



<b>Contact Officer:</b>	Director, Student Business Services
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<b>Procedure Owner:</b>	Timetabling Committee
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**PURPOSE AND OBJECTIVES**

The Timetabling Procedure supports the principles contained in the Timetabling Policy and should be read in conjunction with it. The Timetabling Procedure provides further details on the operational processes to be put in place to support the production and management of the University timetable.

**AUDIENCE AND APPLICATION**

Bond University Staff

**ROLES AND RESPONSIBILITIES**

Role	Responsibility
Timetabling Committee	Monitoring processes within this Policy.

**PROCEDURES**

**1. Production Timeline**

The production timeline is set to ensure that the University timetable is published on time and provides appropriate lead time for all organisational units to plan and prepare all relevant information that influences the timetable production process.

In agreement with the Timetabling Committee, the University timetable will be published on the Bond University website by COB Monday, Week 9 of the preceding semester, allowing students sufficient time to make informed decisions regarding subject selection and to make any necessary personal arrangements. Based on the agreed publication date, the timetable production cycle adheres to the following timeline. Any changes to the agreed publication date will result in a change to the production timeline.

Activity	Responsibility	Teaching week
Update offerings and timetabling requirements in CURMIT	Academic unit	COB Monday Bond week
Data collection (for the following semester) sent to Faculty	Central Timetabling	COB Monday Week 1
PSS data updated to the web due	Academic unit	COB Friday Week 2
Data collection due back from Faculty	Academic unit	COB Friday Week 3
Timetable team to process data collection and schedule.	Central Timetabling	Monday Week 4 - Thursday Week 7
Submit timetabling change request for any changes to offerings or timetabling requirements (and update CURMIT data)	Academic unit	From week 4
Draft Timetable Reviewed by Faculty	Academic unit	Friday Week 7 - Wednesday Week 8
Timetable team process changes	Central Timetabling	Thursday Week 8 - Monday Week 9
Subject Outlines approved in CURMIT	Academic unit	COB Friday Week 8
Timetable and Subject Outline Publication	Learning & Teaching Environments	COB Monday Week 9

Enrolment Opens	Student Business Centre	9am Monday Week 10
Class Registration Opens	Student Business Centre	9am Monday Week 11

## 2. Availabilities

Faculties update subject offerings in CURMIT for six semesters in advance. The offering information is used to create availabilities in Student 1 and ensure that students can view the subjects offered for the duration of their degree. Subject availabilities are created for all subjects, including those that are for enrolments only, i.e., subjects that do not have on-campus face-to-face instruction.

### 2.1. Subject availability details

The following details are entered by Faculties through *manage offerings* in CURMIT:

- Delivery period
- Mode of delivery
- Title (included only for those checked as a non-standard semester)
- Lead educator
- Publish on the Bond website (at the semester publication date)
- Availability to Student for a Semester
- Start and end-date
- “Inactive” checkbox is used to indicate that availability has been withdrawn (cancelled)

### 2.2. Subject information

The following requirements are entered into CURMIT by Faculties for the forthcoming semester:

- Self-management
- Classroom recording
- Combined subject (combined iLearn site)
- Space requirements
- Equipment requirements
- Sequencing requirements
- Special requirements

#### 2.2.1. Classroom recording using Mediasite

In accordance with the Classroom Recording Policy all Lectures and Seminars will be allocated to teaching spaces with recording facilities. Any specific requests for rooms without recording facilities, i.e. specialised teaching spaces will need to be supported by an opt-out approval. Where classroom recording is required for any other workload (tuition pattern) it must be included as an equipment requirement.

### 2.3. Special Timetabling Requests

#### 2.3.1. Requests for specific day/time

To ensure adherence to the principles contained in the Timetabling Policy, specific days and times cannot be requested in general teaching spaces without prior approval from the Provost.

#### 2.3.2. Requests for specific general teaching spaces

Requests for specific general teaching spaces will only be considered for the following reasons:

- Disability or medical reasons provided as part of staff data.
- Where there is a pedagogical need or specific equipment located in a space essential for teaching and has prior approval from the Provost.

