UNIVERSITY OF BATH

TIMETABLING AND ROOM BOOKING STATEMENT - 2018/19

1. Purpose

This document sets out the critical dates, guiding principles, roles and responsibilities set by the University in respect of the timetable, its construction, teaching room use and non-teaching bookings.

2. Definitions

Study weeks: weeks in which teaching takes place

University teaching hours: are 8:15am-7:05pm Monday to Friday. Teaching periods start at 15 minutes past the hour and stop at 5 minutes past the hour to allow for a 10 minute changeover period.

Phase 1: the preparatory phase of the scheduling process, change is expected.

Phase 2: the final refining phase of the scheduling process, only certain minor changes allowed (see section 9).

Non-standard units/programmes: those taught at a different time or in a different manner to a standard unit –includes block taught units, residential units, Summer schools, teaching outside of University teaching hours *etc.*

3. Deadlines and Publication dates for 2018/19

20 April 2018	Deadline for receipt by Academic Registry of 2018/19 teaching request data
13 July 2018	Phase 1 release of Semester 1 (S1) and Semester 2 (S2) timetables
20 August 2018	Start of Phase 2 for S1 timetable
7 September 2018	Publication of Live S1 timetable to staff
14 September 2018	Publication of Live S1 timetable to students via MyTimetable
26 November 2018	Start of Phase 2 for S2 timetable
14 December 2018	Publication of Live S2 timetable to staff
21 December 2018	Publication of Live S2 timetable to students via MyTimetable

4.   Teaching times

4.1   The University semester dates are available at: http://www.bath.ac.uk/corporate-information/academic-year-dates/

4.2   The University operates over two semesters, each having 11 study weeks and one revision week. Induction takes place in the week before Semester 1 teaching starts.

4.3   The University aims for a one-hour lunch break for each student and staff member between 11:15am and 2:05pm. We recognise this is not always possible. Long practical sessions must include time for appropriate breaks

4.4   For standard programmes students will not normally have classes at 8:15am and 6:15pm on the same day.

4.5   Undergraduate students will not be scheduled for teaching on Wednesday after 1:05pm to allow for sports, volunteering, participation in student clubs and societies, *etc.*

4.6   Optional non-teaching activities may be scheduled for Wednesday afternoon and included on undergraduate student timetables.

4.7   All teaching that takes place at the Bath campus must be included on the University timetable. This includes teaching on non-standard programmes.

4.8   Activities on non-standard programmes may take place at any time agreed with Academic Registry and the department concerned. This includes evenings, weekends and weeks generally designated for other purposes (*e.g.* assessment and vacation weeks).

4.9   Students involved in sporting fixtures may request permission from academic staff to be absent from teaching activities on Wednesday mornings in order to travel to fixtures. It is the responsibility of the student to make-good for any such absences.

5.   Teaching rooms (centrally controlled)

5.1   The University has a Smoke Free policy for all its buildings.

5.2   Food is not permitted in tiered lecture theatres. Requests to serve food in flat rooms must be emailed to timetabling@bath.ac.uk at least seven days prior to the event. Food may only be served in flat rooms once permission has been received. Hot food (including pizza) must not be served. The University has a guidance note on Food and Drink in Teaching rooms and Foyer spaces. http://www.bath.ac.uk/timetable/Food%20and%20drink%20policy.pdf

5.3   Furniture in rooms must be left in the layout noted on the wall diagram within the room.

5.4   Rooms must be left clean and tidy, with writing boards cleaned.

5.5   Activities in teaching rooms must not disturb users of nearby rooms.

5.6 Teaching rooms have visualisers and most have an additional writing board. Other audio visual equipment required can be booked through the AV unit.

5.7 Users of teaching rooms must comply with the [University Code of Practice on Freedom of Expression](#).

5.8 Class sizes should not exceed the size of the room allocated. The person teaching is responsible for ensuring the room is not overcrowded for any class they teach.

5.9 Group Study Spaces are available for request by students outside of timetabled teaching hours. These should be requested via the Bath Online Room Request System but are only available for group study activities. Group Study Spaces are generally a 6-seat table within a room of similar spaces.

