ACADEMIC TIMETABLE AND VENUES PROCEDURE

PROCEDURE STATEMENT	
1. Preamble/ background	1.1 Integral to the University of the Free State's (UFS) commitment to sound corporate governance in respect of operational effectiveness is the provision of directives for the effective planning, management and control of timetable construction as an aspect of accommodation and space management. 1.2 It also provides for a broader spectrum of module choice for students, spreads teaching workloads and makes optimal use of teaching space across the UFS.
2. Purpose	The purpose of this procedure is to: 2.1 Establish a clear set of directives for all matters pertaining to timetable construction and amendments to existing timetables; 2.2 Ensure that the venue requirements for lecturing, tutoring, practicals, seminars, assessments and computer laboratories of all academic departments, centres and schools on all campuses are met; 2.3 Ensure the standardisation of all matters relating to timetable construction and amendments to existing timetables; and 2.4 Identify responsible divisions and role-players; and 2.5 Ensure governance and annual sign-off, by the Academic Timetable Committee regarding the maintenance and updates relating to timetable quality outputs.
3. Scope	3.1 This procedure applies to all timetable-related matters of the University of the Free State across all academic departments, centres and schools at all campuses and includes practicals, tutorials, tests, exams and lectures. It excludes all short learning programmes.
4. Definitions and abbreviations	**Venues** The word ' venues', in the context of this policy, refers to lecture Venues (which may also double as summative and formative assessment opportunity venues) and computer laboratories only. **Timetables** The word 'timetables', in the context of this policy, refers to Lecturing timetables and exam timetables as well as the tests, Practicals and tutorials for all the undergraduate and postgraduate modules of the University. **Academic Timetable Committee** The Academic Timetable Committee (ATC) is a subcommittee of Senate, and reports to the Executive Committee of Senate. **Academic Committee (AC)** The Academic Planning and Development Committee (AC) is a subcommittee of Senate. **DVC** Deputy Vice Chancellor: Academic

5. Guiding principles	The policy reflects the tenets of risk management pertaining to the University's curatorship of its facilities as well as its financial responsibilities, and it includes the following: 5.1 Generally accepted principles of good governance; 5.2 Equitable treatment of staff and students regarding allocation of contact time per module; 5.3 Optimal usage of time-slots and venues on all campuses, i.e. allocation on a 'best fit' basis; 5.4 Standardisation of venue allocation and usage across all campuses; 5.5 Standardisation of procedures for timetable amendments; 5.6 Accountability; and 5.7 Effective administrative support for teaching and learning at the University.

6. Procedure	All venue bookings are centralised and managed by Student Academic Services: Curriculum Administration Division.
	
	6.1 Construction of Timetables
	
	6.1.1 Timetables are constructed by the Curriculum Administration Division in accordance with decisions taken by the ATC and, where applicable, approved by the Executive Committee of Senate and/or Senate.
	6.1.2 Venues are allocated according to group size. i.e. Number of students
	6.1.3 The booking of venues for assessment opportunities must be scheduled for the examination centre (EXR), with the following exceptions:
	
	    6.1.3.1 Examinations that necessitate specific venue requirements (according to the General Rules applicable at the time).
	    6.1.3.2 Postgraduate (PG) modules with student numbers less than 30 (according to the General Rules applicable at the time).
	    6.1.3.3 Unavailability of examination venues because other examinations will be written there.
	
	6.1.4 Class timetables for a specific academic year are published electronically (UFSWeb) in November of the previous year.
	6.1.5 Faculties, academic departments, centres, and schools are responsible for the verification and signing off of their timetables.
	
