

Class Timetabling Policy

Approving authority	Academic Committee
Approval date	17 November 2016 (5/2016) meeting
Advisor	Senior Manager Examinations & Timetabling Student Business Services griffithtimetabling@griffith.edu.au (07) 373 57901
Next scheduled review	2022
Document URL	http://policies.griffith.edu.au/pdf/Class Timetabling Policy.pdf
Document number	2020/2001075
Description	This policy sets out the principles used to produce a class timetable that takes into account the needs of both students and academic staff, and maximises the efficient use of University space and resources.
Related documents	Management of Space in the University Policy Academic Calendar Procedure Class Timetabling Procedures End of Trimester Centrally Administered Examinations Timetabling Policy and Procedures
	[Scope] [Definitions] [Roles and Responsibilities] [General Principles] [Teaching Times] [Development and Publication of Timetable]

1. SCOPE

This policy applies to all courses offered by Griffith University that have centrally timetabled teaching and learning activities, and all teaching facilities covered by the [Management of Space in the University Policy](#).

The policy applies to timetabled activities which fall in the standard teaching periods – Trimester 1, Trimester 2 and Trimester 3 as well as non-standard or dynamically dated periods across the five campus locations – Gold Coast, Logan, Mt Gravatt, Nathan and South Bank.

The policy does not address the allocation and use of University space for ad hoc bookings including external parties, except to indicate that preference is given to teaching activities over such bookings.

2. DEFINITIONS

Ad Hoc Booking refers to a room booking in teaching or meeting venues that is not reflected on the official Class Timetable.

Campus refers to the campus at which the teaching of the course is conducted. For the purpose of this policy the campuses include Nathan, Mt Gravatt, Gold Coast, Logan, and Southbank. South Bank has more than one site – Queensland College of Art and Queensland Conservatorium.

Clash refers to the occurrence of students enrolling in two classes scheduled at the same time. Class timetables are set up to avoid clashes of core courses and as many elective course combinations as possible.

Class refers to a teaching activity, such as lecture, tutorial, workshop etc. scheduled for a course in a particular teaching period. There may be multiple offerings of a class.

Class Creation refers to the process of creating timetabled classes in PeopleSoft for subsequent publication on the University website and in the student enrolment portal.

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.

Deeming of Days occurs when public holidays fall on the same day of the week during a teaching period. The University's practice is to 'deem' days to avoid losing classes from the same day on multiple occasions in the teaching period.

Dynamically Dated Course refers to courses that sit outside of the standard course definition (see [Standard Course](#)). These courses have the following durations and are assigned to a trimester. See [Academic Calendar Procedure](#).

- Seven (7) days or less
- More than seven (7) days but less than two (2) weeks
- More than two (2) weeks but less than five (5) weeks
- More than five (5) weeks but less than ten (10) weeks
- Greater than the standard course but less than or equal to 20 weeks.

Facilities refers to a place in which to conduct and schedule teaching and learning activities. Also referred to as venues, locations or rooms.

Final Class Timetable refers to the class timetable arrangement which is published to students and used to create classes and enable student enrolment.

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

Free Choice Electives refers to courses not specified within the degree requirements or program structure. They may be chosen from any advertised elective course or any other non-restricted course from the same career (undergraduate, postgraduate etc.), provided pre-requisites are met and there is provision to take electives in the degree requirements.

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.

Teaching Booking refers to class bookings for each course which are part of an overall course delivery.

Year-long course refers to courses that start in week 1 of a trimester and are longer than 140 days in length.

3. ROLES AND RESPONSIBILITIES

Examinations and Timetabling have primary responsibility for managing and coordinating the production of class timetables within the University. Examinations and Timetabling staff work closely with other University areas including Academic Elements, Campus Life and Information Services to produce a timetable.

4. GENERAL PRINCIPLES

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 and in facilities consistent with the following:

- best pedagogic practice
 - facilitating student attendance and maximising student choice
 - the use of specialist teaching space for its designated purpose
 - utilising teaching space and resources effectively and efficiently
 - rolling a previous class timetable or producing the class timetable de novo
 - refraining from priority scheduling upon individual request
 - University policies in relation to work, life and family, equity and diversity
 - occupational health and safety and fire code regulations.
-

5. TEACHING TIMES

A course can be offered in either day mode or night mode depending on the requirements of the Academic Element.

