

Academic Services Division

Central Teaching Space

Policy, Procedures and Responsibility Guidelines



**User Guide to Timetabling
Policy, Room Bookings and
Facilities Management**

April 2008

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Academic Services

Central Teaching Space

Policy, Procedures and Responsibility Guidelines

(Class Timetable, Room Bookings and Facilities Usage)

1 Mission Statement

It is the purpose of this document to provide the University community with approved guidelines and set policy structures for Class Timetable business practices. In the interests of the Student clients of the University, Academic Services will work closely with Faculties and Schools to achieve the outcomes contained in this document.

2 Purpose

Standard guidelines are adhered to with respect to Ad hoc room use, Class Timetable Policy, procedure and practice. This document defines University Policy with regard to the rules and regulations, which governs the use of central teaching space for teaching activities and ad hoc room use. Class Timetable policy and processes, scheduling guidelines, clash detection, change procedures, room allocation, ad hoc room bookings, external hirers, equity, teaching furniture and equipment will be discussed.

Central Teaching Venues are owned by the University and managed on its behalf by Academic Services. All Schools, Faculties and the University Community generally have shared access to Central teaching space.

Audio Visual equipment owned by the University is managed on its behalf by AV Services and ICT.

It is essential that timetabling and room allocations are coordinated to achieve optimal utilisation of teaching resources.

3 Policies

3.1 Class Timetabling

3.1.1 Standard Timetabling Policies

- 3.1.1.1 The University Timetable is constructed for Students. When considering changes to the Timetable, students and core program interests will be of paramount importance.
- 3.1.1.2 Students enrolled in a standard program should expect to attend all core units, so far as practicable, be able to take combinations of core and recommended subjects and have a reasonable selection of electives from which to choose.
- 3.1.1.3 Classes should be scheduled so as to best utilise resources equitably; teaching resources, teaching staff and facilities.
 - As far as possible, classes should be spread evenly over a full week
 - It may be desirable to set practical activities for some subjects to occur on particular days and times.
 - The nature of some teaching programs (such as Tourism and Hospitality, Human Communication Sciences, Podiatry etc) may require a non-teaching constraint of up to one full day due to off campus teaching or fieldwork.

- In some instances, it may be necessary to provide an alternative (Alt) class to accommodate a larger than expected enrolment, where venues have been previously allocated and another venue cannot be provided;
 - Or
 - Where Schools/Faculties initiate a request to split lecture delivery
 - The decision to provide an alternative class will be by consultation.
- 3.1.1.4 Subjects that have not received prior Academic Committee approval will not be timetabled.
- 3.1.1.5 Core teaching hours are Monday to Friday between the hours of 8am to 6pm on all campuses as endorsed by VCAC. When a course is available in a full-time mode, classes may be scheduled any time during these hours. The following conditions also apply:
- Classes will normally commence at 5 minutes past the hour and conclude 5 minutes before the hour to ensure smooth and consistent transition between classes and to facilitate video conferencing changeover.
 - Classes should conclude in sufficient time to allow the next class to commence in accordance with the Timetable/Room use schedule.
 - Classes may be held on Saturday or Sunday (course specific, per Faculty advice only)
 - Evening class will be scheduled where required (course specific, per Faculty advice only)
 - Every effort will be made to minimise the number of classes held during 8-9am and 1-2pm where practicable.
 - As far as practicable, students should not attend more than 4 continuous hours of lectures without a break.
 - The order which classes fall within the week will not be prioritised for sequencing unless the relevant Department/School presents a strong academic case.
- 3.1.1.6 Certain courses will require class free periods to facilitate off campus practical work. This may include half day or full day constraints to timetable criteria.
- 3.1.1.7 Where collaborative arrangements exist between La Trobe University and another teaching institution (i.e. "Complementary IN" student subjects), then suitable timetable blocks will be allocated for those subjects with a priority ranking
- 3.1.1.8 Teaching Staff members are assumed to be available for teaching at any time between 8am and 6pm, Monday to Friday. The following exceptions apply:
- Part-time teaching staff will only be scheduled to teaching during the time they are paid to teach
 - Departmental Seminars (See 3.1.1.9)
 - Research periods (See 3.1.1.10)
 - OSP Leave
 - Other approved School/Faculty commitments
- 3.1.1.9 Academic Units that request it, will be allocated a period free of teaching. Two hours per week is considered reasonable. The timeframe for such a seminar will be determined by the Timetabling software except:
- Where collaborative arrangements exist between La Trobe University and another teaching institution (i.e. joint seminars), then suitable

timetable blocks will be allocated for those seminars with a priority ranking.

3.1.1.10 It is anticipated that Full time staff be allocated two half days per week free of teaching for research purposes. Research time will not deliberately constrain the timetable.

3.1.1.11 The timetable for the forthcoming academic period will be published at a time, and in a manner, which permits all students to be informed of the timetable when selecting the subjects in which to enrol.

3.1.1.12 Changes to the timetable after the FINAL publication must be kept to a minimum as students use the timetable to make enrolment decisions that best fit their academic interests as well as their family and work commitments.

Changes will ONLY be considered under the following conditions:

- Enrolment numbers increase beyond the capacity of the allocated venue
- Scheduled Day/Time amendments may only be made with the approval of the Faculty. (Any amendment has implications pertaining to student notification, student academic interests, student family and work commitments and the availability of physical resources.)
- A request has been made to the Faculty for amendment and subsequent approval has been provided at that level.
- From time to time, there may be a need for a Faculty nominated Senior Academic arbiter to oversee and make decisions over academic issues raised by Faculties. Some requests may not be considered reasonable.
- An allocated venue does not provide the requested audio visual facility
- Adding or Deleting a subject listed on the Timetable after publication cannot be actioned without prior approval of Faculty. There may be University Course handbook implications.

3.1.2 Timetable 'Spill' and 'Rollover'

3.1.2.1 In order to realign the University's teaching programs and provide an equitable use of physical resources, it will be necessary for the timetable to be re-spilled in its entirety. The University timetable software also offers latitude for new functionality, which may be adopted for University use.

3.1.2.2 The University recognises that students often plan study and work activities upon a stable timetable. Following recommendation from the Steering Committee, the University will ultimately decide on periods of timetable re-spill.

3.1.2.3 During intermediate years, the timetable will be 'rolled-over' from that of the preceding year and modified as appropriate.

3.2 Scheduling Priority Rules

3.2.1 Software Scheduling Constraints

The software engine within Syllabus Plus prioritises timetable scheduling based upon a number of criteria.

- 3.2.1.1 In terms of a class timetable, constraints will be placed upon activities to ensure an optimum and equitable timetable. These constraints may be hard constraints (*ie always adhere to*) or soft constraints (*will adhere to at varying degree of importance*) and are often preset by the timetable staff.
- 3.2.1.2 Various "Constraint Profiles" will also be attached to staff and students to allow scheduling restrictions;
- Staff work span in a single day, allowance for lunch period, campus to campus travel allowance, research periods
 - Student maximum hours before a break
- 3.2.1.3 The quality and eventual outcome of a class timetable will be dependent upon several criteria. Activities that are highly constrained will be given priority by the scheduling engine. Some of the desired constraints are listed here:
- The recognition of core programs through student set data (student subject combinations), teaching program constraints (eg off campus days), the number of teaching hours required by a program year level, student elective choices, staff availability, room availability, room furniture and equipment, audio visual equipment, video conferencing requirements, staff and students requiring disabled access to venues.

3.2.2 Scheduling Priority

Below is a list of criteria the **software** uses to determine scheduling priority.

Note that this list is not ranked.

- 3.2.2.1 Activities that require multi-campus video conferencing facilities will have venue priority over those activities with standard campus requirements. Please note that due to limited resources, some size limits apply; refer to the Timetable Office.
- 3.2.2.2 Larger classes have precedence over smaller classes;
- 3.2.2.3 Core subjects (within a set program of study/Year level) are given a higher priority than an elective subject on the following basis:
- Common core subjects in a multi-course environment
 - Elective subjects in a multi-course environment
- 3.2.2.4 Activities that have preset resource requirements are given priority over that which has a wildcard requirement.
- 3.2.2.5 Activities that occupy large blocks of time have precedence over those that occupy small blocks of time.
- 3.2.2.6 Service School subjects may need a priority consideration for timetable purposes. Service Schools or Service School subjects may be defined as; School of Human Biosciences or Human Biosciences subjects for Faculty of Health Sciences specialist subjects.
- 3.2.2.7 Specialist or dedicated teaching space will be preset against an activity requiring designated facilities.
- 3.2.2.8 Access for students with disabilities takes precedence over other considerations, unless this causes unjustifiable hardship.
- 3.2.2.9 Classes for any given subject will not be scheduled to run sequentially unless specifically requested.