	6.2 Prerequisites for Timetable construction
	
	6.2.1 Structure of Class Timetable
	
	    6.2.1.1 Full-time lectures are scheduled for Mondays to Fridays from 07:00 until 19:00.
	    6.2.1.2 The duration of a lecture period is 50 minutes, with a ten-minute break between consecutive lectures.
	    6.2.1.3 It is recognised that for effective teaching and learning, there needs to be sufficient time for students to engage with teaching staff and with learning materials. In principle, formal contact (i.e. lecturing and tutoring, but excluding "practicals") should, in the case of undergraduate modules, preferably not be less than 135 minutes per week, and should also preferably not exceed 225 minutes per week, unless approved by Senate. The formal

contact time for each module is determined by the respective faculty boards, in consultation with the Registrar (to determine venue and timeslot availability).

6.2.1.4 If required and approved, additional contact time is scheduled for evenings after 19:00 and for Saturdays.

6.2.1.5 In the interest of effective teaching and learning, the lectures per academic programme are spread out over the course of a week, as far as possible, instead of being scheduled for one or two weekdays.

6.2.1.6 For the sake of effective teaching and learning, consecutive contact sessions for undergraduate classes (theory lectures) of the same class group of one module may not exceed two lecturing timetable periods (120 minutes). Although also not ideal, scheduling a double class period for a group of students, followed directly by the start of a tutoring or practical session for the same group of students for the same module, is allowed.

6.2.1.7 As far as possible, no more than four consecutive contact lectures (including practicals and lectures) per programme per study year are scheduled.

6.3 Management of Venues

6.3.1 During normal final summative assessment periods (i.e. the relevant weeks starting with the beginning of the study break and ending with the last examination day), the placement of final summative assessments will take preference over the placement of all other academic and non-academic activities.

6.4 Scheduling of examinations and semester and class tests

6.4.1 Summative assessments of a module offered on more than one campus must be scheduled for the same date and time on all campuses. If this is not possible, alternative summative assessment papers must be set.

6.5 Religious Holidays

6.5.1 Examinations may be scheduled for religious holidays and Saturdays. Students with religious concerns, however, will be accommodated by means of alternative arrangements.

6.5.2 Where it is not possible to avoid scheduling a semester test for a religious holiday, alternative arrangements must be made for the students concerned.

6.5.3 Lectures are not affected by religious holidays.

6.6 Venue Usage

6.6.1 Use of a venue that has not been booked at the applicable office of the Curriculum Administrative Division on each campus is strictly prohibited.

6.6.2 Venues that have been booked in accordance with the timetable, must be utilised as booked. If no longer required, a written cancellation of the booking must be submitted to the Curriculum Administration Division in order to make the venue available for other departments.

An audit of venue usage is conducted from time to time, as needed. The ATC and deans will be notified accordingly.

a) The Teaching and Learning Managers of faculties must provide the subject codes of all "high-risk modules" to be offered in the current year, in order of priority, to the Curriculum Administration Division by late August of the previous year for venue allocation purposes**.**

b) Tutoring venues will be allocated in the following manner: Up to two periods per high-risk module of priority one per faculty per week, up to two periods per high-risk module of priority two per faculty per week, etc., until all tutoring venues have been allocated to full capacity in all requested periods. Thereafter, a list of available venues for other periods (not yet requested) will be sent to the faculty representatives in the ATC of the faculties concerned for consideration of all high-risk modules not yet placed[1].

6.7 Reservation of Specific periods for lectures

A lecturer may apply in writing for a reservation of a specific time-slot for official reasons only. This will be noted at the following ATC meeting.

6.8 Scheduling of Examination opportunities

6.8.1 A centrally generated and optimised timetable for all undergraduate and postgraduate examinations is published after registration, six weeks before the examinations take place.

6.8.2 If a student identifies a clash, he/she needs to apply for a concession three weeks before the commencement of the examination.

6.8.3 In the case of an approved examination concession, the relevant department makes an alternative arrangement for all students with clashes in the specific module by setting a second examination assessment opportunity, and schedules the assessment (for these students) for the special and/or supplementary examination opportunity session. This is done in liaison with the Examination and Graduation Administration Division.

