

# Academic Calendar Timetable and Schedule Policy



## **Purpose**

This policy outlines the principles relating to the academic calendar, teaching periods and timetabling/scheduling across School of Contemporary Music delivery.

## **Scope**

All courses of study – Diplomas, Certificates, Award Foundations and Non-Certificates as well as Short Courses, and Saturday Weekend Courses.

## **Policy**

### Academic Calendar and Teaching Periods

The School of Contemporary Music Academic Calendar comprises three terms per year within which teaching periods are allocated.

For Diplomas and Certificates, a teaching period comprises of 14 weeks of teaching plus 1 week of exams.

For Award Foundations and Non-Certificate, a teaching period comprises of 14-28 weeks of teaching.

If the mode of delivery is via intensive or extensive, the overall teaching period remains 14 Diplomas and Certificates /14-28 Award Foundation/Non-Certificate weeks, within which the intensive/extensive teaching occurs.

## **Principles of Timetabling, Training and Assessment Schedule**

The principles of School of Contemporary Music timetabling/scheduling include:

- produce and release timetables/schedules in a timely manner;
- maximise the appropriate use of School of Contemporary Music's teaching faculty, resources and facilities;
- ensure that students can complete the required subjects to complete relevant courses of study in minimum time;
- upload timetables/schedules to the School of Contemporary Music website 6 months in advance (ideally August – September every year);
- allocate appropriate breaks for staff and students, to include travel time, workload, research and other School of Contemporary Music activities;
- appropriate and equitable allocation of faculty.

## **Teaching Space Allocations**

Principles for teaching space allocation include:

- teaching spaces on each course are to be available for classes Monday to Friday, between 9a.m-7p.m;
- teaching spaces being utilised due to their specialised functions (e.g. computer labs) have priority over those classes not requiring these functions in the allocation schedule;
- larger classes have precedence over smaller classes;

- access for students with disabilities takes priority;
- core subjects are given a higher priority over elective subjects;
- scheduled bookings to take precedence over ad-hoc booking of teaching space. A class without a booking may be asked to leave.

Responsible for implementation  
Chair, Academic Administration

Key stakeholders  
All staff and students

## Procedures

Academic Calendar, Timetable and Schedule Procedure

Procedures for development, approval and distribution of timetables/schedules is as follows:

- Registrar coordinates the development, approval and distribution of timetables.
- Program Directors develop the timetables in active consultation with Department Heads and Faculty. Faculty members and departments must provide accurate information to the Program Directors on their subject offerings and availability to avoid timetabling clashes. It is the responsibility of the Department Heads and Program Directors to sign-off with the Registrar the draft timetable before it is published.
- Department Heads review the workload of their faculty so that it is consistent with School of Contemporary Music policy.
- Facilities Manager or equivalent allocates the appropriate teaching space.
- Academic Administration is responsible for final approval of timetables.

## TIMETABLE/SCHEDULE CHANGES

No changes will be made to the timetable/schedule after Academic Administration approval unless there is:

- unexpected enrolment variation (enrolments lower or higher than normal);
- unexpected faculty turnover;
- subject is deemed no longer viable;
- a location is deemed a health and safety risk;
- adjustment to provide for students with special needs.

In such events, the Director (after consultation with key stakeholders) may make amendments to the timetable/schedule.

## School of Contemporary Music Academic Calendar and Teaching Periods

The School of Contemporary Music Annual Academic Calendar will be developed by the Director 1-2 years in advance, and tabled at Academic Administration for final approval.

Teaching periods and census dates will be set 6 months in advance after the development of timetables/ Training and Assessment Schedule.

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