

# STUDENT TIMETABLE PROCEDURE

## SCOPE

This procedure applies to all coursework students and staff at Monash University Australia, Monash University Malaysia and Monash University Indonesia.

For the purpose of this procedure, references to 'the University' include Monash University Australia, Monash University Malaysia and Monash University Indonesia, unless indicated otherwise.

This procedure does not apply to 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

Scheduling Operations is responsible for preparing a University timetable for all teaching activities and scheduled assessments that align with the timetable principles specified in the Enrolment and Timetable Policy. This procedure provides rules and processes for scheduling and prioritising classes.

In this procedure references to 'Scheduling Operations' include Scheduling Operations, Student Services that schedule activities for Monash University Australia and Monash University Indonesia and the scheduling team, Student Life at Monash University Malaysia.

In this procedure, references to the associate dean (education) may include roles with equivalent responsibility within the faculty, such as deputy dean (education), associate dean (learning and teaching), associate dean (graduate research), at Monash University Malaysia, the deputy head of school (education), at Monash University Indonesia, the chair of the Campus Education Committee.

### 1. Student timetable

- 1.1 The student timetable is designed to facilitate students' participation in teaching activities and enhance their experience while supporting them in achieving the learning outcomes of their units. The scheduling process aims to develop a student-centric personal timetable that is timely, stable, compact and flexible.

#### Timely

- 1.2 The timetable is released as early as possible for each teaching period to allow students to plan their studies, balance other commitments and make informed decisions.
- 1.3 Students will have a minimum of four weeks before the teaching period to record their preferences, where required, for teaching activities.
- 1.4 Students' personal timetables will be released at least two weeks before the start of the teaching period.
- 1.4.1 Teaching staff allocations will be published at least one week before the start of the teaching period.

#### Stable

- 1.5 Only necessary changes will be made to the timetable once it has been published (see 5.8), and any changes will be communicated to students as soon as these occur.
- 1.6 Students can request to modify their class allocation within two weeks of receiving their personal timetable (see 1.22). Approval will depend on the availability of places in the teaching activity and the change will still enable a clash-free student timetable.

#### Compact

- 1.7 Where possible, the timetable provides options for students to select teaching activity times that minimise long breaks between activities.

- 1.8 The timetable will avoid:
- a student allocated to teaching activities for core units on different campuses on the same day. Where this cannot be avoided, the timetable will allow for appropriate travel time.
  - clashes between core units in the same course, including double degree courses.
  - a student allocated to teaching activities for core units in a course before 10.00am on a day following an allocation to teaching activities for the same student after 6:00pm the previous day.
  - a student allocated to more than 8 hours of teaching activities in a single day, except where the student has preferences for more than 8 hours in a single day.

## Flexible

- 1.9 Where possible, the timetable will offer students choice in how and when they engage with their learning.
- 1.10 Units may have one or more [unit modes](#), aligned with the delivery of the teaching and learning activities of the unit:
- **On-campus:** All synchronous teaching occurs on campus;
  - **Online:** All synchronous teaching and assessment occurs online;
  - **Blended:** Teaching activities are a mix of scheduled on campus and online teaching activities;
  - **Flexible:** Some teaching activities may be attended online or on campus. At least one activity must be scheduled face to face with no online option for all students; and
  - **Immersive:** Experiential teaching/learning which occurs mostly outside of a classroom or campus environment.
- 1.11 Where multiple unit modes are available, students select their preferred option during the [enrolment or re-enrolment process](#).
- 1.12 Students may have access to the recording of [select teaching activities](#), as approved by the Deputy Vice-Chancellor (Education) ([Unit Delivery Procedure, section 2](#)).
- 1.13 Students with approved special requirements (e.g. physical, vision, hearing) who have registered with [Disability Support Services](#) (DSS) prior to the [allocation adjustment period](#) for each teaching period will be allocated to classes/spaces most suited to their requirements.
- 1.13.1 Requests through DSS to accommodate special requirements submitted after the [allocation adjustment period commences](#) will be accommodated by Scheduling Operations as much as possible based on availability.
- 1.14 The timetable will enable students to study core units that are part of their enrolled course and have adequate space for elective units.

