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Masaryk University Faculty of Medicine Directive No. 3/2020

Rules for conducting the scheduling process

for study programmes of LF MU

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this Directive:

I.   Introductory provisions

(1) This guideline describes the rules of the entire timetable development process for all study programmes of the Faculty of Medicine of Masaryk University (LF MU). The guidelines include the use of UniTime (UT) and the MU Information System (IS MU). The guidelines also describe activities that are related to the process of creating the faculty-wide timetable or have a significant impact on the process.

(2) This directive is binding for all LF MU employees and employees of other contractors participating in LF MU teaching.

II.   Basic concepts

Vice-Deans (Study)	Participates in the development of the concept of the scheduling process (documents from the chairman of the timetabling committee, head of the SO, ZO and OPK), approve new course guarantors on the proposal of the heads of the guarantor departments, approve the rationalisation of teaching (common courses and guarantor departments).
Chairman of the Scheduling Committee	Creates the concept of the scheduling process and supervises compliance with its implementation.
UT Administrator	Central MU administrator for UniTime. Provides technical issues of the scheduling system and supports faculty schedulers.
Faculty scheduler	Central coordinator of LF MU timetable development. The only person who schedules, cooperates with local and NLP schedulers of LF MU and also with schedulers of other faculties. Together with the administrator, he/she provides UniTime training, schedule consultations for individual local schedulers, keeps the entire

	scheduling team informed, and keeps the UniTime program up-to-date with system information.
Local scheduler	The person responsible for entering entries into UniTime for the courses of his/her guarantee department, adjusts the entries according to the current request for time, room, teacher selection and teaching weeks, communicates with faculty schedulers.
Local NLP scheduler	The person responsible for entering inputs into UniTime for non-medical health programs. In addition to the activities of the local scheduler (see above), coordinates and controls the scheduling of the entire curriculum/curricula sponsored by the department.
Controller	The person who checks and confirms the accuracy of the timetable in the timetable creation process. The checker may also be the local timetable officer of the workplace.
Curriculum	A curriculum is an accredited study plan, which in UniTime refers to a list of compulsory, obligatory elective or optional courses of the study programme of each year.

Abbreviations used

MU	Masaryk University	DEHY	Dental hygiene
NLP	Non-medical programmes	NUT	Nutritional therapy
SO	Study Department	FYZI / FYZIa	Physiotherapy / Physiotherapy
PS	Autumn semester	PA	Midwife
JS	Spring semester	LABD (ZDRL)	Laboratory diagnostics in health care (original
UT	UniTime	IP	Intensive care
IS MU	MU Information System	RA	Radiology assistant
LF MU	Faculty of Medicine MU	OPOP	Optics and optometry
P	Compulsory subject	ORTO	Orthoptics
PV	Compulsory elective course	OPTO	Optometry
V	Optional subject	EZ	Bioanalytical laboratory diagnostics in healthcare - Embryologist
ZACH	Paramedic rescue	AR	Academic year
VS	General nurse	VL / VLa	General medicine / General Medicine
ZO	Foreign Department	ZL / ZLa	Dentistry / Dentistry
OPC	Department for Quality		

III.   Scheduling process

(1) Scheduling is the assignment of rooms and times to individual classes so that students can study while respecting various constraints (available room and equipment, teacher preferences and requirements, study plans, etc.).

(2) UniTime is used for the scheduling process at LF MU. This programme serves as a tool that helps to ensure students' progress through their studies, to use available resources efficiently, to react to changes in teaching conditions and, last but not least, to store the documents for scheduling so as to ensure continuity, for example, in the event of a change of scheduler.

(3) The meaning of each concept must be clear for the scheduling process to work properly, and the process setup must be maintained. The administrator does not schedule, he/she only provides the IT background for the start and running of the new semester setup. The faculty scheduler is the only one who schedules at UT, updating data that local schedulers cannot set up themselves. Neither local nor NLP schedulers schedule - they update the inputs for their respective sponsoring departments' courses (course time options, room selection, class week selection, instructor assignment and preferences). They also participate in the finalisation of the timetable by means of factual comments.

IV.   Information in the university information system IS MU

(1) To check the information contained in the UniTime programme, data from the IS MU are used (specifically the course code, course name, course guarantor, course delivery unit, course hourly allocation and the semester for which the course is listed). It is therefore necessary that this data is up-to-date. The list of courses for a given curriculum can be found in the IS MU in the link below, with the curricula of the accreditation period autumn/accreditation spring being taken as the default.

