

Calculating Contact Hours for Quality Files

For the purpose of filling out quality files, all courses' contact hours at SEU should be calculated in the following method:

Type of Contact Hours		Credit Hours (3)	Number of Hours/ Week (14 Active Weeks)	Total Hours/ Term
Synchronous	F2F (33%)	$3/3 = 1$	$1 \times 14 = 14$	56 hours
	Virtual (33%)	$3/3 = 1$	$1 \times 14 = 14$	
Asynchronous	Interaction (33%)	$3/3 = 1$	$1 \times 14 = 14$	
	(Extra Interaction Hours*)	1	$1 \times 14 = 14$	

Type of Contact Hours		Credit Hours (2)	Number of Hours/ Week (14 Active Weeks)	Total Hours/ Term
Synchronous	F2F (33%)	$2/3 = 0.66$	$0.66 \times 14 = 9$	41 hours**
	Virtual (33%)	$2/3 = 0.66$	$0.66 \times 14 = 9$	
Asynchronous	Interaction (33%)	$2/3 = 0.66$	$0.66 \times 14 = 9$	
	(Extra Interaction Hours*)	1	$1 \times 14 = 14$	

* As Week 8 is allocated to Midterm Exams and not included in the distribution of contact hours, the total number of active weeks is 14. Therefore, to achieve the minimum number of contact hours assigned by MOE (1 hour per 15 weeks for a single credit), extra interaction hours have been added.

** When distributing the total number of hours over 14 active weeks, special consideration must be made to ensure the exact number of hours. For courses with 2 credit hours, enter 3 hours for all weeks and 2 hours for week 15, as the minimum number of contact hours has been reached.

First Common Year English Course:

As the English course is the only course that carries 8 credit hours and forms the essential skills needed for the academic programs, the contact hours are calculated differently:

Type of Contact Hours		Credit Hours (8)	Number of Hours/ Week (14 Active Weeks)	Total Hours/ Term
Synchronous	F2F	4 hours weekly	$4 \times 14 = 56$	126 hours
	Virtual	4 hours weekly	$4 \times 14 = 56$	
Asynchronous	Interaction	1 hour weekly	$1 \times 14 = 14$	