## Student preferences

- 1.15 The timetable will be released to students to select their preferences at least four weeks before the teaching period commences. Students access the timetable through the timetable system [when preference entry opens](#) for each teaching period.
- 1.16 Students will have a minimum of one week to select their preferences for their enrolled units.
- 1.17 Any course or unit based limitations on preference selection and adjustment processes will be communicated in the timetable system.
- 1.18 Preferences are sorted to optimise the timetable for as many students as possible.
- 1.19 Where a unit has multiple teaching activities running in parallel, students will be automatically allocated to a specific activity.
- 1.20 Students who enrol after preference entry has closed can select from the remaining available activities for each unit. Where no activities are available, Scheduling Operations will work with the relevant faculty, or school in Malaysia, to accommodate additional teaching activities.

## Student personal timetable

- 1.21 Students will be able to access their personal timetable from the start of the [allocation adjustment period](#).
- 1.22 Students can make changes to their timetable during the allocation adjustment period. Changes are made in real-time on a first-come basis where places are still available or new activities have been added.
- 1.23 Students cannot make further changes to their personal timetable from the conclusion of the allocation adjustment period. Requests through DSS for adjustments after the allocation adjustment period has ended will aim to be accommodated as set out in 1.13.1.
- 1.24 Scheduling Operations will ensure that all students are allocated to the teaching activities for the units they are enrolled in within one week of the start of the teaching period.
- 1.24.1 Students must only attend classes they are allocated to.
- 1.24.2 Asynchronous activities are not scheduled in the timetable. These activities are made available in the learning management system.

1.25 Students will not be allowed to have a clash for concurrently scheduled teaching activities. This includes on campus activities and synchronous online activities.

1.25.1 Where a student has two or more scheduled activities that clash, they must change their activity allocation or unit enrolment.

## 2. Collection of information

### Preparation for scheduling

2.1 All teaching activities must be accurately reflected in the [Handbook](#). Scheduling Operations will not schedule activities that are not recorded in the [Handbook](#).

2.2 Student Services will forecast unit enrolment numbers for each location based on historical patterns to inform the initial number of planned classes. Estimated unit enrolments will be provided to faculties at the commencement of the scheduling process for review.

### Information required for scheduling

2.3 Faculties, or schools in Malaysia, are responsible for providing timely and accurate unit information specified by Scheduling Operations in [preparation for timetabling](#).

2.4 No timetable information will be collected for units part of enabling courses or units that do not have any synchronous activities (see 1.24.2).

2.5 Scheduling Operations will aim to not schedule teaching activities during official faculty, school and department meeting times that have been identified during data collection period.

### Roll-over of timetable data

2.6 Where teaching activities in the [Handbook](#) and the unit mode for a unit are unchanged for the upcoming academic year, core activity-level data (e.g. required room attributes and week patterns) may be rolled over from the previous year at the request of the faculty.

2.6.1 Activities scheduled in highly specialist spaces (e.g. faculty owned spaces with specific equipment) will retain all attributes, including scheduled day and time, subject to any requests for amendments.

2.7 The previous year's schedule (day, time and specific room location) will not be rolled over for centrally managed spaces.

2.8 Auxiliary classes (e.g. PASS, English Connect) will retain their core activity-level data, subject to any requests for amendments.

### Confirmation of timetable data

2.9 Scheduling Operations will validate the unit mode and teaching activities for units as part of the data collection.

2.10 Any updates must be provided by the specified [data collection deadline](#), after this, preferred attributes may be discussed during draft review and are not guaranteed.

## 3. Teaching time allocations

### Scheduling availability

3.1 Teaching activities at Australian locations will be scheduled Monday to Friday during the teaching weeks of the teaching period.

3.1.1 Teaching activities will be scheduled between 8.00am and 9.00pm.

3.1.2 Teaching activities for first year on-campus undergraduate units will be scheduled to finish no later than 6.00pm.

3.1.3 Evening teaching activities will be scheduled to finish between 6.00pm and 9.00pm.

3.1.4 Friday evening teaching activities will be avoided where possible.

3.1.5 Teaching activities at the Parkville and Peninsula campuses will be scheduled to finish by 6.00pm.

3.1.6 The dean (or delegate) of the teaching faculty can approve block teaching on weekends and extended hours by agreement with affected staff.

