

# TIMETABLE PROCEDURE

## SCOPE

This procedure applies to:

- all staff;
- all students; and
- all teaching locations, with the exception of the former Monash South Africa campus.

This procedure excludes professional development education programs.

*For students at Monash University Indonesia, this policy has been translated into the Indonesian language (Bahasa) and can be accessed on the [University's Policy Bank](#).*

## PROCEDURE STATEMENT

### 1. Student-centred timetable

- 1.1 To maximise student attendance and effective participation, all students will have a timetable that aligns, as far as possible, with the following timetabling principles:
  - timely (released early)
  - stable; and
  - flexible.
- 1.2 Where practicable, the timetable will avoid timetable clashes for core units and double degrees, and maximise the choice of elective units.
- 1.3 Where practicable, each student will have a timetable that optimises their time, avoiding large breaks or travel between different locations in a single day.

### 2. Teaching hours

- 2.1 University teaching in Monash University Australia is between 8:00am and 9:00pm Monday to Friday. The dean (or delegate) of the teaching faculty can approve, by agreement with affected staff, block teaching on weekends and extended hours to provide flexibility, support efficient use of facilities and facilitate access to specialist resources.
- 2.2 University teaching in Monash University Malaysia is between 8:00am and 10:00pm Monday to Friday. The Vice-President (Education) and/or heads of schools can approve, by agreement with affected staff, block teaching on weekends and extended hours to provide flexibility, support efficient use of facilities and facilitate access to specialist resources.
- 2.3 University teaching at Monash University Indonesia is between 7:00 am and 9:30pm. Some weekend teaching may be scheduled.
- 2.4 Faculties determine when teaching activities should be scheduled, considering the student cohort and the requirements of the unit.
- 2.5 Teaching activities are timetabled to start on the hour and end 10 minutes prior to the scheduled end time. All classes will make reasonable efforts to vacate the venue 10 minutes prior to the start time of the next class.

### 3. Managing space allocations

- 3.1 The use of rooms and facilities for teaching activities takes precedence over other University activities, which in turn take precedence over requests by external persons, groups or bodies.

- 3.2 The teaching timetable will not be adjusted to accommodate external use unless there are exceptional circumstances approved by the chair of the Scheduling Services Group or the equivalent committee or officer at international teaching locations.
- 3.3 The following principles determine which faculty or activity has priority use of shared spaces:
- scheduled final assessments, where the scheduling of final assessments does not impact the scheduling of teaching activities. The Deputy Vice-Chancellor (Education) will determine which activity takes priority where there are competing priorities;
  - the faculty that has specific space or technology requirements and there is no other equivalent venue available; and
  - the scheduled activity cannot change and no other suitable venue is available at the same time.
- 3.4 Where conflict resolution is required, issues will be escalated in the following order:
- Monash University Australia and Monash University Indonesia: Associate Director, Scheduling Operations, and then the Chair, Scheduling Services Group
  - Monash University Malaysia: Manager, Student Systems, and then the Registrar.
  - Monash Suzhou: General Manager, Graduate School only.

## 4. Creating the University timetable

- 4.1 Scheduling Operations, or an equivalent team for international teaching locations, will communicate the timelines for creating the timetable by April each year.
- 4.2 Scheduling Services, or equivalent, is responsible for creating a timetable for all teaching activities based on the information provided by faculties (for Australian locations) or schools (for international teaching locations) (see sections 7 and 8).
- 4.3 The scheduling process is impartial and aims to achieve the best match for teaching and delivery methods, the efficient use of teaching space and technology and to maximise student choice (where available) and needs. Where possible, all faculties will receive a fair distribution of teaching times across teaching space locations.

## 5. Confirm space availability

- 5.1 Scheduling Services and the Buildings and Property Division, or equivalent, will collaborate to validate the availability and capacity of space types prior to the scheduling cycle.
- 5.2 Scheduling Operations (or equivalent) will monitor and evaluate space utilisation in collaboration with faculties, Buildings and Property Division and eSolutions to support the delivery of effective teaching, technology and facility planning.

## 6. Plan student load

- 6.1 Information generated by the University annual load planning process will be used to ensure that anticipated student numbers are accounted for when creating the University timetable.
- 6.2 Significant trends that are likely to impact the timetable, e.g. growth projections, changes to study modes, relocation of courses to different campuses, will be taken into consideration and must be communicated to Scheduling Operations or equivalent.
- 6.3 Faculties will use current and past unit enrolment information and load plans to estimate future unit enrolment numbers in consultation with Scheduling Operations or equivalent.

## 7. Collect data required for creating the timetable

- 7.1 Faculties will provide the following data to Scheduling Operations:
- the units to be offered, which the faculty has set up in the student management system;
  - the unit delivery method;
  - space type and resource requirements;
  - academic staff unavailability and an indication of the amount of teaching which can be allocated to a staff member considering the agreed academic workload allocations; and
  - unit enrolment estimates.
- 7.2 Late provision of the required data will not be accepted.
- 7.3 At international teaching locations, the required data will be provided by schools to the relevant team responsible for creating the timetable.