- 3.2.2.10 The software perceives staff members that have the greatest number of hours as more highly constrained by time and therefore may assert a scheduling priority. (Eg. Staff who have 12 hours teaching to schedule over staff who may have 3 hours teaching to schedule)
- 3.2.2.11 Tutorials will not normally be scheduled until the new timetable is settled. A focus period for tutorials will be within the January/February period.
- 3.2.2.12 Scheduling preference may be afforded to tutorials where few alternative times are available, as opposed to large subjects that have abundant tutorial choices. A focus period for tutorials will be within the January/February period.

3.2.3 Resolving Clashes

- 3.2.3.1 In resolving **timetable clashes**, where a timetable exists, all of the criteria in this document will be applied.
- 3.2.3.2 Normally there will be NO CHANGE to the timetable once the FINAL timetable is published. However, exceptional changes will be considered. See also 3.1.1.12 above.
- 3.2.3.3 On occasions, the scheduling of any class may require amendment by Timetable staff in order to satisfy the overall problems of either **clash avoidance** or **venue problems** associated with an unexpected enrolment increase.
- 3.2.3.4 The degree of impact on all courses involved will be taken into consideration;

3.2.4 Room Allocation Guidelines

- 3.2.4.1 Room allocation is the responsibility of central timetabling staff.
- 3.2.4.2 Room selection will be made using a "*room type*" suitability whereby, staff entering timetable criteria via the Timetable Data Collection Database can select a room type suitable to the activity taught (i.e. Lectures will choose theatres or rooms with suitable furniture/equipment to conduct lectures thereby eliminating Computer labs).
- 3.2.4.3 The software also makes room selection; staff entering *Activity Requirements* eg audiovisual facilities. In this case, the list of rooms available for the software to choose from is gradually decreased, dependent upon the level of demand for activity requirements, audiovisual attributes etc.
- 3.2.4.4 Room conflicts will be resolved by negotiation between the parties concerned, and, if required clarified by the Room Bookings Officer. If this is not satisfactory, mediation by the Timetable Coordinator may be required.
- 3.2.4.5 The Manager, Examinations, Graduations and Timetabling will mediate conflicts that cannot be resolved in this manner. If resolution is not achieved a decision will be made by the Manager, Examinations, Graduations and Timetabling and Faculty Registrar.
- 3.2.4.6 Matters associated with complex timetable issues may be referred to the Director, Academic Services and the Faculty Registrar. In unresolved matters, the Director Academic Services and Registrar may then consult with an independent Academic arbiter, appointed by the Deputy Vice Chancellor.

3.3 Teaching Space

3.3.1 General Teaching Rooms

- 3.3.1.1 All general teaching space is managed by Academic Services, which is responsible for the efficient utilisation of such space through timetabling and room allocation.
- 3.3.1.2 All teaching spaces must be incorporated into the timetabling system.
- 3.3.1.3 Teaching spaces identified by the University as *Specialist* space will be reserved for use by classes conducted by the specialist Department/School.
- 3.3.1.4 Other Departments/Schools wishing to use specialist space are required to make prior arrangements with the Department/School which manages that space it before they can be timetabled.

3.3.2 Computer Lab bookings

- 3.3.2.1 Timetable bookings denoted 'LC' – Lab Classes are made during the timetable process.

3.3.3 Room Audits

- 3.3.3.1 Academic Services, Timetable Office periodically conducts room audits for the following reasons:
 - To ensure that Academic equipment meet teaching requirements
 - Lighting and other maintenance checks are conducted
 - Unfulfilled bookings are returned to the teaching resources pool

3.3.4 Ethernet Points

- 3.3.4.1 Network points are an inherent facility in all central teaching rooms. Any problems encountered should be reported to Room Bookings or Timetable Office in the first instance.

3.3.5 Access to Lecture Theatres

- 3.3.5.1 A number of teaching venues can only be accessed via 'Card Access'. Whilst 'Card Access' upgrades to venues is a progressive rollout, teaching staff members allocated to conduct teaching in these venues will require access to be placed on to their La Trobe Staff Card.

