

# JCU Timetable Programme of Study Principles

## Fundamental Component for Timetable Delivery

At the start of every timetable development phase, Academy's Programmes of Study (POS) are imported into Syllabus plus (S+) outlining subjects that need to be scheduled clash-free in the JCU timetable, providing students an improved experience by removing unnecessary clashes.

As this data is not held in any single system, JCU is reliant upon Academy's to provide a POS for each course, each study period, each level and each campus that is relevant for the next timetable publication.

Twice a year, the Academy will be asked to review and update previous years data in the POS Tool, ensuring it accurately reflects what is to be offered in the relevant teaching period. The Academy is best placed to provide a final, endorsed list of POS for each teaching period.

This dataset is not a replacement for CSDB or study plans, though is fundamental to ensure the University's students have a clash-free timetable.

## Programme of Study Definition

**POS** – Provides subject combinations within a course that are to be timetabled clash-free each teaching period.

## Principles during endorsement by Academy

- 1 A POS represents a course undertaken by a student within an academic year separated into the two main teaching periods by subject, study period, campus and level.
- 2 JCU is enabled to deliver a robust clash-free timetable for all core subjects undertaken in each course, study period, year level and campus.
- 3 Those **few** popular elective (optional) subjects that **must** remain clash free for each course, study period, level and campus are also to be included in a POS.
- 4 A student may be associated with (typically) one or (sometimes) more than one POS.
- 5 Any course that has **timetabled** subjects i.e. Under Graduate, Post Graduate and Diploma, must have a relevant POS that is endorsed and validated for each teaching period.
- 6 Teach out subject offerings are required to have a separate POS.
- 7 Courses with student numbers less than five cannot be guaranteed a clash free timetable.

## Timings

- Teaching Period One POS data to be updated and imported into Syllabus Plus August each year
- Teaching Period Two POS data to be updated and imported into Syllabus Plus March each year

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