IS → Garant → Programy → Studijní plán

(2) Before creating a new semester in UniTime, it is necessary to introduce the following in IS MU:
- LF MU timetable for the following period (provided by the head of the SO)
- subjects in the semester or semesters for which the timetable will be created (to be provided by the head of the SO)
- correct information about the courses in the Course Catalogue (provided by the course guarantor or the person authorized by the guarantor)

(3) Data must be kept up-to-date in the IS MU both in accredited study plans in the accreditation period autumn / accreditation spring (provided by the faculty coordinator for OPK quality) and for individual courses in the IS MU Catalogue (provided by the course guarantor or a person authorised by the guarantor in cooperation with the head of the SO and the head of the ZO). The methodology

for maintaining data critical for the correct compilation of the timetable, based on the internal standards of MU and LF MU , forms Annex 2 to this Directive.

V. Starting the Schedule Creation Process (Phase 1)

(1) The faculty scheduler will set up a scheduling schedule for AR and arrange a date for the creation of the new semester with the UniTime administrator

(2) The UT administrator will set up a new semester in UniTime by flipping the data from the previous semester (i.e. the previous autumn semester will be flipped to the new autumn semester, and the spring semester to the next spring semester). At the same time, he/she will add new courses for the upcoming semester from the IS MU to UniTime. After the competent person confirms the correctness of the data in IS MU (see Appendix 2), the administrator starts work on the new semester.

(3) The faculty scheduler finds out the planned numbers of students and study groups from the study clerks (for the first years from the expected number of newly enrolled students, for other years the numbers of students from previous semesters), enters this information into UniTime (not only within the numbers of students, but also for individual courses, adjusts the numbers of seminar groups, sets reservations and makes other related changes).

(4) Subsequently, the faculty scheduler opens a semester in UniTime for editing, modifying and entering input data by local schedulers.

(5) The faculty scheduler schedules training as requested by local schedulers. These trainings are conducted by the UT faculty scheduler or administrator.

(6) The faculty scheduler creates manuals for the needs of training and actual work with UniTime and uploads them to the Timetable - UniTime website.

(7) The faculty scheduler informs local schedulers about all the above information - sends the scheduling schedule, training schedule, manuals and important information by e-mail from rozvrh@med.muni.cz or via the LF MU website.

VI. Entering input data into UniTime (Phase 2)

(1) The input data means the input of the possibilities and preferences of the teaching of individual workplaces, i.e. from when to when the teaching can be implemented, which days, which weeks, room preferences, etc. It is not a specific location of the teaching, but a range of possibilities where the teaching can be placed.

(2) In the UniTime programme, the course is classified under the guarantee department. Inputs to UniTime are entered by individual local (NLP) schedulers based on the capabilities of their teaching site and teachers. They are assigned to their workplace and can therefore only edit the input data for courses that are sponsored by their workplace. These local (NLP) schedulers have been appointed by the heads of the departments. Local schedulers also check, when entering inputs, that all subjects of their sponsoring department are scheduled and have

the appropriate hourly allocation in UniTime according to the current accreditation.

(3) In the case that a guarantee workplace covers the teaching of several supplier workplaces, the data is entered by the local scheduler for the guarantee workplace.

(4) The input of external teachers is also done by the local scheduler / NLP scheduler. It concerns courses that are guaranteed by the department, but the teaching itself is provided by an external teacher without access to the IS MU and UT. A similar commissioning process applies to practical teaching for NLP, which must take place on pre-arranged days at health care providers (HCPs) that are not affiliated to the faculty. Outsourced teaching and practical NLP teaching at agreed providers are exempt from the rules on commissioning preferences and can be commissioned on a 'fixed' basis. However, the reason for the fixed setting must be listed in the course notes.

(5) Some subjects are part of the curriculum of several study programmes (especially NLP). For organisational reasons, these subjects must be taught together if the course syllabus allows it. The division of teaching can only be implemented with the consent of the person responsible (vice-deans), and only for relevant reasons.

(6) The faculty scheduler continues to assist local (NLP) schedulers in editing and entering input data into UniTime.

VII. Establishing a faculty-wide schedule (Phase 3)

(1) According to the schedule, the faculty scheduler will terminate the possibility of editing inputs and inform the local schedulers about it. Then, using the solver (UniTime tool), he/she verifies the possibility of creating a preliminary (first) version of the timetable => in case the timetable cannot be created on the basis of the entered inputs (the system monitors the collisions between subjects from the very beginning of the timetable creation), the inputs of the colliding subjects must be modified. The faculty scheduler will record these changes to the inputs in UniTime in the course notes. If the preliminary (first) version is successfully compiled, the faculty scheduler publishes it in UniTime and informs the local schedulers of the publication.

(2) The published preliminary (first) version of the schedule in UniTime needs to be checked. This check is performed by the local scheduler, local NLP scheduler or controller, or in cooperation with each other. If necessary, they send requests for changes to the faculty scheduler.

(3) At the time of publication of the preliminary (first) version of the timetable, the timetables of the curricula as a whole can also be checked. Local NLP schedulers, (not only them) can at this point start to control and coordinate the whole curriculum. Student conflicts, departmental conflicts, teacher conflicts can be controlled. For this reason, NLP in particular should always have the teachers physically involved in the teaching listed in the UT for their classes.

(4) The faculty scheduler will implement the requested changes to the schedule. He/she then completes the comments and imports the final timetable into the MU IS.

VIII. Importing the timetable into IS MU (Phase 4)

(1) The faculty timetable planner sets up seminar groups in the IS MU before importing the timetable. This step must be consulted with the SO clerks due to specific study requirements.

(2) The faculty timetable engineer exports the created timetable from UniTime and imports it into IS MU via a script (it also solves problems with the transfer - not finding a room, subject, etc.). It then checks whether the timetable has actually been imported into IS MU. It also checks and solves the created collisions in the rooms between the lessons and the bookings.

(3) The faculty timetable planner then informs the local timetable planners / NLP timetable planners and supervisors about the import of the timetable into the MU IS so that they can check the final timetable and forward the information about the publication to the lecturers who should check their personal timetables.

(4) There should be no more schedule changes at this time. If a change is implemented, the faculty scheduler must introduce it into the MU IS in addition to UniTime and update the entered inputs for the next semesters. If it is a one-off action/change, it is only introduced into the MU IS (without link to UT). In the case of one-off changes, a register is available on the MU Faculty of Arts website and everyone affected by the change must also be informed. The faculty scheduler informs the department affected by the change (i.e. both the coordinating department for the entire study programme and the guaranteeing department or the supplier department). Students are informed of the change either by the guaranteeing department or, by agreement, by the faculty timetable / NLP timetable.

(5) From the moment the work on the timetable is completed, everyone involved should only view the timetable in the MU IS, because the timetable is no longer valid in UT due to individual modifications. The MU IS allows the timetable to be displayed by curriculum, just as it is in the UT.

IX.   Final provisions

(1) The Study Department of the Faculty of Medicine of Masaryk University is responsible for the interpretation of individual provisions of this Directive and its updating.

(2) Annex No.1 - Process Map and Annex No.2 Methodology for managing and updating data on courses and study programmes in the IS MU are part of this Directive.

(3) Compliance with this Directive is monitored by the Vice-Dean for Teaching in Preclinical General Medicine and Admissions, the Vice-Dean for Development and Studies in Clinical General Medicine, the Vice-Dean for Dentistry, the Vice-Dean
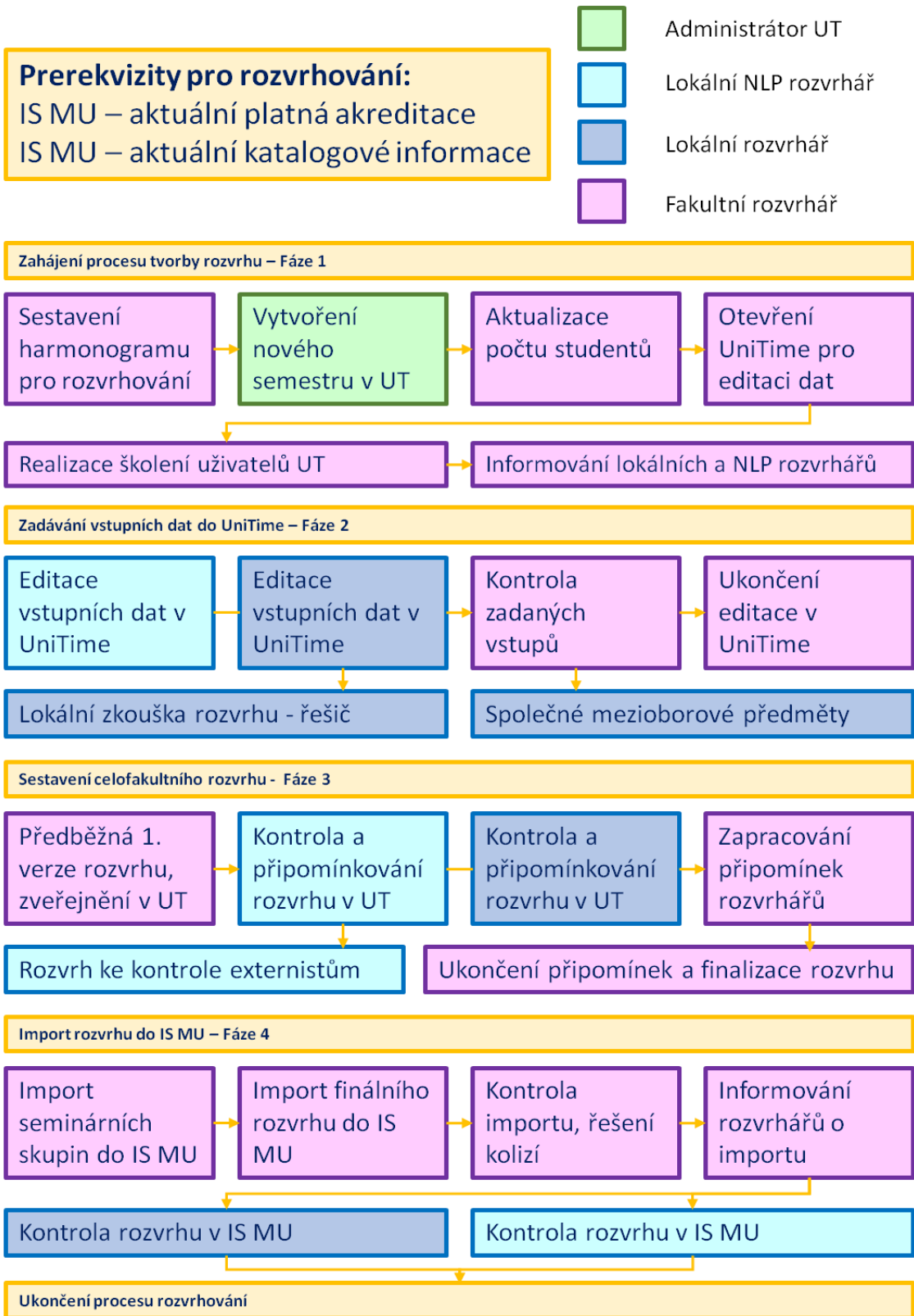
for Non-Medical Study Programmes and Information Technology and the Vice-Dean for English Studies and Internationalisation.

