



THE UNIVERSITY *of* EDINBURGH

Shared Academic Timetabling

Policy and Guidance

Version 3.6
April 2013

Table of Contents

1	Executive Summary	3
2	Background	4
2.1	Document Construction and Approval.....	4
2.1.1	Contributors.....	4
2.1.2	Approval	5
2.2	Document Structure	5
3	Timetabling Policy	6
3.1	Aims.....	6
3.2	Governance and Operational Management	6
3.3	Principles of operation.....	7
3.4	Roles and Responsibilities	8
3.5	Teaching Times	11
3.6	Teaching Availability	12
3.7	Room Allocation.....	12
3.8	Planning Cycle for Timetabling.....	14
3.9	Innovative Learning Week	15
3.10	Course Conflicts	15
3.11	Room Conflict Resolution.....	15
3.12	Ad-hoc Bookings	16
3.13	Changing/Cancelling Bookings.....	16
3.14	Equality and Diversity	17
3.15	Monitoring and Review.....	18
4	Guidance on Timetable Implementation.....	19
4.1	Guiding Principles for Effective Timetable Construction	19
4.2	Teaching Availability	20
4.3	Room Allocation.....	20
4.4	Timetable Publication	21
5	Glossary of Terms.....	23
6	References	24

1 Executive Summary

The Shared Academic Timetabling Project has developed a timetabling policy as part of the transition to a common shared timetabling solution across the University. The policy has been developed with reference to comparable institutions in addition to current practice across schools and support units.

This document states the proposed timetabling policy that governs the allocation of timetabled learning and teaching activities, and ad-hoc bookings for space that is used for learning and teaching. It covers the aims of the timetabling policy, its governance within the University, and the principles of its operation. The roles and responsibilities of staff and students, with respect to the policy operation, are outlined, as well as the annual timetable of events. The procedures used to allocate spaces to learning and teaching events are stated, along with factors governing the allocation. Performance measures are also presented. In addition, the means of conflict resolution are stated within the policy. In addition to policy, this document also presents guidance on timetable production and maintenance.

The key changes to current practice are:

- Use of a common timetabling solution
- The inclusion of all learning and teaching activities, including those scheduled in School managed rooms
- The inclusion of all rooms, including laboratories, used for learning and teaching in a common room booking system, retaining current management structures
- The use of a common system for room request/booking for all activities, both recurring and ad-hoc, held in a room used for learning and teaching
- Production of draft timetable information for all learning and teaching activity, including those wholly taught in School managed rooms, is completed during the first quarter of the calendar year
- Visibility of full timetable and room information across The University
- Introduction of a resolution route for timetabling conflicts
- Enabling approved constraints in learning and teaching availability to be considered
- Changes to the Curriculum Framework to introduce a variable lunch hour and removal of the 20 minute afternoon break

2 Background

The Shared Academic Timetabling Project will be introducing a shared system to handle academic timetabling and learning and teaching space booking. The potential benefits of a shared system, some of which may be realised only after a number of years of operation, are identified and prioritised in the White Paper (Hulton, October 2010) and are repeated below:

- Benefit 1: Student focused, coherent institutional timetabling which enhances student experience
- Benefit 2: Improved management information and tools to support the effective use of University resources
- Benefit 3: Improvements to the management of curricula and academic timetables
- Benefit 4: More effective provision and use of learning and teaching space
- Benefit 5: Greater flexibility in managing staff teaching time
- Benefit 6: More effective use of administrative staff resources
- Benefit 7: Supporting family-friendly policies
- Benefit 8: Improved curriculum planning

Given the clear benefits of adopting a common approach to timetabling it is essential that the University decides upon and agrees a Timetabling Policy. Such policies are increasingly common at institutions that have effectively deployed timetabling solutions including other Russell Group institutions such as: University of Liverpool, Kings College London, University of Leeds and University of Warwick. The policies adopted by these institutions have been consulted in the production of this document.

