

1. Priority order

For the timetabling process for education in academic year 2013-2014 the following agreements have been made about priorities. These were made in order for every party (service, department) has a clear and transparent view on what education has upper priority in case of collisions. The priorities are as follows:

1. Math education for TOM (in English: TEM, Twents Educational Model)
2. Practicals for the TNW faculty
3. TEM (TOM) modules
4. Education 'old' educational model + master education

In case of collisions you should be able to see that these priorities have been followed.

2. Performance indicators

The following Key Performance Indicators (KPIs) were applied:

Students	1. Students have a minimum of 4 contact hours on any day
	2. Students have a maximum of 6 contact hours on any day
	3. Students have a maximum of 2 free hours in 1 series on any day
	4. The timetable of students have a maximum of 11 college hours on any day. This means 8:15 clock hours, which is the time between start of the first college and the end of the last college on any day)
	5. If a student has a class at the 11 th and 12 th college hour, then that student has no class at the 1 st and 2 nd college hour the next day
	6. At Fridays there are no evening classes
Teachers	1. A teacher has a maximum of 8 contact hours per day
	2. If a teacher has a class at the 11 th and 12 th college hour, then that teacher has no class at the 1 st and 2 nd college hour the next day
Rooms	1. Rooms must have an occupation of at least 70%. Occupation is defined as follows: occupying a space (room) by the timetabling process during educational weeks.

3. Preferences of stakeholders

During interviews some of the stakeholders of the timetabling process have been asked for their preferences towards the outcomes of the timetables. These are some of the interviewed stakeholders:

- Timetabling team
- Students
- Teachers
- Module coordinators
- Education coordinators
- Education directors
- Facility Service Centre

Their preferences were:

	Students	Educ.coordinator IEM	Practicals coord. TNW	Educ.coordinator Math	Facilities Office	Educ.director CTW	Technical Health Sciences
Variety of teaching methods / sequence		x	x				
Consistency of college rooms / fixed rooms for students				x		x	x
Room occupation					x		
Room utilization					x		
College room fits with teaching method	x					x	
No changes in timetable after publication	x						
Free hours	x						
Teachers have less than 2 lectures/day			x				
Spread (less peaks) over the day					x		
Spread (less peaks) over the week					x		
Occupation of project rooms					x		
Efficient use of time of teachers		x		x			
Timely information		x		x			