TIMETABLE POLICY (MPF1306)
SCHEDULE 1 – UNIVERSITY TIMETABLE

1. University Teaching Times and Teaching Periods
   • Teaching times are generally from 8am to 6.15pm Monday to Thursday, and 8am to 5.15pm Friday. However teaching can occur outside these hours (earlier than 8am or after 6.15pm).
   • Teaching can also occur on weekends.
   • Teaching Periods differ across the academic year, and may include intensive delivery, year long teaching periods, or other variant aside from the standard Semester or Summer teaching period. These periods are also timetabled.

2. University non-teaching periods
   • Tuesdays 12 – 2 during semester – Provosts Teaching Free period, designed to allow students to participate in university-wide non-teaching activities.
   • SwotVac (for Semester 1 and Semester 2 delivery)
   • Days when the University is declared closed (Easter, Christmas/New Year period etc)

3. The following rules will be applied when building the timetable and resolving clashes:
   • Classes will be a multiple of 1 hour except where there are specific pedagogic requirements (such as lab work etc)
   • Classes commence at common start times so as to avoid overlap
   • To allow travel time between classes for staff and students:
     o Teaching will start 5 minutes after scheduled start time
     o Teaching will end 5 minutes before scheduled end time
   • Teaching activities have precedence over non-teaching activities
   • Larger classes have precedence over smaller classes
   • First year units have precedence over later year units
   • Activities that occupy large blocks of time have precedence over those that occupy small blocks of time
   • Full-semester classes take precedence over other activities
   • Activities with more teaching weeks have precedence over activities with fewer teaching weeks
   • Specialist teaching space shall be used for its designated purpose
   • Activities requiring specialised teaching facilities, specialised staff or teaching resources (eg media equipped lecture theatres, specific contents kept in a room,) have precedence over those requiring standard facilities when scheduling specially equipped teaching spaces
   • Access for students and staff with disabilities takes precedence over other considerations, unless this causes unjustifiable hardship. Students and staff must self-register their specific requirements

   Note that where a clash cannot be resolved by applying these rules, an alternative approach will be used.

4. Allowable reasons for changes to the timetable after publication:
   • Unexpected staff turnover
   • A location is a health or safety hazard
   • A subject is cancelled.