

## **Timetabling and Room Booking Protocols**

This paper seeks to try and provide a system that will (i) provide for timely and accurate timetabling, stability of the timetable (for both students and staff) and (ii) the prioritisation of the common good and institutional aims over individual interest.

### **1. Course timetabling principles and priorities**

1. Examination and Assessment bookings take 1<sup>st</sup> priority; consequently, as far as possible they will be set and booked early in the timetabling calendar.
2. Courses do not 'own' spaces. Space will be allocated according to priorities agreed by the Learning Teaching and Assessment Committee (LTAC).
3. Larger Groups take priority over smaller groups – since they have fewer rooming options.
4. All courses will be timetabled according to the set and agreed calendar for creation of the timetable.
5. All staff and students are responsible for checking their own timetables at regular periods via the online timetable viewers and or centrally published pdfs.
6. All course timetable information distributed to staff and students will be that derived from the timetabling office and not any other source.
7. Timetabled events take priority over video linked research seminars in the New Lecture Theatre. Bookings in Video Linked meeting rooms must finish at 12.30 on Tuesdays and Wednesdays to accommodate Research seminars.
8. Research Seminars have priority on the 4<sup>th</sup> floor seminar room at Camden and will be booked 12.30-2pm (inclusive of set up time).
9. Timetabled events start on the hour at Camden with lectures lasting for 45 minutes. Timetabled events at Hawkshead start either on the hour (or at quarter past the hour when allowing for a half hour break between sessions), again with lectures lasting for 45 minutes.
10. Lectures will start at the allocated time.
11. Wherever possible, a 15-minute gap will be left between sessions for students. A half hour gap will be left between lectures when three are scheduled in a row (Hawkshead only).
12. Undergraduate students must have a one hour scheduled lunch break between 12-2pm.
13. All events on a course and year must be timetabled in the correct way using the centralised timetabling system so it is visible to students and staff on the live viewer or centrally produced pdfs.
14. Any centrally booked room must be added to the teaching event on the timetabling system before being used.

15. The core teaching hours are 8-6pm Monday to Friday except Wednesday where undergraduate teaching should finish at 1pm wherever possible.
16. Academic staff responsible for timetabling must release timetabled space if it is decided the space is not needed for teaching.
17. Modular timetables must follow the agreed block schedule. Sessions for modules must be timetabled within their agreed block.
18. The calendar of operation for forming the timetable each year should follow the following pattern:

#### **Module choice and timetable track**

March	Any new pathways and modules are approved by LTAC/Academic Board, 18 months in advance of year
Start of new academic year	
September - December	Module intro and cancellations
	Anticipated student numbers
January – March	Confirm module timetable outline – “Block Diagram”
	Min. and max. module numbers for whole year and all courses
April	Timetable rollover
	Edits for all courses and whole year begins
May/June	Module choice by students for whole year
End of July	End of timetable edit period
	Final timetable for all courses published

19. All core modules will be available but it is not possible to avoid clashes for all optional modules or for those run at other HEIs.

## **2. Formation of the course timetable**

All of the following duties will be completed by the deadlines presented in the timetable calendar. The timetables are agreed with the designated year or module/strand leader.

1. The Timetabling Office must be notified at the start of the process of any room changes/alterations expected during the coming year.
2. Course directors and year leaders of all courses are required to provide the Timetabling Office with term dates and to approve the ‘block diagrams’ and the associated dates for the coming year.
3. Thereafter, module/strand leaders of existing courses are responsible for confirming the detailed requirements of their modules/strands to the timetabling office (in the case of BVetMed 3-5 and MScs via the Programme Support Co-ordinators (PSCs)). For new courses, (i.e. first timetable of a given year) this role will be taken by the Course

Director. This will include liaison with Heads of Departments and individual lecturing staff over the staffing required for the module and consultation with individual lecturers. Communication on this aspect of the detailed formation of the timetable will only be between module leaders, PSCs and the timetable office. The timetable will be formed according to the attached calendar, all drafts and the final, published timetables will seek to achieve the 'best fit' timetable in the light of all courses' needs.

4. Module and strand leaders are responsible for confirming with individual lecturing staff for each teaching session and for informing them of these. Thereafter, individual teaching staff will be responsible for checking their listed lecturing commitments at regular intervals and for adhering to the schedule by using the online timetabling viewer.
5. Student groupings will be prepared by PSCs. Group lists cannot be confirmed until after the results of resit exam boards are published.
6. All requests for change will be in writing from the year/module/strand leader/PSC to the timetabling office and will cite the reason for the change.

#### Changes after the finalisation of the term's timetable

1. Changes should be kept to a minimum and will only be allowed for certain reasons:
  - Illness or bereavement
  - adjustments arising from the resignation, appointment or longer term temporary absence of staff
  - the allocation or removal of rooms due to major works or health and safety as approved by the Estates Planning Committee
  - Rooms and facilities may vary due to unforeseen circumstances or necessary maintenance work
2. Changes will not be considered if:
  - A change is requested to change a normal teaching day if a reasonable time has been scheduled
  - Staff room preference
  - Staff availability change

All changes must be within the previously published term dates.

3. A call for confirmation will be made at the start of the second half of the preceding term.

#### Other Changes

- All changes affecting movement within a module/strand must be approved by the module/strand leader.
- All changes affecting the reordering of modules/strands must be approved by the appropriate course management or phase committee prior to the block diagram being signed off.

Other aspects:

Base, fixed in position, av facilities will be assumed to be functional without the need for additional booking. Any additional facilities should be booked at the same time as the room is booked.

### **3. Room bookings**

1. External Review Groups (AVMA QAA etc) take priority over all other bookings including meetings of Council and Academic Board and their committees, and any course bookings. At least three months notice of any changes resulting from such an exercise would be courteous to those with other rooms booked and our students; although as much notice as possible should be given. However, the teaching timetable takes priority over other external bookings.
2. Research Seminars take priority over committee meeting bookings for smaller video linked rooms providing they are booked at least two weeks in advance.
3. CPD programmes will be booked into the most suitable accommodation wherever possible; providing any published teaching timetable is not affected. CPD rooms will be confirmed once the teaching timetable for each term is confirmed.
4. At all times vc bookings will include 30 minutes *booked* set up time prior to the start of the session.
5. Wherever possible, change over time will be allowed where the room function changes (e.g. from seminar to meeting).
6. With the exception of tutorials, room bookings should not be used in place of centrally timetabled events for course bookings.
7. Students are not permitted to book rooms during the working hours of 9-5pm.
8. All room booking requests must be submitted using the online room booking form and may only be used once the room has been confirmed by email confirmation.
9. The cleanliness and presentation of rooms is the responsibility of the Estates Departments and the availability and functioning of AV equipment, LISD.
10. Catering is not allowed in teaching rooms.