5.10 Quiet Study Rooms are available during Revision and Assessment periods for students to conduct quiet individual study. The spaces available are listed on the [Timetabling web pages](#).

5.11 Applicant visit day room requests for Wednesday afternoons can be submitted for inclusion with teaching requirements but do not have priority over teaching. Any requests for teaching rooms before 12:15pm will not be scheduled until after the timetable has been published.

6. Scheduled teaching

6.1 All teaching activities must be scheduled in the Scientia timetabling software used by the University. This includes teaching in departmental and specialist facilities. This is to ensure staff and students have a complete timetable and clashes are avoided.

6.2 Teaching activities take priority over non-teaching activities. Allocation of centrally controlled teaching rooms is the responsibility of Academic Registry.

6.3 Teaching on a unit will not be necessarily scheduled at the same time or in the same room as it has in the past. Where year-long units are scheduled they will not necessarily be scheduled at the same time or room in both semesters.

6.4 Compulsory teaching activities on standard programmes will not clash with each other. Clashes between optional teaching activities may be unavoidable.

6.5 Timetable clashes should be resolved, where possible, during Phase 1 of the timetable production. Once the timetable is live it will be assumed the clash is acceptable.

6.6 Access for students with disabilities is a priority and will be accommodated wherever possible.

6.7 Regular, full semester, bookings take precedence over ad hoc or sporadic teaching.

6.8 Part-time students will attend fewer teaching activities but there is no specific commitment to restrict their teaching to specific days or weeks unless this has been specified within the programme structure.

7.   Accessing the timetable

7.1   Timetables are published via the MyTimetable app and through programme, unit, staff and room grid timetables on the [web](#).

8.   Roles and Responsibilities

8.1   *Academic Registry.* Academic Registry is responsible for:

- Planning and coordinating the construction and production of the University timetable. This is done in consultation with the departmental timetabling liaisons.

- Allocating teaching space in accordance with University policy and mediates and assists in resolving timetable clashes.

- Providing user support to all users of the Scientia timetabling software and MyTimetable.

- Producing a diary of key dates. This information is published in the Academic Administration Calendar.

- Managing the Bath Online Room Request System for central space.

- Conducting room audits and providing statistical data as required.

8.2   Academic departments

    a.   Head of Department/Division (HoD). HoD is responsible for:

- The timetabling process in their Department or Division in accordance with the Timetabling statement.

- Ensuring staff availability for teaching activities.

- Ensuring the inputs to the timetabling process and the management of further changes does not negatively impact on the timetabling process and deadlines.

    b.   Departmental Timetabling Liaison (DTL).The DTL role has the responsibility for:

- Collating required timetabling data and feeding back comments about the Phase 1 schedules.

- Checking timetables to ensure academic quality and advising of any clashes within the schedule.

- Liaising with Academic Registry on unit, staff and target information.

- Informing Academic Registry when room or teaching activities are no longer required on the timetable.

- Ensuring students are informed of any timetable changes following the publication of a live timetable.

- Informing Academic Registry of any students who have a disability and will require specific types of rooms. Further guidance can be found on the 'Timetabling arrangements for disabled students' web page.

c. *Academic staff.* Academic staff are responsible for:

- Notifying their DTL of initial teaching requirements by the deadline given.

- Checking the Preparatory timetables via MyTimetable when published and advising their DTL of errors as soon as possible and before any given deadline.

- Notifying the DTL of any cancellations or additional teaching activities required so that timetables can be kept up to date.

- Ensuring all teaching activities start and finish promptly to allow for a smooth changeover (teaching activities start at 15 minutes past the hour and end at 5 minutes past the hour).

- Ensuring teaching spaces are left clean and tidy with any boards cleaned and furniture returned to its standard configuration.

- Ensuring any request for exemption from specific teaching hours for the academic year is submitted through the annual [Temporary Teaching Exemption](#) process.

- Notifying their DTL of any specific requirements relating to disabilities, religious beliefs *etc.* ahead of the production of the timetable.

- Part-time staff and those with a currently approved Flexible Working Arrangement: Notifying Academic Registry of their working hours using the Part-Time Defined Hours form.

