



University College  
of Osteopathy

# Timetable Policy

**Core Documentation Cover Page**

## Timetable Policy

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
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### 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](mailto:quality@uco.ac.uk)**

## TIMETABLE POLICY

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## 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.
  - e) To ensure that staff and students are aware of their responsibility to leave rooms according to room layout posters.

## 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 The week structure is published in advance of each academic year and is used by all staff during the scheduling process.
- 4.2.3 Term dates and week numbers are published to students on the UCO virtual learning environment (BONE), via firstclass timetable calendars and the institutional calendar, all of which can be accessed on the intranet: <http://intranet.uco.ac.uk/>.
- 4.2.4 Teaching can take place between 8:30am and 6:30pm. Full-time students are expected to be available within these hours unless approved exceptions apply.

4.2.5 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 The Access Course normally runs for up to 31 weekends across the academic year from the end of September to the end of June.

4.3.3 Access Course classes normally run from 6:00pm – 9:00pm on Friday evenings and from 9:00am - 6:00pm on Saturdays.

4.3.4 Access course students will be required to attend a clinic observation session on a week day as scheduled.

4.3.5 The M.Ost (part-time) course normally runs for up to nineteen weekends across the academic year from the end of September to the end of June. Classes normally run from 9:00am - 6:00pm on Saturdays and Sundays with the exception of the fifth year when there are no classes on a Sunday.

4.3.6 M.Ost (part-time) students will be required to attend clinic observation sessions on week days as scheduled.

4.3.7 Postgraduate part-time courses are normally delivered as study / contact days, running from 9:00am – 6:00pm.

## 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 (020 7089 5301 or email “Maintenance”).
- f) Rooms should be left clean and tidy, with the writing surface cleaned.

## 6. STAFF

6.1 All staff will be assumed to be available for teaching at any time within the current teaching period unless stated otherwise on the staff availability form (see Appendix 1 at the end of this policy).

- 6.2 In order to ensure that students are timetabled in such a way that they are able to maximise their experience, students' timetables should normally be constructed such that:

## 7. FULL-TIME STUDENTS

- 7.1 Students will not normally be timetabled for more than one evening (post 6:00pm) per week.
- 7.2 Students will not normally be timetabled for more than four hours consecutively.
- 7.3 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.
- 7.4 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.
- 7.5 Students will normally be given at least one half day each week to facilitate private study etc.
- 7.6 Students will not normally be required to attend the UCO on any day for a single class of less than two hours.
- 7.7 Students will not normally have timetabled gaps of more than three hours between classes.
- 7.8 Students may be required to attend lectures extraordinarily on Saturdays.

## 8. PART-TIME STUDENTS

- 8.1 Students will not normally be timetabled for more than four hours consecutively.
- 8.2 Students will normally be given a break of at least 30 minutes (and normally one hour) for lunch, between 12:00pm and 2:00pm.
- 8.3 Pre-registration and postgraduate students will not normally be required to attend classes on consecutive weekends.

## 9. ALL STUDENTS

- 9.1 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.
- 9.2 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.

## 10. ROLES & RESPONSIBILITIES

- 10.1 Responsibility for the co-ordination and development of the timetabling function lies with the Deputy Registrar (Undergraduate) (DR).
- 10.2 The DR is responsible for identifying and advising on changes to processes and procedures to enhance the timetabling process.

- 10.3 The DR is responsible for providing support, training and advice to all involved in, or affected by, the timetabling process.
- 10.4 The DR is responsible for discussing and agreeing any group changes with students as appropriate.
- 10.5 Course Leaders are responsible for the successful completion of the timetabling process for their course, and for ensuring that all relevant faculty information is available at the appropriate point during the timetabling process.
- 10.6 The Head of Estates is responsible for the maintenance of sufficient and appropriate teaching accommodation and for the day-to-day cleaning of classrooms.
- 10.7 The ICT Manager is responsible for the provision of appropriate IT infrastructure to support staff and for the provision of standard IT and AV equipment in classrooms.
- 10.8 All staff are responsible for ensuring that information required for the timetabling process is available in a timely manner.
- 10.9 All students are responsible for accessing timetables and for checking their Firstclass year notices conference / course forum and Firstclass timetable calendars as appropriate for timetable changes on a regular basis.