#### 2.3.3. Combined timetable activities

Faculties may request timetabled activities of one subject to be combined with another subject as part of the data collection process. Where activities are combined, the highest-level subject will always be the parent. Activities will be scheduled in alpha order if they are at the same level. i.e., postgraduate activities will always be the parent if applicable, followed by undergraduate, followed by diploma, followed by foundation, followed by university preparation.

#### 2.3.4. Class sequencing

Class sequencing refers to the order activities for a specific subject are scheduled within a teaching week. Unless otherwise indicated in *special requirements* during the data submission period, classes will be scheduled in the following manner to ensure a consistent timetable for all students enrolled in a single subject and to facilitate the effective utilisation of teaching spaces across the entire week:

- All main activities commencing in Week 1 will be scheduled before other activities which commence in Week 1
- All main activities commencing in Week 2 will be scheduled after other activities which commence in Week 2

- Where a subject has two main activities, classes will be scheduled on different days e.g., Seminar 1 & Seminar 2
- Where there are more than 2 compulsory activities, classes will be scheduled in the workload (tuition pattern) order provided as part of data collection

### 3. Timetabling Preparation

Faculties submit timetabling requirements through the data collection tools provided by Central Timetabling and in accordance with the production timeline. During the data collection period, the Faculty timetabling contacts are required to liaise with all academic teaching staff to ensure all timetabling requirements to support the pedagogical needs of a subject are provided. Any requests based on personal preference will not be considered during the scheduling process and therefore should not be submitted to Central Timetabling. Where no information is provided, classes will be scheduled to an appropriate size general teaching space that matches the workload (tuition pattern). It is essential that all requests are received by the submission due date,

#### 3.1. Data Collection

As part of data collection, Faculties are required to provide the following information:

- Estimated enrolment numbers
- Maximum class size
- Teaching weeks
- Allocated staff
- Number of classes
- Class delivery mode
- Staff unavailability details

#### 3.2. Workload (tuition pattern) naming conventions

- All workload items assigned to the contact types *Teacher-led On-Campus* and *Teacher-led Off-Campus* will be timetabled.

#### 3.3. Clash constraints

The University timetable will be constructed to facilitate clash-free student enrolment in all required subjects in accordance with published program structure and sequence plans and attempt to accommodate student subject choices. When providing clash-free combinations, the following should be considered:

- Combinations must reflect realistic combinations of student enrolment choices and contain any required subjects.
- The number of subjects in each clash combination must not exceed the number of subjects required to make up a full-time load for a program.
- Combinations for repeat students or students progressing according to non-standard program structure and sequence plans, e.g., advance standing, enrolment to non-standard timeframes or substitution approvals must not be included. Students must be made aware that clash-free timetables cannot be guaranteed.
- Where non-standard arrangements apply to a sizeable number of students, clash-free combinations will be considered where possible.
- Combinations must not include a subject that lists assumed prior learning to another in the same combination.
- Faculties will be consulted where the removal of any subject within a combination may be necessary to schedule subjects that are highly constrained.

#### 3.4. Late Submission of Data

Central Timetabling will commence the production of the University timetable immediately after the data submission due date. Once the due date has passed, Central Timetabling will provide the Executive Dean or Delegate with a report detailing any information outstanding. It is their responsibility to ensure that any required data is provided to Central Timetabling.

Any timetabling requests submitted to Central Timetabling after the data submission due date will be assigned a low scheduling priority and will only be considered after all other requests have been scheduled.

#### 3.5. Academic Teaching Staff

##### 3.5.1. Allocation of academic teaching staff

Where Faculties are aware of approved academic teaching staff allocations, it is important for this information to be provided with the submission of timetabling data. This will ensure that a clash-free staff timetable is scheduled in line with staff availability details and constraints.

