

## TIMETABLING POLICY

<b>Policy number</b>	TLR 3.10
<b>Policy name</b>	Timetabling Policy (Issue Four)
<b>Applicability</b>	Bond University staff
<b>Policy owner</b>	Deputy Vice-Chancellor (Academic)
<b>Contact person</b>	Deputy Vice-Chancellor (Academic)
<b>Policy status</b>	Approved Policy
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<b>Date last reviewed</b>	
<b>Date of next review</b>	14 May 2021
<b>Related policies</b>	Class Size Policy ( <a href="#">TLR 2.02</a> ) Space Management Policy ( <a href="#">COR 5.13</a> ) Classroom Recording Policy ( <a href="#">TLR 3.18</a> )

### 1. OVERVIEW

The purpose of this Policy is to outline the principles that will be used by the University to produce a Timetable which maximises the efficient and effective utilisation of University teaching spaces and resources whilst delivering a Timetable that is equitable and student-focussed. The Policy provides the framework that will ensure a coordinated and consistent approach for the timely production, publication and management of the University's academic Timetable. Consultation between interested business units will occur on a regular basis primarily through the Timetabling Committee

The Timetable is developed using information from the previous Timetables; approved changes to program rules; subject delivery patterns; program and subject offerings; space availability; student enrolment numbers; and information provided by Faculties during the timetabling data collection process.

### 2. THE POLICY

#### 2.1. General

[Classes](#) and teaching activities will be scheduled at times and in places that are consistent with:

- a) Best pedagogic practice;
- b) Facilitating student attendance and maximising student choice;
- c) The efficient and effective utilisation of teaching space and resources;
- d) Staff employment contracts;
- e) Equity and diversity;
- f) Occupational health and safety and fire code regulations.

#### 2.2. Student-Focussed Timetable

The Timetable will prioritise student needs by supporting the quality of the student learning experience and the achievement of learning outcomes.

The Timetable will be constructed to facilitate clash-free student enrolment in all [Compulsory Subjects](#) in accordance with the published program structure and sequenced plans. While the University will attempt to accommodate student Elective choices, the Timetable may not allow for every student to enrol in their preferred combination of subjects.

#### 2.3. Roles and Responsibilities

The Bond University published Class Timetable is prepared through the collaborative efforts of numerous parties in the University.

- 2.3.1. Central Timetabling have primary responsibility for managing and coordinating the production of Class Timetables within the University, including, but not limited to:
  - 2.3.1.1. Providing timelines for preparation of the University Timetable.
  - 2.3.1.2. Releasing a draft version of the Timetable for review and comment before the final Timetable is published.

- 2.3.1.3. Final scheduling of the Timetable ensuring the application of this Policy.
- 2.3.1.4. Liaising with the nominated [Faculty](#) staff to resolve timetabling conflicts and make adjustments to the draft Timetable where practicable.
- 2.3.1.5. Advising enrolled Students of any changes to the [Published Timetable](#) and managing any further enquiries from Students that may arise from the change.
- 2.3.2. Faculties are responsible for supporting and assisting Central Timetabling by:
  - 2.3.2.1. Ensuring that all necessary information is provided in accordance with the published timeline set out in the Timetabling Procedures.
  - 2.3.2.2. Nominating an appropriate staff member to be the responsible person for all liaison with Central Timetabling. The collection and submission of all timetabling data as defined in the Timetabling Procedures, must be directed through this nominated person who is responsible for ensuring that all required information is accurate, provided in accordance with approved timelines and is subject to appropriate Faculty and University approval procedures.
- 2.3.3. Students are responsible for utilising the published timetable to select and subsequently enrol into subjects that do not clash.
- 2.3.4. The Office of Learning and Teaching, Facilities Management, Information Technology Services, and Events Centre staff work closely with Central Timetabling and provide details of any changes to all teaching space availability within the agreed timeframes as per the Timetabling Procedures.

## 2.4. University Teaching Hours

- 2.4.1. The University's teaching spaces are normally available from 8:00am and 8:00pm daily. Classes will typically be scheduled between the hours of 9:00am and 5:00pm Monday, Tuesday, Thursday and Friday and 8:00am to 6:00pm on Wednesdays with the exception of 12:00pm to 2:00pm which is Class Free Time. These times reflect the University's commitment to a family friendly environment for students and staff. Classes will be allocated outside of the typical hours and on weekends where requested by the Executive Dean or delegate.
- 2.4.2. Academic staff will be expected to be available for teaching within the typical teaching hours of the University, except where the Executive Dean or delegate has approved special availability. Faculties must advise Central Timetabling of any approved modified availability, in accordance with the Timetabling Procedures.
- 2.4.3. The Timetable will be set to allow all full-time academic staff with research and teaching positions at least one teaching free day each week where possible.
- 2.4.4. Each academic staff member will be allocated no more than eight hours teaching in one day and there must be at least one-hour break after four hours of continuous teaching.
- 2.4.5. At least one hour of travel time will be allowed for movement between Main Campus and BIHS.
- 2.4.6. Subjects offered as part of the Student for a Semester (SFAS) program are normally scheduled to commence from 5:00pm except where specifically requested otherwise by the Faculty.
- 2.4.7. Classes/examinations will not be scheduled on Good Friday, Easter Saturday, Easter Sunday, Easter Monday and ANZAC Day, unless specific approval for this is granted by the Vice-Chancellor or University Registrar.
- 2.4.8. For all other public holidays that fall within a semester, Classes/examinations will be scheduled.

