Student Hours on the MOF

Since 2012/13, we have had to provide a public analysis of student time split between the following three headings for the KIS (Key Information Set), which is published on the Unistats website (http://unistats.direct.gov.uk):

- Scheduled learning and teaching activities
- Guided independent study
- Placements/study abroad

The first category is for activities that take place at a scheduled time and provide direct access to academic staff. This contact does not have to be in a teaching space, as scheduled on-line discussions involving staff would also be captured. However, if there is any time flexibility (i.e., students may log on at any time to participate in a discussion board), then activities must be classified as guided independent study.

The MOFS form provides a drop-down list of generic activity types into one of which all teaching and learning on the module should fit. It is not practicable to provide a full listing of all the subject-specific options that schools might like, but the rationale for teaching and learning box (free text) could be used to provide further information.

In order to help staff use the most appropriate category, the following definitions and examples are provided:

**SCHEDULED LEARNING AND TEACHING ACTIVITIES**
This broad heading should encompass all activities which are formally scheduled and where students have access to a member of staff, teaching assistant or demonstrator, whether face to face or on-line.

**Lecture**
A formal taught session (normally delivered to the whole cohort on a module) which consists largely of the exposition of theory, themes, methodologies and techniques.

**Practical**
Undertaking work in a supervised environment in order to develop skills and develop professional practice, e.g. laboratory work; studio work

**Small group teaching**
Small group sessions based on discussion and sometimes on students presenting papers to the group. Tutorials usually would be for a smaller group of students and may take place in a tutor’s office, e.g. seminars; tutorials; sessions doing problem solving exercises or maths problems
Workshops
Sessions dedicated to skills development where students undertake prescribed work with staff present to advise and answer queries, e.g. IT workshops; technical work in accounting; library skills sessions

Fieldwork
Undertaking supervised work outside the university to collect data and develop skills, e.g. field trips; archaeological excavations; site visits; cinema and theatre visits; visits to museums and galleries.

Drop-in/surgery
A session where a member of staff is available to answer student queries relating to one particular module at a pre-specified time; sometimes referred to as office hours or surgery.

Dissertation/project-related supervision
Supervision provided on a 1:1 or small group basis to support a dissertation or project.

Scheduled on-line contact time
An on-line activity e.g. lecture, seminar, supervision session or tutorial that takes place synchronously in a timetabled slot and in which students have access to a member of academic staff (for on-campus programmes as well as distance learning programmes).

GUIDED INDEPENDENT STUDY
This broad category refers to independent student activity and covers the range from reading and preparation through to situations in which students are required to work in groups without staff supervision or where students are required to undertake very specific pieces of work.

Assessment preparation and completion
Undertaking assessments, both summative and formative, including related reading and drafting; formative written reports or essays; computer-based assessment at time of student’s choosing; summative formal examinations of all types; in class tests whether formative or summative

Directed research and reading
Students undertaking specific research or reading on their own as directed by academic staff, e.g. computer based learning (CBL); reading a specified article in preparation for a seminar or lecture; reading and answering questions on a paper or text; viewing a film, DVD or performance; visiting a museum or gallery; unsupervised fieldwork.

Skills practice
Students working on their own as directed in order to improve technique and develop skills, e.g. technical exercises; maths problems; studio work; music rehearsal/practice
Project work
Work undertaken individually or in groups on student projects. This might include the collection and analysis of materials, the measurement of other phenomena, the design and performance of experiments, the design and construction of devices, research in support of the development of a business plan or other practical work for a real or imagined customer.

Reflective learning activity
Undertaking directed work of a reflective nature, in which students reflect on the knowledge they have acquired or the skills they have developed. This may sometimes be linked to a placement or to the development of professional skills, e.g. reflective diaries; learning logs; e-portfolio where attached to a module; blogs.

Student-led group activity
Directed group work by students undertaken without staff being present, e.g. student-led seminars without staff present; students undertaking a specified task (e.g. project meeting) in a group without staff present; on-line collaborative activities.

Independent study
Work carried out by students independently as part of their studies on the module, covering such things as writing up lecture notes, revision and general reading.

Online Discussion
An on-line discussion that takes place, either at a scheduled time or over an extended period of time, in which students have access to group discussions and possibly input from a member of staff (does not include scheduled contact time)

Distance Learning Advance Preparation
Independent study completed via distance learning in advance of students undertaking an on-campus or off-campus programme or module.

PLACEMENT/STUDY ABROAD
This broad category refers to placements or internships in an organisation which form part of the programme, as well as to study abroad.

Employer-based learning
Undertaking work in an organisation in a work-context as part of the degree programme. Students may undertake the normal duties of an employee or may undertake a project related to the organisation.

Study abroad
Study in a university abroad as part of the degree programme or during an intercalating year.
**Distance Learning On Placement**
Guided independent study (including assessment preparation and completion) undertaken off campus, using either paper-based or e-learning materials, during a period of placement or study abroad.

**Clinical Training**
Training set in a variety of clinical settings, which provides the opportunity for students to integrate, consolidate and apply the knowledge, skills and attitudes accumulated from other course components. May in some circumstances include the clinical management of patients.

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<td>This document is primarily intended for:</td>
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<td>Proposers of changes to degree programmes; Degree Programme Directors / Directors of Studies; School Administrators; Faculty Learning and Teaching Support Teams</td>
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<tr>
<td>HASS: Christine O'Hara – <a href="mailto:christine.ohara@ncl.ac.uk">christine.ohara@ncl.ac.uk</a>, Ext. 83942</td>
</tr>
<tr>
<td>SAgE: Laura Johnson – <a href="mailto:SAgE.Education@newcastle.ac.uk">SAgE.Education@newcastle.ac.uk</a>, Ext. 88516</td>
</tr>
<tr>
<td>FMS: Lynn Oakes – <a href="mailto:Lynn.Oakes@ncl.ac.uk">Lynn.Oakes@ncl.ac.uk</a>, Ext. 85595</td>
</tr>
<tr>
<td>Cross-Faculty: Janice Trewick, <a href="mailto:Janice.Trewick@ncl.ac.uk">Janice.Trewick@ncl.ac.uk</a>, Ext. 87407</td>
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<td><a href="mailto:ltds@ncl.ac.uk">ltds@ncl.ac.uk</a>; T: 0191 20 88491/83978</td>
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