- Full-time staff: Ensuring their availability to teach within the standard University hours.

8.3 *Students.* Students are responsible for:

- Being available for all study weeks and available to attend classes during all standard teaching hours. Standard teaching hours are 8:15am until 7:05pm (1:05pm finish every Wednesday for UG students).

- Checking their timetable using MyTimetable.

- Informing their DTL of any clashes or arrangements required due to any disabilities.

- Regularly checking MyTimetable for any changes, additional activities, room changes etc.

- Notifying Student Services of any specific requirements relating to disabilities, religious beliefs *etc.* ahead of the production of the timetable.

9. Changes to the timetable

9.1 *Phase 1:*

During the Phase 1 of timetable production it is expected that changes will occur.

9.2 Phase 2:

a. During Phase 2 requests to change the timetable due to changes of teaching staff or personal circumstances of staff previously declared available to teach at that time will not normally be allowed. It is expected that such events will be managed by the Head of Department/School through reallocation of teaching staff.

b. During Phase 2 changes due to varying the methods of delivery or teaching patterns will not be allowed. This includes changes to patterns of staff teaching on a single lecture series if it causes an adverse impact on another programme or department.

9.3 Live timetable:

a. Once a timetable is Live changes due to revisions to teaching staff or their availability to teach will not be allowed if students are disadvantaged by the change. It is expected that such events will be managed by the Head of Department or school through the reallocation of teaching staff.

b. Changes to the live timetable should be minimal and only be as a result of unforeseen circumstances.

10. Internal ad hoc (non-teaching) room bookings

10.1 Rooms that are not in use as part of the timetable at specific days and times may be booked for ad hoc purposes via the Bath Online Room Request System (BORRS).

10.2 Requests for rooms are subject to the requestor agreeing to the [terms and conditions](#).

10.3 All bookings must adhere to the University's [Code of Practice on Freedom of Expression](#).

10.4 All bookings must adhere to [Health and Safety policies](#).

10.5 Staff with certain roles and responsibilities (*i.e.* booking University/Faculty/Departmental meetings) will be given a priority link to the BORRS system in a specific order. This process starts in March and continues through to the summer in phases of priority. Requests for University committee rooms will be confirmed at the end of each phase. Requests for teaching rooms in teaching hours will not be confirmed until the relevant timetable goes Live.

10.6 Requests for space for events that require all day use of teaching rooms or foyer spaces during study weeks will not normally be approved.

10.7 Students, clubs and societies may use BORRS.

10.8 Individual students may only request rooms or Group Study Spaces for academic purposes, typically for group work project meetings. Individual students may not request rooms or Group Study Spaces for individual study or revision purposes.

10.9 Students may only book two hours per day each.

10.10 Weekday evening booking requests must be received by 4:00pm to allow time for Security and other key staff to be informed of the booking.

10.11 Weekend bookings must be received by 4:00pm on the preceding Friday.

10.12 Ad hoc room requests during teaching hours will not be confirmed under any circumstance until after the relevant timetable has gone Live, however requests can be made via BORRS.

10.13 Dates for 2018/19 ad hoc room request process: The only exceptions to the dates below are requests for teaching rooms on a Wednesday afternoon which will be confirmed once the relevant Phase 2 period has begun.

19 March 2018	Priority room request process begins
20 August 2018	Room request system open for weeks 1-18
13 September 2018	Room request confirmations for weeks 1-18 begins
26 November 2018	Room request system open for weeks 19-51
20 December 2018	Room request confirmations for weeks 19-51 begins

11. External room bookings

11.1 All external bookings requiring teaching space will be dealt with by the Conference and Events Office.

11.2 No external events will be allowed during teaching times in study weeks.

11.3 All external bookings must fulfil the Universities terms and conditions of use including evidence of Public Liability Insurance.

Approved: Peter Lambert
Role: Pro-Vice-Chancellor (Learning & Teaching)
Date: 10 July 2018
Contact: Rachel Harvey/Caroline Turrell, Assistant Registrar
Email: timetabling@bath.ac.uk