



# ACADEMIC CALENDAR AND CLASS TIMETABLING MANUAL

CONSOLIDATED POLICIES AND PROCEDURES

**ISSUED BY:** Office of the Academic Registrar  
Curtin University

**Commencement Date:** October 2012

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# 1. INTRODUCTION

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## ACADEMIC CALENDAR AND CLASS TIMETABLING MANUAL

This manual is a consolidation of policies and procedures relating to the approval of study periods and class timetabling at Curtin University.

The full title of the manual is *Academic Calendar and Class Timetabling Manual - Consolidated Policies and Procedures* and can be referred to and cited as the *Academic Calendar and Class Timetabling Manual*.

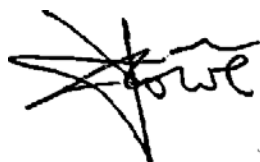
The *Academic Calendar and Class Timetabling Manual* replaces the following policies with effect from 26 October 2012, the date of approval by Academic Board:

**Academic Calendar and Study Periods Policy**      **Commencement Date: 24 February 2012**  
**Timetabling and Class Times Policy**              **Commencement Date: 23 February 2007**

All policies and procedures contained in this Manual are effective from 26 October 2012 unless otherwise specified, and will remain in force until amended or repealed by Academic Board.

## APPROVAL DETAILS

<u>Produced:</u>	Academic Registrar	August 2012
<u>Endorsed:</u>	Academic Services Committee	5 September 2012
<u>Approved:</u>	Academic Board	26 October 2012
<u>Issued:</u>	Academic Registrar	October 2012



John Rowe  
Academic Registrar  
October 2012

## 2. EXCEPTIONS

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With the exception of the following, all aspects of this manual apply to all locations.

### **Central Timetabling Processes**

- The processes outlined in this manual apply to the Bentley Campus and any other locations scheduled by the Class Management Office.

### **Common Free Time**

- This arrangement applies to Bentley Campus only.

# 3. GENERAL PRINCIPLES

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## University Academic Calendar

The University Academic Calendar comprises all study periods utilised at Curtin University.

Dates for Semester 1, Semester 2 and Summer School (as used at the Bentley Campus and other specified locations) will be approved in advance by Academic Board on a rolling three-year basis.

Dates for all other study periods will be determined by the Academic Registrar following consultation with the Deans of Teaching and Learning and other stakeholders.

*NOTE: See Section 4.1 for examples of the Study Periods used at different Curtin locations.*

## Timetabling and Class Times

Scheduling of classes and allocation of venues will endeavour to:

- support the most effective teaching and learning practice;
- make the most efficient and effective use of facilities; and
- ensure compliance with University policies.

The University will ensure that class sizes do not exceed the capacity of the venue.

If a staff member becomes aware that overcrowding exists in any class for which they are responsible, the staff member will take appropriate care to reduce the number of people in the venue. Attempts to reduce the number of people can include a request that students not registered to attend the class, leave the venue.

A teaching area cannot allow enrolments over the original notified class size without prior approval from the Manager, Class Management Office to ensure adequate facilities are available to accommodate the increase.

As far as practicable, students and staff will not be required to be involved in more than four continuous hours of classes.

The timetable will be published in a timely manner allowing students to take account of the timetable when enrolling or changing their enrolment.

# 4. ACADEMIC CALENDAR

## 4.1 Study Periods

The majority of Curtin students enrol in a Semester 1 and Semester 2 study period pattern. The Semester 1 and Semester 2 study periods are available at most locations.

The structure of Semester 1 and Semester 2 is as follows:

- Orientation week immediately preceding the start of classes;
- Twelve teaching weeks;
- Semester 1 will include two tuition-free weeks coinciding, where possible, with public holidays in order to minimise the loss of teaching days;
- Semester 2 will include two tuition-free weeks;
- A study week immediately prior to the commencement of the Centrally Scheduled Examinations period; and
- A two-week Centrally Scheduled Examinations period

Different combinations of study periods are used as standard study patterns at the various Curtin locations.

For the majority of students based at Bentley campus, units are studied in Semester 1 and Semester 2.

Students at other locations (offshore and onshore) may use a different combination of study periods as the normal pattern. For example, students studying at the Graduate School of Business (GSB) utilise Trimester 1, 2 and 3 as their normal study periods.

Summer School is utilised by some locations to enable students to accelerate progress or repeat units.

### Study Period Patterns

The following table sets out the pattern of study period enrolment for the majority of students by location.

Campus	Study Period
Bentley	Semester 1 – March to June Semester 2 – August to November Summer School – January to February
Graduate School of Business	Trimester 1 – January to April Trimester 2 – May to August Trimester 3 – September to December
Sarawak	Semester 1 – March to June Semester 2 – August to November Summer School – January to February
Singapore	Trimester 1A – March to June Trimester 2A – July to October Trimester 3A – November to February
Sydney	Trimester 1A – March to June Trimester 2A – July to October Trimester 3A – November to February

## **Approval of Study Period Dates**

Semester 1, Semester 2 and Summer School dates will be approved by Academic Board on a rolling three-year basis. The Academic Registrar will recommend Semester 1, Semester 2 and Summer School dates to Academic Services Committee for endorsement prior to referral to Academic Board for approval.

