

Saxion timetabling starting points 01-06-2015

Subject	Student	Teacher
Timetabling hours	<p>Fulltime timetable is between 8.30 – 18.00, Part-time timetable can differ in each academy between 8.30 – 21.30.</p> <p>The contact hours/classes are spread over a maximum of four days, the remaining day is meant for practical exercises, self-study and projects.</p>	<p>Fulltime timetable is between 8.30 – 18.00, Part-time timetable can differ in each academy between 8.30 – 21.30.</p> <p>A regular working day counts 8 clock hours. The maximum working day counts 10 clock hours (according to regulations). In part-time education, after 20.30, plan the next morning off.</p>
Teaching hours	<p>A minimum of 4 college hours on any day. Fulltime is max. 8 lesson hours. Part-time is max. 10 lesson hours. Maximum of 6 lesson hours for (plenary) lectures. We don't plan study time, we do plan contact hours and projects.</p> <p>A student can, on any day, have a maximum of 2 free hours in 1 block (planned shoulder-to-shoulder), and a maximum of 3 free hours in total. Free hours meaning: not scheduled lesson hour.</p>	<p>Maximum of 8 lesson hours on any day, of which a maximum of 6 for (plenary) lectures.</p>
Pauses	<p>After a maximum of 6 condensed/serried lesson hours a free hour is scheduled as a pause.</p> <p>For part-time students a moment (time/block/hour) is scheduled for dinner; a minimum of 45 minutes between 16.30 – 18.30.</p>	<p>After a maximum of 6 condensed/serried lesson hours a free hour is scheduled as a pause.</p> <p>For teachers teaching part-time students a free moment is scheduled for dinner; a minimum of 45 minutes between 16.30 – 18.30.</p>
Location & building	<p>At maximum once a day change of building.</p> <p>Walking distance for students must be scheduled in the timetable if applicable.</p>	<p>Teachers may travel between different locations at max. once a day (establishments in Enschede, Deventer, Apeldoorn, Hengelo)</p> <p>Travel time for teachers must be scheduled in the timetable if applicable.</p> <p>Maximum of 2 times a day for travelling between buildings at the same location)</p> <p>Walking distance for teachers must be scheduled in the timetable if applicable.</p>
Stops & blockings	-	<p>Hard and soft constraints are only valid after approval of the manager. After consultation the timetabler can overrule soft constraints.</p> <p>For their own education and for team meetings teachers can block at max. ½ day in their timetable.</p>