



UNIVERSITY ACADEMIC SCHEDULING PROCEDURES

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Web version

<https://vinuniversity.sharepoint.com/sites/RegulationsandPolicies/SitePages/University-Academic-Scheduling-Procedures.aspx>

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1. Purpose

This procedure aims at achieving conflict-free schedules for students and faculty and efficient use of classroom resources that require adherence to faculty-endorsed standard meeting days and times; distributing classes efficiently across scheduling blocks and promoting appropriate classroom utilization.

2. Scope

Applicable to all undergraduate classes on the VinUni campus during the regular semesters.

3. Procedural Principles

The following procedural principles apply:

- a. Ensure that students have as much flexibility as possible in developing their schedules so that they can access the full range of educational opportunities offered by the university;
- b. Reduce barriers associated with class meeting patterns and time-of-day conflicts;
- c. Distribute classes evenly throughout the day, thus providing the greatest possible number of non-conflicting time patterns;
- d. Promote fair and efficient support of institutional resources, including classroom facilities, equipment, technical support staff, and administrative staff associated with scheduling activities.
- e. Exceptions to the defined principles should not be granted only based on individual faculty teaching preferences or prior historical scheduling practices. Any exception granted should be closely tailored to preserve the ability of students to schedule their courses without unnecessary conflicts, and to ensure good use of university resources.

4. Procedural Statements

a. Standard Meeting Days and Times

The University has established standard meeting days and times, including defining standard class durations by day of the week, class start and end times by day of the week, and periods of free time for formal undergraduate classes. Specifically:

- Classes should be scheduled to comply with the standard meeting days and times. Courses that deviate from the standard schedule will require the submission of explanations with valid reasons and pre-approval.
- All lectures will start at specified times and continue for durations of 50 Minutes, 75 Minutes, 110 Minutes, 150 Minutes, or 180 Minutes. To reduce conflicts, all classes must start at a standard time, classes may end early (e.g., a 75-minute class) but they cannot start early or late.
- All laboratories or similar exercises start at specified times and continue for a duration of a maximum of 3 hours. Faculty can break them down in shorter durations.
- On Monday, Tuesday, Wednesday, Thursday, and Friday the hours of 5:50 p.m. to 7:30 p.m., on Saturday after 12:05 p.m. shall be free from all formal undergraduate classes or laboratories (except for Physical Education).
- Ensure that normally students are taught for no more than 3 consecutive hours and no more than 3 classes per day. There will be a one-hour lunch break every day for lecturers and students.

b. Class Distribution

Undergraduate classes held on Mondays (M), Tuesdays (T), Wednesdays (W), Thursdays (R), or Fridays (F) that meet between 9:00 a.m. and 5:25 p.m. shall distribute enrollment across four blocks of time. There are no distribution guidelines for Monday and Wednesday evening classes.

| Block | Class Enrollment Distribution | Classes that start at |
|-------|-------------------------------|---|
| 1 | At least 20% | 9:00 a.m. |
| 2 | No more than 30% | 10:15 a.m.; 11:15 a.m.; or 11:40 a.m. |
| 3 | No more than 30% | 1:30 p.m. |
| 4 | At least 20% | 2:00 p.m.; 2:30 p.m.; 2:55 p.m.; or 3:35 p.m. |

Classes are held in classrooms; meeting rooms are included in the class distribution objective. Laboratory classes are exempt.

c. Class Utilization¹

The seat utilization goal is 65%. Seat utilization is the average percentage of seats occupied in the classroom when the class is in use. The time utilization goal is 71%. The percentage of time utilization is calculated by dividing the total hours a classroom is scheduled by the total hours the classroom was available.

Time utilization % = total hours a classroom is scheduled ÷ total hours classroom was available.

The objective applies to classes held in classrooms, meeting rooms, and assembly areas are included in the class distribution objective. Laboratory classes are exempt.

d. Class Scheduling Order

The Office of Planning and University Registrar shall schedule classes into classrooms in the following order:

- The largest classes will be scheduled first regardless of their meeting pattern.
- The remaining general education classes will be scheduled next.
- The remainder of classes will be scheduled based on expected enrollment (largest to smallest) and the weekly meeting frequency (three or more meetings vs. fewer than three meetings)
- Classes approved to meet at non-standard days and/or times will be scheduled last. **Any non-standard schedules must be approved by other colleges if they overlap with others. This should be approved before the semester's instruction begins.**
- Any exception to the above, other than those for evening preliminary examinations, will require the permission of the Dean **and agreement from all affected Deans.** All such exceptions must include the provision of special arrangements for the students for whom conflicts are generated.

e. Monitoring and Reporting

Adjustments to the teaching schedule **and instructor's assignment** should be maintained to a minimum, and proposed changes or cancellations should be communicated to the Office of University Registrar at least two (02) working days in advance by the instructor or the teaching assistant on behalf of the instructor. Mid-semester changes to the teaching schedule **and instructor's assignment** will be examined and approved **by the Provost (or a Designee)** on a case-by-case basis.

