

Timetabling Policy

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1. Purpose

- a. The University timetable coordinates and underpins innovative, high-quality, and best practice learning and teaching activities by enabling and communicating timetabling choices that empower students and staff to achieve positive learning outcomes. Transparent and timely timetabling processes, ensure a coordinated and proactive approach that supports the best use of the University's human, physical and digital resources.
- b. This policy outlines a clear set of principles that will be applied in the production and publication of the University timetable.

2. Scope

- a. There will be a University timetable for all learning and teaching activities, including online activities, that require participation at a specified date and time (synchronous activities). It applies to all students who are registered in and all staff who teach or directly support these activities.
- b. Learning and teaching activities that do not require participation at a specified date and time (asynchronous activities) will not be included in the University timetable. Information on asynchronous activities will be available in the Flinders Learning Management System.
- c. Learning and teaching activities that are externally provided may be included in the timetabling system in consultation with Colleges in order to facilitate the delivery of a clash-free timetable or to provide information to students about their teaching program.

3. Policy statement

3.1. General principles

- a. There will be a single University timetable for all synchronous learning and teaching activities and all University-managed learning and teaching spaces. No learning and teaching space is for exclusive use by any College or discipline.
- b. Learning and teaching activities for a course will be timetabled to support student success, allowing students to complete the requirements of their course within the normal duration specified in the program of study.
- c. Curriculum planning will be undertaken in a manner that takes into consideration a variety of modes of delivery and supports an operationally effective and flexible timetable

- d. Learning and teaching activities will be timetabled with a whole-of-University approach at times and in spaces that:
 - i. are best practice in learning and teaching
 - ii. facilitate student attendance and student choice of topic and/or class
 - iii. comply with work health and safety legislation and policies and other codes or relevant regulations (e.g., relating to room capacity, staff working conditions)
 - iv. utilise specialised learning and teaching spaces for their designated purpose
 - v. utilise all learning and teaching spaces and resources effectively and efficiently.

3.2. Building the timetable

- a. Learning and teaching activities will be timetabled within the standard teaching hours defined in the [Timetabling Procedures](#). Exceptions may apply in consultation with Colleges.
- b. As far as practicable, classes for learning and teaching activities will be spread across the week to optimise the University's resources.
- c. Courses will be timetabled so that:
 - i. core topics at the same level are clash-free
 - ii. clashes with option and popular elective topics are minimised. Students undertaking two courses simultaneously that are not approved combined courses cannot be guaranteed a clash-free timetable for core topics.
- d. Classes for learning and teaching activities will be prioritised using the prioritisation principles specified in the [Timetabling Procedures](#).
- e. Post-publication changes to the timetable will be kept to a minimum to avoid disruption to students' timetables. Only authorised delegates may approve changes to the timetable after it has been published and only for a specified reason in accordance with the [Timetabling Procedures](#).

4. Definitions

Learning and teaching activity	An activity that enables students to engage with a facilitator to learn the knowledge or skills required to achieve the defined learning outcome (e.g. Lectures, Tutorials, Placements, Practical – see Learning and teaching activities).
Class	Each learning and teaching activity that requires timetabling will have a least one class associated with it that students can register for.
Specialised learning and teaching space	A space designed for specific learning and teaching purposes (e.g. scientific labs, clinical and professional training labs such as anatomy labs and moot courts, editing suites, observation facilities).
Core topic	A topic that is mandatory to fulfil the requirements of a course.
Option topic	A topic chosen from a specified list of topics outlined in the program of study to fulfil the requirements of a course.
Elective topic	Any University topic that is available in the relevant semester and where the student meets the enrolment requirements for the topic.

5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Timetabling Procedures](#)

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