1. Summary and overview

1.1. Purpose and scope

1.1.1. This document sets out the University’s policy, procedures, roles and responsibilities in respect of:
- the construction and production of the University’s teaching timetable
- the booking of central teaching space (hereafter referred to as CTS)
- teaching space facilities and support

1.2. Guiding principles

1.2.1. To support the delivery of the highest quality learning and teaching to students at the University
1.2.2. To ensure that students are taught in the most appropriate teaching accommodation
1.2.3. To minimise student and staff travel across campus
1.2.4. To ensure the delivery of a standard level of facilities and support across all faculties
1.2.5. To support staff, at all levels, in the construction and production of the University’s teaching timetable
1.2.6. To deliver personalised timetables for both staff and students, available online 24 hours a day, seven days a week
1.2.7. To provide easy access to timely and accurate timetabling and room information via the web
1.2.8. To provide a unified approach to timetabling and room booking – one corporate system for all – using Syllabus Plus (hereafter referred to as S+)
1.2.9. To ensure that all stakeholders involved in CTS management and timetabling use the same data sources
1.2.10. To optimise utilisation of the University’s teaching space.
2. Policy

2.1. Teaching space

2.1.1. There are two categories of teaching space: CTS, which is centrally managed and allocated; and school-owned teaching space. In both cases, as a general rule, optimum utilisation of space is encouraged.

2.1.2. CTS refers to all lecture theatres, seminar rooms and other rooms that are supported by Estate Services (Teaching Technology Support), whether this be directly or indirectly through a service level (franchise) agreement managed by Estate Services. These spaces are bookable only by Timetabling and Room Bookings [Note: it is recognised that some schools have very high levels of face-to-face teaching and complexity in the timetable and alternative booking arrangements will be agreed between Timetabling and Room Bookings and the school concerned]. These rooms are principally bookable for teaching activities but may be used for non-teaching activities such as meetings, research seminars and commercial activities once all teaching requirements have been met.

2.1.3. School-owned rooms are bookable only by the school concerned; they are used mainly for the owning school's activities. However, owning schools are strongly encouraged to allow external schools to use their space should there be spare capacity.

2.1.4. All teaching spaces, including laboratory space, must be incorporated into the timetabling system S+ to enable students to view complete timetables and to allow data collection on room utilisation.

2.1.5. ISS Clusters, which are managed by ISS, are booked by Timetabling and Room Bookings for timetabled activities; non-timetabled activities are booked by the ISS Cluster Booking Team.

2.1.6. Use of CTS by external clients is supported by the University for income-generation purposes provided the activity to be held in the space is deemed to be appropriate and does not conflict with teaching activities. Hiring out CTS to external clients is carried out by the Conference and Events Office.

2.2. Facilities and support services for CTS

2.2.1. CTS facilities and support services will be managed and delivered via Estate Services – including locally franchised and other central services.

2.2.2. Quality standards will be maintained by Estate Services.

2.2.3. Support service arrangements in respect of the transfer of school-owned space to CTS will be agreed between the school and Estate Services. This agreement will be endorsed by the Space Management and Timetabling Steering Group.

2.2.4. A standard Service Level Agreement will be applied to those support services delivering throughout the University’s CTS.
2.2.5. Integrated customer-facing CTS support functions and facilities (eg. helplines), will operate to provide advice, assistance and resolution of any CTS problem.

2.2.6. Estate Services will manage the financial resources (including franchise arrangements) needed to support service delivery.

2.3. Teaching times

2.3.1. University core teaching hours are Monday-Friday, 9am to 6pm.

2.3.2. In S+, weeks are numbered continuously from 1 (starting end July) to 52. University semester 1 therefore typically translates to weeks 9-19 in S+. All published web timetables display standard University teaching weeks eg. semester 1, weeks 1-11.

2.3.3. All class should commence five minutes after the hour or half hour and finish at least five minutes before the scheduled finish time to allow for the necessary changeover.

2.3.4. Activities requiring CTS may be scheduled outside core hours eg. Saturday, Sunday or evenings with appropriate prior arrangements made with Estate Services (Portering) and Timetabling and Room Bookings. Out of hours activities should be booked in the following buildings only: Parkinson Building; Baines Wing; Leeds University Business School; Clothworkers’ Building South and Michael Sadler Building, except in the case of exceptional one-off events which cannot be accommodated in these designated buildings.

