

# CURRICULUM TIMETABLING PROCEDURES 2021

Issued by: Deputy Vice-Chancellor (Education)  
Dated: 23 June 2021 (commencing 16 August 2021)  
Last amended:  
Signature:  
Name: Professor Philippa Pattison

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## 1 Purpose and application

- (1) These procedures are to give effect to the [Curriculum Timetabling Policy 2019](#) (“the policy”).
- (2) These procedures apply to:
  - (a) all students undertaking coursework;
  - (b) all participants in non-award courses recorded in Sydney Student; and
  - (c) all staff and affiliates involved in
    - (i) planning;
    - (ii) scheduling;
    - (iii) maintaining;
    - (iv) monitoring; and
    - (v) teaching;the University’s educational offerings.

## 2 Commencement

These procedures commence on 16 August 2021.

### 3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

**Note:** See clause 6 of the policy.

<b>Associate Dean (Education)</b>	has the meaning given in the <a href="#">Learning and Teaching Policy 2019</a> , which at the date of this policy is: <ul style="list-style-type: none"><li>• the Associate Dean of a faculty or University school with responsibility for education at the relevant level; or</li><li>• the deputy chairperson of a board of studies; or</li><li>• a person appointed by the Dean to have responsibility within the faculty for education at the relevant level. This position may have any of a number of different titles, including Associate Dean - Education, Associate Dean - Teaching or Learning, Associate Dean - Undergraduate Students, Associate Dean - Postgraduate Coursework or equivalent. The responsibilities of the Associate Dean - Education specified in this policy may be shared between more than one Associate Dean position.</li></ul>
<b>Central Operations Services (COS)</b>	means the University's Central Operations Services Unit.
<b>Disability Services</b>	means the University department that acts on behalf of students with disabilities, including reviewing their needs and determining support services and adjustments to give them equal access to learning.
<b>Elite Athlete or Performers Scheme</b>	means the special admissions program for student athletes and performers established in the <a href="#">Coursework Policy 2014</a> .
<b>flexible working arrangements</b>	means working arrangements entered into under the flexible work provisions of the <a href="#">Enterprise Agreement</a> or the <a href="#">Flexible Working Arrangements Policy 2020</a> .
<b>general teaching space</b>	means teaching space to which any teaching and learning activity can be allocated.
<b>honorary title</b>	titles that may be awarded to individuals, as provided in the <a href="#">Honorary Titles Policy 2013</a> .
<b>Information and Communications Technology (ICT)</b>	means the University's Information and Communications Technology unit.
<b>Institutional Analytics and Planning (IAP)</b>	means the University's data reporting unit.
<b>normal daytime teaching hours</b>	teaching between 8.00 am to 6.00 pm from Monday to Friday.

<b>normal evening teaching hours</b>	teaching between 5.00 pm to 9.00 pm from Monday to Friday.
<b>prioritised teaching space</b>	means teaching space to which a principal use will be given priority, but which can also be timetabled for other use depending on need and availability.
<b>Program Director</b>	has the meaning given in the <a href="#">Learning and Teaching Policy 2019</a> , which at the date of this policy is:  the person responsible, at a program, major or degree level, for managing the curriculum and providing coordination and advice to staff and students.
<b>room frequency</b>	means, for a given period, the number of hours a room is in use divided by the number of hours it available for use.
<b>room occupancy</b>	means the average number of students allocated to the room for scheduled teaching, compared to the total room capacity.
<b>specialised space</b>	means teaching space which has specialised use and is unsuitable for general use.
<b>School Manager</b>	has the meaning given in the <a href="#">University of Sydney (Governance of Faculties and University Schools) Rule 2016</a> , which at the date of this policy is:  <ul style="list-style-type: none"> <li>means a person formally appointed to that position in a school within a faculty.</li> </ul>
<b>Sydney Student</b>	The University's student management system.
<b>teaching delivery requirements</b>	means the resources needed for teaching activities that must be considered in order to timetable these activities, such as the properties of teaching spaces, class sizes, and the availability of teaching staff.
<b>Timetabling team</b>	means the functional area with the University responsible for managing unit of study timetables, student personal timetables and associated information and systems.
<b>University Infrastructure (UI)</b>	means the University's University Infrastructure unit.

#### 4 Timetable production schedule

- (1) The annual timetable production schedule will be approved by the Timetabling Committee.
- (2) The Timetabling Committee may override the annual timetable production schedule in exceptional circumstances, such as a building becoming unavailable at short notice.

- (3) If deadlines in the annual timetable production schedule are not met;
  - (a) by an academic unit, the matter must be addressed by the Associate Dean (Education) and, if no resolution is achieved, the Dean; or
  - (b) by the Timetabling team, the matter must be addressed by the Director of Student Operations and, if no resolution is achieved, the Executive Director, Student Administration.
- (4) UI and COS will provide proposals for teaching venue maintenance, refurbishment, commissioning and decommissioning to the Timetabling team at the date stated in the annual timetable production schedule.
  - (a) The Timetabling team will model impacts of the proposals on timetabling and request changes to them if they would have a significant impact on timetabling.
  - (b) If agreement cannot be reached, the matter will be resolved by the Vice-Principal (Operations).
- (5) Teaching spaces will be unavailable for timetabling when they are undergoing COS or ICT venue maintenance and refurbishment.
- (6) If faculty and University school staff to whom roles are allocated in these procedures are absent during the annual timetable production schedule,
  - (a) where the role is the unit of study coordinator, the program director will perform this role;
  - (b) where the roles are other academic roles, the relevant Head of School must nominate others to perform these roles; and
  - (c) where the roles are administrative, the relevant Faculty or University School General Manager must nominate others to perform these roles.

## **5 Collecting timetable information**

- (1) The Timetabling team will coordinate the collection of teaching delivery requirements from the roles identified in these Procedures.
- (2) Unit of study coordinators will provide the Timetabling team with the teaching delivery requirements needed for timetabling for each unit of study.
- (3) If a unit of study has been previously taught, the Timetabling team will provide the existing teaching delivery requirements to the unit of study coordinator to review and update if needed.
- (4) The Timetabling team will provide the Heads of Education of faculties and School General Managers of University schools with a list of commonly selected unit of study combinations to be made clash free, based on previous patterns of enrolment, who will
  - (a) review this list in consultation with relevant faculty and University school roles, and, where necessary, provide additional combinations to be made clash free, based on guidelines from the Timetabling team.
  - (b) The additional combinations will include:
    - (i) combinations for new units of study; and
    - (ii) combinations for existing units of study missing from the provided list, that they expect multiple students would select.

- (5) The Timetabling team will provide estimated enrolment numbers from IAP for units of study that have been previously taught to Heads of Education of faculties and School General Managers of University schools, who will:
  - (a) review these projections and may:
    - (i) override them if they believe there are variables that could not be predicted by historical patterns of enrolment alone; and
    - (ii) provide projections where IAP cannot, such as for new units of study.
- (6) The Timetabling team will provide the planned class sizes for units of study that have been previously taught to the Heads of Education of faculties and School General Managers of University schools, who will review these planned class sizes and may override them.
- (7) For teaching activities that require setting up or removing equipment or materials, the draft timetable will include as needed:
  - (a) a default period of 30 minutes for setting up before the teaching activity; and
  - (b) a default period of 30 minutes for removal after the teaching activity.
- (8) Setting up and removal periods longer than 30 minutes will be provided if requested by the unit of study coordinator.
  - (a) The unit of study coordinator should liaise with Technical Services staff on the amount of time required.
- (9) The University Executive may designate times of the week to be free of timetabled teaching.

## **6 Teaching staff allocation**

- (1) Heads of Education of faculties and School General Managers of University schools may provide the Timetabling team with the names of the teaching staff who are expected to teach the class types for their units of study, where this is known at the time of timetable planning.
- (2) If a unit of study has been previously taught, the Timetabling team will provide the relevant Head of Education of a faculty and School General Manager of a University school with details of the existing teaching staff identified for that unit of study, to review and update if needed.
- (3) Heads of Education of faculties and School General Managers of University schools may provide the Timetabling team with the number of staff who they expect to engage to teach the class types for their units of study, where this is known at the time of timetabling planning.
- (4) Heads of Education of faculties and School General Managers of University schools may provide detail of accommodations required for teaching staff with disabilities, where known. Personal detail about individual staff members is not required.
- (5) If teaching staff for specific class types are not known during timetable planning, the Timetabling team will schedule the classes without identified teaching staff.
  - (a) The actual teaching staff may be recorded for these classes in the timetabling system by faculty or school staff after the draft timetable has been created.

