

TIMETABLE PROCEDURE

PURPOSE

This procedure outlines:

- the process for timetabling classes, exams and ad hoc room bookings; and
- responsibilities of Scheduling Services, the Education business unit, and other operational units in establishing, modifying and implementing the timetable and the consideration to be given to key parties in the process.

SCOPE

This procedure applies to:

- all Monash College (the College) staff and students;
- Monash University students undertaking a pathway program at the College; and
- all courses and units unless specified in any statement below.

PROCEDURE

1. Student timetable

Timely

- 1.1 The timetable is published as early as possible for each teaching period to allow students to plan their studies, balance other commitments and make informed decisions.
- 1.2 Where applicable, students will have a minimum of one week to record their preferences for teaching activities before the timetable is published for each teaching period.
- 1.3 Student's personal timetables will be published based on their specific program, as outlined on the [Timetable webpage](#).

Stable

- 1.4 Only essential changes will be made to the timetable once it has been published (see 5.4).
- 1.5 Students may request to modify their class allocation within one week of receiving their personal timetable (see 1.17). Approval to change class allocations depends on several factors, including but not limited to the availability of places in the teaching activity and a clash-free student timetable.

Compact

- 1.6 Where possible, the timetable provides options for students to select teaching activity times that minimise long breaks between activities.
- 1.7 The timetable will avoid clashes between [core units](#). Scheduling Services will attempt to avoid clashes between electives where feasible.

Flexible

- 1.8 Where possible, the timetable will offer students choice in when they engage with their learning.
- 1.9 Students who have registered with [Disability Support Services](#) (DSS) and are approved for reasonable adjustments, (such as those related to physical, vision or hearing needs), will be allocated to classes or spaces most suited to their requirements.
- 1.10 Requests for reasonable adjustments submitted via DSS after the allocation adjustment period has commenced, will be accommodated by Scheduling Services as much as possible, subject to availability.

- 1.11 The timetable will enable students to study core progression units that are part of their enrolled course..

Student preference entry

- 1.12 Where preferencing is available for teaching activities, students will have a minimum of one week to select their preferences prior to the publication of the timeline.
- 1.13 Where applicable, [preference entry](#) availability and dates will be published on the College's [Timetable webpage](#).
- 1.14 Preferences, where applicable, are sorted to optimise the timetable for as many students as possible. Choosing a preference does not guarantee allocation into that class.
- 1.15 Students who enrol after the preference entry has closed can select from the remaining activities for each unit. Where no activities are available for core units, Scheduling Services will work with the relevant pathway program to open a place for the student or consider appropriate alternative electives.

Student personal timetable

- 1.16 Students will be able to access their personal timetable on the [Timetable webpage](#) from the date of publication.
- 1.17 Students can make changes to their timetable during the [allocation adjustment period](#). Changes are made in real-time on a first-come basis where places are still available or new activities have been added.
- 1.18 Students cannot make further changes to their personal timetable from the conclusion of the allocation adjustment period. Scheduling Services will aim to accommodate requests through DSS for adjustments after the allocation adjustment period has ended.
- 1.19 Scheduling Services will ensure that all students are allocated to the teaching activities for the units they are enrolled in within three days of the start of the teaching period.
- 1.20 Students must only attend classes they are allocated to.
- 1.21 Students will not be allowed to have a clash for concurrently scheduled teaching activities, unless approved by the Program Director, or delegate.

2. Collection of information

Preparation for scheduling

- 2.1 Scheduling Services will use forecast unit enrolment numbers provided by Business Intelligence or based on historical patterns to inform the initial number of planned classes.

Information required for scheduling

- 2.2 Education is responsible for providing timely and accurate unit information specified by Scheduling Services in preparation for timetabling.
- 2.3 Scheduling Services will aim to not schedule teaching activities during teaching-free times that have been identified during the [data collection period](#).

Roll-over of timetable data

- 2.4 Where teaching activities in units are unchanged for the upcoming teaching period, core activity-level data (e.g., required room attributes and weekly patterns) may be rolled over from the previous year. [Teacher leaders](#) are responsible for checking the provided data and confirming any changes.
- 2.5 Any updates must be provided by the specified data collection deadline, after this, preferred attributes may be discussed during draft review and are not guaranteed.

3. Teaching time allocations

- 3.1 Teaching activities will be scheduled from Monday to Friday during the teaching weeks of the teaching period. Teaching activities will be scheduled between 8.00 am and 6.00 pm.
- 3.2 Teaching activities for each teaching period will not be scheduled:
- on College holidays;
 - observed public holidays;
 - during mid-semester breaks;

- SWOT-VAC (including the weekends before and after).

4. Scheduling considerations

Staff availability

- 4.1 Program Directors (or delegate) are responsible for ensuring that the nominated availability of teaching staff aligns with the staff member's workload allocation and the requirements of the relevant Enterprise Agreement or Award.
- 4.2 Teaching staff will be allocated teaching hours within the standard teaching times as set out in section 3, excluding any approved times they are unavailable.
- 4.3 [Teacher Leaders](#) across Diplomas, Foundation Year and Monash Advanced Preparation Program (MAPP) and English language programs assume responsibility for teacher rostering and unplanned absences.
- 4.4 Valid reasons for teaching unavailability can include:
 - administrative commitments, such as compulsory teaching-free time;
 - staff employed on a part-time basis with an approved work schedule;
 - approved flexible working arrangements, formally lodged with People, Culture and Communication;
 - agreed leave arrangements; and
 - religious reasons.

