

## Timetabling and Common Learning Space Management Policy 2016/17

### 1. Purpose of this Document

- 1.1 This document sets out the University of Southampton's Timetable and Common Learning Space Management Policy.
- 1.2 It describes the principles that underpin the development and management of the teaching timetable and Common Learning Space.
- 1.3 The policy covers all teaching activities and CLS room bookings across all faculties
- 1.4 This document brings together all previous policy documents on teaching timetabling and sets out the policy, principles and processes that all staff will adhere to in respect of:
  - creating the University's teaching timetable;
  - booking Common Learning Space (CLS);
  - providing support for the quality of teaching facilities.

### 2. Timetabling and Common Learning Space (CLS) Policy

- 2.1 The teaching timetable structures the student learning experience and our primary commitment is to support the delivery of that experience at the highest possible level of quality.
- 2.2 The University provides a demand-led student timetable, based on actual student choices for continuing students and planned/predicted choice for new entrants.
- 2.3 The underpinning principles of the policy are to:
  - a) ensure that students are taught in appropriate learning accommodation;
  - b) minimise the time and occasions that students and staff move between campuses;
  - c) ensure that the standard and quality of teaching facilities and the support for their maintenance is equivalent across all sites and is fit for purpose;
  - d) optimise the effective management and use of the University's common teaching space (CLS). We aim to meet the standards recommended by the HEFCE Estates Strategies: A Guide to Good Practice of 35% or higher utilisation. To do this the University has targeted 70% room frequency rates (number of occasions a room is used) and 50% occupancy rates (fit of teaching group size to room capacity) to achieve this;
  - e) support all staff who in different roles contribute to the creation and production of the University's teaching timetable;
  - f) provide personalised, user-friendly and timely timetable and room booking information to students and staff via the web;
  - g) provide a unified approach to timetabling and room booking with all Faculties using the University's corporate timetabling system (Scientia);
  - h) ensure that all stakeholders involved in the management of common teaching space use the same data source.
- 2.4 All teaching activities that students are required to take as part of their programme, including one-off requests, are recorded in the University Teaching Timetabling System regardless of whether they

happen in CLS or faculty-owned rooms. This is so that students get their full timetable from a single source. This will also enable the University to have visibility of all teaching activities so that frequency and occupancy rate data are accurate.

### **3. Policy**

#### **3.1 Common Learning Space (CLS)**

- a) Common Learning Space refers to the list of rooms (lecture theatres, seminar rooms, PC Workstations and other rooms supported by iSolutions/Estates) held within the common pool as identified on a list owned and maintained by Estates and Facilities (E&F).
- b) Rooms held in common ownership may only be booked through the normal scheduling processes for timetabling conducted in partnership with faculties and the Curriculum and Timetabling Team (CTT). These rooms are primarily used for teaching activities but may also be used for institution and business critical events such as open days, research seminars and faculty meetings (see 3.10).
- c) All teaching activity in common rooms must be recorded in the University's central timetabling system so that students can view a complete timetable and the University's frequency and occupancy figures reflect the total volume of teaching being conducted in the space for which it has a corporate responsibility.
- d) Use of CLS by external clients is organised through the Conference Office. Teaching activity takes precedence in published term times. All information about external bookings must be coordinated between the Conference Office and the CTT to minimise clashes.
- e) If a faculty wishes to transfer a room into CLS a submission must be made to the Common Learning Space Working Group in the first instance. For a room to be considered for transfer into CLS the criteria outlined in Appendix D must be met.

