



TIMETABLING POLICY

(Approved by Academic Board, 14-07-2010)

Summary

It is University policy to ensure that the annual timetable is available to staff and students by the end of the preceding academic year and is subject to as little revision as is practically possible once published.

However, in order to assure its timely production, accurate and up-to-date data in relation to student numbers, modules, student option choices and accommodation must be available and entered onto the Syllabus timetabling package by the end of April each year. This will enable Syllabus to dynamically timetable data, ensuring a clash-free timetable, which will maximise the utilisation of the University's resource.

The policy governing the timetabling process should be clearly understood by staff and students alike, should be included within staff and student induction, detailed within Programme and/or Module handbooks and consistently applied across the University.

Exclusions from this Policy:

- This policy does not apply to teaching delivered in buildings not owned/managed by the University.

PRACTICAL APPLICATION

1. All timetabling data ie. module availability, student option choices and accommodation will be entered onto Syllabus by the end of April each year.
2. All programme structures (including module titles), either formally approved or those being prepared for the approval/review process, should be made available for entry onto "Syllabus" by the end of February in the preceding academic year. Failure to provide information about potential timetable requirements is likely to result in the new/revised programme being timetabled around gaps elsewhere in order to prevent disruption of the timetable.
3. The academic year's timetable will be available to staff and students by the end of the preceding academic year.
4. The academic calendar which includes key events and activities, including timetabling, will be included within staff and student induction and Programme and/or Module Handbooks (hardcopy or electronic format).
5. In order to facilitate a static and more comprehensible timetable, only minimal changes will be made year-on-year, wherever possible.

6. Full-time students may have lectures, tutorials and/or practicals timetabled from 09:00 until 18:00 hours Mondays, Tuesdays and Thursdays, until 13:00 hours on Wednesdays and until 17:00 hours on Fridays. However, in exceptional circumstances, it may be necessary to timetable full-time students from 09:00 to 21:00 hours on Mondays, Tuesdays and Thursdays.
7. Option Choice selection for full and part-time students must be completed each academic year by week 8 of term 2 for the subsequent academic year. Students failing to choose option choice modules will have them automatically allocated, whereby point 8 below will apply.
8. Students will be allowed to make changes to option choices up to two weeks after the start of the academic year, but only with written approval of the Programme Director, and, where it is possible to accommodate the changes without making any further amendments to the timetable.
9. Full and part-time students may be timetabled and taught together unless there are compelling academic reasons for separate delivery.
10. Students will be automatically allocated to Tutorial and/or Practical group sessions, wherever possible.
11. Lectures will be linked to coincide with subsequent tutorial/practical sessions, wherever possible.
12. The University campus will be zoned by School in order to reduce, wherever possible, the amount of movement by staff and students around the campus.
13. The timetable, when published, will be available on the University's intranet.
14. A standardised template will be used for downloaded timetables.
15. A central register of School controlled accommodation will be available via the University's intranet, although bookings thereof will be managed by each School.