Staff teaching allocations

- 4.5 To minimise disruption to student timetables, staff allocations (including sessional staff) must be completed, where practicable, prior to student timetable publication date (see 5.1 - 5.2).
- 4.6 When creating the timetable, Scheduling Services will apply the following considerations for allocated teaching staff where allocations are known at the point of data collection:
 - 4.6.1 allocations will be made in accordance with the relevant [Enterprise Agreement or Award](#), where reasonable to do so;
 - 4.6.2 program-specific teaching-free time will be accommodated;
 - 4.6.3 continuous teaching will normally be limited to four and a half continuous hours without a break. In special cases such as full-day field trips or laboratories, or if requested, up to five consecutive hours without a meal break can be scheduled.
- 4.7 The consideration set out in 4.5 may be waived if it is necessary in order to improve students' timetables and the Program Director (or delegate) and the affected staff member approves.

Learning spaces

- 4.8 Scheduling Services will allocate centrally managed teaching spaces based on suitability for teaching requirements, capacity and demand. The following scheduling principles will be applied under the following circumstances:
 - requests for scheduling activities on a specific day and/or time or in a specific sequence will not be accepted without written approval from the relevant Program Director;
 - scheduling of activities in learning spaces with matching capacity and activity design will be prioritised;
 - requests for specific rooms, room types, or features will not be accepted without written approval from the relevant Program Director;
 - requests from specific rooms or features for staff occupational health and safety reasons will not be accepted without written approval from Manager, Health, Safety and Wellbeing.

5. Finalising the timetable

Review of draft timetable

- 5.1 Scheduling Services will release a draft timetable for each teaching period in accordance with the timelines shared with the Education business unit.
- 5.2 [Teacher leaders](#) are responsible for reviewing the draft timetable and submitting all approved requests for changes to Scheduling Services via the published draft review process.

Additional activities

- 5.3 Room capacities for all teaching activities must be monitored before scheduling additional activities, unless otherwise required by specific program standards (e.g., ELICOS). Additional teaching activities will only be scheduled where there is demonstrated student demand and existing room capacity has been optimised.

Changes to the published timetable

- 5.4 Changes will be minimised after the timetable is published, and will only be made under the following circumstances:
- to add or remove activities for units where actual demand varies significantly from forecast demand;
 - to accommodate unexpected staff changes and/or exceptional changes to staff availability where a substitute cannot be found;
 - where a location becomes a health or safety hazard and there is no suitable alternative at the scheduled time;
 - to make reasonable adjustments to accommodate students or academic staff with special needs; or
 - where a unit is cancelled due to low enrolments.
- 5.5 All post-publication timetable change requests must be submitted to Scheduling Services through the approved processes for pathway programs. Any changes deemed to have a significant impact on students require approval from the relevant Program Director .
- 5.6 Requests will be assessed by Scheduling Services according to the impact on students, other teaching activities, and the availability of space.

DEFINITIONS

Allocation adjustment period	A specific timeframe following the publication of the student timetable during which students can modify their class schedules. During this period, students can self-allocate into available class slots.
Core unit	For the purposes of timetable processes, a unit that must be completed by a student enrolled in a course or major to satisfy the requirements of the course award.
Clash	When students are allocated to two or more teaching activities that overlap.
Data collection period	A period during which the Scheduling Services team identifies and gathers all necessary information required to build the student timetable. This may involve the systematic collection of key variables, including unit offerings, anticipated student numbers, and space requirements.
Preferences or Preference entry	Where available, students can select their preferred classes/times in Allocate+. Preference entry does not allocate students to classes, nor does it guarantee students their preferred timetable. After the preference period, Allocate+ can allocate students into classes based on average highest preference rankings for all students.
Scheduling	The process of producing the College timetable.
Timetable	A schedule that lists the day, time and location when teaching activities are planned to take place.
Teaching period	In relation to a unit of study, the period occupied by the teaching (including assessment) for a unit.
Teacher leader	Refer to Discipline Leaders (Foundation), Program Leaders (English language), Senior Teacher (MAPP), Team Leaders (Diplomas).

RELATED DOCUMENTS

Parent Policy	Enrolment and Timetable Policy
Legislation and Standards	Education Services for Overseas Students Act 2000 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Reference Policies, Procedures and Supporting Documentation	Enrolment Procedure Strict Religious Observance Obligations Guidelines for Students

VERSION CONTROL AND ACCOUNTABILITY TABLE

Accountable Area	Commercial				
Responsible Officer	Chief Financial Officer				
Status	Current and in effect				
Review Date	June 2029				
Approved by					
Senior Leadership Team Meeting DATE 27 May 2026					
Endorsed by					
Chief Financial Officer DATE 20 MAY 2026 (via circular resolution)					
Version	Authored by	Brief Description of the changes	Approved by	Date Approved	Effective Date
3.0	Senior Consultant - Education Policy and Procedures	Revised Procedure to reflect the current operational practices, spacing requirements and arrangements with Monash University.	SLT	27/05/2026	15/06/2026 (for any programs commencing on or after this date)
2.0	Scheduling Services Manager	Full rewrite to support new organisational structure and move to 750 Collins Street	SLT	03/03/2021	03/03/2021
1.0	Scheduling Services Manager	New Procedure	SLT	19/04/2018	19/04/2018