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**TIMETABLING AND TEACHING SPACE ALLOCATION POLICY**

**Introduction**

This Policy details the principles which underpin the construction of the University teaching timetable and allocation of teaching spaces.

The Policy aligns with the University’s *Space Management Policy* and therefore seeks to enhance students’ learning opportunities by ensuring the timely preparation of timetables and allocation of appropriate teaching spaces in an efficient and effective manner.

[Appendices 1 to 3 of this policy set out the procedures relating to the construction and communication of the Timetable, Resource Booker (RB) and Conference and Commercial Bookings. Appendix 4 is a schedule of specialist spaces and rules that apply in relation to these.]

KEY PRINCIPLES

1. Priorities for the use of teaching space:

* Normally, during semesters (September to June inclusive) scheduled academic activity takes precedence over other activity.
* Exceptions to this could include major planned public or internal University events, such as Graduation/Awards Ceremonies, Open Days, Elections (polling station), Distinguished Lectures, programme registration, and examinations, which may be scheduled in advance of the teaching timetable.
* Normally, during the period June to August inclusive, priority will be given to activity which maximises net income capture (to support University investment throughout the year).
* Exceptions to this could include teaching which continues beyond June/July; short course activity and any other activity as agreed by the DVC or DVC (Student Experience), which are deemed to be strategically / educationally beneficial but may not increase net income.

1. Efforts will be made where possible to avoid scheduling any core modules on a Wednesday afternoon in order to facilitate student engagement with UCSU sports and other enrichment activities. The ability to do will depend on the complexity of individual programmes.
2. The majority of teaching takes place from early September up until the first week of July, depending upon the agreed programme dates (including non-standard programme dates). (Note: there may be some specific types of delivery e.g. apprenticeships, pre-sessional English courses, pre-masters courses that are scheduled earlier). Academic Year and Semester dates are agreed annually by Academic Board. Teaching may be based at Bishop Otter and/or Bognor Regis campuses, or elsewhere, as appropriate.
3. Core teaching hours are Monday-Friday 0900-1800 however, there will be some exceptions, which may be scheduled (in consultation with the relevant academic area) outside these hours.
4. Timely information enables timely release of programme, staff and student timetables. Student timetables should be available as early as possible and at least one month before the start of each academic year.

* An annual Timetable Deadlines Schedule is agreed, which covers the provision of timetable information, processing student module registrations and publication of timetables.
* All academic programmes are required to work to this schedule, which takes on board the annual process for the completion of Approval/Re-Approval activity.

1. The construction of learning and teaching timetables is carried out in line with the University’s Equality and Diversity Policy. This includes providing individuals with the opportunity to declare disability and to enable reasonable adjustments to be made to accommodate their requirements.
2. Staff as principal room users have responsibilities for supporting this Policy. These are:

* Propose any suggested enhancements to teaching equipment or rooms to Teaching & Learning Accommodation Group (TALAG)
* Report any immediate problems with presentation and teaching equipment, or issues relating to the condition of the room/furniture via the contact details, which should be displayed in all teaching rooms, or via the SupportMe Self-Service Portal.
* Release a slot via the appropriate mechanism if the room is no longer required.
* Leave rooms clean, tidy and return to default layout in readiness for the next group.
* Leave room at an appropriate time, so as not to impinge on the subsequent user.

Appendix 1 – Construction and communication of the timetable

1. An annual Timetable Deadlines Schedule is agreed, which sets out detailed schedule of dates for provision of timetable information, student module registrations and issue of timetables. The Academic Registry Timetabling Systems Manager (TSM) has overall responsibility for managing the timetabling process, supported by the Assistant Manager (Modular & Timetabling) (AMMT) including identifying areas for proposed development, in consultation with academic areas.
2. Each discrete academic area will identify a member(s) of staff who will have responsibility for timetabling (“Timetable Contact”) and who will be the TSM/AMMT’s main contact, submitting timetabling information at key points in accordance with agreed deadlines. This needs to be complete and accurate at the point of submission. Any timetable changes/queries should be routed via the Timetable Contact to the Timetabling team.
3. The Timetabling Team is responsible for producing timetables and will employ creative solutions, in consultation with Timetable Contacts, to ensure effective use of space across the teaching day and week, e.g. this could involve splitting seminar groups and lead lectures, rationalising session durations.
4. In accordance with the Timetable Deadlines Schedule the construction of timetables is based upon a constraints approach, so as to ensure as much flexibility as possible when generating student timetables. There are two types of constraints, staff constraints and module constraints, clarified below.
5. Staff constraints: via an agreed mechanism the Director/Head of Institute/School/Department (DoI/Head) will approve staff constraints, which are formal contractual arrangements. This is distinct from personal preferences/arrangements such as commute and domestic arrangements, which cannot be constraints on the timetable. There will always be time available within the Timetable for research and other activities.
6. Module constraints: via an agreed mechanism the Timetable Contact will provide detailed module delivery patterns. This information should include which programmes and modules (including options) are going to run and in which semester plus the week by week breakdown of each module teaching pattern. The information provided needs to take account of planned approvals/re-approvals and minor change activity that will impact on timetable requirements. This information will ultimately feed through to the Student Attendance Management (SAM) system.
7. The TSM will discuss directly with the Timetable Contact or DoI/Head, as applicable, any issues arising from staff and/or module constraints which are problematic in terms of producing timetables, so that appropriate solutions can be identified.
8. It is anticipated that Timetable Contacts will liaise with the Timetabling Team on all routine timetabling issues. Any issues that cannot be resolved should be referred to the Academic Registrar and relevant DoI/Head. If the matter remains unresolved it will be referred to the DVC (Student Experience) for final decision.

