ACADEMIC & STUDENT OPERATIONS
COURSE OFFICE

BRITISH
UNIVERSITY
VIETNAM
BUV

MASTER TIMETABLE PROCEDURE

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

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1. PURPOSE

This Procedure has been developed to support British University Vietnam's Academic & Student Operation Department & Course Office to create and manage Master timetable. This documentation will provide a formal standardised and repeatable process with clear timelines for departments of Academic & Student Operation Department.

2. SCOPE

The procedure documented in this Procedure encompasses the process of generating & collecting data to input & create a Master timetable at the beginning of each semester. The procedure also consists of the process of approving and distributing Master timetable to relevant stakeholders within BUV.
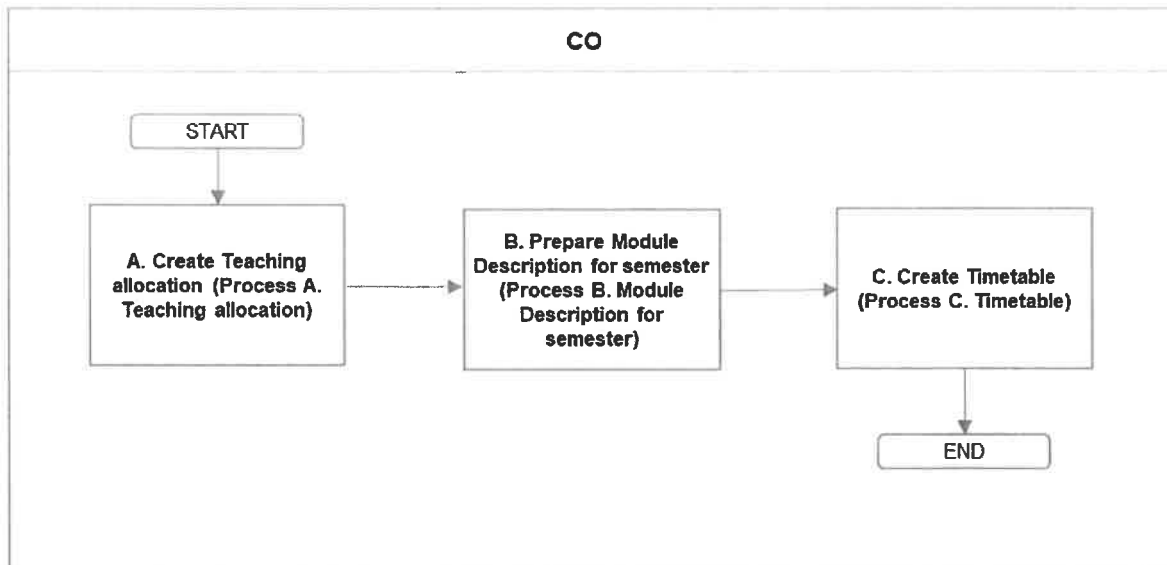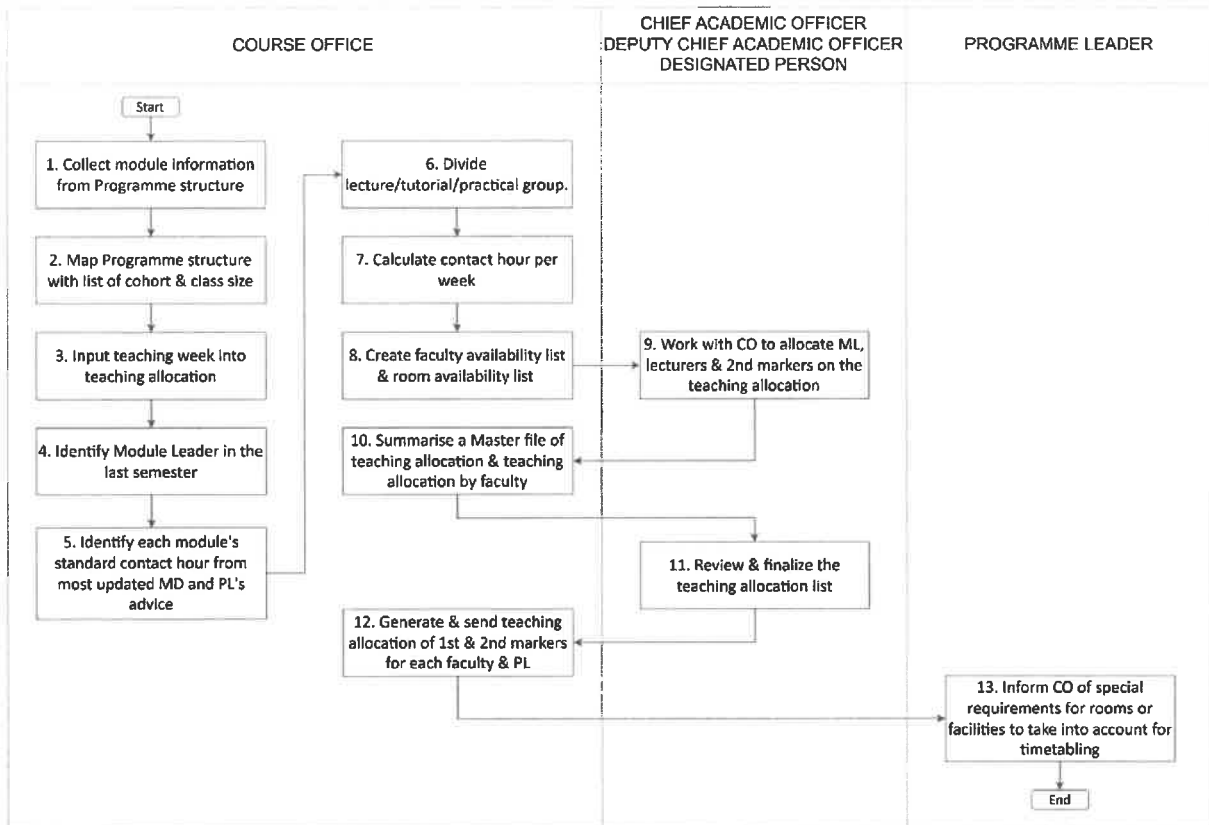
3. DEFINITIONS

a. Abbreviations

Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
CO	Course Office
MD	Module Descriptor

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4. PROCEDURES

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                    │  START   │
                    └────┬─────┘
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┌──────────────────┐   ┌──────────────────────┐   ┌──────────────────┐
│ A. Create        │   │ B. Prepare Module    │   │ C. Create        │
│ Teaching         │   │ Description for      │   │ Timetable        │
│ allocation       │──▶│ semester (Process B. │──▶│ (Process C.      │
│ (Process A.      │   │ Module Description   │   │ Timetable)       │
│ Teaching         │   │ for semester)        │   │                  │
│ allocation)      │   │                      │   │                  │
└──────────────────┘   └──────────────────────┘   └────────┬─────────┘
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                                                     │   END    │
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a. Teaching allocation
i. Flowchart

ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1	Collect module information from Programme structure Collect the Programme structure on shared drive, collect module name, module code, credits & teaching block.	4 working hour(s)	Module name, module code, credits & teaching block	CO
2	Map Programme structure with list of cohort & class size - For continuing students, collect from CO in	2 working hour(s)	Teaching allocation with module name, module code, credits & teaching block; list of cohort & class size, mapping table	CO

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	charged of Student list For new students, collect from Admission			
3	Input teaching week into teaching allocation Collect teaching week information based on Academic Calendar & put on teaching allocation.	1 working hour(s)	Teaching allocation with teaching week	CO
4	Identify Module Leader in the last semester Collect data about ML of last semester from last semester teaching allocation.	2 working hour(s)	ML data of last semester	CO
5	Identify each module's standard contact hour from most updated MD and PL's advice	4 working hour(s)	Standard contact hour	CO
6	Divide lecture/tutorial/practical group - Lecture: divide groups if class size is over 250 students - Tutorial: 25 students/group Practical group: up to PL's advice.	2 working hour(s)	Lecture/ tutorial/ practical group	CO
7	Calculate contact hour per week	2 working hour(s)	Contact hour per week	CO
