


Category	Educational Programs	Policy Number	ACA-PRO-109	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	Provost	Policy Owner	PCO	
Date Approved	28 December 2023	Effective Date	28 December 2023	
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POLICY

Credit Hour

1. Purpose

This policy outlines the principles that govern the use of credit hours at Zayed University (“**University**”).

2. Scope of Application

This policy applies to all academic courses and programs offered at the University.

3. Definitions

Contact Hour	Equal to at least 50 minutes of instructional time within a 60-minute period (whether in a classroom face-to-face or remotely through synchronous delivery).
Credit Hour	Equal to approximately one (1) contact hour of lecture time in class and two (2) hours of out-of-class student work each week over a 15-week semester.
Student Credit Hour	A credit hour of academic credit earned by a student for the completion of a course or other unit of learning.
Workload Credit Hour	Credit hours for the purposes of faculty workload.

4. Policy

4.1 Students are awarded academic credit on the basis of demonstrating attainment of the learning outcomes of a course or other unit of study.

4.2 A course (or other unit of study) is assigned a number of credit hours representing the expected commitment of a student to attain the course learning outcomes, both in terms of contact hours and other work completed outside of scheduled class times, e.g., homework, readings, assignments, etc.

4.3 A lecture-based course is assigned one (1) credit hour for each contact hour of lecture-based instruction per week during a regular 15-week semester, or two and a half (2.5) contact hours of lecture-based instruction during a 6-week Summer

semester, and an additional 30 hours of out-of-class work across the semester. Therefore, a semester course consisting of three (3) weekly contact hours of lecture, amounting to approximately 45 contact hours of instruction, and requiring an additional 90 hours (approximately) of out-of-class work across the semester, would be assigned three (3) credit hours.

- 4.4** Learning experiences such as laboratories and studios, which serve the primary purpose of reinforcing the learning and understanding of previously presented material and/or putting theory and principles into practice, ordinarily receive one-half the credit value of a lecture of the same contact hour duration. A laboratory or studio-based course is therefore assigned one (1) credit hour on the basis of:
 - 4.4.1** two (2) contact hours spent in a laboratory or studio each week during a regular 15-week semester; or
 - 4.4.2** five (5) contact hours spent in a laboratory or studio each week during a 6-week Summer semester; and
 - 4.4.3** an additional 15 hours of out-of-class work across the semester.
- 4.5** Accordingly, a semester course consisting of three (3) weekly contact hours of lecture and two (2) weekly contact hours of studio or laboratory, and requiring students to complete an additional 105 hours (approximately) of out-of-class work across the semester, would be assigned four (4) credit hours.
- 4.6** An internship is assigned one (1) credit hour for approximately 186 hours of onsite supervised student work at a workplace.
- 4.7** Credit hours assigned for other types of learning units should be equivalent to approximately one (1) contact hour of lecture-based instruction and two (2) hours of out-of-class work for 15 weeks for each credit hour assigned. Such assignments must be benchmarked to international norms.
- 4.8** Credit hours assigned for courses and units of learning will be specified in the Zayed University Catalog and Curriculum Management System, and set as a curriculum action.
- 4.9** Faculty workload credit hours are awarded as per the Faculty Workload Policies and Procedures and may not necessarily correspond to student credit hours.

5. Related Policies and Laws

ACA-PRO-204 Academic Internships
SUP-FAC-202 Faculty Workload

6. Administration

This policy is administered by the Programs and Curricula Office.

7. Revision History

Date	Revision
28 December 2023	Approved by the Academic Affairs Committee (Board of Trustees).
28 December 2023	Reviewed by Academic Affairs Committee, with amendments to 4.3, 4.4, 4.7, and 4.9, the definition of contact hour to incorporate “(whether in a classroom face-to-face or remotely through synchronous delivery)”, and insertion of “4.5 Accordingly, a semester course consisting of three (3) weekly contact hours of lecture and two weekly contact hours of studio or laboratory, and requiring students to complete an additional 105 hours (approximately) of out-of-class work across the semester, would be assigned four (4) credit hours.”
18 December 2023	Reviewed and approved by AC, with amendment adding: “4.8 Faculty workload credit hours are awarded as per the Faculty Workload Policies and Procedures and may or may not necessarily correspond to student credit hours.”
28 November 2023	New policy drafted