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Tuning India

Fourth General Meeting

Survey on Students' Workload

Alex RAYON, Ivan DYUKAREV, University of Deusto

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Survey on Students' Workload - Procedure and Questionnaires

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Students´Workload

Student has a fixed amount of time which is depending on the length and type of degree programme.

Overall responsibility for designing a degree programme and the allocation of credits lies with the responsible legal body.

Final responsibility for teaching, learning and assessment activities for particular amount of time is delegated to the teacher.

Teacher should be aware of competences and learning outcomes for module.
Teacher should reflect on most effective teaching, learning and assessment strategies for learning outcomes.
Teacher should have a good notion of time required for each activity.

Student has crucial role in monitoring process.

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Survey - What to consult?

The survey aims to approximate the **real volume of work hours needed by a student to pass the unit/course/module** from the point of view of teachers' planning and perception and students' opinion. This requires that each participating university in each subject area defines an **ACADEMIC TERM** in the **PROGRAMME DEGREE**. An academic term consists of a semester the programme degree.

For example: the Bachelor in Agricultural Sciences from the University XYZ is structured in 6 semesters (3 years duration). The survey will be conducted with reference to the fifth semester of studies (i.e. people who studied and passed the first semester of the 3rd Year).

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Survey - What to consult?

Year	Semester	Course/Module
1	1st Semester	Agricultural Chemistry and Soil Science
		Animal Production: Principles and Techniques
		Agronomy and Horticultural Crop Production
		Applied Economics, Extension and Systems
	2nd Semester	Microbiology and Genetics I
		Agrometeorology and Climate Change
		Food Science and Technology
		Agricultural Engineering and Applications
2	3rd Semester	Statistical Methods for Agricultural Sciences
		Biochemistry and Biotechnology
		Pests, Diseases and Weeds Control
		Animal Production and Science I
	4th Semester	Botany and Crop Physiology
		Scientific Communication Skills
		Microbiology and Genetics II
		Animal Science and Production II
3	5th Semester	Crop Production Technologies
		Postharvest Management and Agricultural Produce Processing
		Project I
		Agricultural Management and Marketing
	6th Semester	Entrepreneurship for Small and Medium Agribusiness
		Project II
		Practical Training

The semester marked in red is the academic period selected to implement the survey.

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Survey - What to consult?

In that semester according to this programme (used only as an example) there are 4 units/courses/module:

Year	Semester	Unit/Course/Module
3	5	Crop Production Technologies
		Posharvest Management and Agricultural Produce Processing
		Project I
		Agricultural Management and Marketing

The survey will be conducted for **students who have taken and passed the four or one of the four units/courses/modules provided under the semester**. Teachers who have taught the 4 units/courses/modules in the semester will also be surveyed.

The surveys will be conducted for **EACH UNIT/COURSE/MODULE**.

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Survey - Who to consult?

The universe of study are the teachers and students of **ALL units/courses/modules of the selected academic period just ended.** Returning to the example, and since the academic period selected is the fifth semester of the programme (first semester of the 3rd Year), the 4 units/courses/modules provided in the programme will be taken into account.

Each of the **participating universities in the different subject areas** in the Tuning India project will conduct surveys to:

1) Teachers: teachers must be selected (main teachers of the unit/course/module, teaching assistants, etc.) who have taught these units/courses/modules in the academic period.

2) Students: Students must have passed the unit/course/module for which they will be surveyed. It is desirable that the student sample is composed of an equal number of students who have obtained very good grade, medium grade and low grade.

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Survey – How many to consult?

1) **Teachers**: Each participating university must apply the survey to **ALL** teachers who have taught the units/courses/modules that are included in the selected academic period. **In the case of the example, the 4 professors who teach the 4 units/courses/modules** must be surveyed. If there are other teachers apart from the main ones, the survey should also apply to them. The minimum to survey is one teacher for each unit/course/module, and primarily the main teacher of the unit/course/module.

Year	Semester	Unit/Course/Module
3	5	Crop Production Technologies
		Posharvest Management and Agricultural Produce Processing
		Project I
		Agricultural Management and Marketing

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Survey – How many to consult?