2.3.5. Classes should not normally be scheduled after 1pm on Wednesday afternoons.

2.3.6. Staff and students should not normally be subjected to back-to-back activities between 12 noon and 2pm.

2.4. Class timetabling

2.4.1. With regard to CTS, teaching activities take precedence over non-teaching activities with the exception of bookings for examinations and degree ceremonies made prior to the deadline for schools to submit their timetabling data to Timetabling and Room Bookings. Bookings for Open Days on Wednesday afternoons may be requested and CTS will be allocated as part of the timetable construction process. Due to the demand for CTS, Open Day bookings for all other times will not be made until all teaching bookings have been finalised.

2.4.2. All teaching activities must be timetabled within S+ (regardless of whether they take place in CTS or school-owned rooms). This is necessary to enable complete timetables to be provided to students and staff. It also ensures that clashes are minimised.

2.4.3. Students should not normally attend more than three consecutive hours of lectures without a break.

2.5. Room allocation

2.5.1. Allocation of CTS is the responsibility of Timetabling and Room Bookings.
2.5.2. Access for students with a disability is a priority and will be accommodated wherever possible. Timetabling and Room Bookings will alert Estate Services (Teaching Technology Support) in advance to any special requirements.

2.5.3. Room requests for timetabled activities are made using the S+ software. School timetabling staff are able to either (i) select and book one of their own rooms for a timetabled activity; or (ii) request a room within CTS by specifying the “room type” and “equipment” required. Schools are able to select a specific zone that has been pre-populated with their preferred choice of rooms within CTS. Where possible, rooms are allocated within preferred school zones.

2.5.4. In the allocation of rooms, larger classes will take precedence over smaller classes. [Note: this does not apply to “eleventh hour” requests for rooms].

2.5.5. Regular, full semester, bookings take precedence over single week or sporadic week bookings.

2.5.6. Where the week patterns are the same, activities which have a longer duration will take precedence over shorter duration activities.

2.5.7. Activities requiring specialist facilities will have priority access to specialist teaching spaces. [Note: this does not apply to “eleventh hour” requests].

2.5.8. Where a suitable room cannot be found within CTS, Timetabling and Room Bookings will either suggest an appropriate room at an alternative time or explore the availability of rooms on a week-by-week basis. In the event that the time of the activity is fixed and the same room is needed for all of the weeks, it is the responsibility of the school to either make alternative arrangements or check the availability of rooms owned by other schools.

2.5.9. Class sizes should not exceed the size of rooms allocated. The user is responsible for adhering to the published seating capacity limits for rooms within CTS; exceeding these limits could result in health and safety risks.

2.5.10. In the first instance, conflicts will be resolved by Timetabling and Room Bookings and the parties concerned. Irreconcilable conflicts which cannot be resolved will be referred to the University Secretary.

2.6. **Student allocation and module clash resolution**

2.6.1. All University of Leeds students should, wherever possible, be provided with a personalised timetable available online via the portal, 24 hours a day, seven days a week.

2.6.2. Allocation of students to lectures and group activities in cases where students are randomly allocated is the responsibility of Timetabling and Room Bookings.

2.6.3. Allocation of students to groups in cases where the allocation is prescriptive is the responsibility of the teaching school.

2.6.4. Student allocations should be updated on a daily basis to ensure that student timetables are as up to date as possible.
2.6.5. Module clash reports will be provided to all schools by Timetabling and Room Bookings on a fortnightly basis from the beginning of May to the end of February in the following year.

2.6.6. Clashes between single activities on compulsory block modules are unacceptable. In the event of a clash being identified, one or both activities must move in order to resolve it. The parent school is responsible for ensuring that any such clashes are resolved. Any clashes that cannot be resolved should be referred to the appropriate Pro-Dean(s) for Student Education.

2.6.7. Every effort should be made to reduce clashes between compulsory/optional modules and optional/optional modules within a programme of study.

2.7. **Timetable changes and changes to room allocation**

2.7.1. Requests for changes to the timetable after the publication date should be kept to an absolute minimum.

2.7.2. Changes affecting facilities and support needs will be communicated by Timetabling and Room Bookings to Estate Services.

2.7.3. Schools are responsible for notifying all staff and students affected by an unforeseen change to the original room allocation.

2.7.4. Timetabling and Room Bookings may, occasionally, need to move a class to a different location. Such changes should be kept to a minimum. The reason for the change should be communicated to the affected school – 2.7.3 applies.