6.8.4 Non-continuous assessment modules with the same content are scheduled for the same examinations session on all applicable campuses.

6.8.5 Similar modules may be placed (and kept) in the same examination session on request, if timeously communicated to the Curriculum Administration Division. These modules must be deemed official equivalents.

6.8.6 Test for undergraduate modules are not scheduled for the one-week study break at the end of first- and second-semester lectures, as far as practically possible.

6.8.7 The examination period consists of the examination sessions per day over a period of three weeks, as published in the University's Annual Calendar: Appendix 4

6.8.8 A centrally generated and optimised additional examination opportunity timetable for the first and second semester is published in the first week of the commencement of the main examination.

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[1] Venue Usage : The system is updated and maintained by University Estates with regard to all the venues of the institution.

	6.8.9 Special and supplementary examination sessions are conducted over a period of two weeks (including Saturdays). Sessions follow the same format as the main examinations, managed via the Adhoc Bookings System.
	6.9 ATC Approval of Timetable Amendments
	6.9.1 The ATC has at least six meetings per academic year scheduled in advance, which are reflected in the University's year calendar and communicated to all members by e-mail.
	6.9.2 The Academic Committee (AC) must approve academic structure changes (such as module code and curriculum content changes) for any given year by the end of June of the previous year at the latest, for the construction of timetables for the following year.
	6.9.3 Requests for permanent timetable amendments to be implemented for a given year will only be considered during the second semester of the previous year.
	6.9.4 Requests for timetable amendments after publication of the final class timetable, are only considered by the ECS if submitted via the approved template for timetable amendments (Appendix 1) together with the necessary motivation as recommended by the Head of Department (HOD), DVC: Academic, Dean or Vice-Dean and Faculty Representative
	6.9.5 Requests for timetable amendments after publication of the final examination timetable, are only considered by the ECS if submitted via the approved template for timetable amendments (Appendix 2) together with the necessary motivation as recommended by the Head of Department (HOD). DVC Academic, Dean or Vice-Dean and Faculty Representative.
	6.9.6 The ECS only considers requests for other timetable amendments if the procedures as set out in Appendix 2 have been followed and if they reach the ATC before the due dates as set out in Appendix 4. This applies to Examination timetable changes made in the three weeks after publication of the final timetable due to student request.
	6.9.7 Applicants for timetable amendments must ensure that correct subject codes appear on the template. Timetable amendments will not be implemented if invalid subject codes are supplied.
7. Responsibility	**Roles and Responsibilities**
	7.1 Academic employees are responsible for:
	(a) adhering to the latest version of the published timetable;
	(b) keeping faculty representatives in the ATC and the Curriculum Administration Division up to date regarding the cancellation of slots and/or venues and reporting any problems pertaining to the timetable or the venues used; and
	(c) adhering to the University's Policy on Language.
	7.2 Faculty representatives on the ATC are responsible for:
	(a) Informing the applicable faculty management committee and faculty boards of decisions taken by the ATC;

	(b)	Communicating with and giving guidance to other academic employees within their faculties regarding timetable matters; and
	(c)	Signing off the timetables for their faculties before final publication.
	7.3	**Teaching and Learning Managers are responsible for:**
	(a)	Aligning the contents of their faculties' Rules and Regulations with the data in the academic structure on the University's student system and the contents of timetable documents – especially with regard to subject/module codes;
	(b)	Communicating ATC decisions to the respective deans and faculty managers; and
	(c)	Signing off on the alignment of timetables with the academic structure in terms of modules offered (all relevant subject codes) by their faculties before final publication.
	(d)	Adhering to operational timelines
	7.4	**Employees in the Curriculum Administration Division are responsible for:**
	(a)	Implementing ATC decisions and giving feedback to academic staff;
	(b)	Adhering to all relevant policies pertaining to timetables;
	(c)	Allocating venues in a fair and optimal manner;
	(d)	Publishing timetables on time;
	(e)	Acting as the operational link between all stakeholders; and
	(f)	Referring matters to the Deputy Registrar: Student Academic Services as required.