2) **Students**: Each participating university survey should be applied to **10 students who have passed <u>each of the units/courses/modules included in the selected academic period</u>** (where there are fewer students who passed the unit/course/course, the maximum number who have passed will be surveyed). Following the example, at least 40 students should be surveyed in total. It is important to note that the **survey is conducted PER UNIT/COURSE/MODULE.** It can be given in many cases that one student who, having passed more than one of the units/courses/modules included in the selected academic term, answers several surveys.

Year	Semester	Unit/Course/Module
3	5	Crop Production Technologies
		Posharvest Management and Agricultural Produce Processing
		Project I
		Agricultural Management and Marketing

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Survey – How many to consult?

Year	Semester	Unit/Course/Module	Minimum number of respondents (Teachers)	Minimum number of respondents (Students)
3	5	Crop Production Technologies	1	10
		Posharvest Management and Agricultural Produce Processing	1	10
		Project I	1	10
		Agricultural Management and Marketing	1	10
		Total	4	40

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Survey – How many to consult?

Year	Semester	Course/Module	Credits
1	1st Semester	Agricultural Chemistry and Soil Science	6
		Animal Production: Principles and Techniques	6
		Agronomy and Horticultural Crop Production	6
		Applied Economics, Extension and Systems	6
	2nd Semester	Microbiology and Genetics I	6
		Agrometeorology and Climate Change	6
		Food Science and Technology	6
		Agricultural Engineering and Applications	6
2	3rd Semester	Statistical Methods for Agricultural Sciences	5
		Biochemistry and Biotechnology	6
		Pests, Diseases and Weeds Control	6
		Animal Production and Science I	6
	4th Semester	Botany and Crop Physiology	4
		Scientific Communication Skills	8
		Microbiology and Genetics II	6
		[illegible]	6
3	5th Semester	Crop Production Technologies	6
		Postharvest Management and Agricultural Produce Processing	6
		Project I	8
		Agricultural Management and Marketing	6
	6th Semester	Entrepreneurship for Small and Medium Agribusiness	4
		Project II	8
		Practical Training	10

Unit/Course A
Unit/Course B
Unit Course C
Unit Course D

Year	Semester	Course/Module	Credits
1	1st Semester	Agricultural Chemistry and Soil Science	6
		Animal Production: Principles and Techniques	6
		Agronomy and Horticultural Crop Production	6
		Applied Economics, Extension and Systems	6
	2nd Semester	Microbiology and Genetics I	6
		Agrometeorology and Climate Change	6
		Food Science and Technology	6
		Agricultural Engineering and Applications	6
2	3rd Semester	Statistical Methods for Agricultural Sciences	5
		Biochemistry and Biotechnology	6
		Pests, Diseases and Weeds Control	6
		Animal Production and Science I	6
	4th Semester	Botany and Crop Physiology	4
		Scientific Communication Skills	8
		Microbiology and Genetics II	6
		Animal Science and Production II	6
3	5th Semester	[illegible]	6
		Postharvest Management and Agricultural Produce Processing	6
		Project I	8
		Agricultural Management and Marketing	6
	6th Semester	[illegible]	4
		Agribusiness	8
		Project II	10
		Practical Training	

Unit/Course A
Unit/Course B
Unit Course C
Unit Course D
Unit/Course E
Unit/Course F

Year	Semester	Course/Module	Credits
1	1st Semester	Agricultural Chemistry and Soil Science	6
		Animal Production: Principles and Techniques	6
		Agronomy and Horticultural Crop Production	6
		Applied Economics, Extension and Systems	6
	2nd Semester	Microbiology and Genetics I	6
		Agrometeorology and Climate Change	6
		Food Science and Technology	6
		Agricultural Engineering and Applications	6
2	3rd Semester	Statistical Methods for Agricultural Sciences	5
		Biochemistry and Biotechnology	6
		Pests, Diseases and Weeds Control	6
		Animal Production and Science I	6
	4th Semester	Botany and Crop Physiology	4
		Scientific Communication Skills	8
		Microbiology and Genetics II	6
		[illegible]	6
3	5th Semester	Crop Production Technologies	6
		Postharvest Management and Agricultural Produce Processing	6
		Project I	8
		Agricultural Management and Marketing	6
	6th Semester	Entrepreneurship for Small and Medium Agribusiness	4
		Project II	8
		Practical Training	10

Unit/Course A
Unit/Course B
Unit Course C
Unit Course D
Unit Course E

Bachelor in Agricultural Sciences Semester chosen: 5th

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Survey – How many to consult?

