



CLASS SIZE POLICY

Policy Number:	TLR 2.02
Name of Policy:	Class Size Policy (Issue Three)
Applicability:	All classes
Policy Owner	Deputy Vice-Chancellor (Academic)
Contact Person:	Director, Learning & Teaching
Policy Status:	Approved Policy
Date of creation:	6 November 2009
Date last amended:	5 June 2019
Date last exposed:	March 2019
Date of next review:	5 June 2022
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. Essential to this experience is student-to-student and student-to-instructor interaction. To enable this, Bond is committed to maintaining a low student-to-instructor ratio. This Policy recognises the need for flexibility to provide for the adoption of new learning modes and technologies.

2. THE POLICY

The number of students in all classes for all subjects must be limited to the number appropriate for ensuring an optimal learning experience for students. Class sizes will be determined according to the pedagogy employed, and the constraints of the teaching spaces and available facilities.

In the case of Lectures, which are generally our largest classes, the number of students will not usually exceed 120. For Tutorials, which are our smallest classes, the number of students will not usually exceed 12.

2.1. Exceptions

Class sizes may vary from these limits where the pedagogy of the subject is not compromised. These circumstances are only permissible with the approval of the appropriate Executive Dean or, in the case of CORE or Bond University College subjects, the Deputy Vice-Chancellor (Academic).

Refer to the attached [Schedule](#) for the description of class types and teaching space categories and facilities.

3. RELATED PROCEDURES, GUIDELINES AND FORMS

Timetabling procedures from Student Business Centre

[SCHEDULE: Description of class types and teaching space categories and facilities](#)

SCHEDULE: Class Type, Definition and Category

Class Type	Definition	Room category *	Basic Requirements
Lecture (LEC)	<p>A formal class that focuses primarily on the delivery of subject learning materials and content to all students enrolled in a given subject</p> <p><i>Ideally suits a medium/large capacity flat or tiered teaching space</i></p>	Lecture	<p>Teacher Desk Lectern Projector/s Whiteboard Lecture Recording</p>
Seminar (SEM)	<p>A class that combines elements of a lecture with more informal components of group discussion and discovery</p> <p><i>Ideally suits a small/medium flat classroom teaching space</i></p>	Seminar	<p>Teacher Desk Lectern Projector/s Whiteboard</p> <p># May include lecture recording # May include flexible furniture</p>
Tutorial (TUT)	<p>An informal class for small group discussion and discovery</p> <p><i>Ideally suits a small, flat classroom teaching space</i></p>	Tutorial	<p>Teacher Desk Projector/s Whiteboard</p>
Workshop (WS)	<p>A practical class for group-work and active learning</p> <p><i>Ideally suits a flexible/re-configurable classroom teaching space</i></p>	Flexible	<p>Teacher desk Projector Whiteboard Flexible furniture</p>
Lab (LB)	<p>A computer-based class</p> <p><i>Ideally suits a fixed desktop computer teaching space</i></p>	Computer Lab	<p>Teacher desk Fixed computers Projector Mobile or fixed whiteboard</p>
Specialist (SP)	<p>A specialty class that focuses primarily on activities that require access to special equipment and/or resources</p> <p><i>Suits a specialty space only</i></p>	Specialty	<p>Dependent on class requirements</p>