

Scheduling of timetable

The timetable information is provided for dual purposes:

- a) to consider what synchronous interactions will be scheduled, how often and where
- b) to provide information for administrative purposes to help with scheduling of venues and finalising the timetable.

Even if the timetable will not be arranged via the central timetables office, it is still important to consider how synchronous interactions with students (both online and on-campus) will be arranged, including considerations of the type of venue that will be needed.

When we provide information on scheduling the timetable we also have to consider the notional hours (time required from the average student) that are envisaged for this module. Remember to take into account that the scheduled contact time on the timetable, is only an indication of synchronous interactions with peers and lecturers (i.e. lectures, group discussions, etc.) and does not take other

Contact timetable

It is presumed that students enrolled for a contact module (and/or programme) are able to attend contact sessions on campus throughout the academic calendar. This implies lectures between 08:00 and 17:00, or, in the case of postgraduate students, some lectures can be scheduled after-hours. We have to be cognisant that the proposed timetable for the module should fit into the timetable for the rest of the programme; therefore the timetable for a module cannot be considered in isolation.

It is highly recommended that any proposed changes to the timetable of an existing module, or the proposed timetable for a new module be discussed with the Timetables office for confirmation, before the changes are tabled at the relevant approval structures.

The timetable should also be considered holistically, considering what "types" of contact will be required and also the learning spaces that will be required. This information will influence the way the learning opportunities within the module is designed.

For contact modules there are usually 3 types of activities and venues that are considered:

Lectures

Lectures can be presented in the traditional format or in a flipped classroom approach (or a combination of methods). It is important to consider (1) the number and (2) frequency of lectures as well as (3) the facilities required for said venue. For timetabling considerations we also have to indicate the size of the venue required.



<p>Tutorials</p>	<p>Tutorials are usually an opportunity to create learning opportunities in smaller groups. Learning can be facilitated by the lecturer him/herself or with the assistance of tutors. If tutorials are used, we have to consider</p> <ul style="list-style-type: none"> ○ how the tutorial can be offered to enable “deep learning” ○ what learning opportunities would be facilitated better in smaller groups ○ the facilities required (i.e. a small tutorial venue, a computer facility, etc.).
<p>Practicals</p>	<p>There are different types of practicals and the venue requirements for the practicals are usually closely linked to the purpose of the practical. For example a module in chemistry might need access to a laboratory for practical experiments, whereas a module in a medical field might require access to a hospital or clinic.</p>



Take note:

- *If you mention the use of tutorials and/practicals as a requirement for the timetable and for venues, the use of these learning opportunities and facilities must also reflect in your Teaching and Learning Strategy (Section 3) and, where applicable, the Workplace-based learning (Section 4) and Hybrid Learning Strategy (Section 5)*
- *Duration of Semester 1 is usually 14 weeks and the duration of Semester 2 is 13 weeks. However, the academic calendar for the Faculty of Medicine and Health Sciences and the Faculty of Military Sciences differs from the general calendar.*
- *One contact session is usually 50 minutes in duration. Should a “double period” be required, this must be clearly indicated for timetabling purposes*



Further consultation or contact persons

When considering the timetable for a new module or changes to the timetable for an existing module, it is imperative to consult with the **timetables office** to confirm whether the proposal could be considered according to the existing timetable for the programme(s) influenced by these changes. Should any potential clashes or other problems be identified, time would then be available to consult with the relevant role-players to find a solution or to reconsider the timetable for the module.

Please contact [Stefné Franken](#) for any timetable-related enquiries.





For example

Example A:

The following example is for a first semester undergraduate module that uses 2 lectures a week and 2 tutorials, with the tutorials to be scheduled in a computer venue.

2	Lectures	2	Tutorials	0	Practical
14	Number of weeks	14	Number of weeks	0	Number of weeks
Lecture Venue:		Tutorial Venue:		Practical Venue:	
Lecture venue with capacity for 300 students equipped with a data projector.		Double period tutorial to be scheduled in a computer venue		Not applicable	

Example B:

The following example is for a postgraduate year module at the Faculty of Medicine and Health Sciences, requiring 1 lecture a week and 10 practical hours in a hospital setting.

1	Lectures	0	Tutorials	10	Practical
16	Number of weeks	0	Number of weeks	16	Number of weeks
Lecture Venue:		Tutorial Venue:		Practical Venue:	
Small lecture venue or committee room. Capacity of 25.		NA		Students are required to complete 10 hours of practical training in Tygerberg hospital (or identified training facility) per week in the relevant ward for diagnostic and patient management care purposes.	

Hybrid learning timetable

This section is only applicable where a module is offered via a hybrid mode of provision. The information provided should align to the *Hybrid learning strategy* (Section 5). This information provides a summary clearly indicating how synchronous activities will be facilitated and identifying (for administrative purposes) the venue requirements for block sessions on campus.



Take note:

- o *The timetable information will be completed for the specific module only. However, should the block contact sessions include over-arching discussions, such as programme orientation, this can be mentioned*



- For an undergraduate module (**up to NQF level 7**) the synchronous activities should add up to at least **30% of the notional hours**.
- For a module on **NQF level 8**, the requirements are **25% of the notional hours**.
- No minimum requirements are prescribed for modules on NQF levels 9 and 10, as programmes mainly focus on research and research supervision. However, for a structured programme we should be wary of creating circumstances where a student could (potentially) complete the entire programme online. It is therefore recommended that structured modules on NQF level 9 also include an indication of how synchronous interaction will be facilitated both online and on-campus.



