

**Student Education Service**

**Timetabling and central space management policy**

**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 Facilities Support Services, whether this be directly or indirectly through a service level (franchise) agreement managed by the Facilities Directorate. These spaces are bookable **only** by Programmes and Assessment (Timetabling) [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 Programmes and Assessment (Timetabling) 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 other 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. IT Clusters, which are managed by IT, are booked by Programmes and Assessment (Timetabling) for timetabled activities; non-timetabled activities are booked by the IT Cluster Booking Team.
- 2.1.6. In the first instance any formal bookings in central teaching rooms and IT clusters are for the sole use of the staff member booked into the room and the invited staff and students. In situations, particularly in IT clusters, where students are working quietly on self-directed learning at the start of a booking, it is at the staff member's discretion whether they are permitted to remain in the room for the duration of the booked session. This would always be conditional upon them working quietly so as not to cause any disturbance.
- 2.1.7. 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 Facilities Support Services— including locally franchised and other central services.
- 2.2.2. Quality standards will be maintained by Facilities Support Services and 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 Education 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. Facilities Support Services and 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, 0900 to 1800 excluding Wednesday 1300-1700.
- 2.3.2. In S+, weeks are numbered continuously from 1 (starting end August) to 52. University semester 1 therefore typically translates to weeks 6-16 in S+. All published web timetables display standard University teaching weeks eg. semester 1, weeks 1-11.
- 2.3.3. All classes 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 e.g. Saturday, Sunday or evenings with appropriate prior arrangements made with Facilities Support Services (Portering) and Programmes and Assessment (Timetabling). Out-of-hours activities should be booked in the following buildings only: Parkinson Building; Baines Wing; Leeds University Business School; Worsley Building 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 1300 on Wednesday afternoons.
- 2.3.6. Staff and students should not normally be subjected to back-to-back activities between 1200 and 1500.

### **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 Programmes and Assessment (Timetabling). Bookings for School Visit/Open Days on Wednesday afternoons may be requested and CTS will be allocated as part of the timetable construction process.
- 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 Programmes and Assessment (Timetabling).

2.5.2. Access for students with a disability is a priority and will be accommodated wherever possible. Programmes and Assessment (Timetabling) will alert Facilities Support Services 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

- a) select and book one of their own rooms for a timetabled activity; or
- b) 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, as a general rule 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, Programmes and Assessment (Timetabling) 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 Programmes and Assessment (Timetabling) and the parties concerned. Irreconcilable conflicts which cannot be resolved will be referred to the University Secretary.

### 2.5.11. Collaborative lecture theatre room allocations

*Collaborative teaching is defined as use of teaching space for active, interactive and collaborative learning where there is a mixture of didactic (teacher-led) and collaborative (student-led) activity using the available in-classroom digital technologies.*

#### *Collaborative lecture theatres*

<b>Room name</b>	<b>Collaborative capacity</b>	<b>Standard lecture capacity</b>
Mechanical Engineering LT B (2.37)	128	176
Roger Stevens LT 08 (9.08)	53	66
Worsley Dental LT (6.142)	98	122

- 2.5.12 The collaborative lecture theatres will be prioritised for teaching activities where 'Collaborative Lecture Theatre' has been specifically requested in the timetabling software;
- 2.5.13 Users who are actively teaching collaboratively will be prioritised year-on-year, retaining the same slot and room where appropriate, i.e. where timetable constraints are such that alternative times cannot be used;
- 2.5.14 All requests for 'collaborative' can be allocated to these lecture theatres, including activities where the 'collaborative' capacity of the room has been exceeded. Where there is competition for the same slot, priority will be given to the activity which best fits the collaborative capacity.

