

Timetabling Policy

Purpose:	To outline Murdoch University's framework and objectives relating to Timetabling and Classroom Management		
Audience:	Staff, Students		
Supporting Procedures:	<i>Timetabling Procedure</i>		
Contact Officer:	Secretary to Academic Council	Phone:	See Campus Directory

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Preamble:

Murdoch University, through a process of consultation, adopts a centralised academic timetable approach that minimises clashes, optimises its use of space, and provides appropriate physical teaching and learning environments for students and staff.

The policy covers Murdoch University South Street, Rockingham, Mandurah and Fremantle campuses, but does not apply to Murdoch University off-shore campuses, and is intended to clarify responsibility for timetable activities by the timetabling staff and others at Murdoch University.

Objectives:

There are no objectives.

Policy:

1. The teaching timetable will be managed centrally, with the Office responsible for Timetabling and Space being the authoritative source of information on teaching room usage, availability and scheduling.
2. The Office responsible for Timetabling and Space will timetable activities approved in accordance with the *Curriculum Policy* and as reflected in the University Handbook.
3. Unless sanctioned by the Director Property Development and Commercial Services, University teaching activities have priority over external and non-teaching related activities in the booking of general teaching space.
4. Where a scheduled class, such as a tutorial, is unable to take place due to a public holiday, a sanctioned event or in the event of an emergency, the University will endeavour to facilitate the rescheduling of the class.
5. Where a request is received from a student to sign up in a particular activity which is already full, it is the responsibility of the Unit Coordinator to make a decision on the student request and allocate them to the activity if approved.
6. **Timetable priorities**
 - 6.1. The timetable is prepared in accordance with the following priorities:
 - 6.1.1. Units will be timetabled in accordance with the Academic Handbook.

- 6.1.2. Required Units before Elective Units.
- 6.1.3. Activities of large student numbers before activities with smaller student numbers.
- 6.1.4. Units with specialist needs will be given priority access to the appropriate specialist teaching spaces.
- 6.1.5. Activities with a longer duration before those of a shorter duration.
- 6.1.6. Teaching activities as defined in the Handbook (including intensive teaching activities) before ad hoc teaching activities.
- 6.1.7. Maximising the efficient use of teaching staff time, teaching resources and facilities to achieve the best fit.
- 6.1.8. Clashes will be minimised. Options may be provided for larger units; however groups of less than 10 will not be taken into consideration when producing clash lists.
- 6.1.9. Clashes with less than five students which do not require specialist space will be scheduled at the end of the timetabling process.
- 6.1.10. Non-teaching activities will be considered after the release of the final timetable.
- 6.2. The timetable aims to facilitate a clash-free student enrolment, allowing students to select combinations of required and elective units. If a clash is unavoidable, the Office responsible for Timetabling and Space will contact the respective Unit Coordinators and/or Academic Chair to identify the most acceptable alternatives including:
 - 6.2.1. Recording.
 - 6.2.2. External Offering.

7. Timetabling class times

- 7.1. Standard timetabling times are Monday to Friday between the hours of 8.30am to 9.30pm. However, a Dean Academic Operations may request classes to be scheduled outside these hours by mutual agreement with the teaching staff involved.
- 7.2. During semester teaching weeks, the period from 12.30pm to 1.30pm each Thursday is designated as Campus Free Hour and shall be kept free from all classes and other compulsory student activities to the maximum extent possible. Units with practical or intensive classes are exempt.
- 7.3. The Office responsible for Timetabling and Space will normally timetable classes to commence on the half hour. However, in some circumstances they may commence on the hour.
- 7.4. Where classes exceed a one hour period, teaching staff may provide students with a ten minute break for each one hour of contact. The timing of the break shall be decided by agreement between staff and students in the class.
- 7.5. Classes must conclude 10 minutes before the end of their booking in order for the next class to begin at its scheduled time.

8. Timetabling implementation

- 8.1. The Office responsible for Timetabling and Space will disseminate information regarding upcoming deadlines in advance.
- 8.2. Colleges will return timetabling requirements by the data submission deadline. Failure to submit data by the deadline will mean that the unit will

be timetabled as per the information in the Academic Handbook after the draft release.

- 8.3. The University draft timetable will be released via the web for academic teaching and/or relevant support staff to review prior to the publication of the final timetable to students to check and ensure that:

- 8.3.1. Activity requirements have been adequately provided for all unit offerings, and are in line with requests made by relevant staff.
- 8.3.2. All details of activities have been entered correctly.
- 8.3.3. Any undesirable clashes are reported to the Office responsible for Timetabling and Space.

