

## Class Scheduling Procedures

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Class Scheduling Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Scheduling process

- 2.1.1 University teaching activities will be scheduled within core teaching hours between 08:00 to 18:00, Monday to Friday during teaching weeks. When requested and where permitted by the responsible teaching area or necessitated by the available facilities, teaching activities may be scheduled up until 21:00, Monday to Friday during teaching weeks.
- 2.1.2 During teaching weeks, the period from 12:00 to 14:00 each Wednesday is designated as Common Free Time at the Curtin Perth campus and will be kept free from all teaching and scheduled assessment activities and other compulsory student activities.
  - 2.1.2.1 The Manager, Scheduling (or nominee) may approve exceptions for one-off make-up classes, which are deemed necessary to accommodate missed classes due to observed public holidays, or a mid-semester test where all students are required to simultaneously attend.
- 2.1.3 Where necessitated by available facilities, or upon request by the Head of School (or nominee) and with agreement by the academic staff involved, teaching activities may be scheduled on weekends or outside teaching weeks.
- 2.1.4 The Manager, Scheduling (or nominee) will review all requests to schedule teaching activities on weekends, outside teaching weeks and during Common Free Time.
- 2.1.5 Examinations and assessment activities requiring the booking of a venue will not be scheduled during tuition free weeks or study weeks. Optional revision sessions may be scheduled at any time.
- 2.1.6 Any exceptions to clauses 2.1.5 will be approved by the Manager, Scheduling (or nominee).
- 2.1.7 Scheduling of teaching and assessment activities of core units for first year students after 18:00 will be kept to a minimum, unless specifically requested by the responsible teaching area.
- 2.1.8 Classes will commence on the hour or half hour and conclude 10 minutes prior to the scheduled finish time to provide students sufficient time to get to their next class and enable the teaching space to be set up for the next scheduled activity.
- 2.1.9 The scheduling of teaching activities for core units of a single course in a sequence that requires a student to undertake more than four hours of continuous teaching activities will be avoided to the maximum extent possible. Teaching staff will ensure that students required to undertake more than four hours of continuous teaching activities are provided a 10minute break each hour.
- 2.1.10 Where there is the need to cancel a scheduled teaching activity, or a class falls on a University-observed Public Holiday within a teaching week, the teaching area will provide the missed content to the enrolled students via alternative methods (e.g. learning management systems which would include both iLecture and Blackboard). Make up classes may be scheduled where it is deemed necessary by the teaching area.
- 2.1.11 Scheduling for teaching and assessment activities will take priority over any requested ad hoc room bookings.
- 2.1.12 In the event of an emergency evacuation, where a teaching space is required as a safe environment for temporary accommodation, classes may be relocated or cancelled at short notice. Make up classes may be scheduled where it is deemed necessary by the teaching area.

## **2.2 Preparation of the timetable**

- 2.2.1 The Scheduling Office will prepare the timetable for teaching activities and assessment activities in all study periods at the Curtin Perth campus, as well as any other location or study period required by the Chief Student Services Officer (or nominee).
- 2.2.2 Responsible teaching areas will submit requests via the approved data collection applications in accordance with operational scheduling priorities and deadlines approved by the Chief Student Services Officer (or nominee).
- 2.2.3 A designated staff member from each teaching area will act as a liaison between their teaching area and the Scheduling Office to facilitate the production of the school timetable.
- 2.2.4 The responsible teaching area will consult with other areas which teach the unit regarding their requirements prior to submitting scheduling requests through the online data collection system.
- 2.2.5 The Scheduling Office will ensure that completed requests for teaching activities are scheduled within specified timeframes.
- 2.2.6 Incomplete scheduling requests for individual activities will be returned to the responsible teaching area for further information and then scheduled, where possible once the completed request for scheduling is submitted.
- 2.2.7 Where resources permit, teaching areas will make effective use of Specialised Learning Spaces prior to requesting scheduling in General Learning Spaces.
- 2.2.8 Where the availability of facilities permits, the Scheduling Office will endeavour to allocate teaching spaces within or as close as practically possible to the relevant zone (north or south) of the responsible teaching area.

## **2.3 Staff availability exemptions**

- 2.3.1 Staff availability exemptions may only be authorised by the relevant Head of School under the following circumstances:
  - 2.3.1.1 approved time for a staff member to undertake external teaching (including cross-campus or off-campus teaching); or
  - 2.3.1.2 exceptional circumstances (e.g., equity considerations) in accordance with provisions of the University's Staff agreements.
- 2.3.2 Applications for staff availability exemptions that do not meet these criteria will be referred by the Manager, Scheduling to the relevant Faculty Pro Vice-Chancellor (or nominee) for consideration and determination.
- 2.3.3 All approved staff availability exemptions will be addressed in the production of the timetable if received within specified timeframes. Staff availability exemptions received after specified timeframes will be accommodated where possible.

## **2.4 Draft timetable**

- 2.4.1 The Scheduling Office will initiate collection of data required for the production of the timetable.
- 2.4.2 Only core units will be guaranteed clash free.
- 2.4.3 The Scheduling Office will provide the draft timetable to teaching areas for review at least two weeks prior to the release of the final timetable so that responsible teaching areas have adequate opportunity to review and request amendments.
- 2.4.4 Teaching areas will review the draft timetable to ensure that:
  - a) teaching activity requirements have been adequately provided for in all unit offerings and are in line with the initial requests of the responsible teaching area;
  - b) allocated teaching spaces provide any requested specialist facilities;
  - c) details of teaching activities have been entered correctly;
  - d) core units are clash free for each course/major/minor/specialisation; and
  - e) approved staff availability exemptions are accommodated.