Study periods other than Semester 1, Semester 2 and Summer School will be approved by the Academic Registrar on a rolling two-year basis, or as required.

In determining dates for study periods other than Semester 1 and Semester 2, the following principles will be observed:

- New study periods will only be approved where this is considered essential in order to deliver approved programs;
- Alignment of examination periods will be a primary objective;
- Study periods that have unaligned examination periods (and therefore create a requirement for separate examination papers to be written) will only be approved in exceptional circumstances following consultation with all affected teaching areas; and
- Teaching may commence after the defined commencement date only where this does not breach the 20% requirement for setting census dates under the Higher Education Support Act.

## **Further Study Period Information**

Transnational offshore teaching is to be in accordance with any approved collaborative agreements.

Open Universities Australia (OUA) study periods are prescribed by Open Universities Australia. See web link: [www.open.edu.au](http://www.open.edu.au)

# 5. CLASS TIMES AND TIMETABLING

## 5.1 Defined Timetabling Structure

Classes will be timetabled within the Defined Timetabling Structure, as set out in the table below.

	Start Time	End Time	Core Timetabling Hours
<b>Morning</b> Monday to Friday	8.00am	12.00pm	Yes
<b>Afternoon</b> Monday to Friday	12.00pm	6.00pm	Yes
<b>Evening</b> Monday to Friday	6.00pm	9.00pm	No Only where specifically requested by the relevant Pro Vice-Chancellor and by mutual agreement by teaching staff involved
<b>Weekends</b>	All Day		No Only where specifically requested by the relevant Head of School (or nominee) and by mutual agreement with the teaching staff involved

### Morning/Afternoon/Evening Classes

For the purposes of timetabling, “Morning Classes” are classes scheduled between 8.00am and 12.00pm, Monday to Friday, “Afternoon Classes” are classes scheduled between 12.00pm and 6.00pm, Monday to Friday and “Evening Classes” are classes scheduled between 6.00pm and 9.00pm, Monday to Friday.

### Expected Staff Availability

Full time teaching staff are expected to be available for the delivery of assigned teaching activities within core timetabling hours outlined under the Defined Timetabling Structure.

Part time teaching and sessional staff are expected to be available for delivery of assigned teaching activities during their contracted hours of employment.

### Class Times

Classes will normally start on the hour and conclude 10 minutes prior to the hour to provide students sufficient time to get to their next scheduled class and enable the classroom to be set up for the next class.

**NOTE:** Please see Section 6 for information on timetabling during weekends and outside normal teaching weeks.



## 5.2 Timetable

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### Preparation of the Timetable

The Class Management Office will prepare the class timetable for all Semester 1, Semester 2 and Summer School classes at the Bentley Campus.

The Class Management Office will timetable activities in the following order of importance:

- Core teaching;
- Examinations (including deferred and supplementary examinations);
- Curtin Orientation; and
- Ad-Hoc requests.

### Timetable Priorities

The class timetable will be based as far as practicable on the timetabling requests submitted by schools to the Class Management Office and prioritised in order of importance as follows:

- Any classes that require specialist School owned teaching space e.g. labs;
- Activities with more teaching weeks before activities of fewer teaching weeks;
- Class sizes in descending order;
- Activities of longer duration before those of shorter duration;
- Core units before optional or elective units;
- Units taught across multiple courses; and
- Regular teaching activities before Ad-Hoc and non-teaching activities.

Priority will be given to timetabling classes for areas that adopt approaches to teaching that demonstrate a commitment to innovation and efficient use of teaching spaces.

## 5.3 Staff Availability Restrictions

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### Authorisation Criteria for Staff Availability Restrictions

Staff Availability Restrictions must only be authorised by the relevant Head of School under the following circumstances:

- Approved time for a staff member to undertake research;
- Approved time for a staff member to undertake external teaching (including cross campus or off campus teaching);
- Approved time for a staff member to participate as a member of a committee or other similar approved commitment; and/or
- Other exceptional circumstances (for example, restricted hours due to equity considerations).

### Authorisation of Staff Availability Restrictions Outside of Normal Expectations

Any Staff Availability Restriction submitted by a Head of School that appears to authorise periods of unavailability for reasons beyond normal expectations (as above) may be queried by the Manager, Class Management Office.

In these circumstances, approval of the Staff Availability Restriction will be required by the relevant Faculty Pro Vice-Chancellor.

Authorised Staff Availability Restrictions will be taken into consideration prior to the timetable being finalised.

## 5.4 Common Free Time

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### General

This section applies to the Bentley Campus. Other locations may also choose to observe these arrangements.

During teaching weeks, the period from 12.00pm to 2.00pm each Wednesday is designated as Common Free Time and will be kept free from all classes and other compulsory student activities to the maximum extent possible.

### Scheduling Classes during Common Free Time

Classes and other compulsory student activities may only be scheduled during Common Free Time in the following circumstances:

- Where suitable venues or facilities for the class or other activity are not available or are difficult to schedule at other times and not using the Common Free Time will disadvantage students; or
- Where scheduling an activity during Common Free Time is the most efficient or practical arrangement taking into account the scheduling of other compulsory student activities on the day.

### Approval to Schedule Classes during Common Free Time

The Manager, Class Management Office has the authority to approve all timetabling in Common Free Time.

### Restrictions

Where activities are scheduled in Common Free Time:

- scheduling of activities for first years will be avoided to the maximum extent possible; and
- scheduling activities over the full two hours will be avoided to the maximum extent possible.

## **5.5 Late Provision of Timetabling Requests**

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### **Commencement of Timetabling**

The Class Management Office will specify and notify schools of the deadline for all timetabling requests to be submitted.

Timetabling will commence immediately this deadline has passed.

Any timetabling request received after the deadline will receive low priority and will be considered after all other requests have been scheduled.

To obtain the best possible timetable, it is essential that timetabling requests are received by the deadline.

### **Further Action**

As soon as practicable after the deadline for timetabling requests has passed, the Class Management Office will provide the Head of School with a report detailing the units for which timetabling requests were not received by the due date.

It is the responsibility of the Head of School to ensure that any required data is provided to the Class Management Office.

## 5.6 Timetable Publication

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### General

It is the responsibility of Schools to ensure that all information provided for the preparation of the timetable is accurate.

Any subsequent changes should only be requested for valid and/or unforeseeable reasons.

While the University attempts to accommodate student choices, the timetable may not allow for every student to attend their preferred combination of units. Optional or elective units will not be guaranteed clash-free.

Any student disability requirements, pre-identified through Counselling and Disability Services that prevent a student from using a particular venue, will be raised by Counselling and Disability Services with the Manager, Class Management Office. This will be done in advance of the timetable being finalised in order to negotiate required venue accommodations. Counselling and Disability Services are responsible for liaising with the Manager, Class Management Office in this situation.

Post Final Timetable requests will not be accepted after week three of the relevant study period unless the location has been determined to be a safety or health hazard by the University.

The Manager, Class Management Office will attempt to resolve any timetabling issues (for example, clashes) with the teaching areas concerned.

### Draft Timetable

The Draft Timetable will be prepared for teaching areas to review at least two weeks prior to the release of the Final Timetable.

Teaching areas will review the Draft Timetable to ensure that:

- Teaching activity requirements have been adequately provided for all unit offerings, and are in line with the initial teaching area's requests;
- Allocated venues provide any requested specialist facilities;
- All details of teaching activities have been entered correctly; and
- Verification of course structures (student sets) occurs enabling the Class Management Office to create a clash free timetable for core units.

### Final Timetable Publication

The Final Timetable will be published according to a schedule as determined by the Academic Registrar.

### Changes to the Final Timetable

Changes to the Final Timetable must be kept to a minimum.

Changes will only be considered if:

- Student enrolment numbers exceed the capacity of the scheduled venue;
- A unit is no longer deemed viable to run e.g. classes cancelled due to low student enrolment;
- An allocated venue does not provide the requested specialist facilities;\*
- Staff Availability Restrictions necessitate a change;
- A location is recognised as being a safety or health hazard; and/or
- There is a need to accommodate reasonable adjustments for students with a disability.

*\*NOTE: If specialist facilities are not requested during the draft timetabling period, then any requested changes to the final timetable cannot be guaranteed.*

## **Post Final Timetable Change Requests**

Any post Final Timetable change requests must be submitted to the Class Management Office on the form as prescribed by the Academic Registrar.

Any change requests must outline the reasons for the change being requested.

The change request must also include an explanation of why the change was not identified in the draft timetable phase.

The explanation must be accompanied by a written supporting statement from the Head of School.

The Manager, Class Management Office is responsible for determining how to accommodate any requested timetable changes, taking into account available space and other classes already timetabled.

No guarantee can be given that requested changes can be made. The Manager, Class Management Office is responsible for determining if requested changes to the published timetable can or cannot be actioned.

The decision of the Manager, Class Management Office is final.

## **5.7 Block Teaching**

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Block Teaching refers to delivery of teaching on-campus in intensive mode over a continuous period of several weeks.

Reverse Block Teaching refers to the same arrangement but off-campus. Reverse Block Teaching involves staff meeting with students within the workplace/community.

Class Management Office is responsible for scheduling Block Teaching activities on campus at locations within their responsibility.

## 5.8 Class Registration

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### Student Class Registration

Where possible, students will be provided with a choice of class to attend.

No guarantee can be given that students will be able to attend the class of their choice.

Students must register for classes. This is termed Class Registration.

It is University policy that online class registration is used. Any exceptions need to be discussed with the Manager, Class Management Office and if appropriate, an exemption approved by the Manager, Class Management Office.

