For APRC
17th June 2013

APRC.13.06.**11**

Timetabling and Teaching Space Policy – Revisions for 2013/14

Purpose of Paper

1. APRC is requested to consider and, if thought appropriate, approve a number of revisions to the Timetabling and Teaching Space Policy as summarised in this paper and included in full in Attachment 1, to take effect from the academic session 2013/14 – insertions are underlined deletions are struck through).

Proposal

2. It is proposed that two sections of the Policy have had additions /changes of note to the Timetabling and Teaching Space Policy comprising condition of School owned teaching space and Utilisation Survey. Other minor amendments to wording and tenses due to the stage of the Policy have also been made.

Background/Consultation

3. As part of the Integrated Timetabling and Space Management Project (ITSMP) it was agreed that the Timetabling and Teaching Space Policy would be reviewed annually to reflect the progression of the project. The substantive changes in this proposed version of the Policy reflect amendments that will be required to complete the 2013-14 Academic timetable.

4. As part of the policy review process, the changes were considered by the project's Implementation Team which is made up of operational representatives with knowledge of timetabling from each of the Colleges, IT Services, Estates, Registry and Learning Spaces. The Implementation Team is chaired by the Director of Learning Spaces and CLAD. The team reviewed and commented on various iterations of the Policy before signing off the final version.

5. The Policy was also reviewed by the Consultation Group which is made up of predominantly academic and administrative staff from within the five Colleges, in addition to a representative from CLAD and the Guild. The Consultation Group is currently chaired by the Director of Education for EPS. The team reviewed and commented on the Policy before signing off the final version.

6. The Policy was also reviewed and signed off by the Project Board on 12/03/2013.

7. After APRC the Policy will go to UEC for final ratification and any final amendments would be approved by the APRC Chair.

Specific changes to the Policy

8. The third version of the Timetabling policy is predominantly the same with minor changes to indicate where the project is progressing. More substantive changes have been made to the Space Utilisation and Space Development sections, details outlined below in points 9 and 10.

	Title	Change	Summary
1	Teaching Day and Week	1.2.3 Wording changed	Minor re-wording to keep in line with KIS reporting.
2	Space Utilisation	Amendments / additions 3.6.3 – 3.6.8	Additional points
3	Space Development	Additions 4.6.4, 4.6.5 and 4.6.6	Additional points
4	Information Requirements	Minor re-wording 5.2.1	Minor re-wording
5	Requests for Changes to Space Allocations	One additional reason for change 5.6.1	Minor re-wording
6	Ad-hoc bookings (using Web Room Bookings)	Confirmation of process now the system is live 5.10.2 – 5.10.7	Clarification of the process now the system is live.
7	Student Society Room bookings	Updated based on new timings for students, 6.4.6	Minor change
8	Common Timetabling System	Minor re-wording, 7.2.2	Minor change
9	References to TAMU have been replaced by Timetabling	Throughout the Policy	Minor change

9. Changes of note – the Utilisation survey has changed from a twice yearly exercise to once a year for the full survey with ad hoc surveys taking place throughout the year.

10. Changes of note – confirming that all bookings in School owned teaching space to be recorded on the CTS and appropriate permissions set up to allow only authorised staff to make bookings in these rooms. The condition and location of non-Specialist School owned rooms will be reviewed after they have been transferred onto the CTS.

11. The appendices to the Policy remained unchanged and have not been attached to this paper. They are available at http://www.birmingham.ac.uk/Documents/university/legal/timetabling-teaching-space.pdf

Recommendations

APRC is asked ***to consider*** and, if thought appropriate, ***to approve*** the revised Timetabling and Teaching Space Policy as laid out in appendix 1, to take effect from the academic session 2013/14 for submission to the University Education Committee .

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CLAD/Learning Spaces
June 2013

Attachment 1

Interim Timetabling and Teaching Space Policy

Introduction

The creation of a University timetabling and teaching space policy is part of the wider Integrated Timetabling and Space Management Project (ITSMP) approved by University Executive Board in November 2010. The project will see the University incrementally move to a Common Timetabling System (CTS) and pool of University Teaching Space (UTS) encompassing all non-specialist teaching space.

The Interim Timetabling and Teaching Space Policy will outline current policy, processes, and constraints, and is intended to facilitate shared understanding, as well as serving as the basis from which to develop policy over the course of the project.

The policy will be developed to reflect changes to current practices, such as the introduction of a CTS, providing a robust and appropriate framework upon which a more integrated approach can be built.

The owner and approval body for the policy is University Education Committee, with the policy subject to annual review.

Purpose

This document is intended to increase awareness and shared understanding of:

- Timetabling and space management policy and practices
- Constraints on timetabling and space allocation
- Changes to policy and practices arising from, or required to facilitate, the Integrated Timetabling and Space Management Project (ITSMP)
- Roles and responsibilities relating to timetabling and space management
- Terminology and vocabulary relating to timetabling and space related processes

Scope

This document outlines University policy, procedures, roles and responsibilities in relation to the following areas of activity:

- Production of the University teaching timetable
- Allocation of teaching space to teaching and non-teaching events
- Management and support of teaching space
- Provision and quality of teaching space

Principles

The guiding principles of the policy are to:

- Ensure that timetabling and teaching space at the University are managed in a way that effectively supports University learning and teaching
- Support the move to a more unified approach to timetabling and space management
- Provide guidance to all staff involved in the production of the University's teaching timetable and the management of teaching space
- Support the principles of the Learning Spaces Strategy, ensuring that learning environments are *appropriate*, *sustainable*, *innovative, and supported* by high quality management and services
- Optimise the utilisation of University teaching space
- Ensure that both students and staff are provided with a distinctive, high quality learning environment

Policy

This interim policy document will be continually reviewed during the course of the Integrated Timetabling and Space Management Project (ITSMP) to reflect changes to timetabling and space management policy or practices. This policy takes effect from October 2012 and will be reviewed during the 2012/13 academic year.

1. Teaching Calendar

1.1. Teaching Year

1.1.1. The University timetable is based upon a 52 week year, with weeks numbered consecutively from 1 to 52. Week 1 commences in the summer vacation.

1.1.2. Autumn term runs between weeks 6 -16, spring term weeks 21 – 31, and summer term weeks 36 – 43.

1.1.3. Online views and published timetables for staff and students will be displayed using either dates or labels in the form of Term # Week # e.g. Term 1 Week 1 / Term 2 Week 5.

1.1.4. A key to the week structure is published in advance of each academic year by Timetabling ~~TTAMU~~ and is available online at: http://www.as.bham.ac.uk/timetabling/timetablers.shtml#keytoweeks

1.2. Teaching Day and Week

1.2.1. University core teaching hours are Monday-Thursday 09.00-19.00 and Friday, 09:00-18:00.

1.2.2. Undergraduate teaching should not take place after 13:00 on Wednesday unless an option is provided to attend at an alternative time (not Wednesday afternoon) within the core teaching hours (paragraph 1.2.1) (Appendix 1).

1.2.3. Teaching events must begin on the hour and finish in sufficient time to allow for changeover with the next room users ~~end at 10 minutes to the hour to provide students and staff with sufficient time to move between teaching locations~~.

2. The Block Timetable

2.1. The University enforces a block timetable to provide a structure to scheduling undergraduate teaching and remove the potential for clashes on joint honours courses.

2.2. The block timetable uses a six-block system with Schools/Departments allocated one or two blocks depending on the volume of their core teaching hours.

2.3. Each block contains six hours of teaching time per level of study, distributed across the core teaching week.

2.4. Modules that are taught separately to single honours students only do not have to be placed within a block.

2.5. The following types of teaching for Major / Minor or Joint Honours students should be placed in a block timetable slot allocated to each School/Department:

2.5.1. Compulsory modules which are taught in whole groups;

2.5.2. Split group teaching for compulsory modules where one (or more) of the sessions for the groups must be contained within a block to avoid clashes;

2.5.3. Whole or split group teaching for popular (or important) options as far as possible (especially in programme years with limited or no compulsory modules).