8. Accountability and Authority:	
8.1 Implementation:	8.1.1 Deputy Registrar: Student Academic Services
8.2 Compliance:	8.2.1 Deputy Registrar: Student Academic Services
8.3 Monitoring and evaluation:	8.3.1 Deputy Registrar: Student Academic Services
8.4 Development/review:	8.4.1 Regular reviews of the procedure will be done in line with the approved University Policy on Policy Development. This takes place in consultation with the relevant quality assurance structures at management and institutional level under the auspices of the official custodian of this procedure, namely the Registrar,to ensure that the procedure remains valid and current in the light of changing circumstances. 8.4.2 Unless circumstances dictate otherwise, the procedure will be formally reviewed within the three-year University review cycle.
8.5 Approval authority:	8.5.1 ECS
8.6 Interpretation and advice:	8.6.1 Registrar

9. Who should know this policy?
a) Deputy Vice-Chancellor: Academic b) Registrar

c) Campus Principals: Qwaqwa d) Deans e) Faculty Managers (FM), also known as Heads of Faculty Administration f) Student Academic Services (SAS) g) Lecturers: Part-time and Full-time h) Facilities management i) Meeting Administration j) ICT Services k) Teaching and Learning Managers (TLM) l) Centre for Teaching and Learning (CTL)	
10. Policy/procedure implementation plan	State what will be required to implement the policy. An implementation plan should be developed and submitted with the final draft document. **No policy shall be considered and approved without an Implementation Plan**.
11. Resources required	Provide a list of resources required for the successful interpretation and implementation of this policy/procedure. Administrative procedures required to implement the policy should be clearly set out.
12. Answers to FAQs	
	List questions asked by participants in the development of the policy. Provide answers that will help direct action within the relevant departments.
EFFECTIVENESS OF THE POLICY	
Performance Indicator(s):	To be completed on review by the person responsible for implementation, monitoring and evaluation.

APPENDIX 1

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PROCEDURES: REQUESTS FOR CLASS TIMETABLE AMENDMENTS

REQUEST FOR CLASS TIMETABLE AMENDMENT

DATE: _____

TO: Email to : classtimetable@ufs.ac.za

FROM:
STAFF MEMBER'S NAME   _____
DEPARTMENT   _____
FACULTY   _____
CAMPUS   _____

MODULE	CURRENT SCHEDULING	REQUESTED SCHEDULING
Example: ABC123	Mon 8h10 – 9h00	Tues 8h10 – 9h00

1. I, the applicant, hereby declare that I have discussed the planned timetable amendment(s) with the HOD(s) and Faculty Representative(s) of all departments and faculties that will be affected by the planned amendment, and that they support the request.
2. Recommended by :

   Definition: The 'Home Department' and 'Home Faculty' of a module is the department and faculty to which the relevant module belongs / by which the relevant module is offered / to which the relevant module is linked in the context of the academic structure

	Name	Signature	Date
Applicant			
HOD (Home Dept.)			
Campus-specific Faculty Representative in the ATC (Home Faculty)			
Executive Dean or Vice-Dean (Home Faculty)			

Next part to be completed *only if applicable* – please specify department and faculty name(s)

	Name	Signature	Date
HOD of Dept. affected (specify):			
HOD of Dept. affected (specify):			
HOD of Dept. affected (specify):			
HOD of Dept. affected (specify):			
Campus-specific Faculty Representative in the ATC of Faculty affected (specify):			
Campus-specific Faculty Representative in the ATC of Faculty affected (specify):			
Campus-specific Faculty Representative in the ATC of Faculty affected (specify)			

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STATE**

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**PROCEDURES: REQUESTS FOR EXAMINATION TIMETABLE
AMENDMENTS**

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Final examination timetable amendments (ad hoc for the specific year) are
made only if the following requirements are met:

1. A well-motivated request for the planned amendment, supported by the
    relevant HOD, dean and faculty representative on the Academic
    Timetable Committee (ATC), is submitted to the ATC for approval by the
    relevant due date.

