Annex 2 - **Contact hours incl. changes to field trips and experiential learning**

General principles:

- Learning outcomes should not be altered.
- Overall module contact hours must stay the same.
- Overall hours, which are not "independent study hours" shall broadly stay the same. There is some flexibility within these categories – e.g. around lectures etc. – see table below. However, the overriding principle is that there should not be anything other than minimal changes between types of contact hours, and only where this is necessitated by COVID-19.

We must notify students of changes to

- Fieldtrips and study trips
- External learning
- Work place learning

These changes will be collated and communicated to students as part of the process set out at point 1. Please do not send notification of changes to the above to students without first speaking to your Teaching and Learning Dean, who will also contact Legal Services.

Contact Hours:

What is meant by 'contact hours'?

Contact time can come in a range of different forms, many of which are set out below, and may involve different teaching staff, for example a lecturer or visiting lecturer, liaison librarian, technician or support staff and employer (in the case of work-based learning). Contact time may be timetabled synchronous interactive sessions (either on campus or online) and may also be offered asynchronously online, for example online discussion forums, interactive group discussions or similar.

Contact Hours:

	Autumn	Spring	Summer
Lectures *Lectures will not be delivered face-to-face for at least the Autumn term. When not delivered face-to-face, the content of lectures is provided though asynchronous learning materials, such as screencasts. These tutor-created asynchronous materials, which are specifically produced for the purpose of this module, are accompanied by tutor-mediated activities to support student engagement and understanding of core content, for example interactive group sessions, active moderation of online discussion boards or similar.* *Broadly the hours students spend on engaging with lecture content shall mirror the published lecture hours.*			
Seminars *Take place as f2f session or online interactive session* *Hours should not be affected*			
Tutorials *Take place as f2f session or online interactive session* *Hours should not be affected*			

Project supervision *Take place as f2f session or online meetings* *Hours should not be affected*			
Demonstration *Take place as f2f session or as virtual practical classes* *Students might receive alternative work covering the stated learning outcomes* *Hours should broadly not be affected*			
Practical classes *Take place as f2f session or as virtual practical classes* *Students might receive alternative work covering the stated learning outcomes* *Hours should broadly not be affected*			
Supervised time in studio/workshop *Take place as f2f session or as virtual supervised time or alternatives formats* *Hours should broadly not be affected*			
Fieldwork *Take place as real sessions where possible or as virtual activities* *Where it is not possible to deliver as planned, and the activity needs to be replaced by a virtual equivalent or another activity entirely this will need to be communicated to students as a significant change under the process set out at point 1.* *Hours should not be affected*			
External visits *Take place as real sessions where possible or as virtual activities* *Where it is not possible to deliver as planned, and the activity needs to be replaced by a virtual equivalent or another activity entirely this will need to be communicated to students as a significant change under the process set out at point 1.* *Hours should not be affected*			
Work-based learning *Take place as real sessions where possible or as virtual activities* *Where it is not possible to deliver as planned, and the activity needs to be replaced by a virtual equivalent or another activity entirely this will need to be communicated to students as a significant change under the process set out at point 1.* *Hours should not be affected*			
Independent Study Hours (Guide): *no changes expected here*			
Wider reading (independent)			
Wider reading (directed)			
Exam revision / preparation			
Peer assisted learning			
Advance preparation for classes			
Other (specify)			
Preparation for tutorials			
Preparation for presentations			

Preparation for seminars			
Preparation for performance			
Preparation of practical report			
Completion of formative assessment tasks			
Revision and preparation for in-class or end of module examination			
Group study tasks			
Carry-out research project			
Dissertation writing			
Essay preparation - may include conducting research, analysing data, editing the finished product			
Reflection - for example lecture consolidation or engaging with feedback			
Total hours by term			
Module total hours (Contact Hours + Independent Study Hours)			