

Appendix

Guidance and Responsibilities

1 Guidance and Responsibilities for College Vice Provost and Deans, Heads of Departments, and College Education and Service Managers

- Establish the importance of working collegiately to produce a clear, stable and robust timetable, that allows students and staff to plan their work in advance and supports structured learning;
- Ensure that opportunities for improvement are identified to better serve the overall student experience, and that they are noted and raised in the appropriate forums for onward reporting and further development;
- Ensure that college/departmental input and checking is carried out in timely fashion, according to the published production cycle;
- Manage and sign-off exceptional lecturer constraints;
- Ensure that programme developments are managed in time to fit the production cycle.
- Meet the required deadlines unless there are exceptional circumstances agreed by the Vice Provost and Dean College or delegated authority to the Deputy Dean Academic Affairs.

2 Guidance and Responsibilities for Programme Leaders

- Support the culture of working collegiately to produce and fulfil the best timetable for students' learning experience, within the available resource;
- Ensure that programme and module developments and changes are managed so that approvals are completed on time to fit the production cycle, and so enable timely completion of module selection activities as well as supporting timetabling;
- Work with the department timetabling contacts and Central Timetabling to support data collection and checking activities, ensuring they are carried out accurately and in timely fashion, according to the published production cycle;
- Ensure the timetable remains stable, and that any essential updates are communicated to Central Timetabling and to students, once published to students.
- Meet the required deadlines unless there are exceptional circumstances agreed by the Vice Provost and Dean College or delegated authority to the Deputy Dean Academic Affairs.

3 Guidance and Responsibilities for Academics

- Check draft timetables for your students and for yourself, and notify the programme leader or college/departmental timetabling contact of any problems or preferences, including any known additional requirements for staff or students; college/departmental timetabling contact should then liaise with Central Timetabling. Staff are expected to be available during the [core teaching hours](#) as described above;
- Meet the required deadlines unless there are exceptional circumstances agreed by the Vice Provost and Dean College or delegated authority to the Deputy Dean Academic Affairs;
- Adhere to the final version of the timetable, as published to students;
- Timetabling contacts should inform Central Timetabling of any cancellations or additional teaching sessions, as soon as they arise, to enable appropriate timetable updates and communication;
- Support data collection and checking activities, when requested, ensuring they are carried out accurately and in timely fashion, according to the published production cycle;
- Be sensitive and adaptive to individuals reporting difficulties or requirements due to disability or religious observance. Where necessary report issues or problems to college/departmental timetabling contacts who will in turn contact the Central Timetabling team, so that a satisfactory compromise and solution can be found;

- Observe the “[etiquette guidelines](#)” - for example, starting and finishing teaching promptly to allow changeover; using appropriate board pens, and ensuring teaching space is returned to its original setup, with staff and students removing any litter.

4 Guidance and Responsibilities for Students

- Check the published timetable and advise the college or department of any clashes;
- Notify the department or Student Wellbeing of any additional requirements that need timetable adjustments;
- Regularly check the published timetable to check for any updates;
- Attend the teaching sessions as scheduled; students are expected to be available during the [core teaching hours](#) as described above;
- Inform the department of absence, as appropriate;
- Observe the “[etiquette guidelines](#)” - for example, arrive promptly, help return teaching space to its original setup, and take litter away.

5 Guidance and Responsibilities for College/Departmental Timetabling Contacts

- Support the culture of working collegiately to produce and fulfil the best timetable for students’ learning experience, within the available resource;
- Provide liaison between the Central Timetabling team and the college or department;
- Cascade relevant information from the Central Timetabling team, and return data, input and feedback from the college or department;
- Work with the relevant college/department staff and ensure that data collection and checking activities are carried out accurately and in timely fashion, according to the published production cycle;
- Work with college and department staff and the Central Timetabling team to resolve problems, both during timetable production and operation, including adjustments required for those with additional requirements;
- Report progress and relevant problems to senior college/departmental staff and the Central Timetabling team, as appropriate;
- Ensure the timetable remains stable once published to students;
- Maintain the timetable data with any essential updates, and ensure changes are communicated to all relevant staff and students;
- Meet the required deadlines unless there are exceptional circumstances agreed by the Vice Provost and Dean College or delegated authority to the Deputy Dean Academic Affairs.

6 Guidance and Responsibilities for Programme Administrators

- Support the culture of working collegiately, to produce and fulfil the best timetable for students’ learning experience within the available resource;
- Work with the relevant academics to provide programme data and input activity data for all relevant modules within the agreed timelines for timetable production;
- Ensure changes and planned changes are effectively communicated to the Central Timetabling team, so that the impact of changes can be managed well;
- Work with Central Timetabling to allocate students to activities where specific groupings are required;
- Meet the required deadlines unless there are exceptional circumstances agreed by the Vice Provost and Dean College or delegated authority to the Deputy Dean Academic Affairs.

7 Guidance and Responsibilities for Room Bookers

- Ensure rooms are booked in accordance with current guidelines, including the current list of rooms available for ad hoc bookings and timescales to fit timetable production priorities;
- Cancel any bookings no longer required;

- Check bookings ahead of the date of a meeting, in case of errors.

8 Guidance and Responsibilities for the Central Timetabling Team

- Encourage the culture of working collegiately to produce and fulfil the best timetable for students' learning experience, within the available resource;
- Provide liaison with and between college/departmental contacts and other relevant staff, ensuring adequate access to the timetable system;
- Provide liaison with support service providers, ensuring adequate access to timetable and room use data;
- Produce and publish production cycle timelines with sufficient notice for colleges and departments to plan their contribution;
- Provide clear guidance, via college/departmental timetabling contacts, regarding the data collection and checking required at key points through the timetable production cycle;
- Work with the relevant college/department staff, providing training and support to enable accurate data collection and activity data input;
- Work with college/departmental timetabling contacts and other staff to resolve problems, both during timetable production and operation, including adjustments required for those with additional requirements;
- Report progress and relevant problems to Senior Timetabling staff, college and directorate staff, as appropriate;
- Maintain the timetable data with any essential updates, and ensure changes are communicated to all relevant staff and students;
- Ensure relevant staff have adequate access, including training, to use the timetabling system to book space for maintenance etc, or to provide appropriate support to teaching activities.

9 Guidance and Responsibilities for Estates Management Teams

- Support the culture of working collegiately to produce and fulfil the best timetable for students' learning experience, within the available resource;
- Ensure adequate liaison with the Central Timetabling team;
- Report problems to the Central Timetabling team, and any other relevant service or college/department, so that both the immediate problem can be managed and any adjustments to prevent further incidents can be made;
- Work with Central Timetabling to ensure consistent and sufficient room stock availability to meet teaching demands for the academic year.

10 Room User Etiquette

Given the amount of teaching and extra-curricular activity (in term time there are over 5000 teaching sessions every week), we need everyone involved to act with community spirit and ensure that they take account of others using the rooms after their class. In particular:

- Eating in teaching spaces is not allowed;
- Drinks, other than water, should not be brought into teaching spaces;
- Chewing gum must not be discarded anywhere on the campus, other than in the bins provided;
- To allow for changeovers, teaching should finish 5 minutes before the end of the timetabled period (most teaching sessions are scheduled to finish on the hour). Lecturers, event leaders and students should also be prepared to begin 5 minutes after the timetabled start time to allow for the changeover when using a larger classroom or lecture theatre.

Students need to:

- Arrive punctually and allow the previous class to leave a room before entering;
- Help return a classroom to the original layout if tables and/or chairs have been re-arranged;
- Remove all their belongings and any litter (cups, water bottles, discarded papers) on finishing the class;
- Leave the class promptly to make way for the incoming class.

Lecturers need to:

- Arrive punctually and encourage a courteous changeover of students;
- Bring a supply of water-soluble pens if working with whiteboards;
- Clean the board and ask students to return a classroom to the original layout if furniture has been rearranged;
- Log out from any console PC used;
- Ask students to take all belongings and litter with them, and ensure all extra paperwork is removed;
- Report any problems with the teaching space so that problems can be rectified.

Essentially, we ask everyone to treat each other with respect, as they would like to be treated.

Space Usage Auditing

Space utilisation audits usually take place throughout the teaching terms. Staff should cooperate with room counters, who in turn will be instructed to collect data as unobtrusively as possible.

The collected data is made available, and analyses will be reported as appropriate. In addition, the data will be used to identify timetabled sessions that are regularly not taking place. Such instances will be reported to College Vice Provost and Deans. It is expected that colleges should review the data and instruct Central Timetabling to remove redundant classes from the timetable to avoid confusion and release space.

Occasionally, room users may be asked to complete brief census forms to provide additional usage data. Such requests should not require much time or effort and room users should make every effort to complete them.