This memo is to advise staff about the availability of, and procedures for using, the myUNSW Term Planning service for 2012 course planning. Key course planning dates are also included. Term Planning records for Semester One and Two 2012 have been rolled from the corresponding teaching periods in 2011.

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<tr>
<td>Fri 1 July</td>
<td>Semester One and Semester Two 2012 Term Planning – start</td>
</tr>
<tr>
<td>Wed 11 August</td>
<td>Deadline for Course Catalogue updates for inclusion in 2012 Online Handbook release [Individual changes can be made after this date but will miss the main release]</td>
</tr>
<tr>
<td>Tues 23 August</td>
<td>2012 Online Handbook published</td>
</tr>
<tr>
<td>Sun 1 April</td>
<td>2012 Online Handbook last day to make changes</td>
</tr>
<tr>
<td>Mon 5 September</td>
<td>CFCC Review deadline - Semester One 2012</td>
</tr>
<tr>
<td>Sun 11 September</td>
<td>Term Planning deadline:</td>
</tr>
<tr>
<td></td>
<td>• Summer Term 2011/12 teaching period U1B &amp; U1C*: intended offerings</td>
</tr>
<tr>
<td></td>
<td>• Semester One 2012 all teaching periods: intended offerings and timetabling requirements</td>
</tr>
<tr>
<td></td>
<td>• Semester Two 2012 all teaching periods: intended offerings (‘soft’ deadline for inclusion of intended offerings on Class Timetable site)**</td>
</tr>
<tr>
<td></td>
<td>*Note: as courses offered in Summer Term teaching periods U1 and U1A were included in the 1 April report to DEST, the deadline to Term Plan these offerings has passed</td>
</tr>
<tr>
<td></td>
<td>**Final deadline for offerings and timetabling requirements for Semester 2 is 12 February 2012</td>
</tr>
<tr>
<td>Fri 16 Sept</td>
<td>2012 staff scheduling: Scheduling Request forms to be submitted to SARU [following approval by Head of School]</td>
</tr>
<tr>
<td>Mon 19 September</td>
<td>Summer Term timetable released to students via myUNSW Class Search</td>
</tr>
<tr>
<td></td>
<td>Class Timetable site released Includes:</td>
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<tr>
<td></td>
<td>• Summer Term: class details</td>
</tr>
<tr>
<td></td>
<td>• Semester One and Two: course offerings and census dates</td>
</tr>
<tr>
<td>Sat 1 Oct</td>
<td>DEEWR reporting/publication deadline for courses with a census date between 1 January and 30 June 2012 ie Courses offered in Summer Term 2011/12 Teaching Period U1B and Semester One courses – all teaching periods</td>
</tr>
<tr>
<td>Monday 10 Oct</td>
<td>Summer Term enrolments commence</td>
</tr>
<tr>
<td>Fri 4 Nov</td>
<td>Provisional Semester 1 2012 timetable released [for staff review]</td>
</tr>
<tr>
<td>Fri 18 Nov</td>
<td>Final Semester 1 2012 timetable published [released to students]</td>
</tr>
<tr>
<td>Date</td>
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<tr>
<td>Fri 2 Dec</td>
<td><strong>Semester 1 2012 enrolments</strong> commence (progressively; staggered by appointment)</td>
</tr>
<tr>
<td>Mon 06 Feb 2012</td>
<td><strong>CFCC Review deadline</strong> – Semester Two 2012</td>
</tr>
<tr>
<td>Sun 12 Feb 2012</td>
<td><strong>Term Planning deadline</strong> for Semester Two [and Summer Term 2012/13 courses to be offered in the teaching period before Christmas 2012]</td>
</tr>
<tr>
<td>Fri 17 Feb 2012</td>
<td>2012 staff scheduling: <strong>Scheduling Request forms</strong> for S2 to be submitted to SARU [following approval by Head of School]</td>
</tr>
<tr>
<td>Sun 19 Feb 2012</td>
<td><strong>Course cancellation deadline</strong>: 2012 Teaching Period T1</td>
</tr>
<tr>
<td>Sun 26 Feb 2012</td>
<td><strong>Course cancellation deadline</strong>: 2012 Teaching Period T1A</td>
</tr>
<tr>
<td>Fri 1 April 2012</td>
<td><strong>DEEWR reporting/publication deadline</strong> for courses with a census date between 1 July and 31 December 2012 ie Semester Two courses and Summer Term 2012/13 courses offered in the teaching period before Christmas</td>
</tr>
<tr>
<td>Fri 06 April 2012</td>
<td><strong>Provisional Semester 2 2012 timetable</strong> released [for staff review]</td>
</tr>
<tr>
<td>Sun 08 April 2012</td>
<td><strong>Course cancellation deadline</strong>: 2012 Teaching Period T1B</td>
</tr>
<tr>
<td>Mon 23 April 2012</td>
<td><strong>Final Semester 2 2012 timetable</strong> published [released to students]</td>
</tr>
<tr>
<td>Mon 07 May 2012</td>
<td><strong>Semester 2 2012 enrolment</strong> commences</td>
</tr>
<tr>
<td>Sun 08 July 2012</td>
<td><strong>Course cancellation deadline</strong>: 2012 Teaching Period T2</td>
</tr>
<tr>
<td>Sun 15 July 2012</td>
<td><strong>Course cancellation deadline</strong>: 2012 Teaching Period T2A</td>
</tr>
<tr>
<td>Sun 26 Aug 2012</td>
<td><strong>Course cancellation deadline</strong>: 2012 Teaching Period T2B</td>
</tr>
</tbody>
</table>
Course Catalogue updates

