

PROCEDURE FOR ACADEMIC TIMETABLES FOR THE POTCHEFSTROOM CAMPUS

1 Policy

The handling of timetable matters is in agreement with the Timetable Committee of the Potchefstroom campus and according to the following campus specific procedures.

2 Composition of the Campus Timetable Committee

- The Campus Senate appoints a senior academic as chairperson of the Campus Timetable Committee.
- The Campus Timetable Committee has representation of the following: the Vice Rector for Teaching and Learning, members from all faculties, the department of the Campus Registrar, the Student Council, Interpretation Services and the Institutional Student Administrative Systems. The Committee may also engage other persons to provide support.
- The Campus Timetable Committee has an Executive Committee consisting of the Chairperson, the Timetable Officer, the Manager of Timetables and another academic staff member. This Executive Committee handles timetable matters on a weekly basis.

3 Methodology of the Campus Timetable Committee

- The Campus Timetable Committee works under supervision of the Vice Rector responsible for Teaching and Learning.
- The Campus Timetable Committee is a committee of the Campus Senate and reports via the Extended Management Committee to the Campus Senate.
- The Campus Timetable Committee handles class timetables, test timetables and examination timetables for the Campus and provides input to the Institutional calendar.
- The Campus Timetable Committee has two scheduled meetings per year which are contained in the almanac. These meetings take place towards the end of the two semesters and have as purpose to affirm that the timetables for the next semester are ready and to evaluate the functioning of the timetables of the specific semester. The meetings take place in time for the minutes of the meetings to be on the agenda of the Extended Executive Committee and thereafter on the agenda of the Campus Senate. Further meetings can be arranged as needed.
- The Campus Timetable Committee completes its tasks according to target dates in order to submit the draft timetables to the relevant parties.
- The ideal is that all academic timetables should be available before the start of registration at the beginning of the year.
- The Campus Timetable Committee is responsible for the maintenance of the procedure document and for proposing amendments as necessary.

4 Class Timetables

4.1 Timetable Groups

- The composition of the class timetables is based on timetable groups. A timetable group is a set of modules for which exactly the same class periods are allocated. It is therefore not possible for a student to register for more than one module in the same timetable group, unless there is special provision by a lecturer to ensure that clashes in class attendance, tests and examinations are prevented.

- There are 7 full timetable groups for modules with practical classes (indicated by the numbers 1, 2, 3, 4, 5, 6, 7) and 14 half timetable groups (indicated by 1A, 1B, 2A, 2B, etc.) for modules without practical classes.
- Certain curricula have special requirements (which may include off campus practical work) and consist mostly of modules which are not shared with any other curricula. They are allowed, with authorization by the Campus Timetable Committee, to compile their own timetables according to their special requirements. This includes all postgraduate modules.
- The timetable groups are available in table format and remain, as far as possible, fixed from year to year, except where faculties propose shifts, which must be finalized in consultation with the Campus Timetable Committee.
- The timetable groups determine the module combinations that are available to students in accordance with the calendars. These requirements must be strictly maintained in the approval of new module combinations.

4.2 Timetable for class periods

4.2.1 Composition

- This timetable provides for class periods between 7:30 and 17:45 from Monday to Friday. There are two durations of periods: 75 minutes or 105 minutes. There is 15 minutes available for class changes. There is optional time of 30 minutes at the start/end of the long periods. This optional time is marked with an asterisk (*)
- The allocation of periods per week is standardized, with a pro rata adjustment for less credits:
 - For modules without a practical component:
 - in the first year: 2 periods for 12 credits
 - in the second year: 2 periods for 16 credits.
 - in the third and fourth year where applicable: 2 periods for 32 credits.
 - For modules with practical classes:
 - in the first year: 2 and 2 consecutive periods for 12 credits.
 - in the second year: 2 and 2 consecutive periods for 16 credits.
 - in the third and fourth year: 2 and 2 consecutive periods for 32 credits.
 - For modules in Educational Sciences the following applies:
 - 1 periods for modules with 8 credits.
 - 2 periods for modules with 12 credits.
 - Practicals are arranged additionally.
- Modules with practicals are determined as modules from the schools listed below, where the practicals are supported by the dean. With the return to timetable groups it was agreed that only modules from these schools could have practicals (2 consecutive periods). Otherwise it would not be possible to compile the timetable within the given limitations.
 - ACCC (reference to an agreement with the Senate.)
 - Biochemistry
 - Botany
 - Chemistry
 - Consumer Sciences
 - Engineering
 - Geology
 - Geography and Environmental Studies
 - Information Technology
 - Mathematics and Applied Mathematics
 - Microbiology
 - Nursing
 - Nutrition
 - Pharmacy
 - Physics
 - Physiology
 - Statistics
 - Town & Regional Planning

- Zoology
 - A number of modules from Recreation Sciences, Bio kinetics and Sport Sciences
- Each weekday has three sessions of long periods (without interruption) of 105 minutes to the advantage of tests. These long periods have a 30 minute optional time at the start/end of the period should lecturers decide to use this time for more contact time or for tests.
 - The allocation of class periods appears in the following table. The symbols v, w, y and z are used to indicate sub-divisions of time-table groups that are used to allocate periods to modules that will make use of one long session or one short session:

	07:30	08:00	09:30	11:00	12:15	13:00	14:30	16:00	17:15
	08:00	09:15	10:45	12:15	12:45	14:15	15:45	17:15	17:45
Mo	5A* 5v*	5A 5v	4B 4z	6A 6v	6A* 6v*	10 10	1A 1w	1B 1y	1B* 1y*
Tu	3B* 3y*	3B 3y	3A 3w	7A 7v	7A* 7v*	5B 5z	2A 2w	2B 2y	2B* 2y*
We	6B* 6y*	6B 6y	6A 6w	3A 3v	3A* 3v*	1B 1z	4A 4w	4B 4y	4B* 4y*
Th	1A* 1v*	1A 1v	2B 2z	11 11	11* 11*	7b 7z	5A 5w	5B 5y	5B* 5y*
Fr	2A* 2v*	2A 2v	6B 6z	4A 4v	4A* 4v*	3B 3z	6B 6z	7A 7w	7B* 7y*

4.2.2 Rules regarding the period grid

- Programmes arranged by this timetable grid are not permitted to use class periods on times other as those determined by the timetable, since this may have unforeseen consequences and may also have implications for the provision of class venues.
- If additional class periods are required, on top of the provision as set out above in the class period grid, this must be approved by the dean. The lecturer must arrange this, it may not lead to any timetable clashes and it is subject to the availability of class venues.
- Complaints and requests that arise from this timetable, must be submitted to the Timetable Officer for the attention of the Executive Committee of the Campus Timetable Committee. In consultation with the faculties concerned, the following stipulation, which appears in all calendars, is applied in cases which cannot be accommodated:

Please note: Although the information in this Calendar has been compiled with the utmost care and accuracy, the Council and the Senate of the University accept no responsibility whatsoever for errors that may occur. Before students finally decide on the selection of modules, they must consult the class timetable. If a clash occurs in the planned selection of a student, the relevant module combination is not permitted.

4.2.3 Interchange

Every three years there is an interchange of Friday periods with Monday periods or another rotation, so that the same timetable groups are not placed on a Friday afternoon every year.

5 Test timetables

5.1 Options for tests

The following options exist for faculties in respect of tests:

- Participation in the class free assessment period for which there is provision on the year calendar—approximately in the middle of each semester. According to an existing policy, the maximum duration of such a test is 1 ½ hours.

- Utilisation of long periods during the semester for longer class tests.
- Smaller class tests of approximately 10 minutes each - especially for the purpose of encouraging students to study continuously. Usually these tests are only on the work of the previous week or two.

Faculties have different policies on the use of these assessment options.

5.2 The Assessment period

- The timetable for the Assessment period is currently not based on timetable groups. The ideal would be to base the timetable as far as possible on approved timetable groups, with additional sessions for modules which are placed in more than one timetable group, so that all students registered for such a module may write the same test.
- Five sessions are provided per day and may start at the following time slots: 8:00, 10:00, 12:00; 14:00; 16:00.
- Because of the limited number of sessions, placement of modules in the assessment period is restricted to modules which are placed in more than one timetable group and modules with large student numbers (more than 100) A list to be confirmed is e-mailed before the start of a semester in order to compile data re modules that should be scheduled.
- Tests for the Assessment period must be for the duration of one hour or, at the most, one and a half hour.
- A lecturer can arrange for tests with students after the finalisation of the scheduled timetable i.r.o. modules that did not comply with the set criteria. Should this internal arrangement clash with modules of the Assessment timetable, the arrangement may not take place.

5.3 Tests during long periods

In the timetable grid (4.2.1), each half timetable group has a long period and in 5 cases the long period is at the beginning of the day. The long periods are used for tests as indicated in a test timetable.

The tests are placed per a full week cycle of 5 days each, since calendar weeks are often not full weeks. The test periods are the long periods which are used for theory. The placement is as such that there is no more than one test per day and that tests are preferably distributed over the week cycle. Modules which use a full timetable group, use the long period of the A part of the timetable group. In a semester of 13 week cycles, the test timetable can be compiled as follows:

Week cycle	1	2	3	4	5	6	7	8	9	Assessment period	10	11	12	13	Examination
Timetable groups	Open	Open	Open	5A, 7A, 4B, 2A	6A, 2B, 1A	5B, 4A, 1B, 3A	7B, 3B, 6B	5A, 7A, 4B, 2A	6A, 2B, 1A		5B, 4A, 1B, 3A	7B, 3B, 6B	Open	Open	

6 Examination timetables

The aim at the Student Administrative Systems (SAS) is to generate a stable, fixed timetable, so that students can register according to the examination timetables that should be available in the beginning of the year.

During the period for comments, the Timetable Officer on campus forwards the requests from the Potchefstroom Campus to SAS by means of a shared spread sheet.

Communication to students is emailed to the Chair of the Student Council as well as the Chair of the Students' Academic Council.

7 Assignment of venues

The Timetable Officer allocates venues for the class and assessment timetables. The Section Head at the Examination Section allocates venues for examination sessions.

5 September 2016