New teaching staff members to La Trobe may apply for building and Lecture Theatre access by completing an [Electronic Card Access Form](#).

Examples:

- West Lecture Theatres,
- East Lecture Theatres,
- Agora Th/Cinema,
- Glenn College LT,
- Peribolos West 219,
- Physical Sciences 2, Rm 110,
- Thomas Cherry LT)

Further information can be obtained by visiting the [Card Access](#) Website.

General Teaching venues will continue to be unlocked during Semester weeks. Venues will NOT be unlocked outside Semester unless a firm room booking or timetable activity is in place.

3.4 Ad Hoc bookings

Rooms that are not already in use may be booked for ad hoc purposes.

3.4.1 Timetable bookings

- 3.4.1.1 For existing timetable bookings, staff may not use any venue that appears "free" without the confirmation of change from the Timetable Unit. A class using any room that appears 'free' causes undue room clashes, particularly if that venue is in fact booked for a future week.
- 3.4.1.2 Ad hoc bookings will not be made for units where on-going teaching activities occur. A formal Timetable booking must be made for student publication.

3.4.2 School/Departmental Ad hoc bookings

- 3.4.2.1 The University welcomes events that promote the University's missions and goals.
- 3.4.2.2 For School based Public Lectures, evidence must be produced of when an event is to be held, the purpose of the event and the cost for attendees when making a lecture theatre booking outside general class teaching hours. Where evidence is not produced for the booking of any Lecture Theatre made by Schools/Departments on *Saturday or Sunday*, the appropriate fees will be charged in accordance with University Room Hire Rates. (See Room Bookings Office for details).

3.4.3 Non-School Ad hoc bookings

Refers to: (*Student bookings/Affiliations etc*)

- 3.4.3.1 Marginal discount room hire rates apply. Refer to Room Bookings Office for details.
- 3.4.3.2 Student Clubs and Societies affiliated with the "University Guild" may apply for the use central teaching facilities free of charge during semester periods – Monday – Friday (9-5pm). Refer to the Room Bookings Office for details.
- 3.4.3.3 Any room usage outside semester will incur the nominal room charges. Students may apply to the Room Bookings Office (see below for Regional contacts).
- 3.4.3.4 The University reserves the right to cancel any ad hoc booking, where the nature of the booking is not in keeping with University rules and regulations.

3.4.4 External Hirers

- 3.4.4.1 The proposed use of University facilities by individuals, groups or organisations external to the University must be compatible with the University's mission and goals, and must comply with any relevant University policy and related procedures. Any enquiry that is doubtful in this regard should be referred to the appropriate Dean of Faculty, Director, Academic Services before any commitment is made.
- 3.4.4.2 The University reserves the right to cancel any external booking, where the nature of the booking is not in keeping with University rules and regulations. (Refer to Hire Agreement).
- 3.4.4.3 No booking shall be deemed confirmed until the relevant *University Room Bookings Hire Agreement* form has been returned to the Room Bookings Officer, signed by the client and scheduled deposit paid.
- 3.4.4.4 The University's core business and its requirements for teaching space take precedence over their use by external persons, groups or bodies. No adjustment to the academic timetable is to be made to accommodate

external use except in those exceptional circumstances specifically approved by the Director, Academic Services. Particular venues should be reserved for external hirers on Friday, Saturday and Sunday evenings and weekends.

3.4.5 Conferences

(Refer La Trobe University Business Procedures Manual, Sect 2, Finance)

- 3.4.5.1 Any conferences being held on University premises, other than in the colleges, must be booked through the University's Room Bookings Office and are to be charged at a rate, as approved by the University Secretary or his nominee.
- 3.4.5.2 All conference bookings involving college space should be made directly with the college concerned. College Bursars must submit annually a schedule of rates for college conferences to the University Secretary or his nominee for endorsement.
- 3.4.5.3 All other semi-autonomous areas, on all campuses, are also required to have a schedule of rates endorsed annually by the University Secretary or his nominee.
- 3.4.5.4 In relation to the colleges and any other areas of the University which host conferences and provide accommodation for conference participants, the University will reserve the right to request advance payment of (50%) *fifty percent* of the total cost of the conference as a booking fee, to cover administration and incidentals. The balance of the total cost must be paid fourteen days prior to the beginning of the conference.
- 3.4.5.5 A contract in a form approved by Legal Services must be entered where the University is involved in the organisation of a conference or where University facilities are being used for the purposes of a conference.