Where teaching allocations are not provided by the data submission deadline, it may not be possible to ensure compliance to the standard constraint profile. Where late allocation of staff is necessary, classes should not be rescheduled. Staff allocations must be updated by COB Thursday, Week 3, to ensure accurate information is used for the collection of the eTEVALs.

### 3.5.2. Staff availability details

- a) Full-time academic teaching staff are expected to be available to teach within the typical teaching hours of the University. Exceptions are made for *Student for a Semester* and non-standard offerings or where Faculty have specifically requested teaching to be scheduled outside of the typical teaching hours.
- b) Availabilities for part-time staff members will be recorded based upon their approved individual contractual arrangements provided during the data collection period. If there are no agreed days/times, they would be expected to be available for classes scheduled in line with their appointment.
- c) If limitations to a staff member's availability have a detrimental effect on the ability to schedule classes, the Faculty involved will be contacted so that alternate arrangements can be discussed.

### 3.5.3. Staff constraints

A standard constraint profile is applied to all academic teaching staff and will:

- Allow for at least an hour break after four hours of continuous teaching
- Limit the number of hours of teaching in any one day to eight
- Allow for at least one hour of travel time between Main Campus and BIHS
- Prevent early teaching on the morning following an evening were required to teach late
- Allow for the allocation of one teaching free day per week for full-time academic teaching staff with research and teaching positions

### 3.5.4. Limitations to availability or constraints

Where there are individual limitations on availability or the standard constraints, approval by the Executive Dean or Delegate is required. Acceptable reasons for limitations include:

- Attendance as part of a formal university committee with regular, scheduled meetings
- Religious or cultural commitments
- Disability or medical reasons
- Family/Carer responsibilities where a flexible working arrangement is in place with Human Resources
- Research; only where it is essential for research to be on a specific day due to limited access to equipment/materials/etc

## 4. Timetabling Production

### 4.1. Scheduling Constraints

The University timetable is dependent upon many variables, including the availability of spaces of suitable size and with suitable equipment, delivery patterns, staff availability and clash rules derived from the program structure and sequence plans. During the timetable production, these variables function as scheduling constraints. Careful management of constraints, including avoidance of unnecessary constraints and careful consideration of priorities, is vital to scheduling a coherent timetable for staff and students. In principle, all known constraints on the timetable should be applied prior to its production.

### 4.2. Scheduling priority

The scheduling of the University timetable will be based on the information submitted by Faculties by the data submission due date and will be prioritised in the following order:

- University CORE subjects
- Classes that require specialist teaching space
- Classes delivered in a non-standard teaching mode
- Classes requested to be scheduled outside of the University's typical teaching hours
- Main activities and single offered classes prior to activities with multiple options
- Class size in descending order
- Classes of longer duration before those of shorter duration
- Subjects offered across multiple programs
- Late requests submitted after the data collection submission deadline
- All teaching activities prior to non-teaching activities

### 4.3. Teaching times

- a) Unless specifically requested, all classes will be scheduled in the University's typical hours.
- b) The duration of classes must be in multiples of thirty minutes, with a minimum of one hour per class.
- c) Classes will commence on the hour except where classes with a thirty-minute increment are scheduled back to back in the same location.
- d) Classes of two-hour duration will be scheduled on the odd hour Monday, Tuesday, Thursday and Friday and on the even hour on Wednesday. Requests to schedule two-hour classes outside this will only be considered if the utilisation of space is not compromised.
- e) Set up and pack down time for specialist classes will be allowed in the timetable where information is provided as part of data collection.

