**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 Strategy* 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.

[Appendix 1 to 3 to this policy set out the procedures relating to the construction and communication of the Timetable, Web Room Bookings (WRB) 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 May 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, 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 into June / July; ISPU contracts and any other activity as agreed by the DVC and DVC (Sustainability & Enterprise), which are deemed to be strategically / educationally beneficial but may not increase net income.

2. Efforts will be made where possible to avoid scheduling any compulsory modules on a Wednesday afternoon in order to facilitate student engagement with SU sports and other enrichment activities.

3. Teaching may take place, depending upon the agreed programme dates (including non-standard programme dates), from early September up until the first week of July. Academic Year and Semester dates are agreed annually by Academic Board. Teaching may be based at Bishop Otter and/or Bognor Regis campuses.

4. Core teaching hours are Monday-Friday 0900-1800 however, there will be some exceptions, which may be scheduled outside these hours.

5. 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.
   - The Academic Management Team (AMT) on behalf of academic programmes agrees the schedule of dates for provision of timetable information, processing student module selections and publication of timetables.
All academic programmes are required to work to this schedule, which takes on board the annual spring break deadline for the completion of Approval/Re-Approval activity.

6. 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.

7. 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 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. The Academic Management Team (AMT) on behalf of academic programmes agrees the detailed schedule of dates for provision of timetable information, student module selections and issue of timetables i.e. the Timetable Deadlines Schedule. A Timetabling and Room Booking (TARB) Steering Group and corresponding User Groups, will meet once a semester to review the overall operation of the Timetabling and Web Room Booking (WRB) system and identify areas for development.

2. Each Academic Department will identify a member(s) of staff who will have responsibility for timetabling (“Timetable Contact”) and who will be the Timetabling Systems Manager’s (TSM) main contact, submitting timetabling information at key points in accordance with agreed deadlines. Any timetable changes/queries should, normally, be routed via the Timetable Contact to the TSM.

3. The TSM 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.

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.

   i. Staff constraints: via an agreed mechanism (e.g. spreadsheet) the Head of Academic Department (HoAD) will approve staff constraints, which are formal contractual arrangements. This is distinct from any stated staff preferences, which need to be clearly identified and which may or may not be approved by the HoAD, or possible to accommodate within the timetable.

   ii. Module constraints: via an agreed mechanism (e.g. spreadsheet) 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.

5. The TSM will discuss directly with the Timetable Contact or HoAD, 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.

6. It is anticipated that Timetable Contacts will liaise with the TSM on all routine timetabling issues. Any issues that cannot be resolved should be referred to the Director of Admissions and Academic Registry and relevant HoAD. If the matter remains unresolved it will be referred to the Pro Vice-Chancellor (Student Experience) for final decision.

7. Teaching sessions are normally timetabled by the hour. They should start on the hour and finish in time 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).
8. Timetables for sports related Departments keep Wednesday afternoons free for sport or other activities in the timetable. More generally across Academic Departments, when constructing the teaching timetable efforts will also be made, where possible, to avoid scheduling any compulsory modules on a Wednesday afternoon in order to facilitate student engagement with enrichment activities, including SU Sports and Societies.

9. 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 (DDS) in respect of students and Human Resources (HR) Department in respect of staff, or via the Timetable Contact. The TSM will work with this information.

10. It is not possible to guarantee that a timetable can be produced to meet cohorts’ childcare preferences across all of our programmes, however, where these are articulated via the Timetable Contact before the applicable timetable deadline, efforts will be made to accommodate these if possible. After the deadline has passed and on a request basis, the Timetable Office 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.

11. The automated construction of timetables, based upon the information provided by Academic Departments, operates under multiple system constraints, including:

- Normally, larger teaching sessions will be timetabled in advance of smaller teaching sessions.
- 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.
- 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.
- In reviewing the timetable outputs the TSM will check for best fit to requirements, which may require manual adjustments. The University recognises that its current estate imposes certain limitations and, in certain cases, teaching sessions may be timetabled in an ‘oversize’ room. This can also be the case for first year option modules where an entry cohort is a best guess.

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

12. 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 August publication date.

13. 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.
14. In accordance with the Timetable Deadlines Schedule, Timetable Contacts should inform the TSM of any further adjustments required. This may include some late adjustment to reflect Clearing activity.

