Timetabling Policy

INTRODUCTION

OVERVIEW

1. The timetable is "educationally-led", constructed on the basis of accurate and up-to-date data, in the knowledge of students' course choices where possible. The timetable is developed on a termly basis and time slots plus rooms for teaching activities are not normally rolled forward from one year to the next.

2. In line with the College's policy on equality and diversity, NCH will make every effort to accommodate staff and students with, for example, disabilities, carer responsibilities, religious beliefs, etc.

3. Any timetable represents a balance between different, often competing requirements. NCH aims to construct a "best-fit" timetable each year although with competing demands for timeslots and space, as well as different interpretations of "best-fit", there is no timetable which will be able to accommodate all preferences.

4. The College normally operates over three terms, eleven teaching weeks in Michaelmas and Hilary, plus a reading week and eight weeks in Trinity. Terms dates are subject to change and can be found on the NCH website. Freshers' / Induction week takes place the week before Michaelmas teaching commences.

5. It is NCH policy that teaching staff members are available for teaching throughout the standard teaching week with exceptions, such as agreed part-time working or flexibility for childcare arrangements, approved during the data collection phase.

6. All students are expected to be available at any time during the teaching term and during all exam periods.

7. For timetabling purposes, 'morning' is defined as the period before 12.00, 'afternoon' is defined as the period 12.00-18.00, and 'evening' is defined as the period after 18.00.

8. The standard teaching week is: 9.00 – 18.00 Monday – Friday, except 9.00 – 14.00 Wednesday. Professorial Lectures may take place until 20:00.

9. It is the policy of the College that any student who wishes to take part in sport or other recreational activities on Wednesday afternoon shall normally be free to do so. No lectures, tutorials or seminars shall normally be held on Wednesdays after 14.00, if attendance at them is obligatory or if failure to attend is likely to prejudice a student's academic progress. Ad hoc events (e.g. SSLC) may take place after this time if no other slot can be found.

10. A one-hour lunch break between the hours of 11:00 and 15.00 will normally be

allocated to all teaching staff, where possible.

11. The Russell Room is for use as staff room and cannot be booked for other purposes.

TEACHING EVENTS

12. All timetabling information is available at timetable.nchum.org:8081. Any changes made to the timetable in CELCAT are automatically updated on CELCAT calendar. Students and staff are reminded that Google calendar and iCal may not update automatically so are encouraged to use CELCAT calendar for the most up-to-date information.

13. CELCAT events are normally associated with a course.

14. Teaching events are defined as lectures, seminars, tutorials and revision.

15. All teaching activities must be timetabled in CELCAT, even if they take place off campus.

16. All teaching activities must take place at 19 Bedford Square or a pre-approved teaching space.

17. All teaching events must take place at the time and place shown in the timetable.

18. Teaching events may be moved due to College recruitment events. The Academic Operations Officer (AOO) will endeavor to keep the disruption to teaching to a minimum. Students and staff will be informed of any changes at the earliest opportunity.

STAFF RESPONSIBILITY

THE ACADEMIC OPERATIONS OFFICER IS RESPONSIBLE FOR:

19. Maintaining effective working relationships with faculties and key stakeholders;

20. Managing processes leading to the production of academic timetables for students that are accurate and support a positive learning experience;

21. Delivering timetables promptly and with appropriate attention to detail, proactively mediating or adjudicating instances of difficulty and disagreement between key parties;

22. Maintaining the timetable throughout the academic year;

23. Communicating any timetable changes to the relevant staff and students; and

24. Updating this policy as necessary

THE HEAD OF FACULTY IS RESPONSIBLE FOR:

25. Designing teaching courses including how they will be delivered, taking into consideration timetabling consequences in curriculum design and ensuring that the delivery of teaching is not over-complicated and is common to other teaching within the subject area and degree programmes, so to not cause disorder in the delivery of teaching on related courses and degree programmes;

26. Gathering the timetabling requests from Course Leaders during the data collection phase;

27. Gathering sessional and part time staff availability and informing the AOO at the earliest opportunity or during the data collection phase; and

28.   Informing the AOO of their faculty's timetabling requests during the data collection phase.

THE COURSE LEADER IS RESPONSIBLE FOR:

29.   Advising their Head of Faculty (HoF) during the data collection phase of timetabling restrictions that have arisen from their:

29.1. Parental or carer responsibilities;

29.2. Disabilities;

29.3. Religious beliefs;

29.4. Essential research needs.

30.   Providing accurate information to their HoF by the dates published in the timetable schedule;

ALL TEACHING STAFF ARE RESPONSIBLE FOR:

31.   Checking draft timetables when requested and reporting errors within the published timescales to the AOO;

32.   Adhering to the published timetable and only using timeslots and rooms allocated accordingly;

33.   Informing Student and Academic Services (SAS) immediately if teaching is to be cancelled so timetable may be adjusted, resources released and students informed of the change;

34.   Starting and finishing teaching sessions promptly;

35.   Submitting a Leave of Absence form when relevant to The Registrar.

STUDENT RESPONSIBILITY

STUDENTS ARE RESPONSIBLE FOR:

36.   Reading and checking the accuracy of their timetable as instructed by the AOO and advising SAS of clashes and errors in course and teaching data; and

37.   Checking the on-line timetable and their College email account regularly for timetable changes.

TIMETABLING PROCESS

CREATION AND REVIEW

38.   Regular, full-term, bookings take precedence over ad-hoc or sporadic teaching.

39.   Larger teaching groups will take precedence over smaller groups.

40.   Priority will be given to sessional staff, then part time, then full time in line with other responsibilities they may have.

41.   Normally, teaching staff will have a minimum of one full day per week clear of classes so they may focus on research and administration, for the majority of staff the day should not be prescribed by the faculty member. This is at the discretion of the College.

42.   Staff will not be scheduled for more than four consecutive hours. Any requests for

teaching in longer blocks will be rejected except in exceptional circumstances. Special measures may be taken for sessional staff with very limited availability.

43. Wherever possible, students will not be assigned more than four consecutive hours of teaching without a break.

44. Staff with a regular caring responsibility for a dependent may request that teaching does not take place at specified times to enable them to carry out the caring commitment. This must be agreed with the HoF during the data collection phase.

45. Each HoF will determine the format of the courses their faculty delivers and inform the AOO of this information before the deadline, including:

    45.1. The start date of the course;

    45.2. The term the course will run;

    45.3. The number of weeks for which the course will run;

    45.4. The number of teaching events per week;

    45.5. The format and duration of teaching events;

    45.6. The teaching staff who will deliver the course;

    45.7. Total number of lectures, tutorials and seminars to be given over the duration of the course;

    45.8. Tutorial pattern;

    45.9. Timetable pattern;

    45.10. Any preferences for timings and spaces of tutorials and lectures, for example for pedagogical reasons;

    45.11. Room preference.

46. Requests should be submitted to the AOO using the form provided.

47. Staff are not permitted to select a preferred non-teaching day. Normally, non-teaching days will be allocated randomly as part of the scheduling process, unless otherwise determined by the HoF for an individual member of staff where there are legitimate reasons to allocate a specific day, e.g. relating to external research commitments which take place regularly on the same weekday.

48. Class sizes should not exceed the capacity of the room allocated.

MAINTENANCE AND CHANGES

49. Any changes requested after the deadline are subject to the timetable restraints. Lectures will not be moved to accommodate any changes in optional courses for returning students once the deadline has passed. This includes contextual course choices and changes to minor degree programmes.

50. Where a student enrols for two courses with a timetable clash between whole group events, they are required to change one of the conflicting courses immediately. Extenuating circumstances will not be accepted where a student has failed to take the necessary action to ensure appropriate course choices are made.

51. Changes to the final timetable will only be made for the following reasons and each case will be judged on its merits (in no particular order):

    51.1. Where a staff member or student has been scheduled for more than four

consecutive hours;

    51.2. A staff clash;

    51.3. A student clash;

    51.4. The room is unsuitable for purpose (has a fault, or lacks essential teaching equipment, or is too large or too small for teaching group);

    51.5. Time slot or session is no longer required;

    51.6. Short-term change of circumstance – e.g. changes in child care or an injury;

    51.7. Timetable change at another university (sessional / part time staff only);

    51.8. Accessibility;

    51.9. Staff illness;

    51.10. Student extenuating circumstances.

52. Any requests to change the pattern of teaching after the timetable has been published must be accompanied by a valid reason as to why this could not have been specified during the data collection phase or by a valid reason that has occurred during the term.

53. No changes will be made for student absence, except when extenuating circumstances have been recognised.

54. No changes will be made for non-submission (or late submission) of work except when extenuating circumstances have been recognised.

55. All timetable changes requested by email should be sent to the SAS inbox.

56. Any urgent or same day changes requested by email must be headed "Urgent" or "Same day change" in the subject heading

57. Any timetable changes for the same day or next day will be done on the same day the request is made.

58. Ad hoc timetable changes will be made within 48 hours

59. Major timetable changes and changes to the course structure will be acknowledged and completed in a timely manner.

PROFESSORIAL LECTURES

60. All Professorial lectures will be booked in CELCAT.

61. Public Lectures will be labeled as such in CELCAT.

62. All Professorial and Public Lectures which relate to a Core course will be scheduled in the relevant students' CELCATs with a register attached. The lectures will be scheduled in all other students CELCAT's without a register and with the added module of "Extracurricular".

ATTENDANCE

63. Attendance registers will be attached to all teaching events, except those labelled as "Optional", "Extracurricular" and "Drop-in".

64. Teaching staff must complete the register for all classes they lead using CELCAT Mobile Web Attendance.

65. If a member of Faculty misses a register, they must email the Student and

Academic Services inbox with the date and time of the missed register, a list of the students who attended and a list of the students who didn't attend.

66. If a student queries an attendance mark, this will be passed on to the relevant member of Faculty who should clarify the student's attendance.

EQUIPMENT

67. All lecture rooms are fitted with AV facilities.

68. The Central Office has a limited supply of additional AV equipment available to use for teaching.

69. All additional AV equipment must be signed out and signed back in, in the Central Office.

70. If you require assistance, please contact the Operations team before the event.

TEACHING ROOMS PROTOCOL

71. Smoking is not allowed in any room in the College.

72. Staff and students should have access to teaching rooms on the hour. Allowing time for setting up equipment and finding seats, this means that formal teaching would be expected to start at 5 minutes past the hour and finish at 5 minutes to the hour, to ensure that the room can be emptied by the hour.

73. It is the responsibility of all parties using the room to ensure white boards are cleaned at the end of each session, furniture is returned back to the standard configuration for the space, and that the space is left in a clean and tidy state

74. All room problems should be reported to the Central Office.

75. Only the room specified in the CELCAT event booking should be used for the teaching event.

76. Please do not use a room unless you have booked it.

77. Alcohol is not permitted in College rooms unless approved by the HoF.

78. SAS will conduct random room audits throughout the academic year.

79. Admissions and Marketing room booking.

80. Events, such as interviews, open days or marketing events, should be booked in to CELCAT at the earliest opportunity.

81. Staff and rooms should be allocated to events if appropriate.

82. Set up and take down time should be included in any booking

83. Event organisers are responsible for arranging any equipment needed and setting up the room. All teaching rooms should be returned to their standard configuration at the end of the event.

84. Event organisers will release any room(s) they don't need no less than 48 hours before the start of the event.

85. Should anyone other than the AOO wish to book a room that is already booked, they should contact the AOO.

86. Any cost of moving teaching out of rooms for Admissions or Marketing purposes will be charged to the Admissions/ Marketing budget and will not be included in the room share agreement with 12 Bedford Square.

ROOM BOOKINGS FOR EVENTS

87.   Any event which meets at least of the following criteria must be booked through the Room Booking Form:

    87.1. Alcohol will be sold;

    87.2. A guest speaker is invited;

    87.3. Tickets will be sold;

    87.4. May require a licence. This link provides a list of which activities require a licence;

    87.5. Will take place outside of building hours. Building hours during Term Time are 8:00 – 21:00 Monday – Friday and outside of Term Time 9:00 – 17:00 Monday – Friday.

    87.6. The Room Booking Form can be found here.

88.   All other room booking requests should be submitted to SAS by email with the following details:

    88.1. Start time;

    88.2. End time;

    88.3. Contact name;

    88.4. Room requested;

    88.5. Society name (if applicable).

89.   The organiser of an event must have confirmation from SAS that the room has been booked before advertising the event

90.   Event organisers may invite event attendees via Google Calendar once they have confirmation the event has been booked.

91.   It is the responsibility of the event organiser to set up the room and return the room to its standard configuration at the end of the event.

92.   The event organiser must arrange any equipment before the event.

93.   Room bookings MUST be cancelled if the booking will not be used.

Title	Timetabling Policy	Author	Academic Operations Officer
Location	NCH Academic Handbook	Approved by	Academic Board
Version	2.1	Last updated	December 2017
Publication date	December 2017	Review date	July 2019
Related Policies	Prevent Policy; Managing External Speakers Policy; Code of Practice on Freedom of Speech; Health and Safety Policy		
Related documents	Room Booking Form		
External Reference Point (s)	UK Quality Code: Learning and Teaching; Enabling Student Achievement		