2.6. Events that are also available as MOMDs to students from outside the providing School, should be placed within the block(s) allocated to the School.

2.7. Options which are available as standard options on programmes but also available to students from outside the providing School as MOMDs should be retained in their block teaching slots as far as possible to avoid double teaching.

2.8. Modules which are only available to students as MOMDs or other appropriate multidisciplinary popular options should be placed within an MOMD slot.

3. Teaching Space

3.1. Teaching Space Management

3.1.1. All space is ultimately owned by the University.

3.1.2. On behalf of the University, teaching space is managed by either the Learning Spaces Division within Academic Services, or by an academic unit, at College, School or Department level.

3.1.3. All teaching space at the University and its usage is recorded on the CTS for analysis and reporting purposes, including generic and specialist teaching spaces

3.2. Space Types

3.2.1. There are two categories of teaching space at the University:

3.2.1.1. Non-specialist teaching space

3.2.1.2. Specialist teaching space

3.3. Non-Specialist Teaching Space

3.3.1. Space is classified as non-specialist where there is nothing intrinsically special about the space or the facilities provided therein which would preclude anyone from using it. This can include space containing learning materials (e.g. books, educational materials) required by a specific programme or module.

3.3.2. There are six recognised categories of non-specialist teaching space at the University:

- Lecture Theatre – Fixed/raked seating
- Lecture Room – Large flat-floored space with a capacity of 31 and above
- Seminar Room – Medium or small flat-floored space with a capacity of between 30 and 11
- Group Study Room – Small flat-floored space with a capacity of 10 or less
- Computer Cluster – Computer orientated workstations
- Active Learning Room – which facilitates group working in a non standard room

3.3.3. All non-specialist teaching space will be assessed on its location, quality, capacity, accessibility and utilisation as part of the ITSMP and incrementally brought into the pool of University Teaching Space (UTS) if appropriate or released back to the University for repurposing[1].

3.4. Specialist Teaching Space

3.4.1. Space is classified as specialist only where it cannot be used to accommodate teaching, other than the activity it was specifically designed for.

3.4.2. There are five recognised criteria for defining space as specialist at the University:

[1] The process and criteria for reviewing all generic teaching space to inform its move into central management or reallocation by Estates is still to be determined as part of the ITSMP

3.4.2.1. the space or the building within which the room is located is covered by a license or legal restriction;

3.4.2.2. the space includes in-situ ‘specialist equipment’ which requires specialist training to operate or that would impinge upon the use of the space for generic teaching;

3.4.2.3. the space is a laboratory or workshop used for teaching, including language laboratories;

3.4.2.4. the space represents exclusively theatre / performance / rehearsal accommodation;

3.4.2.5. the space is a computer cluster with specialist or bespoke software/hardware not available via IT Services.

3.4.3. All specialist teaching space and its usage will be recorded on the CTS for analysis and reporting purposes.

3.5. **Student Study Space**

3.5.1. All University student study spaces and their usage is recorded on the CTS for analysis and reporting purposes.

3.6. **Space Utilisation**

3.6.1. The utilisation rate of a room or group of rooms provides a recognised measure of usage, as a function of frequency rate and occupancy rate. The frequency rate measures the proportion of time that space is used compared to its availability, whilst the occupancy rate measures how full the space is when in use as a proportion of its full:

Utilisation = Frequency Rate x Occupancy Rate

3.6.2. The division or academic unit responsible for the management of each University teaching space is responsible for the efficient utilisation of that space.

3.6.3. The utilisation of all teaching spaces managed by the Learning Spaces Division and a proportion of the space managed by academic units is formally surveyed ~~bi~~annually, for one week during ~~February and~~ October.

3.6.4. During the utilisation survey each room is surveyed hourly between the hours of 0900 and 1800.

3.6.5. The ~~bi~~annual utilisation survey is managed by the Learning Spaces Division, following a process (Appendix two) agreed and overseen by the Learning Environment Group (LEG).

3.6.6. Timetabling ~~TTAMU~~ will email College timetabling contacts one week prior to each survey to remind them that it will take place and to give them the opportunity to cancel any room bookings that are no longer required for that week.

3.6.7. Throughout the Academic Year ad hoc surveys of UTS will be carried out to report on missed bookings. Results will be fed back to Schools / Colleges to monitor reasons for missed bookings and update requests appropriately.

3.6.8. Surveys will be carried out across the teaching week, but times of high demand for teaching rooms will be surveyed most often.

4. **Teaching Space Managed by the Learning Spaces Division**

4.1. **Space Management**

4.1.1. University teaching space is managed by the Learning Spaces Division based within Academic Services.

4.2. Room Bookings

4.2.1. All members of staff are able to book rooms for teaching and non-teaching University events (subject to availability) via the Timetabling and Teaching Accommodation Management Unit (Timetabling ~~TTAMU~~)[2].

4.2.2. Rooms are booked on the hour.

4.2.3. Rooms are booked for a variety of purposes including the following non exhaustive list:

- Teaching
- Teaching Support
- Academic Events/Conferences
- University committees
- Meetings
- Conference bookings
- Student Society
- Student private study booked via school staff

4.3. Support

4.3.1. Remote and in-person support is available to all room users, Monday – Friday between the hours of 0745 and 1830, and Saturday 08.30-14.30 via the Timetabling ~~TTAMU~~ helpline.

4.4. Accessibility

4.4.1. It is the responsibility of the School timetabler[3] to provide details of any events that will be attended by students and/or staff with disabilities when known.

4.4.2. Teaching events where students and/or staff with disabilities are expected to attend take precedence when allocating space.

4.4.3. All teaching rooms are graded in relation to their capacity to accommodate hearing, visual, and mobility impairments. The accessibility grading scheme is provided within (Appendix three).

4.5. University Teaching Space Terms of Use[4]

4.5.1. Room capacity is informed by fire regulations. The number of people within a room should never exceed the maximum stated capacity.

4.5.2. Eating or drinking (with the exception of bottled water) is not allowed within non-specialist teaching rooms.

4.5.2.1. In exceptional circumstances, subject to TAMU's discretion, refreshments provided by University approved caterers may be authorised.

4.5.2.2. It is the responsibility of the person booking the room to ensure that the space is tidied after the event, with crockery stacked in the crates provided and all rubbish bagged and tied.

4.5.3. It is the responsibility of the room user to ensure that all handouts and teaching materials are removed from the room at the end of each session. Recycling facilities are offered in most teaching spaces.

[2] Definitions of teaching and non-teaching events are subject to review during the 2012/2013 academic year
[3] References to School timetablers should be read as School / Department / Programme timetablers
[4] Each specialist teaching space will have its own individual terms and conditions

4.5.4. Activities should not cause disruption to other building users.

4.5.5. If furniture is rearranged by room occupants it should be returned to its original state after use (room layouts are provided within the room). Failure to do so may incur portering charges.

4.5.6. Furniture must not be moved out of or between rooms.

4.5.7. No additional furniture should be introduced into rooms. Any additional furniture left in teaching rooms will be disposed of, with the disposal fee recharged to the relevant division/department.

4.6. Space Development

4.6.1. An annual rolling programme exists for the development of University Teaching Space.

4.6.2. Development priorities are determined by the Learning Spaces Division determined and informed by: the Learning Spaces Strategy; helpline data; condition survey of rooms; feedback from Schools / Colleges; University's Capital Programme.

4.6.3. Development priorities for the rolling programme are first considered by the Learning Environment Group (LEG) and subsequently approved by the University's Infrastructure Coordination Group (ICG).

4.6.4. All bookings in School owned teaching space will be recorded on the CTS.

4.6.5. School owned rooms will be set up on the CTS with appropriate permissions to allow only authorised staff to make bookings.