2. The request is approved by the ATC.

3. The request is followed up by the submission of a class list generated
    by PeopleSoft Campus Solutions, with the signatures of all students who
    are enrolled for that specific examination opportunity by the specified
    due date.

4. The proposed examination opportunity amendment is clearly indicated
    on every page of the class list, with at least 75% of the active students'
    signatures per campus in support of the proposed amendment.

5. The signed class list(s) must reach the Deputy Registrar: Student
    Academic Services at least three weeks before the commencement of
    the main examination.

**No module's examination session (date and time) will be amended after
the three-week deadline preceding the examination has expired.**

REQUEST FOR CLASS TIMETABLE AMENDMENT

DATE: _____

TO: Email to : Email to: examtimetable @ufs.ac.za

FROM:

STAFF MEMBER'S NAME _____

DEPARTMENT _____

FACULTY _____

CAMPUS _____

MODULE	CURRENT SCHEDULING	REQUESTED SCHEDULING
Example: ABC123	Mon 8h10 – 9h00	Tues 8h10 – 9h00

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PROCEDURES – TIMETABLE AMENDMENTS

AD-HOC CLASS TIMETABLE CHANGES

- The lecturer, with the support of the head of department, directs a request for a timetable amendment to the faculty representative on the Academic Timetable Committee.

- The faculty representative presents his/her decision to the Curriculum Administration Division within Student Academic Services, which executes it, if practically possible.

- The Curriculum Administration Division provides feedback to the relevant department and faculty representative.

- The implemented requests serve at the next scheduled ATC meeting for ratification.

PERMANENT CLASS TIMETABLE CHANGES

- The lecturer, with the support of the head of department and the executive dean concerned, directs a request for a timetable amendment to the faculty representative on the Academic Timetable Committee.

- The faculty representative presents his/her recommendation to the ATC.

- If the Academic Timetable Committee approves the amendment, the Curriculum Administration Division within Student Academic Services executes the amendment, if practically possible.

- The Curriculum Administration Division provides feedback to the relevant department and faculty representative.

URGENT CASES: PERMANENT CHANGES

- The lecturer, with the support of the head of department, the faculty representative and the executive dean, directs a request for a timetable amendment to the Deputy Registrar, who will consider and finalise the request.

- The Registrar (Chairperson of the ATC) presents the request for ratification at the following ATC meeting.

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Function	Tasks	Start date	End date	Responsible
CC and SOC	Submit module for N + 1 and N + 2 to the Course Catalogue Request workflow	Jan	Aug	Faculties
CC and SOC	List of classes with no enrolments for the last 4 years and which will not be scheduled for 2023. List of modules with no enrolments for the past 10 year, that will be inactivated for 2023. Serves at ATC,	March		CA
Class TT	FINAL UPDATE ON UFS WEB: S1 and YR modules	March		CA
CC and SOC	Approved N +1 and N+ 2 calendar	March		Senate
CC and SOC	Serve at ATC: List of modules with no enrolments for past 10 years and list of classes with no enrolments for past 4 years. Will be inactivated and unscheduled for N + 1	April		ATC
CC and SOC	Run processes: inactivation and unscheduling	April		CA
Exam TT	Publication of DRAFT 2022 Main-Mid-Year (from ES)	April		CA
Exam TT	Publication of FINAL 2022 Main-Mid-Year (CSPRD)	May		CA
CC and SOC	Roll the 2022 Scheduling to 2023 / Import the class sections. QA.	May		CA
CC and SOC	Verification per component	May	June	Faculties
Class TT	PUBLISH 2022 Class timetable - S2 and YR Modules	June		CA
Exam TT	Publication of FINAL 2022 Additional Mid-Year (CSPRD)	June		CA
CC and SOC	FINAL sign-off of N +1 CC and SOC	Aug		Faculties
Exam TT	Publication of DRAFT 2022 Main END-of-Year (from ES)	Sept		CA
Exam TT	Publication of FINAL 2022 Main-END-of-Year (CSPRD)	Sept		CA
CC and SOC	Upload Enrolment and Reserve caps	Oct		CA
Exam TT	Publication of FINAL 2022 Additional End-Year (CSPRD)	Nov		CA
Class TT	PUBLISH N + 1 CLASS TIMETABLE	Dec		CA