2.1 Document Construction and Approval

2.1.1 Contributors

The Shared Academic Timetabling Project Board and Project Team

Wider University community:

- Curriculum and Student Progression Committee (CSPC)*
- Knowledge Strategy Committee (KSC)
- Space Management Group
- Learning and Teaching Space Advisory Group (LTSAG)
- Estates Committee
- Timetabling Unit
- School staff with a role in producing/administering timetables
- School administrators
- Registry
- Estates & Buildings
- Accommodation Services (and other users of learning and teaching space e.g. IALS for Summer Schools)
- Student Disability Service

Information Services Learning and Teaching Spaces Technology Services
(LTSTS)
Support Groups and Directorates

*Approval group

2.1.2 Approval

The policy was approved by C&SPC in November 2011. The current revision is being brought to the meeting of April 2013 for approval.

2.2 Document Structure

The policy is defined in section 3, with associated guidance documentation presented in section 4. A glossary of terms used within the policy is presented in section 5.

3 Timetabling Policy

3.1 Aims

The document defines University policy, procedures and responsibilities in respect of:

- Production of the shared timetable
- Use of space for learning and teaching activities
- Use of learning and teaching space for other activities

The Timetabling Policy covers the scheduling of all learning and teaching activities, including tutorials, labs and other practical sessions, on University programmes of study delivered across the University estate.

The long-term aims of the Timetabling Policy are to:

- Generate student-focused, coherent institutional timetables which enhance student experience
- Improve management information and tools to support the effective use of University resources
- Improve the management of curricula and academic timetables
- Enable more effective provision and use of learning and teaching space
- Create greater flexibility in managing staff teaching time
- Make more effective use of administrative staff resources
- Support the University flexible working policy
- Improve curriculum planning
- Ensure equality of provision in line with the provisions of the Equality Act 2010, the general equality duty and the Equality Act (Specific Duties) (Scotland) Regulations 2012

3.2 Governance and Operational Management

Timetabling Policy is overseen by the **Curriculum and Student Progression Committee (CSPC)**. **CSPC** have responsibility for maintaining the policy and addressing feedback on the policy from across the University.

Academic Registry within Student and Academic Services Group (SASG) has overall responsibility for the day to day management of the Shared Academic Timetabling system.

Timetabling Policy and its implementation is a key aspect of University operations and will be regularly reviewed, initially on an annual basis, by governance groups and committees across the University.

The majority of the learning and teaching spaces are part of the University's estate. Any matters relating to space allocation and utilisation of these spaces at a strategic level are determined by the Senior Vice-Principal and Director of Estates and Buildings guided as appropriate by the Space Management Group and Estate Committee. The Senior Vice-Principal, in conjunction with the Director of Estates and Buildings, determine the escalation path for matters relating to room conflict resolution arising from the timetabling process that cannot be resolved at a local level, or by the Registry Assistant Director - Timetabling.

3.3 Principles of operation

P1 - All learning and teaching activities (e.g. lectures, tutorials, labs, workshops, etc.), excluding centrally arranged examinations, are timetabled within the timetabling system, including activities taking place in centrally or School managed rooms, learning and teaching outside of "normal" teaching times, learning and teaching that forms part of the Degree Regulations and Programme of Study (DRPS) and non DRPS activity.

P2 – Room allocation prioritises the use of either School managed or Centrally managed rooms within the same Timetabling Zone as that requested.

P3 – Outwith designated mid-morning and lunch-time breaks, movement between Timetabling Zones (by students and staff) across consecutive teaching slots will be minimised, but may be necessary in exceptional circumstances.

P4 – If booked learning and teaching space is no longer needed, it is cancelled at the earliest opportunity. Charges may be levied for late cancellations or non-use of booked space.

P5 – Except in exceptional circumstances, staff and students should have at least one hour free of learning and teaching commitments between 12:00 and 14:00.

P6 – Student requests for study space (and other ad hoc requests for use of learning and teaching space) are prioritised for a selection of spaces, and supported but subject to restrictions and approval, for other learning and teaching space.