The Office of University Registrar will make scheduling effectiveness reports to monitor adherence to the standard meeting patterns, classroom utilization, and class distribution objectives and thereby assist the responsible units with compliance. The report will be provided after the end of each semester to Faculties and Colleges.

5. Roles and Responsibilities

| Department | Responsibilities |
|------------------------------------|---|
| The Office of University Registrar | - Guide in interpreting and implementing University scheduling policies and procedures - Consolidate the College's timetable and advise the suitable schedule/ venues - Make final decision on the Semester timetable |
| College Person-in-charge | - Collect scheduling order requirements from College's Faculty and prepare College's semester timetable |
| Instructor | - Make requests for class meeting patterns/time/classroom assignment in alignment with the course pedagogy - Review and confirm the final course's schedule/arrangements |

¹ Benchmark: [University of Minnesota](http://www.umn.edu)

| | |
|--------------------|---|
| Dean (or Designee) | <ul style="list-style-type: none"> - Determine the course offerings in the semester and confirm the final inputs of schedule information. - Validate the College’s scheduling proposal and approve exceptions |
|--------------------|---|

6. Abbreviations and Definitions:

| Term | Definition |
|---------------------------------|---|
| Academic unit | A faculty or college that offers classes. |
| Class Scheduling Order | the process of running an algorithm to place classes in the most appropriate space. |
| Courses of Study | The official University catalog or bulleting for a given academic year. The Courses of Study includes courses, programs of study, and University and college policies. Published each year by the Office of the University Registrar |
| Standard meeting days and times | The faculty-approved class meetings start and end times and days of the week on which classes may be taught as published in the Courses of Study |
| Class meeting patterns | The meeting blocks are listed by duration and the number of times the class meets per week to minimize student schedule conflicts and overlap of courses, and to ensure maximum utilization of classrooms, it is expected that all classes follow the University's standard-class meeting patterns. |
| Class Enrollment Distribution | distribution of students enrolled in class for blocks of time |

7. Related Documents and Forms

- [Academic Regulations \(Article 5\)](#)
- [Template 1: Semester Courses of Instruction and Class Timetable](#)
- Appendix 1: Standard Meeting Days and Times Table
- Appendix 2: Workflow for academic scheduling

Appendix 1: Standard Meeting Days and Timetable

The standard class meeting patterns listed below are valid effective Spring 2022. Class meeting patterns are listed by duration and the number of times the class meets per week: 50 Minutes, 75 Minutes, 110 Minutes, 150 Minutes, and 180 Minutes.

50 Minute Periods

| Start | End | 3 Meetings | 2 Meetings | 1 Meeting |
|---------|---------|------------|------------|---------------|
| 9:00am | 09:50am | MWF | MW, TR | M, T, W, R, F |
| 10:05am | 10:55am | MWF | MW, TR | M, T, W, R, F |
| 11:10am | 12:00pm | MWF | MW, TR | M, T, W, R, F |
| 12:15pm | 1:05pm | MWF | MW, TR | M, T, W, R, F |
| 1:20pm | 2:10pm | MWF | MW, TR | M, T, W, R, F |
| 2:25pm | 3:15pm | MWF | MW, TR | M, T, W, R, F |
| 3:30pm | 4:20pm | MWF | MW, TR | M, T, W, R, F |

75 Minute Periods (1 hour & 15 Minutes)

| Start | End | 3 Meetings | 2 Meetings | 1 Meeting |
|---------|---------|------------|------------|---------------|
| 9:00am | 10:15am | – | MW, TR | M, T, W, R, F |
| 10:30am | 11:45am | – | MW, TR | M, T, W, R, F |
| 12:00pm | 1:15pm | – | MW, TR | M, T, W, R, F |
| 1:30pm | 3:15pm | – | MW, TR | M, T, W, R, F |
| 3:30pm | 4:45pm | – | MW, TR | M, T, W, R, F |

