Policy: Timetable

Purpose
To set out the framework within which the University timetables classes and allocates teaching spaces, resources and facilities, to conduct face to face teaching and learning for students with minimal clashes.

Overview
This policy covers the following aspects of timetabling:

- General Principles
- Teaching Time and Hours
- Room Allocation
- Staff and Students

Scope
This policy covers the following aspects of timetabling:

- General Principles
- Teaching Time and Hours
- Room Allocation
- Staff and Students

Online course offerings are excluded from the scope of this policy.

Definitions
COMS – All commonly owned teaching space.
Teaching activity – an instance of a class being taught
Teaching space – a space that is primarily used for coursework teaching
Casual room booking – ad-hoc room bookings for non-teaching activities
Hire – pay for the use of a space
Semester – standard teaching periods Semester 1, Semester 2
Session – Summer session, Autumn session, Winter session, Spring session

Timetable – class timetable

Policy statement

General principles

1. A timetable is produced for each semester to facilitate the teaching of classes across the University. In addition a number of casual room bookings are made to utilise space that is not in use by teaching activities at any particular time.

2. The University will take into account the needs of both students and staff while maximising the efficient use of space and resources across campus and facilitate the teaching of a flexible, student focused curriculum.

3. Timetabled teaching activities will have priority over any other bookings in allocated teaching spaces.

4. Where required the responsible central timetabling staff will request the use of locally managed teaching space for the provision of teaching activities where no commonly owned teaching space is suitable or available.

5. Semester teaching activity room allocation is the responsibility of central timetabling staff.

6. The timetable for the next semester will be published at a time and in a manner that permits all students to be informed of the timetable when selecting courses for enrolment.

7. The University will centrally develop one timetable for teaching activities in semesters. Session room allocation and timetables are the responsibility of the local areas running the course, however they may request that these activities be undertaken by the central timetabling office.

8. The facilities management of Teaching and Learning Commons and venue hire outside of teaching activities is undertaken by the Teaching and Learning Commons Support Service; tlcss@anu.edu.au.

Teaching times and hours

9. Standard University Teaching Hours (‘standard hours’) are from 8am–6pm, inclusive, Monday to Friday and core teaching hours (‘core hours’) are from 9am–5pm inclusive.

10. Every effort will be given to schedule classes in core hours.

11. All classes will be scheduled within standard hours, unless an alternate
request is received.

12. Where a course is taught at the Acton campus, At least one class free hour in each week of semester during the core teaching hours is set aside for student based activities which is allocated as 1pm – 2pm Thursday.

13. Classes commence at 5 minutes past the published start time and conclude 5 minutes before the published end time

**Room allocation**

14. Classes are scheduled to best utilise teaching resources, facilities and staff.

15. Classes will be allocated to suitable teaching spaces.

16. The University will ensure it meets its health and safety obligations and classes cannot exceed the size of allocated rooms.

17. Classes for any specified session/semester must be finalised within the annually published deadlines.

18. During semesters the University will allow bookings for ad-hoc teaching, research or administrative purposes to be booked via the Web Room Booking system during standard hours only after the timetable has been published for the relevant period.

19. There will be no restriction on bookings for ad-hoc teaching, research, or administrative purposes outside of standard hours during semesters, and no restriction outside of the semester dates.

**Staff and students**

20. Class timetabling will take account of the need for students to be provided with a reasonable range of education options in core hours to facilitate the completion of their program within the minimum duration recommended.

21. The University will seek to schedule classes at times that maximise student attendance and effective participation. It cannot guarantee a timetable for all preferences or a clash-free timetable to all students.

22. The University will use its best endeavours to ensure that the timetable will be published in sufficient time to enable staff and students to make informed decisions on teaching commitments, study options and to make necessary personal arrangements.

**Production and publication**

23. The schedule of dates for the timetable production will be released annually
by the Responsible Timetabling Office and will comply with ongoing Australian National University deadlines regarding the notification of course establishment and availability.

24. No changes will be made to the timetable after the release of the final timetable without appropriate approval.