myUNSW Course Catalogue changes to courses to take effect for the 2012 academic year should be effective-dated 21/11/2011 ie first day of Summer Term 2011/12.

As course data is used to ensure compliance with legislative reporting and publication requirements, it is essential that data regarding courses is accurate and stable as at the relevant Term Planning deadline e.g. units of credit etc should not later be varied.

Term Planning: Summer 2011/12 and Semester One 2012

It is essential that all intended offerings for a teaching period are term planned in myUNSW by the relevant deadlines [see Dates and Deadlines]. This data is used to ensure compliance with legislative course reporting and publication deadlines.

All courses to be offered in 2012 Summer Term Teaching Period U1B and Semester One 2012 [all teaching periods] need to be confirmed as ‘offered’ in the term planning record for the relevant teaching period by Sunday 11 September 2011. This includes both centrally and non-centrally timetabled courses. This information will be used to advise DEEWR of our schedule of offerings, including the relevant census dates, EFTSL values and fees. This data is also used to publish intended offerings with the relevant census dates to students via the Class Timetable site.

For centrally timetabled courses Sunday 11 September is also the deadline for the update or entry of timetabling requirements. The Term Planning roll-forward process should negate the need to re-enter timetabling requirements data for every course. For active courses which were offered in the corresponding teaching period in 2011 you will be able to confirm or update requirements from the data provided previously.

After the relevant deadlines the myUNSW Term Planning pages will become read-only. Exceptions are the Staff Contact and Course Notes fields which will remain editable [these are displayed on the Class Timetable site]. The “Does [the course] have a formal examination?” field can also be updated after the term planning deadline until the relevant deadline [set by the Exams Unit].

Please see Term Planning roll-forward notes distributed with this memo.

Term Planning: Semester Two

The deadline for Semester 2 2012 term planning has been set as 12 February 2012. This deadline is established to allow sufficient lead time in advance of Semester 2 enrolment for production of the timetable. As Semester Two Term Planning can be commenced anytime now we’d suggest staff carefully consider the timing and management of this work in the context of other responsibilities and constraints between now and February.