8	Create faculty availability list (from DCAO) & room availability list (from AM).	2 working hour(s)	Faculty availability list & Room availability list	CO
9	Work with CO to allocate ML, lecturers & 2nd markers on the teaching allocation	16 working hour(s)	Teaching allocation with ML, lecturers & 2nd marker	CAO/ DCAO, CO
10	Summarise a Master file of teaching allocation &	8 working hour(s)	Master file of teaching allocation & teaching allocation by faculty	CO

* **Master Timetable Procedure**

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|				
	teaching allocation by faculty			
11	Review & finalize the teaching allocation list	16 working hour(s)	Finalised teaching allocation list	CAO/DCAO Designated person
12	Generate & send teaching allocation of 1st & 2nd markers for each faculty & PL	8 working hour(s)	Teaching allocation emails to faculties	CO
13	Inform CO of special requirements for rooms or facilities to consider for timetabling	Deadline		

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b. Module descriptor for semester
i. Flowchart

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                    Start
                      │
                      ▼
1. Collect MD of each semester          2. Check MD with SU
from SU website and put into a  ──────►
          folder                                 │
                                                 ▼
4. Send                          3. Send MD for semester to
MD by programme to PL    ◄──────  DCAO / designated person. Copy
                                  LRC for book ordering
        │
        ▼
5. Generate & send MD by
faculty to each faculty based on  ──────►   End
the 1st marker & 2nd marker list
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ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1	Collect MD of each semester by programme into a folder.	2 working hour(s)	Folder of MD of each semester	CO
2	Check MD with SU. Send collected MD to SU to confirm updated versions according to the timeline below: In July, confirm MD for modules in Teaching Block 1 (Oct & Jan semester) In January, confirm MD for modules in Teaching Block 2 (April & July semester)		Most updated MD confirmed	CO
3	Send MD for semester to DCAO, copy LRC for book ordering.	1 working hour(s)	MD by semester email to DCAO	CO
4	Send MD by programme to PL.	1 working hour(s)	MD by programme email to PL	CO
5	Generate & send MD by faculty to each faculty based on the 1st marker & 2nd marker list.	8 working hour(s)	MD by faculty email to faculty	CO

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c. Timetable
i. Flowchart
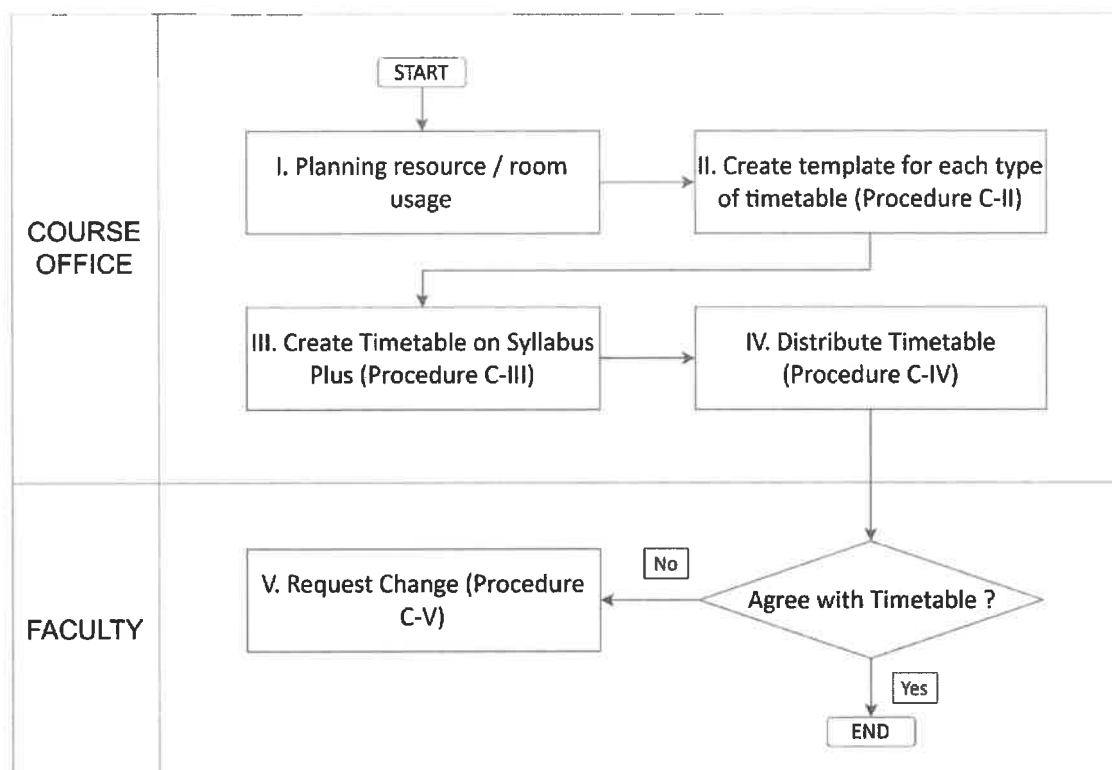
ii. Roles & responsibilities

