requirements.

Article 3 ECTS Credits and Student Workload

On the basis of Chinese National Credits and teaching hours, the Civil Engineering programme sets ECTS credits and student overall learning time (Workload) in parallel. The programme requires 168 Chinese National Credits, 200 ECTS credits, a Student Total Workload of 5612 hours, and Total Teaching Hours of 3344 hours.

Course Category	China Credits	ECTS Credits	Workload / Hours
General Education Compulsory Courses	46.5	53.5	1396
General Education Elective Courses	12	12	300
Discipline-based Foundation Courses	50	50	1500
Professional Compulsory Courses (Building Engineering Direction)	21	21	630
Extension Elective Courses (Building Engineering Direction)	4	4	120
Professional Compulsory Courses (Road & Bridge Engineering Direction)	22	22	660
Extension Elective Courses (Road & Bridge Engineering Direction)	3	3	90
Practical Education	34.5	59.5	1666
Total	168	200	5612

In principle, each ECTS credit corresponds to 25-30 hours of students' overall learning time (calculated by student average), including contact hours and students' self-study time. Students' self-study time includes, but is not limited to, pre-class preparation, exercises and assignments, post-class review, examination preparation, online information retrieval, and independent exploratory learning activities related to course knowledge.

ECTS credits may not correspond exactly to Chinese National Credits. Their allocation depends on course difficulty, the level of cognitive objectives, students' actual learning time, and the extent to which the course supports the graduation requirements. Initial ECTS allocation may incorporate instructors' professional judgement based on teaching experience, but it must be revised and adjusted based on the actual and continuous statistics of student learning time.

Article 4 Organizational Responsibilities

Responsible Body	Main Responsibilities
Teaching Steering Committee of the School	Review student workload monitoring results and propose adjustments to course ECTS credits, contact hours, self-study hours, and course content.
Program Director	Organize student workload monitoring for the Civil Engineering programme and coordinate data collection, analysis, feedback, and continuous improvement for the Building Engineering Direction and the Road & Bridge Engineering Direction.
Course Coordinator / Instructor	Explain course objectives, teaching arrangements, self-study tasks, and time-recording requirements before the course starts; regularly collect student self-study time data and improve teaching accordingly.
Students	Truthfully record self-study time spent on pre-class preparation, exercises and assignments, post-class review, examination preparation, information retrieval, and course-related exploratory learning; participate in surveys and course evaluations as required.
Teaching Administration Staff	Archive data, compile statistics, keep process records, conduct quality monitoring, and protect data security and privacy.

Article 5 Monitoring Content

Student self-study workload monitoring takes each course as the basic unit and focuses on the following aspects:

- (1) Pre-class preparation time, including reading textbooks, consulting references, watching online learning resources, and completing preview tasks;
- (2) Exercises and assignment time, including homework, course reports, design calculations, software training, experimental data processing, and preparation for course design;
- (3) Post-class review time, including organizing class notes, reviewing knowledge points, completing staged review, and supplementary learning;
- (4) Examination preparation time, including preparation for mid-term examinations, final examinations, course assessments, laboratory assessments, defenses, or course design assessments;

(5) Independent extended learning time, including information retrieval, code and standard consultation, case study, analysis of engineering practice materials, and exploratory learning activities related to course objectives.

Article 6 Monitoring Requirements and Methods

(1) Before a course starts, the instructor shall explain the course objectives, course structure, contact hours, self-study hours, ECTS credits, assessment methods, and the requirements for recording student learning time.

(2) Instructors shall specify assignments, exercises, laboratory tasks, course design tasks, or project requirements, and provide reasonable estimated completion time so that students can plan their learning progress.

(3) Students shall complete learning tasks as required and truthfully record time spent on pre-class preparation, exercises and assignments, post-class review, examination preparation, and other course-related self-study activities.

(4) Instructors shall regularly collect records of students' learning time, completion of assignments and exercises, online learning records, and course evaluation results, and analyze them together with classroom observations, student feedback, and learning outcomes.

(5) For Graduation Project (Thesis), Production Internship, Graduation Internship, course design, laboratory and practical training components, monitoring shall focus on students' learning input throughout the process, including on-site learning, information retrieval, scheme design, calculation and analysis, report writing, and preparation for defense.

Article 7 Data Collection Methods

Student self-study workload data may be collected regularly through online learning platform records, course questionnaires, student self-reported learning time, instructor interviews, assignment completion records, course design process records, and laboratory/practical training records.

Before a course starts, instructors shall clearly explain the purpose of data collection, the recording standards, and the reporting methods, and guide students to record learning time correctly. The School shall use unified questionnaires or data templates to ensure consistency, authenticity, reliability, and traceability of data.

Data collection shall in principle be conducted at least once every semester. Mid-term monitoring may be added for professional core courses, courses with high ECTS credits, course design components, Graduation Project (Thesis), and courses with concentrated student feedback.

Article 8 Data Analysis and Workload Evaluation

The School shall compile and analyze the collected student self-study time data and calculate the difference between students' actual self-study time and the planned self-study hours of the course. In principle, the deviation rate of student workload shall be judged against 5% of the planned self-study hours of the course.