3.2 University teaching at Monash University Malaysia is between 8.00am and 10.00pm Monday to Friday. The Vice-President (Education) or heads of schools can approve block teaching on weekends and extended hours, by agreement with affected staff.

3.3 University teaching at Monash University Indonesia is between 8.00am and 9.00pm Monday to Saturday.

### Scheduling restrictions

3.4 Teaching activities for each teaching period will not be scheduled:

- on University holidays,
- observed public holidays,
- during mid-semester breaks,
- SWOT-Vac (including the weekends before and after), or
- during the final assessment period for the teaching period.

3.5 Alternative arrangements for University holidays will be made as set out in 5.3-5.5.

3.6 Assessments for units taught at Monash University Malaysia, must not be scheduled on a Friday, Saturday, Sunday or a [public holiday recognised in Malaysia](#) or as guided by the Malaysian Government. This includes in-class tests and quizzes, assessed presentations and performances, and all scheduled timed assessments.

## 4. Scheduling considerations

### Staff availability

4.1 Faculties are responsible for ensuring that the nominated availability of academic staff aligns 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 locations outside Australia.

4.2 Academic staff will be allocated teaching hours within the standard teaching times as set out in section 3, excluding any approved times they are unavailable. The dean (or delegate) of the teaching faculty is responsible for providing approved staff unavailability to Scheduling Operations. Scheduling Operations will accommodate approved staff unavailability within the constraints of available space where it has been provided during data collection and by the due date.

4.3 Valid reasons for teaching unavailability can include:

- administrative commitments;
- specific research obligations;
- staff employed on a part-time basis with an approved [work schedule](#);
- approved [flexible working arrangements](#);
- agreed [leave arrangements](#);
- [Outside Study Program](#); and
- [religious reasons](#).

### Staff teaching allocations

4.4 To minimise disruption to student timetables, staff allocations (including for sessional staff) must be published at least one week prior to the start of the teaching period.

4.5 When creating the timetable, Scheduling Operations will apply the following considerations for allocated teaching staff where allocations are known at the point of data collection:

4.5.1 A one-hour break from teaching will be scheduled between the hours of 11:00am and 3:00pm.

4.5.2 Scheduling of teaching activities before 10:00am on a day following teaching activities after 6:00pm the previous day will be avoided.

4.5.3 Continuous teaching will normally be limited to four continuous hours without a break. In special cases such as full-day field trips or laboratories, or if requested, up to five consecutive hours without a meal break can be scheduled.

4.5.4 Teaching will be limited to eight hours in a single day.

4.5.5 Travel between campuses on the same day will be avoided where possible. Where classes are scheduled on different campuses on the same day for a staff member, the timetable will allow appropriate travel time between campuses.

4.6 The considerations set out in 4.5 may be waived if it is necessary in order to improve students' timetables and the dean (or delegate) of the faculty and the affected staff member approves.

### Learning spaces

4.7 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.

4.8 The timetable will not be adjusted to accommodate requests by external persons, groups, or bodies unless approved by the Deputy Vice-Chancellor (Education), or Vice-President (Education) in Malaysia.

4.9 Scheduling Operations will allocate [centrally managed teaching spaces](#) based on suitability for teaching requirements, capacity and demand. The following scheduling principles will be applied:

4.9.1 Requests for scheduling activities on a specific day and/or time will not be accepted.

- 4.9.2 Scheduling of activities in learning spaces with matching capacity and activity design will be prioritised.
- 4.9.3 Collaborative spaces can be used for all activity types but priority will be given to collaborative activities.
- 4.10 To facilitate unit teaching activities where a specific order of activities is required, the faculty can request a range of preferred days of the week or specific sections of the day (am/pm). Subsequent activities may be scheduled in the following week of teaching.
- 4.11 Scheduling Operations will work with associate deans (education), or delegate, to prioritise and allocate high demand learning spaces (e.g. large collaborative spaces) where demand exceeds available space.