- 2.4.5 Any requirement for changes will be sent to the Scheduling Office for action by the deadline set for feedback on the draft timetable.
- 2.4.6 The Manager, Scheduling (or nominee) will liaise with the responsible teaching area involved to ensure each request for scheduling is allocated a suitable teaching space, within the parameters of available teaching spaces.

## **2.5 Publication of the final timetable**

- 2.5.1 Post-final timetable requests will be submitted to the Scheduling Office by the required date and on the form prescribed by the Chief Student Services Officer (or nominee).
- 2.5.2 Changes to the final timetable will be kept to a minimum and requests will only be considered if:
  - a) student enrolment numbers exceed the capacity of the scheduled classes;
  - b) a unit is no longer deemed viable to run (e.g., a class cancelled due to low student enrolment);
  - c) a safety or health hazard is identified in a teaching space; or
  - d) there is a need to accommodate reasonable adjustments for students or staff on the basis of approved equity arrangements.
- 2.5.3 Requests for changes to the final timetable that may impact the student experience will be authorised by the relevant Faculty Director/Manager, Student Engagement (or nominee) prior to submission.
- 2.5.4 Requests for changes to the final timetable that impact the school budget will be authorised by the relevant School Business Manager.
- 2.5.5 Students will be notified in writing of any post final changes to their timetable with 48 hours' notice prior to commencement of any re-scheduled class. Where less than 48 hours' notice is provided, schools are responsible for notifying students by SMS.
- 2.5.6 The Scheduling Office will attempt to resolve all scheduling issues with the teaching areas concerned, taking into account the available teaching spaces and the effect on the student experience.
- 2.5.7 Teaching areas will notify the Scheduling Office as soon as possible if allocated teaching spaces are no longer required.

## **2.6 Class registration**

- 2.6.1 Teaching areas will arrange for the allocation of reserved places and class streams in the Student Management System prior to class registrations being opened to students.
- 2.6.2 Teaching areas will not permit students to attend a class where the number of students in attendance exceeds the assigned capacity of the allocated teaching space.

## **2.7 Class over-subscription**

- 2.7.1 Over-subscription for an identified class may be permitted if it can be established that the likely number of enrolments for the class will not exceed the venue capacity by 5%.
- 2.7.2 The Manager, Scheduling Office will approve any class over-subscription.

## **3. RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

### **3.1 Academic Registrar**

Is responsible for:

- a) Determining the correct or intended interpretation of this procedure.

## **4. SCOPE OF PROCEDURES**

These procedures apply to staff, University Associates, students, the Curtin Perth campus and any other locations timetabled by the Scheduling Office.

These procedures do not apply to the scheduling of non-teaching activities (e.g. meetings, Student Guild activities, staff forums) in teaching spaces. Staff will refer to 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.

### **Class stream**

The grouping of a designated set of classes for a specific unit.

### **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 will not be scheduled or held without approval.

### **Draft timetable**

A working document provided to teaching areas prior to timetable publication to be reviewed to ensure activities are in accordance with initial requests.

### **Examination Period**

The designated period, generally one or two weeks at the end of a study period in which centrally scheduled examinations and other assessment activities will take place. Where it is necessitated by the available facilities, the examination period may commence on a Saturday.

### **General Learning Spaces**

Venues used to deliver teaching activities that are open for use by all teaching areas.

### **Reserved places**

Places in classes allocated to particular groups of students and that enable a specified group of students to register.

### **Responsible teaching area**

Used in these procedures as the generic term for the owning organisation academic area and covers faculties and schools.

### **Scheduling**

The allocating of classes to appropriate teaching spaces to formulate an effective timetable for teaching activities.

### **Specialised Learning Spaces**

Venues used to deliver teaching activities that include specialist facilities and are only available for use by designated teaching areas.

### **Staff availability exemptions**

Periods where approval has been given for a particular staff member to be unavailable for the delivery of teaching activities.

### **Study Week**

The week preceding the examination period during which students are expected to prepare for examination and assessment activities.

### **Teaching activity**

Any activity type relating to teaching (e.g., lecture, tutorial). For the purpose of these procedures, any reference to “teaching activity” can also be described as “class” unless otherwise specified.

### **Teaching responsibility**

The allocation of ownership to a teaching area to administer and deliver content of a unit of study in the Student Management System (e.g., Student One). Teaching responsibility does not necessarily align with unit ownership.

### **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. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS/FORMS

[Academic Calendar Policy](#)

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

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

[Course Quality Assurance Manual](#)

[Disability Inclusion Policy](#)

[Diversity and Equity Policy](#)

[Fieldwork \(Work Integrated Learning\) Policy](#)

[Fieldwork \(Work Integrated Learning\) Procedures](#)

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

[Room Booking Guidelines](#)

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<b>Approval Authority</b>	Deputy Vice-Chancellor, Academic
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#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	17/06/2019	Deputy Vice-Chancellor, Academic	EM1908	Unconditional
	Approved	12/01/2021	Acting Deputy Vice- Chancellor, Academic	EM2101	Partial Review
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