#### 4.4. Allocation of teaching space

- All teaching spaces utilised for the allocation of classes must be managed by the University Timetabling system.
- Where a non-teaching space is required to be used for timetabling purposes due to medical restrictions or pedagogical requirements, classes must, in all cases, have precedence. Faculties must be responsible for booking non-teaching spaces once the timetable has been scheduled by Central Timetabling.
- All classes that require on-campus attendance must be timetabled by Central Timetabling and must not be scheduled via ad-hoc bookings. This is to ensure that potential timetable clashes can be considered when scheduling that students are able to access a complete class timetable and to obtain accurate space utilisation statistics.
- Where actual enrolment numbers are lower than estimated, classes may be required to relocate to a smaller teaching space to accommodate other required timetabling changes.
- All general teaching spaces in all buildings will be allocated to classes based on the teaching space utilisation principles outlined in the Timetabling Policy.
- Specialist teaching spaces will only be utilised by classes that have specifically requested use by the controlling Faculty. Other Faculties wishing to use specialist teaching space must receive approval from the controlling Faculty before classes are timetabled in spaces.

#### 4.5. Review of Draft Timetable

Scheduling is completed on an impartial basis with scheduling priorities established by the University's principles as identified in the Timetabling Policy. The draft timetable will be available in accordance with the production timeline. Up to a one-week period will be allocated for the review of the draft, to provide feedback and request changes. Faculty timetabling contacts are to ensure that all relevant academic and professional staff are provided with an opportunity to review the draft timetable to ensure that:

- All subjects offered in the specific semester with on-campus attendance have been included in the timetable
- There are no clashes for required subjects
- All details of activities are accurately reflected
- Teaching requirements have been provided in line with the initial requests received
- Academic teaching staff allocations are correct

##### 4.5.1. Changes to the Draft Timetable

- a) Draft change requests must be individually submitted through the approved change request form as provided by Central Timetabling, ensuring a clear reason is given for the change
- b) Change requests should only be submitted where any discrepancies as listed above are found. Requests based on personal preference are not an acceptable reason for a change to the draft timetable and are not to be submitted.
- c) Requests received to change the day or time of a scheduled class will not be accepted unless there are extenuating circumstances affecting approved staff availability that could not be foreseen in advance of the production timeline.
- d) Any requests received by anyone other than Faculty timetabling contacts will not be actioned and referred to their relevant Faculty timetabling contact.
- e) Central Timetabling will provide feedback explaining the outcome of the change request and any alternate solutions if the change request cannot be accommodated. Faculty timetable contacts are responsible for advising academic teaching staff of the outcome and must advise Central Timetabling if further action is required prior to the publication of the University timetable.

#### 4.6. Published Timetable

The final University timetable will be published by Central Timetabling in accordance with the agreed publication date. Students plan their enrolment and class registration based on academic and personal considerations. All changes made after the timetable is published should be kept to an absolute minimum and be aligned with the student-focused timetable principles identified in the Timetabling Policy.

Academic teaching staff are responsible for reviewing the published timetable in Bond Week to ensure they have the most up-to-date timetable information. Academic teaching staff are expected to utilise facilities in accordance with the official timetable. This means that classes must be taught within the scheduled times and locations identified on the published timetable.

#### 4.7. Changes to the Published Timetable

Any change requests received post-publication must be individually submitted through the approved change request form as provided by Central Timetabling, ensuring a clear reason is given for the change. Any change request submitted must be in line with the Timetabling Policy and must have received any required approval.

Where any necessary changes fall outside of those identified in Timetabling Policy, the Faculty must provide written

justification, including an explanation as to why the change was not able to be identified in the draft timetable period.

All subject cancellations must be provided by close of business on Friday of Bond Week.

#### **4.7.1. Unacceptable changes**

- Changes to non-standard subjects that impact the teaching census date will not be accepted in compliance with the Higher Education Support Act 2003.
- Changes to class sequencing
- Changes to workload (tuition patterns) and/or duration
- Changes to give a staff member a more favourable timetable e.g. moving classes to reduce distance travelled and/or consolidate gaps in teaching time

#### **4.7.2. Processing of change requests**

- Central Timetabling is responsible for determining how best to accommodate all requested timetable changes considering venue availability, student timetables and the potential impact on other classes.
- While all approved change requests will be processed by Central Timetabling, no guarantee can be given that requested changes can be made.
- If any timetable change request results in an increase in the number of student clashes when compared to its original scheduling, requires multiple classes to be rescheduled to achieve the request, or suitable teaching spaces are not available, Central Timetabling will decline the request. Where the outcome provided by Central Timetabling is not agreeable, the Provost may be consulted for discussion and final decision.
- Central Timetabling will notify all registered students of any changes via email.
- Any timetabling changes must be communicated to academic teaching staff by Faculty timetable contacts; Central Timetabling will not liaise with academic teaching staff directly.

