CLASSROOMS – MAXIMUM STUDENT NUMBERS

Commencement Date: 02/12/2009

1. Application/Exceptions
   This Minimum Standard applies to all staff, students (both University and VET sector) and invited guests of Curtin University of Technology.

2. Definitions
   “Classroom” means any classroom, lecture theatre, laboratory or any other room specifically allocated for teaching purposes.

3. Minimum Standards

   These minimum standards are compulsory for all University staff, students and visitors to ensure safety is maintained and legislative requirements are met. Section 4 shall be treated as a guide to assist with meeting these standards.

   3.1 Class sizes will not exceed the capacity of the allocated venue.

   3.2 All classrooms in the University will indicate the maximum capacity of each classroom on prominently displayed signs.

   3.3 Classes will be assigned to rooms of appropriate sizes.
4. Guidelines

4.1 General Provisions

<table>
<thead>
<tr>
<th>Provision</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Additional provision relating to maximum student numbers in classrooms can be found in the Timetabling and Class Times Policy. <a href="http://policies.curtin.edu.au/policies/viewpolicy.cfm?id=8ed5c18e-f642-11dc-bf84-45785751f674">http://policies.curtin.edu.au/policies/viewpolicy.cfm?id=8ed5c18e-f642-11dc-bf84-45785751f674</a></td>
<td>Director, Student Services</td>
</tr>
</tbody>
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**Table 4.1 Guidelines for Academic staff, heads of Schools/Areas/Department, managers, staff, students and others for the implementation of the ‘minimum standards’**

<table>
<thead>
<tr>
<th>Minimum Standard</th>
<th>Academic Staff</th>
<th>Heads of Schools and Managers</th>
<th>All Staff, Students and Others</th>
</tr>
</thead>
</table>
| 3.1 Class sizes will not exceed the capacity of the allocated venue.            | • Academic staff are not expected to count student numbers in classes for which they have responsibility.  
• If academic staff become aware that overcrowding exists in any class for which they are responsible, they will take appropriate care including attempts to reduce the numbers immediately by requesting students who are not scheduled to attend the class to leave and to attend alternative classes.  
• Academics will notify the Head of School when classes exceed the allotted maximum numbers.  
• If the situation recurs at the next scheduled class time, the class may be suspended. | • Heads of Schools/Areas/Departments will ensure that when students exceed the permitted classroom number, that the situation is promptly resolved through the appropriate management channels and discussion with the Class Management Office, Student Services. | • Students who are not scheduled to attend that class, must comply with the academic staff request leave the classroom and to attend an alternative class.  
• Students must only sit on provided seating. They must not stand or sit in aisles or block any emergency exit. |
| 3.2 All classrooms in the University will indicate the maximum                  | • Academic Staff must make themselves aware of the maximum number allowed in the classroom. | • Properties, Curtin University of Technology will determine the classroom size according to legislative requirements. | • All students will comply with the maximum number allowed as indicated on the room capacity signage. |
| capacity of each classroom on prominently displayed signs. | • Properties will display a prominent sign to indicate maximum capacity for each classroom.  
• Classroom size numbers will be reassessed whenever refurbishment work on the classroom has been carried out. |  |
|---|---|---|
| 3.3 Classes will be assigned to rooms of appropriate sizes | • Academic staff will advise the Class Management Office, Student Services where there is a shortfall or excess of seating in classrooms  
• Academic staff will advise Heads of Schools/Areas/Departments where there is a shortfall or excess of seating in a laboratory. | • The Class Management Office, Student Services is responsible for assigning centrally scheduled classes to rooms of appropriate sizes on the basis of the information available.  
• Heads of Schools/Areas/Departments are responsible for assigning maximum class sizes numbers for teaching laboratories based on the activity, however this number may not exceed the legislated maximum capacity determined by Properties. | Students and others who have concerns about classroom capacity being exceeded must report the situation to their Head of School/Area/Department. |
## REVISION HISTORY:

<table>
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<tr>
<th>Revision Ref. No.</th>
<th>Approved/Rescinded</th>
<th>Date</th>
<th>Committee/Board</th>
<th>Resolution Number</th>
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<tr>
<td>Doc 27 09</td>
<td>Approved</td>
<td>02/12/2009</td>
<td>OSHPC</td>
<td>OSHPC 15/2009</td>
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