University Policy on Timetabling

Scope

The policy will make cover to all provision on campus and include university activities that are part of a regular academic cycle. It will not cover activities at collaborative partner institutions. It will make reference to the process of external bookings.

Oversight

The University Board of Studies maintains oversight of this policy and is rudisi

3. Programme specific induction activities will need to be requested at the same time as module requests by PLs (in liaison with the Academic Services). Centralised induction timetable requests will need to be input by the end of March and will be coordinated by Student Support & Wellbeing and Academic Services.

4. Core examination requests will be input by the ML with the understanding that assessment is fundamental to the learning experience, and a member of the module team would be expected to be part of the team available on the day of the examination. Additional rooms required upon guidance from the Student Support & Wellbeing team (SS&W), will be requested and scheduled centrally by the Academic Services. It is expected that an annual meeting between PLs and SS&W will occur to discuss student assessment requirements.

5. Non-teaching, but core annual cycle, activity requests such as Open Days, Interview Days, Committee meetings, MABs/PABs, known external bookings, and subject-focused events (e.g. Careers Days) will be input by members of the specific professional service. An agreed list of such activities will be formalised at Senior Management Team each February for the following academic year; this list will be given to academic teams to consider as they make timetable requests.

6. Additional requests, such as ad hoc meetings, will be input directly by staff. There will be delimitations around core teaching and annual cycle requirement normal timings initially, but these will be removed once timetables are released.

7. Additional external bookings

Scheduling

1. The teaching day is deemed to be 0900-1800 although academic sports provision requiring practical spaces will *normally* end at 1600.

2. Wednesday contact time will be minimised as much as possible; however, the full spectrum of Monday to Friday will be the default for the timetable scheduling, with weekends being included where requested.

3. Teaching activities normally start on the hour and finish at 10 minutes to the hour, allowing 10 minutes to move from one activity to the next.

4. It is acknowledged that there may be requests for particular days, times and rooms. Whilst scheduling will attempt to match these requests it is not guaranteed; room availability, staff availability and student availability will not always align, and popularity for specific times and days makes this even more difficult. In addition, it is important that there is not a detrimental impact on other students and programmes due to such requests.

5. Scheduling will commence with the understanding that:
   a. activities where a disabled student or member of staff requires particular arrangements/reasonable adjustments will have priority over other teaching activities;
   b. There will be no priority or preference given to particular subjects or cognate areas;
   c. Staff on fractional contracts may have limited availability for specific days;
   d. Requests submitted following end of March deadline will be scheduled after other requests.

6. Once the timetable has been set for the year, room bookings are confirmed but the TT retains the right to change room allocations in response to evolving resource constraints, such as changes to course enrolment figures, Equality Impact Assessment requirements, or loss of learning and teaching space in the event of an emergency.

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made only in exceptional circumstances, such as staff incapacity; occupation of inappropriate/ incorrect rooms; approved change in staff availability; actual number of students exceeds room capacity; actual number of students is much smaller than expected, hence would fit in smaller room (freeing a large room for a larger activity which cannot otherwise be accommodated); location becomes unavailable. Where changes are made students must be informed via agreed lines of communication and given the opportunity to raise any concerns about the change.

8. A Priority Event (PRIORITY) can be scheduled as soon as it is requested by the SMT lead.

Expectations

SMT:

An agreed list of non-teaching, but core annual cycle, activity requests will be provided each February for the following academic year;

Deans/Directors:

Contribution modelling to be completed by the end of the first week in March of each year for the following academic year.

In liaison with Programme Leaders (PLs), the process of confirming requests and monitoring changes to requests must be undertaken.

In liaison with the People Department, a list of staff on fractional and selected days of working (i.e. a list a staff availability) is provided to the TT by the end of March for the following academic year

Estates Department:

An updated room capacity list is provided to the TT by the end of February each academic year with proposed changes for the following year highlighted.

provided

All rooms will be cleaned and functional for the start of an academic year and checked against appropriate capacity and layout lists. There should be monthly checks against this throughout the year.

Once the timetable is complete, it will be reviewed to ensure that any out of hours sessions can be covered by relevant staff to ensure rooms are open, heated where necessary, and functional.

Digital Infrastructure: