Loughborough University Timetabling Policy

1. Summary and Overview

1.1. Background

The Loughborough University timetabling project was launched in July 2010 and was created to:

- Ensure that both students and staff have the best possible experience,
- Maximise estate utilisation,
- Ensure that staff are enabled to pursue their research at a level and pace appropriate for a research-intensive university.

In order to achieve these timetabling objectives, the University operates with a common timetable approach using a central system. The central timetable team and academic schools have worked collaboratively through the implementation project and will continue to do so throughout the annual timetabling process. This approach allows the academic schools to focus on student and staff experience whilst central timetabling optimises the use of University estate. The timetabling process with one central system also reduces single points of failure within the academic school structure.

1.2. Purpose and scope

This document sets out the University's policy, procedures, roles and responsibilities in respect of:

- The construction and room allocation of the University's teaching timetable
- The booking of central teaching space (hereafter referred to as pool rooms) for teaching activities
- The booking of pool rooms for non-teaching activities

1.3. Timetable principles

The timetable aims to:

- Support the delivery of the highest quality learning and teaching to students at the University by:
    - Ensuring that student and staff time is effectively scheduled
    - Ensuring that students are taught in the most appropriate teaching accommodation
- Ensure that timetables maintain the University's record on student experience by:
    - Ensuring, where possible, that lectures, tutorials, labs and other sessions are scheduled in an appropriate order in the week and the semester
    - Minimising student and staff travel between Parks where feasible
    - Providing a unified approach to timetabling and room booking using one common timetable system for all users
    - Supporting academic school staff in the timely production of the University timetable
    - Providing easy and timely access to timetable information via the online timetables
    - Supporting any specific requirements for teaching (e.g. disability)
    - Ensuring optimal utilisation of the University's teaching space

2. Implementation of Policy

2.1. Teaching Space

There are two categories of teaching space: pool space and school owned teaching space. Optimum utilisation of all space is encouraged.

2.1.1. Pool teaching space is bookable through the central timetable team rooms@lboro.ac.uk. Non academic bookings in term time can only be made once the room allocation process has been completed. Please see the Timetabling section for more details.

2.1.2. School owned rooms are bookable only by the school concerned for their activities.

2.1.3. All teaching spaces, including laboratory space, must be incorporated into the CMIS timetabling system to allow students to view complete online timetables and to allow data collection on room utilisation.

2.1.4. Use of pool space by external clients is supported by the University out of term times or after core requirements are met. Hiring out pool to external clients out of term time is carried out through the University conference department, imago. Please see the Service Level Agreement section for more details.

2.2. Teaching times

2.2.1. The standard University teaching hours are from 0900 to 1800 on Monday, Tuesday, Thursday and Friday. Teaching hours on Wednesday are 0900-1300.

2.2.2. For the majority of programmes the teaching year is split into two semesters, each of 15 weeks. The main teaching weeks are weeks 1-12 (normally 11 weeks of teaching plus a revision week). The final three weeks of both semesters is for examinations. Some modules are taught throughout the whole semester and into the examination period (i.e. weeks 1 – 15).

2.2.3. The week numbers in CMIS start from week 1 in August through to week 52. The system is set up that so that all published CMIS and web timetables display the standard University teaching weeks (e.g. Semester 1, weeks 1-12). To see the full CMIS and Semester week range please select contact rooms@lboro.ac.uk

2.2.4. All classes should commence on the hour and finish at least ten minutes before the scheduled finish time to allow for the necessary changeover.

2.2.5. Activities requiring pool space may be scheduled outside core hours (i.e. Saturday, Sunday or evenings) with appropriate prior arrangements made with central timetabling through rooms@lboro.ac.uk.

2.2.6. Classes should not normally be scheduled after 13:00 on Wednesday afternoons and therefore finish at 12:50.

2.3. Timetabling

2.3.1. Teaching activities will take precedence over non-teaching activities with the exception of pre booked events. These are the careers fair, examinations, degree ceremonies and open days for all pool teaching space. Bookings for School open days should normally be on Wednesday afternoons.