### Class Registration Process

Students are required to register in classes online via eStudent (available via OASIS).

Prior to each semester, students will be provided with information relating to when they will be able to login to eStudent, re-enrol in units and class register in order to create their timetable.

Students are able to create their own personal timetable that can be viewed online via eStudent.

Students can see their timetable for each week of the relevant study period.

Further information regarding Class Registration is provided via the Help section of eStudent.

### Reserved Places and Class Streams

A Class Stream is the grouping of a designated set of classes for a specific unit.

Reserved Places are places in classes allocated to particular groups of students and define that a specified group must attend a specified class.

It is the responsibility of the Faculty to establish Class Streams and Reserved Places in the Student Management System.

The creation of Class Streams enables students to class register in a defined grouping; for example, a tutorial.

Reserved Places can be allocated to particular groups of students to ensure a specified class is attended.



## **6. SCHEDULING**

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### **6.1 Scheduling of Teaching Activities Outside the Defined Timetabling Structure**

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Classes may be scheduled on weekends where specifically requested by the relevant Head of School (or nominee) and by mutual agreement by the teaching staff involved.

Other than as specified below, no teaching activities, including school arranged exams may be scheduled in Tuition Free Weeks or Study Weeks.

#### **Exceptions**

- Fieldwork Activities; and/or
- Where scheduling is required to suit availability of venues and teaching patterns (in this case, a full justification for the request is required and the Manager, Class Management Office will provide approval).

Any scheduling of teaching activities including Fieldwork Activities outside the Defined Timetabling Structure must be clearly communicated in the Unit Outline.

## 6.2 Scheduling of Fieldwork Education Activities Outside the Defined Timetabling Structure

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### General

Fieldwork Education activities will be authorised by the Head of School (or nominee).

The timing of Fieldwork Education activities must be specified in the unit outline (and course outline if applicable).

Fieldwork Education activities may be scheduled outside semester times in accordance with the availability of opportunities.

### Conditions

If a Fieldwork Education activity in a unit is to be scheduled during either a tuition free week or study week, this will only be actioned if the following conditions are supported:

- An enforced interruption would substantially reduce the value of the activity;
- The scheduling of a Fieldwork Education activity during a class contact week would seriously disrupt other activities required of the students involved; and
- Other exceptional circumstances exist making scheduling of a Fieldwork Education activity during the period essential.

## 6.3 Class Rescheduling

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Where a scheduled class must be cancelled due to:

- an emergency such as a power or lighting failure; or
- the class falling on a public holiday that is a Curtin observed holiday,

the University will endeavour to reschedule a class or provide content in an alternative format so as not to disadvantage the student.

Faculty staff are required to communicate any class schedule changes to students via written communication (OC/email/hard copy) as soon as practicable.

## **6.4 Timetabling for Service Teaching and Double Degrees**

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### **Service Teaching**

The service provider and the recipient teaching area will liaise with each other before submitting timetable requests.

Timetable requests must be made by the service provider teaching area.

### **Double Degrees**

Curtin offers double degrees that require students to undertake degrees managed by different teaching areas.

The teaching area that has primary responsibility for owning a double degree program is responsible for resolving any timetabling issues.

Any issues must be resolved in consultation with the partner teaching area, ensuring that students have sufficient teaching activities from which to choose.

# 7. RESPONSIBILITIES

## 7.1 Roles and Responsibilities

### Summary of Timetabling Responsibilities

Role	Class Management Office	Faculty Student Services Office	Head of School	School Timetabling Contact
Update Availabilities (Tuition Patterns and Quotas)		X		
Data entry into Syllabus Plus	X			X
Produce the Draft Timetable	X			
Approve Staff Availability Restrictions			X	
Review the Draft Timetable				X
Check Clashes/Student Sets				X
Generate the Final Timetable	X			
Coordinate Class Registration	X			
Open Class Registration	X			
Set up Reserved Places		X		
Determine set up of Class Streams		X		
Close Class Registration	X			
Decide on class status				X
Review enrolment numbers and request additional classes				X
Advise Students of changes to timetabled classes		X		X

#### Manager, Class Management Office (CMO)

The Manager, Class Management Office is responsible for coordinating the timetable from an institution rather than an academic area perspective. Key responsibilities are to:

- Publish key timetabling deadlines and dates;
- Export data from the Student Management System to Syllabus Plus;

- Collect, prepare and verify timetabling data with teaching areas;
- Manage data entry of timetabling requirements;
- Manage data entry of Staff Availability Restrictions;
- Manage the building of course delivery structures in the University's corporate timetabling system;
- Analyse data entered;
- Import data from Syllabus Plus to the Student Management System pre finalisation;
- Prepare, publish, and notify teaching areas of the Draft and Final Timetable;
- Coordinate and process requests for changes to the Draft and Final Timetable received from teaching areas;
- Negotiate with teaching areas to assist in resolving issues regarding competing requests for timetabled space;
- Publish the Final Timetable;
- Process Post Final Timetable changes;
- Train Schools in Class Registration functions;
- Coordinate Class Registration (removal of menus and appointment times);
- Coordinate Ad Hoc room bookings; and
- Raise issues relating to Staff Availability Restrictions with the relevant Pro Vice-Chancellor (PVC).

