Section A - Academic Timetabling

1. Teaching Day and Week
   a. The standard teaching day runs from 9:00 to 18:00, Monday to Friday. All full-time academic staff should be available to teach within these hours unless alternative patterns of working are agreed with HR in accordance with the ‘College's Right to Request Flexible Working and/or Time-Off for Training Policy and Procedure’ or other recognised College procedures.
   b. Teaching for undergraduate students should not be scheduled after 13.00 on Wednesdays to allow for sports, volunteering and participatory activities unless exemptions are agreed.
   c. Teaching activities will only be scheduled in multiples of 30 minute units (all units of an hour should be scheduled to start on the hour).
   d. Teaching should commence at the scheduled start time (which is usually on the hour) and should finish promptly 10 minutes prior to the scheduled end time to allow for the changeover of activities.
   e. To achieve optimum room utilisation two hour classes should only start at the following times: 9:00, 11:00, 13:00, 15:00, or 16:00, three hour classes at 9:00, 12:00, and 15:00, and four hour classes at 9:00, 13:00 or 14:00.
   f. The timetabling calendar will consist of 38 weeks with week 1 being Welcome Week, then weeks following consecutively until week 38 (the last week of term) with the exception of Bedford Square/Senate House and PC laboratories which we continue to timetable until week 52. Specific term dates will follow those on the College Website.

2. Constraints on Teaching Availability
   a. All full-time research active academic staff are guaranteed the equivalent of at least one day a week free from timetabled teaching activities over the teaching terms.
   b. Any members of staff with formally agreed arrangements under the ‘College's Right to Request Flexible Working and/or Time-Off for Training Policy and Procedure’ (see 1a) should be notified to the Timetabling Team during the data collection process.
   c. Availability of part-time staff should be notified to the Timetabling Team during the data collection process.

3. Timetable Construction
   Prior to Publication
   a. Wherever possible Departmental Timetablers should request block teaching, and alternate week teaching to make least demand on overall room availability and by using
the agreed week pattern numbering system (see 1.f). Requests for these activities must be given at the earliest opportunity and by the advertised deadline to ensure the requests can be incorporated into the timetabling process.

b. All teaching activities, including those in departmental space, must be notified to the Timetabling Unit, so they can be included in student timetables.

c. Mandatory course activities, including lectures, should be given first priority when allocating rooms. Optional course activities and other teaching will be timetabled around these mandatory classes.

d. Once activities have been scheduled they must not be changed (even within the department's timetable footprint) without reference to other departments affected and the Timetabling Team.

e. Where students or staff require special arrangements, department timetablers should make their needs known ahead of the production of the timetable to ensure that any special arrangements can be accommodated, minimising post-publication changes to the timetable.

**After Final Publication**

f. Changes after the publication of the final timetable to departments will be kept to a minimum. Timetabling can only accept changes for the following reasons:
   - Staff clash with other teaching
   - Student clash with other teaching
   - Number of students exceeds safe capacity of room
   - Room too large
   - Venue unsuitable due to Health & Safety or maintenance issues
   - Cancellations
   - Staff sickness

Any amendments have implications pertaining to student experience and the availability of suitable rooms. The Timetabling Team reserve the right to refuse a request.

4. **Teaching rooms**

   a. All teaching rooms and their use will be recorded on the timetabling system.
   
b. All general purpose teaching space will be pooled.
   
c. Highly specialist space, including; science laboratories, drama and dance studios and rooms with specialist equipment such as instruments, will be owned by departments. This will be reviewed periodically by the Space Sub-Committee to ensure that criteria of good utilisation and non-suitability for extra-departmental use are met.
   
d. PC laboratories used for teaching will be managed by the Timetabling Team.
   
e. Departmental space which does not have a specialist function or contain specialist equipment and could be used for general teaching without detriment to the space should be made available for central timetabling during periods that it is not being used for departmental teaching. Timeslots when it is not in use should be given over to the Timetabling Team by the deadline given in the calendar of key dates and future bookings would need to fit around any activities scheduled by the Timetabling Team.
   
f. Teaching rooms are allocated on a best fit basis according to size, constraints and resources.
   
g. Food and drink should not be consumed in the teaching rooms.

