

Timetable Change Request - Business Rules

Version 1.3 updated 27th November 2019

Scope: The Timetable Change Request process and business rules are applied once the planned course offering has been submitted to the timetabling team for scheduling and publishing.

Definitions:

APM: Academic Programme Manager, TTO: Timetabling Office, TKK: Te Korowai Kahurangi, HOS: Head of School, ELT: Executive Leadership Team, DCS: Director - Commercial Services, FM: Facility Management

Term	Definition
Publication	The timetable publication target date
Semester start	Day one of semester (teaching commences)
Pre-publication freeze	Brownout period of 10 working days prior to timetable publication target date, no changes will be accepted during this time
Pre-publication	Before publication (note change freeze period applies)
Post-publication	Between publication target date and semester start (note change freeze period applies, see below)
Semester start freeze	Brownout period of 10 working days prior to start of semester, no changes will be accepted during this time
Post semester start	After semester has started
Post semester cut-off	10 working days after semester has started changes are restricted. This timeframe is aligned to student success rates.

Pre-publication		Timetable Published	Post-Publication		Semester Starts	Post semester start	
Changes accepted under business rules	No changes during 10 days prior to publication		Changes accepted under business rules	No changes during 10 days prior to semester start		Changes for current semester requested in first 10 days of Semester accepted under "Post semester start" business rules	Changes after first 10 days of Semester accepted under "Post semester cut-off" business rules

Business rules

Any change requests outside of the below business rules will be escalated to the Operations Manager (Timetabling) and may require approval from the Executive Leadership Team.

Change	Pre -Publication	Post-publication	Post Semester Start	Post Semester Cut-off	Remarks
Programme planning/approval					
1. New programme is approved by NZQA and TEC.	These types of activities are not covered by the Timetable Change Request process. The existing process applies, with approval via Te Korowai Kahurangi (TKK) for # 1,2,3, and may be reviewed by Commercial Services				
2. Adding a new course, or reactivating a previously inactivated course					
3. Change of a course duration - e.g. start and/or end date					

Change	Pre -Publication	Post-publication	Post Semester Start	Post Semester Cut-off	Remarks
Course changes					
4. Changes to planned courses: <ul style="list-style-type: none"> Scheduling an additional active course Cancelling a course Substituting courses 	APM	No	No	No	Ensure Marketing, Enrolment Setup and Operations Specialists (Admissions & Enrolment) are notified of change.
Class changes					
5. Addition, split, or join of class/stream is required due to student numbers or external factors affecting forecasts	N/A	HOS	No	No	Ensure that DCS are included in decision, to check viability and Operations Specialists (Enrolment Setup) are notified.
6. Cancellation of a class due to low student numbers OR change in staff availability	APM	HOS	HOS	HOS	Ensure that DCS and are included in decision, to check viability, and TKK to review from a quality perspective.
Change of day/time					
7. Change of date or time required due to a scheduling conflict with another course within the programme or associated programme	APM	HOS	No	No	Emphasis to be on the QA of timetabling before being published. Changes after publishing can have a high impact on students.
8. Adjustment of class schedule to accommodate students with special needs	APM	APM	HOS	HOS	Classes may be changed to meet the needs of students with disabilities. Classes will not be changed for childcare arrangements or other preferences.
9. Change of week pattern OR a change that affects total planned teaching hours	TKK	TKK	TKK	No	Requires TKK sign-off where teaching hours are being changed.
Location changes					
10. Move to a smaller/larger location due to lower/higher student enrolments	N/A	TTO	TTO	TTO	Note that if a suitable size space is not available then other options will need to be considered.
11. Lecturer has a preference for another location	No	No	No	No	Such a change is discouraged because of tightening supply of available teaching locations across the campus. Scheduling decisions are based on the suitability of the space for the course design.
12. Location is not suitable for students with special needs	APM	APM	HOS	HOS	Classes may be changed to meet the needs of students with disabilities.

Change	Pre -Publication	Post-publication	Post Semester Start	Post Semester Cut-off	Remarks
13. Location is not suitable for course (pedagogical requirement)	APM	No	No	No	Move towards improved planning and better information supplied to Timetabling. Adjustment may be made in response to student course evaluative feedback.
14. Location will become unavailable owing to renovation, demolition, etc.	TTO	ELT	ELT	ELT	Should be planned prior to publication.
15. Location has become (or is likely to become) a health and safety hazard	TTO	ELT	ELT	ELT	Requires consultation with FM in regards to the resolution of the hazard.
Staff changes					
16. Change of teaching staff (no impact on schedule)	APM	APM	APM	APM	Examples: Lecturer is not available at that time, lecturer has left.
17. Change of course day/time to accommodate staff availability	APM	No	No	No	Schools must find a solution to deliver courses as promised. Examples: Unexpected turnover of teaching staff, Industry professional no longer available.