(4) This Directive shall enter into force and effect on 15 June 2020.

In Brno on 5 June 2020

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Prof. MUDr. Martin Repko, Ph.D.

Dean of LF MU

Annex 1 Process Map

🟩	Administrátor UT
🟦	Lokální NLP rozvrhář
🔷	Lokální rozvrhář
🟪	Fakultní rozvrhář

Prerekvizity pro rozvrhování:
IS MU – aktuální platná akreditace
IS MU – aktuální katalogové informace

Zahájení procesu tvorby rozvrhu – Fáze 1

Sestavení harmonogramu pro rozvrhování	Vytvoření nového semestru v UT	Aktualizace počtu studentů	Otevření UniTime pro editaci dat

Realizace školení uživatelů UT	Informování lokálních a NLP rozvrhářů

Zadávání vstupních dat do UniTime – Fáze 2

Editace vstupních dat v UniTime	Editace vstupních dat v UniTime	Kontrola zadaných vstupů	Ukončení editace v UniTime

Lokální zkouška rozvrhu - řešič	Společné mezioborové předměty

Sestavení celofakultního rozvrhu - Fáze 3

Předběžná 1. verze rozvrhu, zveřejnění v UT	Kontrola a připomínkování rozvrhu v UT	Kontrola a připomínkování rozvrhu v UT	Zapracování připomínek rozvrhářů

Rozvrh ke kontrole externistům	Ukončení připomínek a finalizace rozvrhu

Import rozvrhu do IS MU – Fáze 4

Import seminárních skupin do IS MU	Import finálního rozvrhu do IS MU	Kontrola importu, řešení kolizí	Informování rozvrhářů o importu

Kontrola rozvrhu v IS MU	Kontrola rozvrhu v IS MU

Ukončení procesu rozvrhování

Annex 2

**Methodology for managing and updating data on objects
and study programmes in IS MU**

1. Related documents

- <u>Approval, management and quality assessment of</u> MU <u>study programmes</u>
- <u>MU Study and Examination Regulations</u>
- Rules of the scheduling process for study programmes implemented at LF MU

2. Modifications to the curriculum of the study programme (study plans)

- *The programme guarantor is responsible* for the *accuracy of the data provided in the study programme/curriculum* for individual periods in accordance with the MU Directive on Accreditation of Study Programmes. The programme guarantor or study programme coordinator informs the relevant study programme vice-dean of intended changes to the curriculum (transfer of courses in semesters, change of course guarantor, introduction of a new course or cancellation of an existing course).