#### **Worsley Dental LT (6.142)**

- 2.5.15 Due to special requirements for Dentistry teaching, the Dental lecture theatre is only available for non-Dentistry teaching in the following slots:
- Semester 1 – Tues and Thurs 1300-1800
  - Semester 2 – Tues 0900-1300 and Thurs 1300-1800

#### **Mechanical Engineering LT B (2.37)**

- 2.5.16 Where there is competition between a collaborative request for an Engineering (i.e. CIVE/CAPE/MECH/ELEC) lecture and a non-Engineering lecture, the Engineering lecture will take priority provided this does not compromise policy point 2.5.13 above;

#### **Roger Stevens LT 08 (9.08)**

- 2.5.17 Roger Stevens is generic space and there are no priority arrangements for any particular school. Allocations to this room will be considered using the general room allocation policy guidelines – see section 2.5 - and taking into account point 2.5.12 above;

## **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 Programmes and Assessment (Timetabling).
- 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 Programmes and Assessment (Timetabling) 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 Programmes and Assessment (Timetabling) to Facilities Support 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. Programmes and Assessment (Timetabling) 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 Programmes and Assessment (Timetabling) 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

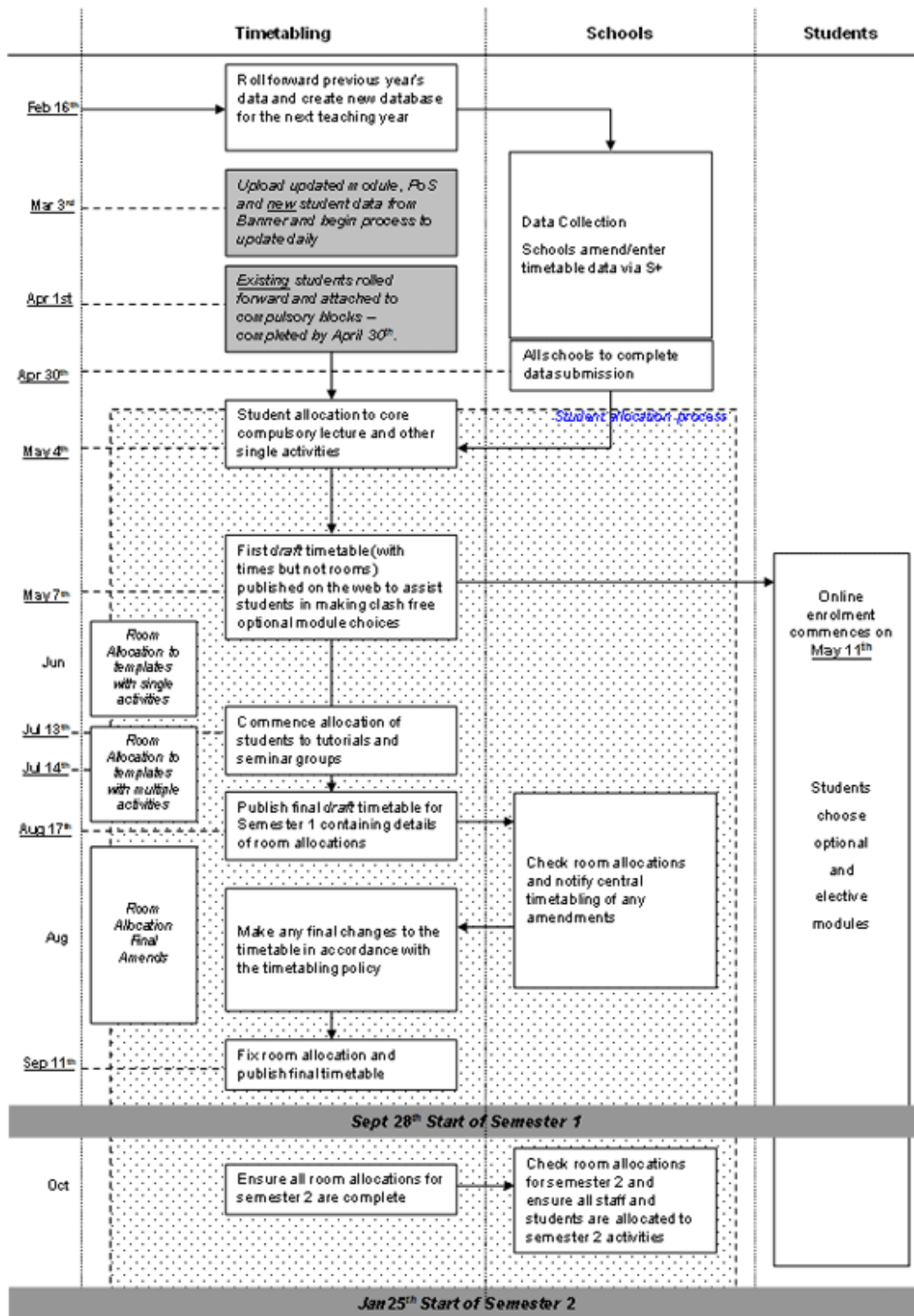
- “booked by an internal school or department on behalf of an external organisation and charged via an internal account code”.
- 2.9.1. Bookings of CTS that are requested by external organisations without reference to any internal school or department are dealt with by the Conference and Events Office 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 Programmes and Assessment (Timetabling) 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



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 Programmes and Assessment (Timetabling) 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 May each year and the commencement of student module enrolment for returning students at the beginning of May.
- 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 ad hoc room booking (Staff)***

- 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 IT 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. A 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 member of staff wish to make a short notice booking (same or next day) where a speedy confirmation is required, they should contact Programmes and Assessment (Timetabling) by email ([timetable@leeds.ac.uk](mailto: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 Programmes and Assessment (Timetabling) to seek advice for their booking needs.

### **3.3.7. *Making ad hoc room booking (Students)***

- 3.3.8. All requests for student society bookings will be made via the LUU helpdesk  
For non-LUU society bookings the guidance below will be followed:
- 3.3.9. Building opening and closing times vary across campus, but as a general rule they are all available for booking between 0900-1700, Mon-Fri, all year.
- 3.3.10. All booking requests will be made via email using the email address provided by the university, i.e. it should end '@leeds.ac.uk'.
- 3.3.11. If a student makes a request via telephone they will be asked to put the request in to an email.

- 3.3.12. Room bookings can be taken directly from students in the following scenarios:
- A PhD student booking a room for a teaching activity;
  - Any student booking a room for an activity related to their course work – e.g. practicing for presentations, peer mentoring, informal discussion groups etc..
- 3.3.13. Room bookings will not be taken directly from students in the following scenarios:
- Any student wishing to book a room for a social event – parties, celebrations etc..
  - A student wishing to book a room for an activity unrelated to their studies – e.g. a non- society interest group were a student invites fellow students and members of the public to a meeting or activity – e.g. a yoga class
- 3.3.14. If a student requests a room outside standard building opening times when a portering charge would apply, they will be advised to ask a member of staff within their parent school to make the booking on their behalf.

### **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.  
[http://ses.leeds.ac.uk/info/22000/staff\\_resources/889/teaching\\_timetables](http://ses.leeds.ac.uk/info/22000/staff_resources/889/teaching_timetables)
- 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. Education Steering Group (ESG)**

- 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 oversee co-ordination of all aspects of management of central teaching space – adequate support arrangements, equipment and the refurbishment programme.

### **4.2. Programmes and Assessment (Timetabling) (operational functions only)**

- 4.2.1. Plan and co-ordinate the construction and production of the University teaching timetable in liaison with schools, Facilities Support Services 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 IT

as appropriate.

- 4.2.6. Liaise with Facilities Support Services 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. *Facilities Support 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 Programmes and Assessment (Timetabling), teachers and other users via website and training events.
- 4.3.4. Work closely with Programmes and Assessment (Timetabling) to ensure appropriate facilities are available for users together with timely delivery of support services.

#### **4.4. *IT***

- 4.4.1. Responsibility for providing technical support of the timetabling systems as set out in the IT 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 Programmes and Assessment (Timetabling).
- 4.5.3. Check the draft timetable and liaise with partner schools to avoid module activity clashes.
- 4.5.4. Work closely with Programmes and Assessment (Timetabling) 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 Programmes and Assessment (Timetabling) 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 Facilities Support Services.
- 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 Programmes and Assessment (Timetabling) if:
  - a) they are unable to teach in their allocated room because it is unofficially occupied by someone else; and
  - b) 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

## Booking a Central Teaching Space Room

(Please note: this diagram applies to term time only)

