

Summary Timetabling Parameters

This document should be read in conjunction with the [Timetabling and Room Booking Policy for Centrally Timetabled Space](#).

Please note that this Policy is currently under review and will be amended to reflect changes in the University's composition, campus locations and organisational structures following Incorporation. The parameters below are those applied to the production of the 2017-18 teaching timetable.

Ref	Parameter	Parameters for 2017-18
1	Day Start Time (FT)	UG - 9 am, PG - 8 am
2	Day End Time (FT)	UG - 6 pm Mon to Thurs * see note on Wednesday below; 5 pm Fri PG - 10 pm UG / PG - 6 pm Sat
3	Day Start Time (PT)	UG - 9 am Mon-Sat PG - 8 am - norm is 9 am
4	Day End Time (PT)	Mon - Fri 10 pm; Sat 6 pm
5	Lunch Time	1 hour between 12 pm - 3 pm
6	Half Day Wednesday (University Meetings, Clubs & Socs)	Where possible Wednesday afternoon will be free. *However, there are a number of programmes for which this is not possible.
7	Reading Week	Yes with the exception of some programmes
8	Class Start Time	On the hour (with some PGT exceptions)
9	Lecture Break	Not timetabled (changeover 10 mins)
10	Class Duration	All classes timetabled for 1 hour or multiples of 1 hour (including 10 minute changeover time)
11	Saturday Teaching	Yes
12	Evening Teaching	Yes
13	Sunday Teaching	Yes, occasional (PG)
14	Room Bookings	All room occupancy must be booked on the system.
15	Summer Schools	Yes
16	Max Scheduled Consecutive Hours for Staff	4 hours
17	Max Scheduled Consecutive Hours for Students	4 hours
18	Publication of Timetable for Staff	Web
19	Publication of Timetable for Students	Web by programme and by student in the case of the Bachelor of Education only.
20	Publication of Timetable by location	Web
21	Publication of Timetable by module	Web
22	External Bookings	Yes
23	Inter-campus travel Times - Staff	2 hours travel time

DCU Timetable 2017-18

Ref	Parameter	Parameters for 2017-18
24	Travel Times - Students	2 hours travel time is strongly recommended for all inter campus travel, however if this proves restrictive 1 hour may be necessary
25	Ownership of Space	None
26	Ownership of Process	Faculty responsible for teaching delivery, based on module ownership
27	Staff Availability	Full availability is assumed though part-time temporary staff may have restricted availability
28	Orientation / Open Days	Via Room Bookings
29	Graduation	17/18 no change in practice; lectures as normal
30	Induction / Teaching placement programmes	Accommodated
31	Disability Access	Staff and students accommodated
32	Max daily return trips for Staff (teaching only)	1
33	Max daily return trips for Student (classes only)	1
34	Schedule of evening/weekend building access	As currently

Revised: July 2017