



Academic Calendar, Timetable and Schedule Policy

Effective Date: 2026.06.22

Last Reviewed: 2025.05.10

Version: v4.1 2026.06.11

1. Purpose

The purpose of this policy is to outline the principles relating to the academic calendar, teaching periods and timetabling/scheduling across Alphacrucis University College (AC) delivery sites.

2. Scope

This policy applies to all Higher Education (HE) and Vocational Education and Training (VET) courses.

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **Academic Calendar:** A structured schedule outlining key academic events, teaching periods, semesters, terms and breaks across the academic year.
- 3.2. **Semester (HE):** A defined teaching period, usually comprising 13 weeks with an additional two week break (please note, the School of Education semester includes an additional 4 weeks of placement per semester).
- 3.3. **Summer School (HE):** An optional teaching period offered over the summer period.
- 3.4. **Term (VET):** A 10-week period dedicated to teaching activities for VET courses.
- 3.5. **Timetable (HE)/Training and Assessment Schedule (TAS) (VET):** A published schedule that outlines the times, dates, and locations for classes, ensuring the effective use of teaching resources and timely student progression.
- 3.6. **Intensive Mode:** A condensed form of delivery where course content is delivered in a shorter, concentrated time period.
- 3.7. **Extensive:** Teaching days spread across a semester. This allows for students to complete readings, reflection and assessment and prepare for in-class activities between classes.
- 3.8. **Core Subject:** A compulsory subject within a course of study, given priority in timetabling and space allocation.
- 3.9. **Elective Subject:** A non-compulsory subject, generally given lower priority in timetabling and space allocation.
- 3.10. **Ad-hoc Booking:** A non-scheduled or informal use of teaching space, which does not take precedence over scheduled classes.

4. Policy Statement

4.1. Academic Calendar and Teaching Periods

- 4.1.1. The AC Academic Calendar comprises four VET terms, and two HE semesters per year as well as an optional Summer School. Term and semester dates may vary across Schools and Departments.
- 4.1.2. For Higher Education (HE), a semester usually comprises either 13 teaching weeks or 12 weeks of teaching plus 1 week of exams. The School of Education semester compromises 12 weeks of teaching plus 4 weeks of work placement.
- 4.1.3. For VET, a term is a teaching period that comprises of 10 weeks of teaching.
- 4.1.4. If the mode of delivery is via intensive or extensive, the overall teaching period remains 13 (HE)/10 (VET) weeks, within which the intensive/extensive teaching occurs.

4.2. Principles of Timetabling (HE)/Training and Assessment Schedule (TAS) (VET)



4.2.1. The principles of AC timetabling/scheduling include:

- a. produce and release timetables/schedules in a timely manner;
- b. maximise the appropriate use of AC's teaching faculty, resources and facilities;
- c. ensure that students can complete the required subjects to complete relevant courses of study in minimum time;
- d. upload timetables/schedules to the AC website 6 months in advance (ideally August–September every year);
- e. allocate appropriate breaks for staff and students, to include travel time, workload, research and other AC activities;
- f. appropriate and equitable allocation of faculty.

4.3. Teaching Space Allocations

4.3.1. Principles for teaching space allocation include:

- a. teaching spaces on each campus are usually made available for classes Monday to Friday, between 8am and 10pm;
- b. teaching spaces being utilised due to their specialised functions (e.g., online streaming) have priority over those classes not requiring these functions in the allocation schedule;
- c. larger classes have precedence over smaller classes;
- d. access for students with disabilities takes priority;
- e. core subjects are given a higher priority over elective subjects;
- f. scheduled bookings to take precedence over ad-hoc booking of teaching space. A class without a booking may be asked to leave.

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:

- 5.1. **Registrar:** The Registrar is responsible for overseeing the policy content and ensuring it is current and aligned with institutional and legislative requirements, and coordinating communication of policy revisions to stakeholders. They are also responsible for the development of the AC Annual Academic Calendar 1–2 years in advance. Additionally, the Registrar is responsible for amending the timetable/schedule in special circumstances (e.g., enrolment variation, faculty turnover, subject viability, safety risks, special needs) and consulting with key stakeholders before making changes.
- 5.2. **Quality Assurance Committee (QAC):** The QAC is responsible for ensuring the policy is implemented effectively across the institution.
- 5.3. **School Administration Staff:** School Administration Staff are responsible for coordinating with Program Directors (or equivalent) and Heads of School (or equivalent) on the development, approval, and distribution of timetables.
- 5.4. **Heads of School (HoS):** HoS are generally responsible for the development of timetables in consultation with the Registrar, Program Directors, Faculty, State Directors, and School Administration staff. They are responsible for reviewing and ensuring faculty workload is consistent with AC policy, and providing final approval of timetables.
- 5.5. **Facilities Manager (or State Director):** The Facilities Manager (or State Director) is responsible for allocating appropriate teaching spaces at each campus.

6. Procedures

6.1. Development, approval and distribution of timetables

6.1.1. Procedures for development, approval and distribution of timetables/schedules is as follows:

- a. School Administration staff coordinate the development, approval and distribution of timetables in active consultation with the Heads of School, Faculty, and State Directors.



It is the responsibility of the Department Heads and Program Directors (or equivalent) to sign-off with the Head of School the draft timetable before it is published.

- b. Heads of School review the workload of their faculty so that it is consistent with AC policy.
- c. Facilities Manager (or equivalent) allocates the appropriate teaching space at each campus.
- d. The relevant Head of School is responsible for final approval of timetables.

6.2. Timetable/Schedule Changes

6.2.1. No changes will be made to the timetable/schedule after Head of School approval unless there is:

- a. unexpected enrolment variation (enrolments lower or higher than normal);
- b. unexpected faculty change;
- c. subject is deemed no longer viable;
- d. a location is deemed a health and safety risk;
- e. adjustment to provide for students with special needs.

6.2.2. In such events, the Registrar (or Delegate) (after consultation with key stakeholders) may make amendments to the timetable/schedule.

6.3. Academic Calendar and Teaching Periods

6.3.1. The AC Annual Academic Calendar will be developed by the Registrar (or Delegate) 1–2 years in advance.

7. Responsible for Implementation

7.1. Registrar

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

- 8.1.1. Annual Academic Calendars;
- 8.1.2. Timetables.

8.2. Relevant Standards and Legislation

- 8.2.1. Higher Education Standards Framework: 1.1, 7.2;
- 8.2.2. Outcome Standards for Registered Training Organisations 2025: 1.8.

9. Review and Revision

This policy will be reviewed by the Registrar on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Quality Assurance Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

10. History of Approval and Amendments

Policy owner	Registrar
Policy category	Academic: Academic Administration
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Quality Assurance Committee



Approval Date	2026.06.22
Last Review Date	2025.05.10
History of Policy Amendments	
V1	Original Document
V2	Language revision required in light of the disbanding of Faculty Operations into School structures Reflect structural and personnel changes at AC Closed the gap between policy and procedure by assigning Approval of timetables to Heads of School
V3 2024.10.21	Policy owner reassigned to Registrar
V4 2025.05.10	Policy review, policy transferred to new policy template, roles and responsibilities and definitions added
V4.1 2026.06.11	Clarify terminology, separate VET and Higher Education timetabling, remove outdated references, updated language to ensure “term” is used consistently, feedback from Academic Board

Add a new row for each version of the policy. Do not remove previous changes.

- **Appendices**
N/A