



QA3 ANNEX K – Teaching Taxonomy

To comply with Ongoing Condition of Registration B1: Academic Experience, the University must ensure that courses have an appropriate balance of teaching methods and an appropriate balance between contact hours and independent study.

To comply with Ongoing Condition of Registration C1: Guidance on consumer protection law, the University must publish material information about courses to potential applicants, which includes the balance between teaching methods and the contact hours.

The Office for Students has published guidance that courses predominantly taught through large-scale lectures are unlikely to be judged to have an appropriate balance of teaching methods.

The Office for Students has published guidance that courses which offer insufficient opportunities for students to engage with staff are unlikely to be judged to have an appropriate balance between contact hours and independent study.

This teaching taxonomy provides standard definitions of different types of teaching activity. This supports:

- clarity about teaching methods during course approval and course change processes
- clarity about contact hours during course approval and course change processes (the teaching methods listed in the taxonomy are considered contact time)
- clear communication with students about teaching methods and contact hours.

Please use this taxonomy when describing teaching activity in course approval and change documentation and communicating with students.

Teaching method	Summary	Detail	Size
Lecture	A presentation or talk on a particular topic.	The term 'lecture' covers everything from the traditional model, where a single member of staff introduces ideas or delivers facts to a group of students, to approaches that might be much more interactive, involve a variety of contributors and make use of a range of media and technologies.	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 present.	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 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.	One-to-one or small group.

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.	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, performance art or fieldwork techniques.	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, recital, artefact handling/ identification, language conversation, sports match and so on. Practical classes and workshops might incorporate elements of teaching or guided learning.	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.

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 an art or design studio, or in a rehearsal space such as a workshop theatre.	Supervised time in a studio/workshop might involve a group or individual.
Fieldwork	Practical work conducted at an external site.	Examples of fieldwork might include survey work and other forms of data collection, excavations and explorations.	Fieldwork might be conducted in groups of various sizes, or by individuals, depending on the nature of the work 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, built environment site, museum or collection, to attendance at a performance or exhibition.	Site visits may be carried out in groups of varying sizes, or by individuals, depending on the nature of the visit and the location.
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. Supervision or monitoring may be carried out either by a member of staff or a mentor within the host organisation.	Students might undertake work-based learning individually or in groups, depending on the nature of the workplace and the learning involved.