

CURRICULUM TIMETABLING POLICY 2019

The Vice-Chancellor, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 13 August 2019 (commencing 19 August 2019)

Signature:

Last amended:

Name: Dr Michael Spence

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PART 1 – PRELIMINARY

1 Name of policy

This is the Curriculum Timetabling Policy 2019.

2 Commencement

This policy commences on 19 August 2019.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, its staff, students and affiliates.

4 Statement of intent

This policy:

- (a) provides clear principles and a framework for the planning and scheduling of the University's learning and teaching activities;
- (b) requires a University timetable that supports the student learning experience and enables best teaching practice; and
- (c) establishes reporting requirements for quality assurance of the timetabling process.

5 Application

(1) This policy applies to:

- (a) all students undertaking coursework;
- (b) all participants in non-award courses; and
- (c) all staff involved in;
 - (i) planning;
 - (ii) scheduling;
 - (iii) maintaining;
 - (iv) monitoring; and
 - (v) teaching;

the University's educational offerings.

(2) This includes, but is not limited to:

- (a) all scheduled learning and teaching activities relating to units of study;
- (b) coursework undertaken by higher degree research students;
- (c) scheduled learning and teaching activities relating to non-award courses.

6 Definitions

academic staff	has the meaning given in the University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 , which at the date of this policy is: academic staff of the University, including teaching and research academic staff, research only and teaching focused academic staff.
allocation	means, as appropriate, allocating any of: <ul style="list-style-type: none">• teaching time;• teaching spaces; or• students to classes in a unit of study.
annual timetable production schedule	means the schedule of activities involved in the planning and creation of the curriculum timetable and the allocation of students to the timetable, specifying deadlines for the work necessary to complete the timetable.
award course	Has the meaning given in the Learning and Teaching Policy 2015 , which at the date of this policy is: means a course approved by the Academic Board and endorsed by the Senate, on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate.
clash	means an overlap in scheduled time for two or more separate learning activities in a student’s personal timetable.
class	means an individual scheduled activity for delivery of a unit of study, such as a lecture, laboratory session or tutorial.
curriculum	has the meaning given in the Learning and Teaching Policy 2015 , which at the date of this policy is: the flexible and coherent presentation of the academic content in a unit or program in a series of learning experiences and assessments.
Dean	means, as appropriate, the Dean or Executive Dean of a faculty, or the Head of School and Dean of a University school.
enrolment	means completing, to the satisfaction of the University, all requirements for enrolment or re-enrolment in an award course.
Enterprise Agreement	means the University of Sydney Enterprise Agreement 2018 - 2021 , and any successor to that agreement.
faculty	means, as appropriate, a faculty, University school or Board of Studies.
Head of School	means:

- for schools within a faculty, the Head of School;
- for faculties which do not have a school structure, the Deputy Dean;
- for clinical schools within the Faculty of Medicine and Health, the Head of Clinical School; and
- for University schools, the Head of School and Dean.

mode of delivery	means the manner by which courses and units of study are presented to students, and include: <ul style="list-style-type: none"> • face to face classes, in either the daytime or evening; • fully online learning; • blends of face to face and online learning; and • on or off campus delivery, including off shore delivery.
non-award	means studies undertaken that do not lead to an award from the University. Non-award courses include professional development programs.
non-teaching space	means a room or location on campus that can be booked for an activity, but which has not been designed for teaching.
precinct	means the area within a campus that is dedicated to the teaching and research activities of a specific cluster of disciplines.
Procedures	means the <i>Curriculum Timetabling Procedures 2020</i> .
student	has the meaning given in the Learning and Teaching Policy 2015 , which at the date of this policy is: <p style="margin-left: 40px;">means a person who is currently admitted to candidature in an award course of the University and, where relevant, an exchange student or non-award student.</p>
teacher	means a member of the academic staff involved in any of teaching, unit of study coordination or assessment.
timetable	means the schedule of lectures, tutorials, laboratories and other academic activities that a student is expected to attend.
teaching space	means a room or location designed for teaching.
timetabling team	means the functional area with the University responsible for managing unit of study timetables, student personal timetables and associated information and systems.

unit of study has the meaning given in the [Learning and Teaching Policy 2015](#), which at the date of this policy is:

the smallest stand-alone component of an award course that is recordable on a student's transcript. Units of study have an integer credit point value, normally six credit points except where approved by the Academic Board.

unit of study coordinator has the meaning given in the [Learning and Teaching Policy 2015](#), which at the date of this policy is:

the academic staff member with overall responsibility for the planning and delivery of a unit of study.

