

# Timetable and Class Registration Procedure

## Intent

This procedure will be used to inform the scheduling requirements for the University's annual class timetable publication, class registration planning and management, the booking of ad hoc rooms, and the JCU Facility Hire process.

Learning Spaces will be allocated by the automated timetable system based on suitability and rooms will be utilised appropriately based on capacity.

The automated timetable system, integration with usage recording devices and scheduled physical audits, and the associated policy and these procedures will provide greater equity and transparency for all courses and support space rationalisation planning based on actual room usage.

## Scope

This procedure covers timetabling and class registration at James Cook University including Townsville, Cairns, Mackay, Mount Isa, Thursday Island and Cloncurry. It does not cover Singapore or Brisbane campuses.

## Definitions

**Academic administrative bookings:** Activities related to the organisation of teaching, including: orientation events, class or placement administration.

**Adhoc booking:** Any booking for space other than a block or study period timetable booking ie meeting, make up class, video conference, staff training, and external hire bookings.

**Centrally Managed Learning Spaces:** Spaces managed by the Estate Directorate on behalf of JCU and included in the timetable for general booking access. The internal furniture, finishings and upgrades will be maintained by Estate Directorate.

**Timetable Contact (TC):** A member of staff nominated by the College Dean or organisational unit, responsible for liaising with the Timetable Team to create class tuition patterns and activities for the timetable.

**Course:** An approved Higher Education Award of the University, consisting of a combination of subjects the successful completion of which, together with any credit transfers in accordance with the relevant requirements, will fulfil the prescribed requirements for that particular award.

**Core Subject:** A subject that is mandatory in order to complete the prescribed requirements of a course.

**Coursework Subject Data Base (CSDB):** The system that stores the subject information that students use to select subjects.

**Draft Timetable:** An initial timetable produced to allow staff to check for anomalies and clashes.

**Elective:** A subject which is not part of the core subjects of an award, but which may be undertaken as prescribed by the requirements of the course and credited towards that award.

**Locally Managed Learning Spaces:** A space used for dedicated purposes by one college or other teaching unit such as an anatomy laboratory or a moot court, or a general space that has been approved by the Estate Directorate for management by a specific College or other teaching or organisational unit. e.g. group study rooms in libraries

**Provisional Timetable:** A second draft of the timetable produced in response to feedback from the draft timetable.

**Final Timetable:** The approved timetable that is published on the University web site following feedback from the provisional timetable.

**Resources:** Teaching rooms and teaching equipment including audio visual facilities.

**Student Management System (SMS):** System that holds student information and course and subject activity data and allows students to register for classes and other subject activities via the online eStudent facility.

**Timetable Advisory Group (TAG):** Representatives from Colleges and other teaching units, Estate Directorate and Student Services to provide guidance and assistance during the Draft Timetable period and to review the timetable and class registration procedures annually.

**Timetable Data Collector (TDC):** Web module to collect activity requirements used by TCs for data entry. This module combines data into one application to provide greater ease of data entry.

**Timetabling (TT):** The section within Estate Directorate responsible for the production and maintenance of the annual academic timetable.

**Web Room Booker (WRB):** System used by JCU Staff to request bookings for rooms directly. Mostly used for ad-hoc bookings.