P7 - Exams are integral to the timetable process. Currently these are timetabled independently, and consequently examination events will not be included in student and staff personal timetables

3.4 Roles and Responsibilities

The **Registry Assistant Director - Timetabling** is the senior manager within Academic Registry responsible for the day to day operation of the Shared Timetabling system. The responsibilities of the Registry Assistant Director - Timetabling and the supporting Timetabling Unit include:

- Managing the operation of the shared academic timetabling system
- Liaising with Information Services for software maintenance and upgrade
- Issuing detailed timetabling guidance to Schools
- Supporting schools in the operation of the timetabling system
- Publishing draft and final versions of the shared timetable
- Advising on resolution of conflicts over room bookings
- Ensuring that all learning and teaching room information and availability (for both Centrally and School managed space) is accurate and up to date
- Ensuring that maintenance requirements and use for non-learning and teaching events are accurately reflected in room availability
- Reporting to CSPC, LTSAG, Space Management Group, Estates Committee and other interested parties on the effectiveness of Timetabling Policy and implementation
- Collecting, measuring and reporting accurate data on space utilisation. Offering/seeking guidance on more efficient use of learning and teaching space
- Ensuring flexible timetabling through curriculum-based timetable planning
- Reviewing the timetabling process and outcomes and initiating continuous improvement; which will include a regular review of processes relating to the University's Equality outcomes and duties under the Equality Act 2010 and Specific Duties 2012

School Timetabling Coordinators are the primary contacts for timetabling within their School responsible for liaising with the Timetabling Unit to book centrally managed rooms, progress timetabling requirements and resolve timetable conflicts. The responsibilities of School Timetabling Coordinators include:

- Coordinating timetable design and production across undergraduate and postgraduate programmes within their School
- Ensuring that collection, collation and timely recording of information on courses is carried out, including: classes, room requirements and number of students and any constraints on staff availability
- Acting as gatekeeper for School managed rooms
- Ensure the successful, clash-free, allocation of students to teaching activities
- Carrying out timetabling tasks as required by the stated deadlines.
- Notifying the Timetabling Unit of any changes to the established timetable and room cancellations
- Reporting additions, deletions and modifications in locally-managed learning and teaching room information to the Timetabling Unit

Teaching staff within each School have responsibility for fulfilling published timetable commitments and keeping their School Timetabling Coordinators informed of cancellations or other changes. Teaching staff also report any problems with their timetable or learning and teaching rooms they use so that this information can be used to improve the overall operation of timetabling at the University. Teaching staff responsibilities include:

- Providing information for, and reviewing their timetable
- Fulfilling their published timetable commitments
- Advising their School Timetabling Coordinators of cancellations or other changes
- Reporting any problems with their timetable or the learning and teaching rooms they use

School Administrators are responsible for management of resources (e.g. staff, budget, space) within the School. Their responsibilities include:

- Ensuring that the School Timetabling Coordinators and support team carries out the timetabling tasks required by the stated deadlines.
- Ensuring that learning and teaching rooms and other School managed resources are accurately recorded in the shared timetabling system

Heads of School are responsible for academic leadership and overall management and strategy of the School including development of academic and resource plans, promotion of research activity. The responsibilities for Heads of School include:

- Negotiation and agreeing any limitations on staff teaching availability.
- Helping to resolve timetabling conflicts impacting on the School
- Heads of School are ultimately responsible for ensuring that disabled students' support requirements are implemented

Student responsibilities include:

- Providing details of accessibility requirements as soon as possible. If a student is being supported by the Student Disability Service, these may be communicated via the student's learning profile. The School and the Coordinator of Adjustments have associated responsibilities.
- Reviewing their published learning and taught timetable as soon as possible and alerting their Personal Tutor to review course registrations, or the relevant teaching office to select alternative activity options, as appropriate.
- Adhering to School or centrally defined procedures for requesting a change to a timetable allocation
- Making appropriate use of any student study spaces bookable through the shared timetabling system

Accommodation Services (commercial and academic-related booking)

responsibilities include:

- Carrying out their normal duties with relation to events booking and ensuring that the Timetabling Unit is aware of any events booked and kept up to date on any cancellations

- Keeping external customers up to date on any changes/conflicts with their booking

3.5 Teaching Times

The standard teaching day is from 9am to 6pm, Monday to Friday. It is recognised that learning and teaching sometimes takes place outside of these hours. For timetabling purposes, 'morning' is defined as any time before 13:00, 'afternoon' is defined as any time between 13:00 and 18:00, and 'evening' is defined as any time after 18:00.