15. With regard to delivery of joint and major/minor programmes 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.

16. Programme Coordinators and HoADs will be provided with information from Academic Registry (Modular Office) 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 minimum student number to trigger review is 12 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 Office, HoADs 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 which produces student timetables. When modules are removed the Modular Office 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 Office, working with the Programme, will ensure students are appropriately informed of any changes.

17. Communications from the TSM will advise students and staff when confirmed timetables can be accessed. Student and staff timetable views (e.g. by level, programme, module etc.) will be made available via SONAR. 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.

18. Exceptional late change requests received after the agreed, published deadlines will only be considered if deemed essential by the HoAD in discussion with the TSM. If the issue cannot be resolved the matter will be referred to the DD.

19. 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 should be made to Estate Management via the Self-Service Portal, 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 the Self-Service Portal 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: Web Room bookings (WRB)

For ad hoc room bookings staff and students should make requests via the University’s central WRB 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 series) of staff or student events, e.g. meetings, rehearsals, which arise outside of scheduled teaching.

1. Help Pages including a video are accessible from the WRB home page. The home page also includes rules for specific rooms and other general information.
2. Booking requests will be acknowledged by auto response and will be confirmed 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.
3. WRB 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 3 working days (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.
5. The exception to the process outlined in para 4 above are bookings for meetings in designated meeting rooms, which will be confirmed instantly via the on-line process.
6. 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.
7. 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.
8. Ad hoc room bookings via WRB for the period June – August will be processed by the Conference Office in accordance with the service levels defined in para 4 above.
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 WRB for teaching-related events during 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 DD 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 WRB 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 and these will be processed in accordance with the protocol between Faculty and 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.

6. Any bookings received via WRB for the Ground Floor of the Dome at any point during the year will be processed directly by the Conference Office.
Appendix 4: Schedule of specialist spaces and rules

No facility is ‘owned’ by a particular Academic Department 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 WRB 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 subject technicians.

NOTE: During June – August bookings for specialist areas 1, 3 & 7 (in liaison with Cathy Childs) will be co-ordinated by Conference Office. Specialist areas 2 (except room E312), 4, 5 & 6 remain under local control throughout the year.

<table>
<thead>
<tr>
<th>Specialist area</th>
<th>Campus</th>
<th>Main contact</th>
<th>Teaching sessions</th>
<th>Ad hoc bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Art One rooms</td>
<td>BOC</td>
<td>Steve McDade</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine Art Administrator: Clare Hilton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Sports Science Labs (Old Chapel, E312, H137, G131, G132, G313, G317 and all labs in Tudor Hale Centre for Sport)</td>
<td>BOC</td>
<td>Technicians: Ellie Walker/Matt Jewiss/Phil Stevens/Mary Iden/Simon Augustus/Andrew West</td>
<td></td>
<td>Delegated authority, however, all bookings must be recorded on the central WRB</td>
</tr>
<tr>
<td>3 Showroom</td>
<td>BOC</td>
<td>Dr Ben Francombe/Julie Thurston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 All Music Rooms including practice rooms and Musical Theatre spaces</td>
<td>BOC</td>
<td><a href="mailto:Music@chi.ac.uk">Music@chi.ac.uk</a> (Ben Hall) Media Administrator (Laura Brown)</td>
<td>The TSM has responsibility for ensuring that all teaching is recorded on the central Timetabling System.</td>
<td></td>
</tr>
<tr>
<td>E123 (Tutor must collect and sign for the key at SIZ. Students must have a staff member collect the key for them)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Tudor Hale Centre for Sport: Sports Hall, Sports Dome, Astro Turf, Netball/Tennis Courts, Top &amp; Bottom Fields, Nets &amp; Grids, Fitness Suite, Strength and Conditioning)</td>
<td></td>
<td>Tudor Hale Centre for Sport reception (Paul Wallis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Skills Lab (E125)</td>
<td>BOC</td>
<td>Tracy Vine</td>
<td>Bookings made directly via WRB</td>
<td></td>
</tr>
<tr>
<td>7 Dance Studios</td>
<td>BOC</td>
<td>Cathy Childs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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