

Adopted by the faculty management team on 16 January 2018.

## Principles for timetable planning on full-time degree programmes at Aarhus BSS

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Date: 9. February 2018

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These principles form the basis for the timetable planning on full-time degree programmes at Aarhus BSS. All parties implicated in the timetable planning must contribute to an appropriate and efficient planning process while taking these principles into account, and as such the principles are complemented by clarifications of managerial competences and responsibilities when necessary.

Neither the general principles nor the student-friendly considerations are ranked, but should be seen as establishing the overall framework for the considerations, balancing and procedures that form the basis for the timetable planning on the full-time degree programmes at Aarhus BSS. The overall aim of the timetable planning is to provide reasonable timetables for the students that accommodate their opportunity to have a cohesive workflow at the university and reasonable interim periods for preparing for and following up on their lessons.

The principles have been designed following discussions among secretariat managers, directors of studies, heads of department, staff and student representatives as well as following input from the relevant staff from Aarhus BSS Studies.

### General principles for timetable planning

1. The start of semester follows the applicable annual cycle. The point of departure is week 34-36 for the autumn semester and week 5-6 for the spring semester.<sup>1</sup> In connection with the start of the autumn semester, the departments' planned study introductions must be taken into account, as these take precedence over regular teaching.
2. As a point of departure, teaching takes place over the duration of 14 or 15 weeks per semester for all courses, naturally taking into account the course's number of hours and the exam.

<sup>1</sup> A few specified courses at the Department of Psychology and Behavioural Sciences, where teaching begins in week 2-4 and week 34 respectively, are exempt.

3. As a rule, the following days and periods will have no teaching: The second Friday of September, due to AU Sports Day; 23 December; the days between Christmas and New Year; and the day of the AU boat race in the spring. The individual degree programmes decide for themselves whether the autumn break/week 42 will have any teaching for some or all courses.
4. The teaching takes place on Monday to Thursday from 8:00-18:00 and on Friday from 8:00-16:00. The academic staff is available for teaching in this time period, and exceptions to this due to extraordinary circumstances must always be approved for the semester in question by the head of department-.
5. For the sake of the staff, the individual employee's lessons are not scheduled in continuation of each other unless specifically requested, and insofar as possible, the aim is to achieve a distribution in which the same employee's lessons are not scheduled at the beginning or end of the day multiple times a week. As a point of departure, lessons are only scheduled at the end of the day when all other options are exhausted.
6. With a view to maximising the use of the premises, teaching usually takes place in the time intervals from 8:00-10:00, 10:00-12:00, 12:00-14:00 or 16:00-18:00 for two-hour blocks as well as 8:00-11:00, 11:00-14:00 or 14:00-17:00 for three-hour blocks. However, to optimise the use of the rooms - especially when planning the use of the large lecture theatres - special conditions may apply as a result of the unique burden on these room types.
7. External teaching staff/part-time academic staff may have special requests for when they are available for teaching, and these requests should be met when possible, but in such a way that the teaching ends no later than 18:00 and 16:00 on Fridays. It is the relevant director of studies' task to ensure a balancing of expectations regarding this when agreements are made with external teaching staff.
8. If a course includes both year group/large group lectures and classroom teaching/exercise classes, the lectures are scheduled to take place prior to the classroom teaching (unless the member of academic staff in charge of the course expresses a pedagogically founded request for the reverse order).
9. As a point of departure, courses that include a large number of classes must be organised in a way that consolidates a flexible timetable planning, i.e. so that not all classes have to be scheduled for the same time. By virtue of his or her overview of the degree programme and the lecturers, the director of studies is responsible for ensuring that such flexibility is possible.
10. The premises administered by Aarhus BSS are shared. That is, as a rule, the departments and the degree programmes do not control or have a right to specific classrooms - however, in connection with the timetable planning, it is a fundamental principle that teaching takes place in rooms as close to the "home" of the degree programme as possible, i.e. close to the academic environment, the department, the student associations, related academic environments and the like in the University

Park, in the Nobel Park, on Fuglesangs Allé or in Herning.