Year	Semester	Course/Module	Credits
1	1st Semester	Agricultural Chemistry and Soil Science	6
		Animal Production: Principles and Techniques	6
		Agronomy and Horticultural Crop Production	6
		Applied Economics, Extension and Systems	6
	2nd Semester	Microbiology and Genetics I	6
		Agrometeorology and Climate Change	6
		Food Science and Technology	6
		Agricultural Engineering and Applications	6
2	3rd Semester	Statistical Methods for Agricultural Sciences	5
		Biochemistry and Biotechnology	6
		Pests, Diseases and Weeds Control	6
		Animal Production and Science I	6
	4th Semester	Botany and Crop Physiology	4
		Scientific Communication Skills	8
		Microbiology and Genetics II	6
		[illegible]	6
3	5th Semester	Crop Production Technologies	6
		Postharvest Management and Agricultural Produce Processing	6
		Project I	8
		Agricultural Management and Marketing	6
	6th Semester	Entrepreneurship for Small and Medium Agribusiness	4
		Project II	8
		Practical Training	10

Unit/Course	Number of Teachers to be consulted	Number of Students to be consulted
A	1	10
B	1	10
C	1	10
D	1	10
Total	4	40

Year	Semester	Course/Module	Credits
1	1st Semester	Agricultural Chemistry and Soil Science	6
		Animal Production: Principles and Techniques	6
		Agronomy and Horticultural Crop Production	6
		Applied Economics, Extension and Systems	6
	2nd Semester	Microbiology and Genetics I	6
		Agrometeorology and Climate Change	6
		Food Science and Technology	6
		Agricultural Engineering and Applications	6
2	3rd Semester	Statistical Methods for Agricultural Sciences	5
		Biochemistry and Biotechnology	6
		Pests, Diseases and Weeds Control	6
		Animal Production and Science I	6
	4th Semester	Botany and Crop Physiology	4
		Scientific Communication Skills	8
		Microbiology and Genetics II	6
		Animal Science and Production II	6
3	5th Semester	[illegible]	6
		Postharvest Management and Agricultural Produce Processing	6
		Project I	8
		Agricultural Management and Marketing	6
	6th Semester	[illegible]	4
		Project II	8
		Practical Training	10

Unit/Course	Number of Teachers to be consulted	Number of Students to be consulted
A	1	10
B	1	10
C	1	10
D	1	10
E	1	10
F	1	10
Total	6	60

Year	Semester	Course/Module	Credits
1	1st Semester	Agricultural Chemistry and Soil Science	6
		Animal Production: Principles and Techniques	6
		Agronomy and Horticultural Crop Production	6
		Applied Economics, Extension and Systems	6
	2nd Semester	Microbiology and Genetics I	6
		Agrometeorology and Climate Change	6
		Food Science and Technology	6
		Agricultural Engineering and Applications	6
2	3rd Semester	Statistical Methods for Agricultural Sciences	5
		Biochemistry and Biotechnology	6
		Pests, Diseases and Weeds Control	6
		Animal Production and Science I	6
	4th Semester	Botany and Crop Physiology	4
		Scientific Communication Skills	8
		Microbiology and Genetics II	6
		[illegible]	6
3	5th Semester	Crop Production Technologies	6
		Postharvest Management and Agricultural Produce Processing	6
		Project I	8
		Agricultural Management and Marketing	6
	6th Semester	Entrepreneurship for Small and Medium Agribusiness	4
		Project II	8
		Practical Training	10

Unit/Course	Number of Teachers to be consulted	Number of Students to be consulted
A	1	10
B	1	10
C	1	10
D	1	10
E	1	10
Total	5	50

Bachelor in Agricultural Sciences Semester chosen: 5th

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Survey – Format

The survey will be conducted for **EACH UNIT/COURSE/MODULE**, both for students and teachers. Annex I is the questionnaire for teachers and Annex II is the questionnaire for Students. Each questionnaire has several questions to answer and the duration ranges from five to ten minutes.