Courses offered in day mode are normally scheduled between the hours of 8:00am to 6:00pm.

Courses offered in night mode are normally scheduled between the hours of 6.00pm to 10.00pm. Upon the completion of day and night lecture scheduling, evening classes may be moved to an earlier timeslot of 5.00pm if teaching space remains available.

Classes commence on the hour, and are scheduled in multiples of 30 minute blocks. Classes that end on the half hour are allowed only if there are other classes of a similar set up within the same course or room that can be scheduled back to back. This is in order to ensure better utilisation of teaching space.

Classes must vacate a teaching space 10 minutes prior to the end of the allocated time for that class. The class to follow should use the 10 minutes as set up time.

Griffith University does not allow for class free periods during any designated teaching week.

6. DEVELOPMENT AND PUBLICATION OF TIMETABLE

6.1 Room Allocation

The class timetable is optimised to ensure the effective use of teaching space and facilities across the week.

Specific rooms classified as common use teaching space may be requested but cannot be guaranteed. Valid reasons for specific requirements may include:

- special pedagogic requirements
- special requirements of students or academic staff with disabilities
- specific equipment only found in the requested room/s or in close proximity to the room/s.

When producing the class timetable, teaching activities are scheduled before ad hoc activities.

The University's requirements for rooms and facilities take precedence over their use by external persons, groups or bodies. No adjustments to the class timetable will be made to accommodate external use except in those exceptional circumstances specifically approved.

Once in each trimester Campus Life conducts room audits across all campuses for the reason of determining a room usage rate and any overcrowding issues.

Wasteful booking practices are to be minimised. It is Academic Elements' responsibility to notify room cancellations to Examinations and Timetabling as soon as possible.

6.2 Timetable Feedback

During the scheduling process, the Academic Elements shall be provided with the opportunity to provide feedback on the class timetable.

Requests for changes to the class timetable shall be considered but cannot be guaranteed.

6.3 Publication of Timetable

The Class timetable is made available prior to the planning and open enrolment period.

The official timetable is published via the [Programs and Courses website](#).

6.4 Public Holidays and Deeming of Days

Teaching is not to be conducted on a public holiday. The same applies to the days designated as part of the official University Christmas Holidays period.

The University shall declare some week days to be Mondays, to compensate for sequential public holidays which fall on a Monday during the teaching weeks of a designated teaching period in accordance with the following:

- First Monday Public Holiday – No change
- Second Monday Public Holiday – Declare Tuesday to be Monday
- Third Monday Public Holiday – Declare Wednesday to be Monday
- Fourth Monday Public Holiday – Declare Thursday to be Monday.

Examinations and Timetabling staff shall notify Academic Elements when this practice is to be implemented.

6.5 Timetable Clashes

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

The timetable may allow for a clash between a core course and a listed elective course for a program. This shall be avoided wherever possible and every attempt shall be made to maximise the choice of clash free elective courses with the exception of free choice electives.

In resolving timetable clashes the principles [set out in 4](#) shall be applied.

6.6 Class Creation and Management

Once a class timetable is finalised, the timetabling data is used to create classes in PeopleSoft for subsequent publication on the University's website and in the student enrolment portal. Detailed information about the establishment, configuration, monitoring and management of classes for enrolment is specified in the [Class Management Operational Guidelines](#).

6.7 Timetable Changes

Students use the timetable to make enrolment decisions that best fit their academic interests as well as their family and work commitments. All changes after the timetable is published should therefore be kept to an absolute minimum.

Changes should only be the result of circumstances, which could not reasonably be foreseen at time of timetable development.

Any changes after enrolments open are not advisable. The only valid reasons include:

- changes to the estimated course/class size
- a room becomes a health and safety hazard.

Academic Elements are expected to cooperate with proposed timetable changes e.g. room swaps to accommodate unexpected fluctuations in course enrolments.

6.8 Resolution of Timetabling Issues

The Examinations and Timetabling Centre is responsible for resolving timetable disputes. Any issues that cannot be resolved by the Examinations and Timetabling Centre will be referred to the Director, Student Business Services for a final decision.