

Timetabling Policy – Higher Education

Policy Code: STU-023**Version:** 9.0**Effective Date:** 10 February 2023

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.

Scope

- All Campuses
- All Staff
- All Students

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 in the same semester 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 the 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 from the same semester in a course of study 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 student activities and events, Student PASS retention initiatives, staff and departmental meetings.
- The College will offer subjects in day or evening modes depending on course requirements and student demand.
- The College offers Higher Education and VET programs across a range of teaching periods inclusive of:
 - ⌚ on campus and practical classes scheduled as per the Semester Based Study Calendar
 - ⌚ livestream classes scheduled as per the Livestream Study Calendar
 - ⌚ online subjects commencing monthly throughout the year as per the Online – HE Calendar
 - ⌚ clinic study blocks scheduled four times a year as per the Clinic Block Study Calendar
 - ⌚ Summer School is scheduled in January at the start of the calendar year depending on course requirements and student demand
 - ⌚ VET programs, where relevant, as per the Term Based Study Calendar - VET
- Timetables will be based on the College operational hours, primarily during the hours of:
 - ⌚ 08:00 – 21:30 Monday to Friday
 - ⌚ 08:00 – 18:00 on Saturday
- The timetable is based on timetable data metrics and student progression analytics to support changes to course rules, subject delivery patterns, subject and course offerings, space availability, student enrolment numbers, and information provided by the academic and timetable departments during the timetabling data collection process.

Space and Resource Principles

- All space and associated teaching resources are centrally managed by the National Timetabling Manager.
- Optimisation of the use of teaching resources and facilities including maximising room utilisation and minimising wasteful booking practices.
- All teaching and non-teaching spaces are recorded in the timetabling database in the Student Management System, enabling the College to manage resources effectively and provide reports on room usage.
- All class timetable, examination, teaching related bookings and general ad hoc bookings must be recorded in the Syllabus Plus database and the Student Management System.
- 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 be undertaken periodically to allow for AV / IT (for livestream) 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 the 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 campus and clinic workplace health and safety standards.

- The Timetable department will be mindful of appropriate breaks for staff and students and align timetabling with teaching and learning best practices, workplace health and safety requirements, and internal policy guidance where possible.
- Clinic teaching (where relevant) will be managed collaboratively with the Director of Clinic and Campus operations or nominee.

Scheduling Principles

- The class timetable is constructed every year and 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 of Student Services and Retention and the Director of Education.
- In facilitating a student-centric timetable, the College will attempt where possible to configure classes over a maximum of four (4) days for full-time 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*.
- The start and end times of livestream classes 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 practical classes will have 15 minutes to return the furniture to the pre-set layout, as required.
- Classes with duration of less than three (3) hours 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 in consultation with the Director of Education, Director of Student Services and Retention.
- The timetable for an academic study period will be published in the previous year in October before the next year's relevant enrolment and/or re-enrolment date(s), and will have sufficient reliable information to permit commencing and continuing students to make informed choices about courses and subjects in which to enrol.
- A single cohort will not be timetabled with more than two (2) clinic sessions (a clinic session may include a clinic workshop) on any single day for workload moderation; if more than 2 sessions are required for that cohort, the timetabled sessions will be split over more than one (1) day.
- 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 circumstances:
 1. Subject clash in the same semester in a course of study.
 2. Course progression to support graduation outcomes.
 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

- ② facilitating student attendance and cohort progression
- ② other College policies in relation to work, life, family, equity and diversity
- ② workplace health and safety, and fire code regulations.

Timetabling Changes after Publication

Changes after timetable publication require approval by the Chief Financial Officer or delegated authority.

Accepted reasons for changes are limited to:

- ② unexpected increase / decline in enrolment numbers
- ② a change to academic staff availability for unexpected reasons
- ② a subject or class is deemed no longer viable
- ② a schedule location becomes a health or safety hazard
- ② a government or state mandate impacts facilities and offerings e.g. public health order
- ② other unexpected events outside of the control of the department or College

For any changes after publication when a subject is no longer viable, HE students are to refer to the Course and Subject Viability Policy – Higher Education and VET students are to refer to the Course and Training Package Viability Policy – VET.

Responsibilities

College Responsibility

While the College will prioritise timetable schedules to maximise students' learning experience and achievements of learning outcomes, it acknowledges that the timetable may not allow for every student to enrol in their preferred combination of subjects.

