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# Timetabling Policy – Higher Education

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**Policy Code:** STU-023    **Version:** 3.0    **Effective Date:** 31 October 2016

## Purpose:

This policy defines the principles and accountabilities that underpin the development of a centrally developed student centric timetable. The College timetable will incorporate the collaborative efforts of the academic and administrative elements in developing an equitable timetable that supports positive student learning outcomes, encourages innovative teaching and maximises the efficient allocation of space and resources.

**Definition of “College”** – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

## Scope:

- All campuses
- All Students and Staff

## Policy Statement:

This policy sets forth the following objectives in the production of the class timetable:

- To further support the College commitment to a student centric timetable and enhancing the student learning experience
- To provide a clash free timetable of core subjects that allows students to progress through to completion of the specified award or qualification within specified time periods

- To support teaching and learning by producing a timetable that is equitable for students and staff
- To maximise the efficient use of the College's teaching resources, teaching staff time and facilities
- To provide an annual timetable in a timely manner allowing; students advance planning of studies, allocation of staff resourcing and College teaching spaces
- To aid in strategic planning and decision making in relation to College teaching resources, course delivery, staffing allocations and space utilisation
- To be flexible to accommodate the dynamic and evolving academic and educational, stakeholder and real time business needs

## Policy Principles:

### General Principles

- Priority is given to constructing class timetables that are student centric, based on student demand, that facilitate in the engagement and learning process.
- The class timetable will ensure core subjects are kept clash free to allow for unimpeded academic progression through to completion
- Teaching and learning activities where practicable, will be scheduled at times and locations that will facilitate student attendance.
- There will be equitable treatment of all students in development of the timetable, across both Higher Education and VET (where relevant).
- Where possible and authorised, time allocations will be made for common time, student events and retention initiatives, staff and departmental meetings.
- The College will offer subjects in day or evening modes depending on program requirements and student demand. The primary teaching delivery is on campus face to face mode. If this is not practicable the College will ensure alternative delivery, including; online or synchronised teaching.
- ACPE and Endeavour offer Higher Education programs based on a semester model. Martin HE offers Higher Education programs based on a trimester model. VET

programs, where relevant, are based on a trimester model. Online subjects commence monthly throughout the year, and Summer School is scheduled where appropriate.

- Timetables will be based on the College operational hours, primarily during the hours of:
  - ACPE – 08:00 – 19:00 Monday to Friday and 08:00 – 14:00 on Saturday
  - Endeavour & Martin HE - 08:00 – 21:30 Monday to Friday and 08:00 – 18:00 on Saturday

### Space and Resource Principles

- All space and associated teaching resources are centrally managed by the National Timetabling Manager
- Maximisation of room utilisation and minimising wasteful booking practices is paramount to ensure the optimisation of all resources
- All teaching and non-teaching spaces must be recorded in the timetabling database, this will enable the College to manage resources effectively and provide reports on room usage.
- All class timetable, examination, teaching related bookings and general adhoc bookings must be recorded in the Syllabus Plus database
- Room Audits will be conducted within each teaching period to ensure room allocations are being utilised fully, any room bookings unused will be returned to the booking pool.
- Room maintenance will also be undertaken periodically to allow for AV and room facilities to be checked and maintained. This will be conducted at the start of the timetable production process and throughout the year as necessary.
- There will be equitable management of all staff and space resources in development of the timetable. Allocation of resources will be on a demand driven basis.
- Wherever possible, classes will be allocated to appropriate teaching spaces in line with pedagogical requirements and OH & S standards.
- The Timetable Unit will be mindful of appropriate breaks for staff and students and other OH & S requirements were possible.

- Clinic teaching (where relevant) will be managed collaboratively with the National Clinic Manager or nominee.

### Scheduling Principles

- The class timetable is constructed newly every year, as such scheduling of teaching and learning activities for specific courses may vary from year to year.
- Scheduling priority for any particular course or subject will be avoided, however scheduling of specialised space or equipment will be reviewed in the context of the scheduling process.
- The National Timetabling Manager will schedule all teaching activities equitably following the scheduling guidelines approved by the Director, Student Services and Retention.
- In facilitating a student centric timetable the College will attempt where possible to configure classes over a maximum of four days for fulltime students within the core business hours listed above.
- Class activities will be scheduled in patterns that produce manageable teaching times for academic staff and provide staff appropriate time for other responsibilities as per the Academic Workload Policy.
- Classes start and end times will be scheduled in alignment nationally and will run according to the published timetable schedule.
- Class will conclude promptly at the designated completion time and have 15 minutes to set down and return the furniture to the preset layout.
- Classes with duration of less than 3 hours may start any time but must conclude by the stated class end time to allow for setup of subsequent classes as per the start times above.
- If required classes will be scheduled on weekends as determined by the Director, Student Services.
- The timetable for an academic study period will be published in October before the relevant enrolment and/or re-enrolment date(s) and will have sufficient reliable

information to permit continuing students and new students to make informed choices about courses and subjects in which to enrol.