5. **Sources of Data**
a. The authority on the right of occupancy of a teaching room shall be the Timetabling System (Scientia).
b. Banner will be the source data for departments, programmes of study, courses and student information appearing in the Timetabling System.
c. CAFM will the source data for room locations appearing in the Timetabling System.
d. CAFM/Estates and the Audio Visual Department will be the source data for suitabilities.
e. Academic Departments/Schools will provide information on activities and staff availability.

6. Roles and Responsibilities

Student Administration Timetabling Team
- Construction and production of the College’s teaching timetable in liaison with departments.
- Production of individual teaching timetables for Students.
- Production of individual teaching timetables for Staff.
- Producing a calendar of key dates to be published online which outlines dates for collection, submission and publishing of timetable information for the forthcoming academic year.
- Allocating teaching space in accordance with College policies.
- Mediating and assisting in resolving timetable clashes.
- Providing an up to date version of the timetable on the staff intranet for staff to view.
- Providing user support to all Scientia Timetabling software users in the College.
- Managing the Web Room Booking system.
- Following up with Academic Departments or Faculty Deans as appropriate, if issues arise for timetabling as a consequence of restricted working patterns for teaching staff (e.g. large numbers of requests for one Department or very restricted working patterns for individuals).

Heads of Department/Heads of School
- Ensuring that Department/School inputs into the timetabling process are completed in a timely and accurate fashion, according to the calendar of key dates published.
- Ensuring that staff availability to teach is managed in accordance with 1.a. and 2 above. Restrictions imposed by external commitments should be carefully considered by Heads of Department/School. It is the responsibility of the Head of Department/School to approve any exemptions to an academic’s availability that are not flexible working.
- Responsibility for ensuring that their programme and course validations and required information are submitted in accordance with required dates.
- Responsibility for ensuring that course registrations are chosen and inputted on the student record system in a timely manner.

Departmental Timetablers
- Liaising with academics to collate required timetabling data and submit all required information for teaching activities. These must be compatible with the programme structure and most popular pathways. It is the responsibility of the Departmental Timetablers to provide details of all constraints to scheduling classes (e.g. tiered/flat rooms, blackout requirements, accessibility requirements) prior to the start of the scheduling process. It is the responsibility of the Departmental Timetablers to provide details of key resources required (e.g. network connectivity, audio-visual equipment) prior to the start of the scheduling process.
- Providing accurate academic availability data for effective timetabling
- Checking draft, provisional and final timetables to ensure accuracy and that there are no clashes in students’ standard programmes and common pathways. Changes after publication can negatively affect a student’s experience.
- Requesting changes after publication only if essential (see 3.f.)
- Ensuring that seminar allocations are completed by the date required.
- Ensuring that identified clashes are dealt with quickly.
- Informing the Timetabling Team of any students or staff that have special requirements which will affect timetabling.
- Consulting web timetables if informed of a room clash to resolve the issue.
- Informing the Timetabling Team of any cancellations or problems with the timetable.

**Academic Staff**
- Reading and checking timetables when published and advising Departmental Timetabler of errors as soon as possible. This must be done before the deadline for the final timetable production.
- Adhering to the latest version of the published timetable.
- Notifying the Departmental Timetabler of teaching requirements and inform them of cancellations or additional teaching activities so that, where appropriate, electronic timetables can be updated.
- Notifying their Departmental Timetabler if they are unable to teach in their allocated room owing to someone else using.
- Starting and finishing lectures promptly to allow smooth changeover (see 1.d.)
- Ensuring teaching spaces are left in a clean and tidy condition, and furniture is returned to its standard configuration before the scheduled end of the class.
- Ensuring availability for teaching during College teaching hours except when Head of Department has approved exemption or a flexible working agreement is in place.