3.5 Equity

- 3.5.1.1 Consistent with University policy on equal opportunity and diversity, and various anti-discrimination laws, the University will ensure that its timetabling procedures make reasonable accommodation for staff and students in the light of their:
 - Family responsibilities;
 - Religious belief's;
 - Disabilities/Medical Conditions
- 3.5.1.2 Requests made to the Timetable Unit should be lodged in advance of the timetable being developed (June) so that reasonable accommodations can be made, appropriate approvals sought, and to minimise post-publication changes to the timetable.

3.6 Audio Visual Services

- 3.6.1.1 Audio Visual Services, a division of ICT, support and maintain centrally provided audiovisual equipment in all central teaching venues.

4 Procedures

4.1 Scheduling Activities

4.1.1 Syllabus Plus Timetable Software

- 4.1.1.1 Academic Services staff set constraints, activities and scheduling priorities in accordance with Class Timetabling policies and the School Timetable forecast information.
- 4.1.1.2 During a re-spill phase, Timetable staff may choose to schedule activities in groups. For example, Field trips/clinical placements first, then Lectures/Seminars, followed by Lab/prac classes, then tutorials.
- 4.1.1.3 As a general rule, Science lectures will be schedule for mornings and lab/practical classes in the afternoons.
- 4.1.1.4 Tutorials will not normally be scheduled until the new timetable is settled.
- 4.1.1.5 Scheduling preference may be afforded to tutorials where few alternative times are available, as opposed to large subjects that have abundant tutorial choices. A focus period for tutorials will be within the January/February period.

4.2 Class Timetable Publication

4.2.1 Publication Times and expectations

- 4.2.1.1 Timetable implementation and deadlines for the coming year will be issued to Faculties, Schools and Departments in June each year when a 'rollover' timetable is produced. During a period of re-spill, implementation details will be released earlier in that year.
- 4.2.1.2 A working document named the 'Draft Timetable' will be prepared and published (internally) in August each year. A revised draft will be issued (internally) in September each year, prior to student publication, early October.
- 4.2.1.3 During this time Faculties, Schools and Departments are requested to review the draft timetable and ensure that:
 - Activity requirements have been adequately provided for all subject offerings, and are in line with initial School requests for the coming year
 - All details of teaching activities have been entered correctly;
 - Any missed clashes are reported to Timetable staff
 - Faculties approve the release of the Timetable for publication
- 4.2.1.4 Schools/Faculties may request Chronological Timetable or specific Unit Clash detection reports to check for clashes between core units. Apply to the Timetable Office: Timetable@latrobe.edu.au
- 4.2.1.5 The Timetable will be published on the web (accessible via Student Online) by mid-October each year to facilitate the enrolment process. Continuous web updates occur every 3 minutes.
- 4.2.1.6 The Timetable will be considered FINAL on 1 January each year. Amendments may only be made under conditions of (3.1.1.12) above.
- 4.2.1.7 Notification for any changes made after the PROVISIONAL (Oct) and FINAL (Jan) timetable releases, will be in the form of an email response from campus Timetable Staff to the Teaching staff member/School officer requesting the change, copy to Faculty Academic Service Manager if necessary. (See also 4.3.1.4)
- 4.2.1.8 The FIRST YEAR Timetable is produced by the Timetable Office, Academic Services in December each year for the following year timetable. Copies are then reproduced and presented to first year students as a handout. In order to ensure that display and format is produced as expected, a

draft copy will be provided to Faculty Academic Services Managers prior to production (November).

4.2.2 Publication Locations

- 4.2.2.1 The official timetable is published as a PROVISIONAL release on the WEB at <http://www.latrobe.edu.au/timetable/>
- 4.2.2.2 Faculty and School administrative staff will be advised as soon as a draft timetable is released each year (usually August and September). The appropriate Web address will also be provided.
- 4.2.2.3 Schools, who may be required to check for clashes, may request a Chronological spreadsheet version of the Timetable. Staff may email their request, providing the specific criteria, i.e. single-School, multi-School etc.