Step#	Process Activities	Turnaround time	Output	PIC
I	Planning resource/room usage: - From TC (IELTS courses) - From SE (extra curriculum classes & SE activities) - EO (Exam week) - Other ACA activities	6 working hour(s)	Resource/room usage data from all departments	CO
II	Create template for each type of timetable (refer to Process C-II)	Deadline	Template for each type of timetable	CO
III	Create Timetable on Syllabus Plus (Process C-III)		Timetable on Syllabus Plus	CO
IV	Distribute Timetable (Process C-IV)		Timetable distribution email	CO
	Agree with Timetable - If Yes, process ends. - If No, go to [V]			Faculty
V	Request change (Process C-V)			Faculty

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c – II: Create template for each type of timetable
i. Flowchart
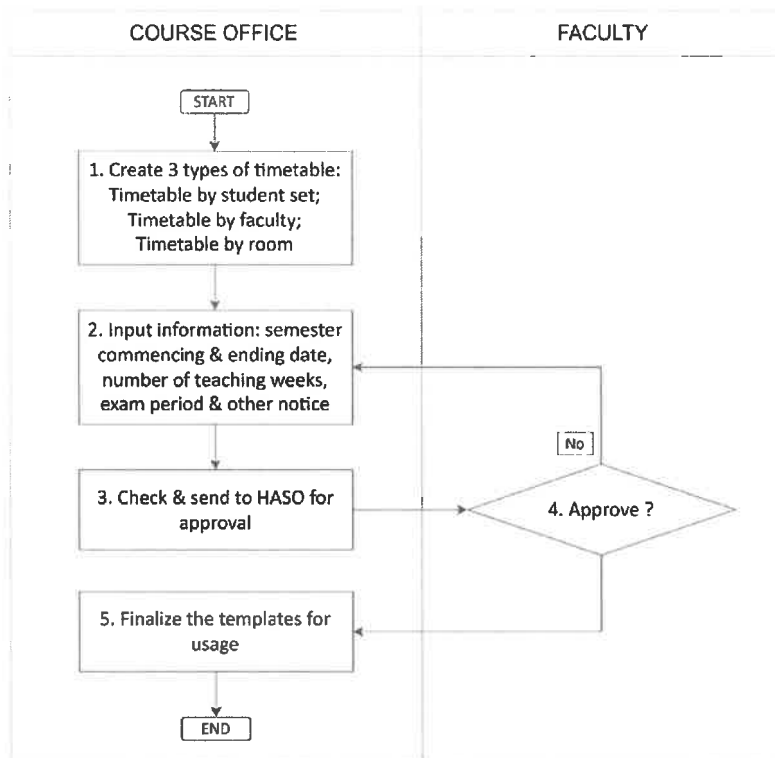
ii. Roles & Responsibilities

