

University of Bath

Timetabling Teaching Activities, and Management of Ad-Hoc and Study Room Bookings

Queries to timetabling@bath.ac.uk.

1. Purpose

This document sets out the guiding principles and roles and responsibilities for creating the University's teaching timetable, the appropriate uses for 'centrally controlled' teaching and study space, and the management of ad-hoc space bookings for non-teaching activity. It does not include the [Exam Schedule](#).

2. Terminology

University teaching timetable ("The timetable"): the core schedule of learning and teaching activities for students.

Draft timetable: the development of the timetable. It provides an indicative picture of how space will be used for teaching activities in the coming semester and can be amended with consultation.

Live timetable: the final, definitive timetable. It can only be amended if essential.

Study weeks: weeks in which teaching takes place, as set out in the University's [academic year chart](#).

Revision weeks: weeks in which revision activities may take place, as set out in the University's [academic year chart](#).

Teaching hours: standard hours are between 8:15am-7:05pm Monday to Friday during study and revision weeks. Teaching periods start at 15 minutes past the hour and stop at 5 minutes past the hour to allow for a 10-minute changeover period¹.

Non-standard units/courses: taught at a different time or in a different manner to a standard unit or course – e.g. block taught units scheduled over several consecutive days, residential units, summer schools, teaching delivered outside of standard teaching hours in a study/revision week, etc.

In-person only teaching: The activity is fully delivered live, on campus and in-person within the scheduled rooms only. No "live stream" available to students not in the room.

In person teaching with live streaming: The activity is fully delivered live, on campus and in-person within the scheduled rooms. Access to a "live stream" is made available to students not in the room (eg sharing a link).

Live Online Interactive Learning (LOIL): The activity is fully delivered live and online, with no on campus rooms scheduled.

¹ Senate (1975)

Remote delivery: For UK Visa and Immigration (UKVI) purposes these are scheduled activities that are delivered Live, Online Interactive Learning (LOIL) or in-person teaching with live streaming. It does not include lecture recordings or asynchronous delivery.

3. Deadlines for creating the timetable

- 3.1** Academic Registry sets and communicates the deadlines for creating the timetable for the upcoming academic year in advance of the coming academic year. Dates are shared directly with Academic Department Timetable Liaisons and published in the [Academic Administration Calendar](#).
- 3.2** Academic Registry consults with departments on space requirements in the spring and issues a draft of the timetable in July. It publishes the final, live Semester 1 timetable in early September and the Semester 2 timetable in December.

4. Timetabling of teaching activities

- 4.1** The University has two semesters, each normally comprised of 11 study weeks and one revision week. Welcome Week (Induction) is scheduled for the week before Semester 1 teaching starts (week 52 of the preceding academic year). Key dates [are published on the University's website](#).
- 4.2** All in-person teaching and LOIL is scheduled on the timetable using centrally managed software (currently TechnologyOne), normally during standard teaching hours. This includes teaching for non-standard courses and teaching delivered in departmental and specialist facilities. Independent learning (e.g., asynchronous material) is not timetabled. This ensures that staff and students have a single timetable, and clashes are avoided.
- 4.3** Activities on non-standard courses may be scheduled outside of teaching hours and study weeks at a time agreed between Academic Registry and the academic department. This includes evenings, weekends, and weeks generally designated for other purposes (e.g., assessment and vacation weeks).
- 4.4** The timetable aims to provide a one-hour break for each student and teaching staff between 11:15am and 2:05pm, where possible. Longer practical sessions must include appropriate breaks for a student, and this time is managed by staff as part of their teaching delivery along with adjustments required by a Disability Access Plan.
- 4.5** For standard courses, students will not normally have large gaps between timetabled teaching in-person and on campus within the same day – e.g., they will not have scheduled teaching at 8:15am and 6:15pm without timetabled activity in between.
- 4.6** Undergraduate students will not have teaching scheduled on a Wednesday after 1:05pm. This allows for sports, volunteering, participation in student clubs and societies, etc.
- 4.7** The timetable will not be amended to accommodate a student's sporting commitments or other activities. These should be handled by departments as part of attendance requirements.

