

## Scheduling guidelines for students, Academic Year 2022 - 2023

Dear students,

The scheduling team has put all information about the scheduling process in this document. In this document you can find information about the scheduling structure, lesson times and working methods. It also provides useful information about rights and obligations within the scheduling process, the exams and the timetable website. At the end you can find useful links to other sources of information.

### Wageningen University course schedules:

- **Study planning** → Mid April a study guide for the following academic year will be published. In this online guide you will find information about the education programmes, minors and courses given at Wageningen University. Most courses are planned in two day parts, morning courses (MO) and afternoon courses (AF). As a student you are guaranteed to be able to combine any morning course with any afternoon course within a period. This allows for easy planning of your courses within your study without a detailed timetable. Other course options are:
  - courses that are planned over a whole day or period (WD). These courses are mainly taught in periods 3, 4 and 6.
  - courses that are taught throughout the academic year or, per request, in consultation with the involved department (Academic Year).
  - courses for distance learning and/or MOOCs (DL). These courses can be followed online.
  - courses that are taught outside the standard day parts (OTHER). There are just a few of these exceptional courses.
- **Detailed schedule per subject** → When the courses have been scheduled for a study period, the scheduling team will publish them on the scheduling site: [TimeEdit](#) > select Student Entry (log in with WUR account) or Public. Please note that modifications can be made after publishing the schedule. It is therefore important that you check TimeEdit regularly or subscribe to updates.

### Education and resit set up

An academic year consists of 6 teaching periods and 2 resit periods.

Periods are divided into weeks, represented by their week numbers.

The 2022/2023 calendar can be found at [Academic Year – WUR](#)

- Periods 1, 2, 5 and 6 last 8 weeks and have a study load of 12 ECTS credits
- Periods 3 and 4 last 4 weeks and have a study load of 6 ECTS credits
- 1 ECTS credit corresponds to approximately 28 hours of work (including preparation, self-study, tests, etc.).

Exams are taken within the teaching period. The morning courses have a morning exam and the afternoon courses have an afternoon exam.

There are exceptions to the rule for i.e. MAT, ORC and PCC courses. In some cases, one exam is scheduled for both the morning and afternoon courses simultaneously.

There are 2 designated periods for resits, in February (Resit 1) immediately after period 3 and in July (Resit 2) after period 6.

## Course schedules

These are the characteristics of a course schedule:

- One teaching hour lasts 40 minutes.
- Courses are scheduled in blocks of 2, 3 and/or 4 teaching hours.
- There is a break of 10 minutes between the teaching hours.
- The lunch break is from 13:10 till 14:00 and always remains free of (compulsory) education.
- Classes end (at the latest) at 18.50. On Friday, classes end at 17:10.
- Courses with (wet) practicals (P rooms) and MOS (modular skills) modules may be scheduled for 5 teaching hours per day part.
- Some courses have specific agreements. These courses may be scheduled for 5 hours per day part. The scheduling team will take into account that the average number of teaching hours per week will not exceed 20 teaching hours. Long days are compensated.
- A course may **never** schedule 6 teaching hours in one day part.
- A course that runs over a whole day may schedule a maximum of 9 hours of lessons, but never 6 hours of lessons in one day part.
- Within a course, a student can have lessons until 18.50 for a maximum of 2 times per week.
- Activities are described as:

Teaching method	Description
Lecture (Le)	(Interactive) explanation by the teacher of scientific theories, discourses, concepts, methods, etc. to a group of students. Can be combined with, for instance, reading materials, polling, knowledge clips, discussions, or assignments.
Knowledge clip (KC)	A series of short video clips briefly explaining certain subjects, alternated with quizzes and combined with reading and self-study assignments.
Tutorial (T)	You study and work (individually or in small groups) actively with the subject matter, by making calculations, exercises, etc.
Practical (P)	You observe phenomena or practice skills in an equipped education room, laboratory, or design studio.
Field practical (F)	You observe phenomena or apply skills outdoors.
Group work (G)	You work together in a group on a project or topic introduced during a course.
Excursion (EM/EO)	A short trip to an off-campus place to observe, experience, assess or evaluate real life situations. EM is a multiple day excursion, EO a one day excursion.
Individual paper (IP)	You individually write e.g., a scientific report, essay or policy brief and receive intermediate feedback from the teacher.
Independent study (IS)	You study the subject material independently. This can be books, e-learning material, papers etc.