The <u>DAY</u> is divided into 50 minute slots. Within these slots, rooms should be booked for the actual times that they are required (e.g. some may teach for 1.5 hours in a 2 hour slot or for 3 hours in a half-day slot). The existing rule that rooms may not be booked across 11 am and 4 pm except for bookings of at least 3 hours will remain in force.		
Single	Double	Half Day
0900-0950	0900-1050	0900-1300
1000-1050		
1110-1200	1110-1300	
1210-1300*		
1310-1400*		
1410-1500	1410-1600	1410-1800
1510-1600		
1610-1700	1610-1800	
1710-1800		
1830-1920	1830-2020	
1930-2020		

*variable lunch hour

Notes

1. Teaching times indicate when the class is scheduled to begin and NOT five minutes later. (e.g. lectures to start at 0900 **and not** 0905). Students should be in their seats 5 minutes before the advertised time.
2. There is a 20-minute mid-morning break to facilitate movement between Timetabling Zones.
3. Except in exceptional circumstances, staff and students have at least one hour free of learning and teaching commitments between 12:00 and 14:00.

The WEEK is divided into slots each at a given hour of the day and further subdivided into Monday/Thursday and Tuesday/Friday slots for classes requiring two whole-class sessions (WCS). If three WCS are required, the preferred extra day to maximise flexibility is Wednesday (for morning classes) or Friday/Thursday (for afternoon classes).

Single	Double	Triple (a.m.)	More
Mon	Mon/Thur	Mon/Wed/Thur	Any
Tue	Tue/Fri	Tues/Wed/Fri	
Wed		Triple (p.m.)	
Thur		Mon/Thur/Fri	
Fri		Tues/Thur/Fri	

Notes

1. Only in exceptional circumstances will core lecture or class slots be scheduled on Wednesday afternoon when no alternative can be found. Scheduling such a class at this time must be approved by the relevant College Learning and Teaching Committee. This does not preclude schools from offering classes (e.g. laboratories) on a Wednesday afternoon, provided that alternative times are offered at other points in the week.
2. Classes that are outside of the normal teaching times or for greater duration (for example weekend working) should ensure that there is no more than 4 hours of consecutive learning and teaching without a break.

3.6 Teaching Availability

Teaching staff are available for teaching at any time during their contracted teaching day(s) except where restricted by individual agreement with Heads of School in accordance with existing HR guidelines.

Timetabling implementation will allow the incorporation of constraints to enable staff within specified groups to share teaching-free times, e.g. to enable scheduling of research seminars, and in recognition of the stated flexible working policy

3.7 Room Allocation

The University learning and teaching estate is divided between centrally managed and School managed space.

All learning and teaching space, including lecture theatres, seminar rooms, labs and any other spaces used for learning and teaching purposes is included in the Shared Academic Timetabling system.

All users of the system have read-only access to the schedules of other Schools' space.

Spare capacity in School managed rooms is made available to requests from other Schools. Such requests continue to be managed by the Schools themselves via School Timetabling Coordinators. Normally it is expected that where spare capacity

exists, requests from other schools will be accommodated. Where requests are granted, it is the responsibility of the requesting School to provide any AV and IT support required by its users.