2.3.2. All teaching activities must be timetabled in CMIS to ensure clashes are minimised.

2.3.3. The CMIS timetable system will ensure that compulsory activities do not clash. Every effort will be made to ensure that student optional activities do not clash, however, due to various timetabling constraints, some clashes between optional modules may be unavoidable.

2.3.4. The allocation of pool rooms is the responsibility of the central timetabling team.

2.3.5. Access for students with a disability is a priority and will be accommodated wherever possible.

2.3.6. Room requests for timetabled activities are made using the CMIS software. School timetabling staff are able either to book one of their own rooms for a timetabled activity or request a pool room by specifying the required park and room type. Where possible, rooms are allocated within the preferred park.

2.3.7. The room allocation process is based on both best fit and travel, for staff and students, where possible.

2.3.8. Where a suitable room cannot be found in pool space, the central timetabling team will suggest an appropriate room at an alternative time within the programme structure. In the event that the time of the activity is fixed, it is the responsibility of the school to make alternative arrangements and notify the central timetable team.

2.3.9. The module size should not exceed the size of rooms allocated. The academic school is responsible for adhering to the published pool room capacities. Exceeding these limits could result in a breach of fire regulations. If a module size exceeds the room capacity, the academic department and central timetabling team will work together to find a solution.

2.3.10. The central timetable team may need to move a module to a different location. Such changes should be kept to a minimum. School Timetablers will be advised of any changes. Schools are responsible for notifying all staff and students affected by unforeseen changes to the original room allocation.

2.3.11. Irresolvable single honour timetable clashes within the school will need to be sent to the Dean of the school (or nominee) for a decision.

Non-academic room booking policy

3. Pool teaching space not required for teaching may be booked for other purposes.

      3.1.1. All non-academic activities taking place during term time will be scheduled after the semester room allocation has been published (see timetable project plan).

3.2. Internal Bookings

All bookings, both academic and non-academic, outside of teaching hours during term time (09:00 – 18:00) or all hours outside of term time need to come through the central timetable team (rooms@lboro.ac.uk) to ensure:

      3.2.1. Buildings and rooms are opened and locked before and after the event takes place. Pool rooms are only opened automatically during term time and in teaching hours. At all other times Security and Caretaking need to be informed to ensure rooms are open via a weekly report. Some buildings also require swipe access to be extended and a shutter to be opened out of hours. This is requested through the FM helpdesk and FM key room

      3.2.2. The booking contract has been completed (non-academic) as confirmation that the person requesting the booking has agreed to the terms and conditions (See terms and conditions)

      3.2.3. The fire and emergency documentation is sent and is read at the start of the event (See Fire Emergency Plan)

3.3. External bookings

All external bookings requiring pool rooms need to come through the central timetable team (rooms@lboro.ac.uk) to ensure all points as above, and also:

      3.3.1. Guest logins may also be required for computer access

      3.3.2. The booking contract has been completed as above and returned to central timetabling along with the required payment (see **Charging** below)

3.4. Society bookings

Loughborough University Students' Union (LSU) and Athletic Union (AU) societies may use pool teaching space after 6.00pm on weekdays and at weekends. All bookings must be channelled through the LSU or AU Federation Administrator to ensure adequate risk assessments have been completed. Each booking will require a booking contract.

      3.4.1. The Societies Federation Administrator emails the completed booking contract to central room bookings. The confirmed booking contract, including the room allocated, and reference to the relevant University Fire Emergency Plan and fire assembly point (see attached) are returned to the Administrator who then retains all paperwork

3.5. Charging: Rooms are charged when there is a charge for attendance and/or the booking is from an external customer.

3.6. Conference: For bookings which require the service of a conference, including additional support such as catering and accommodation please contact imago at sales@imago.ac.uk

3.7. Amendments or Cancellations

    3.7.1. In the unfortunate circumstance that you have to cancel, postpone or amend your confirmed booking please ensure you give at least one week's notice by email to rooms@lboro.ac.uk for a full audit trail of every booking. If less than one week's notice is given for cancellation or postponement then the full charge of the booking may be incurred

    3.7.2. Should Central timetabling, for reasons beyond its control need to make any amendments to your booking we reserve the right to offer you an alternative choice of facilities

Central timetabling reserve the right to cancel the booking, or any future bookings if the client has failed to adhere to the terms and conditions outlined in this document.

