

AMBS Undergraduate Guidance on Contact Hours

The following contact hours are recommended on AMBS undergraduate taught course units¹:

Year 1: A minimum of 40 hours and a maximum of 50 hours per 20 credit unit.

Year 2: A minimum of 30 hours and a maximum of 45 hours per 20 credit unit.

Final Year: A minimum of 30 hours and a maximum of 40 hours per 20 credit unit.

(A pro-rata calculation will be made for 10 credit units)

The breakdown of these contact hours would be decided by the individual course coordinator(s) and the Division and can be delivered in a variety of combinations that add up to the recommended contact time.

Course coordinators are encouraged to consider the balance of contact hours and private study hours at 1st, 2nd and final year, and what is deemed appropriate for each level of study. For example, it is generally considered that students at 1st year require more scheduled contact time than they do at final year when more time is needed for private study; hence why the guidance above provides recommended contact hours with varying minimum and maximum levels across the 3 years of study.

Contact time may include lectures, tutorials, workshops, clinics/surgeries and revision sessions, however alternative methods of teaching (other than traditional face to face routes) are encouraged and could include a blended approach where content is delivered via an online platform and the classroom is used for active learning opportunities (often referred to as the flipped classroom); or complementing face to face teaching with experiential learning (i.e. learning based on students being directly involved in the learning experience rather than just recipients of content).

It is recommended that single semester 20 credit units should have contact hours structured to facilitate a more intensive way of teaching with a range of opportunities for rapid feedback to consolidate learning.

The structure of full year 20 credit units should reflect incremental learning across both semesters.

It should be noted that if there are pedagogical reasons to deliver contact hours on a course unit that are outside these recommendations, then this will require further discussion with the Director of Undergraduate Studies.

Innovations in teaching delivery are encouraged, particularly blended delivery (e.g. flipped classroom). For examples please see:

<http://www.humanities.manchester.ac.uk/tandl/elearning/exemplars/exemplar.php?id=176> and/or
<http://www.humanities.manchester.ac.uk/tandl/resources/resources.php> and/or
<https://intranet.mbs.ac.uk/OurSchool/Teachingandlearning/TeachingAcademy/ProjectstobeCompletedin201516/tabid/1141/Default.aspx>

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17th November 2016

¹ These recommendations apply to all undergraduate taught course units and, as such, these expectations for contact do not apply for final year projects, dissertations etc.