



Timetabling Policy

Policy number	TLR 3.10
Policy name	Timetabling Policy (Issue Two)
Applicability	Bond University staff
Contact person	General Manager, Student Administration
Policy status	Approved
Date of approval	10 February 2009
Date last amended	7 March 2011
Date of next review	7 March 2014
Related policies	TLR 2.02 Class size policy COR 5.13 Space Management Policy COR 5.09 Building and Room Numbering Policy

1. Overview

The Bond University class timetables are prepared using timetabling software (currently Syllabus Plus). The published timetable is the result of the collaborative efforts of Faculty and central timetabling staff. The Timetabling Procedures provide the operational background to the timetabling process. This Timetabling Policy establishes the principles which underpin that process. Both the Timetabling Policy and Timetabling Procedures apply to all teaching activities of the University.

2. Definitions:

- A specialist or dedicated teaching space is a teaching location designed for specific purposes, eg. Moot Court Room, Anatomy Laboratory, Film and TV Studio, Macquarie Trading Room
- A Published timetable is the timetable that has been made available to the University community via the web and Student One which, at the time of publication, is intended to be used for classes the following semester
- The Timetabling Consultative Group includes central timetabling staff and representatives from each Faculty's timetabling staff
- The Class Free Time is a period of time each week which is kept free of classes to enable University-wide functions to take place without clashing with scheduled teaching activities

3. Primary Principles

3.1 The primary purpose of the timetabling process is to produce a timetable which maximises the utilisation of University teaching space whilst delivering a timetable which best meets the needs of students and the educational needs of the subjects.

3.2 Teaching activities will be scheduled at times and in places that are consistent with:

- a) staff employment contracts;
- b) equity and diversity;
- c) occupational health and safety; and
- d) fire code regulations.

4. Classes

4.1 Classes

- a) Classes will be scheduled to start on the hour or on the half hour.
- b) Classes will begin 5 minutes after the scheduled start and finish 5 minutes before the scheduled finish to allow staff and students to travel to the next class and to allow staff to set up a classroom if required.
- c) Tutorials for CORE subjects and tutorials for subjects with more than 10 tutorials will commence in Week 2 of semester. Exceptions should be agreed on by the Dean of the Faculty in consultation with Faculty Business Directors.

- d) The minimum class size which can be timetabled is five. Smaller classes, including any potential timetable clashes, must be managed within Faculties.
- e) Classes will not be scheduled to commence within the Class Free Time without the permission of the Dean or Head of School as delegated by the Dean. Where alternative arrangements are limited, two hour classes which commence at 11:00am may be scheduled even though they overlap the Class Free Time.

4.2 Subjects offered

- a) Faculties must make every effort to ensure accuracy of information provided relating to subjects offered during the semester for which the timetable is being prepared.
- b) Changes to planned subject availabilities should occur in a timely manner having regard to the approved timeline for publication of the timetable.

4.3 Subject Delivery Patterns

- a) Delivery patterns are approved as part of the standard University subject approval process and will be timetabled accordingly.
- b) Changes to delivery patterns must be approved by the Dean.
- c) Approved changes to such delivery patterns will not be accommodated in the timetable if made after Week 6 of the previous semester.

5. Facilities

5.1 Room Availability

- a) The use of University space for classes takes precedence over non-teaching bookings, ad hoc activities or external bookings.
- b) Conference Centre bookings where contractual arrangements have already committed the University to providing a specific room will take precedence over all other bookings, both teaching and non-teaching except where the contract commits a type of room rather than a specific room, where there is a choice in the scheduled location. The conference centre will not normally book rooms used primarily for teaching during the semester.
- c) The Office of Facilities Management and the Office of Information Services are responsible for providing advance notice of planned maintenance work and negotiating the appropriate timing of this work with the Timetabling Coordinator in Student Administration.
- d) Rooms which are to be removed from the general timetabling process for any purpose must be identified and, except in an emergency, at least two semesters notice must be sent to the Timetabling Coordinator.
- e) Any changes made to equipment, room layout or furniture must be identified and notice sent to the Timetabling Coordinator.

5.2 Rooms

- a) All teaching rooms located in the Central building will be available for general timetabling purposes.
- b) Teaching rooms in other buildings, except specialist rooms, will be timetabled giving priority to the Faculty or School primarily resident in that area of the building. Once the Faculty's timetabling needs have been met the non-specialist teaching rooms will be available for general timetabling purposes.
- c) All teaching spaces must be left according to the set up shown on the floor plan for that specific room. Tables, chairs and equipment must not be removed from any teaching space.
- d) Classes will not be scheduled into rooms whose official seating capacity is smaller than the expected class size.
- e) All activities, both teaching and non-teaching, that occur in University locations (other than non-schedulable rooms) will be scheduled in the corporate timetabling software.

5.3 Specialist or Dedicated Teaching Space

- a) The designation of a room as a "specialist or dedicated teaching space" will be determined by the Deputy Vice-Chancellor.