Note: Hardcopy or paper forms of the Class Timetable are generally no longer produced. A printed version consists of approximately 140 pages and is not an economical option, particularly when updates occur often. Students are encouraged to seek Timetable information from the Web)

4.3 Timetable Changes/Room Changes

4.3.1 Activity Change Procedure

- 4.3.1.1 Requests for changes to days and times, after timetable publication to students will be kept to an absolute minimum and require the Timetable Coordinator's approval. Limits also apply, see 3.1.1.12 above. Only those changes, which are consistent with the reasons provided, will be approved.
- 4.3.1.2 Adding or deleting a subject listed on the Timetable after publication cannot be actioned without prior approval of Faculty. Any changes to the total number or hours timetabled for a subject will also need Faculty approval. There may be University Course Handbook implications. (eg deleting a subject, adding a subject)
- 4.3.1.3 All requests should be submitted on the *Request to Amend Class Timetable* form or School equivalent. Requests for changes should be submitted through the person responsible for Faculty/Department/School timetabling. Examples: (eg moving a tutorial to a different room, deleting a tutorial/seminar/practical that is no longer required, adding a tutorial.) All requests, with reasons, are to be made in writing to the appropriate campus timetabling coordinator, but need not be signed off by a Faculty.
- 4.3.1.4 Where changes initiated by Schools occur with little notice, Departments/Schools must make all reasonable efforts to advise all affected students. (eg. Via Department and/or electronic noticeboards, lecture announcements, etc. If rooms are changed they must place appropriate signs on the old location to direct students to the new location and remove the signs after the activity.
- 4.3.1.5 Similarly, where Timetable staff members initiate room changes, the Timetable Unit staff member must place appropriate notification on the old location, door or noticeboard.

4.3.2 Room Changes

From time to time, classes may be moved to a different venue before the commencement of semester. Timetable staff should take every precaution to ensure minimal room change once a semester commences. Syllabus

Plus software has scheduling integrity rules pre-defined by timetabling staff. These rules render it a physical impossibility for two classes to be allocated the same venue unless booked intentionally by timetable staff.

- 4.3.2.1 Where room changes are made intentionally, Timetable staff advises the School administration staff and/or lecturer of the change and place 'Change of Location' notices on the door of the previous venue.

4.4 Specific Teaching Facilities

4.4.1 Computer Lab bookings

- 4.4.1.1 Requests for computer lab bookings are typically made on the "New/Reintroduced subject form" each year and in future will be entered into the Subject Database. Teaching staff members are required to nominate a 'specific' lab that holds software suitable for the subject (e.g DWB 202, BG 114, HS3 401, HU2 120).

4.4.2 Ethernet Points

- 4.4.2.1 Central teaching rooms have Ethernet (network) points except some smaller venues. Where problems occur due to the connection point or the line provides problems, staff should report this to the Timetable Office who will investigate and seek resolution.
- 4.4.2.2 IP addresses and user instructions are only available from ITS or AV Services.

4.5 Ad Hoc bookings

4.5.1 Non-timetabled Room Booking

- 4.5.1.1 Rooms that are not already in use may be booked for ad hoc purposes.
- 4.5.1.2 If staff or students would like to use a room that appears to be free, they must contact their School nominated Administration officer in the first instance and explain their requirements.
- 4.5.1.3 They will verify room availability with the Room Bookings Officer and make the booking in writing via e-mail or fax.
- 4.5.1.4 Ad hoc bookings may be made using the following Web based booking form:

[ALBURY WODONGA - ROOM BOOKINGS](#)
[BUNDOORA - ROOM BOOKINGS](#)

Email requests to the following campuses

[BENDIGO ROOM BOOKINGS](#)
[MILDURA CAMPUS BOOKINGS](#)
[SHEPPARTON CAMPUS BOOKINGS](#)

- 4.5.1.5 Staff may not use a room unless it is properly timetabled for a class, or there is an authorised ad hoc booking which the Room Bookings Officer has previously confirmed.
- 4.5.1.6 If staff or students are found to be in a room without authorisation (Room Bookings confirmed) they will be removed.
- 4.5.1.7 Ad hoc bookings will not be made for on-going teaching activities.

4.5.2 Computer Lab bookings

- 4.5.2.1 Ad hoc users requesting computer laboratory facilities are required to contact the Lab Manager of the specific lab.

- 4.5.2.2 Where computer lab facilities are required as part of a conference, the Room Bookings Officer will make specific enquiries with the Laboratory Manager of the Faculty concerned.

4.6 Equity

The principal role of the La Trobe Equity and Access Units is to promote full and equal participation of all students and staff of La Trobe University and to foster an environment free of discrimination and harassment.

Requests made to the Timetable Unit should be lodged in advance of the timetable being developed (June) so that reasonable accommodations can be made, appropriate approvals sought, and to minimise post-publication changes to the timetable.

- 4.6.1.1 Requests from students related to disabilities go through their Subject/Course coordinator in the first instance and the Disability Liaison Officer if necessary.
- 4.6.1.2 Requests from staff with disabilities go through their subject/course coordinators;
- 4.6.1.3 Requests related to religious beliefs go through their Subject/Course coordinator in the first instance and the Equity and Access Unit if necessary;
- 4.6.1.4 Requests from staff related to family responsibilities apply to Head of School for approval.

Examples of reasonable adjustments include:

- Classes involving students/staff with mobility impairments are scheduled in rooms with disability access;
- Classes minimised for students/staff is not held on Friday between 1pm and 2pm due to religious considerations.
- Staff with family responsibilities may have early morning (8-9am) or late evening (after 5pm) classes minimised.

4.7 Audio Visual Services

- 4.7.1.1 Many central teaching venues hold fixed specific equipment to satisfy facilities requirements for most forms of teaching delivery. However, the University has limited resources, such as data projectors and slide projectors, contained as a fixed resource. Where the timetable process cannot provide a fixed resource, it will be necessary for teaching staff to book audio visual equipment as a semester long requirement through Audio Visual Services. Staff can locate the Web based booking form for direct bookings at [Audio Visual Services](#)
- 4.7.1.2 Staff experiencing problems with AV equipment, should contact the relevant campus technical staff directly (Internal dial only)

Albury/Wodonga	Intern 9625	(02 6024 9625)
Bendigo	Intern 7722	(5444 7722)
Bundoora	Speed dial 8306	(03 9479 2786)
Mildura	Intern 4066	(03 5051 4066)
Shepparton	Intern 8316	(03 5821 8316)

5 Roles and Responsibilities

5.1 Academic Services

- Coordinate and allocate teaching space and resources in accordance with University policy and with the aim of achieving optimal utilisation of teaching space and resources.
- Provide the University Schools with draft timetables in August and September, one Provisional timetable early October for the following year, at a time suitable to prepare for the University's enrolment processes.
- The final Timetable will be deemed to be set by 1 January each year.
- Ensure teaching spaces are appropriately furnished and maintained.
- Carry out regular room audits for the purposes of room maintenance, capacity and furniture requirements.
- Attend to reports from staff of any problem associated with central teaching venues, such as furniture, whiteboard, cleaning, damage, equipment or misuse.
- Provide teaching staff with Timetable management reports such as "Chronological reports" for clash detection and "Clash Detection reports" for individual units when requested.
- Maintain the University's Timetable website.

5.2 Timetable Coordinator

- The Timetable Coordinator is expected to understand and coordinate the timetable process from an institutional rather than a particular academic area perspective.
- The Coordinator oversees data entry and building of delivery structures and is responsible for final scheduling of the timetable.
- The Timetable Coordinator will liaise with administrative and teaching staff on any matters pertaining to timetables and facilities usage and should ensure that the needs of students are considered.

5.3 Room Bookings Officer

- Most institutions derive some income by hiring out their teaching spaces to conferences and one-off events. Bookings of facilities for these events need to be managed and coordinated with teaching use. The Room Bookings Officer is responsible for this process and any ad hoc bookings for the University community.
- The officer responsible for ad hoc bookings will need to liaise with the Timetable Coordinator to ensure that teaching activities have first priority on central teaching facilities.
- Tutorial bookings are processed in January of each year, which is initiated by the Room Bookings Officer.
- Staff should report any problem associated with central teaching facilities to the Room Bookings Officer, extension 2015 in the first instance or send advice to [Room Bookings](#) email address.

5.4 Faculty/Department/School

- Each Faculty/Department/School is responsible for:

- Collecting, preparing, verifying and entering its data into the Subject Database – *Timetable Data*;
- Checking draft timetables in collaboration with partner Schools.
- Providing support for administrative and academic staff with timetabling responsibilities.
- Minimise wasteful booking practices. Room cancellations must be notified to Room Bookings Rooms@latrobe.edu.au or Timetable Office Timetable@latrobe.edu.au as soon as possible.
- Faculty Academic Services Managers are required to provide Subject cancellation details to Academic Services, Timetable Office.
- Schools/Departments may request the scheduling of a two-hour weekly meeting/seminar time. The timetable software will determine the time allocated.