The allocation of rooms is driven by the following factors:

Factor	Performance Measure	Priority
Seating Capacity	% Capacity Allocation	Essential
Essential Equipment	Requested vs Actual	Essential
Locality (Proximity to School)	Allocation/Utilisation of School managed rooms Allocation/Utilisation of Centrally managed rooms Utilisation of rooms within the schools' timetabling zone	Essential
Layout and Furniture	Requested vs Actual	Essential
Accessibility	All requirements can be accommodated	Essential
Licensing	Licensed activities accommodated in Licensed Rooms.	Essential
Continuity	Measure % of course classes running in same room where requested.	Essential
Location	Travel time required between classes	High
Preferred Equipment	Requests met with required equipment, or mobile alternative.	High
Use Type	Requested vs Actual	High
Preference	Requested vs Actual	Medium

Once the timetable has been set for the year, room bookings are confirmed but the Timetabling Unit retains the right to change room allocations in response to evolving resource constraints: such as changes to course enrolment figures, Equality Impact Assessment requirements, or loss of learning and teaching space in the event of an emergency.

3.8 Planning Cycle for Timetabling

The planning cycle reflects the need for planning to take place in line with information becoming available from academic planning and our corporate systems.

Month	What Happens
November	<ul style="list-style-type: none"> The current year's course timetable schedule, but not room allocations, will be rolled-forward to enable planning for the following academic year
November - February	<ul style="list-style-type: none"> Schools make amendments following the roll forward. School Timetabling Coordinators construct a draft timetable of their own learning and teaching events, including the requirements for centrally managed rooms. School managed learning and teaching space within Schools is booked immediately via School Timetabling Coordinators.
March/April	<ul style="list-style-type: none"> Centrally managed room requests are submitted to the Timetabling Unit. Requests are submitted for rooms from other Schools where their learning and teaching space meets the needs, and there is availability.
June	<ul style="list-style-type: none"> The shared timetable is published based on estimated numbers of students, and associated rooms have been allocated. Timetable is available to view by applicants/incoming students via DRPS
June - Aug	<ul style="list-style-type: none"> Any required changes to room bookings and staff allocation are investigated and applied.
July/Aug	<ul style="list-style-type: none"> 1st year course selection available for programmes starting prior to the main September intake, and Postgraduate Enrolment Any required changes to room bookings and staff allocation are investigated and applied.
1 st September Onwards	<ul style="list-style-type: none"> Bulk of Undergraduate courses and Post Graduate courses are selected during Freshers' Week Any required changes to room bookings and staff allocation are investigated and applied. Changes to class size or course cancellations are monitored to allow space to be released, should it not be required. Rooms for student study become available for student bookings

Following the creation of the rolled forward timetable for the upcoming academic year, the oldest timetable on the system is archived.

3.9 Innovative Learning Week

Semester 2 is divided into three parts. Teaching blocks 3 and 4 comprise the 11 weeks of standard teaching, and the remaining weeks comprise the exam diet. The Innovative Learning Week, which takes place between Teaching blocks 3 and 4, is booked separately on the Shared Timetabling system according to the following principles:

Priority booking will be given to programmes that have opted out of the Innovative Learning Week, and whose opt-outs have been approved by Curriculum and Student Progression Committee.

After opt-out courses have been allocated, all other bookings are considered.

Booking applications for unique spaces, such as the JCMB Teaching Cluster, are adjudicated by College Deans or their representatives. Other bookings are considered on a first come, first served basis.

3.10 Course Conflicts

Conflicts in the timetable due to conflicts in courses are resolved between School Timetabling Coordinators and any academic staff involved in the organisation of courses. Any timetabling conflict that cannot be resolved is escalated to the Heads of Schools in the first instance. If required, the Registry Assistant Director – Timetabling will suggest potential solutions based on curriculum planning scenarios. Ultimately if the conflict cannot be resolved between Schools and the Registry Assistant Director - Timetabling, then the conflict is further escalated to the Senior Vice-Principal.

3.11 Room Conflict Resolution

Where there is a conflict in availability of a centrally managed room this is resolved between the Timetabling Unit and the parties concerned. Where there is conflict in availability of a room managed by another School the needs of the owning School generally take precedence. Irreconcilable conflicts are escalated for resolution to the Registry Assistant Director - Timetabling and the relevant Heads of Schools.

