

Timetable Timelines for the Production of the 2008 University of Melbourne Timetable

Every year the Timetable Office publishes a timeline for the production of the following year's timetable. This includes all relevant dates for data collection and publishing dates.

Please note – these dates are dependent on the subject details for the New Generation Degrees being approved by the end of June 2007.

Jan - Feb	<p>PREPARATION AND PLANNING</p> <ul style="list-style-type: none"> · Managing changes to the 2007 Timetable. · Validating actual enrolments with projected and making any relevant adjustments to the 2007 timetable
Mar - Apr	<p>UPGRADE OF SOFTWARE AND HARDWARE</p> <ul style="list-style-type: none"> · Preparation of training documentation · Check Staff Unavailability web site to ensure it is still functional · Update Activity Template Web Screens
Early May	<p>TRAINING FOR DEPARTMENT CONTACTS</p> <p>Training of Departmental Contacts in:</p> <ul style="list-style-type: none"> · Activity Templates (Activity Template Web Screens) · Staff Unavailability (Employee Kiosk) · Creation of Student Sets
May - Jul 13	<p>DATA COLLECTION FROM DEPARTMENTS</p> <p>Collection of information from Departments:</p> <ul style="list-style-type: none"> · DEPARTMENTAL MEETINGS · ACTIVITY TEMPLATES (Activity Template Web Screens) · SPECIAL SCHEDULING INFO (Activity Template Web Screens) · STUDENT SETS (Student Set Web Screens) · STAFF UNAVAILABILITY (Employee Kiosk)
Jul 13	<p>DATA COLLECTION FROM DEPARTMENTS DEADLINE</p> <p>The deadline for collecting ALL timetable information (as defined above). NO EXTENSION IS POSSIBLE, as the creation of a fair and equitable timetable by the end of September depends on having the full information from all departments by the same time.</p>
Jul 16-20	<p>SYLLABUS PLUS DATABASE PREPARATION</p> <ul style="list-style-type: none"> · Import all relevant data into Syllabus Plus. · Activity Creation - the Timetable Office will create all the activities based on the Activity Template information entered into the Activity Template Web Screens by Departmental Representatives. · Runs test simulations before scheduling begins, to find erroneous data.
Jul 23-28	<p>SPECIAL SCHEDULING ENTERED INTO SYLLABUS PLUS</p> <ul style="list-style-type: none"> · The Timetable Office will enter Special Scheduling info into Syllabus Plus.

Jul 30-Sep 07	SCHEDULING The Timetable Office schedules all activities for the 2008 timetable.
Sep 10	DRAFT TIMETABLE PUBLISHED (STAFF ONLY) · The Draft 2008 Timetable will be published to staff only (some activities may not be scheduled at this stage; eg tutorials, multiple practical/workshop classes, etc).
Sep 28	LAST DAY FOR SUBMISSION OF CHANGES · No changes can be made to the times of activities (excluding multi-streamed tutorials) after this date, to allow students to complete course planning with stable information · Any changes requested after this date must include a reason be approved by the HOD and it must be realised that these requests might not be made, depending on the impact to enrolled students
Oct 15	2008 FINAL TIMETABLE PUBLISHED (STUDENTS AND STAFF) · The 2008 Timetable will be published for both staff and students.

[Teaching Weeks Calendar](#) - Link to printable teaching week's page.

Note on Late Requests for Changes

The Head of Department (or delegate) must approve and submit all requests for changes to the days or times of classes after the final timetable has been published, and include the reason for the late change. Reasons for a late change which will be accepted include a subject semester change, teaching staff changes which means a staff member would have to teach two different subjects at the same time, or excessive teaching hours (without a break) for a staff member. The Timetable Office might not accommodate these requests if they adversely affect students already re-enrolled into the subject. If the change is made, the department must inform all students affected by the change (preferably via an email to the subject list). Requests for a larger teaching space (due to enrolments exceeding the expected enrolments) will be actioned. This may mean other classes will be asked to relocate to a smaller teaching space to accommodate the larger class. Alternatively, where a larger teaching space cannot be found for the class, additional stream(s) of the class will be generated and scheduled where it best meets the needs of both the students and department.