## **11. TIMETABLING PRIORITIES**

### **11.1 CONSTRUCTION OF THE TIMETABLE**

- 11.1.1 All teaching events will be recorded in the “Rooms in Use” Firstclass calendar. This enables a complete timetable to be provided to staff and students and minimises the risk of clashes. Teaching events will be defined as lectures, seminars, practical sessions or other structured teaching activity.
- 11.1.2 The DR will publish the arrangements for timetabling and room allocations for the following academic year, including a calendar of key dates, e.g. term dates.
- 11.1.3 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.
- 11.1.4 Learning and teaching activities with a consistent term long delivery will tend to take scheduling priority over activities with a more irregular pattern.
- 11.1.5 The DR will seek to ensure that staff have a one hour lunch break between 11:00am and 2:00pm.

### **11.2 ALLOCATION OF TEACHING ROOMS**

- 11.2.1 Activities will be allocated rooms on the basis of forecast requirements.
- 11.2.2 Requests which are received after submission deadlines cannot be guaranteed appropriate scheduling and room allocation.
- 11.2.3 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.

11.2.4 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.

## 12. TIMETABLE PUBLICATION

- 12.1 For M.Ost courses, the confirmed timetable will normally be published to the “Rooms in Use” Firstclass calendar and respective student Firstclass timetable calendars in advance of the academic year.
- 12.2 For the Access and postgraduate courses, the confirmed timetable will be published via your Firstclass course forum conference and / or unit handbooks as appropriate.
- 12.3 Course Leaders, in collaboration with their tutors, 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.
- 12.4 Tutors will be provided with a deadline for confirming their proposed timetables. 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 10.0). 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.

## 13. REQUEST FOR CHANGES TO PUBLISHED TIMETABLES

- 13.1 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 all change requests can be met.
- 13.2 Normally, timetable changes, following publication, 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) The room (or building) is unsuitable for health & safety, disability or maintenance reasons.
- 13.3 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.
- 13.4 If a class is to be cancelled, then the Academic Registry must be informed.

- 13.5 If a class is to be moved to another time or location, then the Academic Registry must be consulted.
- 13.6 If a one-off class is to be added to the timetable, then the relevant admin support area must be consulted.
- 13.7 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.

## 14. AD HOC ROOM BOOKINGS

- 14.1 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. Specific non-teaching events will be accommodated as follows:
  - a) Calendared events in the institutional calendar diary for the academic year will be accommodated within the timetabling process.
  - b) Essential centrally-managed UCO events and functions, including examinations, student recruitment events and core student induction week events will be allocated appropriate space prior to the scheduling of the timetable. The DR will act on advice from Course Leaders and other relevant staff.
- 14.2 Individuals may make an annual request for regular academic and administrative activities such as formal committee meetings to be included in the scheduling process. The method by which these requests are collected will be determined on an annual basis by the DR and Course Leaders. Where possible these will be included but they may be excluded if this places unnecessary constraints on the scheduling process.
- 14.3 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.
- 14.4 Staff and students can request a room booking by emailing [roombkqrequests@uco.ac.uk](mailto:roombkqrequests@uco.ac.uk). All bookings will be confirmed by email.
- 14.5 Room booking requests for conferences or any event which involves external parties or the charging of any fee should be made via the Corporate Services Director.
- 14.6 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 pool.

## APPENDIX 1 – STAFF AVAILABILITY FORM / TIMETABLE POLICY

Staff Name:	
<p>Please indicate times for which you are available for teaching on each week day in the table below.</p> <p>Please Note:</p> <p>Classes may be scheduled at any time between 8:30am – 6:30pm.</p> <p>“All Morning” will be considered as 8:30am – 1:30pm (unless indicated otherwise)</p> <p>“All Afternoon” will be considered as 1:30pm – 6:30pm (unless indicated otherwise)</p>	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
<p>Are you interested in teaching on Friday evenings or at weekends? Please indicate by writing “Yes” or “No” in the table below as appropriate.</p>	
Friday Evening	
Saturday	
Sunday	
<p>Are you interested in teaching in any other area at the UCO (i.e. technique, clinic, physiology, anatomy, osteopathic evaluation, etc.)? If so, please indicate which area in the box below.</p> <p>N.B. This form will be held for Timetable Policy purposes only. Please contact the HR Department directly if you would like more information about other teaching opportunities.</p>	