

Annex I

Questionnaire for Academics

Dear Colleague,

This study is part of the Tuning project. We are conducting a survey to estimate the workload of students by collecting information from **ACADEMICS** and **STUDENTS**. Please fill out the form and answer the questions in the unit/course/module which was taught by you during the last academic year. The collected data will be totally anonymous and confidential.

The project Tuning appreciates your collaboration in providing us with this information.

Instructions for completion:

You are invited to respond to the items 8-13. Please underline or circle one answer ("Yes" or "No"), if answer is "Yes" please specify the amount of time.

1. Subject area: _____
2. University: _____
3. Programme: _____
4. Semester/year¹ _____
5. Unit/Course/Module _____
6. Number of calendar weeks in the semester _____
7. Academic hour in your university is _____ minutes.

8.	How many CONTACT HOURS ² in total are there in your unit/course/module during the SEMESTER ? hours	
9.	From the list below, specify the types of INDEPENDENT WORK you require in the unit/course/module during the SEMESTER . Enter the estimated number of hours which, in your opinion, the student should spend in order to complete the independent study in the unit/course/module.		
a.	Reading materials (including internet search)	Yes, ... hours	No
b.	Fieldwork (site visits, etc.)	Yes, ... hours	No
c.	Laboratory work (not counting in contact hours)	Yes, ... hours	No
d.	Preparation of assignments (essays, reports, design work, modelling, interviews, presentations, etc.)	Yes, ... hours	No
e.	Preparation and follow- up work for scheduled classes		
f.	Preparation for assessment, final examinations, tests, etc. (summative assessment).	Yes, ... hours	No
g.	Other (specify): hours	No
10.	How many hours does an <u>AVERAGE</u> student need to complete all the requirements of your unit/course/module in hours	

¹Only in case semesters are not equal in duration or in case of a trimester system you are asked to respond to this item for a full academic year.

²Contact hours represent the amount of time spent on face to face teaching in a particular unit/course/module (Including lectures, seminars, clinical practices, supervised labs, project work and field work) as well as on-line interaction in the framework of a learning module and personal counselling.

	this SEMESTER (taking into account CONTACT HOURS and INDEPENDENT WORK)?		
11.	How many hours does an <u>AVERAGE</u> student need to complete all the requirements of your unit/course/module per WEEK (taking into account CONTACT HOURS and INDEPENDENT WORK)? hours	
12.	When planning your unit/course/module, did you estimate the hours students will have to spend on independent work?	Yes	No
13.	Did you take students' feedback on workload into consideration when planning the workload for your course?	Yes	No

Thank you for participating in the survey.

Annex II

Questionnaire for Students

Dear,

This study is part of the Tuning project. We are conducting a survey to estimate the actual workload of students by collecting information from **ACADEMICS** and **STUDENTS**. Please fill out the form and answer the questions in the unit/course/module that you have studied, finalized and passed in the last academic year. The data collected will be totally anonymous and confidential.

The project Tuning appreciates your collaboration in providing us with this information.

Instructions for completion:

You need to respond to the items 8-13. Please underline or circle one answer ("Yes" or "No", if answer is "Yes" please specify the amount of time.

1. Subject area: _____
2. University: _____
3. Programme: _____
4. Semester/year³ _____
5. Unit/Course/Module _____
6. Number of calendar weeks in the semester _____
7. Academic hour in your university is _____ minutes.

8.	How many CONTACT HOURS ⁴ in total were you given to study this unit/course/module during the SEMESTER ? hours	
9.	Using the list below, specify the types of INDEPENDENT WORK you used in the unit/course/module during the SEMESTER . Under g. add any other ways of learning that you use that are not included here. Enter the estimated number of hours that you needed to complete the independent work on unit/course/module. hours	
a.	Reading materials (including internet search)	Yes, ... hours	No
b.	Fieldwork (site visits, etc.)	Yes, ... hours	No
c.	Laboratory work (not counting in contact hours)	Yes, ... hours	No
d.	Preparation of assignments (essays, reports, design work, modelling, interviews, presentations, etc.)	Yes, ... hours	No
e.	Preparation and follow- up work for scheduled classes	Yes, ... hours	No
f.	Preparing for assessment final examinations, tests, etc. (summative assessment).	Yes, ... hours	No
g.	Other (specify): hours	No

³ Only in case semesters are not equal in duration or in case of a trimester system you are asked to respond to this item for a full academic year.

⁴ Contact hours represent the amount of time spent on face to face teaching in a particular unit/course/module. (including lectures, seminars, clinical practices, supervised labs, project work and field work) as well as on-line interaction in the framework of a learning module and personal counselling..

10.	How many hours did you spend in the SEMESTER to complete all the requirements of this unit/course/module (taking into account CONTACT HOURS and INDEPENDENT WORK)? hours	
11.	How many hours per WEEK did you spend (both CONTACT HOURS AND INDEPENDENT WORK) to complete all the requirements of this unit/course/module?		
12.	At the beginning of the unit/course/module, were you informed about the number of hours planned for independent work?	Yes	No
13.	Were you given the opportunity to provide feedback about the workload in this unit/course/module?	Yes	No

Thank you for participating in the survey.