- The programme guarantor will immediately communicate the discussed and agreed changes to the head of the SO. The Head of the SO informs the OPC Quality Coordinator and, if the changes concern study programmes in English, also informs the Head of the OC.

3. Modifications to the basic data on the subject

- In accordance with the MU Directive on Accreditation of Study Programmes, the **course guarantor is responsible** for the **accuracy of the basic and supplementary data** published in the MU IS for individual periods. Any changes in the basic data about the course (guarantor and supplier department, hourly endowment, frequency of teaching, method of course completion, prerequisites, ECTS credits) must be discussed and approved by the study programme guarantor (or the relevant study programme vice-dean) and communicated immediately by the course guarantor to the head of the SO. The head of the SO informs the Quality Coordinator of the OPC and, in the event that the modifications concern study programmes conducted in English, also informs the head of the OC.

- Changes to other supplementary data (syllabus - objectives, learning outcomes, syllabus, literature, course teacher, end conditions, etc.) are the sole responsibility of the course guarantor.

4. Introduction of a new study subject

- The introduction of a new course of study into the accredited curricula is based on an agreement between the programme guarantor, the course guarantor and the vice-dean of studies.

- If the addition of a new course does not result in a change in the graduate profile listed in the accreditation materials, it is a minor change and therefore there is no obligation to report this change (to the HEC, the Ministry of Health of the Czech Republic or the NAU).

- The new course will be introduced into the IS MU on the initiative of the programme guarantor (or the Vice-Dean of Studies) by the study officers. They will assign a unique code to the new course and add basic information about the course. The course guarantor is obliged to complete or update the additional course data at least 5 working days before the start of the semester (Article 9(5) of the CBA).

5. Implementation of changes and copying of items to the next period

- Any changes to the basic course data or additions to the curriculum of accredited study programmes/curricula valid from the following academic year must be *notified by* the guarantors of the study programmes (or the study programme coordinator or the course guarantor) *to the Study Department and the Foreign Studies Department (if the study programme is conducted in English) by 15 May at the latest in* order to publish the updated study catalogue in time. The indication of a *change in the time allocation of a course* valid for the following academic year must be *communicated by 1 March at the latest* (see Rules of the timetable management process for study programmes implemented at the Faculty of Arts MU). The mass address studijni@med.muni.cz can be used to communicate any approved changes.

- In the event that the programme or subject guarantor informs the quality coordinator of the changes first, it is imperative that the quality coordinator also informs the head of the SO and ZO immediately.

- The compliance of the data published in the study catalogues with the accredited study plans is checked by the study programme guarantor in cooperation with the quality coordinator. The accredited study plans stored in the Guarantor application in IS MU are used to check the accuracy.

- Basic and supplementary data on courses for the following academic year (two semesters) can be changed in IS MU only after all courses from the previous two periods have been copied. The copying of data for future periods (new academic year) is the responsibility of the Head of the SO, who performs this task twice a year (usually at the turn of December/January and June/July). The head of the SO always informs the course supervisors about this process.

- In the case of newly accredited degree programs/curricula, changes made *during the fall/spring accreditation period* are the default for copying into the following academic year and are updated by the Quality Coordinator.

- In the case of changes to existing study programmes/curricula, changes made *in the current autumn/spring period* by the study department or the international department are the default for the purpose of copying into the following academic year.

6. Change of the study subject guarantor

- A proposal for the appointment or change of a course guarantor (in accordance with Article 8(1) of the MU Directive on Accreditation of Study Programmes) is submitted by the study programme guarantor (or the study programme/curriculum coordinator or the head of the guarantor department) to the relevant study vice-dean. Once approved, the change of the course guarantor is made by the head of the SO, the head of the ZO and the OPK quality coordinator in the MU IS. The Head of the SO and the Head of the ZO will make the change of the guarantor in normal periods (autumn/spring). The OPK Quality Coordinator will make the change during the accreditation period (autumn/spring).
- The head of the sponsoring department is responsible for communication with the original and proposed sponsor of the course. The official information about the appointment will be received by the course sponsor via email from the Study Department or the International Department.

7. Change of study programme guarantor

- A proposal for the appointment or change of a study programme guarantor is submitted to the Dean by the relevant Vice-Dean of Studies. Further procedure is regulated by Article 7 of the MU Directive on Accreditation of MU Study Programmes.

List of abbreviations:

SO - Study Department
ZO - Foreign Department
OPK - Department for Quality
AGM - MU Internal Evaluation Board
Ministry of Health of the Czech Republic - Ministry of Health of the Czech Republic
NAÚ - National Accreditation Office for Higher Education
IS MU - Information System MU