Step#	Process Activities	Turnaround time	Output	PIC
1	Create 3 types of timetable: Timetable by student set; Timetable by faculty & Timetable by room.	2 working hour(s)	Timetable templates by student set; by faculty & by room.	CO
2	Input information: commencing date & ending date of semester, number of teaching weeks, exam periods, notice including days off, public holidays & make-up days.	2 working hour(s)	Timetable templates with input information	CO
3	Check & send to HASO for approval.	1 working hour(s)	Finalised Timetable templates	CO
4	HASO approve timetable template. - If Yes, process ends. - If No, go to [5]	1 working hour(s)		HASO
5	Finalise the templates for later usage	1 working hour(s)	Approved Timetable templates	CO

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c – III: Create template for each type of timetable
i. Flowchart

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                    ┌─────────┐
                    │  START  │
                    └─────────┘
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                         ▼
   ┌──────────────────────────────┐     ┌──────────────────────┐
   │ 1. Resource data management  │     │  2. Course planning   │
   │ a. Create teaching week &    │     │      a. Module        │
   │    study time for each       │ ──► │    b. Student set      │
   │    programme                 │     │     c. Template        │
   │ b. Update list of location   │     │     d. Timetable       │
   │ c. Update list of faculty    │     └──────────────────────┘
   └──────────────────────────────┘                │
                                                    ▼
                                               ┌────────┐
                                               │  END   │
                                               └────────┘
```

ii. Roles & Responsibilities

Step#	Process Activities	Turnaround time	Output	PIC

1	Resources data management
	   a. Create teaching week & study time for each programme
	   b. Update list of location
	   c. Update list of faculty
		3 working hour(s)	Resources data with teaching week, study time, location & faculty	CO

2	Course planning			CO
2a	Module: - Create module & relevant class type (lecture/tutorial/practical), duration, class size, teaching week & study time. - Allocate location requirement & faculty to each module.	16 working hour(s)	Module data on Syllabus Plus	
2b	Student set: - Based on the number of students of each cohort, divide into student set. Each set has 25 students. - Mapping student set with module. - Set up study time & teaching weeks for each student set. - Set rules (break time between slots (1-2hours) & maximum hours per day (4 hours/day except for IHM, CCP, UoL);	16 working hour(s)	Student set data on Syllabus Plus	

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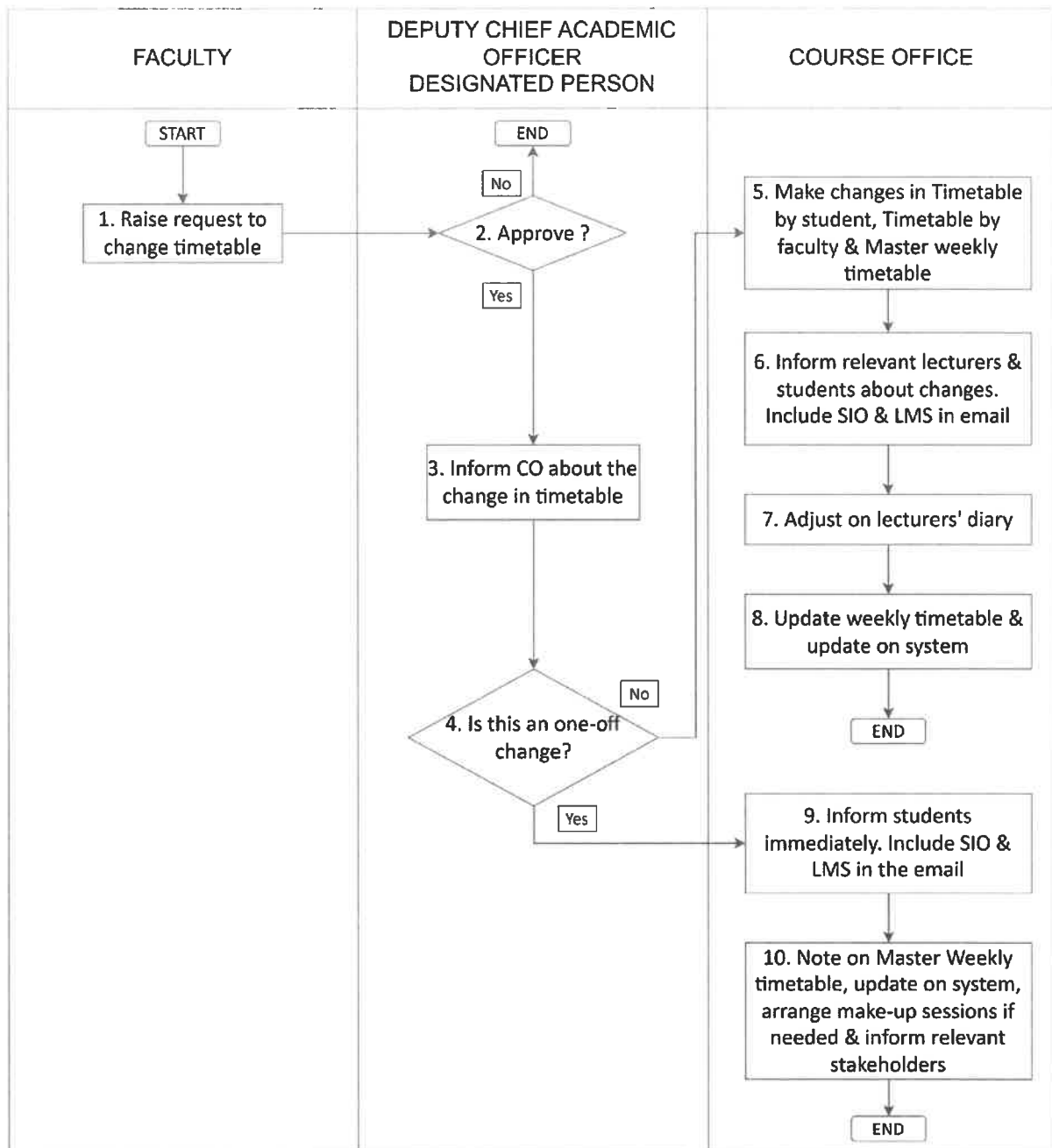|				
	minimum hours per day, early start / late finish.			
