Timetable Policy

Core Documentation Cover Page					
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Version number	**Dates produced and approved (include committee)**	**Reason for production/ revision**	**Author**	**Location(s)**	**Proposed next review date and approval required**
V1.0	Jun 2013 Academic Council	To provide a framework to support all colleagues with a role in the preparation and production of the teaching timetable.	Vice-Principal (Education)	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2014
V1.0	Jun 2014 N/A	Biennial Review No Changes	Pre-Registration Education Portfolio Board Chair	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2016
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V3.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update staff role titles.	Pre-Registration Education Portfolio Board Chair	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V4.0	Nov 2020 TQSC Chair	Minor modification which reflects the fact that now is the Course Team which create the timetable instead of Registry like it was before.	Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Website	Nov 2023

Equality Impact	
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	
If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk	

TIMETABLE POLICY

CONTENTS

1. SCOPE

1.1   The Timetabling Policy provides a framework to support all colleagues with a role in the preparation and production teaching timetables at the University College of Osteopathy (UCO).

2. INTRODUCTION

2.1   This document sets out our policy, procedures, roles and responsibilities in respect of:

   a) The construction and production of our teaching timetable;

   b) The provision of facilities to support teaching;

   c) The booking of centrally-managed teaching rooms for non-teaching events

3. GUIDING PRINCIPLES

3.1   The guiding principles of this policy are:

   a) To support the delivery of high quality learning and teaching in appropriate accommodation;

   b) To provide access to timely and accurate timetabling and room booking information;

   c) To optimise utilisation of general teaching space;

   d) To ensure that a single central system contains a live, up to date record of all learning and teaching activities which use the UCOs resources, available on-line 24 hours a day, seven days a week.

4. TEACHING TIMES

4.1   ALL COURSES

4.1.1   The UCO normally operates within a 52 week year from September to August.

4.2   FULL-TIME COURSES

4.2.1   For full-time courses the weeks of each term are numbered consecutively (i.e. normally autumn term from week 1 – 12, spring term from week 1 -12, and summer term from week 1 – 8).

4.2.2   Term dates are published to students on the UCO Sharepoint and Outlook calendars by the end of the Autumn term for the following year.

4.2.3   Teaching can take place any time between 8:30am and 6:30pm. Full-time students are expected to be available within these hours unless approved exceptions apply.

4.2.4   Classes should finish ten minutes before the nominal end time to allow staff and students to move from one class to another, and to allow the next occupants of a room to be seated in time for the next class.

4.3 PART-TIME COURSES

4.3.1 Part-time course classes normally take place on Friday evenings or at weekends across the academic year as appropriate.

4.3.2 Classes will normally run from 6:00pm – 9:00pm on Fridays and 9:00am – 6:00pm on Saturdays and Sundays.

4.3.3 Part Time students may additionally be required to attend clinic observation sessions on week days.

5. TEACHING ROOMS

5.1 The following principles apply to all our teaching rooms:

a) Teaching rooms are allocated on a best-fit basis.

b) All teaching rooms and their timetables will be stored in the central system.

c) Designated specialist space, such as technique rooms, will be pre-set against an activity requiring those designated facilities.

d) The furniture within each room is set out in a particular way to conform to teaching requirements. Room layout posters displayed in rooms illustrate the correct arrangement and rooms must be returned to this layout at the end of each session.

e) Furniture and equipment must not be removed from one room to another except in an emergency, and must be returned to their normal location after the class or activity. Any need to move furniture or equipment in this way must also be reported to the Estates Department.

f) Rooms should be left clean and tidy, with the writing surface cleaned.

6. FULL-TIME STUDENTS

6.1 Students will not normally be timetabled for more than one evening (post 6:00pm) per week.

6.2 Students will not normally be timetabled for more than four hours consecutively.

6.3 All students will normally be given a break of at least 30 minutes (and normally one hour) for lunch, between 11:00am and 2:00pm.

6.4 Students who are timetabled for classes after 6:00pm will not normally be timetabled for classes before 12:00pm on the same day, or at 9:00am the following morning, with the exception of clinic sessions.

6.5 Students will normally be given at least one half day each week to facilitate private study etc.

6.6 Students will not normally be required to attend the UCO on any day for a single class of less than two hours.

6.7 Students will not normally have timetabled gaps of more than three hours between classes.

6.8 Students may be required to attend lectures extraordinarily on Saturdays.

7. PART-TIME STUDENTS

7.1   Students will not normally be timetabled for more than four hours consecutively.

7.2   Students will normally be given a break of at least 30 minutes (and normally one hour) for lunch, between 12:00pm and 2:00pm.

7.3   Pre-registration and postgraduate students will not normally be required to attend classes on consecutive weekends.

8. ALL STUDENTS

8.1   The complexity of the timetabling process, the particular requirements of some courses, the availability of appropriate teaching space and staff may mean that any or all of these restrictions cannot be applied in certain circumstances.

8.2   Every effort will be made to enable students to study their preferred combination of core and elective units where appropriate, but it is recognised that it is not always possible to ensure that every combination of elective units is possible and there may be circumstances when clashes between core and elective units cannot be resolved.

9. ROLES & RESPONSIBILITIES

9.1   **Course Leaders** are responsible for:

9.1.1   Completion of the timetabling process for their course and for providing a completed timetable to the Academic Registry in good time.

