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.

(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 (Sec) candidates must have a clash-free, complete timetable by 12pm on Wednesday 12th 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 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 (Sec) 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.
STANDARD MODE Subjects for Preference Entry

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

- EDUC90903 Contemporary Education Debates (FEB) – 1 Seminar (S01)
- EDUC90905 Becoming a Clinical Practitioner (FEB) – 1 Seminar (S01)
- EDUC90907 Inclusive Language, Literacy & Numeracy (FEB) – 1 Seminar (S01), 1 Lecture (L01)*
- EDUC90758 Researching Education Practice (FEB) – 1 Seminar (S01), 1 Lecture (L01)* COURSEWORK OPTION
- EDUC90419 Education Research Methodology (FEB)* – 1 Seminar (S01), 1 Lecture (L01) RESEARCH OPTION

* Note that students enrolled in EDUC90419 (for the Research Option) will be auto-allocated to the classes for this subject, as there is only one sitting (ie. 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 for students of the previous MTeach course who are completing their final 50 points. Similarly, all students will be auto-allocated to the lectures for EDUC90758 and EDUC90907.

While you will need to enrol in EDUC90910 Clinical Teaching Practice (Sec) 3, you will NOT need to enter preferences for this subject, as it comprises your school placement and has no scheduled classes.

ACCELERATED MODE Subjects for Preference Entry

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

- EDUC90758 Researching Education Practice (SUM)* – 5 Lectures (L01-05), 8 Seminars (S01-08)
- One Elective Subject (SUM)*
- EDUC90903 Contemporary Education Debates (FEB) – 1 Seminar (S01)
- EDUC90905 Becoming a Clinical Practitioner (FEB) – 1 Seminar (S01)
- EDUC90907 Inclusive Language, Literacy & Numeracy (FEB) – 1 Seminar (S01), 1 Lecture (L01)*
- EDUC90759 Education Research Project (FEB)**

* Preferences for SUM subjects need to be entered by Sunday 8th December, and allocations will be made by 11th December. Note that all students will be auto-allocated to single sitting classes (such as the lectures for EDUC90758 and EDUC90907).

** The Teaching Support team will manage allocations to this subject based on project allocations – you will not be able to enter preferences for this subject.

While you will need to enrol in EDUC90910 Clinical Teaching Practice (Sec) 3, you will NOT need to enter preferences for this subject, as it comprises your school placement and has no scheduled classes.

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.