11. Rooms are booked only for the number of hours stated in the course description. The departments are responsible for ensuring that the course's number of hours is stated in the course description and, consequently, that this number is reported when rooms are booked.
12. The individual lecturer is responsible for the quality assurance of their own course in relation to the timetable draft distributed by Aarhus BSS StudiePlan. That is, the individual lecturer must check that there is a correlation between the restrictions they have received from StudiePlan with permission from the head of department and the timetable draft.

The director of studies is responsible for ensuring that the overall timetable looks reasonable from the students' perspective.

The department is responsible for ensuring that an overall report of any corrections for the timetable draft is submitted to StudiePlan - when the deadline for corrections has expired, the timetable (following adjustments based on the reports) is considered final.

13. A need for changing the timetables may arise over the course of the semester, either for individual lectures or - only in very special cases - the whole or major parts of a course.

In the event of a sudden need to cancel/reschedule the teaching, the lecturer will notify the department about this and include the grounds for cancelling/rescheduling. The department forwards this information to StudiePlan.

In very special cases where the whole or large parts of a course have to be cancelled or rescheduled, the lecturer must contact their department, where the head of department assesses the basis for the request together with the relevant director of studies and informs StudiePlan of the change if the request is granted.

In connection with student instructors, the instructors must divide the planned lessons between them in collaboration with the VIP responsible for the course/the course coordinator. Teaching by student instructors can be rescheduled in accordance with AU's general rules on employee absence, if the planned student instructor teaching coincides with the student instructor's own timetable or if academically founded considerations related to AU call for it. Any rescheduling of student instructor teaching must comply with the department's current procedures.

StudiePlan only makes changes reported by the employee(s) based on enquiry from by the department.

### Student-friendly considerations in relation to timetable planning

1. The classroom is suitable for the teaching activities in question, including that the room is large enough to accommodate the number of students registered for the course, and that the equipment and layout (e.g. level rooms) are adequate for the planned teaching. The consideration of placing teaching in a suitable room does of course not rule out the use of a room larger than intended for the number of students registered for the specific course. It might benefit the study environment to use the largest available rooms if possible, as long as this does not conflict with the considerations mentioned below.
2. For the sake of the study environment, the students' lessons are placed as close to the "home" of their degree programme as possible, i.e. close to the academic environment, the department, the student associations, related academic environments and the like in the University Park, in the Nobel Park, on Fuglesangs Allé or in Herning respectively.
3. As a point of departure, the timetable of the individual degree programme is identical every week throughout the semester, i.e. as a rule, each course takes place at the same time and in the same room every week.
4. If a course has several blocks per week, the aim is to place the lessons at least one day apart so that the students' workload is spread out through the week as far as possible.
5. If it becomes necessary to place the same day's teaching in two different locations due to planning considerations, a suitable amount of time is given for the students to move between the premises, e.g. by placing such deviations from the general rule (i.e. teaching taking place close to the "home" of the degree programme) at the beginning or end of the day or by scheduling free time in between the affected lessons.
6. If teaching is to take place away from the vicinity of the degree programme's "home", as a matter of principle, first year students on the Bachelor's degree programmes and the Master's degree programmes are given the highest priority in relation to proximity to their "home", meaning that if a change of teaching venue is to take place, this will primarily affect second and third year students on the Bachelor's degree programmes.

### Clarifications to principles for timetable planning

The following locations are defined as the "home" of the individual degree programmes:

- a. Department of Political Science: Narrowly defined as building 1330 in the University Park, broadly defined as all rooms in the University Park's Northeast Corner, including the Public Policy degree programme.
- b. Department of Psychology and Behavioural Sciences: Narrowly defined as building 1325 in the University Park, broadly defined as all rooms in the University Park's Northeast Corner.

- c. Department of Law: Narrowly defined as building 1412 and 1414 in the University Park, broadly defined as all rooms in the University Park's North-east Corner for the Law degree programme; for the BSc/MSc (Business Administration and Commercial Law) degree programme this is all rooms on Fuglesangs Allé.
- d. Department of Management: All rooms on Fuglesangs Allé.
- e. Department of Economics and Business Economics: All rooms on Fuglesangs Allé, including the Public Policy degree programme.
- f. Department of Business Communication: All rooms on Fuglesangs Allé and in the Nobel Park.
- g. Department of Business Development and Technology: All rooms at Herning Campus.