

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 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 5. All staff and students are responsible for booking rooms for their courses. Bookings should be made 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 4th 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 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 from Monday to Friday except Wednesday where undergraduate teaching should finish by 2.30pm (3.00pm for 2-yr) and 3.00pm (3.30pm for 3-yr) on Wednesdays.

Director. This will include liaison with Heads of Departments and individual lecturing staff over the staffing required for the module and consultation with individual

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.
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