#### **4.7.3. Late Change Requests**

Where late change requests are received within 48 hours prior to class commencement, appropriate signage must be displayed by the Faculty at the relevant location/s to notify students of the revised class timetable. Faculty must also remove signage at the end of the class.

### **5. Class Management and Registration**

#### **5.1. Management of Enrolments and Class Sizes**

- a) Where there are a maximum number of students permitted to enrol into a subject, Faculties must request an enrolment quota be added to a subject prior to enrolments opening. Where an enrolment quota is added to a subject after enrolments, the Student Business Centre will not ask students to withdraw. Enrolment quotas must have approval from the Executive Dean.
- b) While fluctuations in enrolment numbers are anticipated, the University timetable is planned on the estimated enrolment numbers provided by Faculties, and the number of classes scheduled is based on this estimate. Therefore no classes will be placed on reserve.
- c) At least 80% of each class will be open and available at the commencement of the class registration period to give students an equal opportunity for class registration. Unless required earlier, the remaining 20% of the class will be released in Bond Week to ensure commencing students have a reasonable selection of classes. Classes will not be opened gradually.
- d) Where registration numbers are imbalanced, Faculties can request Central Timetabling to contact enrolled students asking for volunteers to move classes. Central Timetabling will not transfer students without their consent to balance class registration numbers.
- e) Central Timetabling will adhere to the maximum class sizes provided by Faculties during the data collection submission period. The class size provided should accurately reflect the actual maximum size of a class, not a number divisible by the estimated enrolment number.

#### **5.2. Reserved Places**

- a) Students registered as a part of the Bond Elite Sport Program (BESP) are given the opportunity to reserve places in classes that suit their individual training schedules. Requests will be managed by the Bond Sport office and provided to Central Timetabling prior to the commencement of the class registration period. Any reserved places that BESP students have not registered into will be released after COB Friday Week 12 of the preceding semester. Any requests for specific classes received after the class registration period opens will be considered but cannot be guaranteed.
- b) Places will be reserved for classes advertised as part of the *Student for a Semester* program. The number of places reserved in each subject will be determined by Central Timetabling based on previous enrolments. Reserved places will be released after COB Friday, Week 16 of the preceding semester.

### 5.3. Full Classes

- a) The Faculty timetable contact or delegate must be readily available during key registration periods (Weeks 11 & 12 of the preceding semester, Bond Week & Week 1) to monitor enrolment numbers and class sizes. Central Timetabling will assist Faculties by alerting to classes identified as full or near full.
- b) Once the maximum class size has been reached for all classes within a workload (tuition pattern), Faculties will be contacted to advise whether an additional class is to be scheduled or an enrolment quota added to the subject. Advice is to be given within 48 hours of request.
- c) Where students request registration into a full class for unavoidable circumstances such as employment, religious or sporting commitments, supporting documentation will be required and sent to the Faculty timetabling contact for consideration.
- d) Academic teaching staff are not permitted to personally approve attendance to their class if the class is deemed as unavailable via eStudent. Students must be directed to the Student Business Centre for assistance.

### 5.4. Incomplete Registration

Incomplete class registration occurs when a student has not registered into all required classes for a subject and can be a result of full classes, clashing classes or they may have simply missed registering into all classes.

Students identified as having incomplete class registration will be contacted by Central Timetabling and advised that action is required to finalise their personal timetable. Emails will be sent to students based on the below schedule to ensure any new students are captured.