## Procedure

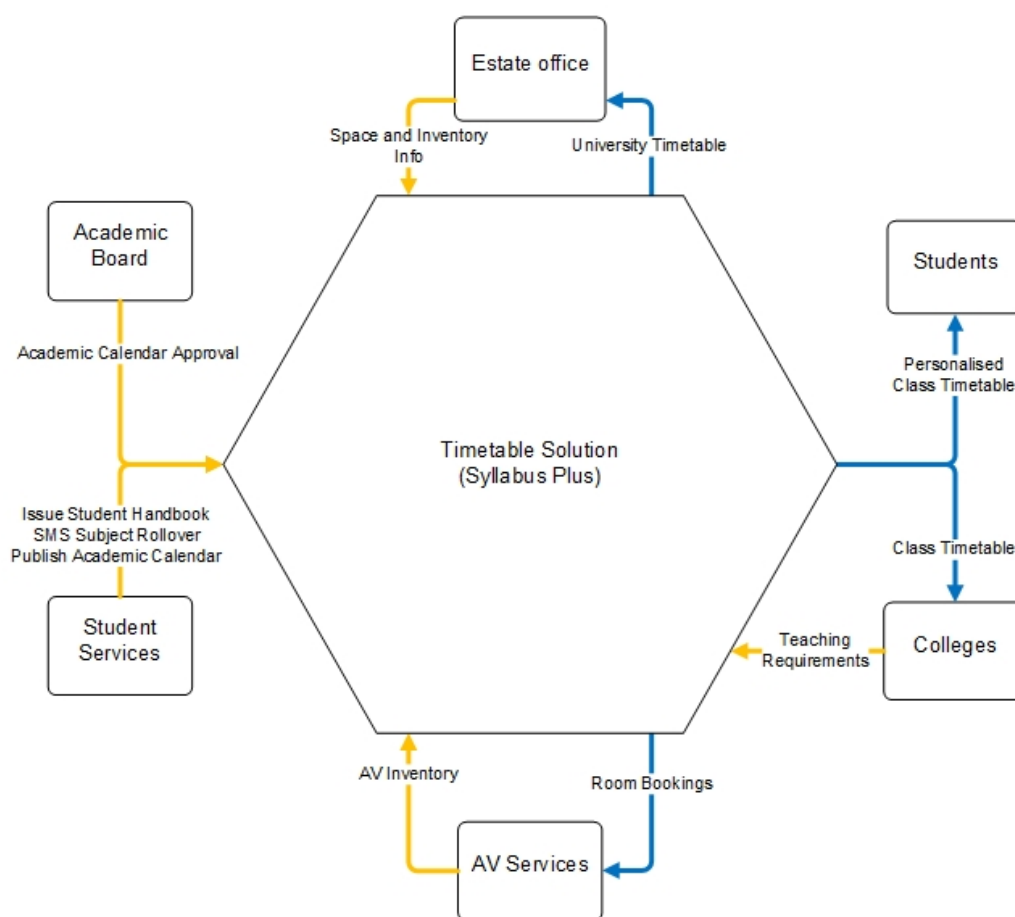
### Preparation of the Timetable

#### 1. Timeline and communication network for timetable preparation

- 1.1. A timetable and class registration timeline will be provided annually by TT with input from Student Services. This will include key dates for timetable preparation and due dates for submission of timetable data along with timelines for the academic calendar and Student Services activities. The timeline will be published on the JCU Timetable web page and it will provide the deadlines for timetable events the following year. The timetable timeline for the following year will be reviewed during the TAG meeting in October and released by the first week in November.
- 1.2. The timelines are set to ensure the timetable is published on time each year and provides appropriate lead time for all JCU organisational units to prepare relevant documents that influence the timetable process ie Academic Calendar and academic administrative booking dates. Sufficient time will be allowed for review, consultation, follow up and finalisation of the timetable timeline.
- 1.3. A master copy of the timetable and class registration timeline is shown in Appendix A of this procedure and is to be used when preparing staff work plans.
- 1.4. To develop a fair and equitable timetable, clear communication pathways and stakeholder relationships across the University have been developed (Diagram 1). It is expected that all stakeholders will engage with the timetabling process.

**Diagram One – Timetable Relationship Network Diagram**

## Timetable Relationships



## 2. Role of TCs

- 2.1. Every College and other teaching unit shall have a nominated TC who acts as the main link between the College, the relevant teaching unit and TT. All requests for subjects, amendments and ad-hoc bookings will be coordinated by the TC to maintain consistency and accuracy in requests.
- 2.2. Detailed responsibilities of TT, Colleges, other teaching units, TCs and Director, Academic Quality and Strategy for each Academic Division as well as Learning, Teaching and Student Engagement are outlined in Clause 4, 6, 8 and 10.
- 2.3. Each Directorate or organisational unit shall nominate staff to manage internal requests for ad-hoc bookings and to attend regular system training activities.

