



Practical Learning Labs Guidelines

To facilitate the implementation of
Undergraduate Education Policy 2020 (UEP)
requirements.

**Higher Education
Commission**



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This document is not to be read as a directive. That is, universities have the flexibility to make adjustments in the implementation per institutional realities, but in accordance with this framework, as well as the overall framework and objectives of the Undergraduate Education Policy 2020 (UEP).

1 Introduction

An important requirement of the Undergraduate Education Policy 2020 (UEP) is Practical Learning, under which one requirement is that all undergraduate students have to participate in Practical Learning Labs (PLLs). PLLs are extracurricular engagements in entrepreneurship, clubs, associations, or sports.

This document has the following PURPOSES:

- a) To provide clarifications and details on the mandatory Practical Learning Labs requirement of the UEP.
- b) To provide a framework and guidelines for the implementation of Practical Learning Labs.

2 Clarifications

2.1 Overall Requirement:

The UEP states that “In order to graduate every student will have to enroll in at least one non-credit extracurricular program (hereinafter referred to as a “Lab”) for at least 4 semesters. The “Lab” will meet for a minimum of 4 hours per week (e.g., two afternoon sessions every week). Depending on the facilities available at universities, “Labs” would be offered in one or more of the following three areas: entrepreneurship, youth clubs, and sports. (UEP, para 9.2)

The HEC will provide financial and other support to public sector universities in the establishment of an Undergraduate Student Office (USO), which will have three sub-offices or sections, each dealing with Practical Learning Labs, Academic Advisement, and Internships

2.2 Explanation of PLL Requirement:

- a) Every student must complete the PLL requirement in accordance with para 27 of the UEP.**
- b) Students in BS programs will participate in PLLs for a minimum 4 hours a week for at least 4 semesters.**
- c) Students in AD programs will participate in PLLs for a minimum of 4 hours a week for at least 2 semesters.**
- d) The PLL is a non-credit requirement and will not carry letter grades.**

3 Benefits of PLL

The PLLs are envisioned to help students develop interpersonal and professional skills. Broadly, PLLs will have the following benefits to students:



Developing soft life skills, vital for personal, social, and academic development



Developing social and teamwork skills.



Learning self-regulation and fostering self-motivation.



Opportunities to explore non-classroom interests



Polishing talent in diverse fields



Developing personal friendships and professional associations

4 Practical Learning Labs Office (PLLO)



4.1 Establishment

As mentioned above, the HEC will provide financial and other support to public sector universities for the establishment of an Undergraduate Student Offices (USOs), which will include Practical Learning Labs offices.

4.2 Roles and Responsibilities

a) Developing university PLL rules and regulations.

b) Developing a standard registration form.

c) Maintaining a register of PLLs per university rules and regulations.

d) Facilitating provision of financial and other resources for the labs.

e) Where necessary, or on request, facilitating labs in organizing events and activities.

f) Maintaining records.

5 Registering a Lab

- a) The already existing, as well as new labs, *must be registered* with the PLLO.
- b) In order to register, the following information of each lab would be required:
 - Lab TORs that include vision, aims, purposes, and nature and calendar of activities.
 - Names of the lab in-charge and its student representatives.
 - Membership criteria, if any.
 - Budget.
 - Any other pertinent information
- c) New labs may be proposed by students, faculty, or management of the university. However, they will need to fulfill the requirements given in (a) and (b) above.

6 The Lab In-charge

6.1 Roles and Responsibilities

A faculty or an administrative officer can serve as in-charge of a lab.

Liaise with the Practical Learning Lab Office.

Facilitate university approvals and paperwork for lab expenditures and operations.

Develop SOPs for the lab in accordance with university rules and regulations.

Determine number of *student representatives* and establish a transparent mechanism for their selection.

Guide and assist in developing an activity calendar and setting (realistic) goals for the lab.

Encourage and facilitate student representatives and other members to take responsibility for activities.

Provide overall guidance to students in conducting the activities of the lab.

Maintain attendance record, supervise activities, and ensure maximum participation.

Reach out to national and international forums for potential sponsorship of the lab.

Establish transparent mechanisms for evaluating student performance.

Communicate performance evaluation of each student to the PLLO.

7 Evaluating Student Performance

The following are the key points for evaluating student performance.



a) Transparency: The lab in-charge will inform students about how their performance in that lab will be evaluated.

b) Midway Evaluation: The lab in-charge will evaluate every student's performance about midway through the lab.

This evaluation will be used to provide feedback to the student, highlighting strengths and weaknesses. This evaluation will not be reflected on their transcript but will be considered in the final evaluation.

c) Final Evaluation: There will be a final evaluation at the time of completion of the lab time-requirement.

i. The suggested performance indicators, their weightages, and the evaluators is given in Table 1.

Table 1

PERFORMANCE INDICATOR	WEIGHT AGE	EVALUATION by Lab In-charge	EVALUATION by Student Representatives
Attendance: Presence in the lab for the required time.	60%	100%	0%
Active Participation: The student demonstrates enthusiasm and motivation for lab activities.	30%	75%	25%
Interpersonal Skills: The student gets along with others and demonstrates team spirit.	10%	75%	25%

ii. The overall obtained score will indicate performance level given in Table 2

Table 2

Performance Level	Score Range
1. Excellent	80% - 100%
2. Good	60% - 79%
3. Satisfactory	40% - 59%
4. Unsuccessful	0% - 39%

- d) The final performance level of successful students (level 1-3) will be reflected on their transcript.
- e) Students shall be awarded a certificate upon successful completion of the PLL requirement.

8 Self-sustenance and Fund-raising

It is highly recommended that where possible, labs take steps to raise funds from sources outside the university through sponsorships and the like. The PLLO should advise and facilitate fund-raising efforts.