- 8.4. To enable students to reference the timetable when enrolling or changing their enrolment, the final timetable will be published to students twice a year. Final timetable publication dates will be made available via <http://our.murdoch.edu.au/Student-life/Get-organised/Important-dates-and-events/Key-dates-and-deadlines/>

9. Timetabling amendments

- 9.1. Requests for the rescheduling of a class or a change in teaching space to the draft timetable must be made by the College delegate to the Office responsible for Timetabling and Space. This will be negotiated subject to availability of facilities and with reference to overall timetabling requirements.
- 9.2. Changes to the final timetable will be kept to a minimum. Changes will only be considered if:
 - 9.2.1. Student enrolment numbers exceed the capacity of the scheduled venue.
 - 9.2.2. Student numbers are less than anticipated and a venue swap is required to accommodate units with larger than predicted enrolments.
 - 9.2.3. A unit is no longer running or no longer requires a venue.
 - 9.2.4. A significant unit clash is identified.
 - 9.2.5. An allocated venue does not provide the requested specialist facilities.
 - 9.2.6. A location has a safety or health hazard.
 - 9.2.7. There is a need to accommodate reasonable adjustments for students or staff with a disability or medical condition.
 - 9.2.8. Changes to teaching staff after the publication of the timetable produce a clash.
- 9.3. Requests for changes for reasons outside those specified in Clause 9.1 will be considered with approval from the relevant Dean Academic Operations in consultation with the appropriate Academic representative.
- 9.4. The Office responsible for Timetabling and Space will inform affected Colleges of changes to the final timetable. The College delegate will disseminate information regarding changes to the final timetable to relevant Unit Coordinators.
- 9.5. Unit Coordinators are responsible for monitoring class sizes and activity allocation limits for their units and must advise the College delegate responsible for Timetabling where changes are required.

10. Timetabling special requests

- 10.1. Where staff must teach across more than one campus, consideration will be given to ensure sufficient time is allowed for travelling between the campuses. Staff who teach across multiple campuses need to highlight this.
- 10.2. Staff requiring consideration related to disabilities, medical conditions, religious or cultural obligations may request this confidentially in writing through the People and Culture Office. Special requirements will be forwarded to the Office responsible for Timetabling and Space in advance of the timetable being developed.
- 10.3. All other staff teaching constraints must be authorised by the Dean Academic Operations or delegate (i.e. regular committee meetings, research days or personal commitments).
- 10.4. Unit Coordinators are responsible for organising non-standard information technology requirements by informing Information Technology Services (ITS).
- 10.5. The Office responsible for Timetabling and Space will block out preparation time for specialist teaching spaces (e.g. laboratories). The Unit Coordinator, in consultation with responsible support staff, is responsible for forwarding requirements by the data submission deadline.
- 10.6. Teaching spaces (including laboratories) must be booked for maintenance work by the organisational area undertaking the work.

11. Overcrowding of venues

- 11.1. The facilitator of the activity in the venue has responsibility to ensure that the number of students does not exceed the capacity of the venue.

Supporting Procedures:

Senior Executive Director Property, Development and Commercial Services is authorised to approve all the supporting procedures.

Supporting Guidelines:

There are no supporting guidelines.

Supporting Standards:

There are no supporting standards.

Performance Indicators:

There are no performance indicators.

Definitions:

The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.

There are no key terms.

Related Documents:[Curriculum Policy](#)[Timetabling Procedure](#)**References:**

There are no references.

Approval and Implementation:

Approval Authority:	Academic Council
Responsible Officer(s):	Secretary to Academic Council

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Administrative amendments	11/08/2020			
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Administrative amendments	31/05/2018		15/03/2020	
Administrative amendments	31/05/2018		15/03/2020	
Approved	15/03/2017		15/03/2020	AC/40/2017(i)
Rescinded AC/101/2013	15/03/2017			AC/40/2017(ii)
Clause 6.2 amended	22/05/2013			AC/101/2013
Clause 3 amended	11/04/2012			AC/59/2012(i)
Rescinded AC/172/2010	11/04/2012			AC/59/2012(ii)
Approved	10/11/2010		21/01/2013	AC/172/2010(i)
Rescinded AC/50/2005	10/11/2010			AC/172/2010(ii)
Approved	13/04/2005		13/04/2008	AC/50/2005
Approved	10/10/2001		18 months	AC/145/2001