- 4.8** Optional, non-teaching activities may be scheduled by a department on a Wednesday afternoon. These must be included on undergraduate student timetables.
- 4.9** Access to suitable venues for students that have a recommended Disability Access Plan will be [accommodated wherever possible](#).
- 4.10** During study and revision weeks, teaching activities take priority over non-teaching activities. Allocation of centrally controlled teaching rooms (both GTA and those allocated to academic departments) is the responsibility of Academic Registry.
- 4.11** Teaching for a specific unit will not necessarily be scheduled at the same time or in the same room as in past years. Year-long units will also not necessarily be scheduled at the same time or room across semesters.
- 4.12** Compulsory teaching activities within a standard course year will not clash with each other. Clashes between optional teaching activities (e.g. optional units) may be unavoidable. Timetable clashes should be resolved, where possible, during the draft phase of timetable production. Once the timetable is live it will be assumed the clash is acceptable.
- 4.13** Regular, full semester teaching activity bookings take precedence over ad-hoc or sporadic teaching.
- 4.14** Unless specified in the course structure, scheduling teaching activities for part-time courses will not normally be restricted to specific days or weeks.
- 4.15** Requests for 'Offer holder days' space on a Wednesday afternoon can be made at the same time as Academic Registry collect teaching requirements to construct the draft timetable. However, these will not have priority over teaching activities. Any requests for teaching rooms for use before 1:05pm will not be scheduled until after the timetable has been published.
- 4.16** Departments are expected to comply with UKVI Remote Delivery Policy expectations. Further guidance is available from Student Immigration Service.
- 4.17** While the University always tries to put students in rooms big enough for everyone to attend a scheduled activity, sometimes in exceptional circumstances and to support effective use of the University's spaces more students are allocated to an activity in the Timetable than the room can hold (Overfill). The parameters for the use of Overfill are determined jointly by the Director of Academic Registry and the Deputy Director, Safety and Wellbeing. Further information is available from Academic Registry.

5. Accessing the timetable and room schedules

5.1 My Timetable

[MyTimetable](#) provides access to individual student and staff timetables and room, unit and course year timetables. (Note, non-teaching room bookings are requested using the [Bath Online Room Request System](#) (BORRS)).

6. Changes to the timetable

6.1 Draft timetable:

During the construction of the teaching timetable, changes occur only where agreed between the department and Academic Registry.

6.2 Live timetable:

- a. Changes to the live timetable must be minimal, and only as a result of unforeseen circumstances.
- b. Changes to teaching staff or their availability will not lead to changes to the live timetable if Academic Registry establishes that a significant number of students would be disadvantaged by the change (e.g., it created a large gap in the day between teaching activities). It is expected that such changes in circumstances will instead be managed by the Head of Department or school, for example through the reallocation of other teaching staff.

7. Internal ad hoc (non-teaching related) room bookings

- 7.1 General Teaching Area (GTA) rooms not in use during study/revision weeks may be booked for ad hoc purposes after the release of the live timetable. GTA room and some committee spaces may be booked using the [Bath Online Room Request System \(BORRS\)](#).
- 7.2 Several non-teaching spaces are available to book during study/revision weeks, including foyers in some buildings. Due to restrictions in how these spaces can be used, staff and students must email timetabling@bath.ac.uk to request a suitable space.
- 7.3 Bookers agree to follow the [room booking terms and conditions](#), the [University's Code of Practice on Freedom of Expression](#) and current [Health and Safety policies](#) and guidance.
- 7.4 During the draft phase of constructing the timetable, ad hoc requests made using BORRS for space during teaching hours will not be considered until after the timetable has been made live.

8. Priority bookings (Committees/boards, student activities):

- 8.1 Requests for a room to host a routine/formal University, faculty or departmental meetings are collated at the same time as the construction of the timetable. Committees and Boards are grouped into priority 'phases' by Governance, and Academic Registry manages scheduling. It contacts groups in order, normally from June. Requests to book a committee room or GTA outside of normal teaching hours will be confirmed at the end of each phase. Requests to use GTA during teaching hours will not be confirmed until after the timetable goes live.
- 8.2 Bookings must not be made for rooms to deliver events that require all day use of teaching rooms or foyer spaces during study/revision/assessment weeks.
- 8.3 Students, clubs and societies may use the priority booking system once open.

9. Student study and workspaces

9.1 Students may not book GTA or other spaces for group or individual study in BORRS. Instead they can book study spaces using the [study space booking system](#). Additional spaces are made available by Academic Registry for individual study during revision and assessment periods. Study space bookings may be limited depending on demand at any point in the year.

10. External room bookings

10.1 All external bookings that use university spaces are managed by [Conferences and Events](#). GTA rooms may not be booked for external events during teaching hours in study/revision weeks.

11. Use of GTA rooms (timetabled activities, and ad-hoc bookings)

11.1 All room users must follow the University's [Health and Safety policies](#) and guidance, and must comply with the [University Code of Practice on Freedom of Expression](#).

11.2 Food and drink are permitted, with the following exceptions:

- a. No food or drink in tiered lecture theatres and computer rooms/labs
- b. Hot food only permitted in GTA for occasional academic or corporate events
- c. No pizza in GTA
- d. During teaching weeks food and drink may not be served in the following foyers between Monday to Friday 08:15 – 17:05 and 08:15 – 13:05 on Wednesdays: Chancellors' Building Level 1 (no food, drinks only) and Level 2; East Building Level 0 and Level 1; 1 West Level 2 (outside 1 West 2.101); 2 East; 3 East; 3 West North; University Hall
- e. No food or drink at any time in the circulation spaces in Chancellors' Building Levels 3, 4 or 5 unless arranged by Conferences and Events. No food in the Level 1 foyer, Chancellors' Building
- f. 4 West: Food and drink only in the Atrium Exhibition Space

11.3 All other foyer spaces, including The Edge are overseen by local departments that set what food and/or drink may be served.

