Management of Class Timetabling and Room Bookings Guideline

Section 1 - Purpose and Scope

(1) This Guideline supplements the Management of Class Timetabling and Room Bookings Policy and Management of Class Timetabling and Room Bookings Procedure.

(2) This Guideline applies to all staff involved in the timetabling and room booking process at The University of Queensland.

Section 2 - Definitions, Terms, Acronyms

(3) The following definitions apply for the purpose of these guidelines.

Term	Definition
Academic Calendar	The official University calendar, comprising important information about the academic use of the year, including official semesters and teaching weeks.
Ad Hoc Bookings	Activities that are allocated to bookable space, usually after the finalisation of the semester timetable.
Business Process Calendar	A calendar of timetabling process activities, milestones and deadlines.
Centrally Controlled Teaching Space	Teaching space that is controlled and maintained by Teaching Space Management and that is allocated to all Schools and Faculties on an equal basis and according to their requirements.
Clashes	Where a mandatory class is scheduled at the same time as another mandatory class within a set program.
Class Allocation System	The central database that allows students to plan, preference and allocate to available classes to produce a personalised timetable.
Class Size	The number of students enrolled in a class.
Day Classes	Nomenclature used in the timetable system for any day class scheduled within the hours between 8am and 6pm.
High Priority Class Scheduling	The first stage of timetable scheduling that focuses on the classes in each course identified by Timetabling Coordinators as most important (explained under clauses 58-62 in Management of Class Timetabling and Room Bookings Procedure).
Intensive Class	A timetabled class that is taught in a continuous block of time over a shorter week pattern.
Night Class	Nomenclature used in the timetable system for any night class scheduled within the hours between 6pm and 10pm.
Official Teaching Weeks	Standard semester teaching weeks as identified in the Academic Calendar.
Published Timetable	The working iteration of the timetable published to students after changes to the draft timetable from staff.
Repeat Classes	Classes of the same class type with one or more options for students to choose from.

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Term	Definition
Room Capacity	The official number of students who can be accommodated in a teaching space, as governed by Occupational Health & Safety (OH&S) regulations.
Scheduling Priorities	The criteria/principles determining the order in which classes are scheduled to ensure all classes can be appropriately accommodated.
School Controlled Teaching Space	Teaching space that is managed by the relevant School or Faculty.
Timetable Services	The central unit within the Academic Services Division (ASD) that manages the use of centrally controlled teaching and learning spaces and coordinates the production and publication of class timetables.
Timetabling Coordinators	Staff within Schools or Faculties who are responsible for the input and maintenance of information that informs production of the scheduled timetable.
Timetabling System	The central database that collects timetabling information and produces a scheduled timetable.
Weekend Class	A timetabled class scheduled on Saturday and/or Sunday.

Section 3 - General Class Timetabling Guidelines

Scheduling on the Even Hour

(4) Where possible, classes of two (2) hour duration will be timetabled on the even hour. If a two (2) hour class must commence on the odd hour, it will only be considered if the maximum utilisation of the teaching space is not compromised.

(5) Classes should only commence on the half hour where they follow another class of one and a half (1.5) hours duration in the same scheduled teaching space. These classes must also finish 10 minutes prior to the half hour or hour.

Maximum Continuous Class Time

(6) Where possible, staff and students should not have to attend classes continuously for more than four (4) hours. This span of 4 hours can occur at any stage during 8am-10pm.

Scheduling of Intensive Classes and Classes with Irregular Teaching Patterns

(7) Intensive course offerings and/or courses with irregular teaching patterns should, where possible, not be taught during standard University teaching weeks and/or standard University hours to maximise the utilisation of teaching space during the official academic semester.

(8) Where possible, classes taught in irregular semester teaching weeks should be interchanged with another class at the same day, time and location, to maximise the utilisation of teaching space.

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Status and Details

Status	Historic
Effective Date	2nd August 2024
Review Date	31st December 2026
Approval Authority	Director, Academic Services Division and Academic Registrar
Approval Date	31st July 2024
Expiry Date	31st August 2026
Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Academic Services Division

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