### **Manager of each Faculty Student Services Office (FSSO)**

Key responsibilities are to:

- Coordinate timetable preparation with the CMO;
- Communicate requirements and deadlines to Schools within their Faculty;
- Coordinate and support School contacts and academic staff;
- Manage and complete data entry of timetable related data into the Student Management System;
- Manage and complete data entry of class registration data into the Student Management System;
- Maintain tuition data on the Student Management System; and
- Notify students of changes to the Final Timetable.

### **Head of School**

Key responsibilities are to:

- Nominate a School timetabling contact;
- Ensure compliance in the School with the *Academic Calendar and Class Timetabling Consolidated Policies and Procedures*;
- Allocate teaching loads consistent with University policy, taking into account the academic staff member's overall duties and employment contract;
- Approve Staff Availability Restrictions for timetabling purposes; and
- Provide written support and submit requests for adjustments to the Final Timetable when required.

### **School Timetabling Contact**

Key responsibilities are to:

- Ensure data relating to timetabling i.e. Availabilities and Course Structures is kept current and accurate in the Student Management System by providing notification to their FSSO;
- Communicate additional timetabling requirements to the CMO;

- Verify course structures (student sets) to enable the CMO to create a clash free timetable for core units;
- Ensure FSSO's are advised of clash free combinations that relate to streams (student sets);
- Ensure FSSO's are advised of which days student cohorts are not on campus in relation to setting up streams;
- Provide support for administrative and academic staff with timetabling responsibilities;
- Ensure that teaching loads and spread of hours for academic staff are reasonable;
- Check the Draft Timetable in collaboration with service teaching/service taught schools;
- Submit timely requests for adjustments to the Draft Timetable;
- Ensure accurate data is provided when the timetable is being prepared; and
- Submit timely feedback on the Draft Timetable to the relevant School contact.

### **Pro Vice-Chancellor (PVC)**

A key responsibility is to:

- Approve any Staff Availability Restrictions queried by the Manager, Class Management Office.

## 7.2 Key Deadlines

The key dates in the class timetabling and registration processes are:

Key Process	Deadlines
<b>Rollover of Availabilities Process</b>	
CMO to rollover course availabilities two years in advance	<b>March</b>
CMO to rollover unit availabilities one year in advance	<b>May</b>
<b>Availability Review</b>	
Faculty Student Services Offices review and update availability and activity data on the Student Management System	<b>April – July</b>
<b>Semester Timetables</b>	
<p>Timetabling contacts return completed Timetabling Data Collection information to the Class Management Office for processing in Syllabus Plus. The following data is updated:</p> <ul style="list-style-type: none"> <li>• Deadline for return of the timetable data collection form;</li> <li>• Availability tuition patterns;</li> <li>• Class attendance totals;</li> <li>• Maximum class size;</li> <li>• Week patterns;</li> <li>• Staff assignments;</li> <li>• Room suitability (facilities and equipment);</li> <li>• Combined classes; and</li> <li>• Clash free combinations.</li> </ul>	<p><b>Semester 1</b> <b>Semester 2</b> <b>Summer School</b></p>
<p>Faculty Student Services Offices update on the Student Management System:</p> <ul style="list-style-type: none"> <li>• Changes to availability tuition patterns;</li> <li>• Changes to Class Attendance Total;</li> <li>• Changes to Maximum Class Size;</li> <li>• Units not running; and</li> <li>• Combined classes.</li> </ul>	<b>April/September</b>
<p>Head of Schools to provide to Class Management Office full time and part time teaching staff information including details regarding:</p> <ul style="list-style-type: none"> <li>• Approved on-going commitments with industry partners;</li> <li>• Research commitments – requests for a full day/ half day free of teaching for research; and</li> <li>• Other times when a staff member is not available to teach as approved in individual work plans.</li> </ul>	<b>April/September</b>
<b>Class Registration</b>	
CMO finalise the timetable and the schedule for class registration	<b>May/October</b>
Faculty Student Services Offices finalise reserved places and class streams (prior to students registering)	<b>June/November</b>

A more comprehensive list of key deadlines is available by contacting the Class Management Office at [classes@curtin.edu.au](mailto:classes@curtin.edu.au)



# 8. AVAILABILITIES

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## General

An availability is required for each unit and each course.