11.4 Rooms must be left clean and tidy, with writing boards cleaned, and where food is served, the room appropriately ventilated at the end of the booking. Furniture must be left in the layout shown on the wall diagram within the room at the end of a booking.

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

11.6 No dancing or other physical activity in the Chancellors' Building, 3WN 3.7 & 3.8.

11.7 No dancing or other noisy activities in 4 East (particularly 4E 3.19) or 1 West 3.103.

11.8 IT equipment in the room must be used in line with the [IT Acceptable Use Policy](#).

11.9 If additional equipment is required in a room, e.g. to deliver teaching, it can be discussed and booked in advance by requesting [audio visual services and event support](#).

11.10 Room occupancy must not exceed the stated room capacity. The person teaching in a room (or the person supervising the booked space) is responsible for ensuring the room doesn't have more occupants than the published capacity dictates at any point.

- a. Maximum room capacity is set out on the room layout diagram in each room.
- b. Room capacity is fixed and can't be temporarily amended. It is not acceptable to add extra chairs/tables in the room or allow people to sit in spaces where this is no chair/space such as steps or aisles.
- c. If the room is at risk of being occupied over capacity, the person in charge must:
 - Prevent more students from entering once the room is at capacity and/or
 - Stop the activity and contact Timetabling to reschedule the activity so all students can attend another time.

12. Roles and responsibilities

12.1 Academic Registry

- Creation and maintenance of the timetable, in consultation with the [Academic Departmental Timetabling Liaisons](#).
- Allocating teaching space in line with this statement, and any policies agreed by University Executive Board or other decision-making body.
- Mediation and assistance in resolving timetable clashes.
- Providing support to users of TechnologyOne and MyTimetable.
- Maintenance and communication of the schedule for the creation and release of the timetable. This information is published in the [Academic Administration Calendar](#).
- Core information and guidance to staff and students on room bookings and usage expectations.
- Management of booking of centrally controlled rooms when these are not reserved by Conferences and Events. Bookings are normally made using BORRS.
- Supporting Student Immigration Service to monitor compliance with UKVI Remote Delivery expectations, flagging these to the appropriate department/Professional Service.

12.2 Academic departments

- a. Head of Department/Division (HoD).

- Timely engagement with the timetabling process in their Department or Division in accordance with the Timetabling Statement.
 - Ensuring ongoing 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.** [Academic Departmental Timetabling Liaison](#) (Academic DTL).
- Collating from department colleagues all required timetabling data and feeding back comments about the draft 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 with a Disability Access Plan (DAP) that recommends a particular type of rooms. Further information can be found in the guide to [Timetabling changes for disabled students](#).
- c.** Academic staff with teaching space requirements
- Notifying their Academic DTL of initial teaching requirements by the deadline given and responding to requests to comment on the draft timetable.
 - Checking the Preparatory timetables via MyTimetable when published and advising their Academic DTL of errors as soon as possible and before any given deadline.
 - Notifying the Academic DTL (or individual departmental protocol) 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 teaching spaces are used in accordance with section 10 of this document.

- Ensuring any request for exemption from specific teaching hours for the academic year is submitted in line with the deadline and expectations of the annual [Temporary Teaching Exemption](#) (TTE) process, overseen by Human Resources.
- Notifying their Academic DTL of any specific access requirements they may have ahead of the production of the timetable, or as soon as they are identified.
- Part-time staff and those with a currently approved Flexible Working Arrangement: Staff must confirm specific teaching hours using the annual [Temporary Teaching Exemption](#) (TTE) process overseen by Human Resources.
- Full-time staff: Ensuring availability to teach within standard University teaching hours.
- Directors of Teaching: Compliance with UKVI Remote Delivery policy expectations, overseen by Student Immigration Service.

12.3 Students

- Attending learning and teaching activities regularly, as set out in Regulations for Students Regulation 3 and be in attendance for all study, revision and assessment days within standard teaching hours. Study, revision and assessment days are set out in the academic year chart.
- Participating in all scheduled learning and teaching activities as required by their course.
- Regularly checking MyTimetable for scheduled activities, changes, additional activities, room changes, etc.
- Following the process in their department handbook to discuss specific requirements relating to recommendations contained in a Disability Access Plan, a specific learning difficulty, planned religious observance, or a new medical or learning support requirement.
- Using rooms in line with the University's [Misconduct Made Clear](#) policy. Students that do not follow these expectations may be referred to the University's Student Disciplinary procedures, set out in the Regulations for Students