- ② The College will not be able to accommodate individual student timetable requests or preferences

The College's published class timetables are prepared through collaborative efforts across departments, with the primary responsibility for:

- ② providing timelines and liaising with departments in the production of all HE and VET timetables,
- ② developing and scheduling the timetable ensuring the application of this policy,
- ② managing and releasing the annual timetable aligning with the publication dates in October.

Student Responsibility

All students have a responsibility to plan their studies alongside their personal / life commitments, to support course progression and course completion outcomes.

- ② The College will not be able to accommodate individual student timetable preferences or time / date requests and all students are expected to select and manage enrolments based on the published timetable.
- ② Students are able to view, plan and manage their timetables and are responsible for selecting and subsequently enrolling in accordance with the recommended course progression and published course structure.
- ② Students are to utilise the published timetable to select and subsequently enrol into subjects / classes that do not clash.



- International students are to liaise with the International Student Success Coordinator to manage their subject enrolments, then utilise the published timetable to select classes that do not clash.
- Students are to change the time zones in the LMS to their local time zone, via the LMS (Learning Management System) > Profile > Edit > Time zone to support timetable management and planning.
- Students are to select a different class time and schedule if all classes are full managing subject preferences via the Student Portal > My Study.
- If required, students should seek subject and / or course progression support by booking a consultation with a Success Adviser via the LMS > Help> Consultations > Success

For further information about course progression and completion, students may refer to the *Academic Progression Policy – Higher Education*.

Timetabling Terminology

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| Activity | One component of a subject which describes the Class. Examples include; Clinic, Exam, Practical, Theory, Workshop, Tutorial, Seminar, Lecture, Livestream 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. Each activity has a scheduled day, time and location. |
| Activity Template | The base or pattern of information from which Activities / Classes are created. It sets constraints such as Activity Type, Planned Size, required Resources, Teaching Week Pattern. |
| Activity Type | Also known as Class type (in SMS), and examples include; Online, Livestream, Theory/Workshop, Clinic, Practical, Tutorial, Exam, Seminar, Lecture. |
| Additional Timetabling Info | Supplied by Departments and accessible in the relevant subject outline. Class announcements will be conveyed via student emails to a student's eWeb account, via student newsletter and EDM communications, and may also be posted on the relevant College's LMS and/or website. |
| Ad Hoc Booking | Usually a one off (or series of) room bookings not reflected on the Class Timetable. Common bookings include meetings, events, student consultations and presentations. Ad hoc 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. |
| Campus | The College has multiple campuses Australia wide: <ul style="list-style-type: none"> ➤ Adelaide ➤ Brisbane ➤ Gold Coast ➤ Melbourne ➤ Perth ➤ Sydney |
| Campus Codes | ADL - Adelaide BNE - Brisbane |



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| | GLD - Gold Coast MEL - Melbourne PER - Perth SYD - Sydney |
| Room Capacity (or Capacity) | The maximum number of people a room can hold, dependent on the dimensions of the room, the type of room and the activity to be undertaken. |
| Career or Course of Study | Refers to the type of Australian Qualifications Framework course being studied. May be Diploma, Advanced Diploma, Undergraduate Certificate, Bachelor, Honours, Graduate Certificate, Graduate Diploma and Non-Award. |
| Clash | <p>Occurs when students enrol in two classes running at the same time and both are required for the progression of the course of study. These subjects are in the same semester in accordance with the published course structure.</p> <p>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.</p> |
| Clash Notification | To be submitted by a student in the event a clash of classes occurring in the same semester of a course of study. Students can submit feedback on a same-semester timetable clash to the Student Help Hub > Timetable Assistance. |
| Class | 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. |
| Class Allocation | Class Allocations allow students to enrol and select classes for each subject via the Student Portal > My Study (e.g. lectures, clinics, workshops & tutorials) with the exception of courses that do not require timetabling. |
| Class Creation | 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. |
| Class Number | Generated by the Class Creation process into the SMS and used by students to enrol. |
| Class Timetable | Refers to all teaching activities that are published to the Student Portal for the subjects being taught. |
| Component | Describes the type of teaching activity e.g. workshop, clinic, theory, lecture. |
| Constraint | Limitations placed on scheduling; this could be student or academic availability, resource requirements or availability, health and safety requirements. |
| Constraint Profile | 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. |
| Core Subject | <p>Courses of Study consist of core subjects that must be completed successfully to satisfy Course Progression.</p> <p>Keeping core subject components from a semester of study clash free is paramount to the Class Timetable.</p> |
| Department | Refers to the Academic Department which administers a subject. |



