



## Class Scheduling Policy

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Higher Education Support Act 2003 \(Cth\)](#)

### 2. PURPOSE

To achieve consistent and centralised timetabling practices across the University to facilitate the timely production and management of class scheduling which prioritises the student learning experience, provides the opportunity for maximum attendance, and ensures the most efficient and effective use of university resources.

### 3. POLICY STATEMENT

- 3.1 The pedagogical requirements of a discipline or unit will be supported by the timely, transparent and equitable allocation of learning and teaching spaces.
- 3.2 Decisions on the allocation of teaching spaces will reflect the diversity and equity principles and where warranted, reasonable adjustments will be made to the timetable.
- 3.3 During teaching weeks, an agreed period of Common Free Time will be allocated at the Curtin Perth campus to allow time for students to participate in organised student activities that support the overall student experience.
- 3.4 The University timetable will be published in a reasonable timeframe to allow students to manage their enrolment and class registration prior to the commencement of teaching.
- 3.5 Where available facilities allow and in accordance with the [Class Scheduling Procedures](#), adjustments to the timetable may be accommodated to provide for the best student experience, the optimisation of resources and to facilitate maximum engagement in learning activities.

### 4. SCOPE OF POLICY

This policy applies to staff, University Associates, adjuncts and visitors, students, the Curtin Perth campus and any other locations or campuses which are timetabled by the Scheduling Office.

This policy does not apply to the scheduling of non-teaching activities (e.g. meetings, Student Guild activities, staff forums) in teaching spaces. These activities will follow the [Room Booking Guidelines](#).

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### **Class registration**

The process of selecting a timetabled class / teaching activity to attend from the available options relating to a unit of study.

#### **Common Free Time**

The period from 12.00 to 14.00 each Wednesday during teaching weeks, during which teaching and assessment activities or other compulsory student activities must not be scheduled or held without approval.

#### **Teaching weeks**

A study period week not including, orientation week, tuition free and study weeks or the examination period, where teaching and assessment activities may be scheduled.

### 6. SUPPORTING PROCEDURES

[Class Scheduling Procedures](#)

### 7. RELATED DOCUMENTS/LINKS

[Admission and Enrolment Manual \(Coursework Students\) - Policy and Procedures](#)

[Assessment and Student Progression – Policy and Procedures](#)

[Course Quality Assurance Manual](#)

[Enterprise agreements | Curtin University, Perth, Australia](#)

[Diversity and Equity Policy](#)

[Room Booking Guidelines](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2029

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	31/05/2019	Academic Board	AB 74/19	Attachment B to Item11.2
	Approved	25/08/2023	Academic Board	AB 133/23	Attachment B to Item 10.2, effective 1 November 2023