Monday Week 13 of the preceding semester
Monday Week 15 of the preceding semester
Monday Bond Week
Monday Week 1
Friday Week 2

It is the student's responsibility to self-manage their class registration. However, Central Timetabling will automatically allocate students to any classes they have not registered for from Week 14 through until Monday of Week 3 and students will be notified accordingly. A list of students who have not completed their class registration will be provided to Faculties on Monday, Week 3, and no further action will be taken by Central Timetabling.

### 5.5. Timetable Clashes

As the University timetable is scheduled based on the clash rules provided by Faculties in accordance with the published program structure and sequence plans, there should not be any clashes between required subjects. Students are not permitted by Faculties to register into clashing classes and are required to select an alternate combination of subjects that do not clash.

If it is determined by the Enrolment Advisors that a student has absolutely no other subjects available or the student is in their last semester, the Faculty Student Affairs and Service Quality Manager or delegate will be contacted to assess each situation on a case by case basis.

In any circumstances where an approved clash results in a clash between mid-semester exams, the Faculty approving the original request will be responsible for the deferred mid-semester exam.

### 5.6. Class Registration Changes After Week 2

Students can self-manage their class registration up until the end of Week 2. Any requests received from students wishing to transfer from their registered class to an alternate class must be accompanied by an email from the relevant academic teaching staff member confirming the class transfer will not have detrimental impacts on any assessment items. Class transfers will only be processed where the class size permits.

### 5.7. Class Cancellations

Where Faculties determine there is a need for classes to be cancelled a change request form is to be submitted to Central Timetabling identifying the number of classes to be cancelled for the subject rather than requesting specific classes to be cancelled.

Central Timetabling are responsible for determining the most appropriate classes to be cancelled based on student personal timetables. Once determined, students will be transferred to a remaining clash free class and notified of the change. Every effort must be made for class cancellations to be requested prior to the commencement of the semester. All classes must be cancelled by COB Friday Week 3.

## **6. Teaching Spaces**

### **6.1. General Teaching Spaces**

#### **6.1.1. Management of general teaching spaces**

The Director of the Office of Learning and Teaching will sign off on overall decisions for all aspects in each general teaching space. Aspects include:

- Capacity
- Room layout
- Furniture type
- Equipment e.g. whiteboard, lectern
- Electronic AV equipment.

#### **6.1.2. Maintenance of general teaching spaces**

Facilities Management is responsible for the day to day maintenance of general teaching spaces ensuring:

- Teaching spaces remain set up as per the suggested layout and capacity
- Furniture and equipment is in an acceptable condition
- All equipment is accounted for as listed in the room description.

Information Technology Services is responsible for the day to day maintenance of electronic AV equipment installed in general teaching spaces ensuring:

- All electronic AV equipment is in sound working condition
- All equipment is accounted for as listed in the room description

### **6.2. Specialist Teaching Spaces**

#### **6.2.1. Management of specialist teaching spaces**

Faculties assigned to manage specialist teaching spaces are responsible for the overall decisions made for all aspects of each space. Aspects include:

- Capacity
- Room layout
- Furniture type
- Equipment e.g., whiteboard, lectern
- Electronic AV equipment

#### **6.2.2. Maintenance of specialist teaching spaces**

Faculties assigned to manage specialist teaching spaces are responsible for the day to day maintenance of each space, ensuring:

- Teaching spaces remain set up as per the suggested layout and capacity
- Furniture and equipment is in an acceptable condition
- All equipment is accounted for as listed in the room description
- All electronic AV equipment is in sound working condition
- All equipment is accounted for as listed in the room description.

#### **6.2.3. Modifications to Teaching Spaces**

Facilities Management, Information Technology Services and the Office of Learning and Teaching are responsible for providing notice of planned maintenance work in all general and specialist teaching spaces with Central Timetabling following the below guidelines:

- a) Spaces that are to be removed from the University Timetabling system for any purpose must be identified at least two semesters in advance.
- b) Material modifications made to equipment, furniture or capacity must be identified at least two semesters in advance.
- c) Where immediate work is required in any teaching space, Central Timetabling is to be contacted as soon as possible to organise alternate arrangements for scheduled classes.

