Procedure: Timetabling

Purpose

To provide a student focused timetable that will support face to face teaching and learning with minimal clashes while optimising the use of available teaching spaces, resources and facilities.

Procedure

General Principles

1. Academic staff must be reasonably available to teach during University Core Hours.

2. Classes will be spread evenly over the week and staff that have availability patterns that do not utilise all days of the week and available teaching hours may be given lower priority in room allocation, except for attendance at meetings as a member of University Council, Academic Board, and College Executives and the Committees and Subcommittees of each of these.

3. 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 at 1pm – 2pm Thursday.

4. Intensive classes that are scheduled for the whole day on Thursdays during semester at the Acton Campus will be required to break between 1pm and 2pm.

5. Each College or School will nominate one staff member to be their timetable point of contact.

6. The College/School timetable point of contact will manage and co-ordinate the timetabling requirements of the College/School by providing accurate information at the time of data collection and any subsequent changes/adjustments that will impact the timetabling requirements.

Dates

7. 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.

8. The schedule of dates will be published on the website; http://timetable.anu.edu.au.

9. There will be a period of information collection in which the information for the upcoming semesters will be requested.

Scheduling and Room Allocation

10. Scheduling and room allocation for central teaching spaces is the responsibility of the central Timetabling Office.

11. In the build of the timetable consideration is given to a range of constraints.

12. General constraints include:
   a. Room size;
   b. Equipment;
   c. Minimisation of student clashes.

13. Legal constraints include:
   a. Staff and student access and mobility requirements;
   b. Legitimate staff constraints such as part-time appointments; and
   c. Occupational, health and safety requirements.

14. Other priority constraints include:
   a. Classes running in all weeks of semester;
   b. Large classes with less choice of rooms;
   c. Large classes with less flexibility to avoid clashes; and
   d. Specialist location, zone and equipment requirements.

Production and Publication

15. A working document title ‘draft timetable’ will be prepared and published. The timetable will remain in draft form for two weeks during which time the colleges and schools are responsible for checking:
   - adequate provisions have been made for the required classes
   - teaching staff are made aware of their required teaching hours
   - all teaching activities have been entered correctly.

16. The final timetable will be published on the web at: http://timetable.anu.edu.au.
17. Session teaching room bookings are the responsibility of the School, however Schools may request the central Timetabling Office to schedule the timetable and organise room bookings.

**Timetable Changes**

18. The following changes after the publication of the final timetable do not require approval:

   e. Creation of additional teaching activities to accommodate unanticipated growth, where instances of that class type have already been scheduled (for example, additional tutorials);

   f. Cancellation of teaching activities to capture significant decreases of numbers on previous data;

   g. Cancellation of a course and all associated activities;

   h. Changes to accommodate swaps that provide timetabling solutions, as required by the timetabling office;

   i. Changes required due to student mobility issues or other student needs discovered once students have enrolled;

   j. Changes required as a result of a significant number of unanticipated student clashes;

   k. Changes to location to avoid exceeding an allocated classroom’s maximum capacity.

19. All other requests for changes after the publication of the final timetable require approval, including:

   a. Changes to teaching as a result of a change of instructor or a change in instructor requirements including a change in staff mobility;

   b. Creation of a new course;

   c. Any changes that would significantly impact the stability of the timetable;

   d. Changes to location (aside from cases that meet the exemption criteria stated above);

   e. Changes to duration;

   f. Any adjustment to weeks on offer;

   g. Others as determined by the Timetabling Office.

20. Request for changes to the timetable that require approval and are submitted after publication but before the first day of classes must be kept to a
minimum and will only be considered by the timetabling office in exceptional circumstances with the Head of School or Associate Dean Education’s written approval.

21. Requests for changes to the timetable submitted to the timetabling office on or after teaching has commenced must be submitted with the endorsement of the relevant Dean. These requests are subject to the approval of the Registrar.

22. Requests must be sent by email to timetabling@anu.edu.au, sent from the contact nominated in clause 4, and:

   a. If a request for a single course or two courses that are co-badged, include the course code at the start of the subject line; or
   
   b. If multiple requests are being made, be detailed in a spread sheet the format of which has been agreed.

23. The Timetabling office will notify the College/School timetable co-ordinators of the outcome of the request in writing.

24. It is the College/School responsibility to notify all students of any changes to the timetable after final publication.

Dispute Resolution

25. The Timetabling Office is responsible for resolving timetable disputes and ensuring that clashes are avoided. Any issues that cannot be resolved by the Timetabling Office will be referred to the Registrar, Student Administration in the first instance and thereafter to the Deputy Vice-Chancellor (Academic) for their adjudication in any unresolved issue/s.

Non-Teaching bookings

26. If a teaching space is not in use for timetabled activities, it may be booked for ad hoc purposes.

27. Non-teaching venue hire bookings within the Teaching and Learning Commons, not related to a specific course, are made by the Teaching & Learning Commons Support service, venuehire@anu.edu.au, Facilities & Services Division after the teaching period timetable has been finalised, typically week three of each semester.

28. Venues are available to internal and external parties and may incur fees in limited instances.