## 3. Timetable Scheduling

- 3.1. In order to provide a timetable equitable to staff and students, priority will be given to the following needs in the order described below:
  - 3.1.1. Classes requiring access to specialised space with limited options;
  - 3.1.2. Large class sizes in descending order of expected class size;
  - 3.1.3. Subjects offered in multiple courses;
  - 3.1.4. Core subjects before elective subjects;
  - 3.1.5. Cross-campus teaching (videoconferencing);
  - 3.1.6. Activities of longer duration before those of shorter duration;
  - 3.1.7. Activities with more teaching weeks before activities with fewer teaching weeks;
  - 3.1.8. Regular teaching activities before ad hoc activities and non-teaching activities;
  - 3.1.9. Sequencing of activities for a single subject as provided by Colleges and other teaching units;and

- 3.1.10. For major JCU Academic administrative bookings, priority will be given during their prescribed windows of activity. Scheduling of prioritised Academic administrative bookings, such as orientation, enrolment events and staff development activities will be included as important bookings during the creation of the timetable.
- 3.2. Syllabus Plus is a rule based timetabling system. It requires a set of constraints to be set on the availability of spaces, teaching staff and other teaching resources to generate a coherent timetable. To assist with the efficient configuration of constraints, default constraint settings have been established. Timetabling will attempt to accommodate deviations from the default settings in response to specific requests from Colleges. The default constraint settings are:
- 3.2.1. Schedule classes within the Core Hours specified in the Policy;
- 3.2.2. Seek to achieve the objectives for Teaching Activities described in the Policy; and
- 3.2.3. In accordance with the rationale for scheduling Teaching Activities, consistently apply the following business rules:
- 3.2.3.1. Contiguous class hours for staff and students will be limited as follows:
- 3.2.3.1.1. no more than four hours of consecutive classes, without at least a one hour break;
- 3.2.3.1.2. no more than six hours of class contact on any one day; and
- 3.2.3.1.3. class contact spread across no more than 10 hours from the commencement of the first class to the conclusion of the last class in any one day.
- 3.2.3.2. Staff will not be scheduled for more than two classes commencing after 5pm in a single week;
- 3.2.3.3. The distribution of class times across the week will be balanced between clustering and dispersing to maximise opportunities for enrolment in subjects and attendance of classes.
- 3.2.3.4. Teaching locations separated by a travel time (walking) greater than 10 minutes will not be utilised for consecutive classes involving the same staff or substantially the same students;
- 3.2.3.5. Non-teaching periods for staff to attend University meetings as approved by the Education Committee will be blocked out from the time available to schedule classes for effected staff.

#### **4. Submission process of timetabling data**

- 4.1. In accordance with the timetable and class registration timeline, tuition patterns and planned sizes must be checked or entered into the Student Management System (SMS). The following information for each subject is required in SMS:
- 4.1.1. Activity types and duration; and
- 4.1.2. Forecast total enrolments.
- 4.2. In accordance with the timetable and class registration timeline, the following information is required to be entered by Colleges for each subject using the Timetable Data Collection web form:
- 4.2.1. Room specifications;
- 4.2.2. Class size;
- 4.2.3. Staff members (if known);
- 4.2.4. Sequencing of activities for a single subject;
- 4.2.5. Jointly taught activities; and
- 4.2.6. Same time activities.

- 4.3. TT will request other essential room requirements for major activities from administrative and executive units including the Vice Chancellor's Office and Student Services.
- 4.4. Manager, College Operations, or their nominee, are required to develop appropriate processes with their Subject Coordinators and TC to implement appropriate data collection mechanisms and ensure accuracy and timeliness of timetabling data entry.
- 4.5. The Colleges and other relevant teaching units are responsible for validating all data entered into the TDC
  - 4.5.1. Where subjects are accessed by more than one College, the College nominated as Subject Owner will be responsible for collating and entering the data.
- 4.6. The TC will enter all timetabling information into the Timetable Data Collector, as requested in the timeline in Appendix A. Additional guidance can be attained from TT.
- 4.7. TT will provide regular reports prior to the due dates to highlight subjects that do not have timetabling data entered or timetabling data is incomplete. The TC will be required to follow up this information with relevant Subject Coordinators.

## **5. Late requests**

- 5.1. If a College or other teaching unit submits requests after the due date, TT may not be able to accommodate these requests. TT will liaise with the appropriate Manager, College Operations and relevant TC to find appropriate solutions.