1. Teaching sessions are normally timetabled by the hour. They should start on the hour and finish in time (normally 10 minutes before the hour) to allow for an appropriate change-over between teaching sessions, (e.g. for specialist lab teaching sessions, time needs to be allowed for set-up and clearing down of the lab).
2. Timetables for sports related programmes keep Wednesday afternoons free for sport or other activities in the timetable. More generally across academic areas, when constructing the teaching timetable efforts will also be made, where possible, to avoid scheduling any core modules on a Wednesday afternoon in order to facilitate student engagement with enrichment activities, including UCSU Sports and Societies.
3. Construction of timetables will include consideration of any impact on protected groups under Equality and Diversity legislation. With regard to agreed reasonable adjustments and priorities for students or staff with disability this will normally be informed by the Disability and Dyslexia Service in respect of students and Human Resources (HR) Department in respect of staff, or via the Timetable Contact. The Timetabling Team will work with this information.
4. It is not possible to guarantee that a timetable can be produced to meet cohorts’ childcare preferences across all of our programmes. After the deadline has passed and on an exceptional case by case basis, the Timetable Team will explore whether it is possible to alter a particular student’s timetable if this presents a problem e.g. change groups but any solution would have to be within the constraints of the finalised timetable.
5. The construction of timetables, based upon the information provided by academic areas, operates under multiple system constraints, including:

* Complex modules will be grouped, in system terms, and scheduled before other activities. This could be because the module has to be on a particular day or the complexity of the module only allows for limited schedulable options.
* Larger teaching sessions will be timetabled in advance of smaller teaching sessions.
  + Modules with sequenced activities will be grouped together and scheduled in advance of single module activities.
  + Activities requiring access to specialist space will take precedence when allocating that space. Other activities may be timetabled into specialist space, as necessary to optimise utilisation of space.
  + In reviewing the timetable outputs the Timetabling Team will check for best fit to requirements, which may require adjustments. The University recognises that its current estate imposes certain limitations and, in certain cases, teaching sessions may be timetabled in an ‘oversize’ room.

Whilst understanding the need for flexible delivery and student demand/preference, it is essential that DoI/Heads and academic staff manage student expectations having regard to the above constraints.

1. It is essential that information required in order to produce timetables is accurate, complete, in the agreed format and supplied by the Timetable Contact by the agreed deadlines. The Timetable Team will process work received by deadlines and information received after the deadlines, which has to be processed later may result in students having less time to make choices or receiving their timetables beyond the agreed publication date.
2. In relation to programme (re-)approvals, it is recognised that in order to meet specified deadlines, the timetabling process must proceed on the basis of the intended curriculum and therefore, exceptionally, this may include programmes still subject to formal (re-)approval. To facilitate a smooth timetabling process and ensure stable timetables for students, no in-year minor changes (i.e. minor changes submitted in accordance with the Minor Change Process) will normally be approved, i.e. they must relate to the following academic year.
3. In accordance with the Timetable Deadlines Schedule, Timetable Contacts should inform the Timetabling team of any further adjustments required. This may include some late adjustment to reflect Clearing activity.
4. With regard to delivery of joint programmes or programmes with shared modules or staff who teach across programmes, it is the responsibility of the relevant Timetable Contacts to liaise when working through staff availability and module delivery patterns.
5. Following the release of the Timetable Deadlines Schedule, Timetable Contacts will be asked to provide to the Modular Team, via an agreed mechanism, the module structures for their individual programmes by level for the next academic year. It is imperative that the data is checked against the approved Programme Descriptor and completed by the agreed date as set out in the Timetable Deadlines Schedule. The Modular Team will then use this information to form the module diets in preparation for Student Module Registration.