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| Enrolment Capacity (Academic Limit) | For the activity/class - set in SMS, based on both the allocated room capacity, and a limit based on appropriate teaching delivery. |
| Estimated Enrolment | Prediction of the upcoming student enrolment numbers for each subject in order that the appropriate number of classes can be scheduled. |
| Equipment | Set as a Resource constraint on Activity Templates (or Activities), ensuring an appropriate location is selected during scheduling. |
| Full Classes | Classes that reach their enrolment capacity and in some cases room capacity. |
| Furniture | Resource constraint on Activity Templates (or Activities), ensuring an appropriate location with the required physical equipment is selected during scheduling. |
| Head of Department | Each academic department has a Head of Department who is responsible for submission of Timetabling Requirements and overall delivery of the Course of Study. |
| LMS | Learning Management System, a tool available for students to engage in studies and a data reservoir to access information to assist in learning. |
| Learning Mode | Refers to teaching and learning delivery, i.e. full-time, part-time, In-Person, Intensive, livestream, blended, practical, clinic, Short Course and Online. |
| Location | Also referred to as teaching space, rooms, venues, includes all bookable and non-bookable spaces recorded in Syllabus Plus. |
| Location Codes | A descriptive code for all locations. The first three characters represents the Campus followed by numeric digits for the actual floor or room number e.g. BNE_1.03 GLD_2.06 |
| Modules | Syllabus Plus definition for subjects. |
| Offering | If multiple classes are scheduled for the same subject, students will register for one of the offerings. May be groups of classes in each 'offering'. |
| Optional Subject | 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. |
| Personal Timetable | Students will be able to access their own Class Timetable via the Student Portal > My Study |
| Pre-scheduling | 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 of Education to support academic department management. |
| Resources | Teaching rooms, teaching equipment, staff, available teaching hours. These constraints are attached to classes prior to scheduling. |
| Same time or Co-badged activities | Two (2) 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. |



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| Synchronised Teaching | The delivery of the same subject taught on different campuses via livestreaming. The academic will be located on the host campus and students will connect via the internet. |
| Scheduling | The process of allocating subjects a timeslot (day and time) in suitable teaching space with required teaching resources to meet the requirements of stakeholders. |
| Staff (as a resource) | Academic teaching staff allocated to activities, to ensure no staffing clashes occur on the timetable and that WH&S is addressed. |
| Student Set | 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. |
| Subjects | Subjects are Units of Study offered within the Course of Study. |
| Subject Code | Consists of four (4) alpha characters followed by three (3) numerical characters representing the department and year level of the subject. For example SOCI222 = Social Science Dept Year 2 |
| Suitabilities | Refers to constraints attached to locations within Syllabus Plus. |
| Summer Semester | Period of study prior to semester one (1) each year, normally taught in January - February. |
| Syllabus Plus | Timetabling software used to manage the scheduling of classes, ad hoc room bookings, space and AV resources. |
| Teaching Booking | Additional teaching bookings not required on the published timetable. Includes catch-up sessions, student consultations, ad hoc exams (see also Ad Hoc Booking). |
| Teaching Week Pattern | Expected teaching weeks for each period of teaching. |
| Timetable Changes | Amendments to the class timetable schedule; this can include time and/or day changes, room changes, staff allocation changes, teaching weeks or period. |
| VET | Vocational Education and Training |

Definitions

College –The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. 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 trading names / entities.

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



Further Information

Related Policies

[Academic Progression Policy](#)

[Academic Workload Policy](#)

[Course and Subject Viability Policy – Higher Education](#)

[Course and Training Package Viability Policy – VET](#)

Related Documents

Not Applicable

Guidelines

Not Applicable

Benchmarking

Bond University

University of Wollongong

Supporting Research and Analysis

Not Applicable

Related Legislation

Nil

Review and Approval

Policy Author

Director, Student Services & Retention

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Recommending Body

Education Board

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Approval Body

Academic Council

Approval date: 10 February 2023

Policy Status

Revised – fully revised for 2023 system changes and staff title updates

Responsibilities for Implementation

- Director of Education
- Director of Student Services & Retention
- Heads of Department
- National Timetabling Manager

Key Stakeholders

- Academic staff
- Campus Managers / Co-ordinators
- Chief Financial Officer
- Student Services / Success staff
- Students
- Timetabling and Examinations team