Document of the School of Mechanical and Electrical Engineering, Kunming University

Management Measures for the Monitoring of Self-Directed Learning Workload for Students in ASIIN-Certified Programs at the School of Mechanical and Electrical Engineering

Article 1: In order to better adapt to international education trends, standardize and strengthen the supervision of student workload at this college, safeguard the legitimate rights and interests of students and the college, enhance the quality of talent cultivation, promote the high-quality development of education at our university, and better serve economic and social development, these Measures for the Monitoring of Student Workload are hereby formulated. These Measures apply solely to the ASIIN-certified programs offered by this college.

For the ASIIN-certified programs, the university will establish both ECTS credits and a total student workload, building upon the existing credit system and teaching duration, in order to implement a student-centered educational approach grounded in academic accountability.

Each ECTS credit corresponds to a total learning period of 25–30 credit hours (representing the average for students), which encompasses both instructional time and student self-directed learning time. The student self-directed learning time includes, but is not limited to, previewing material, completing assignments, reviewing content, preparing for examinations, as well as conducting online research on relevant materials and engaging in self-directed exploratory activities centered around the course content.

ECTS credits may not fully align with the existing credit system; they depend on factors such as the difficulty of the course and the level of its cognitive objectives, and may exceed or fall below the original credit allocation. The initial

setting of ECTS credits incorporates faculty members' judgments based on their teaching experience, but must be revised and adjusted according to actual, continuous statistics of student learning time.

Article 2: These Management Measures Aim to Monitor and Manage Students Through a Scientific and Systematic Approach.

This initiative aims to manage the workload effectively, ensure that students 'learning burden remains within a reasonable range, promote students' holistic development, and enhance both the quality and effectiveness of teaching. The objective is to ensure that students 'self-study time aligns with the self-study credits specified in the module handbook; by monitoring students' extracurricular study time, this approach enables a rational assessment of their learning workload, and allows for adjustments to the course's ECTS (European Credit Transfer and Accumulation System) credits based on these monitoring results. Additionally, a feedback mechanism is established to enable students to evaluate the teaching process, thereby driving continuous improvement in teaching methods and content.

Article 3: Monitoring Requirements and Procedures

(1) Record students' self-study hours

It is required that for each course, a detailed breakdown of the total time required for students' pre-class previewing, exercises and assignments, post-class review, and exam preparation be provided. This includes all learning activities related to the course conducted outside the classroom.

Teachers should establish clear requirements for assignments and exercises, and provide appropriate estimated time allocations, enabling students to reasonably manage their learning progress.

Students should complete their homework and exercises on time and record the required amount of time. Additionally, students should actively participate in preview and review activities to ensure a comprehensive understanding and mastery of the course content.

Teachers should regularly collect records of students' completion status for assignments and exercises, as well as their self-study time, to facilitate subsequent monitoring and analysis.

(2) Assessing student workload

Based on students 'time allocated to extracurricular learning, homework, and preparation, the student workload deviation rate is set at 5%. Monitoring results indicating that a student's learning time exceeds or falls below this weight range will prompt a re- evaluation of the ECTS credit

allocation for the course. If a student's academic burden is excessive, it may be necessary to reduce the ECTS credits or adjust the course content to lower the learning difficulty;

If students' academic workload is too light, it may be necessary to increase the number of ECTS credits or expand the course content to enhance the learning challenge for students.

The assessment of students 'workload will be based on self-reported study time and teacher-observed learning activities. Students should regularly report their learning progress and time allocation to their teachers, enabling teachers to gain insight into the students' learning status and needs.

Teachers will adjust their teaching plans and instructional methods based on students 'learning progress and workload assessment results, in order to meet students' learning needs and enhance teaching effectiveness.

Article 4: Monitoring Process and Implementation

(1) Data Collection

Data on students' self-study time are collected regularly through online learning platforms, questionnaires, and student self-reporting; this ensures the accuracy and reliability of the data, thereby laying a solid foundation for subsequent monitoring and analysis.