## 5. Finalising the timetable

### Review of draft timetable

- 5.1 Scheduling Operations will release a draft timetable for each teaching period in accordance with the [published timeline](#).
- 5.2 Faculties, or schools in Malaysia are responsible for reviewing the draft timetable and submitting all approved requests for changes to Scheduling Operations via the [draft review form](#).

### Public holidays

- 5.3 Scheduling of replacement classes for public holidays observed by the University will be highlighted during the data collection process so faculties can provide suitable alternative arrangements as early as possible. Where this is not possible, replacement classes must be resolved during the draft review process.
- 5.4 Replacement classes will be based on learning space availability and activity needs. Where appropriate, replacement classes will be held online. Scheduling restrictions set out in 3.4-3.5 apply to any scheduled replacement classes.
- 5.5 Extended field trips may cross a University holiday if necessary and only when the dates have been communicated to students at the start of the teaching period and in the [Handbook](#).
- 5.6 Requests for replacement classes for purposes other than for University holidays will only be accommodated based on space availability.

### Additional activities

- 5.7 Room capacities for all teaching activities will be monitored before additional activities will be scheduled. Additional teaching activities for the teaching period will be added only where there is student demand and capacity has been optimised.

### Changes to the published timetable

- 5.8 Changes will be minimised after the timetable is published, and will only be made in the following circumstances:
  - to add or remove activities for units where actual demand varies significantly from forecast demand;
  - to accommodate unexpected staff changes and/or exceptional changes to staff availability where a substitute cannot be found;
  - where a location becomes a health or safety hazard;
  - to make reasonable adjustments to accommodate [students](#) or [academic staff](#) with special needs;
  - to change the delivery mode for an activity within the same scheduled day and time; or
  - where a unit is cancelled due to low enrolments.
- 5.9 Post publication timetable [change requests](#) must be submitted to Scheduling Operations. Changes that have a significant impact on students require approval from the associate dean (education), or delegate.
- 5.10 Requests will be assessed by Scheduling Operations according to the impact on students and the availability of space.

## 6. Evaluation and reporting

- 6.1 The Senior Director Student Services (or nominee) will submit an annual report to the University Education Committee and Academic Board on scheduling processes, any identified issues and risks, recommended changes to address these and any other process improvements.

## DEFINITIONS

<a href="#">Activity type</a>	The learning and teaching activity that will deliver the content of the unit.
<a href="#">Asynchronous learning</a>	Any type of learning that happens in students' own time from any location.

Centrally managed teaching spaces	Centrally funded learning spaces allocated to all faculties by Scheduling Services according to published scheduling principles
Core unit	For the purpose of timetable processes, a unit that must be completed by a student enrolled in a course or major to satisfy the requirements of the award.
Clash	When students are allocated to two or more teaching activities that overlap.
Scheduling	The process of producing the University timetable.
Scheduled assessment	An assessment that requires scheduled space.
Synchronous learning	Any type of learning that occurs in real-time at a scheduled event, whether online or in-person.
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.
Teaching period	In relation to a unit of study, the period occupied by the teaching (including assessment) for a unit
Unit mode	Describes the way the unit's teaching activities are delivered.

## GOVERNANCE

Parent policy	<a href="#">Enrolment and Timetable Policy</a>
Supporting procedures	<a href="#">Coursework Enrolment Procedure</a> <a href="#">Graduate Research Enrolment Procedure</a> <a href="#">Teaching Periods Procedure</a> <a href="#">International Student Transfer Between Providers Procedure</a> <a href="#">International Students Under Age 18 Procedure</a>
Supporting schedules	N/A
Associated procedures	<a href="#">Scheduled Final Assessment Procedure</a> <a href="#">Reasonable Workplace Adjustments Procedure</a> <a href="#">Flexible Work Procedure</a> <a href="#">Types of Leave (All) Procedure</a> <a href="#">Outside Study Program (OSP) Procedure</a> <a href="#">Religious Observation Procedure</a>
Related legislation	<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) 2019</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>
Category	Operational
Approval	Deputy Vice-Chancellor (Education) 5/12/2024



Endorsement	Senior Director, Student Services 5/12/2024
Procedure owner	Deputy Vice-Chancellor (Education)
Date effective	1/01/2025
Review date	1/01/2028
Version	1.0
Content enquiries	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>