

Measures for the Management of ECTS Credit Transfer and Monitoring of Student Autonomous Learning Workload at Yunnan College Of Business Management

Chapter I: General Provisions

Article 1

To promote the international development of the college, foster international exchange and cooperation, and standardize credit transfer and the monitoring of student autonomous learning workload, these Measures are formulated in accordance with the European Credit Transfer and Accumulation System (ECTS) Users' Guide and the college's Comprehensive Implementation Plan for the Undergraduate Credit System (Yunnan College Of Business Management [2019] No. 166).

Article 2 Scope of Application

These Measures apply initially to the first batch of majors undergoing German ASIIN certification at our college, including Civil Engineering, Electrical Engineering and Automation, and Digital Media Art.

Subsequently certified majors shall refer to and implement these Measures.

Chapter II: ECTS Credit Transfer Standards

Article 3

The college adopts the Chinese credit system, where 1 credit corresponds to 18 class hours, with each class hour lasting 45 minutes. For certified majors, Chinese credits and ECTS credits are arranged in parallel.

Article 4

According to the requirements of the ECTS Users' Guide, it is necessary to convert Chinese credits to ECTS credits for all courses offered in certified majors. The credit conversion for major-specific courses is the responsibility of the respective major departments, while the conversion for general education courses is the responsibility of the teaching units.

Article 5

Each ECTS credit corresponds to 25 to 30 hours of workload, including both class contact hours and self-study time. For practical courses such as military training, intensive laboratory work, graduation internship, graduation project/thesis, etc., the

workload is estimated at 25 to 30 hours per week, allocated 1 ECTS credit.

Article 6

The total student workload for an undergraduate degree program shall be no less than 180 ECTS credits and no more than 240 ECTS credits. A maximum of 25 ECTS credits may be allocated per semester.

Article 7 Application of ECTS in the Grading System

The college generally uses a percentage-based system (0-100) for grade assessment. Some practical courses, such as the graduation thesis (project) and internships, may use a five-level grading system. The grading standards and application are formulated by the Academic Affairs Department.

The correspondence between the percentage system and the five-level system is as follows: (1) 90-100 points: Excellent; (2) 80-89 points: Good; (3) 70-79 points: Medium; (4) 60-69 points: Pass; (5) <60 points: Fail.

The student's comprehensive grade point average is calculated using a weighted average.

The student's comprehensive GPA = Σ (each course's grade \times each course's weight) / Σ (each course's weight).

The weight can be calculated in two ways:

(1) According to Chinese credits: The weight of a course = The course's Chinese credits / Sum of the Chinese credits of all courses.

(2) According to ECTS credits: The weight of a course = The course's ECTS credits / Sum of the ECTS credits of all courses.

Note: (1) "All courses" refers to all credit-bearing compulsory and elective courses taken by a student to meet graduation requirements.

(2) "A course" refers to one course within the aforementioned "all courses"; each student may have a different set of courses taken.

Chapter III: Monitoring and Adjustment of Student Workload

Article 8

To better adapt to the development trends of international education, standardize and strengthen the supervision of student workload, protect the legitimate rights and interests of students, improve the quality of talent cultivation, promote the high-quality development of the college's education, and better serve economic

and social development, these Measures for monitoring student workload are specifically formulated.

Article 9

These Management Measures aim to monitor and manage student workload through scientific and systematic methods, ensuring that students' learning burden remains within a reasonable range, promoting the all-around development of students, and enhancing teaching quality and effectiveness. The objectives are to ensure that students' self-study time aligns with the self-study credits set in the module handbook, reasonably assess students' learning workload by monitoring their extracurricular learning time, and adjust the ECTS credits for courses based on monitoring results. Simultaneously, a feedback mechanism shall be established, allowing students to evaluate the teaching situation, thereby promoting the continuous improvement of teaching methods and content.

Article 10 Monitoring Requirements and Methods

(I) Statistics on Student Self-Study Time

Each course is required to meticulously record student self-study time, encompassing all course-related learning

activities conducted by students outside the classroom, such as total time required for pre-class preparation, exercises and assignments, post-class review, and examination preparation.