## 2.5. Classes

- 2.5.1. Classes will be scheduled to start on the hour.
- 2.5.2. Classes will begin five minutes after the scheduled start and finish five minutes before the scheduled finish time to allow staff and students to travel to the next Class and to allow staff to set up a Class room if required.
- 2.5.3. Classes will not be scheduled to commence within the Class Free Time except where specifically requested by the Faculty. Two-hour Classes which commence at 11:00am may be scheduled even though they overlap the Class Free Time.
- 2.5.4. The delivery patterns for the offering of subjects are approved as part of the standard University subject approval process and will be timetabled accordingly.

## 2.6. Teaching Space Utilisation Principles

Bond University adopts the below teaching space utilisation principles to enhance the learning of our students.

Wherever possible:

- 2.6.1. Classes will be allocated to rooms where the expected number of students will fill at least 60% of the capacity of the room.
- 2.6.2. Classes will be allocated to the type of room identified by the Faculty as being suitable for the pedagogical style of the Class.
- 2.6.3. Lectures and seminars will be allocated to designated teaching spaces to enable the recording of the lecture or seminar in accordance with the Classroom Recording Policy.
- 2.6.4. All teaching spaces are available for the allocation of Classes from all Faculties noting that:

- 2.6.4.1. Classes will only be allocated to Specialist Teaching Spaces if the specific design of the space or equipment available within the space is required for the Class. Faculties will have preference over the Specialist Teaching Spaces designed for their programs.
- 2.6.4.2. Faculties will only have preference over other teaching spaces in their own Faculty buildings where the Class size is appropriately matched to teaching space.
- 2.6.5. Classes will not be scheduled into rooms whose official seating capacity is smaller than the expected Class size.

## 2.7. Publication Timeline

The publication date of the University Timetable will be agreed on in consultation with the [Timetabling Committee](#) and will be detailed in the Timetabling Procedures.

## 2.8 Timetabling Changes after Publication

Changes after timetable publication required approval by the Executive Dean or delegate. Acceptable reasons for changes are limited to:

- unexpected increase/decline in enrolment numbers;
- a change to academic staff availability for unexpected reasons;
- a scheduled location becomes a health or safety hazard;
- other unexpected events outside the control of the Faculty.

## 2.9. Timetable Procedures

2.9.1. The Timetabling Procedures provide details of how the timetabling process operates.

2.9.2. The Timetabling Procedures will be compiled by Central Timetabling and will be reviewed and updated from time to time in consultation with the Timetabling Committee.

## 3. DEFINITIONS:

<b>Class</b>	Any teaching activity associated with the subject which requires a venue and/or teaching resources allocated and is required to be published on the University Timetable.
<b>Compulsory subject</b>	A subject which must be successfully completed, unless credit or exemption is granted, in order to qualify for an award.
<b>Elective</b>	A subject that may be chosen from virtually any subject on offer across the University provided prerequisites, enrolment restrictions and any other Faculty requirements have been met.
<b>Faculty</b>	The academic organisational unit consisting of academic and administrative staff headed by an Executive Dean, responsible for all matters concerning the programs and subjects it supervises. Faculty also refers to the Bond Business School, Bond University College (headed by the Director) and the Office of the Core Curriculum (headed by the DVC (Academic)).
<b>Non-teaching activities</b>	Ad hoc activities and or bookings requested by staff, students and external organisations that are not part of subject requirements and are not incorporated into the Timetable.
<b>Published Timetable</b>	The timetable that is made available to the University community via the University website.
<b>Specialist Teaching Space</b>	A teaching location designed for specific purposes, e.g. Moot Court Room, Anatomy Laboratory, Film and TV Studio, Macquarie Trading Room.
<b>Timetabling Committee</b>	Chaired by the Deputy Vice-Chancellor (Academic). Members include central timetabling staff, Faculty Learning and Teaching Associate Deans and Managers, Bond University College representatives, CORE Executive Officer, ITS, Facilities Management and Office of Learning and Teaching representatives.
<b>Class Free Time</b>	A period of time each week between 12:00pm and 2:00pm which is kept free of Classes to enable University-wide functions to take place without clashing with scheduled teaching activities

## 4. RELATED DOCUMENTS

[Timetabling Procedures](#)

Building and Room Numbering [Procedure](#)

University Handbook, Part 1: [Award Regulations, Schedule A - Definitions](#)