Ultimately if the conflict cannot be resolved between Schools and the Registry Assistant Director – Timetabling, then the conflict is further escalated to the Senior Vice-Principal and Director of Estates and Buildings. Where appropriate, precedence set by the outcome from the conflict will feed into this policy to ensure there is clear guidance on conflict resolution and University policy.

3.12 Ad-hoc Bookings

Non learning and teaching events (such as College and School Committee meetings) and Ad-hoc booking requests for learning and teaching spaces can be submitted at any time, but are normally only agreed once the main learning and teaching timetable has been published.

During “vacation time” Edinburgh First including the Festivals Office has priority for bookings, on a pre-agreed selection of rooms, followed by other users of space in the summer e.g. learning and teaching outside the standard academic year, summer schools, ELTC bookings, etc.

3.13 Changing/Cancelling Bookings

Late changes to the published timetable are often detrimental to the student experience and should be largely avoided by the construction of a timetable based on timely and accurate data. Unavoidable changes are to be carried out in the Shared Timetabling System and only be made where the change cannot be accommodated by changing staff/student allocation such as: -

- New accessibility requirements become known
- Change in staffing for unavoidable reason (e.g. staff illness)
- Staff double booking
- Student double booking
- Approved change in staff availability
- Actual number of students exceeds room capacity
- Actual number of students is much smaller than expected, hence would fit in a smaller room freeing a larger room for a larger activity which cannot otherwise be accommodated
- Location becomes unavailable

Where a learning and teaching space is locally managed, bookings must be changed if:

- A room booking is no longer required
- An allocated room is no longer appropriate for the booked event’s requirements
- Learning and teaching cannot proceed in the allocated room as someone else is occupying it (i.e. double booked), there is a lack of required equipment or maintenance is needed.

The Timetabling Unit is to be informed at the earliest opportunity if:

- Courses are cancelled
- A centrally managed room booking is no longer required
- A centrally managed allocated room is no longer appropriate for the booked event’s requirements

- Learning and teaching cannot proceed in a centrally managed allocated room as someone else is occupying it (i.e. double booked), there is a lack of required equipment or maintenance is needed.

3.14 Equality and Diversity

The construction of learning and ongoing management of teaching timetables is carried out in line with the University's Equality and Diversity Strategy and Action Plan and has been Equality Impact Assessed under the Equality Act:

- **Age:** Timetabling is committed to adopting a proactive approach in helping to meet flexible working policy objectives, in which particular requirements relating to age can be considered. Management of individual cases is carried out by school timetable coordinators.
- **Disability:** The timetabling system will record comprehensive accessibility requirements including physical access issues and issues relating to hearing and visual impairments against all centrally-managed teaching space to help ensure the appropriate space allocation to students and staff. The online system(s) must be accessible to disabled users and compatible with assistive hardware and software in line with Web Content Accessibility Guidelines (WCAG) 2.0 and British Standard BS8878:2010 as far as possible.
- **Religion or belief:** Timetabling will endeavour to accommodate sensitivities relating to religious/belief observance when scheduling classes. This will be achieved through applying automated restrictions and checks as recommended by the University Chaplaincy team.
- **Sex:** Timetabling will enable Schools to manually construct groups of students according to specified characteristics, enabling gender-balancing of group allocation where it is deemed appropriate to do so. Management of individual cases is carried out by school timetable coordinators.
- **Pregnancy & maternity:** Timetabling will make appropriate adjustments in respect to timings and accessibility to ensure this category is covered within the University family leave related policies, and its flexible working policy. Management of individual cases is carried out by school timetable coordinators.

