**CATHOLIC UNIVERSITY OF RWANDA**

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## Principles guiding teaching time tabling

1. Definitions of concepts:

    **Face-to-face teaching hours**: these are hours the lecturer uses to deliver academic content (principles, theories, skills, formulae, definitions, etc)

    **Students support/assistance hours**: these are hours where students practice the knowledge acquired in class, do exercises, review the content, approach the lecturer for any additional explanation, the lecturer assists students, course feedback, consolidation, course summary,  etc

2. The time tabling includes both face-to-face and supporting hours

3. The lecturer is present not only for face-to-face hours but also is around for supporting hours

4. The teaching time tabling is elaborated in close collaboration and understanding of both parties (the academic secretary and the concerned lecturer)

5. Lecturing and evaluating are two activities which are not separated. They go hand in hand.

6. During exercises time, the lecturer is supposed to be around either in class or in office doing something else but waiting students concerns. This concerns also laboratory work, computer lab exercises, compulsory reading, etc. If the lecturer is not present, specifically the PTL, these hours will be recorded to students' account but not to lecturer

7. During Self reading time, the hours are recorded to students' account but not to lecturer. The academic secretary should make sure self reading hours are also posted on the timetable.

8. The starting and ending hours should be rigorously respected. Internal and flexible working arrangements between students and lecturer may exist but they do not have to violate CUR set hours especially under utilization.

9. In case the lecturer is not available for teaching while s/he was on the timetable, s/he has to inform the Academic secretary, HoD, students and DQA in advance and send a work to be done by students and make sure this work is assessed and considered. In case s/he may make personal arrangements with another lecturer to replace him, it is feasible. However, these hours will not be counted to lecturer's hours recording.

10. Any kind of evaluation which will be given to students will be counted in supporting hours and not face-to face ones.

11. A module of 10 credits covers 60 hours (36 hours for face-to- face and 24 supporting hours); 15 credits module covers 90 hours (54 hours for face-to- face and 36 supporting hours); and a module of 20 credits covers 120 hours(72 hours for face-to-face and 48 supporting hours);

12. Break time has to figure on the timetable

13. The timetable is designed in a way to meet the needs of students, taking into account program length or duration, modes of attendance, location, structure and sequence.