



# ACADEMIC TIMETABLING PROCEDURE

## 1 Purpose

This procedure outlines the requirements and guiding principles that govern the construction of Unitec's academic timetables to ensure:

- the maximum utilisation of Unitec's teaching spaces;
- learning and teaching activities are allocated to the most suitable teaching spaces to support Unitec's staff and students;
- academic timetables are clash-free to the maximum degree subject to:
- teaching staff;
- space;
- specific demands on programme- or course-specific learning and teaching needs;
- time; and
- other resource constraints facing Unitec

## 2 Scope

This document sets out Unitec's procedures in respect of:

- publication and maintenance of Unitec's academic timetables, including examination timetables, that accompany its standard academic calendar;
- development of timetables for Unitec's learning and teaching activities that do not follow its standard academic calendar (for example, block courses); and
- ad-hoc booking of Unitec's teaching spaces.

The timetabling activities covered in this procedure document include all:

- campuses that Unitec operates, excluding external venue hires;
- academic provision run at Unitec's main campuses;
- teaching activities operated by Unitec, including online and other activities that require timetabling; and
- academic staff with contractual agreements with Unitec, including external contract teaching staff and industry professionals involved in teaching activities at Unitec.

## 3 Procedure

### 3.1 Standard *Academic Calendar* and teaching time

1. Unitec operates in accordance with the approved standard [Academic Calendar](#); academic timetables and teaching times will be prioritised to align with the standard *Academic Calendar*.

2. Learning and teaching activities that do not follow the standard *Academic Calendar* but have solid justifications (for example, industry requirements) will be timetabled.
  - a. Priority will be given to activities that operate according to the standard *Academic Calendar* over those that do not.
3. Except where there is mutual agreement between a staff member and their academic manager, learning and teaching activities will be scheduled across the core and extended teaching hours in accordance with the parameters specified in employment agreements.

### 3.2 Timetabling guiding principles

Academic timetabling enables centralised co-ordination of Unitec's learning and teaching activities to offer the best experience for Unitec's teaching staff and students as well as maximising the use-performance of Unitec's teaching spaces.

Unitec's Timetabling Office is tasked with carrying out this mission, primarily through its construction of academic timetables that accompany Unitec's *Academic Calendar*.

The guiding principles on timetabling listed in this section align with the principles of *Te Noho Kotahitanga* on Unitec's *Academic Statue* and govern the Timetabling Office in planning, managing, and monitoring Unitec's timetabling activities.

- Kaitiakitanga (guardianship):
  - Unitec delegates the responsibility of guardianship over the timetabling of its learning and teaching activities to the Timetabling Office.
- Mahi Kotahitanga (*co-operation*):
  - The Timetabling Office ensures that, wherever possible, it consults with all stakeholders who are directly involved and/or affected by the outcomes of timetabling activities.
- Rangatiratanga (*authority and responsibility*):
  - The Timetabling Office balances the requirements of: aligning with Unitec's learning and teaching models and pathway framework; providing the best student experience; and achieving operational efficiencies.
  - The Timetabling Office makes every effort to construct clash-free academic timetables for students of all compulsory courses that contribute towards an academic qualification and ensure students' access to a reasonable selection of electives.
- Whakaritenga (*legitimacy*):
  - Timetabling of Unitec's learning and teaching activities takes precedence over non-teaching activities, ad-hoc bookings, and external hires of teaching spaces and affiliated resources.
- Ngakau Mahaki (*respect*):
  - The Timetabling Office makes every effort to accommodate staff and students with special needs.

### 3.3 Administration and governance of academic timetables

The development, publication, and maintenance of Unitec's academic timetables are undertaken by the Timetabling Office via the following high-level process:

1. Governance and mandates of the Timetabling Office are provided by the Te Komiti Mātauranga | Academic Committee.
2. Academic timetables are developed and published in accordance with the *Academic Timetabling Process* (see Appendix 1).
3. Before they are published, academic timetables require approvals from Academic Programme Managers within the agreed timetable development timeline.
4. To avoid adverse impacts to teaching staff, students and other parties, post-publication timetable changes must be kept to a minimum.
  - a. Post-publication timetable changes will only be accepted and implemented when supported by justifications and endorsement from the relevant Head of School.
  - b. Final acceptance of post-publication timetable changes is determined with reference to their institute-wide impacts. If the change requested has a wider effect on other programmes or courses, the Timetabling Office has the authority to reject the change.

## 4 Responsibilities

Role	Responsibilities
Timetabling Office	<ul style="list-style-type: none"> <li>Develops academic timetables across all Unitec-run campuses.</li> <li>Publish academic timetables.</li> <li>Review and approve requests for post-publication timetable changes.</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>Submit requests, including all relevant documentation/information, for timetabling allocation of teaching space for programmes/courses.</li> </ul>
Academic Programme Managers	<ul style="list-style-type: none"> <li>Approve proposed academic timetables prior to publication.</li> </ul>
Head of School	<ul style="list-style-type: none"> <li>Review and endorse requests for post-publication timetable changes.</li> </ul>
Te Komiti Mātauranga   Academic Committee	<ul style="list-style-type: none"> <li>Specify governance and responsibilities of the Timetabling Office.</li> </ul>
Disability Support	<ul style="list-style-type: none"> <li>Liaise with teaching staff to provide the Timetabling Office with details of staff and/or students' disability-related requirements.</li> </ul>

## 5 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

## 6 Reference Documents

- Academic Statute*;
- Academic Timetabling Process* overview (see Appendix 1);
- Academic Development and Approval Policy*.

## 7 Document Details

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## Appendix 1: Academic Timetabling Process overview

