CLASS SIZE POLICY

Policy Number: TLR 2.02
Name of Policy: Class Size Policy (Issue Two)
Applicability: All classes (except Bond College and BUELI)
Policy Owner: Pro-Vice-Chancellor (Students and Academic Support)
Contact Person: Director, Student and Academic Services
Policy Status: Approved Policy
Date of approval: 6 November 2009
Date last amended: 27 October 2011
Date last exposed: 24 November 2011
Date of next review: 20 August 2015
Related policies: Timetabling Policy (TLR 3.10)

1. Overview:
Bond University prides itself on providing an exceptional experience for students through excellence in teaching and learning and co-curricular activities. The ‘Bond Experience’ is based on offering a supportive environment that enables students to engage readily with the learning experience. Underpinning this experience, in part, is Bond’s commitment to maintain a low staff to student ratio. As a consequence, this Policy has been drafted to ensure that University staff and students are aware of the maximum limit on class sizes.

2. The Policy
The maximum number of students to be allocated to a class in any subject taught (including undergraduate core subjects) should be as follows:

- **Lecture**: limited to 120 students
- **Tutorial**: limited to 12 students
- **Seminar**: limited to 30 students
- **Laboratory Class**: limited to the number of students able to be accommodated by the space, equipment and tutor/demonstrator allocation.

2.1. Exceptions
Under particular circumstances, such as staffing or other constraints, it may be necessary to exceed these limits. Should an exception to this Policy be necessary, approval must be given by the appropriate Executive Dean.

3. Definitions

- **Class**: The type of activity required for a subject such as a lecture, tutorial, laboratory or seminar/practical.
- **Laboratory Class**: A class held in a workshop, studio or laboratory.
- **Lecture**: Formal class in which lecturer presents program material to all students enrolled in a given subject.
- **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.
- **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.

4. Related Procedures
Timetabling procedures from Student Business Centre

5. Related Guidelines and Forms
Request for exception to Class Size Policy