Class Timetabling Procedure

1.0 Purpose
This procedure supports the Class Timetabling Policy and provides a formal framework for the establishment, use and management of course activity data and classes for timetabling and enrolment purposes.

2.0 Scope
The procedure applies to centrally timetabled activities which fall in the standard teaching periods as well as non-standard or dynamically dated periods across seven campus locations – Gold Coast, Logan, Mt Gravatt, Nathan, South Bank, Online and Other (external to the University). The procedure does not address the allocation and use of university space for ad hoc bookings including external parties, except to indicate that priority is given to teaching activities over such bookings.

3.0 Procedure

3.1 Class Timetabling model
Griffith University operates a centralised class timetabling model. Exams and Timetabling within Student Business Services are responsible for the production of university class timetables and publication to students. Class timetables may be produced either by rolling a previous timetable or creating a timetable from new requirements when necessary.

3.2 Teaching Times
A course can be offered between 8.00am and 9.00pm Australian Eastern Standard Time (AEST) and in either day mode or night mode. 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 9:00pm. Night classes may be moved to a timeslot earlier than 6:00pm if teaching space remains available after all day teaching has been accommodated. Classes scheduled after 6pm are to be scheduled in centrally located teaching spaces of the relevant campus wherever possible. Courses may be scheduled on weekends if deemed suitable. Classes normally commence on the hour and are scheduled in multiples of 30-minute blocks. Classes that start or end on the half hour are allowed if there is no impact on availability of teaching space e.g. back-to-back classes in the same room, or when the activity will be held online.
Classes must vacate a physical teaching space prior to the end of the allocated time for that class and so that there is sufficient time for the following class to set up and start on time.

Griffith University may allow for a designated class free period where this is approved by DVC (Education).

3.3 Development and publication of timetable

The University Class Timetable is developed by classifying learning activities as course components and taking account of the relevant scheduling constraints outlined in 3.3.1.

3.3.1 Scheduling constraints

Class scheduling is prioritised to accommodate the needs of large first year classes and the current strategic priorities of the University. The following scheduling constraints shall normally be taken into consideration with the production of the class timetable:

- clash rules derived from program structures (programs of study) provided by schools/departments.
- course delivery, including:
  - type and number of classes required.
  - type of facilities, equipment and technologies required.
  - course start and end date, i.e. standard courses/dynamically dated courses.
- sequencing requirements [e.g. Prac 1 must precede Prac 2] where priority shall be given to sequencing of classes that belong to first year courses.
- enrolment numbers.
- teaching staff availability where:
  - designated school/committee meeting times, limited to 2 hours in duration, commencing and finishing on the hour, are scheduled. Other research and ad hoc commitments are to be accommodated around teaching.
  - late night teaching is scheduled, early morning classes are not to be scheduled on the following day where possible.
- travel time to be allowed between campuses for programs that include cross campus teaching and staff that are involved in cross campus teaching.

All full-time teaching staff shall be available for the scheduling of classes between 8.00am and 9.00pm. on the days comprising the teaching period, with the exception of public holidays. In exceptional circumstances with the approval of the Dean (Academic) a full-time teaching staff member may have a more limited period of availability in which to have their classes scheduled.

The timetable may allow for a clash between a core course and a listed elective course for a program, however this shall be avoided wherever possible. 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.

Teaching is not to be conducted on a public holiday and the timetable shall reflect such arrangement. 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.

Where the application of the above may cause the sequential loss of another day in the same teaching period, the next available weekday shall be declared to be Monday. Exams and Timetabling staff shall notify Academic Groups when this practice is to be implemented, including the option to cancel the impacted classes or move them online where appropriate.

### 3.3.2 Timetabled Class Types and Naming Conventions

Course learning activities shall be timetabled as classes using one of the following class types and naming conventions to be recognised as a valid course component:

- Computer Lab (CLB)
- Common Time (CTM)
- Exam (EXM)
- Field Studies (FLD)
- Instrument (INT)
- Laboratory (LAB)
- Lecture (LEC)
- Online Session (ONL)
- Pass Session (PAS)
- Placement (PLC)
- Practicum (PRA)
- Quiz (QUZ)
- Screen (SCR)
- Seminar (SEM)
- Studio (STU)
- Tutorial (TUT)
- Workshop (WSP)

It is recommended that the delivery structure of the same course across different campuses includes the same course components.
3.3.3 Physical room allocation

The class timetable is optimised to ensure the effective use of teaching space and facilities across the week. Wasteful booking practices are to be minimised. It is the School/Element responsibility to notify room cancellations to Exams and Timetabling as soon as possible. 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 and/or technologies only found in the requested room/s or in close proximity to the room/s.