## 8. Academic staff availability

- 8.1 Academic staff will nominate the times they are unavailable for teaching activities for the following year to the dean (or delegate) of the teaching faculty by the required date set by Scheduling Operations or equivalent.

- 8.2 Any allocation of teaching activities outside the set timeframe (see section 2.1 and 2.2) must be by agreement with the affected staff members.
- 8.3 Valid reasons for teaching unavailability between the set teaching timeframe must be approved by the dean (or delegate) of the teaching faculty, or the equivalent role at international teaching locations and can include:
- administrative commitments;
  - specific research obligations;
  - part-time arrangements;
  - agreed individual flexibility arrangements;
  - family responsibilities;
  - agreed leave arrangements (including scheduled leave for the Outside Study Programme); and
  - religious or medical reasons.
- 8.4 Faculties can nominate periods during which staff are not available to teach due to faculty administrative commitments.
- 8.5 The nominated availability of academic staff must align with the staff member's workload allocation, the faculty or academic unit's academic workload model and the requirements of the current [Monash University Enterprise Agreement](#) or the equivalent agreement or contracts in place for staff at international locations.
- 8.6 When creating the timetable, and where practicable, Scheduling Operations (or equivalent) will apply the following restrictions:
- a one-hour break from teaching between the hours of 11:00am and 3:00pm;
  - avoid scheduling teaching activities before 10:00am following teaching activities after 6:00pm the previous day;
  - limit continuous teaching to four hours (except for special cases such as full-day field trips or laboratories);
  - limit teaching in a single day to eight hours;
  - allow for attendance at faculty/school/department meetings, seminars and research conferences; and
  - ensure adequate time is available for research activities, in accordance with each academic staff member's agreed academic workload allocations.
- 8.7 The restrictions in section 8.6 can be waived if there are compelling reasons affecting the quality of the timetable and by agreement with the affected staff members.

## 9. Draft timetable

- 9.1 The draft timetable will be available at the end of October each year. A two-week period will be provided for feedback and to request changes. Faculties must ensure academic staff are provided with an opportunity to comment on the draft.
- 9.2 Academic staff may request changes to the timetable provided their request is for a reason listed in section 10.1 and has the agreement of the dean (or delegate) of the teaching faculty.
- 9.3 Changes to the draft timetable will be allowed when the changes requested are consistent with student centred timetabling objectives and where they do not adversely impact the targets set by the Scheduling Services Group or equivalent.

## 10. Post-publication timetable changes

- 10.1 After the timetable is published, changes will only be made in the following circumstances:
- to add classes for units where actual demand exceeds forecast demand;
  - to remove scheduled classes if enrolment numbers are fewer than planned;
  - to accommodate unexpected staff turnover and where a suitable substitute cannot be found;
  - where a location becomes a health or safety hazard; or
  - to make reasonable adjustments to accommodate students and academic staff with special needs.
- 10.2 Staff cannot request a change to their scheduled classes unless there are exceptional circumstances affecting their availability that were not foreseen before the timetable was created.
- 10.3 The dean (or delegate) of the teaching faculty at Monash University Australia, the Vice President (Education) at Monash University Malaysia, or the Pro Vice-Chancellor at Monash University Indonesia can approve post-publication changes to the timetable in exceptional circumstances.
- 10.4 Faculties can approve internal academic staff changes that do not result in changes to the timetable.

## 11. Measures and targets

- 11.1 Scheduling Operations or equivalent will assess the effectiveness of scheduling against measures and targets set by the Scheduling Services Group or equivalent committee.

- 11.2 The [University-wide Scheduling Framework](#) set by the Scheduling Services Group balances the agenda for improving the student experience, space optimisation and supporting the University's strategic initiatives.

## DEFINITIONS

Clash	When students are allocated to two or more teaching activities that overlap.
Scheduling	The process of producing the University timetable.
Teaching activity	For the purposes of this procedure, teaching activities refer to activities that Monash University students undertake as part of their curriculum.
Timetable	A schedule that lists the day, time and location when teaching activities are planned to take place.
Timetable change	A change to the published timetable where the day, time or teaching week for a teaching activity is altered.

## GOVERNANCE

Parent policy	<a href="#">Enrolment and Timetable Policy</a>
Supporting schedules	N/A
Associated procedures	<a href="#">Enrolment Procedure</a> <a href="#">Teaching Periods Procedure</a>
Legislation mandating compliance	<a href="#">Age Discrimination Act 2004 (Cth)</a> <a href="#">Disability Discrimination Act 1992</a> <a href="#">Disability Services Act 1986 (Cth)</a> <a href="#">Equal Opportunity Act 2010 (Vic)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Monash University Act 2009 (Vic)</a> <a href="#">Monash University Enterprise Agreement (Academic and Professional Staff) 2014</a> <a href="#">Occupational Health and Safety Act 2004 (Vic)</a> <a href="#">Racial and Religious Tolerance Act 2001 (Vic)</a> <a href="#">Racial Discrimination Act 1975 (Cth)</a>
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