

# 2016 Timetable Special Requirements Form



Please return Completed form to [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au) by **14 August 2015**

Subject Code

Study Period

Subject Title

Subject Coordinator

Timetable Contact

A number of subjects in your College/Division may have special timetabling requirements that are unable to be collected via the Timetable Data Collector. These requirements still need to be reported to the Timetable Team and you can do so by using this form. In some cases the Timetable Team will need additional information and will contact the College timetable coordinator and/or the Subject Coordinator.

## Details of Special Requirements

### Activity/s Affected

#### Special Requirement -

Tick as applicable and complete the questions in the corresponding section below.

1. Breakout Room/s
2. Home Groups that must stay together throughout different activities
3. Joint activity with a topic **not** in your College (or Division)
4. Class(es) to be held in a Non JCU owned space
5. Duration change to only some classes of an activity
6. Classes required outside of normal teaching hours
7. Variant for Activity, Staff, Class, Location on a limited number of weeks
8. Set Day or Time requirement due to external factors
9. Specialised Space set-up and breakdown

### 1. Breakout Rooms -

How many rooms are required?

Teaching weeks affected?

Activity/s affected?

Maximum class size per room?

Do you require certain equipment in these rooms? Please list:

### 2. Home Groups - Fill out below if you require home groups where the same students stay together in different activities.

How many home groups:

Activities to attend:

eg home group, GLS, Clinical Skills etc

**3. Joint Activity** - What is the Topic Code and title?

Activities to Join:

Teaching Week/s affected?

What is the max class size?

Only fill this section in if you are managing the lead topic. Please ensure you have informed the other College of this request. You should ensure that you have generated enough classes in the parent topic to accommodate the predicted student numbers. If you are unsure or need assistance, please contact the Timetable Team.

---

**4. Non-JCU Space** -

Please include Campus-Building-Room No.

Have you pre-booked this room with the relevant contact?      Yes      No

Which day?

What is the start time?

Teaching Week/s affected?

---

**5. Class Duration Change**

Activity/s affected: ie

Lecture or Tutorial etc

Weeks affected:

1   2   3   4   5   6   7   8   9   10   11   12   13

New duration:

Class size:

---

**6. Classes required out of normal teaching hours (8am-6pm Mon-Fri)**

Maximum class size?

Start time and Day(s)?

**7. Variant** - A Variant is a change that will occur for only 1-2 weeks of the activity. A different room type for example.

Does the variant affect all classes generated?      Yes      No **If No, which class(es)?**

Choose variant type.

Teaching week/s affected.

If you are unsure if you need a variant, please provide a short explanation of what you require.

.....

**8. Set Time** - Does your activity require scheduling on a set day/time due to external factors?

Does this affect all classes in the activity?      Yes      No **If No, which class(s)**

Please indicate the day that is required.

Please indicate the time required.

Please indicate the reason for this requirement.

.....

**9. Specialised Space** -

Topic Code and title?

Is this the same each week?    Yes      No

If 'No' what weeks?      1    2    3    4    5    6    7    8    9    10    11    12    13

Set-up Time (hours)

Breakdown Time (hours)

.....

**10. Other** - If you have a different change that you cannot make on the TDC please note here. The team will contact you for further details if required.

---

**College use ONLY**

Please return to:

Approved By:

Signature:

By Date:

Job Title:

Date: