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 2nd Year MTeach (EC&P) subjects.

(Note that enrolment is a separate process to timetable allocation. Please contact Stop1 if you have any difficulty enrolling into 2020 subjects.)

**MTEACH TIMETABLE ALLOCATION GUIDELINES**

1. All 2nd Year MTeach (EC&P) candidates must have a clash-free, complete timetable by 12pm on Wednesday 5th 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 should NOT approach teaching staff members with timetabling queries/requests.

**Timetabling Process and Schedule**

In the first half of 2020, 2nd Year MTeach (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 19th January to be included in the sort.

**NB:** The recommended browsers for MyTimetable are Chrome, Edge, Firefox and Safari – note that Explorer is not compatible with this system.
2nd Year MTeach (EC&P) Subjects for Preference Entry

In the first half of 2020, all 2nd-year MTeach (EC&P) teacher candidates will need to enter preferences for classes in the following subjects:

✓ EDUC90896 Educational Leadership [FEB] – 1 Lecture, 1 Seminar  
✓ EDUC91002 Health & Physical Education (EC&P) [FEB] – 1 Workshop  
✓ EDUC91001 Science, Technology (Digital & Design) [FEB] – 2 Lectures, 1 Workshop  
✓ EDUC90875 Literacy for the Primary Years [FEB] – 1 Lecture, 1 Workshop  
✓ (Plus the JAN availability of Researching Education Practice)**

While you will need to enrol in EDUC90894 Clinical Teaching Practice (EC) 3 [S1E], you will NOT need to enter preferences for this subject, as we will allocate you to classes as required based on your placement locations.

* The location of EDUC90378 Health & Physical Education workshops will change across the weeks. Some weeks the workshops will run in MGSE teaching spaces, some weeks in the Sports Centre on main campus, and some weeks in a school setting. Time has been built in to the timetable to allow for travel to and from the school, to ensure you can attend all your classes fully, regardless of which you are allocated.

** Note that preferences for January subjects such as Researching Education Practice need to be in by Monday 9th December, as the sort for these runs early, on Tuesday 10th December. As classes will run concurrently for this subject, there will be no choice of times on offer – just class groups.

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 by Friday 17th 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, 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.