5.5 Heads of Department/School

The Head of Department/School should:

- Allocate teaching loads consistent with University policy, taking into account the academic's overall duties, and making reasonable adjustments for family responsibilities, religious beliefs or disabilities

5.6 School Administrative Officer

Liaise with Faculty/Department/School timetablers to:

- Ensure accurate data is provided when the timetable is being prepared;
- Request timely adjustments to the draft timetable arising from reasonable requests from staff or students.
- Request timely adjustments to the published timetable if consistent with approved reasons for such changes.
- Liaise with the Timetable Coordinator when required for School timetable matters;
- Liaise with the Room Bookings Officer for ad hoc bookings and tutorial bookings

5.7 Academic Staff

Academic Staff should:

- Advise Heads of Department/School of their requirements regarding overall workload and any reasonable adjustments they require arising from their:
 - Family responsibilities
 - Religious beliefs; and
 - Disabilities
- Read and check individual timetables when they are first published and advise School Administrative Officers of problems; and
- Report promptly to [Audio Visual Services](#), details of any missing or unserviceable equipment.
- Not remove furniture or equipment from any teaching venues.

- Leave teaching venues in a tidy condition. Teaching furniture is to be left in a manner that facilitates the nature of teaching for that particular room.
- Minimise disruption to adjacent classes.
- Ensure whiteboards/blackboards are cleaned at the end of each class.
- Advise students that the consumption of food or drink is not permitted in any teaching venue.
- Finish lectures promptly (at 5 minutes before the hour) and vacate the venue without delay.

5.8 Disability Liaison Officer

- During or following interviews with each student at the beginning of each semester, the Disability Liaison Officer should ensure that the Timetable Coordinator is made aware of any room or furniture adjustments that may be required.

5.9 Audio Visual Services (ICT)

- The Audio Visual Services (AVS) unit provides staff with a wide range of technical support for audio visual and multimedia delivery systems across the campus. Audio Visual Services, a division of ICT, support and maintain centrally provided audiovisual equipment in all central teaching venues. Where central rooms do not contain the required facility appropriate for specific teaching, bookings must be made with Audio Visual Services via their website:
- Staff can locate the Web based booking form:
http://www.latrobe.edu.au/ict/services/teaching/audio_visual

5.10 Students

Students should:

- Be familiar with University rules;
- Read the published timetable and advise the appropriate Course Coordinator/Advisors of concerns relating to issues such as:
- Clashes between core units;
- Unreasonable clumping of activities without breaks
- Adjustments required arising from family responsibilities, religious beliefs or disabilities
- Periodically check the timetable website for changes to their timetable.

6 Glossary

Core Unit	A mandatory unit taken to fulfil the requirements for an award
Course	A set of units and Study Areas that lead to the granting of an award registered with the University's Academic Board.
Central Teaching Room	Teaching space offered by the University for shared community teaching activities
Draft Timetable	A working document provided to enable academic and administrative staff to identify and resolve timetable problems before the final timetable is published
Elective Unit	An optional unit taken to fulfil the requirements for an award.
Final Timetable	A published and official University Timetable of subject activities
Offering	If a unit is offered in the forthcoming teaching period it is available for enrolment.
Resources	Teaching rooms, teaching equipment, staff, available teaching hours
Specialist Space	Teaching locations designed for specific purposes, eg scientific labs, dance studios, editing rooms, drawing rooms. Normally controlled by a Faculty/Department/School but some of all activities using the space are timetabled centrally.
Students/Staff with special needs	Students/Staff who require reasonable adjustments arising from their disabilities, religious beliefs or family responsibilities
Subject/Unit	A coherent set of learning activities such as lectures, tutorials and workshops assigned a subject code by the University
Teaching Space	Any location used to conduct classes
Teaching Staff	Academic staff with responsibilities for teaching

7 COMMENTS AND ENQUIRIES

Comments may be directed in writing to:

Sharon Worth
Timetable Coordinator
Timetable Office
Academic Services Division
E-mail Timetable@latrobe.edu.au