

**Loughborough University Timetabling Policy**

1. **Summary and Overview** 
   1. **Background**

The Loughborough University timetabling project was launched in July 2010 and was created to:

* ensure that both students and staff have the best possible experience,
* maximise estate utilisation,
* ensure that staff are enabled to pursue their research at a level and pace appropriate for a research-intensive university.

In order to achieve these timetabling objectives, the University operates with a common timetable approach using a central system. The central timetable team and academic schools have worked collaboratively through the implementation project and will continue to do so throughout the annual timetabling process. This approach allows the academic schools to focus on student and staff experience whilst central timetabling optimises the use of University estate. The timetabling process with one central system also reduces single points of failure within the academic school structure.

* 1. **Purpose and scope**

This document sets out the University's policy, procedures, roles and responsibilities in respect of:

* The construction and room allocation of the University's teaching timetable
* The booking of central teaching space (hereafter referred to as pool rooms) for teaching activities
* The booking of pool rooms for non-teaching activities
  1. **Timetable principles**

The timetable aims to:

* Support the delivery of the highest quality learning and teaching to students at the University by:
  + Ensuring that student and staff time is effectively scheduled
  + Ensuring that students are taught in the most appropriate teaching accommodation
* Ensure that timetables maintain the University’s record on student experience by:
  + Ensuring, where possible, that lectures, tutorials, labs and other sessions are scheduled in an appropriate order in the week and the semester
  + Minimising student and staff travel between Parks where feasible
  + Providing a unified approach to timetabling and room booking using one common timetable system for all users
  + Supporting academic school staff in the timely production of the University timetable
  + Providing easy and timely access to timetable information via the online timetables
  + Supporting any specific requirements for teaching (e.g. disability)
  + Ensuring optimal utilisation of the University's teaching space

1. **Implementation of Policy** 
   1. **Teaching Space**

There are two categories of teaching space: pool space and school owned teaching space. Optimum utilisation of all space is encouraged.

* + 1. Pool teaching space is bookable through the central timetable team [rooms@lboro.ac.uk](mailto:rooms@lboro.ac.uk). Non academic bookings in term time can only be made once the room allocation process has been completed. Please see the Timetabling section for more details.
    2. School owned rooms are bookable only by the school concerned for their activities.
    3. All teaching spaces, including laboratory space, must be incorporated into the CMIS timetabling system to allow students to view complete online timetables and to allow data collection on room utilisation.
    4. Use of pool space by external clients is supported by the University out of term times or after core requirements are met. Hiring out pool to external clients out of term time is carried out through the University conference department, imago. Please see the Service Level Agreement section for more details.
  1. **Teaching times**
     1. The standard University teaching hours are from 0900 to 1800 on Monday, Tuesday, Thursday and Friday. Teaching hours on Wednesday are 0900-1300.
     2. For the majority of programmes the teaching year is split into two semesters, each of 15 weeks. The main teaching weeks are weeks 1-12 (normally 11 weeks of teaching plus a revision week). The final three weeks of both semesters is for examinations. Some modules are taught throughout the whole semester and into the examination period (i.e. weeks 1 – 15).
     3. The week numbers in CMIS start from week 1 in August through to week 52. The system is set up that so that all published CMIS and web timetables display the standard University teaching weeks (e.g. Semester 1, weeks 1-12). To see the full CMIS and Semester week range please select the following link: *(Need to insert link to CMIS calendar)*
     4. All classes should commence on the hour and finish at least ten minutes before the scheduled finish time to allow for the necessary changeover.
     5. Activities requiring pool space may be scheduled outside core hours (i.e. Saturday, Sunday or evenings) with appropriate prior arrangements made with central timetabling through [rooms@lboro.ac.uk](mailto:rooms@lboro.ac.uk).
     6. Classes should not normally be scheduled after 13:00 on Wednesday afternoons and therefore finish at 12:50.
  2. **Timetabling**
     1. Teaching activities will take precedence over non-teaching activities with the exception of pre booked events. These are the careers fair, examinations, degree ceremonies and open days for all pool teaching space. Bookings for School open days should normally be on Wednesday afternoons.
     2. All teaching activities must be timetabled in CMIS to ensure clashes are minimised.
     3. The CMIS timetable system will ensure that compulsory activities do not clash. Every effort will be made to ensure that student optional activities do not clash, however, due to various timetabling constraints, some clashes between optional modules may be unavoidable.
     4. The allocation of pool rooms is the responsibility of the central timetabling team.
     5. Access for students with a disability is a priority and will be accommodated wherever possible.
     6. Room requests for timetabled activities are made using the CMIS software. School timetabling staff are able either to book one of their own rooms for a timetabled activity or request a pool room by specifying the required park and room type. Where possible, rooms are allocated within the preferred park.
     7. The room allocation process is based on both best fit and travel, for staff and students, where possible.
     8. Students and staff should have one hour free for lunch.
     9. Where a suitable room cannot be found in pool space, the central timetabling team will suggest an appropriate room at an alternative time within the programme structure. In the event that the time of the activity is fixed, it is the responsibility of the school to make alternative arrangements and notify the central timetable team.
     10. The module size should not exceed the size of rooms allocated. The academic school is responsible for adhering to the published pool room capacities. Exceeding these limits could result in a breach of fire regulations. If a module size exceeds the room capacity, the academic department and central timetabling team will work together to find a solution.
     11. The central timetable team may need to move a module to a different location. Such changes should be kept to a minimum. School Timetablers will be advised of any changes. Schools are responsible for notifying all staff and students affected by unforeseen changes to the original room allocation.
     12. Irresolvable single honour timetable clashes within the school will need to be sent to the Dean of the school (or nominee) for a decision.
     13. Ad hoc academic bookings can be made either through School Administrators or directly through the central timetabling team. If the timetabled events fall outside of the standard room allocation process then central timetabling will endeavour to provide arrangements to accommodate the request.

1. **Non academic, one off, and external bookings**
   1. Pool teaching space not required for teaching may be booked for other purposes.
   2. All non academic activities taking place during term time will be scheduled after the semester room allocation has been published (see timetable project plan).
   3. Loughborough Student’s Union (LSU) societies may use pool teaching space. All bookings must be channelled through the Societies Federation Administrator to ensure adequate risk assessments and necessary paperwork has been completed.
   4. Students can book rooms directly through the central timetable team [rooms@lboro.ac.uk](mailto:rooms@lboro.ac.uk)
   5. Requests for rooms are subject to the room booker agreeing to the terms and conditions (See terms and conditions)