EXAMPLES TO MOTIVATE THE MINIMUM FOOTPRINT FOR A MODULE

PLAN CODE	MODULE CODE	NUMBER OF ENROLMENTS for module	VENUE (LAB) CAPACITY
	E.g. ABCD1234	E.g. 250	E.g. 150

Periods

1	2	3	4	5	6	7	8	9	10	11	12	13	14

Lec / Pract / Tut

LEC 1	LEC 2	Prac 1	Prac 2	Tutorial 1	Tutorial 2
250	250	150	150	40	40
				40	40
				40	40
				40	40
				40	40
				40	40

Total for fictitious module:

Number of slots: 16

Minimum footprint: (Lec x 2; Pract x 2; Tut x 1)

This fictitious example pertains to a module (250 enrolments) with two LEC periods, 2 PRACTICAL periods in a laboratory of size 150, and one period of tutorial work per week. Maximum size of a tutorial group is 40.Example:

BA0098		BA DEVELOPMENT STUDIES									
FIRST YEAR OF STUDY				SECOND YEAR OF STUDY				THIRD YEAR OF STUDY			
FIRST-SEMESTER MODULES	Total footprint (periods)	SECOND-SEMESTER MODULES	Total footprint (periods)	FIRST-SEMESTER MODULES	Total footprint (periods)	SECOND-SEMESTER MODULES	Total footprint (periods)	FIRST-SEMESTER MODULES	Total footprint (periods)	SECOND-SEMESTER MODULES	Total footprint (periods)
	35		35		31		31		27		27
OWS1A11	7	OWS1B21	7	OWS2A11	7	OWS2B21	7	OWS3A11	7	OWS3B21	7
FIL1A11	8	FIL1B21	8	FIL2A11	8	FIL2B21	8	FIL3A11	8	Code	8
GGR1A01	4	GGR1B01	4	GGR2A10	4	GGR2B10	4	GGR3A10	4	Code	4
PMG1A11	8	PMG1BB1	8	PMG2A11	8	PMG2B21	8	PMG3A11	8	Code	8
PSY1A11H	4	PSY1BB1H	4	PSY2C11	4	PSY2F21	4	PSY2E11		PSY3F21	
ENG0C11	4	ENG0D21	4	ATL2A11		ATL2B21		ATL3A11		ATL3B21	
ATL1A11		ATL1A11		EKN2A01		EKN2B01		EKN3A01		EKN3B01	
EKN1A01		EKN1B01		HIS2A11		HIS2B21		HIS3A11		HIS3B21	
HIS1A11		HIS1B21		PTS2A11		PTS2B21		PTS3A11		PTS3B21	
PTS1A11		PTS1B21		SOS2A11		SOS2B21		SOS3A11		SOS3B21	
SOS1A11		SOS1B21									

Compulsory modules and electives

Modules which can be taken by the student if timetable clashes do not occur

APPENDIX 4

Day	Session 1		Session 2		Session 3	
	Time	**Session Duration**	**Time**	**Session Duration**	**Time**	**Session Duration**
Monday to Friday	08:00 – 11:00	3 hours	11:30 – 14:30	3 hours	15:00 – 18:00	3 hours
Saturday	08:00 – 11:00	3 hours	11:30 – 14:30	3 hours	n/a	n/a