**Students**
- Regularly checking the published timetable for changes, additional activities, room changes etc.
- Ensuring availability for all teaching weeks.
- Informing relevant Departmental Timetabler of any special arrangements required as a result of a disability.
Section B – Event Timetabling & Room Bookings

1. Administration and Management

   a. Regular teaching by Academic Departments takes priority in all teaching rooms during teaching times as listed in Section A (1a and e);
   b. Priority will then be given to activities relating to essential College events and functions, encompassing the following:
      o Applicant Visitor Days (AVDs)
      o Departmental Exams
      o Careers Events
      o College Events (such as those advertised in the ‘What’s On’ guide)
      o Enrolment & Induction Sessions
      o Other regular teaching – including CEDAS and IFP courses
      o Study Group teaching
   Requests for these bookings must be given at the earliest opportunity and by the advertised deadline to ensure the requests can be incorporated into the timetabling process.
   c. Requests for the activities listed in (b) made after the advertised deadline will be given priority over other requests made at the same time. However, existing bookings will only be cancelled to make way for a College event in exceptional circumstances.
   d. Other ad hoc room bookings for meetings and other events will not be considered until the academic timetable has been published.
   e. Dates for annually recurring events must be booked each year and will not be automatically transferred from year to year.
   f. The College’s Web Room Booking system should be used for all general requests for rooms during the teaching day. Rooms will only be released for booking on the Web Room Booking system after there has been time to make adjustments to the timetable in the light of teaching experience at the beginning of term.
   g. Requests for weekend bookings, other than for College functions, should only be made in exceptional circumstances and due to resource implications these should be for all-day events only. The set of rooms available at weekends will be agreed annually.
   h. The Student’s Union will be allocated a set of rooms to be used by affiliated student societies for out of hours room bookings. The Student Union will make the bookings on the College’s Web Room Booking system and ensure that the responsibilities of the event organiser are met. The set of rooms, times and dates will be agreed annually.
   i. Some rooms are more suited to certain types of events. In order for facilities and resource to be used efficiently room usage will be considered before confirming a booking. If a room is deemed unsuitable for an event alternative options will be discussed.
   j. Student bookings that are not made through the SU must be endorsed by a permanent member of staff who is willing to oversee the booking and ensure the responsibilities of the event organiser are being met.
   k. Requests must be made at least one week before the date of the event. Later requests will be accommodated where possible, but this cannot be guaranteed.
   l. Bookings should commence on the hour and rooms must be vacated by the times specified in the room booking confirmation allowing ten minutes for change over at the end of the session. Your booking times must allow for set-up and set-down.
   m. If an event is cancelled for any reason the room booking should be cancelled at the earliest opportunity because of the associated resource and security implications.
n. Submitting a booking request does not guarantee a booking. An event should not be advertised before a booking is confirmed.

2. Event Organiser Responsibilities

a. The event organiser must declare the intended use of the room at the time of the booking. Any changes to the nature of the event must be communicated in advance of the event.
b. For events featuring a controversial speaker, high profile guest (e.g. a politician) or where the subject matter is likely to attract protest and/or disorder, the plan must be discussed and approved by the College in accordance with the freedom of speech policy. This must be done at least a month in advance of the event. Confirmation of the booking will not be given until approval has been gained.
c. The event organiser must arrange related services for room bookings direct with the service provider (e.g. catering, portering, audio visual). A room booking does not guarantee additional services can be provided especially catering, which is not allowed inside academic rooms. Public areas adjacent to the room may be used as a refreshment area (foyer areas such as Windsor foyer will need to be booked).
d. The event organiser must ensure that the number of people attending does not exceed the stated capacity of the room.
e. If furniture is moved it must be restored to its original layout after the event, furniture must not be removed from rooms or block fire escapes.
f. It is the event organiser’s responsibility to ensure they and the other room users are familiar with the emergency evacuation procedure for the room.
g. Any breach of the policy for room booking could result in the cancellation of all future bookings and the withdrawal of the privilege to book rooms for the remainder of the year.