A unit availability will include:

- Study Package Code
- Study Package Version
- Study Package Abbreviated name
- Location
- Year
- Study Period
- Description
- Rollover Information (if a unit will continue and should be rolled over to the next study period)
- Self-management
- Quotas (maximum enrolment, minimum enrolment)
- Tuition Pattern (Activity type, duration, class size, frequency and whether the activities require timetabling)
- Study Mode
- Attendance Mode
- Load Category (Full-time, Part-time)
- Liability Category
- Owing Organisation Area
- Notes

A course availability will include:

- Study Package Code
- Study Package Version
- Study Package Abbreviated Name
- Location
- Year
- Study Period
- Description
- Rollover Information (if a course will continue and should be rolled over to the next study period)
- Self-management
- Quotas (maximum enrolment, minimum enrolment)
- Study Mode
- Attendance Mode
- Load Category (Full-time, Part-time)
- Liability Category
- Owing Organisation Area
- Owing Teaching Area
- Indicative Fees
- Offer required
- Notes

Data recorded on availabilities is extracted into other University corporate systems including:

- Syllabus Plus;
- Relevant Workload Management System;
- eStudent; and
- Unit Outline Builder.

Future availabilities for units and courses should not be created on the Student Management System until after the availability rollover.

Personal information about students or staff should not be recorded in the availability on the Student Management System.

### Responsibilities

<b>Role</b>	<b>Class Management Office</b>	<b>Relevant Faculty Student Services Office or Owning Teaching Area</b>
<b>To create and update availabilities (tuition patterns and quotas)</b>		<b>X</b>
<b>To audit availabilities prior to availability rollover</b>		<b>X</b>
<b>To roll course availabilities two years in advance</b>	<b>X</b>	
<b>To roll unit availabilities one year in advance</b>	<b>X</b>	
<b>To create availabilities after the rollover has occurred</b>		<b>X</b>
<b>To remove availabilities created in error or no longer required</b>		<b>X</b>

## 9. OTHER RELEVANT POLICIES

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### 9.1 Fieldwork Education Policy and Procedures

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This section is provided for information – for full details see the [Fieldwork Policy](#) and [Fieldwork Procedures](#)

**Fieldwork Education** is any approved practical work, teaching, study or research activity, usually conducted outside the normal place of University business, required by the University as an integral part of the course. Fieldwork education includes but is not limited to units which require clinical or practical work placements or activities; participation in laboratories; plant visits; industrial premises or site visits; practicums; study tours; field trips; work experience; service industry placements; isolated and remote fieldwork camps and/or excursion and international field trips/placements. Fieldwork education does not include; voluntary and leisure activities; some paid work experience; and some work experience and site visits that are not part of an award course.

### 9.2 Service Teaching Policy

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This section is provided for information – for full details see the *Service Teaching Policy* available at [http://policies.curtin.edu.au/policies/az\\_index.cfm](http://policies.curtin.edu.au/policies/az_index.cfm)

Service Teaching arrangements may take on different forms. Examples include:

- **Model 1** – The unit is generic and may be owned, designed and fully service taught by the provider (expert discipline area) to a client or range of clients;
- **Model 2** – The unit is owned and fully taught by the provider and customised with involvement from the client(s) to provide relevant and appropriate discipline examples and applications; or
- **Model 3** – The unit may be co-taught as a result of a formal shared teaching arrangement with a specific portion of the teaching undertaken by the client and the remainder by the provider (expert discipline area).

### 9.3 Double Degrees Policy

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This section is provided for information – for full details see the *Double Degrees Policy* available at [http://policies.curtin.edu.au/policies/az\\_index.cfm](http://policies.curtin.edu.au/policies/az_index.cfm)

**Double Degree** refers to a scheme of a combined study program leading to two degrees.

There be one teaching area and one Course Coordinator responsible and clearly identified for the administration of the double degree course.

### 9.4 Classrooms – Maximum Student Numbers Policy and Procedures

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This section is provided for information – for full details see the *Classrooms – Maximum Student Numbers Policy and Procedures* available at [http://policies.curtin.edu.au/policies/az\\_index.cfm](http://policies.curtin.edu.au/policies/az_index.cfm)

# 10. INTERPRETATION

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Where there is any doubt as to the interpretation or administration of any of the policies and procedures contained within this manual, the Academic Registrar is responsible for determining the correct or intended interpretation.

# 11. DEFINITIONS

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**Activity type** describes the nature of delivery of a particular unit of study e.g. Lecture, Tutorial.

**Ad Hoc activity** means an activity that is not a recognised teaching activity type. For the purposes of timetabling, an Ad Hoc activity usually includes one off meeting requests, or requests not related to a teaching activity.

An **Afternoon Class** is a class timetabled between 12.00pm and 6.00pm, Monday to Friday.

An **Availability** describes when, where, how and to whom a course, unit or thesis is offered and contains information relating to, but not limited to, processing dates, quotas and tuition patterns.

**Block Teaching** is a specialist timetabling process relating to specific programs that utilise this mode of study.

A **Centrally Scheduled Examination** is an examination that is scheduled and coordinated by the Examinations Office.

**Class** means any scheduled teaching activity involving face-to-face contact and includes, but is not limited to lectures, tutorials, laboratory sessions and seminars. For the purpose of this manual, any reference to “class” will incorporate any teaching activity unless otherwise specified.