1. It is important that Programme Co-ordinators have spoken with their students in advance of Student Module Registrations, in particular to identify any unpopular modules that can be removed by the Modular Team. Programme Coordinators and DoI/Heads will also be provided with information from the Modular Team to enable them to re-assess the viability of modules in the light of student preferences and within the context of the overall financial performance and sustainability of the department. The current minimum student number to trigger review is 6 for undergraduate modules and 8 for postgraduate modules, although it is recognised that there may be particular circumstances when modules will run with fewer students. In responding to the Modular Team, DoI/Heads will be requested to confirm whether modules with student numbers below the suggested thresholds will run or not. This information is vital for the timetabling process in order that changes can be reflected in the timetabling system. When modules are removed the Modular Team will also need to know what advice students, affected by this decision, have been given, e.g. process for selecting an alternative module. The Modular Team, working with the Programme, will ensure students are appropriately informed of any changes.
2. Communications from the Timetabling Team will advise students and staff when confirmed timetables can be accessed. Student and staff timetable views will be made available via Moodle (staff) and ChiView (students). Timetable sessions can also be viewed in Outlook Calendars. At the point of publication, the room becomes the cap for the module. The finalised information is also fed through to the SAM system, so needs to remain stable. Students will be encouraged to check their timetables on a regular basis particularly at the start of semester when timetables can be subject to some change. Any Programme-initiated changes (as distinct from a change required as a result of a wider University decision) necessary and approved in semester should be notified by the Programme to students.
3. Unforeseen exceptional late change requests received after the agreed, published deadlines will only be considered if deemed essential by the DoI/Head in discussion with the TSM. If the issue cannot be resolved the matter will be referred to the DVC (Student Experience). No changes should be advised to students unless and until they have been approved by the TSM.
4. Rooms will normally be cleaned and set up in the configuration, agreed by Teaching and Learning Accommodation Group (TALAG), for that room at the start of the day.  Requests for alternative layouts and out-of-hours heating should be made to Estate Management via SupportMe (as per the University’s Heating Policy: https://www.chi.ac.uk/about-us/policies-and-statements/estates-and-facilities/, well ahead of the required room use. Staff should ensure that a room is returned to the standard room layout following use and that lights and equipment are switched off.  Communication with caretakers, via t SupportMe is important to ensure that they are available to assist if there are any manual handling issues associated with returning a room to the standard layout.

Appendix 2: Resource Booker (RB)

For ad hoc room bookings staff and students should make requests via the University’s central RB system. If an alternative mechanism for this process is required (e.g. reasonable adjustment for disability) please contact Academic Registry (email: roombookings@chi.ac.uk) or, during the period June to August, contact the Conference Office.

Ad hoc room bookings are for one-off (or a series) of staff or student events, e.g. meetings, rehearsals, which are outside of scheduled teaching. These bookings are not linked to the Student Attendance Management (SAM) system.

1. Help Pages are accessible from the RB home page. The home page also includes how to make bookings and links to rules for specific rooms and other general information.

1. Booking requests will beacknowledged by auto response and, if necessary, will beconfirmed once the booking has been processed. Until confirmation is received the booking remains a request.Room/date details should not be made public until the booking has been confirmed.
2. Ad hoc bookings can be cancelled by going to “My Bookings” in Resource booker and clicking on the relevant booking and then clicking “Cancel”
3. RB should only be used for ad hoc bookings. Any changes required to timetabled teaching sessions should be routed via the Timetable Contact (see Appendix 1).
4. Ad hoc booking requests should be made at least 1 working day (i.e. Mon-Fri) in advance of the date the booking is required. A response/confirmation should normally be received within 3 working days, where practicable. It may not be possible to process late requests. Students will have a limit on how long a booking can be.

1. If your room booking is in a teaching space and a teaching session follows directly on from your booking please allow time for an appropriate change-over so as not to disrupt teaching.
2. Staff and students requiring additional facilities to support their booking e.g. audio-visual aids, catering, parking permits, furniture laid out in a particular way, should contact the appropriate department e.g. Estate Management, Conference Office, IT Services directly via the appropriate mechanism.
3. Estate Management staff should raise any logistical problems arising from consecutive bookings in a particular room/space with staff who have made the bookings, or, in the case of bookings from external clients made via the Conference Office, Estate Management staff should liaise directly with the Conference Office. Any changes to bookings arising from this should be notified to roombookings@chi.ac.uk, or to the Conference Office in respect of external client bookings.
4. Ad hoc room bookings via RB for the period June – August will be processed but may have to be relocated in liaison with the Conference Office in accordance with the service levels defined in para 4 above.
5. Bookings for specialist areas – see Appendix 4.

