



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Timetabling Policy Policy UP10/6 (F20402)

Approver	Academic Board
Sponsor	Deputy Vice-Chancellor (Education and Student Experience)
Owner	Pro Vice-Chancellor (Academic)
Secretary	Academic Secretary
Policy Type	Academic
Policy Category	Academic Governance

1 Purpose

- 1.1 The University Timetable provides a centralised framework to coordinate teaching space allocation and scheduling constraints, ensuring equitable and efficient use of resources. It aims to minimise core unit clashes for students, optimise teaching venue utilisation, and deliver practical solutions within the complexities of a multi-disciplinary academic environment.
- 1.2 This policy sets out key principles underpinning the following themes:
- Standard teaching times
 - Academic staff unavailability
 - Timetable data collection
 - Making Changes to draft and final timetable

2 Definitions –

In this policy and any associated procedures,

Core Units means compulsory units that students must complete as part of their course, major, minor, or specialisation. Only structurally supported study plans (e.g. single major/degree, extended majors) are included.

the University means The University of Western Australia

Teaching Spaces refers to spaces which are scheduled as part of the University timetable process.

Timetabling Unit refers to the team responsible for co-ordinating the University Timetable.

University Timetable (Timetable) is the co-ordinated schedule of classes and teaching spaces for UWA which is published for students and staff.

UWA is The University of Western Australia.

Teaching Period is defined in the [University Policy on Teaching Period](#)

Academic Staff as defined in section 3 of The University of Western Australia Academic Employees Agreement 2017.

3 Scope

- 3.1 This Policy applies to all staff involved in the delivery of teaching and teaching units across the University and covers
- (1) All undergraduate and postgraduate units with scheduled synchronous class activities
The requirement for students to access a consolidated timetable in the Class Allocation System (CAS) that includes all units with scheduled class activities.

4 Scheduling of Teaching Units

- 4.1 All teaching units are scheduled utilising the University Timetable process unless there are agreed exceptional circumstances.
- 4.2 The Deputy Vice-Chancellor (Education and Student Experience) determines exceptions to central scheduling.

5 Standard Teaching Times

- 5.1 Standard Teaching Times are Monday to Friday between the hours of 08:00 and 18:00, in alignment with the approved University calendar. Classes may be scheduled any time during these hours. The following conditions apply:

- (1) Classes may be scheduled in the evening, or outside standard teaching times on written request by the school but must not normally finish after 21:00.
- (2) Level one unit classes must not normally be scheduled between 08:00 - 09:00 unless no alternative is available.
- (3) All undergraduate classes (Level 1 – 3) scheduled on PROSH morning (Semester 1, Wednesday of Week 4) are removed from the Timetable and Class Allocation System (CAS) unless the Unit Coordinator has written approval from the UWA Guild President for the class to proceed as scheduled.
- (4) Undergraduate classes removed due to PROSH are not rescheduled.
- (5) All postgraduate classes (Level 4+) scheduled on PROSH morning (Semester 1, Wednesday of Week 4) proceed as scheduled.
- (6) Teaching activities are not scheduled during the common lunch hour on Tuesdays from 13:00 - 13:45 without written approval from the UWA Guild President.
- (7) Classes are scheduled to begin on the hour and must conclude 15 minutes before the hour to allow for a change-over period between classes.

6 Academic Staff Unavailability

- 6.1 Academic Staff are available to teach any time during the Standard Teaching Times, unless a staff unavailability exemption has been approved by the Head of School or approved delegate. Suitable reasons for staff unavailability may include:
- (1) Academic staff member employed on part-time basis only.
 - (2) Sabbatical (requested and/or approved)
 - (3) Leave (long service, parental, annual) has been requested/approved and is recorded in Employee Self Service (ESS).
 - (4) A research day or time may be required due to limited access to essential equipment or materials.
 - (5) Attendance at Executive, Board external meetings or other matters (as approved by Head of School).
 - (6) Accommodation of life balance, caring duties, religious or cultural commitments in accordance with the UWA Policy on Flexible Work Practices.

