

Subject and Class Sizes for Coursework Subjects

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1. SUBJECT SIZE

The minimum size for a **SUBJECT** is 25 students.

- this minimum applies to subjects delivered on campus, online or in a blended form
- this minimum should be independent of the fee type, i.e. full-fee paying students are not entitled to smaller classes

*Potential variations will be considered in the following circumstances:*

- a. to meet external accreditation or registration requirements.
- b. if the subject requires specific facilities that limit the class size (e.g. an art studio or computer laboratory).
- c. if the subject meets an agreed MGSE strategic priority and:
  - i. is a niche subject that is unlikely to attract many students, or
  - ii. is a new subject and has been granted an agreed fixed period to become established,
  - iii. in agreed fixed transition period is required so subject changes can be made.
- d. if, for strategic reasons, a subject is to be delivered and assessed in a short period of time and marking cannot reasonably be completed within that time,
- e. if there are occupational health and safety requirements (including access to a teaching space to accommodate the number of students), or
- f. to meet supervision requirements.

*Variations must be approved by the Program Coordinator in consultation with the Associate Dean Learning & Teaching.*

2. CLASS SIZE

If enrolments in a subject exceed 35, then the subject can be split into multiple classes such that the minimum average **CLASS** size for a subject with more than one class is 18.

*Potential variations will be considered in the following circumstances:*

- a. if the subject requires specific facilities that limit the class size (e.g. an art studio or computer laboratory).
- b. if, for strategic reasons, a subject is to be delivered and assessed in a short period of time and marking cannot reasonably be completed within that time,
- c. if there are occupational health and safety requirements (including access to a teaching space to accommodate the number of students), or
- d. to meet supervision requirements.

*Variations must be approved by the Program Coordinator in consultation with the Associate Dean Learning & Teaching.*

3. TEACHING SUPPORT

In order to support management of a staff member's total teaching workload, teaching support may be available, for example via employment of an assistant marker.

*Teaching support must be approved by the Associate Dean Staffing.*

This policy will be reviewed on 1 November 2019.