Appendix 3: Conference & Commercial Bookings (June – August)

* 1. During the Period June to August inclusive, the Conference Office will have “ownership” of space, however Academic Registry will continue to process bookings received via RB for teaching-related events beyond June, July and August e.g. Boards of Examiners meetings, examinations, accredited CPD provision, pre-sessional English courses, and one-off academic/Senior Management meetings.  Academic Registry and Conference Office will liaise regarding spaces which can be booked.
  2. To maximise net income capture, the Conference Office may explore with internal and external clients, adjustments to room allocations to accommodate clients’ needs. It is anticipated that early discussion and negotiation will result in mutually agreed solutions however matters which cannot be resolved should be raised with the DVC (Student Experience) for resolution.
  3. Bookings made by the Conference Office become contractual obligations of the University and cannot be over-ridden by other, later requests.
  4. Commercial bookings are received directly by the Conference Office and all University bookings received during this period via RB will be processed by the Conference Office.
  5. At any point in the year, all bookings for Academic Conferences, which attract external paying guests, must be routed through the Conference Office. Departments should consult with the Conference Office at the earliest opportunity regarding the feasibility of hosting a conference/event at the University, as there are some long-term contractual agreements with some clients. Conference Office will liaise closely with academic colleagues regarding the detailed timing, planning and prioritising of proposed conferences/events.

Appendix 4: Schedule of specialist spaces and rules

No facility is ‘owned’ by a particular academic area although it may have priority. Colleagues who have delegated authority for room bookings in specialist space must ensure that all bookings are recorded on the central Resource Booker (RB) system. All areas need to ensure that they record accurately how long a room/space is needed and the size of the group using that room/space, to maximise use of resources. Specialist spaces usually have specialist equipment, which is managed by specialist technicians.

NOTE: During June – August bookings for specialist areas 3, 8 & 9\* below (\*in liaison with Administration Manager (Laura Farrant), Conservatoire@chi.ac.uk) will be co-ordinated by Conference Office. Specialist areas 2 below (with the exception of room E312), 4, 5, 6 & 7 remain under local control throughout the year.

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|  | **Specialist area** | **Campus** | **Main contact** | **Teaching sessions** | **Ad hoc bookings** |
| 1 | Art One rooms | BRC | Fine Art Administrator (Helen Nichols) | The TSM has responsibility for ensuring that all teaching is recorded on the central Timetabling System. | Delegated authority, however, all bookings must be recorded on the central RB system |
| 2 | Sports Science Labs | BOC | Sports Technicians (led by  Marit Undheim) |
| 3 | Showroom, Studio 5 & 6 | BOC | Dr Ben Francombe, Head of Theatre Theatre Administrator (Julie Thurston) |
| 4 | All Music Rooms including practice rooms and Musical Theatre spaces | BOC/BRC | [Conservatoire@chi.ac.uk](mailto:Music@chi.ac.uk)  (Ben Hall, Director of University of Chichester Conservatoire/Administration Manager (Laura Farrant)) |
| 5 | Tech Park Specialist spaces | BRC | Digital & Creative Industries (DCI) Department Administration Manager (Tracy May) |
| 6 | Tudor Hale Centre for Sport: Sports Hall, Sports Dome, Astro Turf, Netball/Tennis Courts, Top & Bottom Fields, Nets & Grids, Fitness Suite, Strength and Conditioning) | BOC | Tudor Hale Centre for Sport reception/  Sports Administrator (Sally Waterworth) |
| 7 | HealthOne Specialist Spaces (SIM rooms) | BOC | Department Administrator & Placement Co-ordinator (Clarie Hilton), Department Administrator (Carole Parry) |
| 8 | Skills Lab (E125) | BOC | [swscadmin@chi.ac.uk](mailto:swscadmin@chi.ac.uk)  Childhood, Social Work & Social Care Administrators | Not recorded centrally |
| 9 | Dance Studios | BOC | [Conservatoire@chi.ac.uk](mailto:Conservatoire@chi.ac.uk)  Administration Manager (Laura Farrant) | Bookings made through RB by staff and students |

All rooms, including those controlled by specialist areas, will be included in any space audit exercise carried out.