**Class Registration** is the selecting or registering of students into teaching activities related to a unit of study.

A **Class Stream** is the grouping of a designated set of classes for a specific unit.

**Common Free Time** is the period from 12.00pm to 2.00pm each Wednesday during teaching weeks, during which classes or other compulsory student activities must not be scheduled or held.

**Compulsory Student Activities** means any class or other activity that a student would be expected to attend as part of the normal tuition pattern for a unit or program of study, or any other activity such as a school-arranged examination, test or quiz that the student would be expected to attend in order to successfully complete the requirements of a unit or program of study.

**Core Timetabling Hours** are Monday to Friday from 8.00am to 6.00pm.

A **Core Unit** is a compulsory unit specified in the course structure.

The **Defined Timetabling Structure** is the designated period during which staff are expected to be available for the delivery of classes/teaching activities.

The **Draft Timetable** is a working document provided to teaching areas prior to timetable publication to be reviewed to ensure activities are in accordance with initial requests.

**Evening Classes** are classes timetabled between 6.00 and 9.00pm, Monday to Friday.

**Final Timetable** means the final official version of the schedule of classes published to students and staff.

**Head of School** means the senior academic position in charge of a School.

A **Morning Class** is a class timetabled between 8.00am and 12.00pm, Monday to Friday.

**Other Study Periods** are any study periods other than Semester 1, Semester 2 and Summer School.

**Pro Vice-Chancellor** is the senior academic position in charge of a Faculty.

**Reverse Block** teaching involves staff meeting with students within the workplace/community.

**Reserved Places** are places in classes allocated to particular groups of students and define that a specified group must attend a specified class.

**Scheduling** means the allocating of classes to appropriate venues in order to formulate an effective timetable for University teaching activities.

A **School** is used in this manual as the generic term for an academic area, and covers Faculties (old usage), Schools and Departments.

**Staff Availability Restrictions** are periods where approval has been given for a particular staff member to be unavailable for the delivery of teaching activities.

The **Student Management System** is the University's central student records system in which records for all Curtin students must be maintained (with the exception of VET and ELICOS students). At Curtin, this system is Student One.

**Study Period** is a period of time in which a unit is available, for example, Semester 1, Trimester 3, etc.

**Study Week** means the week before the commencement of the centrally scheduled examinations period during which students are expected to prepare for examination or practical assessments.

**Summer School** is utilised by Bentley location to enable students to accelerate progress or repeat units.

**Teaching Activity** means any activity type relating to teaching. For the purpose of this manual, any reference to "Teaching Activity" can also be described as "class" unless otherwise specified.

**Teaching Weeks** are weeks within a study period during which classes are scheduled.

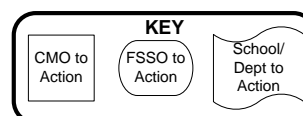
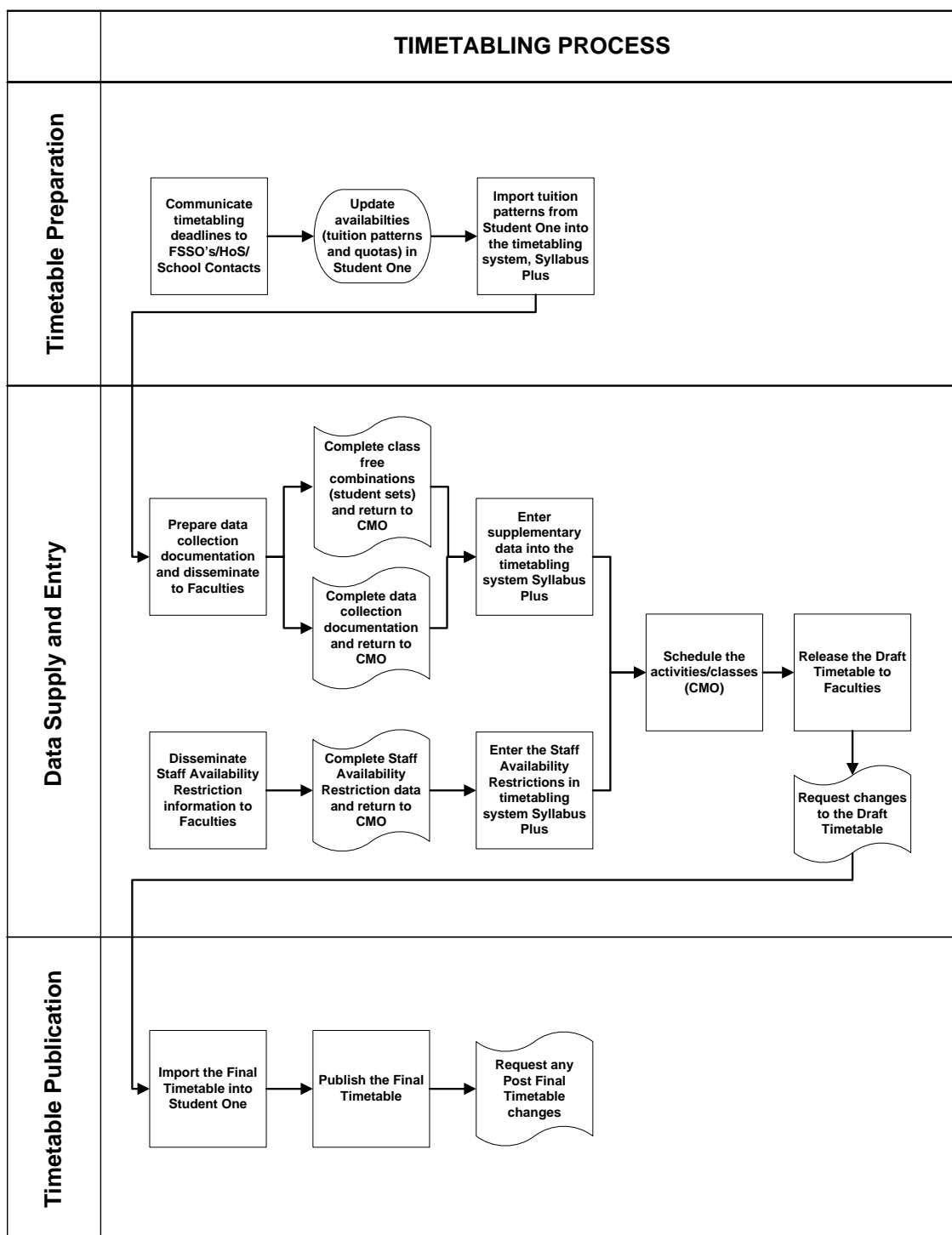
**Tuition Free Week** is a week within a study period during which classes and other compulsory student activities are not scheduled unless specifically approved in accordance with policy.

