Timetable Policy

Responsible Officer
Deputy Vice-Chancellor (Students and Education)

Approved by
Vice-Chancellor

Approved and commenced
May, 2013

Review by
May, 2016

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle
GLP10 – Built Environment

Responsible Organisational Unit
Student Centre

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1 Objective

The objective of the Timetable Policy is to establish the framework for the University of Tasmania teaching timetable, supporting the best possible learning experience for students.

2 Scope

This policy covers the University of Tasmania teaching timetable (the ‘Timetable’). The policy applies to all University of Tasmania staff involved in teaching and the development, dissemination and review of the Timetable.

3 Policy Provisions

3.1 Principles of Timetable Development

The Timetable will support the best possible learning experience for students while maximising the efficient use of University resources.

The Timetable will be co-ordinated from an institutional rather than particular academic area perspective.

The University will develop the Timetable using a single approved centrally managed timetabling system.

The Timetable will draw on data provided by individual Organisational Units.

The University will attempt to accommodate all Organisational Unit requests if Timetable Procedure timelines are met.

The University will cater for students with physical access or hearing loop requirements where possible when planning the Timetable.

3.1.1 Framework of the Teaching Calendar

The University will maintain an annual University Calendar.

The Timetable will run over the entire calendar year with five teaching periods each year including two principal semesters. These periods will not overlap.

The University will apply the following principles to the Timetable:

- all lectures will finish no later than 10 minutes before the hour
- classes will be scheduled from Monday to Friday across the core teaching hours of 8am – 6pm, although scheduling outside of these core teaching hours will be at the discretion of relevant heads of Organisational Units.
3.1.2 Teaching Activities

The University will centrally develop one Timetable for teaching activities.

Teaching activities will be scheduled in a manner that will facilitate student attendance and offer a standard pattern of enrolment including as many student choices in courses of study with as few clashes as possible.

The Timetable will accommodate flexible teaching practice as required for individual units within a teaching period.

The University will apply the following constraints within the centrally managed timetabling system where possible unless specifically requested otherwise:

- limit the number of contiguous class hours in a day for both students and teaching staff
- disperse or cluster classes to meet optimum teaching requirements
- allow for reasonable travel time between teaching locations
- allow for a break in the middle of the day.

3.1.3 Teaching Space

The University will prioritise teaching and research activities or examinations over non-teaching activities and venue hire bookings in the allocation of teaching space during teaching periods.

Teaching space will be managed to meet the needs of the University’s teaching as efficiently and effectively as possible using a single approved centrally managed timetabling system.

The centrally managed timetabling system and other University space management systems will hold data on the physical characteristics and technology available in teaching spaces with routines developed to maintain the accuracy of the data.

Schools will ensure that teaching space under their management is available for scheduling of teaching activities.

Changes to venue set up and Information Technology Resources audio visual equipment must be approved by arrangement.

3.2 Timetable Publication

The University will centrally publish the Timetable.

The Timetable will be published before student enrolment and re-enrolment.

The University will allow bookings for ad-hoc teaching, research or administrative purposes to be booked via the Web Room Booking system only after the Timetable has been published for the relevant teaching period.
3.2.1 Changes to the Published Timetable

The University will only make changes to the published Timetable in the following circumstances:

- the identification of a clash in the timetable that involves students enrolled in combinations of units approved by Faculties as clash free
- a change in the availability of a unit whether as a result of its cancellation or addition
- a need for additional classes where enrolment exceeds expectations or deletion of classes where enrolment falls below expectations
- a change in the delivery method of a unit, for example, the duration of a teaching activity, a change in the teaching pattern, a requirement to record or transmit lecture
- a need to adjust the location of an activity to better fit actual enrolment
- unexpected staff turnover or the unavailability of allocated teaching staff
- the unavailability of a teaching location due to health or safety hazards or as a result of unplanned maintenance
- the accommodation of enrolled students with special needs
- where the Head of an Organisational Unit identifies an issue that will adversely affect the learning experience for students.

3.3 System Access and Professional Development

The University will provide appropriate access to and professional development training in the Timetable software to support the development of the Timetable and Web Room Bookings as required.

The University will provide access to Timetable Guidelines.

3.4 Dispute Resolution

Disputes will be resolved by negotiation between the Heads of Organisational Units party to the dispute.

The University will reach a resolution for all disputes before Timetable publish release dates.

Negotiated resolutions will be final.

3.5 Responsibilities

The Student Centre will be responsible for scheduling bookings of centrally managed learning space.

Custodians of teaching space outside that centrally managed will be responsible for negotiating bookings outside their Organisational Unit.

Heads of Organisational Units will appoint Timetable Officers.
4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Definition/Acronym</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Centrally Managed Learning Space (CMLS)</td>
<td>General learning spaces managed by Commercial Services &amp; Development and Information Technology Resources and identified within the Timetable System as available to all.</td>
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<tr>
<td>Dispute Resolution Officer</td>
<td>Direct supervisor of University Timetable Officer, or their delegate.</td>
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<tr>
<td>Head of Organisational Unit</td>
<td>Head of an Organisational Unit with responsibility for the delivery of teaching.</td>
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<tr>
<td>Organisational Unit</td>
<td>Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td>Timetable Officer</td>
<td>Delegate/s approved by Organisational Units and trained by Timetable Office to use the centrally managed timetabling system.</td>
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<tr>
<td>Timetable Reference Group</td>
<td>Academic and professional staff appointed by invitation to provide advice on Timetable development.</td>
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<tr>
<td>University Calendar</td>
<td>University of Tasmania Calendar nominating relevant academic dates for a relevant year reviewed and updated on a yearly basis.</td>
</tr>
<tr>
<td>University Timetable Officer</td>
<td>University staff member responsible for central management of Timetable.</td>
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5 Supporting Documentation

- Timetable Procedures
- Venue Hire Policy
- Venue Hire Procedures
- University Calendar
- Enterprise Course Planner (ECP) Guidelines
- Enterprise Data Reference Data Manager (EDRDM) User Guidelines
- Web Room Booking (WRB) Guidelines
- Web Timetable Service (SWS) Guidelines
- Access for New Users Form
- Timetable website
- Event Management Guidelines
- Work Health and Safety Policy
- Space Management Policy

6 Versioning


Timetable Policy (May, 2013)