7 Timetable Data Collection

- 7.1 Timetable requirements for UWA Schools are collected during Timetable Data Collection periods to ensure fair and equitable access to teaching spaces.
- 7.2 It is the responsibility of each school to provide the necessary timetabling information to the Timetabling Unit during the Data Collection period(s).
- 7.3 Requirements submitted after the deadline result in the unit being timetabled into teaching spaces remaining, post the scheduling of units where requirements are provided on time.
- 6.4 Head of Schools are provided a report of units with missing or delayed timetabling data on the first working day after the due date.

8 Prioritisation for Scheduling

- 8.1 When scheduling classes, priority is given to reducing student core unit clashes and utilising teaching space resources efficiently.
- (1) Clashes are considered during timetable generation where enrolment overlap between two units is equal to or greater than 30% of the smaller unit's total enrolment. Clashes below this threshold are not considered during scheduling except where Unit or Course Coordinators have identified them during timetable data collection.
 - (2) Unit and Course Coordinators may identify units that should not clash. Such requests must be submitted during the data collection process and are considered during timetable generation.
- 8.2 To achieve best possible space optimisation and reduce student core unit clashes, classes are scheduled at times and in teaching spaces as determined by the Timetabling Unit.
- 8.3 For teaching spaces, scheduling of classes has priority over ad-hoc bookings (e.g. teaching is prioritised when there is a conflict in the use of the Octagon Theatre).

9 Making Changes to the Draft Timetable

- 9.1 All changes to the Timetable must be submitted for consideration to the Timetabling Unit.

- 9.2 Curriculum-related change requests may only be submitted where the requested information aligns with details in the Curriculum Management System.
- 9.3 Where week patterns or activity start dates are incorrect in the draft timetable compared with the data submitted during timetable data collection, a request to amend this information may be submitted.
- 9.4 Preferences for alternative days or times are only considered if related to activity sequencing. Other day and time changes related to staff unavailability require an approved staff unavailability form.
- 9.5 Where teaching staff were not known at the time of timetable data collection, the assignment or update of teaching staff may be submitted.
- 9.6 Changes related to highly desirable and/or preferred teaching requirements can be requested but are not guaranteed.

10 Making Changes to the Final Timetable

- 10.1 To create a stable and reliable timetable for students, changes to the timetable post-publication are minimised to enable students to make informed decisions that best fit their academic interests as well as their work and family commitments. Timetable changes should consider the impact on students. Timetable changes made after publication of the University Timetable require an assessment of student impact, Head of School endorsement, and approval from the Pro Vice-Chancellor (Academic) or their delegate. These may relate to the following:
 - (1) Change required in teaching space necessitates a change to the day/time of the class.
 - (2) Clash with an elective unit that would require a change to a class day/time.
 - (3) Late scheduling of late unit.
 - (4) Change in contact hours – change in duration.
 - (5) Change in contact hours – new activity added.
 - (6) Change in contact hours – activity removed.
 - (7) Planned (non-emergency) maintenance (Campus Management or Uni IT).
- 10.2 Timetable changes made after students have been allocated to classes and received their individual timetables require an assessment of student impact, Head of School endorsement and approval from the Pro Vice-Chancellor (Academic) or their delegate. These may relate to the following:
 - (1) Staff unavailability/change in staff/lecturer necessitates a change to the day/time of the class
 - (2) Increase in student enrolments ultimately need a change in the day/time of the class
 - (3) Change in week pattern or other request for day or time change
 - (4) Change in activity delivery mode (and change of day/time)
 - (5) Change in activity type
- 10.3 Timetable changes that do not require Pro Vice-Chancellor (Academic) approval relate to the following:
 - (1) If a unit is no longer deemed viable.
 - (2) An unexpected surge/decline in student enrolment numbers which does not affect the day/time of existing activities.
 - (3) Reasonable adjustments to accommodate students and/or staff with particular needs (Note: Access for students and/or staff with a disability takes precedence over other considerations, unless this causes unjustifiable hardship to the University).
