

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE ACADEMIC TIMETABLE	Document No	QP 8.3
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1.0 Purpose

This procedure describes the process to prepare, approve, and disseminate academic timetable to teaching staff and students.

2.0 Scope

This procedure applies to all academic programmes.

3.0 Responsibilities

- 3.1 DOF/HOC
- 3.2 PC
- 3.3 Teaching staff
- 3.4 VC

4.0 Procedure

- 4.1 DOF/HOC shall conduct a briefing session (Week 7 of the semester) with their PCs on the courses to be offered for the following academic session.
- 4.2 The PCs shall recommend (by end of Week 8 of the semester) to the DOF/HOC suitable teaching staff for the courses to be offered for the following academic session.
- 4.3 The PCs shall assign suitable timeslot for their respective courses.
- 4.4 DOF/HOC shall review (Week 9 of the semester) the teaching staff assignment and course timetable proposal by the PC and make appropriate adjustment to optimise teaching resources.
- 4.5 DOF/HOC shall provide (Week 10 of the semester) the list of courses and teaching assignment for the following academic session to VC for approval.
- 4.6 PCs shall prepare (Week 11 of the semester) the approved timetable for teaching staff and students for their respective programmes.
- 4.7 The timetables for the following academic session are to be distributed to the lecturers and uploaded (by Week 12 of the semester) to the FCUC e-Learning Portal set up for the following academic session.

5.0 Definition

- 5.1 DOF refers to Dean of Faculty
- 5.2 HOC refers to Head of Centre
- 5.3 PC refers to Programme Coordinator
- 5.4 Teaching staff refers to Full-time / Part-time lecturers / Tutors
- 5.5 VC refers to Vice-Chancellor
- 5.6 Academic Session refers to the entire period of either a long semester (15/17 weeks) or a short semester (9 weeks). There are 3 academic sessions in a year; January, May and September.

6.0 Attachment

- QF 8.3.1 Faculty Master Timetable
- QF 8.3.2 Programme Timetable
- QF 8.3.3 Lecturer Timetable
- QF 8.3.4 Teaching Load Assignment

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- FC 8.3.1 Academic Timetable

7.0 Reference

- ISO 9001:2015