110 Minute Periods (1 hour & 50 Minutes)

| Start | End | 3 Meetings | 2 Meetings | 1 Meeting |
|---------|---------|------------|------------|---------------|
| 9:00am | 10:50am | – | MW, TR | M, T, W, R, F |
| 11:05am | 12:55pm | – | MW, TR | M, T, W, R, F |
| 1:10pm | 3:00pm | – | MW, TR | M, T, W, R, F |
| 3:15pm | 5:05pm | – | MW, TR | M, T, W, R, F |

150 Minute Periods (2 Hours & 30 Minutes)

| Start | End | 3 Meetings | 2 Meetings | 1 Meeting |
|---------|--------|------------|------------|---------------|
| 10:30am | 1:00pm | – | – | M, T, W, R, F |
| 1:30pm | 4:00pm | – | – | M, T, W, R, F |

180 Minute Periods (3 Hours)

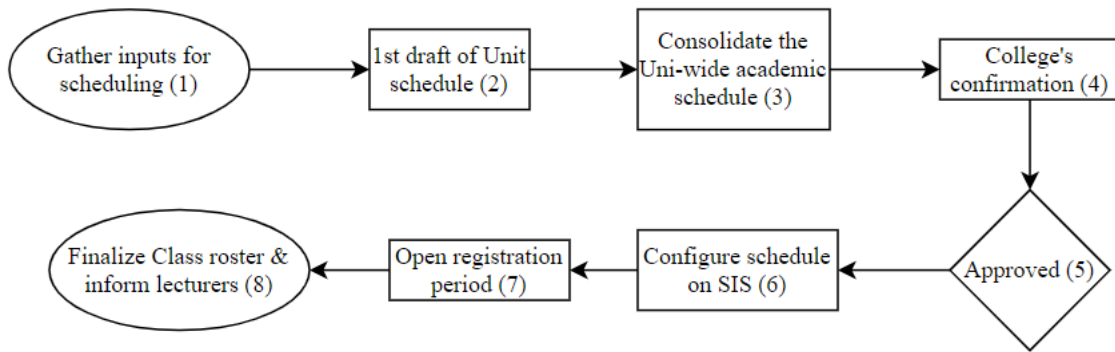
| Start | End | 3 Meetings | 2 Meetings | 1 Meeting |
|---------|--------|------------|------------|---------------|
| 10:05am | 1:05pm | – | – | M, T, W, R, F |
| 1:30pm | 4:30pm | – | – | M, T, W, R, F |

Note:

- Other evening academic activities commencing at or after 7:30 p.m. are not allowed *except Healthy Lifestyle (Physical activities)*.
- 15 minutes between classes
- More than one-time block may be used for one class on MWF or TR. However, no more than two-time blocks may be used.
- Following standard set scheduling patterns with compatible start and ending times, the overall schedule fits together with less conflict in a consistent and equitable manner.

- 9:00 a.m. is official start time across all university classrooms

Appendix 2: Workflow for academic scheduling



(*) Unit means College/Faculty.

| Step | Requirements | PIC | Timeline |
|------|--|--------------------------------|--|
| 1 | Collect preferences in order to place classes in the appropriate way for each unit | Academic Assistant/ Faculty | Week 08 of the previous Semester |
| 2 | College's 1 st draft of class schedule | Academic Assistant | Week 10 of the previous Semester |
| 3 | Preliminary check and consolidate the Uni-wide academic schedule | Registrar | W 11 of the previous Semester |
| 4 | College's faculty adjust the schedule (if needed) and confirm the final | Faculty | W 12 of the previous Semester |
| 5 | Approve the final schedule and class rooming assignments | Head of Registrar | W 13 of the previous Semester |
| 6 | Configure the schedule on SIS for online registration | Registrar | W13 of the previous Semester |
| 7 | The registration period starts, students add courses to their semester plan | Students | 2 weeks before the new semester starts |
| 8 | Send the class roster to the faculty | Registrar | 1 day after the registration ends |

Note:

- VinUniversity schedule of classes is published approximately two weeks prior to the enrollment period, to provide students with accurate information when creating their schedules.
- Unit Preferences will be reviewed by the Office of University Registrar and units on a regular basis, and the resulting configurations will be informed to all units.