Booking Contract for the Hire of Poolroom Lecture Theatres

Name of Society / Organisation:

Room(s):

Date(s):

Time:

Cost of room hire: zero-rated VAT (non-refundable)

On behalf of the above Society/Organisation I agree to terms and conditions printed overleaf which form the basis of this contract.

Signed   …………………………………………………………

Name: …………………………………………………………

Address: …………………………………………………………..

                …………………………………………………………..

                …………………………………………………………..

Telephone No: ……………………………   Email: …………………………………………..

Please complete and return this form to The Room Bookings Administrator, Facilities Management, Facilities Management Building, Loughborough University, Loughborough, Leicestershire, LE11 3TU.

Terms and Conditions

1. University Policy Regarding External Speakers
   Statute XX1 enshrines the right of the University's academic staff to 'have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions'.

   External speakers should normally be offered the same freedom of expression, with two exceptions noted below:

   - Facilities will not be provided for speakers who advocate or incite unlawful racial hatred or discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need.

   - Facilities will not be provided for speakers who advocate or incite violence or harassment of any individual or group, or damage to property.

2. The Hirer indemnifies Loughborough University against any claim for loss or damage, however caused, to the property of the Hirer or the Hirer's employees or visitors.

3. The Hirer agrees not to move any of the furniture in the room.

4. The Hirer agrees not to allow the consumption of food and drink in the room.

5. The Hirer agrees to pay for any damage resulting from the hire.

6. The Hirer is required to comply with the Code of Practice issued by the University pursuant to Section 43 of the Education (No 2) Act 1986, which governs meetings where, by reason of public disorder, there is a real likelihood that the speaker may not be able to enter or leave safely and/or speak as planned. (A copy of the Code of Practice is available from the University.)

7. The Hirer agrees to report any problems concerning the room(s) to Facilities Management, telephone 01509 222121.

Loughborough University

FIRE EMERGENCY PLAN

This Fire Emergency Plan has been designed specifically to match the needs of the organisation of the site at the University. There are specific duties for various members of the organisation and these are explained clearly at different stages of the procedure. This document should be brought to the attention of all building occupants.

1.   On discovery of a fire in the premises:

a)   Immediately operate the nearest fire alarm call point in order to sound the alarm throughout the premises.

b)   Contact Security on 888 internal lines or 0800 526966 external lines from a safe venue and request them to contact the fire brigade, giving them the specific location of the fire. (dial 999 if unable to contact Security or you are in Off-Campus Buildings).

c)   Only attempt to extinguish the fire if you are trained and proficient in the use of fire extinguishers and if you do not place yourself or any other person in danger.

Otherwise:

2.   On hearing the Fire Alarm:

a)   Evacuate the premises in a calm and orderly manner using the nearest fire exit. Proceed to the designated assembly point for your area.

b)   Do not stop to collect your personal belongings.

c)   You may be specifically designated to switch machinery on evacuation, you should do this prior to leaving, only if it is safe to do so.

d)   Wait at the assembly point until you have been accounted for by your fire marshal.

e)   Notify your fire marshal immediately of any persons you know who have not reached the assembly point and who may still be in the building.

f)   Do not return to the building until you have been told to do so by your fire marshal, the Fire/Emergency Co-ordinator, or a fire brigade officer once the all clear has been given.

3.   Specific Duties

        Fire/Emergency Co-ordinator / Security

a)   The building Fire/Emergency Co-ordinator or Security must check with the Fire Marshals that all persons that have been evacuated have been accounted for.

The building Fire/Emergency co-ordinator or Security must liaise with the officer in charge of the first fire appliance to arrive on site and inform them of any persons known or believed to be unaccounted for.

The building Fire/Emergency co-ordinator or Security should liaise with the officer in charge of the fire brigade and Security to ensure that the all clear has been given by them and that no fire exists.

The building Fire/Emergency co-ordinator or Security will notify the fire wardens that personnel may return to the premises.

e)   The building Fire/Emergency co-ordinator or Security has absolute control over ALL personnel on site.
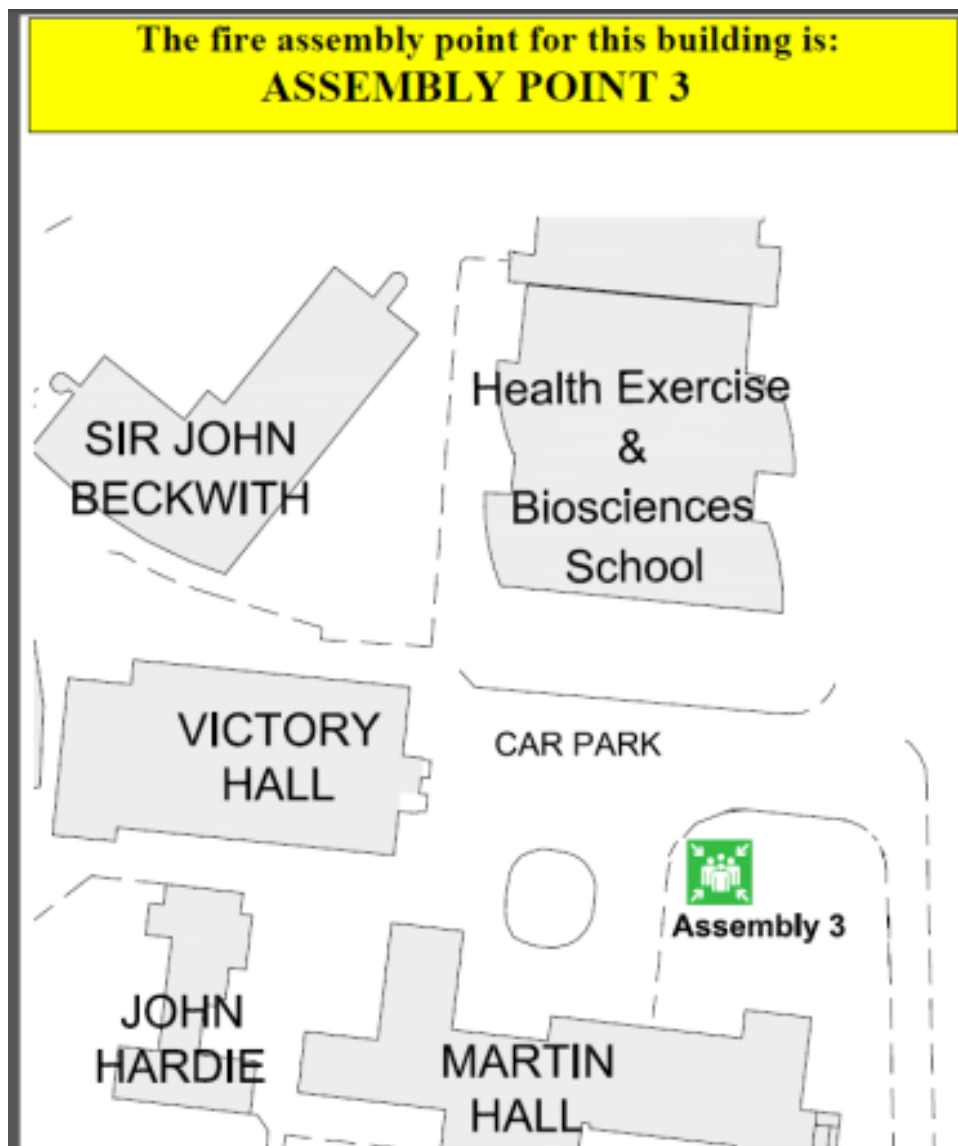
Supporting Documentation

4. Roles and Responsibilities

4.1. The central timetable team:

4.1.1. Plan and co-ordinate the construction and production of the University teaching timetable in collaboration with departmental timetablers, Registry and Space Planning.

