Timetabling Policy

Section 1 - Purpose and Scope

(1) This Policy and its associated Timetabling Procedure establish the principles, key requirements and responsibilities for the management of timetabling and booking of learning spaces across the University.

(2) This Policy applies to all synchronous activities related to the delivery of a course on a UQ site or online at The University of Queensland.

(3) This Policy and its associated procedure do not apply to:

a. the establishment of the Academic Calendar
b. the booking of meeting rooms
c. credential programs.

Section 2 - Principles and Key Requirements

Timetabling System

(4) All timetabled classes on UQ sites or online must be scheduled through the timetabling system.

(5) All learning space bookings are maintained in the timetabling system.

Timetable Production

(6) Students enrolled in a program must be able to attend mandatory learning activities in all core courses and as far as practical, have a reasonable selection of electives to choose from.

(7) The following principles apply when producing the timetable:

a. optimising the student experience
b. considering the availability of teaching staff
c. optimising the use of learning space
d. using learning spaces with attributes that are appropriate to timetabled activities
e. balancing the competing needs of different programs
f. facilitating student participation in learning activities
g. minimising changes once the timetable is released to students.

Official Teaching Hours

(8) Official teaching hours comprise:

a. Daytime teaching hours are between 8am (start) and 6pm (finish), Monday to Friday.
b. Evening teaching hours are between 6pm (start) and 10pm (finish), Monday to Friday.

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c. Weekend teaching hours are between 8am (start) and 6pm (finish), Saturday and Sunday.

Section 3 - Roles, Responsibilities and Accountabilities

(9) A timetable that benefits students, optimises the scheduling of teaching staff and the use of space is a shared responsibility across the University.

(10) Timetable Services has responsibility for:

a. managing the production of the timetable including determining the annual business process calendar and support for the central timetabling system
b. ensuring the timetable optimises the student experience while recognising the structure and design of courses, staffing and available resources
c. ensuring the effective use of central learning space.

(11) Timetabling Coordinators are responsible for:

a. liaising with the Faculty and constituent Schools to understand and accommodate their timetable needs
b. ensuring that the relevant data used to produce the timetable is maintained.

(12) Associate Deans (Academic), or their nominee are responsible for:

a. ensuring that the academic requirements of their programs and courses are identified accurately in the relevant systems
b. approving changes to the draft timetable within their authority under the Timetabling Procedure.

(13) The Deputy Vice-Chancellor (Academic), or nominee is responsible for approving any changes to the final timetable once it is open for preferences.

Section 4 - Monitoring, Review and Assurance

(14) Timetable Services supports, through the Teaching, Learning and Student Experience Committee, the maintenance and oversight of this Policy.

Section 5 - Appendix

Definitions, Terms, Acronyms

Term	Definition
Academic Calendar	The official University calendar, comprising information about the academic use of the year, including semesters and other teaching periods.
Learning Space	Central and school learning spaces that are allocated to timetabled activities in UQ's higher education programs on an equal basis and according to requirements.
Synchronous activities	Teaching and learning activities occurring in real time often within a set time in a physical or virtual space, in contrast to asynchronous learning where activities are available to access at any time.
Timetable Services	The unit within Academic Services Division (ASD) that manages the use of central learning spaces and coordinates the production and release of timetables.

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Term	Definition
Timetabling System	The central system that uses data and constraints to produce a timetable.

Status and Details

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Enquiries Contact	Academic Services Division

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