To assist students to plan their course choices for 2012, it is useful if information regarding the courses to be offered in Semester Two is entered in Term Planning by the time the 2012 Class Timetable site is released in late September. It is possible to amend this data for Semester Two if circumstances change up until the February Term Planning deadline.

Summer Term

Term Planning records for Summer Term are not rolled forward as these classes are not centrally timetabled.

For Summer Term you will need to*:
1. Term Plan the courses by the relevant Term Planning deadline: 13/02/2011 for courses to be offered in teaching periods U1 and U1A; 11/09/10 for teaching period U1B and U1C. Indicate courses as Offered ‘Yes’; Centrally timetabled ‘No’.

2. Schedule the classes through the myUNSW Class Maintenance service. You will need to do this after the relevant term planning deadline. If possible Summer Term classes should be scheduled through the myUNSW Class Maintenance service by 30 September.

3. Room bookings for Summer Term classes should be organised directly with CATS via the Room Management site in myUNSW.

Class Scheduling

Given the majority of courses are now centrally timetabled, class records are no longer rolled forward [special arrangements may be negotiated in some cases eg. Distance delivery courses]. Non-centrally timetabled classes, such as those for non-standard teaching periods and for courses with very small enrolments (~<10), may be scheduled in Class Maintenance after the relevant Term Planning deadline. Entry against the correct teaching periods should be considered at the Term Planning stage. The teaching period for a class in Class Maintenance must align with that entered in Term Planning.

12-weeks-in-13 semester structure

Information regarding the 12-in-13 structure can be found at https://my.unsw.edu.au/unsw/Calendar.html

The page includes examples of acceptable and unacceptable offering patterns under the 12-in-13 structure.

“Flexible Delivery” courses and course offering periods

“Flexible delivery” mode courses include intensive, online and distance delivery offerings. All courses, including flexible delivery courses, must be offered within one of the defined teaching periods. The format, delivery and duration of each course offering must be such that it satisfies the census date set for the teaching period. The Higher Education Support Act requires that the census date must be no earlier than 20% of the way through the offering period. In addition, the course offering period needs to include allowance for reflective learning.

The Academic Board has adopted principles that define course offering periods and all courses are required to comply. These are:

- **All courses, including flexible delivery courses, must be offered within one of the defined teaching periods**
- **The offering period of a course is to be measured from the commencement of structured learning and teaching activities (eg classroom, online activities, residential) to the last date of student assessment**
- **For all courses offered in a teaching period other than the main 12-in-13 periods, it is assumed that assessment is completed by the last day of the teaching period.**
- **The offering period must include allowance for “reflective learning” and comply with the census date provision for the relevant teaching period.**

This means that the learning and delivery arrangements of some flexible courses may need to be revised, for example through the use of early online learning activities or later assessment deadlines.
Please ensure “flexible delivery” courses are term planned and, if non-centrally timetabled, scheduled in the correct teaching period. In the case of many of these courses, such as intensives, it may be more appropriate for them to be term planned and scheduled in a non-standard teaching period. These include T1A and T1B, the six week teaching periods which fit within the envelope of Semester One, and T2A and T2B in Semester Two.

For further information on teaching periods contact Gordon Chow gordon.chow@unsw.edu.au or ext 58214.

If you are unsure as to whether it is appropriate for your flexible delivery courses to be centrally timetabled, please contact SARU for advice [see contacts below].

Research Courses

We will roll forward term planning data and classes for courses under the research career. This is so that research thesis courses are available for research enrolment. Room bookings for research classes are not automatically carried forward and any necessary room booking arrangements should be made through CATS.

Combined Activities

Many courses have activities which are “combined” or “jointly taught”. These include courses which are “double-badged” [“alias” courses] and courses which may share some common content. Combined relationships are defined in the course catalogue and individual activities can be combined in term planning.

It is extremely important that staff understand how to term plan combined courses correctly. This is the most complex aspect of the term planning process. The distinction between “streamed” and “unstreamed” activities is particularly important.