4.1.2. Produce a timetable project plan (template included with this policy) of key dates that display data collection, deadlines and publishing of timetable information for the forthcoming academic year.

4.1.3. Adhere to the timetabling principles as noted in section 1.3.

4.1.4. Allocate pool teaching rooms to timetabled events in accordance with timetable project plan.

4.1.5. Produce module clash reports from CMIS and assist schools in the resolution of timetable clashes.

4.1.6. Provide user support to all timetabling contacts in the University, to provide formal CMIS training courses on the use of the software. Refer any hardware/software issues to IT services as appropriate.

4.1.7. Maintain positive working relationships with school timetable staff, visit schools on a regular basis, run timetable workshops to provide ongoing training and share best practice.

4.1.8. Work closely with Teaching Support to ensure clarity for both teaching and equipment bookings.

4.2. Send weekly timetable reports to the Security and Caretaking departments for all out of hours or weekend bookings made.

4.3. School timetabling staff:

4.3.1. Liaise with academic staff in the school to collate all required module, programme and any other timetable information.

4.3.2. To adhere to the timetabling principles as noted in section 1.3.

4.3.3. Check timetables for any module clashes throughout the timetable project. Liaise with other schools on Joint Honour programmes to ensure timetable accuracy.

4.3.4. Work closely with the central timetable team on any changes to module numbers to ensure optimum estate utilisation is achieved where possible.

4.3.5. Inform school staff and students when changes occur and notify the central timetable team of any cancellations.

4.3.6. Minimise block or over booking of rooms. Notify Timetabling and Room Bookings of rooms no longer required as soon as possible.

4.3.7. Inform the central timetabling team of any students who have a disability and/or have specific requirements or access issues.

4.4. IT Services:

4.4.1. Have responsibility for providing technical support of the CMIS timetabling system for online timetables.

4.4.2. To work with the central timetable team on modifications to improve the system.

4.5. Academic staff

4.5.1. Staff availability must be at a level which enables them to fulfil their teaching obligations.

4.5.2. Time blocked out for research, administration and other activities must be agreed with the Dean of School or nominee (e.g., Head of Department), and availability entered into the system at School/departmental level.

4.5.3. The availability of part-time and bought-in teachers, and constraints regarding blocking their commitments, needs to be agreed within the School and clearly identified in CMIS.

Academic staff are advised to:

4.5.4. Read and check timetables when published and advise the school timetabler of errors as soon as possible.

4.5.5. Adhere to the latest version of the published online timetable.

4.5.6. Start and finish lectures promptly for changeover (see section 2.2.4).

4.5.7. Notify school timetabling staff of teaching requirements in accordance with the timetabling project plan.

4.5.8. Report any missing or malfunctioning equipment or furniture to the Help Desk.

4.5.9. Ensure teaching spaces are left in a clean and tidy condition, and that furniture is returned to its standard configuration.

4.5.10. Report to their school timetabler or the central timetabling team if their allocated room is unofficially occupied by someone else.

4.5.11. Report to the school timetabler if a previously confirmed room booking is no longer required.

4.6. Students

Students are advised to:

4.6.1. Read and check the published timetable as it appears on the University website and advise school administrators or timetable staff in the event of:

- o Clashes between modules. Please note some clashes between optional modules may be unavoidable, and in such cases an alternative module will be offered.
- o Unreasonable travel across campus, or too many events without sufficient breaks.
- o Any specific arrangements required.

4.6.2. Regularly check the timetable website for any changes.

5. Equality and diversity

5.1. In line with the University's policy on equality and diversity, the University will make every effort to accommodate staff and students with any specific requirements (e.g. disabilities, carer responsibilities, religious beliefs).

