

Timetabling Policy

Section 1 - Summary

(1) The purpose of this Policy is to outline the principles of the development and management of the University's timetables.

Section 2 - Accountability

Key Decision Making Powers under the Policy

| (Delegated) Power | Role |
|---|----------------------------------|
| Approve post-publication timetable change requests | Director, Student Administration |
| Approve teaching time exemptions in the following circumstances: Part-time and Sessional Academic Staff will only be scheduled to teach during the time they are paid to teach; Staff meetings; Allocated Day for Research for Academic Staff in research-active positions; Other approved College/School/Department commitments. | Executive Dean of College |

Section 3 - TEQSA/ASQA/ESOS Alignment

(2) HESF: Standard 2.1 Facilities and Infrastructure; Standard 3.3 Learning Resources and Educational Support; Standard 7.2 Information for Prospective and Current Students.

(3) [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#): Part 2 Training and Assessment, Standards 1 and 5.

Section 4 - Scope

(4) This Policy applies to timetabling for all teaching areas at all Victorian campuses. Scheduling of all other activities is covered by the [Hire of Facilities Policy](#).

Section 5 - Definitions

(5) Draft Timetable: A working document provided to Teaching areas to be reviewed to ensure activities are in line with initial requests.

(6) Published Timetable: The official version of the schedule of classes published to current and prospective students.

(7) Teaching Activity: An activity associated with a unit where students have to attend a specific place at a specific

day and time, including placements off campus where these occur on a set day.

Section 6 - Policy Statement

(8) Victoria University is committed to:

- a. enabling opportunity and success for any student from any background;
- b. academic excellence and providing high quality, engaging career-based tertiary education at all levels of Vocational Education and Training and Higher Education.

(9) Consequently, this Policy is based on the following principles:

- a. The timetabling process will be student-focused.
- b. The University will attempt to accommodate student unit choices where it is possible and practical.
- c. The timetable will support face-to-face teaching and learning, with minimal clashes while optimising the use of available teaching spaces.
- d. Scheduling of teaching activities and allocation of venues support the most effective teaching and learning practice and take precedence over non-teaching activities.
- e. The timetable is built to accommodate pedagogical practice and to enable students to satisfy course rules, attendance requirements and subject combinations.
- f. Classes will be scheduled to ensure an equitable allocation of resources, including teaching resources, Teaching Staff and facilities.
- g. Timetable information will be published in an accessible, timely and accurate way allowing students to take account of the timetable when enrolling or changing their enrolment and to align with other University processes.
- h. The timetable will be designed to promote a reduction of “non-attendance” in timetabled teaching spaces.

Section 7 - Procedures

(10) [Timetabling Procedure](#)

(11) [Timetabling - Inappropriate Use of Teaching Space Procedure](#)

Status and Details

| | |
|----------------------------|---|
| Status | Current |
| Effective Date | 7th October 2020 |
| Review Date | 7th October 2023 |
| Approval Authority | Vice-Chancellor |
| Approval Date | 7th October 2020 |
| Expiry Date | Not Applicable |
| Accountable Officer | Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au |
| Responsible Officer | Michelle Gillespie Chief Student Officer 9919 5106 |
| Enquiries Contact | Nutan Atendra Timetable Manager +613 9919 9493 |