

Class Timetabling

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1.0 Purpose

The policy sets out the principles used to produce a class timetable that considers the needs of both students and academic staff while reflecting the University's strategic goal to ensure the high quality of the student experience and learning outcomes through maximising the efficient use of university space and resources.

2.0 Scope

This policy applies to all timetabled activities which fall in the standard teaching periods as well as non-standard or dynamically dated periods, and all teaching spaces covered by the *Space Management Procedure*. Students and staff involved in class timetabling are subject to this policy and the supporting *Class Timetabling Procedure*.

3.0 Policy statement

Learning, teaching and research are the core purposes of the University. These activities will be given priority in the allocation of teaching spaces over other uses.

Griffith is committed to ensuring all practices in relation to class timetables are consistent, fair, and transparent, and comply with relevant internal and external regulations and requirements. Timetabling practices should be inclusive and provide for all students to have a seamless transition through their study.

The University class timetable is created for students and is produced in advance of student enrolments in classes. The needs of students are given the highest priority, reflecting the University's strategic goal to enhance the student experience, and learning outcomes.

The timetable is optimised to facilitate clash-free student enrolment in core courses, and maximise choice of elective courses, wherever possible. While the University attempts to accommodate student choices, the timetable may not allow for every student to attend their preferred combination of courses.

Teaching activities are scheduled at times, either in teaching venues or online consistent with the following:

1. Best pedagogic practice
2. Facilitating student attendance and maximising student choice.
3. Utilising teaching spaces and resources efficiently and for its designated purpose.
4. Teaching staff needs and University policies in relation to work, life and family, equity and diversity.
5. Health, safety, and fire code regulations.
6. Information on teaching activities is to be accurate and up to date.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Exams and Timetabling	Have primary responsibility for managing and coordinating the production of class timetables within the University. Exams and Timetabling staff work closely with other University areas including Academic Groups and Corporate Services to produce a timetable.

5.0 Definitions

Campus refers to the campus at which the teaching of the course is conducted.

Class refers to a teaching activity within each course component, such as lecture, tutorial, workshop etc. scheduled for a course in a particular teaching period. There may be multiple offerings of a class depending on the course enrolment and planned class size.

Clash occurs where two core courses as part of a program or programs have a clashing timetable and the clashing courses are to be taken during the same teaching period and year of the program or programs.

Class Timetable refers to a pattern of classes for learning and teaching activities requested by Academic Elements, prepared and scheduled by Exams and Timetabling, and published via the Programs and Courses website.

Core Course refers to a course that is specified in the program requirements as mandatory for the award of the degree.

Dynamically Dated Course refers to courses that sit outside of the standard course definition (see [Standard Course](#)).

Elective Course refers to a course not core or mandatory for the award of the degree in the program structure. Electives are either listed electives or free choice electives.

Standard Course refers to courses that start in week 1 of Trimester, are greater than 10 weeks (70 days) in length and end on the last day of the examination period, not including the deferred/supplementary examination period.

6.0 Information

Title	Class Timetabling Policy
Document number	2021/0001186
Purpose	This policy outlines class timetabling principles.
Audience	Staff, Students
Category	Academic
Subcategory	<ul style="list-style-type: none">- Student Services- Learning and Teaching
Approval date	18 November 2021
Effective date	Trimester 1 2022
Review date	2026
Policy advisor	Senior Manager, Examinations and Timetabling
Approving authority	Academic Committee

7.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Student (ESOS) Act
Policy	Space Management Procedure
Procedures	Class Timetabling Procedure
Local protocols	N/A