- While the College attempts to accommodate and support student choices on subject selection, student requests for amendment to the timetable are only considered for the following options:
  1. Subject clash
  2. Course progression
  3. Omission of subjects from the national timetable.
- Teaching activities will be scheduled at times and in places that are aligned with:
  - facilitating student attendance
  - best pedagogical teaching practice
  - the use of specialist teaching space for its designated purpose
  - other College policies in relation to work, life and family, equity and diversity
  - occupational health and safety and fire code regulations.

## Timetabling Terminology:

<b>Activity</b>	One component of a subject which further describes the Class. Examples include; Clinic, Exam, Practical, Theory, Workshop, Tutorial, Seminar, Lecture etc. Certain activities may have size restrictions on the number of students who can attend any one class; this may result in multiple offerings of activities across one subject.
<b>Activity Template</b>	The base or pattern of information from which Activities/Classes are created. Sets constraints such as Activity Type, Planned Size, required Resources, Teaching Week Pattern.
<b>Activity Type</b>	Also known as Class type (in SMS), examples include; Clinic, Exam, Practical, Theory, Workshop, Tutorial, Seminar, Lecture
<b>Additional Timetabling Info</b>	Supplied by Departments and accessible in the relevant subject outline.

	Class announcements will be conveyed via student emails primarily, and may also be posted on the relevant College's LMS and/or website.
<b>Ad Hoc Booking</b>	Usually a one off (or series of) room bookings not reflected on the Class Timetable. Common bookings include meetings, events, student consultations and presentations. Adhoc teaching bookings can occur for makeup classes, additional tutorials etc; these are not published to the Student Portal and do not require students to enrol into them.
<b>Campus</b>	The College has multiple campuses Australia wide: <ul style="list-style-type: none"> <li>• Adelaide</li> <li>• Brisbane – Charlotte Street</li> <li>• Brisbane – Fortitude Valley</li> <li>• Gold Coast</li> <li>• Melbourne – Church Lane</li> <li>• Melbourne – Elizabeth Street</li> <li>• Perth</li> <li>• Sydney – George Street</li> <li>• Sydney Olympic Park</li> </ul>
<b>Campus Codes</b>	ADL - Adelaide BNE - Brisbane GC - Gold Coast MEL - Melbourne OLY – Olympic Park PER - Perth SYD - Sydney
<b>Room Capacity (or Capacity)</b>	The maximum number of people a room can hold, dependent on the dimension of the room, type of room and activity to be undertaken.

<b>Career or Course of Study</b>	Refers to the type of Australian Qualifications Framework course being studied. May be Diploma, Advanced Diploma, Bachelor, Honours, Graduate Certificate, Graduate Diploma and Non–Award.
<b>Clash</b>	Occurs when students enrol in two classes running at the same time and are both required for the progression of the course of study.  Class timetables are set up to avoid clashes of core subjects and as many optional subject combinations as possible based on academic courses of study.
<b>Clash Form</b>	To be submitted by a student in the event a clash of classes occurring.  Class Timetable Clash form available from the Timetabling page on Student Portal or from Student Services.
<b>Class</b>	Any teaching and learning activity of a subject, such as Clinic, Lecture, Tutorial, Practical, Workshop, Seminar etc. May have multiple offerings of classes, dependent on the numbers set for a class and based on the total enrolment in the course.
<b>Class Allocation</b>	Online Class Allocations allow students to enrol and select classes for each subject via the Student Portal (e.g. lectures, clinics, workshops & tutorials) with the exception of courses that do not require timetabling e.g. external, research and online subjects.
<b>Class Creation</b>	Classes are scheduled in the timetabling database (Syllabus Plus), then created in the student management system (SMS) and transferred as classes to be published to the Student Portal.
<b>Class Number</b>	Generated by the Class Creation process into the SMS and used by students to enrol.

<b>Class Timetable</b>	Refers to all teaching activities that are published to the Student Portal for the subjects being taught.
<b>Component</b>	Describes the type of teaching activity e.g. workshop, clinic, theory, lecture
<b>Constraint</b>	Limitations placed on scheduling; this could be student or academic availability, resource requirements or availability, health and safety requirements.
<b>Constraint Profile</b>	Limitations within Syllabus Plus on the scheduling of an Activity. May be related to School or Department, Location type and capacity, Equipment, Time/Date, Teaching Week Pattern, or Staff.
<b>Core Subject</b>	Courses of Study consist of core subjects that must be completed successfully to satisfy Course Progression. Keeping core subject components clash free is paramount to the Class Timetable.
<b>Department</b>	Refers to the Host Element of an activity/class.
<b>Enrolment Capacity (Academic Limit)</b>	For the activity/class - set in SMS by Department, based on both the allocated room capacity, and a limit based on appropriate teaching delivery.
<b>Estimated Enrolment</b>	Prediction of the upcoming student enrolment numbers for each subject in order that the appropriate number of classes can be scheduled.
<b>Equipment</b>	Set as a Resource constraint on Activity Templates (or Activities), ensuring an appropriate location is selected during scheduling.
<b>Full Classes</b>	Classes that reach their enrolment capacity and in some cases room capacity.