3.15 Monitoring and Review

In support of the guiding principles, the following measures must be put in place:

Policy Aims	Measure
End-user satisfaction with the timetabling applications and their ease of use.	Feedback mechanisms for staff and students to gauge their satisfaction with the timetabling system .
End user satisfaction with quality and function of teaching space	Feedback form inserted within “Bookable Rooms” webpage
Support delivery of high quality learning and teaching	Monitoring “Requested” vs “Actual” on all building and zone allocations for core learning and teaching activities – to be conducted immediately after main allocation process in June
Learning and teaching takes place in most appropriate accommodation	Same as above
Minimise travel across Timetabling Zones, e.g. between Holyrood and George Square	Study of classes across Timetabling Zones and actual student/staff travel involved in an academic year
Shared repository of timetables, room bookings and room availability	Management information from the system on booking data and Staff survey
Personalised timetables	Level of authenticated access to personal timetables via MyEd
Unified approach to timetabling and room booking	Room booking survey carried out and feedback measured
Optimise utilisation of University estate	Room utilisation survey Booking data analysis Management information to allow planning and what if scenarios. Measure against University-set utilisation benchmarks
Aiding in the provision of more efficient, higher quality teaching spaces	Through regular reporting to the University’s Space Management Group: Information on utilisation, ability to accommodate preferred equipment requests, and timetable planning, to be passed to Estates and Buildings to aid in focusing refurbishment work

These measures should be used to drive any improvement initiative to timetabling or changes required to this policy to better reflect the needs of the University.

4 Guidance on Timetable Implementation

In order to achieve all of the Benefits identified, the following guidance should be followed by School Timetabling Coordinators and the Timetabling Unit.

4.1 Guiding Principles for Effective Timetable Construction

- All learning and teaching activities are to be scheduled in the Shared Timetabling system
- Learning and teaching activities taking place off-site should also be included where:
 - students will benefit from having the activity as part of a personal timetable; and/or
 - recording the activity aids staff in scheduling other activities for clash-free timetabling.
- Any learning and teaching delivery that forms part of the Degree Regulations and Programmes of Study (DRPS) is scheduled before other non-DRPS requirements.
- Wherever appropriate, timetabling is to match learning and teaching to School managed rooms or suitable rooms within their Timetabling Zones.
- Whole Class Sessions (WCS) where course events are delivered to all students at once are given first priority when allocating learning and teaching space. Additional activities such as tutorials and lab sessions (that are divided into multiple slots to sub-groups of students) are fitted in around WCS.
- As far as possible, the same learning and teaching space is used for recurring classes.
- In order to limit the impact of travel between zones, movement between zones should normally take place during the specific time-slot: 10.50-11.10; and during the lunch period, although travel-time constraints will be set against all taught students to help identify flexibility of travel-time throughout the teaching day/week
- When class numbers are known, any booked resource that is no longer required is cancelled as soon as possible.
- Normally, all core, course-related timetabled events are carried forward from year to year provided this doesn't restrict efficiency or flexibility in the curriculum.

- Early production of timetable information is strongly encouraged to enable efficient scheduling of courses in different Schools.

4.2 Teaching Availability

Schools may decide to establish and incorporate constraints within the system to ensure that wherever possible individual learning and teaching commitments are suitably blocked and not overly dispersed.

The Shared Academic Timetabling system enables all agreed learning and teaching constraints to be recorded with the system by the School Timetabling Coordinators and used to inform timetabling decisions.

4.3 Room Allocation

Factor	Description	Priority
Seating Capacity	Learning and teaching rooms are allocated on a 'best fit' basis, with a target seating capacity	Essential
Essential Equipment	Room requests for specialist or essential learning and teaching equipment are allocated to classes requiring that equipment first. Specialist equipment includes lab equipment, IT Networking, specific software etc.	Essential
Locality (Proximity to School)	Rooms managed by the School delivering the learning and teaching are allocated as first preference; then Centrally managed rooms within their zone and then rooms managed by other Schools or outside the School's zone.	Essential
Layout and Furniture	The room layout should match that of the learning and teaching session or be configurable to the requirement of the session.	Essential
Accessibility	Where there is a known disability requirement only appropriate rooms are allocated Where such information is brought to light late on in the timetabling process changes to the timetable need to be accommodated and existing bookings re-homed	Essential
Licensing	Rooms with specific licensing are only allocated to appropriate event types (e.g. anatomy and research for VAT exempt rooms).	Essential
Continuity	Regular (full-semester or longer) bookings and short fat (e.g. 5 ½ days back to back learning and teaching) take precedence over single or sporadic bookings	Essential