Classes shall be scheduled into venues on the campus of offer of the course unless requested otherwise. All requests to schedule classes on a different campus shall be considered by the Manager, Timetabling, and shall only be permitted if space is available.

A school/department may request jointly taught and/or co-sharing of a common location for activities of individual or related courses.

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.

3.3.4 Changes to the timetable

During the timetable production process and prior to publication to students, the Academic Groups shall be provided with the opportunity to review and provide feedback on the class timetable.

Requests for changes to the class timetable made during a review period shall be considered but cannot be guaranteed.

Students use the timetable to make enrolment decisions that best fit their academic interests as well as their family and work commitments. Changes after the timetable is published should be minimised.

Changes should only be the result of circumstances which could not reasonably be foreseen at time of timetable development. Enrolment numbers, room availability and compliance with accreditation or other mandatory teaching requirements may result in changes to day, time and room. Changes after enrolment has commenced will be actioned in such a way as to minimise the impact to already enrolled students.

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

Students are expected to check their timetable regularly for changes ahead of the commencement of classes.

Exams and Timetabling are responsible for resolving timetable disputes. Any issues that cannot be resolved by Exams and Timetabling will be referred to the Director, Student Business Services for a final decision.
3.4 Publication of Timetable

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

The official timetable is published via the Programs and Courses and Degree Finder websites.

Ancillary platforms including Learning@Griffith may provide additional attendance information to students however this must not contradict the official schedules published via Programs and Courses and Degree Finder websites.

3.5 Class management for enrolment

Once a class timetable is finalised, the timetabling data is used to create classes in the student system to enable enrolment.

3.5.1 Class configuration for enrolment

After classes have been created, the Academic Groups undertake a class configuration process to facilitate enrolments. This comprises:

- class status configuration to release or hide class options; and
- review of default enrolment capacities to adjust enrolment limits.

which are to be completed prior to timetable release to students.

Once students have viewed their timetable and/or started planning for enrolment, class configuration changes are only permitted where this does not impact on students already enrolled.

Classes shall be set up in a way that gives equal opportunity to all students including commencing and international unless special circumstances apply.

At least 80% of classes shall be open and available to students for planning and enrolment. Classes shall not be opened up gradually.

3.5.2 Class management during enrolment

A key decision-maker and/or their delegate are to be available during the planning and enrolment period for monitoring enrolment patterns within classes and managing class demand for each school/department. The decision-maker or their delegate shall be responsive to increases in demand and increase enrolment capacities and/or open new classes where required.

Exams and Timetabling staff shall assist Academic Groups by monitoring class enrolments and full courses and advising of any enrolment problems.

The following escalation plan shall be in place during the peak enrolment period:

- Courses that are requested to remain full

On some occasions, it may be appropriate for an Academic Group to decide that a full course shall have no further places available for enrolment. Timetabling staff shall seek approval from the relevant Head of School/Department for all courses that are to remain full. If not approved, additional places shall be made available in the course. Core courses are exempt from this process and additional places shall be made available. It is also not recommended that first year courses be approved to remain full.

Over-enrolment in on campus classes is not encouraged. Exceeding the physical room’s capacity for a class shall only be used if the set enrolment capacity is preventing the enrolment of students. The key decision-maker shall have the discretion to allow over-enrolment up to 10% beyond the set room capacity; except for computer
laboratories and technical space, where class enrolments shall remain at the room capacity.

Excessive over-enrolments in any teaching space shall be treated as an issue for the school/department in question. As soon as an over-enrolment issue is identified action shall be taken to resolve it by a change of venue or scheduling an additional class.

4.0 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 delivered, including Online.

Clash refers to 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 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.

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 Groups, prepared and scheduled by Exams and Timetabling, and published via the Programs and Courses website.

Component is a part of a course delivery which defines the structure of its associated classes that students will be required to engage in eg. lecture, laboratory, practicum etc. The estimated course enrolment and planned class size will determine how many classes will be required for each course component.

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).

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

Elective Course refers to a course not core or mandatory to 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.

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

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<tr>
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<td>Review date</td>
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<td>Policy advisor</td>
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### RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

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