<b>Furniture</b>	Resource constraint on Activity Templates (or Activities), ensuring an appropriate location with the required physical equipment is selected during scheduling.
<b>Host Element</b>	The department offering a subject or course of study
<b>Institution</b>	Endeavour College, Martin College or ACPE
<b>LMS</b>	Learning Management System, a tool available for students to engage in studies and a data reservoir to access information to assist in learning.
<b>Learning Mode</b>	Refers to teaching and learning delivery, i.e. full-time, part-time, In-Person, Intensive, Supervised Research, Short Course, Print Materials (External) and Online.
<b>Location</b>	Also referred to as teaching space, rooms, venues, includes all bookable and non-bookable spaces recorded in Syllabus Plus.
<b>Location Codes</b>	A descriptive code for all locations. The first character represents the Campus followed by numeric digits for the actual floor or room number e.g. B_1.5, G_9
<b>Modules</b>	Syllabus Plus definition for subjects.
<b>Offering</b>	Refers to repeat or multiple occurrences of an activity. For instance all students will attend a lecture in a large group, and break into smaller groups/offerings for tutorial study sessions.
<b>Optional Subject</b>	Courses of study include Optional subjects (electives) offered in order to complete the requirements of a course. There is no guarantee all optional subjects within a Course structure will be clash free.
<b>Personal Timetable</b>	Students will be able to access their own Class Timetable using their Student Number via the Student Portal.
<b>Program Leader</b>	Each modality has a Program Leader/Head of Department who is responsible for submission of Timetabling Requirements and overall delivery of the Course of Study.

<b>Pre-scheduling</b>	Teaching in specialised space receives a small degree of scheduling preference; this is only prioritised to assist the overall timetabling process.  Any other pre-scheduling is at the discretion of the Director, Student Services.
<b>Resources</b>	Teaching rooms, teaching equipment, staff, available teaching hours.  These constraints are attached to classes prior to scheduling.
<b>Same time or Co-badged activities</b>	Two or more subjects taught in the same location at the same time (STA's). Teaching of the same/similar content when subject offerings are similar and taught together but assessment may vary.
<b>Synchronised Teaching</b>	The delivery of the same subject taught on different campuses via internet media; the academic will be located on the host campus and students will connect via the internet.
<b>Scheduling</b>	The process of allocating subjects a timeslot (day and time) in suitable teaching space with required teaching resources to meet the requirements of stakeholders.
<b>Staff (as a resource)</b>	Academic teaching staff allocated to activities, to ensure no staffing clashes occur on the timetable and that OH&S is addressed.
<b>Student Set</b>	A tool used in Syllabus Plus to establish hypothetical clash rules based on course structures. This provides pathways of clash free subjects that students can attend.
<b>Subjects</b>	Subjects are Units of Study offered within the Course of Study
<b>Subject Code</b>	Consists of four alpha characters followed by three numerical characters representing the department and year level of the subject.  For example SOCI222 = Social Science Dept Year 2
<b>Suitabilities</b>	Refers to constraints attached to locations within Syllabus Plus.

<b>Summer Semester</b>	Period of teaching prior to semester 1 each year, normally taught in January - February.
<b>Syllabus Plus</b>	Timetabling software used to manage the scheduling of classes, adhoc room bookings, space and AV resources.
<b>Teaching Booking</b>	Additional teaching bookings not required on the published timetable. Includes catch-up sessions, student consultations, adhoc exams (see also Ad Hoc Booking).
<b>Teaching Week Pattern</b>	Expected teaching weeks for each period of teaching.
<b>Timetable Changes</b>	Amendments to the class timetable schedule; this can include time and/or day changes, room changes, staff allocation changes, teaching weeks or period.
<b>Travel Time</b>	Time allowance made in order for students and staff to attend classes at a different campus or site.
<b>VET</b>	Vocational Education and Training

## Further Information:

**Definition:**

**Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Related Procedures:**

Timetabling Procedure

**Related Documents:**

Not applicable

**Guidelines:**

Not applicable

<b>Procedure Author:</b>	Director, Student Services & Retention
<b>Procedure Owner:</b>	Director, Student Services & Retention
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<b>Recommending Body:</b>	Not Applicable
<b>Approval Body:</b>	Executive Director, Higher Education Approval date: 31 October 2016
<b>Procedure Status:</b>	Harmonised – to incorporate all Study Group Australia Colleges
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"><li>• Director Student Services &amp; Retention</li><li>• National Timetabling Manager</li><li>• Program Leaders</li><li>• Heads of Department</li></ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"><li>• Students</li><li>• Academic staff</li><li>• Administrative staff</li><li>• Campus Coordinators/Managers</li></ul>