Information regarding combined classes can be found at https://my.unsw.edu.au/student/Staff/CombinedClassMiniGuide.pdf

Clash Free Course Combination [CFCC] Review: Semester One

Program authorities will be able to commence work on CFCC requirements for Semester One 2012 when the relevant spreadsheets are distributed shortly.

“Recycled” spreadsheets will be provided. “Recycled” spreadsheets allow previous CFCC submissions to be re-used as the basis for review, but are enhanced with data regarding the number of students who enrolled in each requested course combination from the previous year. “Regenerated” spreadsheets will be available upon request. These are useful for those wishing to start the exercise over again. Alternatively, some may wish to use a combination of both approaches.

For Semester One 2012 the deadline for the return of CFCCs will be Monday 5th September. Please note this is the Monday before the Term Planning deadline. This is to ensure that SARU have sufficient time to process the CFCCs without holding up the timetabling process.

We are happy to hold discussions with program authorities in advance of the CFCC exercise upon request.

Staff Scheduling Request forms

We do not require Staff scheduling request forms to be returned for all staff. The forms were introduced in consultation with the Timetabling Reference Group and the Equity Unit in the
planning phase prior to the introduction of centralised timetabling. It was recognised that there was a need for the timetable to incorporate restrictions around staff availability and special requirements due to family responsibilities, research commitments, committee membership, disability etc.

Arrangements in regards to ongoing disabilities will be rolled forward. Other arrangements, including constraints on availability to teach, need to be confirmed annually due to the reasonable likelihood that these arrangements may need to be altered from year to year [e.g. in the case of family responsibilities].

Special staff scheduling requirement forms should be submitted to the Scheduling and Academic Requirements Unit by **Friday 17 September** so that these requirements can be incorporated into the timetabling process. 2012 forms are available at:

https://my.unsw.edu.au/student/Staff/StaffTimetablingRequestFulltime2012.pdf
https://my.unsw.edu.au/student/Staff/StaffTimetablingRequestParttime2012.pdf

A reminder memo will be distributed to Heads of School and timetabling coordinators in advance of the September deadline.

**Technology Enabled Learning and Teaching (TELT)**

The LMS content in Term Planning has been rolled over from the previous semester. If the person responsible for maintaining the Term Planning for the schools is not also the TELT Administrator then they should liaise with the schools TELT Administrator about this work.

The LMS section of Term Planning will not become unavailable after the term planning deadline but will instead remain editable.

**Training for school/faculty staff**

To supplement online resources, training is available for school/faculty staff on Term Planning and myUNSW course/class management services. To register an interest in training, please email timetabling@unsw.edu.au. Please identify the number of staff requiring training and the subject areas; e.g. Course Catalogue, Term Planning, Class Maintenance, Class Enrolment Management, CFCC review. Please also provide us with an indication as to your level of experience so that we can attempt to tailor the training accordingly.

**Feedback**

We are committed to working with the University community towards making improvements in future timetables and we welcome feedback. We are also happy to meet with school staff to discuss the timetabling system, your issues, and opportunities for improvements. Feedback can be sent to timetabling@unsw.edu.au.

**Resources**

Timetabling training resources can be found at:

https://my.unsw.edu.au/student/Staff/UNSWideTimetabling.html

The myUNSW services also include page level Online Help.

**Contacts**

Course Planning and Timetabling
email: timetabling@unsw.edu.au

or your school's contact
Nicola Plume ext. 58056 or n.plume@unsw.edu.au
Rosia Hui ext. 58741 or r.hui@unsw.edu.au
Maggie O'Keeffe ext. 58782 or maggie.okkeffe@unsw.edu.au
Gordon Chow ext. 58214 or gordon.chow@unsw.edu.au
Ben Carthy ext. 58040 or b.carthy@unsw.edu.au

Online Handbook: handbook@unsw.edu.au
Enrolment Planning: enrol@unsw.edu.au