

Timetabling Procedures

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1. Governing Policy

[Timetabling Policy](#)

2. Purpose

To detail the processes and responsibilities for building and publishing the University timetable in accordance with the principles set out in the [Timetabling Policy](#).

3. Procedures

3.1. Process overview

- a. The steps to build and publish the University timetable are as follows:



- b. A detailed explanation of this process can be found on the [University timetable](#) webpage.

3.2. Roles and responsibilities

- a. Timetabling is a jointly managed process between academic staff and Resource Scheduling Services. The roles and responsibilities for the timetabling process are as follows:

Officer	Responsibilities
Student Administration Services	<p>i. through Resources Scheduling Services, have overall responsibility for implementing the Timetabling Policy and managing the technical aspects of the timetable production</p> <p>ii. via Education Resources Coordinators and Education Resources Officers, Resources Scheduling Services will:</p> <ul style="list-style-type: none">• liaise with academic staff to collect and enter data into the timetabling system• produce and administer the University's timetable• manage and oversee class registrations
Properties Facilities and Development	<p>iii. ensure room suitabilities specifying the nature of the space, its location and the teaching equipment available are up to date</p>
Educational Quality Team	<p>iv. ensure curriculum changes are made in accordance with course and topic approval processes and within curriculum change timeframes</p>
IDS Student & Financial Management	<p>v. provide technical support for the development and publishing of the timetable and monitoring class management</p>
Academic staff	<p>vi. determine the mode of delivery and the resources needed for their teaching e.g. location, IT and other equipment</p> <p>vii. review the draft timetable to ensure teaching requirements are met</p>
Deans (Education)	<p>viii. ensure that teaching requirements are identified accurately and in a timely manner</p> <p>ix. approve the draft timetable for their College</p> <p>x. approve changes to the timetable post-publication</p>
Deans (People and Resources)	<p>xi. approve staff unavailability requests</p>
Director, Student Administration Services	<p>xii. approve the publication of the University Timetable.</p>

- b. The [detailed roles and responsibilities](#) for data collection and reviewing the draft timetable are on the [University timetable](#) webpage.

3.3. Teaching times

- a. Classes for all learning and teaching activities will be timetabled within the standard teaching hours of 8am to 6pm, Monday to Friday, ACST.
- b. Topics in courses advertised as being available after hours may have classes timetabled between 6 pm and 10 pm.
- c. Specific classes may be timetabled outside the standard teaching hours to meet the study needs of particular student groups, e.g. offshore students in order to accommodate local time zones, upon request to Resources Scheduling Services through the data collection process.

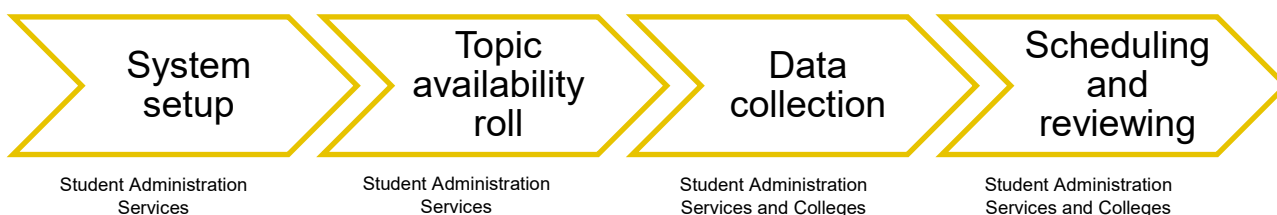
- d. Classes will normally commence on the hour and teaching will cease 10 minutes prior to the scheduled end time to allow for, as far as practicable, travel time across and between campuses and room configurations to be to reset or complete.
- e. Classes will be timetabled with a view to minimising the number of staff and students required to attend classes that start early and finish late on the same day or finish late and start early the following day.
- f. Academic staff are expected to be available to teach within the standard teaching hours, with the exception of part-time staff or where the Dean (People and Resources) has approved a variation in accordance with the [staff unavailability guidelines](#) before building the timetable.

3.4. Teaching spaces

- a. All physical teaching spaces will have room suitabilities specifying the nature of the space, its location and the teaching equipment available.
- b. Teaching spaces will be categorised as either general teaching or specialised teaching spaces. The use of specialised teaching spaces will usually be determined by virtue of the equipment, furnishings, and/or room layout.
- c. Spaces will be equitably assigned following the prioritisation principles specified at s.3.5.f of these procedures.
- d. All non-teaching booking requests for general teaching or specialised teaching spaces will be managed by the timetabling system in accordance with the [room booking principles](#), including prioritising the timetabling of learning and teaching activities in teaching spaces over non-teaching bookings.

3.5. Building the timetable

- a. The following flowchart outlines the process and area responsible for building the University timetable.



- b. Learning and teaching activities will be timetabled as classes based on the activity approved during the course and topic approval processes (see [Learning and teaching activities](#)).
- c. Topic combinations for all courses and combined courses for each semester will be scheduled clash-free to the extent possible (this typically includes expected combinations of core, option and nominated elective topics). If no topic combinations have been specified, only core topics will be scheduled clash-free.
- d. Colleges will provide and/or validate the following data before the timetable is scheduled and in the draft timetable, as per the [timetable key dates](#) for the year:
 - i. Syllabus Plus (timetabling system) / University teaching weeks
 - ii. teaching allocation (where known)
 - iii. allocated room meets teaching requirements
 - iv. class size
 - v. sequencing of activities
 - vi. number of reserved places
 - vii. class comments
 - viii. identify missing topics / activities/ classes/ streams

- ix. identify staff clashes, if any.

The detailed [roles and responsibilities](#) for data collection and review of the draft timetable are specified on the [University timetable](#) webpage.

- e. Resources Scheduling Services will implement a constraints-based timetable using, but not limited to, the following constraints:
 - i. programs of study and clash-free pathways
 - ii. topic availabilities
 - iii. enrolment numbers
 - iv. staff and student access and health and safety requirements
 - v. room suitabilities
 - vi. teaching allocations
 - vii. staff unavailability
 - viii. non-semester dates
 - ix. resources attributes (e.g. for teaching activities that require specialised equipment)
 - x. tuition patterns.
- f. The following prioritisation principles will be applied to the timetabling of learning and teaching activities, in no particular order:
 - i. classes that need access to specialised equipment, facilities or support staff (technician and/or professional) in a room
 - ii. classes that need to be in close proximity to another room or building
 - iii. classes where there is a single occurrence (all students in the topic are required to attend) are prioritised over classes with multiple options
 - iv. classes offered over a greater number of weeks are prioritised over classes that take place in fewer weeks
 - v. classes of longer duration are prioritised over classes of shorter duration
 - vi. locating classes in the same or nearby building, where possible
 - vii. allocating appropriately sized learning and teaching spaces
 - viii. classes in which a student or staff member has a disability necessitating particular arrangements or reasonable adjustments may be given priority over the above.
- g. Curriculum changes (e.g. changes to the tuition pattern, teaching and learning activities, introduction of new or removal of existing topic availabilities, introduction of new topics or courses etc.) made after the [curriculum change timeframes](#) can significantly impact the quality of the timetable and cause disruption for students. Such changes may not be included in the published timetable and may need to be manually adjusted as a change post-publication. Curriculum changes must follow the [Course and topic approval processes](#).
- h. The draft timetable will be available to teaching and support staff in Colleges prior to publication for feedback (also refer to s.3.5.d of these procedures) and resolution of identified scheduling issues, where possible. A reasonable period will be provided for feedback and to request changes.

3.6. Publishing the timetable

- a. The timetable for the forthcoming academic year will be published in time for students to have reasonable notice to plan their enrolment following the [timetable key dates](#), which is generally no less than two weeks prior to the commencement of enrolment.
- b. The published University timetable will be available on the [timetable webpage](#) for students and the [timetable viewer](#) for staff.

3.7. Class registration and waitlisting

Students can register in classes or put themselves on a waitlist. Class registration and waitlisting will be monitored by Student Administration Services in consultation with Colleges and may include:

- reviewing students' special considerations
- monitoring enrolment, class registrations and waitlists
- ensuring all enrolled students register into a class
- changing class size/adding a new class, if required
- closing the waitlists for each semester at the appropriate times.

3.8. Post-publication changes

- a. Post-publication changes to the timetable can cause significant disruption for students and will be kept to a minimum.
- b. Any post-publication changes will be communicated to affected students and staff as soon as is practicable.
- c. Valid reasons for post-publication changes include:
 - i. unexpected staff turnover
 - ii. unexpected change in staff teaching responsibilities
 - iii. teaching space is identified as unsafe
 - iv. enrolment fluctuations requiring additional classes or cancellation of published classes
 - v. a topic or class is deemed no longer viable
 - vi. reasonable adjustments to accommodate students or staff with special needs.Only in exceptional circumstances will changes be made for any other reason.
- d. Valid change requests that result in a change in day, time and/or location (e.g. locating to another campus) will be evaluated by Resources Scheduling Services, in consultation with the College, to understand the impact of the change (e.g. number of students affected, topics impacted etc.) and must be approved by the Dean (Education) or nominee.
- e. Changes to the timetable due to public holidays will be made by Resources Scheduling Services in consultation with the academic staff member.

4. Definitions

Learning and teaching activity	An activity that enables students to engage with a facilitator to learn the knowledge or skills required to achieve the defined learning outcome (e.g. Lectures, Tutorials, Placements, Practical – see Learning and teaching activities).
Class	Each learning and teaching activity that requires timetabling will have a least one class associated with it that students can register for.
Specialised learning and teaching space	A space designed for specific learning and teaching purposes (e.g. scientific labs, clinical and professional training labs such as anatomy labs and moot courts, editing suites, observation facilities).
Room suitabilities	The room and location attributes that inform the scheduling and room allocation process.

Topic availability	An offering of a topic with the specific location, teaching period and mode of study available for enrolment. Students register in a class for the topic availability they are enrolled in.
Core Topic	A topic that is mandatory to fulfil the requirements of a course.
Option topic	A topic chosen from a specified list of topics outlined in the program of study to fulfil the requirements of a course.
Elective topic	Any University topic that is available in the relevant semester and where the student meets the enrolment requirements for the topic.
Specialist equipment	Equipment required for a learning and teaching activity that is not provided in general teaching spaces (e.g., sound recording equipment, musical instruments, editing equipment, etc).
Teaching allocation	Assignment of teaching staff to a topic availability and/or classes.

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