Teachers should regularly collect information on students' completion of assignments and exercises, as well as records of student self-study time, for subsequent monitoring and analysis.

(II) Assessing Student Workload

Based on students' time spent on extracurricular learning, course assignments, and preparation, the deviation rate for the average student workload is set at 10%. If monitoring reveals that student learning time exceeds or falls short of this range, the ECTS credit allocation for that course will be adjusted.

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

Teachers will adjust teaching plans and methods based on the students' learning situation and workload assessment results to meet students' learning needs and improve teaching effectiveness.

Article 11 Monitoring Process and Implementation

(I) Data Collection

Data on student self-study time shall be collected regularly through means such as online learning platforms, questionnaires, and student self-reporting. Ensure the accuracy and reliability of the data to provide a basis for subsequent monitoring and analysis.

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

(II) Data Analysis

Organize and analyze the collected data on student self-study time. Calculate the actual time required by students for each course and compare it with the self-study credits set in the module handbook to understand whether the student's learning burden is reasonable and if any deviations exist.

If a student's learning burden is found to be beyond or below a reasonable range, communicate promptly with the course instructor to jointly explore solutions. Based on the actual situation,

adjustments may include the ECTS credit allocation for the course, optimization of course content, or improvement of teaching methods.

(III) Feedback and Adjustment

Timely feedback monitoring results to students and teachers, facilitating their understanding of their own learning status and teaching effectiveness. Simultaneously, encourage interaction and communication between students and teachers to jointly promote the improvement of teaching quality.

Based on monitoring results and student evaluations, make corresponding adjustments and improvements to course ECTS credits, course content, and teachers' teaching methods. Specific adjustment measures are as follows:

If students' self-study hours exceed or fall below the planned hours in the course by 10%, and the proportion of students exhibiting such deviation is less than 10%, continue observation without immediate adjustment.

If students' self-study hours exceed or fall below the planned hours in the course by 10%, and the proportion of students exhibiting such deviation is higher than 10% but does not exceed 20%, the college will adjust the proportion of teaching hours and

self-study hours accordingly while keeping the total credits of the course unchanged, ensuring the student workload remains within a reasonable range.

If students' self-study hours exceed or fall below the planned hours in the course by 10%, and the proportion of students exhibiting such deviation is higher than 20%, upon the first occurrence, the college will, while keeping the total credits of the course unchanged, bring the student workload within a reasonable range by adjusting teaching content, teaching methods, the number of extracurricular exercises, online learning resources, etc.

If students' self-study hours exceed or fall below the planned hours in the course by 10%, and the proportion of students exhibiting such deviation has been observed to be higher than 10% for three consecutive years, the college will adjust the ECTS credits for that course.

(IV) Monitoring Cycle

The monitoring cycle shall be conducted once per semester, ensuring that every course is monitored.

Article 12 Establish communication and exchange mechanisms

with students, encouraging them to put forward opinions and suggestions. Establish a student evaluation of teaching system, encouraging students to evaluate teachers' teaching quality, course content, assignment load, etc. Regularly collect and analyze student evaluation data to understand student satisfaction with courses and their learning burden. Address identified problems and deficiencies promptly by taking measures for improvement and optimization. For students' learning difficulties and problems, teachers should provide timely guidance and assistance to ensure students can successfully complete their learning tasks.

Article 13 Strengthen the protection and management of student data to ensure its security and privacy. Only authorized personnel are permitted to access and use student data.

Article 14 Establish a supervision mechanism for the monitoring work to ensure the effective implementation of these Management Measures. Regularly inspect and evaluate the monitoring work, identifying and rectifying problems promptly. Strengthen the training and guidance for teachers, enhance their teaching standards and abilities, encourage teachers to actively participate in monitoring work, and provide better learning support

and guidance for students. Strengthen exchange and cooperation with domestic and foreign universities, learn from advanced experiences and practices of other institutions, and continuously improve and optimize the management measures for monitoring student workload.

Chapter IV: Supplementary Provisions

Article 15 These Measures shall be implemented on a trial basis from the date of issuance and shall be interpreted by the Academic Affairs Department.