Timetabling and Roombookings

School of Mechanical and Mining Engineering
May 2014
Context
The following sets out information on class timetabling and room bookings for teaching purposes.

General Information
There are centrally controlled rooms which are managed by the University’s Teaching Space Management section. You can find a list of central rooms, along with photos and a list of the facilities in each room here: http://www.uq.edu.au/teachingspace/ (use the search function at the bottom of the page, and click on the room number to view details).

Other teaching spaces and conference rooms are managed by the Faculty. Information on how to make bookings for these rooms is found on http://bookings.eait.uq.edu.au.

To book a room, please email timetables@eait.uq.edu.au and include information on the date, time, room size room type and room features required.

Class timetabling
Class timetables are published to students in November for Semester 1 in the following year and in May for Semester 2.

Timetable information for courses can be located at www.sinet.uq.edu.au > Menu > Guest Links > Course & Timetable Info.

The Examination Timetable is also published online, see the ‘Important Information’ box on the right hand side of the page. ‘Exam Timetables’ will appear here when the timetable is released.

Timeframe for class scheduling
The Faculty’s timetabling staff contact course coordinators well in advance to determine requirements for teaching. It is important to respond to requests for information promptly so that you are able to access required facilities and rooms for teaching. The BE timetable is complex and the timetable staff work to ensure that there are no clashes between the major courses. This may place some limitations on teaching times.

Information required for timetabling
Course coordinators should use the following checklist to ensure relevant information is considered prior to working on the timetable:

- Estimate realistic enrolment numbers for each course  (note that this is done in August/September annually as part of the budget cycle)
- Determine the contact hours and class type/s
- Identify ‘week patterns’ (e.g. tutorials and practicals might not meet in week 1; practicals might be scheduled over a few weeks to accommodate students, lectures might be in alternate weeks, etc)
- Identify required room attributes (e.g. internet access, DVD, visualiser, etc.). To view room attributes in central teaching rooms, go to http://www.uq.edu.au/teachingspace/
**Enrolment estimates**

The best place to start is with the last few years’ enrolment trend for the course which is provided with the template for the next year’s budget. These numbers are refined at divisional meetings and reviewed by the Head of School prior to submission to the Faculty. Enrolments not only drive room size requests but are also used to request the number of demonstrator hours required for the course.

**Contact hours and class types**

Contact hours are the number of hours of ‘face to face’ meetings with students per week. Class types describe the way these ‘face to face’ meetings occur, viz -

- **C** General Contact — group learning situation (not otherwise classified below)
- **F** Fieldwork — field trip/s, etc.
- **I** IT (Computing) session — usually in a computer training room or studio
- **L** Lecture — presentation to a class, often in an auditorium or theatre, of core course material
- **P** Practical — laboratory work
- **S** Seminar — presentation with opportunities for discussion and interaction
- **T** Tutorial — small class environment characterised by discussion and peer interaction, often supplementary to lectures
- **W** Workshop — practical work with a creative emphasis or applied emphasis

Courses offered in the School generally have a combination of lectures (L), practicals (P) and tutorials (T). A few include field trips (F); these might be expressed as total number of hours for the semester rather than per week unless there are weekly field trips.

The course catalog lists the class type and contact hours per week using a combination of numbers and letters (e.g. 2L2P means a requirement to attend 2 hours of lectures and 2 hours practical work each week). This information must be consistent with the published timetable.

If you need to alter the class types and contact hours from what is listed in the course catalog, please email enquiries@mechmining.uq.edu.au.

**Week patterns**

When class sizes are large, there is often a requirement to offer multiple sessions. For example, if there are normally two lectures per week, both lectures may need to be repeated at another day/time to allow all students to attend. Occupational Health and Safety rules prohibit enrolments to exceed the official capacity of a lecture theatre.

There are usually several offerings of tutorials (T) and practicals (P) per week for each course as each session is usually attended by a subset of enrolled students. The timetables need to be constructed to allow all students to attend the required number of sessions. Some courses have complex schedules for practicals and these need to be displayed in the timetable, and sometimes detailed in the course profile, so students know when they are required to attend.

**Class sign on**

Where students have to choose between multiple sessions, the Faculty’s timetabling staff will arrange for students to sign-on electronically through mySI-net. This process allows students to select a specific practical or tutorial to attend on a first come, first served basis. This tool allows the
course coordinator to manage the number of students who can sign into a particular class. The system also produces an "attendance list" of those students who have signed on to a particular class.

**Roombookings**

For local room bookings (e.g. conference rooms), email enquiries@mechmining.uq.edu.au. You can check availability [here](#).

For central room bookings (e.g. lecture theatres)

- [Room information](#) (scroll to the bottom of the page, includes equipment and images)
- [Book online](#) yourself, or email bookings@eait.uq.edu.au. Any teaching related bookings should be sent to timetables@eait.uq.edu.au.

**Equipment**

- [Equipment](#) (e.g. laptops, data projectors) can be booked through shared Outlook calendars.
- Microphones and Laser pointers - The School has several microphones and laser pointers available for staff use in lectures. These can be borrowed from the School office (Frank White Building, level 2) and the Mansergh Shaw resource room (45-408). There is a register for recording the borrowing details.