4.6.6. Condition and location of non-specialist School owned rooms will be reviewed after they have been transferred onto the CTS.

5. Timetabling ~~TTAMU~~ Annual Space Allocation Process[5]

5.1. Space Allocation Deadlines

5.1.1. Timetabling ~~TTAMU~~ allocate UTS to teaching events based on information received from School timetabling contacts via the CTS.

5.1.2. Deadlines for the room allocation process will be set on an annual basis and Schools/Colleges informed by memo.

5.1.3. Requests for space (excluding ad hoc requests) must be submitted in the CTS. Requests not submitted in the correct format in the CTS will not be accepted.

5.1.4. Requests must be submitted to Timetabling ~~TTAMU~~ by the specified deadline. Late submissions will not be included in the initial process and are therefore likely to receive a sub-optimal room allocation.

5.1.5. If a School/Department is unable to meet the specified deadline, Timetabling ~~TTAMU~~ must be contacted to discuss the possibility of alternate arrangements.

5.2. Information Requirements

5.2.1. To ensure the efficiency of the space allocation process and the appropriateness of allocated space, timetabling contacts within Schools/Departments must check and / or provide the following information in the CTS against each teaching event:

- Programme structure

[5] The TTAMU annual space allocation process is subject to change during the 2011/2012 academic year, with the migration to the CTS

- ~~Module~~
- Module/Banner code
- Activity Type (See Appendix Four for definitions of the types to be used here)
- Weeks the event will run
- Duration
- Number of students expected to attend
- Module leader
- Lecturer who will deliver the event
- Any staff or student accessibility requirements
- Equipment requirements
- Preferred location (Optional)
- Preferred Room Type
- Block / level

5.2.2. If no specific information regarding accessibility, space or equipment requirements is provided, Timetabling ~~TTAMU~~ will allocate a room based on capacity and School/Department location.

5.2.3. Timetabling contacts should notify Timetabling ~~TTAMU~~ of any changes to the timetable throughout the year.

5.3. **Space Allocation Priorities**[6]

5.3.1. Due to significant constraints on the space allocation process, prioritisation is used to inform the timetabling process (Appendix five), with teaching events roomed in the following order:

- Teaching events attended by disabled students or staff
- Postgraduate teaching / CPD Courses
- Undergraduate teaching in block timetable slots
- All other undergraduate teaching

5.3.2. Bookings for teaching events take precedence over bookings for non-teaching events, with the exception of examinations and graduation ceremonies.

5.4. **Considerations**

5.4.1. When allocating space to teaching events, Timetabling ~~TTAMU~~ will attempt to take into consideration the following criteria, subject to other constraints and sufficient information being provided by timetabling contacts:

- the match of class size to room capacity
- equipment requirements or room type
- the location of the teaching space in relation to the host School/Department building
- the frequency of the event, with activities that follow a regular pattern scheduled in a single location where possible
- the location of the previous event attended by students and/or staff (where specifically requested)

5.5. **Unfulfilled Space Allocation Requests**

5.5.1. Where a suitable room cannot be found to accommodate a space allocation request Timetabling ~~TTAMU~~ will work with timetabling contacts to identify an appropriate room at an alternative time or facilitate swaps with other departments where possible. It is the responsibility of the School/Department to identify an alternative time or find alternative accommodation within College managed space.

5.6. **Requests for Changes to Space Allocations**

[6] The Birmingham Foundation Academy will be added to this list during 2012-13, once guidance has been provided by the University on the relative priority of the Academy's space requests.

