

Title:

Code: AQP_016(1) Students Section Number

**Distribution in Clinics, Preclinical Labs, and Lectures
Policy**

Students Section Number Distribution in Clinics, Preclinical Labs, and Lectures Policy

Purpose:

This policy establishes guidelines for the distribution of students into sections for clinics, preclinical labs, and lecture rooms at KKUCOD to ensure optimal teaching and learning conditions. The distribution will align with institutional capacity and academic requirements.

Scope:

This policy applies to all students enrolled in clinical, preclinical, and theory-based courses within KKUCOD.

Policy Statement:

1. Automatic Distribution System:

The academic system shall automatically assign students to sections for clinics, preclinical labs, and lecture rooms based on the following ratios:

- **Clinics:** Maximum of **8 students per section** to ensure effective clinical supervision and hands-on training.
- **Preclinical Labs:** Maximum of **10 students per section** to provide an adequate instructor-to-student ratio for skill development and safety.

- **Lectures:** Maximum of **40 students per section** to foster a conducive learning environment.
- 2. **Even Distribution:**
The system will distribute students evenly across available sections to maintain balance and adherence to the specified ratios.
- 3. **Capacity Adjustments:**
Adjustments to section numbers or ratios may be made only with prior approval from the academic office in case of exceptional circumstances (e.g., changes in physical space or teaching resources).
- 4. **Course Registration:**
During course registration, students will be automatically assigned to their respective sections by the academic system. Manual changes will only be accommodated under exceptional circumstances and must be approved by the academic office.
- 5. **Faculty Staff Assignments:**
Faculty staff will be assigned to sections based on their teaching schedules, coordination and the section size requirements specified in this policy.

Roles and Responsibilities:

- **Academic Office:** Ensures the distribution system adheres to the policy guidelines and reviews any special requests for manual adjustments.
- **Course Coordinators:** Monitor the distribution process and address any operational issues in coordination with the academic office.
- **Instructors:** Provide feedback regarding the suitability of section sizes and any challenges faced during instruction.

Compliance:

Failure to adhere to this policy may result in overcrowded sections, reduced teaching efficiency, and compromised learning outcomes. Any violations or irregularities in student distribution should be reported to the academic office.

Policy Review:

This policy will be reviewed annually to ensure its effectiveness and alignment with institutional objectives and resources.

Table of Revisions

Version number	Approved by	Date of Revision