9.1.2   Agreeing any changes to the published timetable and confirming this to the Academic Registry

9.2   **Unit Leaders** are responsible for:

9.2.1   Timetabling of their Units, including staffing of all lectures and tutorials

9.2.2   Confirming any arrangement for alternative teaching to Registry where sessions are cancelled

9.3   **The Academic Registry** (in particular, the Deputy Registrar) is responsible for:

9.3.1   The publication of term dates from which timetables are created

9.3.2   Allocate teaching rooms based on Course Leaders finalised timetables

9.3.3   Coordinating the publication of the timetable

9.3.4   Holding the finalised version of the timetable and entering this into the UCO's timetabling system

9.3.5   Providing support and advice to those involved in the timetabling process

9.3.6   Notifying students and staff of any changes to the published timetable

9.3.7   Discussing and agreeing group changes with students (where appropriate).

9.4   **The Estates Department** is responsible for the maintenance of sufficient and appropriate teaching accommodation and for the day-to-day cleaning of classrooms.

9.5 **The ICT Team** is responsible for the provision of appropriate IT infrastructure to support staff and for the provision of standard IT and AV equipment in classrooms.

9.6 **All staff** are responsible for ensuring that information required for the timetabling process is available in a timely manner, including notifying the Course Leader and the Academic Registry of any changes required to the published timetable as soon as possible.

9.7 **All students** are responsible for accessing timetables and for checking their timetable calendars and UCO emails on a regular basis.

10. TIMETABLING PRIORITIES

10.1 CONSTRUCTION OF THE TIMETABLE

10.1.1 All teaching events will be recorded in a central calendar. This enables a complete timetable to be provided to staff and students and minimises the risk of clashes.

10.1.2 Reasonable adjustments to the timetable will be made to accommodate students and staff members with a disability. Activities involving a student or staff member with a disability will be accorded priority in respect of scheduling and room allocation. Where known, arrangements for students or staff members with a disability should be communicated to the DR in advance, in order to minimise the need for changes to the timetable after publication.

10.1.3 Learning and teaching activities with a consistent term long delivery will tend to take scheduling priority over activities with a more irregular pattern.

10.2 ALLOCATION OF TEACHING ROOMS

10.2.1 Activities will be allocated rooms on the basis of forecast requirements.

10.2.2 Requests which are received after submission deadlines cannot be guaranteed appropriate scheduling and room allocation.

10.2.3 Teaching rooms will be allocated in the following order of precedence:

   a) Consideration of a student or staff member with a disability.

   b) Specialist facilities required.

   c) Best fit of group size to room capacity.

   d) Location.

10.2.4 The DR may be required to reschedule or relocate an activity in order to achieve a best fit of all requirements and will endeavour to keep onward impact to a minimum.

11. TIMETABLE PUBLICATION

11.1 The timetable will normally be published to staff for final checks at least 2 weeks prior to the commencement of term. Final checks will be limited to identification of errors or issues that could not have been identified during the initial drafting stage. The timetable will then be published to students prior to the beginning of term.

11.2 Course Leaders, in collaboration with their Unit Leaders , are responsible for reviewing and checking the timetable to ensure that all teaching events have been entered correctly and resourced appropriately. This includes ensuring that staff and locations are assigned to teaching events.

11.3 Unit Leaders will be provided with an initial deadline for confirming their proposed timetables in consultation with their tutors. Tutors are expected to confirm or suggest alternations to their schedule in advance of the deadline. Once the deadline for confirmation is reached no further changes will be possible, except in exceptional circumstances (see section 12.3). If tutors fail to respond to this deadline their timetable will be considered as confirmed. Tutors who fail to adhere to published schedules may be subject to disciplinary procedures.

12. REQUEST FOR CHANGES TO PUBLISHED TIMETABLES

12.1 Requests to change any part of a published timetable should be approved by the Course Leader. Such requests will be considered, but there can be no guarantee that change requests can be met.

12.2 Changes to the timetable include (but are not limited to):

a) Cancellation of a session (including where a session is changed to being an "optional" session)

b) Change to start or end time

c) Change of duration

d) Change of room

12.3 Normally, timetable changes, following publication of the timetable, will only be possible where:

a) Staff have clashes with other teaching activities.

b) Students have clashes with other teaching activities.

c) The number of students exceeds the capacity of the allocated room.

d) The room is too large for the group.

e) There are unforeseen staff changes

f) A staff member is unwell, or unable to teach due to an emergency

g) The room (or building) is unsuitable for health & safety, disability or maintenance reasons.

12.4 Requests for changes to the published timetable must be agreed by the Course Leader, unless this is not possible due to time constraints (for example, in the case of illness). The Academic Registry should be copied into all correspondence.

12.5 Every effort should be made by the Unit Leader to provide an alternative to scheduled sessions being cancelled.

12.6 Under exceptional circumstances, a timetabled class can also be moved to take account of the preferences of the students and staff concerned, but only if it is possible to ensure that such a move will not cause clashes with any other teaching.

12.7   Where cancellations, changes or additions to the timetable are necessary, every effort should be made by Academic Registry staff to ensure that all affected students and/or staff are informed of the changes in good time.

13.   AD HOC ROOM BOOKINGS

13.1   The use of rooms for teaching events takes precedence over room bookings for non-teaching events. This policy recognises, however, that there are non-teaching events which are essential to the management and operation of our UCO.

13.2   Non-teaching events should not normally be scheduled before the final academic timetable is published. Any bookings made before the academic timetable is published should be done provisionally as these may need to be cancelled or moved to accommodate academic teaching.

13.3   Upon final publication of the final teaching timetable by the DR, Course Leaders, other staff and support services may make room booking requests for any available centrally-managed space. All events should be published in the central system to ensure there are no room clashes.

13.4   Non-teaching events, other than UCO meetings and committees, should not normally be scheduled such that they present any limitations to the timetabling of teaching sessions.

13.5   Room booking requests for conferences or any event which involves external parties or the charging of any fee should be made via the Room Booking Team (roombooking@uco.ac.uk)

13.6   In the event that a room booking is no longer required, the person who has booked the room should inform the DR by e-mail as soon as is practicable this will release the space back into the available room.