

JCU Timetable Programme of Study Principles

Keystone Component for Timetable Delivery

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

Working in a dynamic environment and as this data is not held in any single system, JCU is reliant upon Curriculum Management Teams and Course Coordinators to provide an accurate POS for each course that is relevant for the next timetable publication.

Twice a year, the Academy will be asked to review and amend the data in the POS Tool ensuring it accurately reflects what is to be offered for the next teaching period. The Academy is best placed to provide their final, endorsed list of POS for teaching period one and teaching period two. The dataset is not a replacement for a CSDB function, though it is the fundamental data set that ensures the Universities students have a clash-free timetable.

Programme of Study Definition

POS – Provides subject combinations that will be timetabled as clash-free during the scheduling phase for either teaching period one or teaching period two.

Principles during endorsement by Academy

- 1 JCU is enabled to deliver a robust clash-free timetable for core subjects as well as those few elective (optional) subjects that must remain clash free.
- 2 A POS represents a course of study undertaken by a student within an academic year separated into the two main teaching periods, by campus, study period and year level.
- 3 A student may be associated with (typically) one or (sometimes) more than one POS.
- 4 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.
- 5 Teach out subject offerings are required to have a separate POS.

Process

Refer to DTES and DTHM Visio-5. Timetable Programme of Study Development Process Maps.

Timings

- Teaching Period One POS data will be imported each year into S+ in October
- Teaching Period Two POS data will be imported each year into S+ in April

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