#### **3.2 Facilities and Support Services for CLS**

- a) Estates and Facilities are responsible for managing the University's space database, which includes the rooms designated for teaching. Room numbers, area and capacities should be sourced from this definitive database.
- b) Estates and Facilities in consultation with iSolutions will keep an up-to-date list of rooms with ratings of condition and suitability to inform an annual rolling refurbishment plan.
- c) Estates and Facilities will determine seating capacities in agreement with the Safety Office.
- d) Fixed furniture will be the responsibility of Estates and Facilities. Loose furniture will be the responsibility of iSolutions.
- e) iSolutions will be responsible for establishing the specification of ICT equipment to be held in each room within the CLS and then maintaining and supporting the agreed standard on a daily basis.
- f) Both Estates and Facilities and iSolutions are responsible for meeting the quality standards expected by the University.
- g) A standard service definition will be agreed for each professional service providing support for the CLS.
- h) An integrated customer support service will be provided by iSolutions to ensure that staff receive the support, assistance and problem resolution they need to conduct their teaching in CLS in a "one-stop shop" fashion. All reports/ requests should go to the ServiceLine who will then liaise with other Professional Services as required.
- i) The costs of room improvements will be compiled by Estates and Facilities in consultation with iSolutions and presented at Common Learning Space Working Group to be prioritised within the allocated rolling budget.

### 3.3 Teaching Times

- a) The standard teaching week for Undergraduate Teaching is Monday to Friday 9am to 6pm with undergraduate teaching finishing at 12.45pm on Wednesday. Any teaching scheduled outside of these times is considered to be outside the Standard Teaching week. For an arrangement outside of this, undergraduate student groups must be consulted and have unanimously agreed to the arrangement, as per the agreement with the student union, Union Southampton, see Appendix B. In exceptional cases, where consultation with the relevant student group is not possible, the University Vice-President (Education) may approve teaching to be scheduled outside the hours of the standard teaching week.
- b) Full-time students should normally be available to attend University on all five days of the working week between 9 am and 6 pm.
- c) The University will endeavour to ensure that wherever possible staff and students are not expected to attend more than three consecutive hours of teaching without a break. There are some local exceptions to this such as Practical Labs, Film Screenings and Fieldtrips etc.
- d) A single timetable slot should commence on the hour and should finish by 15 minutes to the hour so that students have sufficient time to move between locations and allow time for the set-up of the next activity. This also applies when activities are planned over more than one timetable slot. The room should also be returned to its original configuration ready for the next occupants.

### 3.4 The Timetabling Process and Key Dates

- a) A table showing the main timetable process steps and the time line through which these activities will be carried out is given in Appendix A.
- b) The CTT will publish annually the milestone key dates which both the CTT and faculty-based staff will work to.
- c) These dates will be published on the SAA web site and shared with faculties through the Faculty Academic Registrars and Associate Deans (Education and Student Experience).
- d) The milestone dates will include the date by which:
  - all requirements data and business critical room bookings should be provided to CTT;
  - the draft timetable will be issued by CTT;
  - requests for changes to the draft timetable must be received;
  - the timetable will be published to students and staff.

### 3.5 Equality and Diversity

- a) In line with its Equality and Diversity policies, the University will make every effort to meet the particular needs of students and staff; for example disability, religious/faith affiliation, carer responsibilities.
- b) Access and egress for students with a disability is a priority and their requirements must be identified as early in the data creation processes as possible. Every effort will be made to respond positively to their requirements.

### 3.6 Requirement Gathering

Each year a requirement gathering exercise takes place to collect the information needed to prepare the timetable.

- a) Unless agreed in advance between the Associate Dean (Education and Student Experience) and the Curriculum and Timetabling Manager all data must be returned by the agreed date in the format agreed with the CTT.
- b) The data collected during the requirement gathering exercise will include:
  - which modules are being taught and in which part of the academic year;
  - how the teaching is delivered e.g. lectures, seminars, computer labs;
  - who will be delivering the teaching;

- resources required e.g. room type, AV;
  - staff teaching availability;
  - planned numbers;
  - requests for rooms for business critical events (see 3.10).
- 3.7 If work-load allocation has not been completed by the end of requirement gathering period, teaching on modules affected will be assigned to 'dummy' staff and staff allocated later to those modules will be expected to teach the activities scheduled.
- 3.8 If a programme has not been fully validated or the full module details are not known by the end of the requirement gathering exercise but a faculty can nonetheless provide enough information to allow the timetable to be built (e.g. if the delivery pattern and resource requirements can be provided) then the module can be timetabled even if its title and the staff who will teach it are not finalised. In such cases
- the full details will be required before on-line option choice opens
  - the faculty will be responsible for finding staff to teach in the timetabled slots.
- 3.9 Teaching Staff Availability
- a) Full-time teaching staff are expected to be available to teach within the core teaching times of the University unless they have specific contractual arrangements (e.g. they are contracted to work reduced hours on given days of the week, they are NHS contract staff or similar).
  - b) Part-time teaching staff are expected to be able to teach during contracted working hours agreed with line managers.
  - c) Associate Deans (Education and Student Experience) are required as part of the requirement gathering exercise to provide CTT with details of all approved constraints to staff teaching availability. Constraints include details of the working pattern of staff who are contractually unavailable to teach during the University core teaching hours and approved exemptions as agreed by the Faculty Academic Timetable Owner<sup>1</sup>
  - d) Staff members must submit requests for exemptions annually to the Faculty Academic Timetable Owner for approval.
  - e) Where possible staff will be timetabled a research day (or 2 half days). However staff will not be able to specify the day allocated. If a specific day is required this should be requested through the request process.
  - f) Requests will be considered by the Faculty Academic Timetable Owners in the following order of precedence:
    - 1) disability - own disability/medical condition or that of a close family member where the staff member has significant caring role. This applies whether the condition is temporary or permanent. As long as it is known prior to scheduling these requests will be accommodated. Where a situation arises after scheduling reasonable adjustments will be made to give the best manageable solution.
    - 2) matters relating to faith/religion - if known prior to scheduling these will be accommodated where it is reasonable to do so.
    - 3) matters relating to childcare. A member of staff may request up to 5 hours per week pro-rata with a maximum of 2 hours on any given day of the week to be identified as less preferable for teaching due to childcare responsibilities. If agreed prior to scheduling these will be accommodated wherever possible while still giving other staff and students a reasonable experience as regards the delivery of education.

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<sup>1</sup> The Faculty Academic Timetable Owner is one or more senior academics with the authority to make binding decisions relating to academic policy for their Faculty within the University's policies for timetabling and related curriculum/program issues

- 4) any other reasonable requests approved by the Associate Dean (Education and Student Experience) as part of the requirement gathering exercise - these will be accommodated if possible.
- g) Individual staff should not approach the CTT to request individual preferences or exemptions.

### 3.10 Approaches to Timetabling for Teaching

- a) Within CLS, teaching activities will normally take precedence over non-teaching activity with the exception of University wide institutional critical activities. Such activity may (but will not necessarily) include examinations, degree ceremonies, visa workshops, welcome activities and open days / visit days.
- b) Details of bookings for locally organised business critical events should be submitted at the same time as all teaching timetabling data is compiled and scheduled. These events may (but will not necessarily include) faculty organised public and inaugural lectures, freshers' and induction activities, in-school examinations, graduation receptions, exam boards. These events will be scheduled after teaching has been scheduled.
- c) Staff in the CTT are responsible for the allocation of CLS and will work in partnership with faculty staff to ensure resource requests specified during the requirement gathering exercise are met.
- d) In the agreed circumstances where a particular faculty has first call on local space, this constraint will be observed until initial clash management has taken place. After that date, vacant slots in the working week will be opened up to other faculties.
- e) Requests for ad-hoc booking in CLS should be directed to CTT via the online Room Booking service.
- f) When allocating rooms the following criteria will be considered:
  - the match of students and staff with a disability to appropriate available learning space;
  - the match of class size to room size - larger cohorts will be given priority over smaller;
  - the specialist facilities (if any) required for the activities matching to those available in the room;
  - the duration of activity - longer duration events will have priority over shorter;
  - activities that follow a regular pattern will be given priority over those without a regular pattern;
  - the impact on student movement in relation to their host faculty buildings.
- g) When timetabling and allocating rooms, CTT may assume a 10% drop out/ no show rate, which is the standard used by the sector.
- h) When allocating rooms CTT will use actual student numbers to determine the class size and required room capacity for modules delivered to continuing students. For modules taught to new entrants, where actual student numbers are not known until after confirmation and clearing class size is estimated in based on student number plans and extrapolating data from previous academic years. CTT will verify these planned numbers with faculty staff.
- i) When the timetable is published the class size will be capped to the maximum capacity of the room allocated; the cap will only be lifted with the agreement of the Curriculum and Timetabling Manager and the relevant Faculty Academic Timetable Owner.
- j) Clash management will be dealt with in the first instance by the CTT in consultation with faculty staff. Irresolvable problems will be referred to the respective Faculty Associate Deans (Education and Student Experience), and escalated to the Pro-Vice Chancellor Education if agreement cannot be reached.

### 3.11 Timetable Changes

One of the key aims of the policy is to reduce the volume of change to the timetable once it has been published to students and staff. Timetable changes include changes to location, time and staff member delivering a session as well as ad-hoc one-off changes e.g. staff being unavailable due to conference attendance, external meetings etc., and substantive changes, e.g. a change to all teaching events for a module.

- a) Once the draft timetable has been issued ***it is the responsibility of members of staff to review their timetable and advise Faculty Academic Timetable Owners*** of any issues/concerns and requests for change. The Faculty Academic Timetable Owners will forward all approved requests for change to the CTT.
- b) If a module is delivered by a team of staff ***it is the responsibility of the module coordinator to ensure that all staff delivering the teaching have reviewed the timetable*** and to advise the Faculty Academic Timetable Owners of any issues/concerns and requests for changes.
- c) Changes will not be made to the draft timetable to accommodate
  - work-load allocation that takes place
  - resource requests received
  - the introduction of programmes or modules
 after the completion of the requirement gathering exercise.
- d) Valid reasons for changes to the draft timetable include:
  - modules with insufficient numbers or unforeseen expansions;
  - reasonable adjustments to cope with student's additional teaching requirements;
  - staff constraints and/or resource requirements requested during the requirement gathering exercise have not been met.
- e) Following publication of the timetable substantive changes will only be made in exceptional circumstances. Once the timetable has been published ***if a staff member is not available to teach a module it is the Faculty responsibility to find an alternative lecturer or to run a replacement module in the same slot.***
- f) Requests for changes to the timetable after publication must be kept to a minimum. Changes arising from unforeseen circumstances after publication must be approved by the Faculty Academic Timetable Owner before being passed to the CTT. Valid reasons for changes to the published timetable include:
  - health, safety and emergency issues;
  - modules with insufficient numbers;
  - reasonable adjustments to cope with student's ATR (Additional Teaching Requirements);
  - a student clash with another compulsory teaching activity or a staff teaching clash;
  - the resources requested during the requirement gathering exercise are not available in the allocated room.
- g) It is the responsibility of the faculty to ensure the students are informed if a teaching event has to be cancelled on the day due to staff absence.

### 3.12 The Curriculum and Student Module Choice

#### a) Continuing Students

Continuing students are asked to choose their modules for the next academic year during the second semester of the current academic year; the actual student choices being used to build the timetable.

The greater the range of choice within the curriculum the more constraints this imposes on the timetable, especially if a module is core or compulsory for some students and a free elective for others. While the University does not explicitly constrain student choice, in practice student choice is constrained as it is not possible to schedule all possible combinations that the curriculum allows. Therefore when on-line option choice initially opens for continuing students the free elective list from which they can choose modules will only include free electives that are not compulsory/core on other programmes. See Appendix C for definitions of core, compulsory, optional and free elective modules.

#### b) First Year Students

The timetable for first year students is built using predicted choice and students are required to choose options and free-electives that do not clash. To ensure that the choices being offered to

first year students are appropriate the number of optional and free electives that new entrants must choose in semester 1, year 1 should be minimised and the free elective list should be reviewed by faculties to ensure that the choices being offered are appropriate to the programme.

- c) All students have the opportunity during the first 2 weeks of the semester to change the modules they have chosen. If a student wishes to change one of their module choices they will only be allowed to change to another module that fits their timetable. At this stage students will be able to choose a free elective which is core or compulsory on a programme if it fits with their timetable.
- d) The CTT should be consulted at the earliest possible opportunity about the planned introduction of new programmes so that they can assess the impact on the timetable and assess space availability

### 3.13 Ad hoc Room Bookings

- a) CLS not required for teaching may be booked by University students and staff for ad hoc purposes.
- b) Ad hoc bookings should not be used for teaching activities as the activities will not be reflected in the online timetable, nor appear in our usage statistics.
- c) Ad hoc bookings taking place in term time will be scheduled after the timetable has been published.
- d) All requests for ad-hoc room bookings taking place during the working day should be made via the University Web Room Booking system which will be made available to all staff and students via SUSSED when the teaching timetable is published.
- e) All requirements for teaching activities in the evenings or at weekends should be dealt with at the same time and in the same manner as other teaching activities.
- f) University student and staff requirements for evening and weekend bookings and out of term bookings should be directed to the CTT.
- g) All requirements for evening and weekend bookings not directly related to University students, staff or activities should be directed to the Conference Office; these will be subject to the Conference Office charging framework.
- h) Any room bookings with exceptional requirements (those with Health and Safety and/or security implications) should be submitted at least two weeks in advance of the booking date and will be subject to approval from Estates and Facilities and/or iSolutions and/or Security as appropriate.
- i) If external speakers are in attendance at the event this must be declared at the time of the booking and the event organiser is asked to indicate whether this is a designated activity in accordance with the External Speakers policy, for guidance see <http://www.southampton.ac.uk/studentadmin/timetabling/room-booking/external-speakers.page>

## 4. Roles and Responsibilities

### 4.1 Governance and Ownership Arrangements

#### a) Policy Ownership

This Policy is reviewed and approved annually by Education Strategy Executive Group (ESEG).

#### b) Process Ownership and Management of Timetabling

The Academic Registrar is responsible to the Vice-President (Education) for the overall strategic direction and ownership of all processes related to Timetabling shared by the CTT and the faculties.

The Curriculum and Timetabling Manager is responsible for the management of all the processes carried out by the CTT staff in their delivery of a University timetable.

#### c) Faculty and Academic Units

Within each faculty the administrative responsibility for timetabling resides with the Faculty Academic Registrar. Responsibility for the academic aspects of the timetabling business process will reside with the Faculty Academic Timetable Owner(s), (see below). It is not expected that Academic Units will assign roles in a standard way but the role needs to be owned by someone with an appropriate level of authority:

- Faculty Academic Timetable Owner: One or more senior academics with the authority to make binding decisions relating to academic policy for their faculty within the University's policies for timetabling and related curriculum/program issues.

#### 4.2 The Role of the Curriculum & Timetabling Team (CTT)

- To produce the annual teaching timetable in accordance with the annual deadlines for the production and publication of the timetable.
- To produce, by the first Monday term/semester, a personalised timetable for all students who have completed online option choice by the Friday of Freshers' week.
- To work in cooperation with nominated staff in faculties/academic units to compile the data and manage the processes that lead to the production of teaching timetables for students that are accurate and easy to access/read.
- To take responsibility for agreeing with faculties appropriate divisions of tasks for the compilation and input of data, the allocation of students to activities and scheduling in the University Timetabling System.
- To develop an understanding of faculty programme/module structures so that the scheduling of teaching takes account the need to:
  - build into timetables patterns of consistency for core modules;
  - avoid clashes for students in core modules and popular electives;
  - achieve a fair and effective distribution of teaching throughout the working week so that teaching space is managed as effectively as possible;
  - minimise the movement of students between different campus;
  - accommodate wherever possible the individual requirements of students and staff with a disability.
- To undertake negotiations between faculties as part of the Lab/Core Teaching Timetable activity.
- To visit faculties on a regular basis so that they work closely with teaching staff to ensure the timely availability of input data (e.g. modules to be taught, staff availability, student numbers) and synchronisation of all the related processes that result in the delivery of an effective timetable.
- To provide advice and guidance on the policy, processes and procedures as established within the University's frameworks for timetabling and room booking.
- To monitor how faculties are responding in the implementation of the University timetabling policy e.g. application of local constraints.
- To liaise with the Conference Office, Estates and Facilities and iSolutions on a regular and ongoing basis on changes to policy, use of rooms and matters affecting service provision.
- To provide an ad hoc room booking service to all University students and staff members.
- To ensure that appropriate consultation has taken place with students and the student union if undergraduate teaching is being considered outside of the University's core teaching day (see 3.3)

#### 4.3 Responsibilities of the Student

- To read and check the accuracy of their published timetable and follow the guidance received from CTT regarding clash management.
- To advise CTT of any unreasonable clustering of activity without a break.
- To regularly check the timetable website for any changes that affect times and venues.

#### 4.4 Responsibilities of the Faculty Academic Timetable Owners

- To ensure that all staff constraints requested comply with the guidelines on Staff Teaching Availability (3.9) and are passed to the Associate Dean (Education and Student Experience) for submission to CTT by the published dates.
- To review and consider all requests for changes to the timetable, approving those that comply with relevant University and local policies.



- c) To inform the CTT of the approved changes.
- d) To ensure that where workload allocation takes place after the requirement gathering exercise is complete staff are allocated to the teaching events timetabled.
- e) To ensure that either a replacement member of staff or a replacement module is offered or the module is withdrawn if a staff member becomes unavailable to teach after the timetable is published.

#### 4.5 Responsibilities of Faculty Academic Registrars

- a) To liaise with CTT on issues arising out of the timetable process.
- b) To be the escalation point for Faculty Academic Timetable Owners and the Curriculum and Timetabling Manager.

#### 4.6 Responsibilities of Members of Academic Staff

- a) To adhere to annual deadlines determined in advance by the CTT for the production and publication of the timetable.
- b) To provide details of contractual teaching constraints when requested to the Faculty Academic Timetable Owners.
- c) To submit requests for exemptions to teaching during contracted working hours to the Faculty Academic Timetable Owners when requested.
- d) To provide accurate information on the learning and teaching delivery for which they are responsible and in the format requested by the CTT during the requirement gathering exercise.
- e) To advise their Faculty Academic Timetable Owners of any concerns/issues and requests for changes to the timetable by the date agreed.
- f) To adhere to published timetables.
- g) To inform their Faculty Academic Timetable Owners by email immediately of any changes to the information submitted during the requirement gathering exercise.
- h) To inform their Faculty Academic Timetable Owners and CTT by email immediately of any module, teaching event and room booking cancellations.
- i) To ensure teaching spaces are left as found, including restoring any moved furniture to its default layout.
- j) To report any issues with the teaching space and equipment to Serviceline.

#### 4.7 Responsibilities of Estates and Facilities

- a) To provide fit for purpose accommodation for CLS within the policies established by the University. These policies will include Health and Safety at Work, Building Regulation, Disability Discrimination and other policy driven by external legal and statutory requirements.
- b) In liaison with iSolutions, Enabling Services and CTT, to establish the condition and suitability of rooms.
- c) To provide and maintain an accurate list of all teaching rooms held in the CTT data base and ensure that CTT is kept up to date with any changes to it.
- d) To keep CTT and Conference Office fully informed about any planned or unplanned works or changes that affect the availability, accessibility or capacity of rooms.
- e) To carry out regular conditions and usage surveys of CLS and Faculty owned rooms, analyse the results and present reports to the Common Learning Spaces Working Group.

Estates and Facilities will be accountable to stakeholders for the service quality of the CLS in respect of infrastructure. This includes: heating, lighting, air conditioning, clocks and locks.

#### 4.8 Responsibilities of iSolutions

- a) To provide and maintain all ICT and related teaching equipment in CLS
- b) To ensure that the equipment is in effective working order and to run appropriate systems to support all reported problems.
- c) To agree with Academic Units appropriate layout arrangements and daily support arrangements for the use of teaching space and ICT equipment.
- d) To liaise with Estates and Facilities in reporting visually obvious maintenance problems in order to maintain the serviceability of the room (e.g. broken furniture, water leaks).
- e) To be accountable to stakeholders for the service quality of IT in the CLS.

#### 4.9 Responsibilities of Enabling Services

- a) To provide the Curriculum & Timetabling Team at a pre-planning stage with a list of students with a specified disability access/egress or other Additional Teaching Requirements (ATRs).
- b) To liaise with Estates and Facilities to establish the suitability of rooms.

Clare Dillury (Curriculum and Timetabling Manager)/ Sara MacDonald (Head of Student Systems & Operations)  
November 2015

## Appendix A: The Timetabling Process and Timeline

#	Process Step	Details	Date	Actioned by
1	Request iSolutions to create new Syllabus Plus database for the forthcoming academic year		Last week in November	CTT iSolutions
2	Update parameters, check for errors and general testing of the new database followed by the scheduling of University wide, Institution critical bookings.	Including: - Term dates - Calendar dates - Constraints - Pre-sessional - Refurbishment - IELTS	Mid December	CTT
3	CPD Booking for Health Sciences entered into database		January	CTT
4	Request iSolutions to turn on KX Link		1 <sup>st</sup> week in January	CTT
5	Turn on KX Link		1 <sup>st</sup> week in January	iSolutions
6	Clashes between the Conference and Hospitality database and Syllabus Plus identified and resolved		Mid January	CTT Conference & Hospitality
7	<b>Requirement gathering begins:</b> CTT staff to convene meetings with relevant academic groups (agreed by the Director of Programmes) to discuss teaching requirements	This includes: - referring staff to last years' data for changes - collecting requirements for new modules/programmes - identifying practical issues with a course	Last week in February	CTT Director of Programmes Module Coordinators
8	Lab/Core Timetable (to be checked by all Faculty Director of Programmes)	Checking: - core/cross-faculty labs or lectures do not move slot and where they do that they do not clash	Mid March	CTT Director of Programmes
9	Timetabling data to be updated from Curriculum Planning exercise	Implementing: - the removal of any inactivated/suspended modules - changes to teaching staff - updating dummy student sets in accordance to new programme structures	1 <sup>st</sup> week in April	CTT
10	Collate locally organised business critical requirements		1 <sup>st</sup> week in May	CTT Faculty Staff HoFOs

11	Layered Scheduling and systematic clash resolution	Prioritising: a. Lab/core activities b. Large lectures and lectures with Additional Teaching Requirements (ATR) c. Practical Labs d. Computer Labs e. Remaining lectures f. Remaining teaching activities g. locally organised business critical	1 <sup>st</sup> week in June	CTT
12	Performing quality checks	Checking for: - Lunch breaks - Consecutive sessions - Travel time - Capacity and ATR	1 <sup>st</sup> week in July	CTT
13	Identify and communicate any unresolvable issues to Faculty Staff working with them to find reasonable solutions or compromises		2 <sup>nd</sup> week in July	CTT Module Coordinators
14	Draft Timetable published online		3 <sup>rd</sup> week in July	CTT iSolutions
15	Communicate to Academic staff that Draft Timetables are available for checking and request feedback		3 <sup>rd</sup> Week in July	CTT
16	Reasonable adjustments made to Draft Timetables by request of Faculty Academic Timetable Owners		1 <sup>st</sup> week in August	CTT
17	Confirmation of First Year Student Numbers and Clearing: Adjustments made to teaching timetables to accommodate any increases/significant decreases and ATRs		2 <sup>nd</sup> Friday in August	Student Number Planning CTT
18	Publication of timetable to students and staff via SUSSED	Semester 2 remains DRAFT	1 <sup>st</sup> Monday in September	CTT
19	Allocation of students to activities	All students who submit a choice of optional modules by the Friday of Freshers' week will have access to an updated online timetable on the Monday of week 1	1 <sup>st</sup> Monday of teaching	Students CTT
20	Removal of draft status from Semester 2 timetable	Adjustment of semester 2 timetable ahead.	3 <sup>rd</sup> Friday in November	CTT

Note: There is some variation from this practice due to the specialist nature of teaching involved (Faculty of Medicine, Faculty of Health Sciences) and separate timelines are produced to reflect this.

## Appendix B: Agreement of action to be taken if Undergraduate teaching is scheduled outside the standard teaching week

### 1. **Purpose**

2. This report outlines the responsibilities and actions to be taken when Undergraduate teaching is scheduled outside the standard teaching week. Notwithstanding the arrangements set out below, in exceptional circumstances, the University Vice-President (Education) may approve teaching to be scheduled outside the hours of the standard teaching week.

### 3. **Standard Teaching Week**

The standard teaching week for Undergraduate Teaching is Monday to Friday 9am to 6pm with undergraduate teaching finishing at 12.45pm on Wednesday. Any teaching scheduled outside of these times is considered to be outside the Standard Teaching week.

4. The Curriculum and Timetabling Team (CTT) will explore all possible alternatives to scheduling teaching outside the Standard Teaching Week.
5. If no other alternative can be found, the Module Coordinator will be required to consult with all students currently enrolled on the activity to obtain unanimous agreement from all respondents.
6. CTT will advise the VP Education, Union Southampton of all planned teaching taking place outside of the standard day before the start of each semester and on an ad hoc basis thereafter.
7. Once both these approvals are obtained the activity would then be scheduled.

Clare Dillury (Curriculum and Timetabling Manager)/ Shruti Verma (VP Education, Union Southampton)

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core module<sup>2</sup>: a module which must be taken and passed by all students on a particular programme. Where programme regulations specify, a student may be required to select a module from within a group of modules, which module, once selected, then becomes core.

compulsory module<sup>3</sup>: a module which must be taken by all students on a particular programme.

optional module<sup>4</sup>: other subject matter, particularly that which provides further exemplification or practical application or core/compulsory material or that which broadens the range of a student's knowledge.

An optional module, is a module which a student can choose from a specific list of modules which is associated with a programme, lists of optional modules are defined within the programme requirements.

free elective module: a module that may be taken by any student in the University and is separate from specific modules listed as optional in the Programme requirements, subject electives (any level 2 SOCI module etc), and Language Modules. Selection of a free elective module is subject to any pre/co-requisite associated with that module being satisfied.

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<sup>2</sup> taken from Guidelines for First degree Programmes from the Quality Handbook

<sup>3</sup> taken from Guidelines for First degree Programmes from the Quality Handbook

<sup>4</sup> taken from Guidelines for First degree Programmes from the Quality Handbook

## Appendix D – Criteria for a transfer of Faculty Based room into CLS

Before faculty-owned spaces can be considered for transfer to CLS it is expected that the faculty will fund any initial investment from the Faculty to bring the room up to the standard CLS specification and that there will be a Faculty-provided rolling budget for cyclical refurbishments which will be transferred into the CLS budget. Any space being considered for transfer to CLS must meet the criteria outlined in table 1: Criteria below, the room will be inspected to assess whether these criteria are met and any proposed transfer must be approved by the Common Learning Space Working Group.

**Table 1: Criteria**

Essential	Desirable
<ul style="list-style-type: none"><li>• The space can be used for teaching</li><li>• Appropriately and well decorated</li><li>• Audio/visual equipment must be within a year's warranty and in a fixed position</li><li>• Furniture should be in good condition</li><li>• Electrics for audio/visual equipment should be self-contained</li><li>• Lighting should be appropriate for the size and location of the room</li><li>• PC</li></ul>	<ul style="list-style-type: none"><li>• Video Conferencing equipment</li><li>• Moveable seating</li><li>• Wheelchair Accessible</li><li>• Network points installed</li><li>• Power points in place</li></ul>