Hyperlinks to other sources

Other documents that should be consulted:

- [Stellenbosch University Modes of Provision](#)





For example

Example A:

This timetable information is for a 10-credit module in a postgraduate diploma, therefore at least 25h of synchronous interaction is required (i.e. 25% of 100 notional hours). For this programme a block contact week will be used (5 days) consisting of one full day of on boarding and programme orientation and one full day of in-person engagement for the 4 first-semester modules. Thereafter students will have synchronous online engagement with lecturers for 2h per week (as a combination of lectures and flipped-classroom approaches), supported by online assessment-engagement spread throughout the duration of the semester. Readings and video-material will be made available online for students to engage with asynchronously.

Lectures or similar activities	Tutorials	Practicals
Description of lectures and/or other synchronous activities on campus	Tutorials on campus <i>i.e. number of tutorials, duration, how smaller groups will be accommodated</i>	Practicals on campus <i>i.e. number of practicals, duration</i>
1 full day (7h) during the block contact week at the beginning of the semester.	Not applicable	Not applicable
Description of lectures and/or other synchronous activities online <i>i.e. Q&A sessions, online lectures, online student presentations</i>	Synchronous online tutorials <i>i.e. number of tutorials, duration, how smaller groups will be accommodated</i>	Online practicals <i>i.e. number of practical sessions, duration, how online practicals will be accommodated</i>
2h per week facilitated via MS Teams for 10 weeks	Not applicable	Not applicable
Lecture venue <i>If a lecture venue is needed on campus, provide an indication of the type of venue required in terms of size or specific requirements:</i>	Tutorial venue <i>If a tutorial venue is needed on campus, provide an indication of the type of venue required in terms of size or specific requirements:</i>	Practical venue <i>If a venue is needed on campus for practical (e.g. laboratory) work, provide an indication of the type of venue required in terms of size or specific requirements:</i>
A lecture venue (capacity 60 students) will be required for the one day on-campus engagement. A smaller venue (capacity 30) will be needed for 2h (double period) per week, to enable students who wish to attend sessions on-campus to do so. The facility must have the required facilities to allow for online streaming and engaging with students who are attending lectures via MS Teams.	Not applicable	Not applicable





For example

Example B:

The following information is for a 16-credit module (NQF level 8) which would require students to attend an 8 day block contact session at the beginning of the second semester. This module would require 3 days of contact on-campus of which each day would consist of theory and practical application at the Welgevallen Experimental Farm. 40h of synchronous interaction is required for this module.


Lectures or similar activities	Tutorials	Practicals
Description of lectures and/or other synchronous activities on campus	Tutorials on campus <i>i.e. number of tutorials, duration, how smaller groups will be accommodated</i>	Practicals on campus <i>i.e. number of practicals, duration</i>
During the 2 weeks of block contact sessions on campus, 3 days will be used for this module of which 4h per day will be spent on theoretical learning, i.e. lectures, case study discussions etc. On-campus learning: 12h	Not applicable	During the 2 weeks of block contact sessions on campus, 3 full days will be used for this module of which 4h per day will be used for practical application, i.e. focussing on the design and building of an aquaponics system. On-campus practical: 12h
Description of lectures and/or other synchronous activities online <i>i.e. Q&A sessions, online lectures, online student presentations</i>	Synchronous online tutorials <i>i.e. number of tutorials, duration, how smaller groups will be accommodated</i>	Online practicals <i>i.e. number of practical sessions, duration, how online practicals will be accommodated</i>
2h per week (for 10 weeks) facilitated via MS Teams <i>i.e. totalling 20h</i>	Not applicable	Not applicable
Lecture venue <i>If a lecture venue is needed on campus, provide an indication of the type of venue required in terms of size or specific requirements:</i>	Tutorial venue <i>If a tutorial venue is needed on campus, provide an indication of the type of venue required in terms of size or specific requirements:</i>	Practical venue <i>If a venue is needed on campus for practical (e.g. laboratory) work, provide an indication of the type of venue required in terms of size or specific requirements:</i>
A lecture venue (capacity 60 students) at /close to the Welgevallen Experimental Farm will be required for the on-campus engagement. A smaller venue (capacity 30) will be needed for 2h (double period) per week, to enable students who wish to attend sessions on-campus to do so.	Not applicable	Welgevallen Experimental Farm



The facility must have the required facilities to allow for online streaming and engaging with students who are attending lectures via MS Teams.		
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Timetable for research module

Since full research modules will not require the use of lectures, but supervision discussions in groups can still be facilitated, it can be helpful to indicate whether a venue would be needed regularly.

	<h3>For example</h3>
<p>Example A: The following example is for a postgraduate research module that creates an opportunity for students to meet with their supervisors and peers.</p>	
<p>For a research module <i>(project/assignment/thesis)</i></p>	<p>Applicable: Yes</p>
<p>Please indicate how research supervision and support is envisaged for this module and whether any venues will be needed to accommodate the planned support, i.e. will regular research meetings be scheduled for the group apart from one-on-one supervisory discussions?</p>	
<p>Student will meet with their supervisors on a regular basis (at least once a month). The format of these one-on-one consultations will be finalised via the MoU.</p> <p>Research discussions are planned for the entire class/group. These meetings will occur once a month (for 10 months) and scheduled for 2h each. This will create an opportunity for research students to discuss their research with each other and with members of the department once a month. Dates to be confirmed at the beginning of the academic year.</p> <p>A committee room, capacity 20, will be needed for group discussions.</p>	