#### **6.2.4. Use of Teaching Spaces for Ad-hoc Bookings**

- a) The use of all general and specialist teaching spaces for timetabled teaching activities will take precedence over any other requirements of the University prior to publication of the University Timetable.
- b) Ad-hoc bookings in all teaching spaces will only be allowed on a semester basis after the publication of the University timetable.
- c) All staff and students can request ad-hoc bookings via the Web Room Booking system in accordance with the Room Booking Principles.
- d) All general teaching spaces for staff and students in all buildings, will be available for use within the building automatic lock times via the Web Room Booking system.
- e) Faculties are responsible for determining the availability for staff/students and any approvals required for specialist teaching spaces to be managed via the Web Room Booking system.
- f) Ad-hoc bookings will be assessed by Central Timetabling in conjunction with any nominated approver for specialist teaching spaces, and the outcome will be advised within two working days.



- g) Once an ad-hoc booking is confirmed, change requests to the published timetable will not take precedence. However, where required, the staff/student may be contacted to discuss the possibility of rearrangements.
- h) No changes to the University timetable will be made to accommodate ad-hoc bookings except for extenuating circumstances where specifically approved by the University Registrar.

## 7. Reporting

Central Timetabling report on all change requests made after the data collection deadline will be provided on Monday of Week 5 each semester. This report will be provided to Provost, University Registrar, Executive Deans and tabled for discussion at the Timetabling Committee in Week 8 each semester.

### 7.1. Escalation of Matters Requiring Resolution

All matters requiring escalation to be resolved will be referred to the Provost and University Registrar for discussion and final decision.

## 7. DEFINITIONS, TERMS, ACRONYMS

<b>Ad-hoc booking</b>	Any booking of teaching space that is required for a non-teaching activity.
<b>Availability</b>	A Student1 status enabling students to enrol in a subject.
<b>Bond Week</b>	The orientation week takes place during the week before the commencement of classes each semester. During Bond Week, students enrol in subjects at Registration, undertake orientation programs with their Faculty of enrolment and undertake many activities designed to acquaint them with the physical, social and academic environment of Bond University.
<b>Class</b>	Any workload (tuition pattern) associated with the subject which requires a venue and/or teaching resources allocated and is required to be published on the University Timetable.
<b>CURMIT</b>	Bond University curriculum management system.
<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 COLAB (headed by the Provost).
<b>Faculty timetable contact</b>	A staff member nominated by each Faculty, responsible for all liaison with Central Timetabling.
<b>Offering</b>	Term for a subject that will be taught. The offering information is used to create availabilities in Student 1. Offering can run on a standard semester (according to the university calendar), or non-standard semester (starting or finishing on dates other than the university calendar).
<b>Published Timetable</b>	The timetable that is made available to the University community via the University website.
<b>Required subject</b>	A subject that must be successfully completed, unless credit or exemption is granted, to qualify for an award.
<b>Specialist Teaching Space</b>	A teaching location designed for specific purposes, e.g., Moot Court Room, Laboratory, Film and TV Studio.
<b>Timetabling Committee</b>	Chaired by Provost. Members include central timetabling staff, Faculty Learning and Teaching Associate Deans and Managers, Bond University College representatives, Transformation COLAB Officer, ITS, Facilities Management and Office of Learning and Teaching representatives.
<b>Workload (tuition pattern)</b>	Refers to the type of student engagement activity such as lecture, seminar, tutorial. Workload is the term used in the CURMIT and includes student study hours. Tuition pattern is the term used by Central Timetabling, excluding student study hours.

## 8. RELATED DOCUMENTS

[Building and Room Numbering Procedure](#)

[Curriculum Management Procedures](#)

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

[Timetabling Policy](#)

[Class Size Policy](#)

[Classroom Recording Policy](#)

[Space Management Procedure](#)

## 9. MODIFICATION HISTORY

Date	Sections	Source	Details
June 2021			