- (6) The Timetabling team will not allocate teaching staff to classes beyond a maximum span of teaching hours on a single day.
  - (a) The Provost will determine the maximum span in consultation with the affected stakeholders and the University Executive.
- (7) Where a unit of study will be offered outside of core teaching hours, it is the responsibility of the school to arrange that teachers for the unit of study will be available.
- (8) At the time of timetable planning, the Heads of Education of faculties and School General Managers of University schools will provide the Timetabling team with records of the specific times of the week when teaching staff are unavailable to work.
- (9) At the time of timetable planning, the Heads of Education of faculties and School General Managers of University schools will provide the Timetabling team with details of the availability of honorary title holders to teach at specific times of the week.

## **7 Teaching space allocation**

- (1) Unit of study coordinators will provide the Timetabling team with information on the teaching space properties that each class type requires, based on the teaching space properties published by the Timetabling Committee.
- (2) The Timetabling team will match the classes to teaching spaces with these properties.
- (3) If a unit of study has been previously taught, the Timetabling team will provide the existing teaching space requirements for that unit of study to the unit of study coordinator, to review and update if needed.
- (4) If classes cannot be scheduled because of competition for venues, the Timetabling team will liaise with the relevant unit of study coordinators to seek a resolution.
  - (a) If agreement cannot be reached:
    - (i) matters affecting a single faculty or University school will be resolved by the relevant Associate Dean (Education); and
    - (ii) matters involving multiple faculties or University schools will be resolved by the Deputy Vice-Chancellor (Education).
- (5) The Timetabling team will allow for travel time between venues when considering teaching spaces for consecutive classes for a teaching staff member.
- (6) Unit of study coordinators may provide the Timetabling team with information on scheduled independent student learning activities for which teaching spaces are required.
  - (a) The Timetabling team will allocate teaching spaces for these activities but will not make the activities available for student allocation or include them in students' personal timetables.
- (7) The Timetabling team will seek to allocate evening and weekend teaching activities to particular zones of the University, so that supporting services can be provided to these zones during these periods. If no appropriate facilities are available in the proposed zones, activities will be allocated to the nearest appropriate teaching space.

## 8 Reviewing draft timetable

- (1) The Timetabling team will contact relevant staff to discuss any timetable input data that may adversely affect creation of the timetable.
  - (a) If agreement cannot be reached on appropriate changes:
    - (i) matters affecting a single faculty or University school will be resolved by the relevant Associate Dean (Education); and
    - (ii) matters involving multiple faculties or University schools will be resolved by the Deputy Vice-Chancellor (Education).
- (2) The Timetabling team will distribute the draft timetable for review by the date stated in the annual timetable production schedule, provided that earlier schedule deadlines have been met.
- (3) Unit of study coordinators who request a change of teaching space during the draft review period must specify the property which the currently allocated teaching space lacks and which the proposed venue provides.
  - (a) The Timetable Committee will evaluate adding this property to the teaching space properties for a subsequent timetable planning period.
- (4) The Timetabling team will only consider change of venue requests from unit of study coordinators during the draft review period if:
  - (a) the allocated teaching space does not match the teaching delivery requirements provided when timetable information was collected;
  - (b) the teaching delivery requirements have changed since the timetable information was collected; or
  - (c) a requested room which matches teaching delivery requirements is available.
- (5) The Timetabling team will only consider change of time requests during the draft review period if:
  - (a) the scheduled time does not match the teaching delivery requirements provided when timetable information was collected; or
  - (b) the request is consistent with flexible working or outside earning criteria which would make a teaching staff member unavailable to work at specific times of the week, confirmed by the Head of School responsible for the unit of study.

**Note:** See [Flexible Working Arrangements Policy 2020](#); [Outside Earnings of Academic Staff Policy 2011](#).
- (6) Requests for changes of time will only be accommodated if appropriate teaching resources (such as teaching staff identified by faculties or University schools, and suitable venues identified by the Timetabling team) are available at the requested time.
- (7) The Timetabling team may change teaching space and time during the draft review period provided that changes are consistent with agreed teaching delivery requirements. Where a change is not consistent with agreed teaching delivery requirements, the Timetabling team will consult relevant staff to seek agreement on changes.

- (8) Where a class would occur on a public holiday, the unit of study coordinator may:
  - (a) accept that the class will not be able to proceed and not seek an additional scheduled class; or
  - (b) request that the Timetabling team schedule a replacement class if possible.