In the schedule below you can see an overview of the most common blocks with lesson times:

Time slots					
2 hour blocks (white)		3 hour blocks (blue and white)		4 hour blocks (white)	
1	8:20-9:00	1	8:20-9:00	1	8:20-9:00
2	9:10-9:50	2	9:10-9:50	2	9:10-9:50
3		3	10:00-10:40	3	10:00-10:40
4		4	10:50-11:30	4	10:50-11:30
5	11:40-12:20	5	11:40-12:20	5	11:40-12:20
6	12:30-13:10	6	12:30-13:10	6	12:30-13:10
Lunch break		Lunch break		Lunch break	
7	14:00-14:40	7	14:00-14:40	7	14:00-14:40
8	14:50-15:30	8	14:50-15:30	8	14:50-15:30
9		9	15:40-16:20	9	15:40-16:20
10		10	16:30-17:10	10	16:30-17:10
11	17:20-18:00	11	17:20-18:00	11	17:20-18:00
12	18:10-18:50	12	18:10-18:50	12	18:10-18:50

(Wet) practicals (P rooms) may be scheduled for 5 teaching hours per part of the day.

#### Characteristics of an exam schedule:

- Exams are usually 2 or 3 clock hours.
- Some students are entitled to extra time. The extra time is taken into account when the exams are scheduled. The time is not visible in the schedule itself.
- Once the courses and associated exams have been published, the exams will no longer be modified. This means that the date and start time will not change unless there is a conflict within the study schedule.
- Exams are scheduled 'studyable'. This means that the course combinations within a program or study program do not overlap. In addition, morning and afternoon courses and their exams remain in the same part of the day (unless the course is taught in both parts of the day within the period).
- In the resit period, 'studyable' means that all courses within an academic year (for example Bachelor 1) of a specialization and/or program can be taken without overlap.
- In the regular periods, 3 exams may never be scheduled on 1 day and efforts are also made to prevent 2 exams on 1 day.

Below you can see a schedule with the exam times during the official exam days:

Exam / Resit time slots					
2 hour			3 hour		
MO	8:30-10:30	TT / HK	MO	8:30-11:30	TT / HK
	11:30-13:30	TT / HK			
AF	14:30-16:30	TT / HK	AF	13:30-16:30	TT / HK
Evening	18:30-20:30	TT / HK	Evening	18:30-21:30	TT / HK

## Exam registration

In Osiris you can register for courses and exams. Check [Academic Year – WUR](#) to see when the deadline is for registering for the exam.

## TimeEdit

- Course schedule → Via the student entrance (log in with your WUR account) in [TimeEdit](#) you go to schedule. Here you can find the schedule of your courses (or study programme). You can filter by groups that are relevant to you, import the timetable into your calendar and subscribe to updates.

Time	Coursename	Group	Teaching method	Room / location	information	Title	Comment
↓	↓	↓	↓	↓	↓	↓	↓
Date and time. Calendar week number is on the left	Coursename	All stands for everyone. If it says 1,2 or A B, the whole group is divided into subgroups	Lecture / Practical / Groupwork /Tutorial etc	Room no. If you click on the line, more info appears, including building name and no.	For example: BYOD (bring laptop), Paper exam, Presentations etc	Info from the course Course coordinator can add info to the schedule	Info from the course Course coordinator can add info to the schedule
If you click on the line, a pop-up will appear containing additional info. Building name, number and address. Google link to the building. Pictures of the room.							

- Reserve a study place → Via the student entrance in [TimeEdit](#) you go to “Study Place Booking” Here you can reserve a place a day in advance. You can reserve a room for a minimum of 30 minutes. The maximum is 3 hours. For 1 day, you can reserve a maximum of 8 hours over no more than 5 bookings. In the Forum library on the fourth floor (and third floor during self-study and exam weeks) it is mandatory to reserve a study place. The second floor of the library is open for walk-ins. If you no longer want to use your reservation, please delete the reservation so another student can use the study place. If you do not show up or if you are absent for more than 20 minutes, the reservation will automatically be cancelled.
- Reserve a group room → Via the student entrance in [TimeEdit](#) you go to “Booking rooms for groups”. Here you can reserve a group room for a group up to 6 students. One student makes the reservation for the whole group. Group rooms are not available in the self-study week and in the exam/resit week, but can be reserved as individual study places.

## myWURtoday

With the myWURtoday app you can view your personal schedule on your mobile phone and/or computer for all courses you are registered for.

A lecturer can also create groups. If the lecturer has linked you to a group, you will only see the schedule that is relevant to you. If the lecturer does not use groups, you will see the complete schedule.

## Useful links/sites

[Study handbook and schedule](#)  
[Academic Year 2022-2023](#)  
[Course catalogue 2022-2023](#)  
[Study handbook 2022-2023](#)  
[Student Support](#)  
[Scheduling website TimeEdit](#)  
[MyWURtoday app](#)  
[Student Support](#)  
[Current students](#)  
[Wageningen Campus](#)  
[Map Wageningen Campus](#)  
[Location overview](#)  
[WhoWhatWur](#)