



Timetabling Policy

1.0 Purpose

- 1.1 To achieve coordinated and consistent timetabling practices across all campuses of the Galway-Mayo Institute of Technology in facilitating the timely production of institute wide academic timetables.

2.0 Scope

- 2.1 The scope of this timetabling policy will apply to all learning and teaching related activities at all campuses of Galway-Mayo Institute of Technology.

3.0 General Guiding Principles

- 3.1 The guiding principles that underpin GMIT's timetabling policy are as follows:
 - To design timetables that are in the best academic interests of our students
 - To support the delivery of high quality teaching to our students
 - To ensure that students are taught in the most appropriate teaching rooms
 - To provide easy access to timely and accurate timetables and room booking information
 - To optimise the utilisation of GMIT's general teaching space.

4.0 Policy

- 4.1 Teaching activities will be scheduled at times and in places that are consistent with:
 - Best pedagogic practice
 - Facilitating student attendance and maximising student choice
 - The use of specialist teaching space for its designed purpose
 - Appropriate size rooms for class size
 - Utilising teaching space and resources effectively and efficiently
 - The scheduling of classes in patterns that produce manageable teaching times for students and staff
- 4.2 The Registrar has overall executive responsibility for the timetabling function. Timetabling for academic departments will be the responsibility of each Head of Department.
- 4.3 Heads of College/School/Centre are responsible for the resolution of disputes should they arise.
- 4.4 Heads of College/School/Centre have oversight of the utilisation of resources
- 4.5 Programme timetables will reflect all activities described in the approved programme schedule.
- 4.6 Timetables for all campuses will be scheduled using one centralised timetabling system. However, where approved timetabling procedures are followed, data may be entered from more than one location.
- 4.7 Timetables should be readily accessible electronically to all stakeholders in a timely manner. GMIT aims to publish complete timetables in advance of the commencement of each semester. Timetables will be updated during the year in a timely manner.
- 4.8 The only timetables that will be published, posted on doors, etc. are those that are produced from the institute's timetabling system.

- 4.9 Changes to the timetable after final publication will be kept to a minimum.
- 4.10 Rooms will not be booked for contingency purposes in order to allow for maximum efficiency in room utilisation. Rooms no longer required must be returned.
- 4.11 Teaching activities will be scheduled to facilitate the most efficient use of resources and the use of specialist teaching space for its designated purpose, consistent with allocations being compatible with pedagogic requirements.

5.0 Scheduling

- 5.1 When producing the annual timetable, teaching and learning activities will be scheduled before all other activities.
- 5.2 The Institute's requirements for rooms and facilities will take precedence over their use by external groups. As a general rule, classes will not be cancelled to accommodate external bookings.
- 5.3 Accessible and/or clustered rooms will be provided for students and staff with special requirements.
- 5.4 The timetable will normally be from 9 a.m. to 6 p.m., Monday to Friday. A one hour lunch break for students and staff will normally be scheduled between the hours of 12 p.m. and 3 p.m.
- 5.5 Class groups will normally be given no more than four successive hours of classes without a break on the timetable
- 5.6 Approved non-teaching activity for academic staff shall be scheduled on the institutes timetabling system. Appendix A lists all currently approved non-teaching activity.

6.0 Communicating with the Timetabling Office

- 6.1 The timetable is available at the following link: <http://timetable.gmit.ie/>
- 6.2 Communication with the timetabling office should be via Head of Department by e-mailing TimeTable@gmit.ie
- 6.3 All requests for timetable changes must be made to the timetabling office via the Head of Department.

References

Monash University Timetabling Policy, <http://www.policy.monash.edu/policy-bank/academic/education/management/timetabling-policy.html>

University of Bath Timetable and Central Teaching Space Management – Policy, Procedures, Roles and Responsibilities, <http://www.bath.ac.uk/timetable/Timetable%20Policy%2006%20May%202009.pdf>

User Guide to Timetabling Policy, Room Bookings and Facilities Management, http://www.latrobe.edu.au/timetable/documents/Timetable_policy_doc.pdf

Appendix A – Approved Non-teaching Activity

Non-teaching activity is activity that is not included on Approved Programme Schedules. The following activities are currently approved as non-teaching activity:

- Allowance per week for PASS:
 - Institute PASS Coordinator: 8 hours per week
 - PASS Coordinator (per College, School or Centre): 2 hours per week
- Two hours per week per student for supervision of research students.
- Supervision of student projects/dissertations, the following is the norm:
 - Science and Engineering programmes: 1 hour for every three students
 - Other programmes: 1 hour for every eight students
- Such other items as approved by the President on an annual basis.