## **6. Draft timetable actions**

- 6.1. During the draft timetable review period, TT must ensure:
  - 6.1.1. They have confirmed receipt of the approved Academic Calendar for the following year;
  - 6.1.2. The draft timetable is released for review as per the published timetable timeline;
  - 6.1.3. The TAG are advised of any major clashes or issues with the timetable prior to meetings;
  - 6.1.4. Any decisions made by TAG regarding identified clashes have been actioned;
  - 6.1.5. Advice is provided to College staff when the draft timetable is available for review;
  - 6.1.6. Public holidays are correctly configured in the system; and
  - 6.1.7. A report is provided to the TCs identifying subjects that have been timetabled on a public holiday. Colleges can elect to proceed with the subject activity on the public holiday, reschedule for an alternate day or cancel the activity. TT will implement which ever option is preferred by the College. In the absence of the College identifying a preferred option, the activity will remain scheduled on the public holiday.
- 6.2. During the draft timetable review period, the Manager, College Operations, TCs, Subject Coordinators and teaching staff are requested to:
  - 6.2.1. Provide revised or corrected subject information to Timetabling by the due dates;
  - 6.2.2. Review the draft timetable and provide immediate feedback to TT of any inaccuracies or missing data;
  - 6.2.3. Ensure all subjects offered during the study period and requiring an on-campus venue have been included in the timetable;
  - 6.2.4. Cross check teaching activities are assigned to the correct timetable teaching weeks;
  - 6.2.5. Confirm teaching staff are available for their assigned classes;
  - 6.2.6. Confirm that the allocated venues provide the requested specialist facilities; and
  - 6.2.7. Aim to resolve any clashes identified between core subjects.

## **7. Changes to Draft Timetable**

- 7.1. When changes to a draft timetable are required:
  - 7.1.1. A change request should be provided to TT via email by the TC before the nominated due date in Appendix A. Changes requested by anyone other than a TC will not be actioned and will be referred back to the TC.

- 7.1.2. TT will provide feedback to the TC via email. Feedback will explain the outcome of the change request with guidance for other options if it cannot be accommodated.
- 7.1.3. If the request cannot be accommodated, the TC is responsible for informing their teaching staff and must advise TT if further discussion is required prior to developing the provisional timetable.
- 7.1.4. If an amicable solution cannot be negotiated, then TT will utilise the Dispute Resolution process in Clause 19 of this procedure.

## **8. Provisional timetable actions**

- 8.1. During the provisional timetable review period, TT is to ensure that:
  - 8.1.1. All change requests received during the draft timetable period have been rectified;
  - 8.1.2. Any decisions made by TAG regarding identified clashes have been actioned; and
  - 8.1.3. College staff are advised when the provisional timetable is available for review.
- 8.2. During the provisional timetable review period, Manager, College Operations, TCs, Subject Coordinators and teaching staff are requested to confirm:
  - 8.2.1. All changes requested during the draft timetable period have been actioned;
  - 8.2.2. All teaching activities have been assigned an appropriate teaching staff member;
  - 8.2.3. Assigned venues are appropriate to accommodate expected subject enrolment numbers; and
  - 8.2.4. Any changes made to the provisional timetable have not resulted in clashes between core subjects.
- 8.3. The change request process during this period is the same as noted in Clause 7 but must have endorsement by the relevant Manager, College Operations.
- 8.4. A change request can be sent via the TC directly to TT without endorsement when there is:
  - 8.4.1. A change of staff allocated to an activity that does not impact any staff member's allocated teaching timetable;
  - 8.4.2. A change of room required due to unexpected increase or decrease in student numbers;
  - 8.4.3. The deletion of booked space no longer required;
  - 8.4.4. The addition of classes, justified by enrolment numbers;
- 8.5. Within 5 working days of receipt of a change request, TT will provide feedback to the TC and Manager, College Operations or their nominee. If a dispute is raised, the issue will refer to the Dispute Resolution Process in Clause 19. Final negotiations will be documented and adjustments made prior to the release of the Final timetable.

## **9. Final Timetable actions**

- 9.1. In accordance with the timeline in Appendix A, the Estate Directorate will release the Final Timetable in November each year on the JCU web page prior to enrolments opening. The Final Timetable will include teaching period one and two for the following year.
- 9.2. Staff will be notified that the timetable has been published and Student Services will then advise students through the University student communication process.

## **10. Changes to the Final Timetable**

- 10.1. Changes to the Final Timetable must be kept to a minimum. It is incumbent upon TCs, Subject Coordinators and Manager, College Operations to ensure that information used to prepare the timetable is accurate and changes to the Final Timetable that affect scheduled days and times are made only in exceptional circumstances. Valid reasons for changes to the Final Timetable include:
  - 10.1.1. Unexpected changes of Teaching Staff including staff illness and resignation;
  - 10.1.2. A change to sessional staff availability for unforeseeable reasons;
  - 10.1.3. Changes necessitated by an unexpected increase/decrease in enrolment numbers;
  - 10.1.4. A scheduled location becomes a health or safety hazard;

- 10.1.5. A subject is removed from offering;
- 10.1.6. Reasonable adjustments to accommodate students with AccessAbility requirements; and
- 10.1.7. Other unforeseeable and extraordinary circumstances outside the control of the Academic Division, College, other teaching or organisational units.
- 10.2. Change requests will only be accepted on the appropriate Change Request form available on the Timetable website and must be endorsed by the Manager, College Operations or their nominee.
- 10.3. Circumstances that do not require Manager, College Operations endorsement are as follows:
  - 10.3.1. Where a change request does not affect the scheduled days, times or campuses of that activity it does not require the use of the appropriate form and can be submitted by the TC by email.
  - 10.3.2. Other examples include changes to a Lecturer's name, addition of another Lecturer's name (sessional lecturers), further information for students to be published on the timetable, change to subject name, and change to class type ie change lecture to tutorial.
- 10.4. Requests will be reviewed by the Team Leader, TT and the TC will be notified within three working days if the request can be accommodated. If the change cannot be accommodated, the relevant TC will be notified of the reasons for declining the request.
- 10.5. If a College or other teaching unit disputes a decision, the Dispute Resolution Process procedure will be enacted as listed in Clause 19.
- 10.6. If the change is approved, it will be processed and TT will notify the relevant TC. The College or other teaching unit is then responsible for advising affected students.
  - 10.6.1. For any changes to bookings that affect non-teaching departments, offices and non-JCU users, the Timetabling team will advise the requesting contact of the change and ask them to advise their participants of the amendment.

## **11. Class registration**

- 11.1. Class registration will open according to an agreed timeline by the Director, Student Services at a time after the Final Timetable is published online.
- 11.2. The class registration opening schedule will consider the system limitations on advice of the Student System team for load management. This is required to ensure stability of the system.
- 11.3. The class registration opening schedule will be published on the Current Student website.
- 11.4. Changes required to classes in regards to location, class size, addition and removal of classes will occur in the timetabling system with those changes imported into the Student Management System. In order to ensure data integrity no changes will be made directly in Student Management System.

## **Ad-hoc bookings and facility hire**

### **12. Internal requests**

- 12.1. All JCU staff are able to request ad-hoc bookings for non-teaching activities, meetings or workshops (including video conferencing facilities) via the Web Room Booker located on the staff website.
- 12.2. Where applicable ad-hoc bookings will be assessed by TT and/or Audio Visual staff and applicants will be advised of the booking outcome within three working days.
- 12.3. Amendments and cancellations can be made to most ad-hoc bookings through the WRB and executive endorsement is not required.

### **13. External requests**

- 13.1. The University's requirements for rooms and facilities will take precedence over usage by external persons, groups or bodies.
  - 13.1.1. The only exception to this is utilisation of The Cairns Institute as detailed in Clause 15.4. The Cairns Institute remains a priority facility for external bookings over internal teaching activities.
- 13.2. JCU actively hires out its facilities for external users and such bookings are available only when these do not impact upon the operations of the University. The requesting hirer and the intended

use of the facility must not in any way be in conflict with the University's mission and goals, and must comply with any relevant James Cook University policies and related procedures.

- 13.3. The University may refuse any request to hire if the principal or proposed event is judged to be inappropriate for a University venue. Any enquiry that is doubtful in this regard will be referred to the Head, Information Management, Space and Timetabling and the Deputy Vice Chancellor - Services and Resources before any commitment is made.
- 13.4. No adjustments to the academic timetable are to be made to accommodate external use except in exceptional circumstances specifically approved by the Vice Chancellor or respective Deputy Vice Chancellor.
- 13.5. To make a booking for a James Cook University facility, requesting parties must complete the Use of University Facilities – Application Form found on the JCU website at Estate Directorate, Room Bookings/Hiring. The application will be assessed considering the guidance above and the applicant will be informed via email within three working days.

