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 (Prim) 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 2nd Year MTeach (Prim) 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 should NOT approach teaching staff members with timetabling queries/requests.

**Timetabling Process and Schedule**

In the first half of 2020, 2nd Year MTeach (Prim) 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.

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

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

- EDUC90378 Health & Physical Education [S1X] – 1 Workshop (W01)
- EDUC90880 Becoming a Clinical Practitioner [FEB] – 1 Lecture, 1 Workshop
- EDUC90376 Science, Technology (Dig & Design) [S1X] – 2 Lectures, 1 Workshop ALL PATHWAYS BUT STEM
- EDUC90860 Science and Technology in Practice [S1X]* – 2 Lectures, 1 Workshop STEM PATHWAY
- EDUC90833 Res. Education Practice [FEB] – 1 Lecture, 1 Workshop, 1 online Tutorial COURSEWORK OPTION
- EDUC90419 Education Research Methodology [FEB B]** – 1 Seminar (S01), 1 Lecture (L01) RESEARCH OPTION

* Students in the STEM Pathway will take EDUC90860 in place of EDUC90376

** Students enrolled in EDUC90419 (for the Research Option) will be auto-allocated to the classes for this subject, as there is only one sitting (i.e. no choice of times). Please ensure you are enrolled in the correct availability for this subject (Availability 1 – FEB B) as the other availability is run on weekends and is intended for a different cohort.

Students will be auto-allocated to single-sitting classes such as lectures and the online tutorial for EDUC90833.

While you will need to enrol in EDUC90879 Clinical Teaching Practice (Prim) 3, you will NOT need to enter preferences for this subject, as it comprises your school placement and has no scheduled classes.

Important note re: EDUC90378 Health & Physical Education

Please note that the location of EDUC90378 Health & Physical Education workshops will change across the weeks. Some weeks it will run in MGSE spaces, some weeks in the Sports Centre on main campus, and some weeks in a school setting.

As some weeks of this workshop are conducted off-site, at North Melbourne Primary School, time has been built into the timetable for transitions to and from the school, to ensure you can attend all classes fully, regardless of which you preference.

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 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, 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.