Before the course begins, teachers should clearly explain to students the purpose and methods of data collection, and guide them on how to accurately record their study time. Additionally, teachers should provide the necessary learning resources and guidance to help students effectively manage their study time.

(2) Data Analysis

The collected data on students 'self-study time will be organized and analyzed to calculate the comparison between the actual time required by students for each course and the self-study credit allocation specified in the module handbook. Through this comparative analysis, we can assess whether the students' learning burden is reasonable and identify any deviations present therein.

If it is observed that a student's academic workload exceeds or falls below a reasonable range, the relevant faculty members should be contacted promptly to jointly explore solutions. Depending on the specific circumstances,

adjustments may be necessary—such as modifying the allocation of ECTS credits for the course, optimizing its content, or refining its teaching methods.

(3) Results Feedback and Adjustment

The monitoring results should be promptly communicated to both students and teachers, enabling them to gain insight into their own learning progress and the effectiveness of their teaching. At the same time, students and teachers should be encouraged to engage in interaction and communication to jointly enhance the quality of teaching.

Based on monitoring results and student evaluations, corresponding adjustments and improvements will be made to the course ECTS credits, course content, and teaching methodologies. These measures aim to ensure that students' learning load remains within a reasonable range and to enhance their learning outcomes and satisfaction. The specific adjustment measures are as follows:

(1) If the students' self-study hours exceed or fall short of the self-study hours specified in the curriculum plan by more than 5%, and if the proportion of students exhibiting such deviations is less than 5%, the institution shall conduct ongoing monitoring of the student workload for this course and refrain from making any adjustments for the time being.

(2) When a student's self-study hours exceed or fall below 5% of the self-study hours specified in the course syllabus, and when the proportion of students exhibiting such deviations is greater than 5% but less than 10%, the institution shall adjust the teaching hours and the proportion of self-study hours for the course while maintaining the total credit hours for the course unchanged, thereby ensuring that the students' workload remains within a reasonable range.

(3) When the students 'self-study hours exceed or fall short of the self-study hours specified in the course syllabus by more than 5%, and when the proportion of students exhibiting such deviations exceeds 10%, if this is the first occurrence, the institution shall, while maintaining the total credit hours for the course unchanged, adjust the teaching content, instructional methods, the number of extracurricular exercises, and online learning resources to ensure that the students' workload remains within a reasonable range.

(4) If the students' self-study hours exceed or fall below 5% of the self-study hours specified in the curriculum plan, and if the proportion of students exhibiting such deviations has consistently exceeded 10% over three consecutive years, the institution shall adjust the ECTS credits for this course.

Article 5: Establishment of a Student Teaching Evaluation System

Students are encouraged to evaluate the teaching quality, course content, and assignment workload provided by their instructors. Through student feedback, educators can promptly gain insights into students 'learning needs and opinions, thereby providing a basis for instructional improvement. Regularly collect and analyze student evaluation data to assess students' satisfaction with the course and their perceived academic workload. Based on identified issues and shortcomings, timely measures should be taken to implement improvements and optimizations. A communication and interaction mechanism should be established between instructors and students to encourage students to raise questions and provide suggestions. When students encounter learning difficulties or challenges, instructors should provide prompt guidance and support to ensure that students can successfully complete their learning tasks.

Article 6: Strengthen the protection and management of data regarding students' self-study time to ensure the security and privacy of such data. Only authorized personnel shall be permitted to access and use the relevant data. Establish a supervision mechanism for the monitoring work to ensure the effective implementation of the management measures. Conduct regular inspections and evaluations of the monitoring work, and promptly rectify and improve any issues identified. Enhance training and guidance provided to teachers to elevate their teaching standards and capabilities. Encourage teachers to actively participate in the monitoring process to provide students with better learning support and guidance. Strengthen exchanges and cooperation with universities both domestically and internationally, draw upon their advanced experiences and practices, and continuously refine and optimize the management measures for student workload monitoring.

Article 7: Revision of the Management Measures

These Measures constitute a provisional evaluation management framework; they may be revised in the future based on the actual progress of the evaluation process.

November 12,2025

To: The responsible school leadership

To: Relevant university departments