If monitoring results show that students' actual learning time exceeds or falls below the reasonable range, a comprehensive judgement shall be made by considering course objectives, teaching content, assignment workload, assessment requirements, students' academic background, and learning outcomes.

Student workload evaluation shall take into account student self-reported learning time, instructor observation records, course assessment results, student course evaluation results, and achievement of course objectives.

Article 9 Feedback and Adjustment Mechanism

The School shall promptly provide monitoring results to course coordinators, instructors, and relevant student groups, and organize instructors to analyze course workload, teaching content, teaching methods, and learning support conditions. The following corrective measures shall be adopted according to the monitoring results:

Monitoring Result	Corrective Measure
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Students' self-study hours exceed or fall below the planned self-study hours of the course by 5%, and the proportion of students with such deviation is below 5%.	Continue to observe the student workload of the course without adjusting the course setting at this stage.
Students' self-study hours exceed or fall below the planned self-study hours of the course by 5%, and the proportion of students with such deviation is above 5% but below 10%.	While keeping the total credits of the course unchanged, adjust the ratio between contact hours and self-study hours to keep the student workload within a reasonable range.
Students' self-study hours exceed or fall below the planned self-study hours of the course by 5%, and the proportion of students with such deviation is above 10% for the first time.	While keeping the total credits of the course unchanged, adjust teaching content, teaching methods, the amount of extracurricular exercises, online learning resources, etc., to keep the student workload within a reasonable range.
Students' self-study hours exceed or fall below the planned self-study hours of the course by 5%, and the proportion of students with such deviation is above 10% for three consecutive years.	Initiate the adjustment procedure for course ECTS credits and revise the course syllabus, module handbook, and relevant parts of the talent training programme accordingly.

Any adjustment involving ECTS credits, course objectives, course content, contact hours, self-study hours, or assessment methods shall be included in the programme's continuous improvement records and reflected in the revision of course syllabi, module handbooks, the Study Plan of Curriculum, and the talent training programme.

Article 10 Student Course Evaluation and Quality Improvement

The School shall establish a student course evaluation and feedback mechanism. Students are encouraged to evaluate course objective clarity, course structure, teaching expression, instructors' responses to students' questions, learning outcomes, assignment workload, self-study time, and overall satisfaction.

Instructors shall improve teaching methods and course resources in a timely manner based on student feedback and workload monitoring results. For courses with clearly excessive or insufficient workload, improvements shall be made by adjusting teaching content, optimizing assignment design, improving learning resources, and strengthening learning guidance.

The School shall regularly summarize student course evaluation and workload monitoring results to form a closed loop of continuous course improvement and support the ASIIN accreditation quality assurance system of the Civil Engineering programme.

Article 11 Data Management and Supervision

The School shall strengthen the protection and management of student self-study time data to ensure data security and privacy. Unauthorized personnel shall not access, copy, disseminate, or use such data for purposes unrelated to teaching quality assurance.

The School shall establish a supervision mechanism for student workload monitoring, regularly checking data collection, statistical analysis, result feedback, implementation of corrective actions, and document archiving. Problems identified shall be rectified in a timely manner.

The School shall strengthen training and guidance for instructors to improve their understanding and implementation of ECTS, student total workload, achievement of course objectives, and continuous improvement.

Article 12 Revision of the Measures

These Measures are quality assurance documents for the ASIIN accreditation of the Civil Engineering programme and may be dynamically revised according to accreditation requirements, revisions to the talent training programme, course implementation, and actual monitoring results.

These Measures shall be implemented on a trial basis from the date of issuance and shall be interpreted by the College of Architecture and Engineering, Kunming University.

Appendix: Student Self-study Workload and Course Evaluation Questionnaire

Module	Questions / Options
I. General Questions	1. Which semester are you currently in? ()

	A. Semesters 1-2 B. Semesters 3-4 C. Semesters 5-6 D. Semesters 7-8 E. Semester 9 or above 2. Is this a compulsory course? () A. Yes B. No 3. Before studying this course, how interested were you in it? () Please give a score from 1 to 5, where 1 means very interested and 5 means slightly interested.
II. Course Evaluation	1. The objectives of this course were clear from the beginning. () 2. The structure of this course was clear. () 3. The course content was delivered in an understandable way. () 4. Students' questions and concerns were taken into account. () 5. My learning outcomes were high. () For each item above, please give a score from 1 to 5, where 1 means strongly agree and 5 means strongly disagree.
III. Workload	According to your actual learning experience, which of the following values is closest to the total self-study time required for pre-class preparation, exercises and assignments, post-class review, and examination preparation? () A. 9 hours/credit B. 11 hours/credit C. 13 hours/credit D. Other (please specify the actual value)
IV. Concluding Question	My overall impression of this course is good. () Please give a score from 1 to 5, where 1 means strongly agree and 5 means strongly disagree.

Note: The questionnaire results are used for continuous course improvement and student workload monitoring, and are not used as a basis for assessing individual students' course grades.