A **Unit Outline** is a summary of essential information relating to the unit being studied and must be made available to students enrolled in the unit prior to but no later than the date of the first scheduled class contact.

The **University Academic Calendar** comprising two standard semesters in a calendar year followed by Summer School, will be approved in advance by Academic Board on a rolling three-year basis.

# 12. APPENDICES

## 12.1 Appendix 1 - Timetabling Process



## 12.2 Appendix 2 – Teaching Activity Types

Activity type describes the nature of delivery of a particular unit of study. Activity types include:

ACTIVITY	DESCRIPTION	GUIDELINES FOR USE
<b>Block Teaching</b>	A series of intensive tuition given by a tutor to a group of students over a short period of time	Block teaching is used to replace the normal weekly teaching pattern and usually consists of intensive teaching over a one or two week period.
<b>Clinical Practice</b>	Relating to the observation and treatment of patients (rather than theoretical studies)	Allows students to apply learned principles in a clinical work environment, such as a hospital, laboratory.
<b>Computer Laboratory</b>	A workplace for using computers	This is an activity within a specified type of workplace. The activity involves use of a computer laboratory.
<b>Fieldwork</b>	Work undertaken outside the University in order to gain knowledge through direct contact and observation	Fieldwork allows students to apply principles in an external practical work environment.
<b>Language Laboratory</b>	A workplace for the conduct of learning a language	This is an activity within a specified type of workplace. The activity involves use of a language laboratory.
<b>Lecture</b>	Teaching by giving a discourse on a subject	Lectures are usually used for larger classes which allow the lecturer to provide information to a mass audience on specific topics within the syllabus.
<b>Online Class</b>	An activity – lecture, tutorial, seminar - to a group of students online	Used to indicate the activity is provided online. Note: This activity may be renamed online tutorial or there may be more than one online activity.
<b>Practical</b>	A class or examination that requires participation in an activity such as an experiment or a medical procedure	A session involving the practical application of theory.
<b>Project</b>	Work undertaken on a project requiring a report	Guided, independent research and writing, or other activities by agreement on a specific topic.
<b>Science Laboratory</b>	A workplace for the conduct of scientific analysis	This is an activity within a specified type of workplace. The activity involves use of a science laboratory.
<b>Seminar</b>	A meeting of students for study or discussion with an academic supervisor	In a seminar, a group of students meet with an academic staff member(s) to discuss a topic that is being studied. Some type of presentation is given as a basis for discussion. Generally, it is a formal talk or paper given by a student, which is followed by a discussion of the contents of the presentation.
<b>Studio</b>	Workplace for the teaching or practice of an art	Students may work individually or in groups with the teacher acting as mentor.
<b>Tutorial</b>	A session of intensive tuition given by a tutor to an individual or to a small number of students	Tutorials are usually small groups which allow teaching staff to further explain the material delivered in lectures. Tutorials normally follow a lecture.
<b>Workshop</b>	A brief intensive session for a small group with an emphasis on problem solving	Workshops are used to discuss and exchange ideas, and participate in activities.



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<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2016

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	26/10/2012	Academic Board	AB 131/12	Attachment 3 to Document No 01006/12
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes