Timetabling Policy

1.   OVERVIEW

This policy sets out how the University intends to achieve coordinated and consistent timetabling practices of Teaching Activities across the University in order to facilitate the timely production of a single optimised University timetable each year. The policy aims to ensure the high quality of the student experience, respond to the needs of faculties and achieve a range of academic and efficiency benefits for the University.

The policy should be read in conjunction with both the associated Timetabling Procedures and Timetabling Procedures: Roles & Responsibilities which set out the mandatory procedures for Timetabling.

2.   SCOPE

This policy applies to the Timetabling of all Teaching Activities at the University of Adelaide, and therefore to all students enrolled in those Teaching Activities and to all University staff and University teaching affiliates who teach or directly support those Teaching Activities. It does not apply to online course offerings. It does not apply to Teaching Activities which take place offshore (e.g. at the Ngee Ann-Adelaide Education Centre).

Implementation of this policy will be carried out in accordance with the University's Code of Conduct and the Academic Board Statement on Undue Influence. Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this policy must be reported in accordance with the Fraud and Corruption Control Policy.

3.   POLICY PRINCIPLES – TIMETABLING

a) 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.

b) The University will publish a single Timetable for all Teaching Activities.

c) All Teaching Activities will be scheduled in the Timetable System.

d) All General Purpose Facilities and Specialist Facilities will be registered in the Timetable System.

e) The primary consideration when scheduling Teaching Activities is the student experience including facilitating student attendance, maximising student choice and flexibility, and allocating rooms in accordance with pedagogical needs.

f) The Timetable will enable students to: attend core courses; have a reasonable choice of electives; and, fulfil the requirement of an award within the expected timeframe.

g) Timetabling decisions will maximise the effective and efficient utilisation of Teaching Spaces.

h) A precinct approach will be used when Timetabling to concentrate Teaching Activities to geographic 'teaching zones' according to programs of study, as available and appropriate.

i)   The Timetable will be structured to allow for the delivery of flexible 'non-traditional' teaching modes.

j)   The Timetable will be consistent with health and safety regulations and University policies in relation to work, life, equity and diversity.

k)   Changes to the Published Timetable will be restricted to minimise disruption to students and staff.

l)   Where possible, Lectures will be scheduled into Teaching Spaces that contain lecture recording technology.

m)   Whilst every effort is made to accommodate student choice, the Timetable may not allow for every student to attend their preferred combination of elective courses.

DEFINITIONS

Critical Activity Group is a limited group of very large Teaching Activities determined by the University Timetable Committee, which usually have significant impact across various areas.

Course Catalogue is part of the PeopleSoft system used by the University which contains all of the course information that is published in Course Planner and Course Outlines. The information is transferred to the Timetable System so that Teaching Activities can be scheduled.

Course Offering means a Teaching Activity available for enrolment in the forthcoming Term.

External Facilities are locations where Teaching Activities take place, which are not owned or leased by the University (e.g. placements occurring at a hospital).

General Purpose Facilities are generic learning and teaching spaces owned or leased by the University which are configured according to agreed minimum standards and which are able to be used for Teaching Activities.

Infrastructure Branch means the University central office responsible for ensuring the University has functional and appropriate facilities.

Lecture(s) is an oral and audio-visual presentation designed to convey critical information and theories.

Non-Teaching Activities means any activities which are not Teaching Activities (e.g. staff meetings, faculty workshops, conferences).

Provisional Timetable is the final draft version of the Timetable provided to staff in order that they can identify and resolve any issues before the Published Timetable is made available.

Published Timetable means the final Timetable that is published on the University website.

Specialist Equipment means specialist equipment required for a Teaching Activity that is not provided in all Teaching Spaces (e.g. sound recording equipment, musical instruments, editing equipment, stage).

Specialist Facilities are learning and teaching facilities owned or leased by the University which contain Specialist Equipment or are configured according to the specific needs of a limited number of academic disciplines (e.g. laboratory, theatre, editing room).

Teaching Activities means any activities scheduled in advance by a faculty, required for a course (including but not limited to lecture, tutorial, laboratory session, practical, placement, and seminar).

Teaching Space means a location which may be used to conduct Teaching Activities (with either General Purpose or Specialist Facilities).

TEFMA Guidelines means the guidelines produced by the Tertiary Education Facilities Management Association.

Term means a designated teaching period at the University.

Timetable(s) means a schedule listing the day, time, week and locationsat which Teaching Activities are expected to take place.

Timetabling means the act of scheduling all Teaching Activities and Non-Teaching Activities into suitable Teaching Spaces.

Timetable System means the central timetable system used by the University for Timetabling (currently Syllabus Plus).

Other definitions are as contained in the University Glossary of Terms.

AUTHORITIES

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Timetable	Schedule Teaching Activities in Teaching Spaces and produce Timetable	University Timetable Coordinator	
Academic	Timetable	Approve variation to teaching staff hours of availability	Head of School	
Academic	Timetable	Categorise Teaching Spaces	Executive Director, Infrastructure	
Academic	Timetable	Set maximum capacity	Executive Director, Infrastructure	
Academic	Timetable	Decide whether a Teaching Activity has a strong justification to stay in the same Teaching Space at the same time	University Timetable Committee	
Academic	Timetable	Approve programs, courses or individual initiatives as high strategic priority	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Timetable	Approve Non-Teaching Activities booking	Faculty Executive Manager/Director	
Academic	Timetable	Cancel provisional bookings	Faculty Executive Manager/Director	
Academic	Timetable	Approve changes to the Timetable	Executive Dean (or delegate)	In accordance with policy principles

Academic	Timetable	Resolve conflicts	University Timetable Committee	

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Responsible Officer	Executive Director, Division of Academic and Student Engagement
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Related Documents and Policies (to be completed when all new academic policies approved)	Timetabling Procedures Timetabling Procedures: Roles and Responsibilities Timetabling Guidelines
Superseded Policies	N/A
Date Effective	5 August 2016
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Contact for queries about the Policy	Learning & Quality Support