5.6.1. Requests for changes to space allocations will only be accepted where there is a reasonable reason for the change. Accepted reasons for change are:

- Staff timetable clash
- Student timetable clash
- Confirmation of student numbers exceeds the scheduled group size and the maximum room capacity
- Confirmation of student numbers considerably lower than the scheduled group size and a smaller room would be more suitable
- The room is inaccessible by an attending student or member of staff
- The space is unsuitable for the intended teaching activity
- The space is no longer required

5.7. **Overbooking and Cancellations**

5.7.1. Rooms must only be booked for the exact day(s), time(s) and week(s) required.

5.7.2. Any room booking which is no longer required must be cancelled as soon as possible with Timetabling ~~TTAMU~~.

5.8. **Room Capacity**

5.8.1. Events will be timetabled in the room which is of the most appropriate size for the number of students scheduled to attend, subject to other requirements and space availability.

5.8.2. Events will not be timetabled in a room if the maximum capacity of the room is exceeded by the number of students scheduled to attend.

5.8.3. If, at any time, the number of participants scheduled to attend a teaching event exceeds the maximum capacity of the allocated room School timetablers must contact Timetabling ~~TTAMU~~ to relocate the event.

5.9. **Timetable Distribution**

5.9.1. It is the responsibility of School timetablers to distribute timetables via the CTS to staff and students.

5.10. **Ad-hoc Bookings**

5.10.1. Requests for ad hoc events should be submitted 24 hours before the event is scheduled to take place. Requests submitted with less than 24 hours notice will be considered at Timetabling's ~~TTAMU's~~ discretion.

5.10.2. Bookings must be made via the online Web Room Booking (WRB) system in the first instance. Timetabling ~~TTAMU~~ staff can be contacted directly for more complex bookings. Timetabling aim to review bookings made via WRB within one working day

5.10.3. The following information will be required when making the request:

- Start time
- Duration
- Capacity
- Event title
- ~~Programme/module detail (if applicable)~~
- Activity type
- Contact details
- School/Department

5.10.4. A reference number will be provided in the confirmation of booking email ~~on booking~~ and should be quoted in any future correspondence. Until this email is received the booking should be considered as provisional only.

5.10.5. Timetabling ~~TTAMU~~ will advise Security of any bookings that fall outside of a building's normal opening hours. Where an out of hours booking is made at short notice it is the responsibility of the event organiser to contact Security to ensure arrangements are in place to access the required building.

5.10.6. If a booking is no longer required it should be cancelled via WRB using the 'mybookings' tab.

5.10.7. Any ad hoc teaching bookings should not be requested via the WRB system but instead be booked via the School / College Timetabling contact.

6. Timetabling ~~TTAMU~~ Allocation of Space to Non-Teaching Events / Other Academic Related Activity

6.1. Non-Teaching/Teaching Support Events[7]

6.1.1. Non-Teaching events include the following:

- Teaching Support events
- University Committee Meetings
- Conferences
- Student Society bookings
- Induction events during term time

6.1.2. Teaching space may be used for internal non-teaching events, such as meetings, recruitment events and conferences, if not required to accommodate teaching activity.

6.1.3. Teaching events will always take precedence over non-teaching events.

6.1.4. Non-teaching events that fall within term time will not be considered until the annual space allocation process is completed in mid August. Dependent on the volume of requests this process may take until the start of September to complete.

6.1.5. Non-teaching events must not cause disruption to other building users.

6.1.6. All non-teaching events must adhere to the University's Code of Practice on Freedom of Speech (http://www.as.bham.ac.uk/legislation/docs/COP_Freedom_of_Speech.pdf).

6.2. Examinations and Congregations

6.2.1. Room bookings for the Examinations and Congregations Office are rolled forward each year.

6.3. Conferences and Events

6.3.1. Events which will be attended by external delegates or where a fee of any kind will be charged must be booked via the Conference Office. If an event is booked directly with Timetabling ~~TTAMU~~ and is then subsequently found to be a chargeable booking, a fee will be charged.

6.4. Student Society Room Bookings

6.4.1. Current students of the University are able to request teaching space for events conducted by Guild recognised societies.

6.4.2. All requests for space must be made to the Student Group Coordinator via the Guild of Students.

6.4.3. Students are discouraged from booking space during core teaching hours. Bookings made during core teaching hours will be cancelled if the space is subsequently required for teaching.

