

## Class Timetabling Procedures

<b>Approving authority</b>	Learning and Teaching Committee
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<b>TRIM document</b>	2016/7005040
<b>Description</b>	This document describes the establishment, use and management of classes for timetabling and enrolment.

### Related documents

[Class Timetabling Policy](#)

[Management of Space in the University Policy](#)

[End of Trimester Centrally Administered Examinations Policy and Procedures](#)

[\[Class Timetabling System and Software\]](#) [\[Development of Class Timetable\]](#) [\[Class Management Guidelines\]](#)

## 1. CLASS TIMETABLING SYSTEM AND SOFTWARE

Griffith University operates a centralised class timetabling system. The Examinations and Timetabling Centre within Student Administration is responsible for the production and publication of the University class timetable.

The University class timetable is produced using Enterprise Syllabus Plus software.

Class timetabling also relies on interface software to validate and transfer timetabling data between PeopleSoft and Syllabus Plus.

## 2. DEVELOPMENT OF CLASS TIMETABLE

The University Class Timetable is developed by classifying learning activities as a course component in accordance with 2.1 and taking account of the relevant scheduling constraints outlined in 2.2.

### 2.1 Timetabled Class Types and Naming Conventions

Course learning activities shall be timetabled as classes using one of the following class types and naming conventions to be recognised as a valid course component:

- Computer Lab (CLB)
- Common Time (CTM)
- Exam (EXM)
- Field Studies (FLD)
- Instrument (INT)
- Laboratory (LAB)
- Lecture (LEC)
- Online Session (ONL)
- Pass Session (PAS)
- Practicum (PRA)
- Quiz (QUZ)
- Screen (SCR)

Seminar (SEM)  
Studio (STU)  
Tutorial (TUT)  
Workshop (WSP)

It is recommended that the delivery structure of the same course across different campuses includes the same course components.

## 2.1 Scheduling Constraints

Class scheduling is prioritised to accommodate the needs of large first year classes, Griffith 2020 initiatives and double degree programs in the undergraduate career.

All full-time teaching staff shall be available for the scheduling of classes between 8 a.m. and 10 p.m. on the days comprising the teaching period, with the exception of public holidays. In exceptional circumstances with the approval of the Dean (Academic) and Dean (Learning & Teaching) a full-time teaching staff member may have a more limited period of availability in which to have their classes scheduled.

The following scheduling constraints shall normally be taken into consideration with the production of the class timetable:

- clash rules derived from program structures provided by schools/departments.
  - course delivery
    - type and number of classes required.
    - type of facilities and equipment required.
- Classes shall be scheduled into venues on the home campus of the course unless requested otherwise. All requests to schedule classes on a different campus shall be considered by the Manager, Timetabling and Room Bookings and shall only be permitted if space is available.
- course start and end date, i.e. standard courses/dynamically dated courses.
  - teaching requirements [e.g. all classes scheduled on the same day, sequencing of classes, early in the week teaching only etc.]
    - priority shall be given to sequencing of classes that belong to first year courses.
  - enrolment numbers.
  - staff availability where:
    - designated school/committee meeting times, limited to 2 hours in duration, commencing and finishing on the hour, are scheduled. Other ad hoc meetings are to be accommodated around teaching.
    - late night teaching is scheduled early morning classes are not to be scheduled on the following day where possible.
  - travel time to be allowed between campuses for programs that include cross campus teaching and staff that are involved in cross campus teaching.
  - class allocation constraints.
  - other staff and student constraints such as maximum span of hours per day, maximum hours per day and maximum hours to be followed by a break – to be applied where possible.

A school/department may request same-time and/or co-sharing of a common location for activities of individual or related courses.

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## 3. CLASS MANAGEMENT GUIDELINES

Classes are scheduled initially in Syllabus Plus, prior to being created in PeopleSoft for configuration and subsequent publication on the [Programs and Courses website](#). Students enrol in one class number for each course component.

### 3.1 Class configuration for enrolment

After classes have been created in PeopleSoft, the Academic Elements undertake a class configuration process for enrolments. This comprises:

- Class status configuration; and
- Configuration of enrolment limits;

which are to be completed prior to timetable release to students.

A key decision-maker is to be available throughout this process for each Academic Element to ensure classes are configured in accordance with the procedures and timelines provided by Examinations and Timetabling. Classes shall not continue to be configured once students have viewed their timetable and/or started planning for enrolment.

Classes shall be set up in a way that gives equal opportunity to all students and regardless of their program or whether they are continuing/commencing or domestic/international.

Sufficient places shall be made available for students who need to enrol including commencing international students and students who have accepted offers via the Queensland Tertiary Admissions Centre (QTAC) and Universities Admissions Centre (UAC). At least 80% of classes shall be open, and available to students for planning and enrolment, at the date of the open enrolment period. This estimate of the number of classes required shall be based on the previous year's enrolment patterns. Classes shall not be opened up gradually.

### 3.2 Class management during open enrolment

A key decision-maker and their delegate are to be available during the planning and enrolment period for monitoring enrolment patterns within classes and managing class demand for each school/department. Whenever there is a period of absence by the key decision-maker their delegate shall be available and make decisions during this period. The decision-maker or their delegate shall be responsive to increases in demand, and open up new classes where required.

Examinations and Timetabling staff shall assist Academic Elements by monitoring class enrolments and full courses, and advising of any enrolment problems.

The following escalation plan shall be in place during the peak enrolment period:

- *Courses that are requested to remain full*

On some occasions, it may be appropriate for an Academic Element to decide that a full course shall have no further places available for enrolment. Timetabling staff shall seek approval from the relevant Head of School/Department for all courses that are to remain full. If not approved, additional places shall be made available in the course. Core courses are exempt from this process and additional places shall be made available.

Over-enrolment in classes is not encouraged. Exceeding the room capacity for a class shall only be used if the set enrolment capacity is preventing the enrolment of students. The key decision-maker shall have the discretion to allow over-enrolment up to 10% beyond the set room capacity; with the exception of computer laboratories and technical space, where class enrolments shall remain at the room capacity.

Academic Elements shall contact the relevant Timetabling staff as soon as an over-enrolment issue is identified to request a change of venue or schedule an additional class. Academic Elements are expected to cooperate with venue swaps to accommodate over-enrolled classes.

Excessive over-enrolments in any teaching space shall be treated as an issue for the school/department in question.

Additional full class and timetabling information that students cannot readily access via the web timetable shall be listed on the Full Class and Additional Timetabling Information page at [www.griffith.edu.au/timetable](http://www.griffith.edu.au/timetable) or on the course and class notes functionality available on the [Programs and Courses website](#).