

Timetabling Policy

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| Policy Title | Timetabling Policy |
| Classification | Student Policy Library |
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| Version | 1 |
| Approval By | Academic Board |
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Scope

1. This policy applies to the scheduling of all teaching and learning activities conducted on the Nan Tien Institute (NTI) campus and online.
2. This policy does not apply to other institutional activities, including but not limited to forums, meetings, presentations, special events, or professional development activities.

Definitions

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| Clash | Scheduling of two or more activities at overlapping times so that a student is unable to participate in all scheduled activities |
| Semester | A formally defined period of scheduled teaching and learning activities within an academic year |
| Standard course progression | Combination and sequence of subjects as outlined in the official course structure |
| Teaching activity | A scheduled session associated with a specific subject, including any form of formal instruction delivered by teaching staff to students |

Policy Statement

3. This policy outlines the process for the development, approval, publication, amendment, and record-keeping of the institutional timetable.
4. This policy supports compliance with the Higher Education Standards Framework (Threshold Standards) 2021 as follows:
 - Standard 2.1 (Facilities and Infrastructure) – by effective allocation and use of physical and virtual

- teaching spaces
- Standard 3.2 (Staffing) – by supporting student access to teaching staff through appropriate scheduling of teaching activities
 - Standard 7.2 (Information for Prospective and Current Students) – by providing accurate, timely and reliable timetable information to prospective and current students, enabling informed study planning and progression
5. The purpose of this policy is to ensure that timetables are developed in a manner that enables students to meet the requirements of their course and that suitable teaching and learning environments are provided for both staff and students.
 6. Timetabling decisions will prioritise students' learning needs and educational experience above all other activities at NTI. This approach reflects NTI's primary purpose of delivering high-quality education, enhancing the student experience, and supporting students to achieve their learning outcomes.
 7. The timetable will:
 - a) support standard course progression by minimising timetable clashes for students following a standard course structure;
 - b) ensure that all subjects are scheduled within the duration of each programmed semester;
 - c) ensure that the teaching hours specified in approved subject outlines are delivered;
 - d) be published with sufficient notice to enable students to plan and finalise enrolment and manage out-of-study commitments; and
 - e) remain as stable as possible, with minimal changes made after publication to students.

Systems and Procedures

TIMETABLE PRODUCTION AND PUBLICATION

8. The Education Committee will approve the semester dates and the scheduled semester breaks for the forthcoming academic year no later than the end of March of the preceding academic year.
9. Following the approval of the semester dates, the Director, Student Services is responsible for preparing an annual timetable template for the forthcoming academic year. This template will include semester commencement and end dates, public holidays, and other significant dates, ensuring consistency of delivery.
10. The timetable template will be distributed to the Heads of Program by the end of April of the preceding academic year to support effective planning and resourcing.
11. Heads of Program are responsible for finalising subject offerings for the following academic year. This process must include consultation with other Heads of Program and the Director Student Services, to identify and mitigate potential timetabling clashes and to confirm teaching staff availability and capability, as well as teaching spaces availability.
12. Following consultation, The Director, Student Services will compile and present a draft institutional timetable to the Education Committee for review and endorsement by the end of July of the preceding academic year. The Education Committee will confirm alignment with offered courses, staffing capacity and delivery requirements.
13. Once endorsed by the Education Committee, the timetable will be submitted to the NTI President for final approval.
14. The approved timetable will be published and made available to students via NTI website no later than September of the preceding academic year, ensuring students have access to accurate and timely information to plan their enrolment and participation.
15. The final published NTI timetable will include, as a minimum, the following information:
 - a) the commencement and end dates of each subject;
 - b) scheduled workshop or teaching dates, where applicable;
 - c) the census date for each subject;

- d) the relevant teaching staff responsible for delivery; and
- e) mode of delivery.

CHANGES TO THE PUBLISHED TIMETABLE

- 16. NTI recognises that students and staff organise their academic and personal commitments based on the published timetable. As such, changes to the timetable after publication will only be made in exceptional circumstances, where delivery cannot reasonably occur as originally scheduled.
- 17. Valid reasons for changes to a published timetable may include, but are not limited to:
 - a) an unexpected increase or decline in student enrolment numbers
 - b) unforeseen changes to teaching staff availability
 - c) technology or infrastructure failure affecting delivery
 - d) teaching location becoming a health or safety risk
- 18. Types of changes to a published timetable may include:
 - a) amendments to teaching week patterns or delivery schedules
 - b) changes to assigned teaching staff
 - c) cancellation of a subject
- 19. Any proposed change to a published timetable must be initiated by the relevant Head of Program and approved by the NTI President before implementation.
- 20. Where a timetable change affects enrolled students, NTI will:
 - a) notify affected students as soon as practicable;
 - b) clearly explain the reason for the change; and
 - c) implement reasonable mitigation measures to minimise disruption to learning and progression.

RECORD KEEPING

- 21. All versions of the institutional timetable will be stored in the NTI record-keeping system in line with institutional record management requirements.
- 22. Archived timetable versions are maintained from 2015 onwards and are available to support quality assurance, review, audit, and regulatory purposes.

Legislation and Regulation

Higher Education Standards Framework (Threshold Standards) 2021

Attachments

Version History

| Policy Number | Date of Issue | Approver | Next Review | Version |
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| 0019 | 15/05/2026 | Academic Board | 15/05/2029 | 1 |
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