PART 2 – PRINCIPLES

7 Timetabling principles

- (1) The University should produce an equitable and efficient timetable for its students and staff.
- (2) The timetable should foster educational excellence by:
 - (a) matching learning spaces to teaching delivery requirements;
 - (b) aiming to schedule the mix of learning and teaching activities to facilitate excellent learning outcomes and experiences.

Note: See Clause 8 of the [Learning and Teaching Policy 2015](#).
- (3) The timetabling process should optimise use of teaching facilities and resources by:
 - (a) minimising scheduled timetable clashes for students, subject to:
 - (i) agreed and documented availability of staff for teaching;
 - (ii) agreed and documented availability of essential specialised teaching space; and
 - (iii) availability of security and other necessary services;
 - (b) optimising:
 - (i) the match of teaching spaces to scheduled class requirements (such as size of class, type of class, teaching facilities needed);
 - (ii) proximity of teaching spaces to staff-preferred precincts; and
 - (iii) proximity of teaching spaces to precincts relevant to the students' courses.
- (4) The University aims to minimise travel time between learning and teaching activities for students and staff.
- (5) For the purposes of venue allocation and scheduling, the University will prioritise in the following order:

- (a) all scheduled teaching, learning and assessment activities that comprise units of study. During exam periods, examinations have priority over all other activities;
 - (b) approved non-award teaching activities;
 - (c) non-teaching activities that are part of the University's core activities, such as research-related workshops, conferences and symposia.
- (6) As from 17 August 2020, there will be a Timetabling Committee, with responsibility for:
- (a) overseeing the University timetable; and
 - (b) approving the annual Timetable production schedule.
- (7) As from 17 August 2020, the Timetabling Committee will have the membership and terms of reference specified in Schedule 1. The University will publish the timetable based on the annual timetable production schedule approved by the Timetabling Committee.

PART 3 – TIMETABLE PLANNING

8 Timetable planning and development

- (1) The timetabling team within the central student administration unit is responsible for producing the annual timetable production schedule, specifying deadlines for the work necessary to complete the timetable in accordance with this policy.
- (2) All academic and professional staff involved in producing the University timetable must:
 - (a) provide current and accurate information for timetabling purposes; and
 - (b) undertake this work according to the timetable production schedule.

9 Teaching time allocation

- (1) Core teaching hours for timetabling purposes are from 8.00 am to 9.00 pm, Monday to Friday.
 - (a) Units of study offered in daytime mode of delivery will normally have classes scheduled between 8.00 am to 6.00 pm, but may have some classes scheduled between 6.00 pm to 9.00 pm if requested; and
 - (b) Units of study offered in evening mode of delivery will have classes scheduled between 5.00 pm to 9.00 pm.

Note: Clause 9(3) allows for teaching outside of core teaching hours for both daytime and evening modes of delivery.
- (2) Staff allocation to teaching must be consistent with:
 - (a) the faculty's academic workload allocation policy, established under the [Enterprise Agreement](#); and
 - (b) the workload provisions of the [Enterprise Agreement](#); and
 - (c) approved flexible working or outside earning arrangements.

Note: See [Flexible Working Arrangements Policy](#); [Outside Earnings of Academic Staff Policy 2011](#).

- (3) The Head of School will determine and approve teaching hours outside of core teaching hours, in consultation with academic staff and consistent with the [Enterprise Agreement](#).
- (4) Weekend teaching hours for timetabling purposes are from 8.00 am to 6.00 pm, Saturday to Sunday. Activities outside these hours may be scheduled if requested.

10 Teaching space allocation

- (1) The University will allocate classes to appropriately equipped spaces according to function and need.
- (2) If classes cannot be scheduled due to competing requirements, the DVC (Education) will decide the schedule.
- (3) The University will ensure that all teaching spaces are:
 - (a) recorded in the timetabling system;
 - (b) as from 17 August 2020, categorised as one of:
 - (i) general teaching space, to which any teaching and learning activity that requires the properties of that space can be allocated (e.g. seminar rooms);
 - (ii) prioritised space (e.g. computer laboratories with specialised software), to which priority will be given for their principal use, but can also be timetabled for other use depending on need and availability; or
 - (iii) specialised space, which is unsuitable for general use (e.g. purpose-built wet laboratories); and
 - (c) allocated accordingly.

11 Timetable draft

- (1) The timetable will normally be provided to academic staff before publication to students, as provided by the annual timetable production schedule.
- (2) Staff should be given a period during which they can request changes to the timetable before publication.
- (3) Staff may request changes if:
 - (a) they advise why the draft does not meet the class requirements; and
 - (b) the requirements are consistent with the procedures.

PART 4 – TIMETABLE PUBLICATION

12 Timetable publication

- (1) The timetable will be published and released to students:
 - (a) after the staff revision period; and

- (b) as provided in the timetable production schedule.
- (2) The timetable will be published online and provided to relevant University systems.

13 Timetable changes after final publication

- (1) Changes to the published timetable can only be made in the circumstances specified in the procedures.
- (2) Students will be notified of changes to their personal timetable as soon as practical after the changes have been approved.

PART 5 – STUDENT TIMETABLE ALLOCATION

14 Student allocation to classes

- (1) All classes that students are expected to attend as part of their units of study should appear on their personal timetable.
- (2) A student should be allocated a clash-free timetable where unit of study timetables and venue capacity permit.
- (3) If a student's personal timetable contains unresolvable clashes, the student must choose whether to:
 - (a) proceed with their timetable, and ensure that they can complete the requirements of the units of study; or
 - (b) change their selected units of study to enable a clash-free timetable.
- (4) Students may apply to change classes in the manner specified in the procedures.

15 Staff permissions and accountabilities

- (1) Timetabling staff may manage class lists where appropriate, including adding and removing students.
- (2) Teaching staff may request students present at, but not allocated to, a particular class to leave.
- (3) Where the number of students present constitutes a health and safety risk teaching staff must require that those students not allocated to the class leave.

PART 6 – QUALITY ASSURANCE

16 Reporting and diagnostics

The timetabling team will report annually to the University Executive Education Committee about efficiency of timetabling processes.

NOTES

Curriculum Timetabling Policy 2019

Date adopted: 13 August 2019

Date commenced: 19 August 2019

Administrator: Deputy Vice-Chancellor, Education

Review date: 19 August 2024

Rescinded documents:

Related documents: *TEQSA Higher Education Standards Framework (Threshold Standards) 2015*

University of Sydney (Coursework) Rule 2014

University of Sydney (Delegations of Authority - Academic Functions) Rule 2016

University of Sydney (Delegations of Authority - Administrative Functions) Rule 2016

University of Sydney (Governance of Faculties and University Schools) Rule 2016

University of Sydney Enterprise Agreement 2018-2021

Academic Staff Workloads Policy 2011

Coursework Policy 2014

Learning and Teaching Policy 2015

Space Management Policy 2012

Student Placement and Projects Policy 2015

Space Management Procedures 2012

AMENDMENT HISTORY

Note: [To be completed.]

Provision Amendment

Commencing

SCHEDULE 1

Timetabling Committee – Terms of Reference

Purpose and role

- (1) The Timetabling Committee is responsible for delivering a University timetable:
 - (a) to a high standard;
 - (b) with continuous performance improvement;
 - (c) aligned with the University's strategic goals;
 - (d) consistently with the Curriculum Timetabling Policy 2019.
- (2) The Committee will:
 - (a) approve the annual timetable production schedule;
 - (b) in exceptional circumstances, authorise overriding the annual timetable production schedule.
 - (i) Exceptional circumstances may include a building becoming unavailable at short notice for health and safety reasons, requiring the replanning of the timetable;
 - (c) approve updates to the list of teaching space properties that meet teaching delivery requirements;
 - (d) provide guidance to the timetabling team in implementing the strategic direction set by the Deputy Vice-Chancellor (Education);
 - (e) review the annual performance reporting from the timetabling team;
 - (f) assist in implementing continuous improvement initiatives within the University community to benefit timetabling; and
 - (g) assist in resolving root cause issues within the University community to benefit timetabling.
- (3) The Committee is not required to resolve operational issues arising in the standard timetabling process.

Membership

- (1) Members will be appointed by the Deputy Vice-Chancellor (Education).
- (2) The committee will consist of:
 - (a) the Deputy Vice-Chancellor (Education), or nominee, acting as chair;
 - (b) the Vice-Principal of Operations, or nominee, acting as deputy chair;
 - (c) the Director of Student Operations, Student Administrative Services;
 - (d) three Associate Deans (Education) from faculties and University schools, with rotation every two years;
 - (e) one Faculty General Manager or School General Manager of a University school, with rotation every two years;
 - (f) the [role tbc], Campus Infrastructure Services, or nominee.
 - (g) the [role tbc], Information and Communications Technology, or nominee.

Meetings

- (1) The group will meet at least once every three months.
- (2) Meetings will be convened by the chair, who may convene additional meetings if required.