Factor	Description	Priority
Location	Ideally all classes are scheduled in the same Timetabling Zone. Where travel cannot be avoided, the room is to be within a traversable distance of the other classes a student or member of staff is required to attend, given the time constraints for travel between locations	High
Preferred Equipment	Rooms allocated should have the preferred equipment required to allow staff to conduct their teaching. For example, Wireless Network Access, Audio Visual, White/black Boards, Desktop PCs, lecture capture and clicker response systems. Where fixed equipment is not available, Schools should liaise with LTSTS regarding possible portable alternatives.	High
Use Type	Priority is given to whole class sessions, then Non WCS Tutorials, Labs and other required activities.	High
Preference	Where a preference has been indicated, and strong justification given, for a specific room, this is booked unless overridden by one of the higher priority factors.	Medium

4.4 Timetable Publication

Timetables are available to those who need them, in a clear and accessible way. The University aims to provide complete, accurate and up-to-date timetables, published in advance of the start of the academic year and maintained throughout the academic year. These will be available through the appropriate University portals.

The Timetabling system will retain 3 years of timetabling information that can be accessed in the normal manner (i.e. the timetable in planning for the upcoming year, the current year's timetable and the previous year's published timetable).

At the end of each planning cycle the oldest year's timetable is archive away from the timetabling system but retained in a format that could be accessed for reporting purposes.

Those who need access to current and upcoming timetables include: -

- Teaching staff
- Students (current and prospective)
- Administrative staff
- Building Managers
- Servitors (so they can open buildings and organise room and AV)
- Premises Managers and other E&B staff for maintenance programming
- Events and conferencing staff in Edinburgh First/Accommodation Services

- EUSA events staff
- Any other user that can request University rooms

Those who need access to previous year's timetable includes:-

- School Timetabling & Gatekeeping staff
- Timetabling Unit staff

Those who need access to archived years' timetable includes:-

- Timetabling Unit staff

5 Glossary of Terms

Term	Meaning
Whole class Session (WCS)	A class or learning and teaching event that requires all students to attend.
Class Exam	An examination that is organised within the school and possibly not during the central examination times (i.e. at semester end)
Main diet exam	An examination that is organised centrally and takes place at the end of semester.
Centrally Managed	Rooms or Learning and Teaching Space that is bookable via the Timetabling Unit (previously EBIS room booking team)
School Managed	Rooms or Learning and Teaching Space this is bookable via a School Timetabling Coordinator (or Gatekeeper)
Timetabling Zones	A geographical zone which divides the University Estate into collections of buildings. Zones are defined in such a way that any two buildings, where the travel time between them exceeds 10 minutes, are in different zones.

6 References

Several external references have been consulted in the production of this document, including:

University of Leeds

<http://www.leeds.ac.uk/timetable/policy.htm>

University of London, School of Oriental and African Studies

<http://www.soas.ac.uk/timetable/policies/policy/>

University of Warwick

<http://www2.warwick.ac.uk/services/centraltimetabling/policy>

Kings College, London

http://www.kcl.ac.uk/college/policyzone/assets/files/teaching/College_Timetable_Policy.pdf

University of Liverpool

<http://www.liv.ac.uk/orbit/policy/>

Shared Academic Timetabling Project - Policy Analysis Summary

<https://www.wiki.ed.ac.uk/download/attachments/106922503/PolicyAnalysis.pdf?version=1>

Shared Academic Timetabling Project – Timetabling White Paper, Nick Hulton, October 2010

https://www.wiki.ed.ac.uk/download/attachments/106922512/Timetabling_Whitepaper.pdf?version=1

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