

Timetable Policy

Controlled Document – refer to Intranet for latest version

Category: Academic

Date Created: January 1999

Responsibility: Administration Services Manager

Date Last Reviewed: March 2020

Approval: Executive Director Education and Applied
Research

Version: 20.2

Purpose

This policy prescribes a timetabling framework for effectively aligning utilisation of UCOLs physical building resources with strategic and operational priorities, whilst producing a student friendly timetable that supports the effective delivery of teaching and learning.

Scope

All teaching spaces, including general teaching and specialist spaces. All teaching staff.

All UCOL campuses, currently Manawatū, Wairarapa, Whanganui, and Horowhenua.

Responsibility

The Executive Director Education & Applied Research and in particular the Senior Administration Services Manager is responsible for the overview and implementation of this Policy.

The Programme Leaders and the Administrator/s - Space Management are responsible for developing effective student timetables in accordance with this policy.

Policy Statements

1. The Timetable supports student learning and achievement.
2. The Timetable must maximise as far as practicable the efficient use of UCOL's resources.
3. Students should be able to rely on the Published Timetable.
4. Where practicable, student learning will be accommodated in consistent spaces across the semester.
5. The UCOL Calendar applies to all faculties and programmes. Any deviation from this should be approved by the Executive Director Education and Applied Research.

6. Where there are competing requests for space, conflicts, or prioritisation required, the Head of School, Executive Dean, or Executive Director Education and Applied Research if required will make a decision.
7. When developing the Timetable, Programme/Course Priorities are:
 - a. Large cohort degree courses
 - b. Large cohort diploma courses
 - c. Other degree courses
 - d. All other courses.
8. The timetable will reflect the Weekly Duty Hours as found in the UCOL Staff Members Collective Agreement. This is currently 8am to 9:30pm Monday through Saturday. Generally timetabling is Monday through Friday, however timetabling can be outside of these hours if required.
9. Activities will generally have a start time 'on the hour' and finish before the hour (e.g. 8:50am) to enable an 'on the hour' start for the next class.
10. The development of an effective timetable is a joint initiative each year between The Education & Applied Research Administration Services Team, Facilities Management, Executive Dean's, Heads of School and Programme Leaders.
11. Facilities Management acts as the 'landlord' for space on behalf of UCOL.
12. Programme Leaders
 - a. Must be familiar with and ensure that their programme and intake codes, programme dates and modules in the Student Management Information System are correct.
 - b. Provide space requirements and all timetabling data in the published Timeline by the date set by The Education & Applied Research Administration Services Team in consultation with Executive Director Education and Applied Research.
 - c. Provide any constraints on staff availability, student requirements, or any other information that may impact on the space and/or time allocated with supporting evidence (i.e. agreed days/hours in the letter offer for staff, documents setting out student requirements).
 - d. Check the accuracy of the timetable during the process.
 - e. Accurately advise changes in cohort size, staff, delivery, assessments or one-off activities within the agreed Timeline.
13. Teaching activities are not generally scheduled between 3pm and 5pm Thursday to allow for professional development activities.
 - a. The Education & Applied Research Administration Services Team will publish a timeline for production of the following years' Timetable by 31 July each year. This will be agreed with the Executive Director Education and Applied Research. This timeline will include dates for

publication of a Draft Timetable and a Final Timetable.

14. Changes to the Final Timetable

- a. Will be agreed between The Education & Applied Research Administration Services Team and the Programme Leader to:
 - i. change Room(s) to accommodate exams
 - ii. schedule additional classes, assessments, meetings, where there is no impact on other students
 - iii. change of room location (& time if required) where the student cohort is significantly different from forecast.
- b. All other changes to the Final Timetable will require agreement from the Executive Director Education and Applied Research (or delegate).

15. Booking of Rooms 3-0-08 (OCE Meeting Room) and 8-0-01/8-0-22 (OCE Board Room/Kitchen) are made through the OCE and are only available for UCOL constituted meetings such as Academic Board and FBEL meetings, Council meetings, Executive Team delegations, Executive meetings, and Ad Hoc bookings approved by the OCE. Council and Executive bookings take precedence.