

Monash University Policy

Policy Title	Scheduling Policy
Date Effective	02-June-2016
Review Date	02-June-2019
Policy Owner	Scheduling Services Group
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	adm-timetables@monash.edu
Scope	<ul style="list-style-type: none"> • All teaching activities at Monash University • All students • All staff • All Australian campuses
Purpose	The purpose of this document is to set out the objectives and principles by which scheduling decisions will be made. The primary objective of the policy is to produce an early, stable, flexible timetable that takes into account the needs of students and staff, and maximises the efficient use of facilities and equipment.
POLICY STATEMENT	

Scheduling principles

Scheduling principles are based on what students need from scheduling to maximise their engagement and participation in learning activities. Scheduling principles for the timetable are:

- Released early:** Personal student timetables are known at least four weeks in advance of classes for returning students.
- Stable:** Minimal post-publication changes and minimal scheduling clashes where students follow standard progression.
- Flexible:** The timetable provides options for class times without large gaps or multiple campus locations in a single day where possible. The options are based on unit offerings by faculties.

Scheduling objectives

Students

The learning needs of students are of the highest priority in developing the timetable, reflecting the University's strategic goals of enhancing the student experience and learning outcomes.

The primary purpose of scheduling is to create a timetable for students that aligns with the scheduling principles to maximise student attendance and effective participation.

While the University attempts to accommodate student choices, the timetable may not allow for every student to attend their preferred combination of units.

Staff

The allocation of teaching duties is the responsibility of each faculty. Teaching duties will be allocated in accordance with the faculty or academic unit's academic workload model and the University's obligations under clauses 59 (Academic Workloads) and 60 (Summer Teaching Periods) in the *Monash University Enterprise Agreement (Academic and Professional Staff) 2014*.

The scheduling and allocation of teaching activities will also be consistent with:

- the University's commitment to equity and diversity, including reasonable accommodations for staff and students in regards to family responsibilities, religious beliefs and disabilities (see Related Policies below); and
- the University's Occupational Health and Safety obligations (see Related Policies below).

Space

The timetable will be optimised to ensure the efficient use of existing facilities and equipment.

Measures and targets

The effectiveness of scheduling will be assessed against agreed quantitative and qualitative measures and targets.

Supporting Procedures	Scheduling Procedures - Australian teaching locations
Responsibility for implementation	<p>At the University wide level:</p> <ul style="list-style-type: none"> • Chair, Scheduling Services Group • Director, Student and Education Business Services • Group Manager, Scheduling Services, Student and Education Business Services <p>At the Faculty level:</p> <ul style="list-style-type: none"> • Faculty General Managers • Associate Deans (Education)
Status	New
Approval Body	<p>Name: Senior Management Team Meeting: 16-2016 Date: 02-June-2016 Agenda item: 3.1</p>
Endorsement Body	<p>Name: Scheduling Services Steering Committee Meeting: 2-2016 Date: 26-May-2016 Agenda item: 5</p>
Definitions	<p>Scheduling: The process of producing the university timetable based on student, staff, location and unit constraints.</p> <p>Timetable: A schedule that lists the day and time at which teaching activities (lectures, tutorials, etc.) are expected to take place at a scheduled location.</p> <p>Clash: An occurrence when students are allocated to two or more teaching activities that run at the same time or which overlap.</p> <p>Change to the timetable: An amendment to the published timetable where the day, time or teaching week for a teaching activity is altered. These changes will modify the student's allocated timetable.</p> <p>Timetabled activity: A scheduled session with an allocated day, start time,</p>

	duration and (usually) location with teaching staff attached that enables the delivery of offered unit content with active student enrolment.
Legislation Mandating Compliance	Monash University Act 2009 Monash University Enterprise Agreement (Academic and Professional Staff) 2014 Disability Discrimination Act 1992 Disability Services Act 1986 (Cth) Racial Discrimination Act 1975 (Cth) Sex Discrimination Act 1984 (Cth) Age Discrimination Act 2004 (Cth) Safe Work Australia Act 2008 (Cth) Fair Work Act 2009 (Cth) Occupational Health and Safety Act 2004 (Vic) Equal Opportunity Act 2010 (Vic) Racial and Religious Tolerance Act 2001 (Vic)
Related Policies	Equal Opportunity Policy Academic Calendar and Semesters Policy Occupational Health & Safety Policy and Procedures Workforce Management Policy Wellbeing and Support Procedure - Staff with Disability: Requesting Reasonable Workplace Adjustments Student Charter
Related Documents	Building Code of Australia Ad Hoc Bookings Guidelines