

Statement of University of Dundee Timetabling Policy

Guiding Principles

- Support the delivery of high quality learning and teaching in appropriate accommodation.
- Provide access to timely and accurate timetabling and room booking information.
- Optimise utilisation of general teaching space.
- Ensure that a single central system contains a live, up to date record of all learning and teaching activities which use University resources.

Roles and Responsibilities

Central Timetabling Service (CTS)

- Plan, design and coordinate construction of the University's teaching timetable.
- Produce a schedule of key dates, detailing dates for collection, submission and publication of timetabling information for the forthcoming academic year.
- Allocation of teaching space.
- Management of Web Room Bookings system and Current Timetables on-line.

School Timetablers

- Prepare and distribute time lines for data submission.
- Ensure adherence to CTS deadlines.
- Collection of accurate data for submission to CTS via the designated system.
- Provide CTS with validated, approved staff availabilities which have been signed off by the Dean of School.
- Ensure that the correct staff members are attached accurately to each teaching activity.
- Liaise with CTS on module, staff and targets information.
- Advise students when changes occur.
- Inform CTS when rooms are no longer required.

Teaching Staff

- Provide details of their availability to teach to their Dean of School.
- Provide accurate information on the learning and teaching delivery for which they are responsible.
- Flag issues with draft timetables.
- Adhere to agreed timetables.
- Start and finish classes promptly.
- Ensure teaching spaces are left in clean and tidy condition, including the restoration of any moved furniture to its default layout.

Estates and Buildings / ICS

- Provide timely, complete and accurate information on the availability of learning and teaching rooms and their equipment provision.

Other Roles and Responsibilities (e.g. Deans of School, Students, Disability Services, Registry, Quality Assurance, Admissions and Student Recruitment may be added).

Teaching Week

- The teaching week will be Monday, Tuesday, Thursday, Friday 0900 to 1800 hours and Wednesday 0900 to 1400 hours.
- Undergraduate teaching will normally be scheduled within these core hours; postgraduate teaching may take place outside core hours if requested by the School and agreed with the students involved. It is recognised that restrictions on staff and student availability will occasionally require the scheduling outside core hours of some teaching, eg for in-service modules and for part-time students.
- The normal teaching hour comprises a start time five minutes past the hour and a finish time of five minutes to the hour. This allows ten minutes travel time to subsequent activities.
- Timetabled classes can be scheduled at any of the above times.
- Staff and students are expected to be available within these hours unless approved exceptions apply.

Construction of the Timetable

- All learning and teaching activities will be recorded in Syllabus Plus regardless of whether they take place in white space or grey space. This enables a complete timetable to be provided to staff and students and minimises the risk of clashes.
- Details of the pool of white spaces and the affiliation of grey spaces to Schools will be defined by CTS in Syllabus Plus and on the CTS website.
- CTS will publish the arrangements for central timetabling and room allocations for the following academic session, including a calendar of key dates.
- CTS will ensure that the compulsory elements of standard programmes are scheduled compatibly. Every effort will be made to ensure that optional activities also do not clash; however in some cases this may be unavoidable.
- Reasonable adjustments to the timetable may be made to accommodate students and staff members with disability. Activities involving a student or staff member with disability will be accorded priority in respect of scheduling and room allocation. Where known, arrangements for students or staff members with disability should be communicated to the CTS in advance, in order to minimise the need for changes to the timetable after publication.
- Learning and teaching activities with a consistent semester- or session-long delivery will tend to take scheduling priority over activities with a more irregular pattern.
- Multiple simultaneous room allocations for a single module can cause room availability problems. CTS may ask for large-scale requests along these lines to be reconsidered.
- CTS will seek to ensure that staff have a one hour lunch break between 1200 and 1500 hours.
- CTS will aim to keep Wednesday afternoons (from 1400 hours) clear of formal teaching activities. Duplicate sessions of teaching activities otherwise scheduled during core hours may be held on Wednesday afternoons.

Priorities

- **Scheduling.** The following order of precedence may be applied to the scheduling of activities: (i) examinations during University examination diets; (ii) learning and teaching activities for modules which feature in many different programmes; (iii) activities with a need for scarce resources (eg using staff with strictly limited availability, largest available rooms, infrequently available equipment); (iv) other large venue needs; (v) generic small-medium needs; (vi) examinations outside University examination diets; (vii) Open

Days; (viii) Non-core events, (eg Partnership days); (ix) student bookings (eg Student Society meetings); (x) Commercial / conference activity.

- **Room allocations.** Teaching rooms will be allocated in the following order of precedence: specialist facilities required; best fit of group size to room capacity; location. Room allocations will be made zonally where possible.

Staff Availability

- Staff should submit their availability to teach via the designated system with the approval of the Dean of School.
- Full-time teaching staff will be expected to be available to teach during core hours unless flexible working arrangements are in place or the staff member must attend regular University or external meetings. These exceptions are to be approved by the Dean of School.
- Staff should be allocated to all activities before a timetable is produced.

Allocation of Teaching Rooms

- CTS reserves the right to reschedule or relocate an activity in order to achieve a best fit of all requirements, and will endeavour to keep onward impact to a minimum.
- Activities will be allocated rooms on the basis of forecast requirements and users shall be responsible for not exceeding room capacities.
- Requests which do not adhere to CTS submission deadlines cannot be guaranteed appropriate scheduling and room allocation.

Requests for Change to Published Timetables

- Requests to change any part of a published timetable should be made through the School Timetabling Coordinator and must be approved by the Dean of School. However there is no guarantee that change requests can be met: in particular the CTS will refrain from altering the published timetables of third parties in order to accommodate a request whose specifications were met in the original timetable.
- Changes may be requested for the following reasons: unforeseen staff or student clashes with other teaching; contingency circumstances such as temporary building or room problems, or staff sickness; long-term room insufficiencies such as access issues, group size unexpectedly exceeding room capacity or lack of required AV/IT facilities; as recommended by an external examiner or inspection body reviewing teaching delivery; or to assist in the accomplishment of strategic objectives.

Other Bookings

- Spare capacity will be made available for ad hoc room bookings including those for University meetings, School meetings, and staff and student development and other training courses.

Central Timetable Project Team
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