6. Project Plan (Draft at this stage)

Process	Owner	Length (Approx)	Start
Timetabling Project Plan Template		170 days	
Milestones		170 days	
Review progress against project plan		170 days	
Data transfer (LUSI, ARCHIBUS, TRENT)		1 day	
Release of Database		1 day	
Data Entry - Events Built		60 days	
Auto-rooming		20 days	
Student Fitting		20 days	
Monthly Operation Group Meetings		170 days	
Joint Honour Group Meetings			
Project Board Meetings/Governance Meetings		170 days	

	Process	Owner	Length (Approx)	Start
1	Semester two starts		1 day	
2	Review previous timetable data	TT	10 days	
3	Identify new developments via Timetabling Operations Group	Ops		
4	Report to Timetabling Project Group with timescales	Ops	1 day	
5	FM inform estate confirmation	FM		
6	Identify changes to estate	FM		
7	Report to Timetabling with timescales	FM		
8	Timetabling to update CMIS	TT		
9	Define Curriculum	Dpts		

10	Identify new programmes & curriculum structure	Dpts			
11	Identify new optional modules to be offered	Dpts			
12	Confirm curriculum structure for continuing programmes	Dpts			
13	Departments to send changes / new proposals to ADTs for approval	Dpts			
14	ADTs to approve changes / new proposals and send to Registry	Reg			
15	Registry to make changes / new proposals on LUSI	Reg			
16	Roll Database	TT	10 days		
17	Enter Corporate Events in CMIS	TT			
18	Enter Open Day Events in CMIS	TT			
19	Test Functionality of Rolled Database	TT			
20	Undertake Data Transfers from LUSI, TRENT & ACHIBUS	IT			
21	Delete old programmes/modules	IT&TT			
22	Remove pool rooms from all rolled timetable events in the system	IT&TT			
23	Release new CMIS database	TT			
24	Semester One Timetabling in CMIS	Dpts	60 days		
25	Build new programme structures, amend existing structures	Dpts			
26	Review curriculum	Dpts			
27	Create new teaching events	Dpts			
28	Adjust rolled events	Dpts			
29	Delete unnecessary events	Dpts			
30	Module Choices entered into LUSI	Dpts			
31	Publish Module Clash Validations	TT			
32	Room Allocation	TT	20 days		
33	Review and refine failed bookings	TT & Dpts			
34	Revised Allocations and additional requests	TT & Dpts	1 day		
35	CMIS open to departments	Dpts	1 day		
36	Returning students fitted into module groups (student fitting)	TT & Dpts			
37	Review student timetables (student focus)	TT & Dpts			
38	Part A Student Fitting	TT & Dpts			
39	Release Timetable (Programme timetables on LEARN)	TT & IT			

Loughborough Timetable Policy

40	Release Timetable to students – Outlook	TT & IT		
41	Release Timetable to students - Google ICAL	TT & IT		
42	Academic Year commences	All	1 day	
43	Post Timetabling Review	TT		
44	Review of Student Fitting	TT & Dpts		
45	Review of process	All		

7. Service Level Agreement (SLA) with imago

Documentation link to follow:

8. Room booking Terms and Conditions for LSU Societies

University Policy Regarding External Speakers

Statute XX1 enshrines the right of the University's academic staff to 'have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions'.

External speakers should normally be offered the same freedom of expression, with two exceptions noted below:

Facilities will not be provided for speakers who advocate or incite unlawful racial hatred or discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need.

Facilities will not be provided for speakers who advocate or incite violence or harassment of any individual or group, or damage to property.

The Hirer indemnifies Loughborough University against any claim for loss or damage, however caused, to the property of the Hirer or the Hirer's employees or visitors.

The Hirer agrees to pay for any damage resulting from the hire.

The Hirer is required to comply with the Code of Practice issued by the University pursuant to Section 43 of the Education (No 2) Act 1986, which governs meetings where, by reason of public disorder, there is a real likelihood that the speaker may not be able to enter or leave safely and/or speak as planned. (A copy of the Code of Practice is available from the University.)

The Hirer agrees to report any problems concerning the room(s) to Facilities Management, telephone 01509 222121.

9. References

The following external references have been consulted in the production of this document:

University of Bath

http://www.bath.ac.uk/timetable/

University of Surrey

http://portal.surrey.ac.uk/portal/page?_pageid=719,64574&_dad=portal&_schema=PORTAL

University of Southampton

http://www.southampton.ac.uk/studentadmin/academicprogmang/timetabling/policy.html

University of Leeds

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