

INDICATIVE TAXONOMY OF DELIVERY METHODS

This taxonomy is based on the Quality Assurance Agency (QAA) [guidance](#). It was discussed by University Learning, Teaching & Quality Committee in March, May and July 2017. It is intended to be indicative and to be a resource for departments in describing their delivery methods.

Method	Description
Lecture	A presentation or talk on a particular topic. The term 'lecture' covers everything from the traditional model, where a single member of the institution's staff or an affiliate introduces ideas or delivers facts to a group of students, to approaches that might be much more interactive, involve a variety of contributors, make use of a range of media and technologies, and take place virtually as well as in person. Lectures are assumed, in general, to involve larger groups of students than do seminars and tutorials but size will vary depending upon the nature of what is being taught, the size of the overall student cohort, and practical concerns.
Seminar	A discussion or classroom session focusing on a particular topic or project. Seminars are defined as sessions that provide the opportunity for students to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture—the extent of interaction will depend on the delivery method. A typical model would involve a guided, tutor-led discussion in a small group. However, the term also encompasses student- or peer-led classes with a staff member or affiliate present. As with lectures, use of technology means seminars may take place virtually. Seminars are assumed in general to involve smaller groups of students than lectures, but size will vary depending upon the nature of what is being taught, the size of the overall student cohort, and practical concerns.
Tutorial	A meeting involving one-to-one or small-group supervision, feedback, or detailed discussion on a particular topic or project. Tutorials may be distinguished from seminars for the stronger emphasis that they place on the role of the tutor in giving direction or feedback. Tutorials can happen virtually as well as face-to-face.
Project supervision	A meeting with a supervisor to discuss a particular piece of work. The term 'project supervision' is used to refer to the meetings that a student or group of students would have with a supervisor, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings can take place virtually or in person. The size of a project supervision meeting will depend upon the number of students involved in the work concerned and the nature of that work but supervisions will frequently also take place on a one-to-one basis.
Demonstration	A session involving the demonstration of a practical technique or skill. Examples might include the demonstration of laboratory skills, clinical skills, or fieldwork techniques. Demonstrations can take place virtually or in person. The size of a demonstration is likely to depend upon the number of students involved in the work concerned, as well as the nature of that work, but could also take place on a one-to-one basis.
Practical classes and workshops	A session involving the development and practical application of a particular skill or technique. Examples are wide ranging and could include a laboratory class, language conversation, or a sports match. Practical classes and workshops might incorporate elements of teaching or guided learning, and they are at least likely to be supervised or observed. These sessions are more likely to take place in person but, depending on the nature of the subject, may also be conducted remotely. The size of a practical class or workshop will depend upon the nature of the activity. Workshops are likely to involve at least a small group of students but practical classes could take place on a one-to-one basis.
Work-based learning	Learning that takes place in the workplace. The term covers any learning that takes place through an organised work opportunity, rather than in a university setting, and includes managed placements. Some supervision or monitoring is likely to be involved, and may be carried out either by a member of staff or a mentor within the host organisation. Due to the nature of the activity, work-based learning is unlikely to take place virtually. Students might undertake work-based learning individually or in groups, depending on the nature of the workplace and the learning involved.

External visits	A visit to a location outside of the usual learning spaces, to experience a particular environment, event, or exhibition relevant to the course of study. Examples are wide ranging and could include a visit to a business or industrial site, or attendance at an exhibition. These visits might be unsupervised or supervised, and supervisors could include staff or appointed representatives. Site visits may be carried out in groups of varying sizes, or by individuals, depending on the nature of the visit and the location.
Fieldwork	Practical work conducted at an external site. Examples of fieldwork might include survey work and other forms of data collection and explorations. The work might be unsupervised or supervised, and supervision could be provided by staff or appointed representatives. Some fieldwork may be conducted virtually. Fieldwork might be conducted in groups of various sizes, or by individuals, depending on the nature of the work involved.
Supervised time in studio/workshop	Time in which students work independently but under supervision, in a specialist facility such as a studio or workshop. Examples might include time spent in a design studio. It could be timetabled or take place on an <i>ad hoc</i> basis. Peers as well as staff or affiliates may be involved. Due to the nature of the activity, it is unlikely to take place virtually. Supervised time in a studio/workshop might involve a group or individual.

July 2017