UNSW POLICY
UNIVERSITY-WIDE TIMETABLE
GLOSSARY
V2.0 - July 2006

Activity
A kind of learning and teaching activity or regular event which forms part of a course and for which students need to register for e.g. Lecture, tutorial, laboratory. Sometimes referred to as component or teaching activity.

Activity Group
One or more associated activities for a course. The classes that a student enrols in must be from a single Activity Group, one class for each activity.

For examples, a course might be offered in both on-campus and distance mode. The first Activity Group might have a Lecture activity (one class) and a Tutorial (several classes). The second Activity Group might have just a Distance activity available. A student enrols into either the Distance class or the Lecture and one Tutorial.

Availability profile
Data recorded on Syllabus Plus software regarding limitations on the availability of a resource to be timetabled (including staff, rooms and equipment).

Capacity
Generally refers to the number of students a room will accommodate. In myUNSW it refers to the maximum number of students who can be enrolled in a class without overriding the set limit. Students cannot self-enrol in a class where the number of enrolments is greater than or equal to the capacity.

Career
An attribute of a student, course or class indicating the general kind of award that the student or cohort is proceeding towards. At UNSW the career types are Undergraduate, Postgraduate, Research and Non-award.

CATS
Centrally allocated teaching space. Teaching space shared between the University community and allocated as part of the timetabling process taking into account required teaching space, mode, equipment, precinct etc.

Clash
When students are enrolled in two or more teaching activities that are running at the same time.
CFCCs
Clash Free Course Combinations. These are Program and Plan-labelled combinations of two or more courses which should be timetabled clash-free. Each CFCC represents a group of students enrolling in the defined set of non-clashing courses and is an integral mechanism of centralised timetabling.

Class
An instance of an Activity for a scheduled course in a particular term. Each student enrolls in at least one class, and possibly more, so that they register for each activity in a particular Activity Group.

Clumping
Applies to students sets, staff and rooms in Syllabus Plus. When clumping is enabled the system will attempt to condense the resource’s utilisations into compact blocks.

Clustering
Keeping things closely together. There is a preference in some academic units to cluster tutorials around lectures e.g. tutorials immediately following the corresponding lecture on the timetable.

Combined timetable activities
Activities for different courses which are held in the same room at the same time. Usually because the same academic offering is identified by two or more aliases.

Component
A kind of learning and teaching activity or regular event that students need to register for. Generally referred to as Activity.

Constraint
Limitations on availability (rooms, equipment and staff).

Constraint profile
Record on Syllabus Plus regarding limitations on availability of a particular resource (rooms, equipment and staff).

Core course
A mandatory course taken to fulfil the requirements for an award.

Course
Otherwise known as a subject, a course is an individual study unit offered within a program and plan (for example, MATH1131 - Mathematics 1A). Students enrol in many courses to make up their program of study, some of which may be core courses (courses which need to be completed for a particular program) and some of which may be elective courses (where students are given a choice of courses). At UNSW, courses are identified by a four character alphabetic prefix which identifies the School or unit administering the course and a four digit numeric suffix e.g. ECON1101 - Microeconomics 1.

Course Authority
The school which offers, administers and teaches a course, or the lecturer in charge of a course. For timetabling purposes the Instructor, rather than the Course Authority, should be attached to activities.

Draft timetable
A preliminary timetable distributed internally to staff of the University for review to enable the identification and resolution of timetable problems in advance of the publication of the final timetable to students.
Elective Unit
An optional unit taken to fulfill the requirements for an award.

Final timetable
Published timetable that is released to students in advance of enrolment.

Hard constraint
Forced condition that the scheduling software cannot override.

Instructor
The staff member that is responsible for the delivery of an activity to students.

Location
Syllabus Plus terminology for rooms where teaching takes place.
On myUNSW it refers to a learning centre or region where students are located, usually geographically based. Each campus may have several locations.

Meeting
A regularly occurring event. Each class can have any number of meetings.

Offering
A particular course that will be available for enrolment in a particular teaching period.

Parallel activities
Activities that are to run at the same time as each other, generally because they are for different levels of the same course which students may need to move between. Also known as same-time activities.

Personalised timetable
Individual student or staff timetable.

Precinct
General area of the university encompassing neighbouring buildings. Used to facilitate the preferential allocation of teaching activities for a particular school to their preferred precinct. Sometimes referred to as Zone.

Preference
A desired condition which can be specified on the Syllabus Plus software.

Program
A program is an approved program of study which leads to the award of a degree, diploma or certificate. Programs may be undergraduate or postgraduate and are identified by a four digit numeric code e.g. the program code for the Bachelor of Psychology is 3432.

Prototype timetable
Timetables to be developed on the basis of test data (including “best guess” at missing data where necessary) during the University-wide timetabling project. Prototype timetables will be used for the purposes of issue identification and refinement of scheduling approach and preferences.

Resources
Teaching rooms and teaching equipment including audio visual facilities.
**Same time activities**
Activities that are to run at the same time as each other, generally because they are for different levels of the same course which students may need to move between. Also known as parallel activities.

**Sequencing**
A specified order in which activities for a course are to be scheduled within the week e.g. lecture before tutorial before lab.

**Soft constraint**
Setting that the Syllabus Plus software can override.

**Specialist teaching space**
Teaching space designed for specialist purposes e.g. dance or visual arts studios, computer laboratories, scientific laboratories. Owned and managed by Schools or Faculties, but some or all of the activities using the space are timetabled centrally.

**Streams**
Repeat sittings of an activity e.g. two lecture streams.

**Student Set**
A combination of courses that should not clash due to a high likelihood of students doing this combination of courses. May include core courses, but also elective courses where there is sufficient justification to support the availability of this combination (e.g. on the basis of a sufficient cohort of students electing to do this combination, to honour publicised availability etc). Student Set is the same as Clash Free Course Combinations.

**Suitabilities**
Attributes of teaching space and staff recorded on Syllabus Plus software. Used to control the allocation of classes into appropriate teaching space and to appropriate teaching staff (when a pool of staff rather than an individual staff member is specified for teaching).

**Syllabus Plus**
The software used by UNSW for producing the University teaching timetable and for room bookings.

**Teaching activity**
Normal academic event. A kind of learning and teaching activity or regular event which students need to register for e.g. Lecture, tutorial, laboratory. Sometimes referred to as component or activity.

**Teaching space**
Any location used for teaching.

**Teaching staff**
Staff who are responsible for teaching a particular activity.

**Teaching week pattern**
The weeks of a semester that a particular activity is going to take place. Examples might include every week, even weeks, odd weeks.

**Time constraints**
Restrictions on availability.

**Timetabling Steering Committee**
Governance committee at UNSW for the University-wide timetable, with a particular focus on quality assurance and resourcing of operations, licences and future developments.
**Timetabling Reference Group**

Governance committee at UNSW for the University-wide timetable, with a particular focus on agreeing operational guidelines, timetabling priorities and resolution of issues.

Further terminology is covered in the Glossary of Terms for Course and Class Maintenance available at:

https://my.unsw.edu.au/help/STA/courseClassGlossary.html

>> end document