6. Development and Publication of Class Timetable

6.1. Accuracy of Data

- a) Faculties must make every effort to ensure the accuracy of the data they provide as part of the timetabling process.
- b) In particular, Faculties should ensure the accuracy of their data when first provided to the central timetabling team in order to minimise changes after the data has been provided.

6.2 Timeline

- a) A timeline for the development and publication of the timetable will be approved by the Timetabling Consultative Group.
- b) The timetable for the next academic period will be published at the start of Week 10 of the prior semester.
- c) All staff are to make every effort to meet the timeline.

6.3 Changes to the Timetable

- a) Faculties must make every effort to keep changes to the timetable to a minimum applying the following principles:
 - 1) Teaching hours are between 8am and 8pm Monday to Friday;
 - 2) Teaching should be spread evenly across the week maximising utilisation of teaching space;
 - 3) Student sets, determined by the faculties, are used to ensure a clash free timetable for students and should not be removed to enable a change to be made to a scheduled activity.
- b) All changes to the timetable must be made in accordance with this Policy and the Timetabling Procedures.
- c) No changes will be permitted to the timetable after Week 9 of the prior semester except to accommodate changes to enrolment numbers or other unexpected events as approved by the Dean or Head of School as delegated by the Dean.
- d) Examples of such unexpected events include:
 - Activities deleted if subject enrolment numbers are less than expected and the activities are no longer required;
 - Activities added if subject enrolment numbers are more than expected and extra activities are required;
 - Location change if subject enrolment numbers are more than expected and a larger location is required to accommodate the class;
 - Location change if subject enrolment numbers are less than expected and a smaller location will suffice;
 - Unexpected unavailability of staff (resignation or other external or internal commitment) that requires a possible change of teaching staff for an activity and possibly a change of day/time or late appointment of adjunct staff.
- f) Modifications which are not permitted following publication of the timetable include:
 - The room, day or time is not the preferred option of the teaching staff member;
 - The staff member has other commitments which conflict with their contractual obligations to the University, unless otherwise approved by the Dean or Head of School as delegated by the Dean.

6.4 Clashes

- a) Clash lists will be kept to a minimum.
- b) Non-clash timetabling will only be requested for lectures or for seminars where there is no lecture in that subject.
- c) Students enrolled in a standard program should expect to be able to attend all Core or compulsory subjects and have a reasonable selection of electives from which to choose.
- d) While the University attempts to accommodate student choices, the timetable may not allow for every student to attend their preferred combination of units.
- e) Any class or activity scheduled in the corporate timetabling software will take precedence over any activity or class which is not scheduled in the corporate timetabling software. Where such a clash occurs, the latter class or activity must vacate the room immediately.

6.5 Coordination

- a) Consultations between interested business units will occur on a regular basis primarily through the Timetabling Consultative Group.

- b) Timetabling requests or amendments from academic staff must be signed off by the Dean and addressed through Faculty timetabling staff who will coordinate all requests from within their Faculty.
- c) The central timetabling team will not accept timetabling requests or amendments from academic staff.

6.6 Timetable Procedures

- a) The Timetabling Procedures provide details of how the timetabling process operates.
- b) The Timetabling Procedures will be reviewed and updated from time to time by the Timetabling Consultative Group.
- c) The Timetabling Procedures have the authority of the Senior Management Group and apply to all University staff and teaching activities.

7. Staff

7.1. Adherence

- a) Academic and non-academic Faculty staff, central timetabling staff and staff from other business units which may impact the timetabling process must adhere to the timetabling policy and procedures.

7.2 Resources

- a) Each business unit is responsible for ensuring that appropriate resources are available to support the timetabling process.

7.3 Teaching Hours

- a) Normal teaching hours are between 8am and 8pm Monday to Friday. Classes will be scheduled during these hours.
- b) Classes may also be scheduled out of these hours and on weekends, with the exception of Easter Saturday and Easter Sunday, when requested by the Faculty.
- c) Staff may be required to teach any class scheduled during normal teaching hours, unless;
 - (1) this would be contrary to their current employment contract, in which case their employment contract will take precedence; or
 - (2) special requirements relating to their teaching hours have been approved by the Dean or Head of School as delegated by the Dean in accordance with the Timetabling Policy and Procedures

7.4 Public Holidays

- a) In all cases other than Good Friday, Easter Monday and ANZAC Day, when a public holiday falls within a semester, classes/examinations will be scheduled
- b) Classes/examinations should not be held during Good Friday, Easter Monday or ANZAC Day unless specific approval for this is given by the Vice-Chancellor or Deputy Vice-Chancellor

7.5 Training

- a) Central timetabling staff will be responsible for managing and implementing the Timetabling Training Plan.
- b) Faculties should ensure that timetabling staff attend appropriate training sessions.

8. Related Documents

- a) Timetabling Procedures
- b) Timetabling Training Plan