## **9 Timetable publication**

- (1) The Timetabling team will make the timetable available to students:
  - (a) as a reference to help students plan the units of study in which they will enrol on the date confirmed during the annual timetable production schedule; and
  - (b) for students to select and enrol in classes, on the date confirmed in the annual timetable production schedule.
- (2) The published timetables will display accessibility properties of the teaching spaces.
- (3) The Timetabling team will publish in advance on the University website the dates on which:
  - (a) the timetable will be available to students as a reference; and
  - (b) the timetable will be available for student selection and allocation.
- (4) The Timetabling team will provide the following information to relevant faculty and University school staff:
  - (a) student numbers for scheduled classes;
  - (b) the timetables for units of study; and
  - (c) staff members' scheduled classes.
- (5) The Timetabling team will permit casual room bookings by the date stated in the annual timetable production schedule, provided that earlier schedule deadlines have been met.

## **10 Student allocation to classes**

- (1) Students will be able to complete timetable selection by the date stated in the annual timetable production schedule, provided that earlier schedule deadlines have been met.
- (2) If a student would have inadequate travel time between venues for consecutive classes, this will be considered a clash.
- (3) The Timetabling team will allow over-allocation of students to classes if:
  - (a) approved by the unit of study coordinator; and
  - (b) there is no health or safety issue identified.
- (4) The Timetabling team will seek to resolve clashes in student allocation, and where necessary will liaise with affected students and unit of study coordinators.
- (5) Where a student is unable to be allocated to a clash-free class without exceeding the safe capacity of the teaching space, the Timetabling team may create capacity for the student in an existing class by reallocating another student in that class to a clash-free alternative time.



- (6) Students may select lectures that clash with other teaching activities unless the unit of study coordinator has specified that the lecture must not clash with other teaching activities due to lecture attendance requirements.
- (7) Students may apply to the Timetabling team for adjustments to their class allocations.
  - (a) The Timetabling team will process these adjustments based on rules annually endorsed by the Timetabling Committee and published prior to semester 1 allocation on the University website.
- (8) Students who have selected classes may apply to swap to a class that is currently full if a place in that class becomes available.
  - (a) Applications may be made, and fulfilled, until the end of the last day for adding a unit of study in a teaching period.
- (9) Students should not change the classes they attend unless the change has been made in their timetable.
- (10) The Timetabling team will seek to change the allocation of students with an approved timetable adjustment from Disability Services, to a matching teaching space or time.
- (11) The Timetabling team will seek to change the allocation of students admitted under the Elite Athlete or Performers Scheme with an approved timetable adjustment, to a matching teaching time.
- (12) Unit of study coordinators will be able to manually allocate students to classes where there are pedagogical reasons to control their class allocation, if approved by Associate Dean (Education) of the unit of study coordinator's faculty.
- (13) The Timetabling team will provide student class lists to unit of study coordinators.
- (14) The Timetabling team will release all unused class bookings for casual booking:
  - (a) at the completion of student timetable allocation; and
  - (b) on the date stated in the annual timetable production schedule provided that earlier schedule deadlines have been met.
- (15) The Timetabling team will not make changes to student allocation requested by a unit of study coordinator if they would generate a clash for the student.
  - (a) The Timetabling team will inform the requesting unit of study coordinator in such cases.

## **11 Timetable changes after student allocation commences**

- (1) The Timetabling team will monitor the over-allocation and under-allocation of students to scheduled classes.
- (2) The Timetabling team may add 10% more students above the class size provided during data collection, unless:
  - (a) it exceeds the capacity of the teaching space; or
  - (b) they were advised in data collection that the planned class size is the maximum allowable.

