

Online Module Enrolment

Slotting System Guidance



1. Introduction

This document note will provide an overview of continuing timetable principles, the revised timetable slotting scheme and an understanding on how the new slotting coding structure and coding conventions operate.

It will also give details on the next steps involved in realigning current teaching patterns so that;

- a) module teaching requirements are met,
- b) allocated slots are easily identified
- c) enable identification of clash free slots for other teaching requirements

2. Underlying Timetable Principles

The Teaching Day

The Teaching day commences at 9:00am and runs into the evenings. Whilst rooms for teaching are booked by the hour, students and academic staff should note that teaching sessions should last no more than 50 minutes and are expected to commence and end at the following times:

- Modules running in the mornings (Resource slot 1 and 2 – See Appendix 1 below) will start on the hour and finish at 50 minutes past the hour.
- Modules running in the afternoons and evenings (Resource slots 3, 4 and 5 – See Appendix 1 below) will start at 10 minutes past the hour and finish on the hour.
- These start and end times guarantee a minimum 20 minute break in the middle of the day for staff and students.

Undergraduate teaching must not be timetabled on Wednesday afternoons, i.e. after 13:00 hours, unless it is a repeated session such as a seminar for which other options also occur outside of this restricted time.

3. Timetable planning – Revised University timetable slotting scheme

The revised matrix has eight top level slots, each with 5 hours of contact time. These hours are broken down into shorter segments of time spread across the week. Each of these segments is annotated with a numerical value to denote each part of the slot.

Wednesday afternoon and Evening slots are outside UEA core teaching periods and as such have slots that start at 13:00 and 18:00 respectively. They have been given an 'I' code and give the potential for teaching to continue into the evening by utilising this Ix slot coding. The x element refers to the week day (e.g. I3 = Wednesday after 13:00). Please note that if an "I" slot is used it could involve any one of the hours shown in the main grid for the specified day.

As an example of the revised coding structure; the top level slot of A is split into three; A1 (2hrs), A2 (2hrs) and A3 (1hr).

It is possible for a module to utilise all hours within a slot letter code or just one or two of the slot parts. If all hours are used then the slot coding would be annotated as 'A', if only two of the slot parts are utilised this would be coded, for example as A1, A3. This would leave A2 for use by another module.

Some modules may require a wider range of slots and can therefore cross over between two top level codes (e.g. SCI Lab based modules/HUM 3 hr Seminars). Where this is the case then this can be accommodated by coding appropriately (e.g. A1-F1 for hours on Mondays from 09:00 til 13:00). Further details on coding to specific hours is given below.

Coding Conventions

As previously, a number of slot conventions are available to cater for specific hour details within a slot and appropriate linking of slots. Conventions can be used either individually or in combination.

Convention	Symbol	Meaning	Example
Comma	','	To separate different teaching events, e.g. Lecture, Seminars etc.	A2, C2 Indicates that students must attend two different sessions that take place on Tues 11:00-13:00 and Fri 09:00 – 11:00
Backward Oblique	'\'	To denote first hour of a specific slot	A1\ Indicates that only the first hour of the A1 slot is used – Mon 09:00 – 10:00
Forwards Oblique	'/'	To denote final hour of a specific slot	A1/ Indicates that only the final hour of the A1 slot is used – Mon 10:00 – 11:00
Asterisk	'*'	To signify 'and' This is used for the same type of teaching event e.g. All Seminars.	F1*E1 Indicates that students must attend on Mon 11:00-13:00 (F1) AND Thurs 09:00 – 10:00 (E1)
Plus	'+'	To denote the use of a middle hour of a three hour slot	G2+ Indicates that the first hour and middle hour of the G2 slot are used – Weds 09:00-11:00, E2+/ Indicates that the second and final hours of the E2 slot are used, Fri 14:00 – 16:00
Hyphen	'-'	Indicates consecutive slots used	E1-H3\ Indicates that both E1 hours and the first H3 hour is used, Thurs 09:00 – 12:00
Broken Vertical	' '	Colon to signify 'or' (See Note 1)	F1 A2 Indicates that either slot is used
	'U'	To indicate slots which are not published at the planning stage. This is used when a large number of classes are available or teaching times have not yet been scheduled. Students will be allocated to group(s) which will not clash with their other classes.	F1, U Indicates that students must attend Mon - 11:00-13:00 and another class which is currently unslotted

Appendix 1

Timetable Slotting Scheme – 2019/0

2hr Resource Slot	Monday	Tuesday	Wednesday	Thursday	Friday	3hr Resource Slot		
1	A1	F2	G2	E1	C2	Yellow	Orange	0900
	A1	F2	G2	E1	C2			1000
2	F1	A2	G2	H3	D3	Yellow	Orange	1100
	F1	A2	B2	H3	D3			1200
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3	B1	G1	I3	C1	E2	Cyan	Purple	1310
	B1	G1	I3	C1	E2			1410
4	D1	H2	I3	B3	E2	Cyan	Purple	1510
	D1	H2	I3	B3	C3			1610
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5	H1	D2	I3	F3	A3	White	White	1710
	I1	I2	I3	I4	I5			1810