2.8. **Out of hours room bookings**

2.8.1. Any requirement for “out of hours” bookings for evenings during term time or at weekends will be made by either Timetabling and Room Bookings or Conference and Events Office, depending on the nature of the request.

2.9. **External bookings**

External bookings are defined as:

“booked by external organisations without reference to any internal school or department”

or

“booked by an internal school or department on behalf of an external organisation and charged via an internal account code”.

2.9.1. Bookings of CTS that are requested by external organisations without reference to any internal school or department are dealt with by the Conference and Events Office and will be communicated to service providers if support is required.

2.9.2. Bookings of CTS that are requested by an internal school or department on behalf of an external organisation and charged via an internal account code are dealt with by either the...
Conference and Events Office or Timetabling and Room Bookings depending on the requirement.

2.9.3. The University's requirements for rooms and facilities takes priority over any external persons, groups or organisations wanting to use the rooms.

2.9.4. The use of the University’s rooms and facilities by external bodies must be compatible with the University’s strategy and values.

2.9.5. No changes should be made to the University’s teaching timetable to accommodate external use – unless authorised by the Directors of the Student Education Service.

2.10. **Equality and diversity**

2.10.1. In line with the University’s policy on equality and diversity, the University will make every effort to accommodate staff and students with, for example, disabilities, carer responsibilities, religious beliefs etc.

2.10.2. Students or staff requiring special arrangements should make their needs known ahead of the production of the timetable to ensure that any special arrangements can be accommodated therefore minimising post-publication changes to the timetable.
3. Procedures

3.1. The timetabling process

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It is recognised that some parts of the University operate different timetable timelines which involve external stakeholders. In such cases, ad hoc arrangements will be agreed between Timetabling and Room Bookings and the schools concerned.
3.2. **Timetable publication**

3.2.1. A first draft timetable (excluding room allocations) will be published on the web prior to the publication of the web module and programme catalogues in April each year and the commencement of student module enrolment for returning students at the beginning of May each year.

3.2.2. A final draft timetable (including room allocations) will be available to view on the web for a period of at least four weeks before formal publication. During this period faculty/school timetabling staff are responsible for reviewing and checking the timetable to ensure that all teaching activities have been entered correctly and resourced appropriately – this includes ensuring that staff, students and locations are assigned to the respective activities.

3.3. **Making and ad hoc room booking**

3.3.1. CTS not required for teaching may be booked for other purposes.

3.3.2. All bookings must adhere to the University’s Freedom of expression policy.

3.3.3. Ad hoc activities taking place during term time will be scheduled after the timetable has been published (see timeline, section 3.1).

3.3.4. Wherever possible, bookings for all ad hoc activities must be made via the University’s web room booking facility. Please see the guide to making ad hoc room bookings. An ISS username and password is required and all staff needing to make an ad hoc room booking are strongly encouraged to use this system.

3.3.5. Booking request for CTS made via the web room booking system will be acknowledged immediately via email and final confirmation of the booking will follow shortly afterwards – normally within four working hours.

3.3.6. Should a user wish to make a short notice booking (same or next day) where a speedy confirmation is required, they should contact Timetabling and Room Bookings by email (timetable@leeds.ac.uk) or telephone (x 34009). Where a request may seem too complex to specify by means of the web-based system, the user can either email or telephone Timetabling and Room Bookings to seek advice for their booking needs.

3.3.7. Students should contact school administrators should they wish to make a booking for academic purposes. All Student Societies activities are arranged via the Societies Officer in the Student Union.

3.4. **Accessing timetable information**

3.4.1. All key timetable information contained in S+ is available via the web. Any changes made to the timetable in S+ are updated on the timetable web pages shortly afterwards.

3.4.2. Programme of study, module and location information is available in the timetabling section of the Student Education Service website.

3.4.3. Personalised student timetables are available via the portal.
3.4.4. Personalised staff timetables are available via the portal.
3.4.5. Class lists, both at module and activity level, are available via the portal and within the VLE.
4. Roles and responsibilities

4.1. Space management and timetabling steering group

4.1.1. To develop a longer-term policy and strategy for a centrally co-ordinated teaching timetable. To provide strategic direction for the central management of teaching space. To oversees co-ordination of all aspects of management of central teaching space – adequate support arrangements, equipment and the refurbishment programme.

4.2. Timetabling and room bookings (operational functions only)

4.2.1. Plan and co-ordinate the construction and production of the University teaching timetable in liaison with schools and Estate Services.

