

## Policy Title: Timetabling

Policy Reference: A-AB-015  
Version: 3  
Person Responsible: Registrar

### 1. Policy Statement

Class scheduling/ timetabling and the allocation of teaching spaces are governed by fair and equitable principles that take into account the following parameters: institutional, course/class, student, staff and physical resources. Priorities are established by Bahrain Polytechnic, with educational issues being the highest in the allocation of resources. The implementation of this policy is subject to academic staff employment conditions and must ensure suitable academic quality standards.

### 2. Application

People:

- Academic staff
- Curriculum Unit
- Registry staff
- Facilities Department
- Security

Processes:

- Allocation of all teaching spaces (Generic classrooms, laboratories and workshops) teaching staff, and resources within Bahrain Polytechnic.
- The creation of the timetable / class schedules for all teaching periods and for all subsequent additions or alterations to approved course timetables.
- All ad-hoc room bookings for scheduled rooms.

### 3. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Requirements

#### 4. What is Expected:

- All documents required for planning the upcoming semester schedules, including all approved course descriptors & approved AQAC minutes will be provided by agreed timelines as stated in the policy Programme Approval A-AB-001.
- Classes will normally be scheduled from 8am to 9pm Sunday through Thursday.
- On approval of SMT, Classes courses or events may be scheduled on a Friday or Saturday.

The framework used to create class timetables is as follows, in order of importance:

- The production of an educationally sound timetable, taking into account the student profile.
- The production of accurate timetables produced in sufficient time to be used for planning by students.
- The production of an equitable class timetable across all programmes.
- The production of an equitable staff timetable.
- The most efficient use possible of resources and space.
- The production of a convenient staff timetable.
- Classes will not be permitted during times for students activities as agreed and approved by the senior management.

#### 5. Key Dates

First Approved:	10 December 2014 by BoT
This Version Approved:	24 June 2015 by BoT
Next Review Date:	4 years from this version approval date or as required

#### 6. Links and Related Documents

- Rules and Guidelines: Timetabling
- Procedure: Planning and Scheduling Timetables for a Teaching Period A-AB-015.01
- Procedure: Ad Hoc Room Booking A-AB-015.02
- Policy: Programme Approval A-AB-001