



## **TIMETABLES**

### **CENTRAL TIMETABLE COMMITTEE (CTC)**

The Centralised Timetable Committee (CTC) will coordinate the class timetables per campus, and will allocated facilities to all academic departments, at the Pretoria- (including Arcadia-, Arts- and Lesedeng), Soshanguve South, Soshanguve North and Garankuwa campuses. The committee will also conduct surveys for Management, as well as support the MIS report on the utilization of all facilities.

Two planning meetings will be held each year to discuss important dates such as submission dates for timetables and first right venues per campus.

### **FACULTY SPECIFIC MATTERS**

All matters regarding timetables of faculties, is the responsibility of the relevant Deans of faculties.

- Each Dean has to identify a Representative from his/her faculty, to represent the Dean and thus the Faculty on all issues related to timetables at the CTC. These Faculty Timetable Representatives (FTR) will therefore have a full mandate from their Deans in this regard.
- All Deans must send a letter of confirmation of the appointment of their respective FTR's to the Director: Logistical Services before the end of November each year.
- Each faculty should have its own Faculty Timetable Committee, who will be responsible to coordinate all timetable related functions internally.

### **CONTACT DETAILS**

Pretoria Campus, Anel Meyer, Building 21-133, Tel: (012) 382-5347 or mail to: [Meyera@tut.ac.za](mailto:Meyera@tut.ac.za)

Soshanguve Campus, Kenny Magolego, Building 12-G22, Tel: (012) 382-9597 or mail to: [MagolegoKO@tut.ac.za](mailto:MagolegoKO@tut.ac.za)

Garankuwa Campus, Princess Mgujulwa, Building 7-G04, Tel: (012) 382-0545 or mail to: [MgujulwaPS@tut.ac.za](mailto:MgujulwaPS@tut.ac.za)

No telephone requests will be handled. Request can be faxed to the relevant Facility Management Office.

**Important notice:** The service requesting department must provide a venue to the service delivery department. The service requesting department must indicate the information regarding the service subjects, subject codes, staff number and venue allocated on their timetables.

**Timetable Periods - Please make sure that you capture the correct data for the period information.**

<b>Day classes</b>	<b>Evening classes</b>
Period 1 = 08:00	Period 19 = 17:15
Period 2 = 08:30	Period 20 = 17:45
Period 3 = 09:00	Period 21 = 18:15
Period 4 = 09:30	Period 22 = 18:45
Period 5 = 10:00	Period 23 = 19:15
Period 6 = 10:30	Period 24 = 19:45
Period 7 = 11:00	Period 25 = 20:15
Period 8 = 11:30	Period 26 = 20:45
Period 9 = 12:00	
Period 10 = 12:30	
Period 11 = 13:00	
Period 12 = 13:30	
Period 13 = 14:00	
Period 14 = 14:30	
Period 15 = 15:00	
Period 16 = 15:30	
Period 17 = 16:00	
Period 18 = 16:30	

# Communiqué



**Specific forms that need to be completed when planning the timetable/s**

- [SR1](#) - service requesting department will send this form to service delivery department
- [SR2](#) - service delivery department will send the answer back - an answer to the service requesting department.
- [SR4](#) - when a venue is needed for tests, block courses or ad hoc booking of a venue.  
SR4 request for additional venues or changes to venues will not be considered without the signature / approval of the relevant Faculty Timetable Coordinator.



**Communiqué**