[7] Definitions of teaching and non-teaching events are subject to review during the 2012/2013 academic year

6.4.4. Student Society room bookings are bound by Terms and Conditions of Use (Appendix six).

6.4.5. The number of requests by individual student societies that will be accommodated is at the discretion of TTAMU to ensure fairness across all societies and other University users.

6.4.6. Where an external speaker is expected to attend a Freedom of Speech Form should be completed. Freedom of Speech Forms require 10 ~~20~~ working days for authorisation as follows:

- Guild threat assessment – 10 ~~5~~ working days
- ~~Conference Office approval – 15 working days~~

(http://www.as.bham.ac.uk/legislation/docs/COP_Freedom_of_Speech.pdf)

6.4.7. Student societies who repeatedly cause disruption to teaching and other events will be prevented from booking teaching space as per the terms and conditions of Student Society Bookings.

7. Common Timetabling System (CTS)

7.1. Timetabling within the CTS

7.1.1. The Common Timetabling System (CTS) is the University's exclusive timetabling system for managing the academic timetable and University Teaching Space (UTS) and is to be used by all Schools and Departments.

7.1.2. All rooms used for teaching, whether University or School-owned (including specialist space), must be reflected on the CTS.

7.1.3. Timetables and room bookings in all Teaching Space will be viewable via the web.

7.2. Management and support of the CTS

7.2.1. The CTS software will be managed by Timetabling ~~TTAMU~~ who will be responsible for its ongoing maintenance and for training of new users on the system. IT Services will be responsible for the management of the associated hardware.

7.2.2. School / Department users of the CTS will be supported by Timetabling ~~TTAMU~~ and IT Services in their use of the CTS. School Timetablers should contact Timetabling ~~TTAMU~~ via the Timetabling Helpline for all required support in the first instance.

8. School / Department Timetabling Process

8.1.1. School / Department Timetablers must input all timetabling information required using agreed naming conventions onto the CTS in line with University deadlines.

8.1.2. Where possible Schools / Departments should utilise School-owned space (including Specialist Space) to accommodate teaching activities and reflect them in the CTS.

8.1.3. School / Departments should notify Timetabling ~~TTAMU~~ once the required information and local space allocation has been completed prior to the University's deadline.

8.1.4. Once the deadline has passed School / Departments must make no further amendments within the CTS until after the timetables are released via Timetabling ~~TTAMU~~.

9. Roles and Responsibilities

9.1. University Education Committee

9.1.1. The role of the Education Committee is to annually review and to approve any changes to the University's Timetabling and Teaching Space Policy.

9.2. **Integrated Timetabling and Space Management Project Board**
The role of the ITSMP Project Board is:

9.2.1. to review and approve proposed changes to the University's Timetabling and Teaching Space Policy and processes as part of the ITSMP;

9.2.2. to oversee the planning and implementation of the project and monitoring progress.

9.3. **CLAD / Learning Spaces Division**
The role of CLAD / LSD is:

9.3.1. to develop and maintain the University's Timetabling and Teaching Space Policy in consultation with key stakeholders;

9.3.2. to maintain and develop the University's common timetabling system (CTS), including providing training and support for users;

9.3.3. to implement the recommendations of the ITSMP.

~~9.4. **Timetabling and Teaching Accommodation Management Unit**~~
The role of Timetabling ~~TTAMU~~ is:

[subsequent clauses will be renumbered from this point]

9.4.1. to manage the allocation of University Teaching Space (UTS), in accordance with the University's Timetabling and Teaching Space Policy;

9.4.2. to support and maintain the data within the CTS;

9.4.3. to provide training and user management on the CTS;

9.4.4. to manage a helpline providing an immediate response to problems or issues within UTS, and offer advice and support in the use of the equipment within the rooms;

9.4.5. to inform School timetablers of any notified Estates work that might affect the usage of UTS.