2c	Template: - Create activities for each template (lecture/tutorial/practical). - Number of activities based on number of student (with lecture) & number of student set (with tutorial/practical). - Allocate activities to student set.	16 working hour(s)	Template data on Syllabus Plus	
2d	Timetable - Based on the timetable generated by Syllabus Plus, coordinate the timetable appropriately. - Priority order: study time requirement, room requirement (room size/class size/lab), faculty requirement (especially part time & visiting lecturers) & normal classes. - Follow rules: No overlap in study time (of both students & lecturers), room allocation, break time.	80 working hour(s)	Timetable on Syllabus Plus	

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c – IV: Timetable distribution
i. Flowchart

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START

1. Export from Syllabus Plus 3 types of timetable: by student set, by faculty & by room

2. Put exported data to template & format files. Send to CAO / DCAO / DP for approval

4. Convert excel timetable files to PDF and send out to Faculty. Set timetable to faculty's diary.

5. Allocate students to each student set

6. Convert excel timetable files to PDF and send out to students & parents

7. Print out Timetable by rooms & put in front of each classroom.

8. Generate a Master Timetable by week for daily management of classes

9. Send weekly timetable to AM & IT for support every week

10. Upload timetable & student set info on system for attendance management & assign to each student profile.

END

CAO / DCAO / DESIGNATED PERSON

3. Approve ?
No
Yes

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ii. Roles & Responsibilities

Step#	Process Activities	Turnaround time	Output	PIC
1	Export from Syllabus Plus 3 types of timetable: by student set; by faculty & by room	2 working hour(s)	Exported Timetables by student set; by faculty & by room	CO
2	Put exported data to template & format files. Print out & report to CAO/DCAO for approval	40 working hour(s)	Formatted Timetables	CO
3	CAO/DCAO approve? - If No, go to [2] - If Yes, go to [4]	16 working hour(s)		CAO/ DCAO
4	Convert excel Timetable files to pdf and send out to faculty. Set timetable to faculty's diary.	24 working hour(s)	Pdf Timetable files to faculty Faculty's diary	CO
5	Allocate students to each student set		Student allocated to set	CO
6	Convert excel Timetable files to pdf and send out to students & parents.	8 working hour(s)	Pdf Timetable files to students & parents	CO
7	Print out Timetable by rooms & put in front of each classroom.	1 working hour(s)	Timetable by rooms in front of each classroom	CO
8	Generate a Master Timetable by weeks for daily management of classes.	8 working hour(s)	Master Timetable by weeks	CO
9	Send weekly timetable to AM & IT for support every week. Include ACA in email for information.	1 working hour(s)	Weekly timetable email to AM & IT for support	CO
