# PROCEDURE FOR ACADEMIC TIMETABLES FOR THE POTCHEFSTROOM CAMPUS

## 1 Policy

The handling of timetable matters is in agreement with the Institutional Policy for Academic Timetables 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 Committee appoints a secretary from its own membership.
- The Campus Timetable Committee has representation from each faculty, from Academic Administration, from the Student Council and from the Timetable Office. The Committee may also engage other persons to provide support.
- The Campus Timetable Committee has an Executive Committee consisting of the Chairperson, the Secretary and the member of the Timetable Office which handles timetable matters between the scheduled meetings with report at a later stage to the full Committee.

## 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 all class timetables, test timetables and examination timetables for the Campus and provides input to the institutional almanac, which is finalized by the Institutional Timetable Committee.
- The minutes of meetings of the Campus Timetable Committee are sent to the Institutional Timetable Committee for handling according to the Policy for Academic Timetables.
- The Campus Timetable Committee has two scheduled meetings per year which are contained in the almanac. These meetings take place towards the end of each 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 are arranged as needed.
- The Campus Timetable Committee completes its tasks according to target dates in order to submit the draft timetables to the Extended Executive Committee and the Campus Senate on time. 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 to ensure that clashes in class attendance, tests and examinations are prevented.
- There are 6 full timetable groups for modules with practical classes (indicated by the numbers1, 2, 3, 4, 5, 6) and 12 half timetable groups (indicated by 1A, 1B, 2A, 2B, etc.) for modules without practical classes. There is a further timetable group for the “understanding the World” modules and for AGLE (indicated by the number 10.)
- 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 made available separately in the form of tables 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 subject combinations which are available to students and are in accordance with the calendars. These requirements must be strictly maintained in the approval of new subject combinations. The aim is to publish the class timetables in the calendars.

## 4.2 Timetable grid

### 4.2.1 Composition of the timetable grid

- The timetable grid provides for class periods between 7:30 en 17:30 from Monday to Friday. The periods are (except for the first two periods of the day) 50 minutes in length and the morning periods from the third period on, start at 10 minutes after the hour for easy reference. There are 10 minutes available after each class period for movement between classes, except for the double periods at the beginning of the morning and the afternoon.
- The allocation of periods per week is standardized. For modules without a practical component:
  - in the first year 4 periods for 12 credits
  - in the second year 4 periods for 16 credits and
  - in the third year (and fourth year where applicable) 4 periods for 32 credits.

  For modules with practical classes, 4 consecutive periods are additionally provided.
- Each morning starts with a double period (without interruption) of 90 minutes in length, to favour tests and to ensure that all periods fit in between 7:30 and 17:30. In the afternoon there are 2 double periods without interruption, but with a 10 minute break between the 2 double periods for movement between classes if necessary.
- Practical classes start directly after the lunch hour, so that the students have prior opportunity for relaxation. Practical classes run till the end of the class day, so that students may complete the work without having to go to a theory class afterwards.
- The allocation of class periods appear in the following table:

| | 07:30 | 08:15 | 09:10 | 10:10 | 11:10 | 12:10 | 13:00 | 14:00 | 14:50 | 15:50 | 16:40 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 08:15 | 09:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 14:50 | 15:40 | 16:40 | 17:30 |
| Mo | 6A* | 6A | 5B | 4B | 3B | 2B | Lunch | 1A | 1A | 1B* | 1B |
| Tu | 5A* | 5A | 6B | 3B | 2B | 1B | Lunch | 4A | 4A | 4B* | 4B |
| We | 4A* | 4A | 6A | 6A | 6B* | 6B | Lunch | 2A | 2A | 2B* | 2B |
| Th | 3A* | 3A | 4B | 1B | 10* | 10 | Lunch | 5A | 5A | 5B* | 5B |
| Fr | 2A* | 2A | 6B | 5B | 1A* | 1A | Lunch | 3A | 3A | 3B* | 3B |

### 4.2.2 Rules on the timetable grid

- Programmes using 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 class venues.
- The lunch hour may not be used for classes and no class may be arranged for after 17:30, in order to provide for student activities.
- If additional class periods are required, on top of the provision as set out above in the timetable 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 which arise from this timetable, must be submitted for attention to a commission consisting of the chairperson of the Campus Timetable Committee, the faculty representative on the Time Table Committee and the representative of the Timetable Office.
- 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.*

- The periods marked with an asterisk (*), are meant for small class tests of approximately 10 minutes, so that such tests may be spread out over the week (see 5.4 below).

#### 4.2.3 Interchange

Every three years there is an interchange of Friday periods with Tuesday 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 with respect to tests:

- Participation in the class free assessment period for which there is provision on the almanac, approximately in the middle of each semester. According to an existing decision the maximum length of such a test is 1 ½ hours.
- Use of double periods during the semester for longer class tests.
- Smaller class tests of approximately 10 minute each, especially for the purpose of encourageing students to study continuously. 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 Die assessment period

- The timetable for the assessment period is based, as far as possible, on the approved timetable groups, but additional sessions are provided 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 times: 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. Other modules may also be placed, provided this is not disruptive.

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## 5.3 Tests during double periods

In the timetable grid which appears above in 4.2.1, each timetable group has a double period and in 5 cases the double period is at the beginning of the day. The double periods are used for tests by turns which are indicated in a test timetable.

The tests are placed per full week cycle of 5 days each, since calendar weeks are often not full weeks. The test periods are the double periods which are used for theory. The placement is such that there is not more than one test per day and that tests are preferably spread out over the week cycle. Modules which use a full timetable group, use the double 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 | Assess-ment period | 10 | 11 | 12 | 13 | Exami-nation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Timetable groups | Open | Open | Open | 1A, 1B, 2B | 2A, 6A, 6B, 10 | 3A, 3B, 5A | 4A, 4B, 5B | 1A, 1B, 2B | 2A, 6A, 6B, 10 | | 3A, 3B, 5A | 4A, 4B, 5B | Open | Open | |

### 5.4 Small class tests

For the small class tests of approximately 10 minutes, the available periods are denoted by an asterisk (*) in the above timetable grid (paragraph 4.2.1). There must be provision for 13 timetable groups per week, which implies that on 2 days there is provision for 2 small tests and on the remaining 3 days provision for 3 small tests. Typically lecturers do not give a small class test each week and therefore the number of small class tests will be fewer than what is provided for. The indicated periods ensure that there is not an overload of small tests.

## 6 Examination timetables

It is the aim to construct examination timetables based on the timetable groups, so that examination timetables will be available before registration. Different year levels of a specific timetable group write the examinations in different sessions in order to provide for students which are repeating modules. Special sessions are created to provide for modules which are repeated in different timetable groups, so that all students who are registered for a specific module may write the same examination paper.

## 7 Assignment of venues

The Campus Timetable Committee allocates venues for use in the different timetables in accordance with the Policy for Academic Timetables.

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