~~9.5. **LRAT**~~
The role of LRAT is:

9.5.1. to maintain and install Audio Visual equipment in University Teaching Spaces;

9.5.2. to respond to helpline calls relating to Audio Visual issues in University Teaching Spaces within agreed service level agreements;

9.5.3. to run a portable equipment delivery service for items not permanently based in teaching rooms.

~~9.6. **School/Department/Programme Timetablers**~~
The role of School/Department/Programme Timetablers is:

9.6.1. to provide required information to Timetabling ~~TTAMU~~ through the CTS by agreed deadlines;

9.6.2. to report any issues with the functionality of the CTS to Timetabling ~~TTAMU~~;

9.6.3. to inform Timetabling ~~TTAMU~~ of any personnel changes that will affect access to the CTS;

9.6.4. to act as a liaison between academic staff and Timetabling ~~TTAMU~~ to ensure that all of the School/Departmental/Programme requirements are communicated.

9.7. **Timetabler Forum**

The purpose of the Timetabler Forum is:

9.7.1. to provide a forum for Timetabling ~~TTAMU~~ and School Timetablers;

9.7.2. to share good practice among Timetablers across the University.

9.8. **Academic Staff**
The role of Academic Staff is:

9.8.1. to ensure that all required room requests are submitted to School Timetablers in time for University deadlines to be met;

9.8.2. to inform School Timetablers of any changes to teaching times throughout the year including notification of any cancellations;

9.8.3. to report any issues relating to University Teaching Spaces via the Timetabling ~~TTAMU~~ helpline.

9.9. **Students**
The role of Students is:

9.9.1. to adhere to the terms and conditions of room usage for Student Society bookings.

9.10. **Estates Office**
The role of the Estates Office is:

9.10.1. to provide Timetabling ~~TTAMU~~ details of any maintenance work that might affect the usage of UTS;

9.10.2. to include Timetabling ~~TTAMU~~ in discussions on any major building refurbishment projects that will affect UTS;

9.10.3. to undertake refurbishment works as requested by Learning Spaces to improve UTS.

9.11. **Disability and Learning Support Service**
The role of the Disability and Learning Support Service is:

9.11.1. to provide Timetabling ~~TTAMU~~ with details of any students who have declared a disability as soon as possible to ensure that they are roomed in accessible / appropriate rooms.

9.12. **Hospitality and Accommodation Services**
The constituent Divisions of Hospitality and Accommodation Services undertake a number of key functions in support of UTS as follows:

9.12.1. **Security**
The role of Security is:

9.12.1.1. to open booked teaching rooms at evenings and weekends as appropriate;

9.12.1.2. to contact the on call Estates team should any serious room issues arise in UTS at evenings and weekends.

9.12.2. **Conferences and Events**
The role of Conferences and Events is:

9.12.2.1. to support Student Society bookings, ensuring Freedom of Speech forms and recharges to Security and Cleaning Services are managed in a timely manner;

9.12.2.2. to book rooms and manage events for external or chargeable conferences, ensuring that the relevant support services are involved and paid as required.

9.12.3. **Cleaning Services**
The role of Cleaning Services is:

9.12.3.1. to ensure all UTS is cleaned before 09.00 Monday to Friday during term time;

9.12.3.2. to ensure all UTS is open by 09.00 Monday to Friday during term time;

9.12.3.3. to open rooms outside of term Monday to Friday as notified by Timetabling ~~TTAMU~~ Timetabling ~~TTAMU~~.

9.12.4. **Telecommunications**
The role of Telecommunications is:

9.12.4.1.
9.12.4.1. to manage and maintain the helpline system to ensure that room users can contact Timetabling ~~TTAMU~~ as required directly from the UTS.

9.13. **IT Services**
The role of IT Services is:

9.13.1. to provide technical infrastructure support for the CTS and related systems;

9.13.2. to manage and maintain computing facilities within UTS computer clusters.

9.14. **Guild of Students**

9.14.1. The Guild of Students is responsible for approving the booking of UTS via Timetabling ~~TTAMU~~ on behalf of registered student societies.