10	Upload timetable & student set info on system for attendance management & assign to each student profile.	1 working hour(s)	Weekly timetable on SIMS	CO

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c -V: Request change
i. Flowchart

FACULTY	DEPUTY CHIEF ACADEMIC OFFICER DESIGNATED PERSON	COURSE OFFICE

FACULTY

START

1. Raise request to change timetable

DEPUTY CHIEF ACADEMIC OFFICER DESIGNATED PERSON

END

No

2. Approve ?

Yes

3. Inform CO about the change in timetable

4. Is this an one-off change?

No

Yes

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5. Make changes in Timetable by student, Timetable by faculty & Master weekly timetable

6. Inform relevant lecturers & students about changes. Include SIO & LMS in email

7. Adjust on lecturers' diary

8. Update weekly timetable & update on system

END

9. Inform students immediately. Include SIO & LMS in the email

10. Note on Master Weekly timetable, update on system, arrange make-up sessions if needed & inform relevant stakeholders

END

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ii. Roles & Responsibilities

Step#	Process Activities	Turnaround time	Output	PIC
1	Raise request to change timetable		Request email	Faculty
2	DCAO approve? - If No, process ends. - If Yes, go to [4]			CAO/ DCAO
3	Inform CO about the change timetable		Email informs CO	CAO/ DCAO
4	Is this an one-off change? If Yes, move to (9) If No, move to (10)			
5	CO to make changes in Timetable by student, Timetable by faculty & Master weekly timetable.	16 working hours	Revised Timetable by student, Timetable by faculty & Master weekly timetable.	CO
6	CO to inform relevant lecturers & students about changes. Include SIO & LMS when informing students.		Email informs lecturers & students	CO
7	CO to adjust on lecturers' diary.		Revised lecturers' diary	CO
8	CO to update Weekly timetable & update on SIMS. Inform AM & IT, include ACA in email for information.		Revised Weekly timetable email to AM & IT	CO
9	CO to inform students immediately. Include SIO & LMS when informing students.	Immediately after receiving the class cancelation notice	Email informs students	CO
10	Note on Master Weekly timetable, update on system, arrange make-up sessions if needed & inform relevant stakeholders	2 working hours	Note on Master weekly timetable	CO

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5. APPROVALS

a. Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.

b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.

c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Agreed by	Approved by
6/12/22	*6/12/22*	*6/12/2022*	*7/12/22*	*7/12/22*
Tran Duc Trung	**Hoang Phuong Yen**	**Ta Ha Lan**	**Tony Summers**	**Christopher Jeffery**
Academic Compliance Manager	Admissions & Course Office Manager	Head of Academic and Student Operations	Deputy Chief Academic Officer	Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)

7. REFERENCES

Document Ref	Document Title
11/2022/CO/BUV-ASO	IFP & UoL Module Selection Procedure

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