- (3) The Timetabling team, in consultation with
  - (a) School Managers in all faculties excluding the University of Sydney Business School and the Faculty of Medicine and Health;
  - (b) the Manager of Disciplines in the University of Sydney Business School;
  - (c) the Education Support Lead for each school in the Faculty of Medicine and Health; and
  - (d) the School General Managers in the University Schools,
 may make changes after student allocation commences if the enrolment for a unit of study is higher or lower than projected.
- (4) These changes may include, as appropriate:
  - (a) increasing class limits of existing classes above the limits defined in (2), above;
  - (b) scheduling additional classes; or
  - (c) closing classes and reallocating students to alternative times.
- (5) Unit of study coordinators and faculty and University school roles listed in (3), above, may request the Timetabling team to change the timetable or student allocation after student allocation has commenced.
  - (a) If the requested change has no impact on students, the Timetabling team will make it wherever possible.
  - (b) If the requested change would have an impact on students, the Timetabling team will make it wherever possible, provided it is approved by the relevant Head of School.
  - (c) If the requested change cannot be made due to competition for teaching resources or clashes, the Timetabling team will liaise with the Heads of Education of faculties and School General Managers of University schools to seek a resolution.
    - (i) If agreement cannot be reached, the matter will be addressed by the relevant Heads of School.
    - (ii) If agreement is still unable to be reached, the matter will be determined by the Deputy Vice-Chancellor (Education).
- (6) In exceptional circumstances where teaching spaces become unsuitable for teaching at short notice after student allocation or teaching has commenced, the Timetabling team may change the timetable and student allocation as needed to accommodate the exceptional circumstances.
- (7) The Timetabling team will manage communication with students affected by any timetable change after student allocation commences.

## **12 Reporting and diagnostics**

- (1) The Timetabling team will provide timetable and student allocation data to IAP for use in analytics.

- (2) The Timetabling team will report annually to the UE Education Committee on:
- (a) room occupancy;
  - (b) room frequency;
  - (c) the number and type of changes made to timetable after student allocation commences, by faculty and University school;
  - (d) the number of clashes in student timetables;
  - (e) the percentage of students who obtain their timetable without staff support;
  - (f) the percentage of students who require staff support to obtain their timetable;
  - (g) the number of days before classes start that the student timetables are published;
  - (h) student satisfaction with timetabling and class allocation, as measured in student surveys; and.
  - (i) units of study where the Associate Dean (Education) has approved manual allocation of students to classes.

## NOTES

### Curriculum Timetabling Procedures 2021

Date adopted: 23 June 2021

Date commenced: 16 August 2021

Administrator: Executive Director, Student Administration

Review date: 16 August 2026

Related documents: *TEQSA Higher Education Standards Framework (Threshold Standards) 2021*

*University of Sydney (Coursework) Rule 2014*

*University of Sydney Enterprise Agreement 2018-2021*

*Academic Staff Workloads Policy*

*Coursework Policy 2014*

*Learning and Teaching Policy 2019*

*Space Management Policy 2012*

*Space Management Procedures 2012*

## **AMENDMENT HISTORY**

**Provision    Amendment**

**Commencing**

## SCHEDULE ONE

### ANNUAL TIMETABLE PRODUCTION SCHEDULE TEMPLATE

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This template will specify the key dates for the production of the annual timetable. It is anticipated that a full-year timetable will be produced prior to semester 1, with a review and adjustment period prior to semester 2, and student allocation prior to each semester.

Date	Activity
<b>Yearly Timetable Production Schedule</b>	
DD Month YYYY	Briefing from Central Operations Services and University Infrastructure re facilities changes
DD Month YYYY	All staff fulfilling timetabling roles are confirmed for the full year
DD Month YYYY	Data collection period commences
DD Month YYYY	Data collection period ends
DD Month YYYY	Draft timetable released to staff for review
DD Month YYYY	Draft timetable review period ends
DD Month YYYY	Timetable released to students for planning their enrolment
DD Month YYYY	Timetable released to students for recording preferences for semester 1
DD Month YYYY	Student personal timetables released for semester 1
DD Month YYYY	Enable casual room booking in the semester 1 teaching period
DD Month YYYY	Last day for timetable changes for semester 1
DD Month YYYY	Last day for student self-allocation adjustments
DD Month YYYY	Unutilised class bookings released for casual bookings
<b>Semester 2 Adjustment Schedule</b>	
DD Month YYYY	Briefing from Central Operations Services and University Infrastructure re facilities changes
DD Month YYYY	Draft timetable released to staff for review
DD Month YYYY	Draft timetable review period ends
DD Month YYYY	Timetable released to students for recording preferences for semester 2
DD Month YYYY	Student personal timetables released for semester 2
DD Month YYYY	Enable casual room booking in semester 2 teaching periods
DD Month YYYY	Last day for timetable changes for semester 2
DD Month YYYY	Last day for student self-allocation adjustments
DD Month YYYY	Unutilised class bookings released for casual bookings