The questionnaires will be answered on-line.

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Preparation of the consultation

Survey is organized and supervised by Tuning representative of each participating University – member of project Subject Area Group.
This person has to send to the Coordination of the project the following information:

Subject area

1. University
2. Name of the Programme in which the study will be conducted: (eg Bachelor of Education of ….)
3. Duration of the Programme in years: (eg 4 years.)
4. Academic Period (Semester): (eg 5th semester.)
5. Number of calendar weeks in the semester:
6. Academic hour in your university (in minutes):
7. Name of the Units/Courses/Modules covered in that period:
   i. Unit/Course/Module a: (eg Crop Production Technologies.)
   ii. Unit/Course/Module b: (eg Posharvest Management and Agricultural Produce Processing.)
   iii. Unit/Course/Module c: (eg Project I.)
   iv. Unit/Course/Module d: (eg Agricultural Management and Marketing.)
   v. Unit/Course/Module …

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Preparation of the consultation

Upon reception of the information on academic periods and units/courses/modules, the coordination of the project will prepare an **on-line application of the two questionnaires – one for students and one for teachers.**

The questionnaires will be available on-line and access will be possible with a link that will be sent to each representative.

Thus, each of the participating universities in each subject area will have one link to the questionnaires of students and another link for the teachers' questionnaires.

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Conducting the survey

Each Tuning representative in each participating University in each subject area should **identify the professors and students undertaking the survey.**

Students and teachers should be convened to briefly **explain them the project and the purpose of the survey**. This procedure facilitates the understanding of the survey.

Once the objectives and characteristics of the survey are explained, the **links should be distributed among the participants, so that they can complete it online**.

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On-line survey

The students and teachers, in accordance with the links provided by Coordinator, must access the online form and **fulfil it fully**.

No printed questionnaires should be sent to the project coordination as everything will be entered in an on-line form.

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On-line survey

The students and teachers, in accordance with the links provided by Coordinator, must access the online form and **fulfil it fully**.

No printed questionnaires should be sent to the project coordination as everything will be entered in an on-line form.

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Questionnaires

Pre-fulfilled data

1. University
2. Name of the Programme in which the study will be conducted: (eg Bachelor of Education of ….)
3. Duration of the Programme in years: (eg 4 years.)
4. Academic Period (Semester): (eg 5th semester.)
5. Number of calendar weeks in the semester:
6. Academic hour in your university (in minutes):
7. Name of the Units/Courses/Modules

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Questionnaire for Teachers

8.	How many **CONTACT HOURS** 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 texts or literature	Yes, ... hours	No
b.	Fieldwork (site visits, etc.)	Yes, ... hours	No
c.	Laboratory work (not supervised by you)	Yes, ... hours	No
d.	Preparation and presentation of written work (essays, reports, design work, modelling)	Yes, ... hours	No
e.	Working with Internet sources	Yes, ... hours	No
f.	Preparing for interim assessment, final examinations, tests, etc.	Yes, ... hours	No
g.	Other (specify):	..... hours	No
10.	How many hours does an AVERAGE student need to complete all the requirements of **your** unit/course/module in this **SEMESTER** (taking into account CONTACT HOURS and INDEPENDENT WORK)?	..... hours	
11.	How many hours does an AVERAGE 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' expectations and feedback into consideration when planning the workload for your course?	Yes	No

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Questionnaire for Students

8.	How many **CONTACT HOURS**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 texts or literature	Yes, ... hours	No
b.	Fieldwork (site visits, etc.)	Yes, ... hours	No
c.	Laboratory work (not supervised by the teacher)	Yes, ... hours	No
d.	Preparation and presentation of written work (essays, reports, design work, modelling)	Yes, ... hours	No
e.	Working with Internet sources	Yes, ... hours	No
f.	Preparing for interim assessment, final examinations, tests, etc.	Yes, ... hours	No
g.	Other (specify):	..... hours	No
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

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Thank you!

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