Welcome to the timetable allocation period for the first half of 2020. This year the University is introducing a new preference-based timetabling system called MyTimetable. Please read the following advice about the 2020 first half year timetabling process and timeline for 1st Year MTeach (EC/EC&P) candidates. (Note that enrolment is a separate process to timetable allocation. Please contact Stop1 if you have any difficulty enrolling into your 2020 subjects).

MTEACH TIMETABLE ALLOCATION GUIDELINES

1. All 1st Year MTeach (EC/EC&P) candidates must have a clash-free, complete timetable by 12pm on Wednesday 19th February, before the commencement of classes.

2. Students must check their University email regularly, as this is the main form of course- and subject- specific timetabling communication. Essential news and updates will be reported through email.

3. Priority timetabling is offered to students with documented ongoing religious/medical/childcare arrangements in place, and timely applications are actioned where possible.

4. Work or other commitments are NOT grounds for priority timetabling – please do not contact Teaching Support with these requests. It is expected students will have availability to attend any classes.

5. Students with queries about or requiring help with timetabling can contact Education Teaching Support at mgse-teachingsupport@unimelb.edu.au.

6. Students are asked NOT to approach teaching staff members with timetabling queries/requests.

Timetabling Process and Schedule

In the first half of 2020, 1st Year MTeach (EC/EC&P) subjects will have an alternative timeline for timetabling to those for the rest of the University.

Please note that preferences need to be entered by Sunday 2nd February to be included in the sort.

<table>
<thead>
<tr>
<th>Plan from Monday 11th November</th>
<th>Preference from Monday 25th November</th>
<th>Sort from Monday 3rd February</th>
<th>Review from Monday 10th February</th>
<th>Adjust</th>
<th>Close on Wednesday 19th February</th>
</tr>
</thead>
<tbody>
<tr>
<td>• University timetable becomes available</td>
<td>• Enter preferred times for classes</td>
<td>• MyTimetable is unavailable to students</td>
<td>• Check your personal timetable</td>
<td>• Self-manage changes into classes that have available places</td>
<td>• Timetabling for MTeach (EC, EC&amp;P) subjects will close at 12pm on 19 February</td>
</tr>
<tr>
<td>• Play and plan with different timeslots combinations in MyTimetable</td>
<td>• Preferences can be changed during the preference phase</td>
<td>• The system runs an algorithm to randomly allocate students to classes based on entered preferences</td>
<td>• Choose to keep the times you have been allocated or decide to make adjustments</td>
<td>• Request a swap into classes that are full</td>
<td>• All those unallocated will be allocated by Education Teaching Support</td>
</tr>
<tr>
<td>• Save your timetable plans</td>
<td>• Submit your final preferences by Sunday 2 February</td>
<td></td>
<td>• Swaps will be made if a place becomes available</td>
<td></td>
<td>• All students will have a complete and clash-free timetable</td>
</tr>
</tbody>
</table>

NB: The recommended browsers for MyTimetable are Chrome, Edge, Firefox and Safari – note that Explorer is not compatible with this system.
FULL-TIME CANDIDATES: Subjects for Preference Entry

In the first half of 2020, all 1st-year MTeach (EC/EC&P) teacher candidates completing the course in the full-time mode will need to enter preferences for classes in the following subjects:

- **EDUC90705 Language and Literacy Learning in Children [FEB]** – 1 Lecture (L01) and 1 Seminar (S01)
- **EDUC90895 Educational Foundations (EC) [FEB]** – 1 Lecture (L01)
- **EDUC90897 Infant & Toddler Learning and Development (EC) [FEB]** – 1 Lecture (L01) and 1 Seminar (S01)
- **EDUC90898 Introduction to Clinical Practice (EC) [FEB]** – 1 Seminar (S01)

All students will be auto-allocated to single-sitting classes such as lectures, so you will not need to enter preferences for these activities. This includes EDUC90895*, which comprises one lecture only (there are no other activities for this subject).

While you will need to enrol in EDUC90892 Clinical Teaching Practice (EC) 1 (S1X), you will **NOT need to enter preferences for this subject** – our team will do this as required based on your placement allocation.

PART-TIME CANDIDATES: Subjects for Preference Entry

In the first half of 2020, all 1st-year MTeach (EC) teacher candidates completing the course in the part-time mode will need to enter preferences for classes in the following subjects:

- **EDUC90895 Educational Foundations (EC) [FEB]** – 1 Lecture (L01)
- **EDUC90897 Infant & Toddler Learning and Development (EC) [FEB]** – 1 Lecture (L01) and 1 Seminar (S01)
- **EDUC90898 Introduction to Clinical Practice (EC) [FEB]** – 1 Seminar (S01)

All students will be auto-allocated to single-sitting classes such as lectures, so you will not need to enter preferences for these activities. This includes EDUC90895*, which comprises one lecture only (there are no other activities for this subject).

While you will need to enrol in EDUC90892 Clinical Teaching Practice (EC) 1 (YLX), you will **NOT need to enter preferences for this subject** – our team will do this as required based on your placement allocation.

Priority Timetabling Requests

Where possible we provide a priority timetabling service for candidates with documented ongoing medical, religious or childcare grounds that impact availability through the week. Note that these are the only grounds on which we are permitted to priority timetable students into preferred classes.

Eligible candidates can apply for priority timetabling at [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au) by **Friday 31st January** – prior to the sort – with the following:

- Student ID
- Documentation showing eligibility for priority timetabling on medical, religious or childcare grounds (this might include a letter from a healthcare professional, religious leader or school/childcare centre, or a birth certificate showing you to be the parent of a dependent child)
- Details of preferred class times

*A reminder that priority timetabling requests on work, sporting, travel or similar personal grounds can NOT be considered – we ask that you please not contact us with these requests.*

Timetabling Support

Further details about MyTimetable are available online at [https://students.unimelb.edu.au/class-timetable/mytimetable](https://students.unimelb.edu.au/class-timetable/mytimetable), with more comprehensive support pages (including a link to the MyTimetable system, step-by-step instructions and a list of handy FAQs) to be released at the same URL from Monday 11th November when MyTimetable opens for planning.

For any queries specific to MTeach timetabling or to apply for priority timetabling, please don’t hesitate to contact us at: [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au).