

Timetabling and Room Booking Policy University of East Anglia



1. Introduction

This document sets out the policy associated with timetabling and room booking at the University of East Anglia.

The commitments are:

- To support the delivery of the student learning experience at the highest levels of quality within the University's resource constraints.
- To ensure that students are taught in the most appropriate teaching accommodation.
- To optimise the effective management and use of the University's learning space.
- To deliver personalised timetables both for staff and students.
- To support all staff who in different roles contribute to the creation and production of the University's teaching timetable.

2. Teaching Space

Teaching space refers to the list of rooms, identified within SITS, that are used for teaching activities, but which may also be used for internal and external meetings. For the purposes of timetabling and ad hoc room bookings, space is split into two separate categories, centrally managed or faculty managed space.

Centrally managed teaching space is space is controlled and operationally managed by the Learning and Teaching Service (LTS) for bookings management, the Estates Division (ESD) for maintenance of the physical infrastructure and Information Services (ITCS) in respect of AV facilities.

Faculty managed space is space which is managed locally by schools within the four Faculties. Space is typically defined as Faculty managed space due to its specific design, layout and facilities, (e.g. laboratories/physiotherapy rooms etc.).

Ultimately, all space is owned by the University and is allocated to faculties & central departments by Space Planning & Management Group (SPMG). Details on specific venues (by building) are available on e:Vision.

3. Teaching Times

The teaching day commences at 9:00am and runs into the evenings. Although teaching is booked to start on the hour and booked by the hour (or multiples thereof), students and academic staff should note that teaching sessions, unless stated otherwise, should start and finish at the following times;

- Modules starting in the morning and running up to 13:00, will start on the hour and finish at 50 minutes past the hour.

- Modules starting after 13:00 will start at 10 minutes past the hour and finish on the hour.
- These start and end times guarantee a minimum 20 minute break (12:50 – 13:10) in the middle of the day for staff and students whose sessions straddle the lunchtime period.

4. Timetable Construction

Teaching activities are reviewed each year to ensure that any necessary changes can be accommodated. This is particularly the case for large lecture theatre demand where the cohort size exceeds 150.

Modules should have standard delivery patterns (i.e. same day/time each week or alternate weeks) except in exceptional circumstances.

Every effort will be made to minimise the number of classes for undergraduates scheduled on Wednesday afternoons. Modules with multiple seminar groups are permitted to run some seminars on Wednesday afternoons. No core teaching activities are permitted on Wednesday afternoons after 14:00

Individual staff preferences for the timings of events will not be taken into account, as the availability of rooms, the availability of students taking the module and the requirement to avoid module clashes, take priority.

Teaching takes precedence over one-off bookings except for agreed University events (Open/Visit day/Main Examination periods/Graduation activities).

All teaching activities which students are required to take as part of their programme, including one-off requests, must be recorded in SITS. This is so that students get their timetable from a single source. This will also enable the University to quantify all teaching activities and ensure that national reporting requirements (such as KIS statistics required by HEFCE) are met.

In allocating rooms the following criteria will be considered:

- the match of class size to room size - larger cohorts will be given priority over smaller;
- the duration of activity
- specialist facilities (if any) required for the activities matching to those available in the room;
- the match of students and staff with a disability to appropriate and available teaching space.

5. Staff Responsibilities

All academic and administrative staff have an individual responsibility to:

- Follow the annual timetabling process, and submit timetabling requests and other timetable information in the format and at time and dates requested by the Learning and Teaching Service (LTS).
- Request only rooms that are required, and which are equal to (or greater than) the size of the full event cohort.
- Check thoroughly the timetables as requested by LTS. Inaccuracies must be reported immediately to LTS

- Adhere to the latest version of the published timetable. There is an expectation that staff will check their timetables regularly and subscribe to the ITCS timetable feed for regular timetable updates (<https://portal.uea.ac.uk/itservices/help/timetables>).
- Report immediately to LTS when rooms they have booked are no longer needed.

Staff must not use rooms they perceive to be free of teaching without first requesting use of the room via LTS. Rooms may be empty for a number of reasons, and may well be timetabled for use in future weeks.

6. Requests from Schools for Timetable Changes

Requests for changes after the timetable has been published to students must be kept to a minimum. Changes arising from unforeseen circumstances after that date must be approved by the School's Director of Learning and Teaching (or delegate).

Valid reasons for late changes include:

- Staffing changes and/or meeting obligations in respect of part time or external staff
- Health, safety and emergency issues
- Venues not being fit for purpose (e.g. seminar allocated a tiered lecture theatre)
- Modules with insufficient numbers or unforeseen expansions
- Reasonable adjustments to facilitate students with special needs
- Excessive continuous teaching hours

Unreasonable reasons for late timetable changes include:

- Standard managerial responsibilities
- Research responsibilities
- Dislike of venue
- Dislike of allocated teaching timeframe
- Other external commitments that preclude arrival in time for allocated teaching sessions

The above lists are not exhaustive, therefore any late change requests will be considered on an individual basis. The Learning and Teaching Service is responsible for communicating late changes to students. The web will always reflect the most up-to-date version of the student timetable.

The Learning and Teaching Service reserve the right to move a class to a different location. The reason for the change will be communicated to the affected Department. This will usually be for reasons of Health and Safety or equipment failure.

7. Ad hoc Room Bookings - Staff Requests

Ad hoc bookings should not be used for teaching activities as the activities will not be reflected in the online timetable, nor appear in statistics (such as KIS data etc.). Similarly ad hoc bookings should not be made as 'cover' i.e. for any just in case scenarios.

Ad hoc (non-teaching related) requests from University staff must be made via the online e-vision room search and request page, and should not be made for block bookings or for more hours than is necessary.

Initially, the ad hoc room booking functionality for each academic year will be limited to bookings taking place prior to the start of the academic year. Once the core student teaching timetable has been published, availability will be opened up for the remainder of the academic year. The exception to this is for Easter or summer vacations which are priority periods for the Conference Office.

Availability for these periods will be released on a building selection basis. All venues, except those in JSC, TPSC, TEC & Zicer, will be released for booking during Easter and summer by 1st October. Remaining venues will be released by 1st February.

8. Student Requests for Ad hoc Room Bookings

Students are permitted to make ad hoc requests for central teaching venues and Library study spaces via the room search/request facility in e-vision. However, student societies (and individual students) making booking request for post 18:00* should refer to the UUEAS website for booking information as such requests are dealt with by the UUEAS.

<https://www.uea.su/opportunities/committee-hub/room-and-hive-bookings/room-bookings/>

* Student requests for study space within the Library are not time limited and will be automatically confirmed for any requested period of the day.

Learning Teaching and Spaces Group
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