4.2.2. Allocate CTS in accordance with University policy.

4.2.3. Produce and circulate to schools, module clash reports on a fortnightly basis from the beginning of May to the end of February in the following year; and assist schools in the resolution of timetable clashes.

4.2.4. Maintain the University’s timetable website.

4.2.5. Provide user support to all S+ users working in the University – including formal training courses on the use of the software. Refer any hardware/software issues to ISS as appropriate.

4.2.6. Liaise with Estate Services (Teaching Technology Support) over the need for physical resources.

4.2.7. Allocate students to lectures and group activities in cases where students are randomly allocated; and ensure that these are updated on a daily basis.

4.3. Central teaching space support services – Estate Services

4.3.1. Responsibility for the delivery of fit-for-purpose facilities and support services to University CTS in accordance with policy.

4.3.2. Accountability to users and stakeholder management groups for service quality and financial management.

4.3.3. Continuously develop and maintain communications with Timetabling and Room Bookings, teachers and other users via website and training events.

4.3.4. Work closely with Timetabling and Room Bookings to ensure appropriate facilities are available for users together with timely delivery of support services.

4.4. Information Systems Services

4.4.1. Responsibility for providing technical support of the timetabling systems as set out in the ISS activity level description.
4.5. **Faculty/school timetabling staff**

4.5.1. Liaise with academics to collect required timetable data.

4.5.2. School timetabling staff are required to use S+ to provide timetable data to Timetabling and Room Bookings.

4.5.3. Check the draft timetable and liaise with partner schools to avoid module activity clashes.

4.5.4. Work closely with Timetabling and Room Bookings to optimise the timetable.

4.5.5. Advise all students where changes occur with little notice. If rooms are changed after publication of locations, school timetabling staff are required to put up appropriate signs on the old location to direct students to the new location and remove the signs after the activity.

4.5.6. Minimise wasteful booking practices – such as block booking of rooms. Notify Timetabling and Room Bookings of rooms no longer required as soon as possible.

4.5.7. Allocate students to groups in cases where the allocation is prescriptive; and update student allocations on a daily basis.

4.5.8. As a parent school, ensure that clashes between single activities on compulsory block modules are resolved. Refer any unresolvable clashes to the appropriate Pro-Dean(s) for Student Education.

4.6. **Academic staff**

4.6.1. Liaise with Heads of School regarding workload and negotiate any reasonable adjustments arising from disabilities, religious beliefs, carer responsibilities etc.

4.6.2. Notify school timetabling staff of teaching requirements in accordance with the timetabling timeline. In particular, ensure all requests to have activities added to the timetable are submitted by no later than 1 May each year.

4.6.3. Report any missing or malfunctioning equipment to Estate Services (Teaching Technology Support).

4.6.4. Start and finish lectures promptly in accordance with this policy (see section 2.3).

4.6.5. Ensure teaching spaces are left in a clean and tidy condition (ensure whiteboards/blackboards are cleaned at the end of each class) and that furniture is returned to its standard configuration.

4.6.6. Read and check timetables when they are first published and advise school timetablers of problems.

4.6.7. Take an individual responsibility to adhere to the latest version of the published timetable and report to Timetabling and Room Bookings if: (i) they are unable to teach in their allocated room because it is unofficially occupied by someone else; and (ii) a previously confirmed room booking is no longer required.
4.7. **Students**

4.7.1. Read and check the published timetable as it appears on the University website and advise school administrators or timetable staff in the event of:

- clashes between modules
- unreasonable clustering of activities without sufficient breaks
- special arrangements required as a result of disability, carer responsibilities, religious beliefs etc.

4.7.2. Regularly check the timetable website for any changes – additional activities, room changes etc.
Annex – Booking central teaching space schematic

Please note: this diagram applies to term time only. All room bookings outside term time are dealt with by the Conference and Events Office.

See room usage chart at http://www.leeds.ac.uk/timetable/booked_weeks.html if you need to book a room at the weekend.

Contact Timetabling and Room Bookings – they will find you a room and add it to the specified teaching activity on the teaching timetable.

Tel: 343 45774009
Email: timetable@leeds.ac.uk

Conference and Events Office:
Tel: 0113 3436100
Email: confoffic@leeds.ac.uk

Contact an administrator in your School and ask them to book you a room via the Web Room Booking facility.

Contact the Student Union Booking Office
Email: uniarc@leeds.ac.uk

Do you wish to book a room during term time for a teaching activity, i.e. lecture, seminar, tutorial etc.?...