



1. OVERVIEW

- 1.1. A timetable or schedule is a basic time-management tool to indicate intended tasks, events, or actions.
- 1.2. Preparing an efficient timetable at the beginning of an academic year is a challenge for the administration of every university.
- 1.3. Timetabling software is expected to assist in scheduling and assigning lectures, tutorials and other academic assignments.
- 1.4. A good timetable should establish a routine, pleasing to both lecturers and students and assists administrators to allocate limited resources to more appropriate needs.

2. TIME TABLING PROCEDURE

- 2.1. School to furnish and update related data necessary for course registration into the Oculus in academic week 9 to 10 as follows;
 - i. Courses offered for next semester;
 - ii. List of returning students;
 - iii. List of lecturers to assigned courses;
 - iv. Customized courses such as merged students, shared lecturer, shared venue, shared time, shared date, team-teaching, or combined lecture should be indicated;
 - v. Types of courses such as practical training, tutorial, lab works, or workshops should be specified.
 - vi. Programme structure set for the groups of returning students according to batches.
 - vii. Programme structure for new intakes according to door of entry (Foundation, Diploma, others)
- 2.2. System will be closed for updating and editing at the end of academic week 10. Head of Programme (HoP) to verify input for course registration in the Oculus as stated above.
- 2.3. Schools to appoint and assign Academic Advisors to manageable groups of returning students (e.g. 10 students) to supervise their course registration.
- 2.4. Students are solely responsible for courses registered. They may seek advice from AA regarding appropriate courses to register for the next semester. Approval by Academic Advisor (AA) is only needed for courses not listed in the structure. HoP and AA are only to advise students with issues on course registration.
- 2.5. AA to monitor students under their supervision to register courses within the specified period. The students will be reminded via a pop-up notice in the system during course registration, to confirm courses registered before they submit.
- 2.6. System will be opened to returning students for pre-course registration at the beginning of academic week 11, for a duration of 4 weeks (academic week 11 to end of week 14);
 - i. Returning students will be informed and are made compulsory to register courses online, with guidance from Academic Advisors assigned for them.
 - ii. Returning student can only register courses allocated for them by the lecturer according to the pre-set structure. The system will block any attempt to register non allocated courses. Student will be reminded to consult their Academic Advisor to justify their need to sit for the non-allocated course(s) and also regarding other issues such as pre-requisite requirements and number of credits in excess for that particular semester.
 - iii. Students who have been blocked access to course registration, will have to



- consult the Bursary.
- iv. Bursary to assist students being blocked by the system for unpaid dues upon request by students involved.
 - v. HoP may pre-register courses for new students using estimated number of students furnished by the Admission Unit within the stipulated period (revision and examination weeks).
- 2.7. Pre-course registration for returning students will be closed at the end of academic week 14. Late course registration may be approved later by the HoP only during the add-drop period in the new semester. Since the timetable has already been generated by then, courses added must follow the already set time table.
 - 2.8. HoP to furnish time-table constraints as approved by the Dean, to Time-table Administrators (Examination Unit) by end of examination week.
 - 2.9. Admission Unit to furnish estimated number of new intakes according to programmes and door of entry (Foundation, Diploma, others) to School and Time-table Administrators (Examination Unit), by end of examination week.
 - 2.10. After pre-course registration period is closed, timetable administrators will do the following;
 - i. Check, analyse, and compile data entered into the system;
 - ii. Generate timetable based on;
 - a. School data such as;
 - Courses offered for next semester (with assigned venues) including any merged courses (if any).
 - List of returning students and list of lecturers to assigned courses
 - Programme structure for returning students according to batches.
 - Programme structure for new intakes according to door of entry (Foundation, Diploma, etc)
 - b. Imported student enrolment data from the Oculus;
 - c. Pre-course registration record;
 - d. Estimated number of new intakes from Admission Unit.
 - e. Time-table constraints such as;
 - Class to venue compulsory requirement (laboratory, studio, workshop, etc.)
 - Class to time specification as approved by the Management (e.g. UCS courses)
 - iii. Release 1st draft of master timetable to HoPs for review and feedback;
 - iv. Receive correction/feedback from School (HoP) for editing;
 - v. Release 2nd draft of master timetable to HoPs for review and feedback. 2nd draft is expected to reflect the actual master timetable to be released by end of semester break. (drafts will be generated as needed)
 - vi. Receive actual data on course registration for new intakes during the Registration & Orientation week.
 - vii. Receive examination results from UBE for failures that may affect registration of specific courses needing pre-requisites.
 - 2.11. Master timetable will be updated with the inclusion of new student intake record and examination results data.
 - 2.12. Completed master timetable will be released by end of registration & orientation week.
 - 2.13. A completed and finalized timetable will NOT be further edited. Any need for additional course registration (including add-drop period) will have to follow and conform to the set



timetable.

3. CONDITIONS

- 3.1. To ensure a smooth time-tabling process, conditions stated below should be closely adhered to;
- i. Data for course registration (in para 1) should be clearly and completely furnished.
 - ii. Academic Advisors must monitor to ensure that students under their supervision register courses online within the stipulated period.
 - iii. Academic Advisors must ensure that the students register courses allocated for them in the pre-set structure or appropriate other courses when consulted.
 - iv. Finance Department should assist to unblock students who have been barred for financial reasons to access the system. (subject to Finance's procedure)
 - vi. HoP is encouraged to pre-register courses for new students using estimated number of students furnished by the Admission Unit.
 - vii. Time-table constraint should be justified and limited to essential or unavoidable requirement or circumstance such as course-lab or course-studio requirements. Dean is responsible to approve constraints.
 - viii. Finalized and completed timetable will NOT be edited. Late course registration may be approved later by the HoP during the add-drop period but must conform to the generated/set timetable.

4. DECLARATION

- 4.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of the timetable management and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 4.2. Subject to the approval of the Management, these guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the timetable management.