## Space management supporting timetabling

### 14. JCU Learning Space

- 14.1. All learning spaces owned and/or leased by the University (except Brisbane and Singapore) are to be incorporated into the timetabling system in order to provide a complete timetable to staff and students, and provide data capture for recording resource capacity and actual utilisation.
- 14.2. If a College, other teaching or organisational unit wants to request to allocate a specific space as their Locally Managed Learning Space and assume management rights, they must submit a JCU Request to Change Use or Modify Space form to Space Planning, Estate Directorate and the request will be assessed by the Head, Information Management, Space and TT.

### 15. Centrally Managed Learning Spaces

- 15.1. The University's intention is to maximise use of all teaching spaces and maintain high standards for the student experience. Therefore, all teaching spaces either centrally managed or locally managed will be included on the timetable.
- 15.2. General timetabling will assign a subject to a suitable space using guidelines listed in Clause 3. By considering intended usage of space, the nature and quality of the facility, and Health and Safety requirements, TT will allocate learning spaces appropriate to the user requirements and within the automated timetable business rules.
- 15.3. Some Centrally Managed Learning Spaces will suit certain subjects and learning more than others, so may be scheduled on a preferential basis to Colleges and to other teaching units on a case by case basis. Any spaces identified as priority for specific subjects will also be made available for more general scheduling at other times.
- 15.4. The exception to the Centrally Managed Learning Space guidelines is The Cairns Institute – Building D3. This facility will be placed in the timetable system and used for general bookings to ensure utilisation is maximised. However, when there are special events, seminars or important forums requesting the same space they will be given priority. The teaching activity is to be rescheduled to another suitable space and TT will assist with this coordination. Colleges and other teaching units in particular need to be aware of this caveat when booking teaching in Building D3.
- 15.5. The Information and Communication Technology Directorate will be responsible for the renewal, maintenance and support of all computers and their Managed Operating Environment, audio visual and videoconferencing equipment, and the provision of printing services.

### 16. Locally Managed Learning Spaces

- 16.1. Colleges, other teaching or organisational units managing Locally Managed Learning Spaces must make space available for other organisational unit's use if required by TT provided the space is fit for purpose.



- 16.2. Space can be used by TT for bookings if available outside College bookings. The provision of audio visual and videoconferencing equipment, and any replacement furniture or refurbishment requirements remain the responsibility of the College. The Information and Communication Technology Directorate will provide the Managed Operating Environment, maintenance and support for computers and peripherals, and the provision of printing services

### **17. Utilisation analysis**

- 18.** The Estate Directorate, Information Management, Space and Timetabling team are committed to quality improvement and efficiency of resources and will carry out regular physical audits to analyse room usage and maximise space capacity

- 18.1. Classes should not exceed the capacity of the teaching space as documented in the University's facility management system.
- 18.2. A lower capacity may be utilised where justified by the type of activity to be conducted in the space, otherwise classes are allocated to fit the appropriate size space ie small cohorts use smaller tutorial style rooms, and larger cohorts have access to theatres.

## **Dispute Resolution Process**

### **19. Dealing with disputes**

- 19.1. Any timetabling disputes must be sent in writing to the Team Leader, TT and will be managed as follows:
- 19.1.1. Disputes will be resolved by negotiation and mediation by the Team Leader, TT if/when required.
  - 19.1.2. Disputes between the Timetable team and relevant staff will be assessed by the Team Leader, TT in the first instance.
  - 19.1.3. Where a resolution for a dispute between the Timetable team and a College (or other organisational unit) cannot be negotiated between the Team Leader, TT and the College/s the dispute will be escalated to be resolved between the Director, Academic Quality and Strategy for the relevant Academic Division and Head, Information Management, Space and Timetabling.
  - 19.1.4. Head, Information Management, Space and Timetabling and respective Director, Academic Quality and Strategy will collectively deliver the final decision.
  - 19.1.5. Disputes between Colleges that cannot be resolved will be referred to the Director, Academic Quality and Strategy for discussion and resolution.
  - 19.1.6. Disputes between Divisions will be referred to the Director, Academic Quality and Strategy for each Academic Division for discussion and resolution.
  - 19.1.7. All disputes must be resolved before the Final Timetable release dates.
  - 19.1.8. Negotiated resolutions will be documented and distributed to all parties.

