

Timetabling Principles- 2022/23

Principle	Description
<p>Timetables should be published on time and as comprehensively as possible and changes after publication should be kept to a minimum.</p>	<p>The publication of a timely and complete teaching timetable for students should help the University achieve high satisfaction in the NSS and CES.</p> <p>All staff should minimise changes to timetabled activities after the timetable is published to minimise student dissatisfaction.</p>
<p>Teaching at the University will take place across a standard pattern.</p>	<p>The University standard teaching week is as follows: Monday – Thursday 9.15am – 9.15pm Friday 9.15am – 6.15pm</p> <p>Some modules e.g. Postgraduate courses will be scheduled at times outside of this standard pattern.</p>
<p>There will be a standard start time for teaching activities.</p>	<p>All classes will start at 15 minutes or 45 minutes past the hour.</p> <p>No classes should start at 10:15am, however this time slot may be used if room utilisation allows.</p>
<p>Teaching will finish 5 minutes before the end of the activity and the rooms will be returned to the standard layout and left clean and tidy.</p>	<p>Teaching sessions will finish 5 minutes before the end of the activity to enable a smooth and timely start for the next activity.</p> <p>Staff and students should ensure all teaching and meeting rooms are left clean and tidy and returned to the standard layout displayed in the room.</p>
<p>No teaching for most undergraduates on a Wednesday afternoon after 1:15pm</p>	<p>No undergraduate modules are normally timetabled on a Wednesday afternoon to facilitate full-time students participation in recreational activities, unless there is an alternative occurrence available to the student or if all students who select a module confirm that they can attend on a Wednesday afternoon via module selection.</p>

	Wednesdays should be used for courses such as Foundation Degrees where the students are only required to be in attendance on one or two days of the week due to the students work requirements.
Teaching can take place in the evening but minimised when possible.	All courses can be scheduled across the teaching day but if the evening can be avoided it should be as evening teaching can have a negative impact on student satisfaction. Evening teaching may support the delivery of part-time courses.
There is a minimum module/class size of 15.	The minimum number of registered students on a module is normally 15. Modules with fewer than 15 students will require approval from the Head of School and Acting Provost to run.
Teaching that falls on a bank holiday or University closed day will be re-scheduled.	Teaching that falls on a bank holiday or University closed days will be rescheduled, where appropriate, in collaboration with School timetable reps.
University committees and ad hoc meetings should avoid taking place in teaching rooms when possible and take place on Wednesday afternoons when possible.	University committee and subcommittee meetings should meet on a Wednesday afternoon, during teaching weeks wherever possible Scheduled teaching activities should not be disrupted by meetings or ad-hoc bookings after the timetable has been published.
Timetabling staff will take into account known staff and student disabilities when allocating rooms.	Where requirements are made known to the University, student and staff disabilities will be taken into account when allocating rooms and reasonable adjustments will be made.
Student will select their modules for the next academic year by the agreed deadline.	Students will select their modules by an agreed deadline.
Staff will provide details of their teaching activity requirements by the agreed deadline.	Staff will provide details of their teaching activity requirements by the agreed deadline.
Timetabling will take into account the following student constraints.	Aim to schedule a student on no more than 2 modules on an evening per week.
	Aim to ensure that students will have no more than 7 hours teaching in any one day.
	Full time undergraduate degree students should be in attendance a minimum of two days a week.

Timetabling will take into account the following staff constraints.	<p>All staff may be scheduled to teach across the university standard teaching day unless there is an agreed flexible working agreement</p> <p>No staff should teach for more than 2 evenings (periods after 6.15pm) in any one week.</p> <p>Part Time and Hourly Paid staff will be initially scheduled to teach across the university standard teaching day unless there are agreed contractual restrictions.</p>
A set standard travel time will be applied between sites.	Standard travel times are applied to all staff and student travel between all sites when scheduling modules.
Staff and Students will be allocated a least a 30 minute lunch break.	A minimum lunch break of 30 minutes will be applied to each weekday between 12:15 and 14:15.
All activities should avoid specifying the date and/or time whenever possible.	All activities should avoid specifying the date and/or time whenever possible.
Live online activities should be published on the timetable.	All online activities should be identified clearly on a student's timetable. Any asynchronous teaching will not be on the timetable but these activities will need to be communicated to students in the module outline.
Students will be automatically allocated to seminar groups by timetabling.	Students will be allocated to seminar groups via the timetabling software.
Timetabling will aim to allocate teaching to appropriate rooms.	<p>Timetabling will aim to allocate teaching to appropriate space requirements and use this space efficiently and effectively.</p> <p>Teaching rooms should be appropriate for the session being delivered and therefore students may experience room changes accordingly.</p>
Staff will follow the class cancellation policy when a teaching activity is cancelled	All staff must ensure that any class cancellations are notified to timetabling at the earliest opportunity, in line with the class cancellation policy.
Late changes should be avoided but if a change is made within 7 days of the teaching activity then it must be approved by the Course Leader or Deputy Head of School.	<p>Approval for room changes within 7 days of delivery needs to be given by the Course Leader or Deputy HoS.</p> <p>Module room changes are emailed to students.</p>
Timetabling will publish accurate timetable information and details of rooms should not be published in module outlines etc.	<p>Timetabling will publish accurate timetable information.</p> <p>Details of rooms should not be published in course outlines, module handbooks as students obtain this online or via real-time timetable screens. This is to avoid students potentially going to the wrong room.</p>

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Organisational Timetabling Principles

Item	Agreed Principle
Institution start dates	The institutional start date will commence on the last Monday in August of each calendar year.
Length of year	The university will normally run to a 52- or 53-week year; dependent on where the end of August falls.
Start of the week	Monday is classified as the first day of each week.
Week numbering	Week 1 will be the first Monday in each year and numbering will continue thereafter.
Timetable representatives	Each School has named timetable representatives who will work in close collaboration with Timetabling to ensure a complete and efficient timetable.
Timetable data	All timetabling information must be submitted on the approved data template in accordance with the published deadline. It is the responsibility of the timetable reps to ensure this information is submitted correctly and on time. <i>No material changes will be allowed to the timetable after the first draft has been published without the prior approval by the HoS and Academic Registrar.</i>
Curriculum developments	Approved new courses and programmes, programme specifications and modules offered should be fixed before students select their modules.
<i>Recruitment and Admission Events</i>	<i>At the moment the following events have precedence over teaching:- Open days Awards Ceremonies UCAS Fair All dates will be notified to the Timetabling team by the 31st January each year.</i>
Management of space	All teaching and meeting rooms are timetabled by the timetabling office. Timetabling will provide tools for room booking and timetabling.
Planned changes to teaching resources	The provision of new teaching resources, removal of teaching resources, on-going planned refurbishment works and changes to existing teaching space must be taken in a timely manner and notified to the Timetabling Office.
Space utilisation	Regular checks will be undertaken to ensure effective utilisation of space.
Dogs on campus	Only Assistance dogs are permitted on campus.