### **20. Dealing with enquiries and disputes received from students**

- 20.1. Any student enquires relating to timetable issues will be directed to Student Services (Student Enquiries email enquiries@jcu.edu.au) for initial assessment.
- 20.2. When unable to resolve an enquiry or there is a dispute, Student Services (Student Enquiries) will direct the student to the relevant College or teaching unit.

## **Review Plan**

### **21. Review**

- 21.1. The Timetable and Class Registration Procedure will be reviewed annually by the Estate Directorate in consultation with the TAG, to ensure the appropriateness of the document.
- 21.2. The Timetable and Class Registration Timeline will be reviewed annually by the Estate Directorate in consultation with the TAG.

## APPENDIX A: INDICATIVE TIMETABLE AND CLASS REGISTRATION TIMELINE

DATE	ACTION	ACTIONED BY
January	Class Registration opened for the period determined by Student Services	Student Services with Colleges
February	TAG Meeting (if required)	TAG Chair (ED)
April	Publish Approved JCU Academic Calendar	CIMS (Student Services)
Last week April	Upload timelines, updated procedures and other requirements to the Timetable Website	TT (ED)
First week May	Data preparation requirements and deadlines for Timetabling issued to TCs (link to website provided)	TT (ED)
First week May	SMS subject rollover data finalised	Timetable Team (ED) / CIMS (Student Services)
July	Provide system training to TC's and other nominated staff	TT (ED) / Student Systems (Student Services)
July	Divisions and Colleges finalise course and subject offerings for forthcoming academic year in CSDB and SMS and confirm staff details are correct in TRDB. Collect approved staff request forms if required.	Colleges / CIMS (Student Services)
July	Open Timetable Data Collector and inform TC's	TT (ED)
Late August	Request Academic Administrative Bookings requirements from Examinations, Enrolments, and Orientation, and Learning, Teaching and Student Engagement	TT (ED)
Mid September	Provide Academic Administrative Bookings to Timetable Team for Orientation, Graduation, and Exams Enter approved Academic Administrative bookings	Student Enquiries & Examinations (Student Services) / Timetable Team (ED)
Late August	Release <b>draft</b> timetable for review	TT (ED)
Mid September	Change requests due to Timetable Team as outlined in Procedure	TC's
October	Publish course and subject information and Handbook	CIMS (Student Services)
First week October	TAG Meeting to finalise current disputes, and confirm timetable and class registration timeline for following year	TAG Chair (ED)
Second week October	Release <b>provisional</b> timetable for review and the next year's timetable and class registration timeline	TT (ED)
First week November	Publish <b>Final Timetable</b> , and timetable and class registration timeline for following year. Advise Student Services and JCU Staff	TT (ED)
November	Notify enrolling students that the subject timetable is available online and of the registration timeline.	Enrolments (Student Services)
November	Colleges prepare any class registration configuration in SMS including waiting lists and reserved places.	Colleges
December	Open Web Room Booker for following year	TT (ED)

## Related policy instruments

[JCU Timetable and Class Registration Policy](#)

[JCU Courses and Subject Handbook](#)

[Tertiary Education Facilities Management Association](#)

## Related documents and legislation

[JCU Enterprise Agreement 2016](#)

[JCU Space Allocation and Management Policy](#)

[Space Moves and Requests to Change Space Procedure](#)

[Space Utilisation Audit Procedure](#)

Request to Change Timetable Form

Use of University Facilities – Application Form

## Administration

### Approval Details

<b>Policy Sponsor</b>	DVC Academic / DVC Services and Resources
<b>Approval Authority</b>	DVC Academic / DVC Services and Resources
<b>Date for next review</b>	March 2016

### Revision History

Version	Approval date	Implementation date	Details	Author
18-1		25/05/2018	Administrative amendment to update reference to Enterprise Agreement.	Quality, Standards and Policy Officer
15-1	1/10/2015	13/10/2015	Procedure established	Head, Information Management, Space & Timetabling, Estate Directorate

<b>Keywords</b>	Timetable, timetabling, schedule, scheduling, learning space, class registration
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