Timetabling Policy

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1 Context, Purpose and Scope

1.1 This policy sets out the agreed principles for timetabling and room booking. It ensures that issues of equality and transparency, accuracy, timeliness, accountability and continuous improvement can be managed within timetabling procedures.

1.2 The main overall aim of this policy is to improve the quality of the student experience by ensuring that University resources are used to their maximum potential and efficiency.

1.3 To achieve these aims and objectives, the University uses timetabling software to construct timetables for all teaching across the whole institution, on all campuses. Space and staff time are costly, finite resources with often high levels of demand. Timetabling in a timely, structured, consistent and accurate manner will maximise the effective usage of these scarce resources for the benefit of our students and staff.

1.4 The goal is to work together, as a community, to provide the best timetable and space usage we can for the benefit of our students and staff.

1.5 The policy applies to all teaching, academic advising and examinations for students registered on Oxford Brookes campus based programmes. The policy applies to all scheduling or booking of university teaching or meeting spaces on any Oxford Brookes campus.

2 Governance

2.1 This policy is developed and overseen by the Timetabling and Space Usage Group (TSUG), chaired by the Deputy Director of the Academic and Student Administration (Registry). It will be reviewed by TLEC and approved by Academic Board.

2.2 By working together, Academic and Student Administration (ASA), Estates and Campus Services (ECS), IT Services (ITS) and Faculties will ensure the implementation of this Policy.

2.3 Responsibility for approving amendments to this Policy rests with Academic Board.

2.4 The policy will be reviewed and revised as appropriate on an annual basis taking account of the impact on the wider student experience.

3 Principles

3.1 Any timetable represents a balance between different, often competing, requirements. The principles of this policy listed in priority order are as follows:

- To ensure that students have the best possible experience
- To ensure that teaching takes place in the most appropriate accommodation available with
- consideration given to availability of amenities in the vicinity at the scheduled time
- To ensure that staff have the best possible experience
- To ensure all students and staff have equal access and opportunity to attend their timetabled events. Consideration must be given to staff and student reasonable adjustments when allocating rooms.
- To ensure the optimum number of teaching events can be accommodated
- To provide a consistent room for module delivery across the semester
- To ensure the effective utilisation and management of the University's space
- To provide a unified approach to timetabling and room booking using one common timetable system for all users.

- To ensure that appropriate timetable and room booking information is available to both staff and students in an appropriate and timely manner.
- To seek to resolve and / or minimise as many clashes in the timetable as possible.
- To enable the use of space for non-teaching events (see Section - Priorities for the Use of

Teaching Space).

3.2 Access to at least view timetable information should be available to anyone. Students should be able to view personally relevant timetables via the timetabling software. This will include their own timetable and appropriate rooms or modules. Staff should be able to view personally relevant timetables via the timetabling software. This will include their own timetable, other staff, students, rooms, programmes and modules depending upon their role requirements. Timetabling software users should be able to view scheduling information for all rooms and QR codes will be provided outside rooms to support this for all campus users.

3.3 All timetables produced using the timetabling software will be considered to be a reliable and accurate reflection of reality; the timetabling software will be the repository and ultimate source of all timetable information. The Timetabling system will be the single source of truth for all group teaching and advising events and the required event attendees in all attendance monitored group teaching or advising events. The timetabling software is able to provide timetable information to google calendars but these can be controlled by the end user to prevent events being added, to delete or decline events and to choose alternative timezones where the wrong event times display. Google events are provided as a recognised useful function to staff and students but the timetable in the timetabling software is the definitive timetable should there be any discrepancy between the two views.

3.4 Teaching will be timetabled across the full range of hours within the standard teaching periods listed in 6.2 below. All core teaching hours will be considered equally suitable from a student experience point of view for full time programmes.

3.5 The minimum content of a personalised student timetable will be all scheduled teaching activities and formal examinations linked to the modules that the student is registered for and their academic advising meetings.

3.6 Online teaching activities, where permitted, may be scheduled in the timetable with the relevant platform detailed in place of a physical room. Approval will be confirmed with the relevant faculty approver. Offsite activities such as field trips may be scheduled in the timetable with a general description detailed instead of a physical room.

3.7 Additional activities may be added to timetables to improve the information provided to staff and students. This could include assessments, non-module teaching such as basic life support and any other events where inclusion in a student timetable would be beneficial.

3.8 All scheduled student events will be sent to the attendance monitoring solution by default. If there is a reason to remove a teaching or academic advising event from attendance monitoring, such as an optional drop in for revision, then the relevant academic can request this event to be recorded accordingly so that registers are not generated.

3.9 All module teaching and academic advising scheduled events will be considered to be part of the formal contact hours offered to the student. Sessions recorded as the event type Assessment, OTCA or Exam will not be counted as formal contact hours. If a session of another type should not be counted towards the module contact hours or academic advising entitlement then the relevant academic can request the event to be recorded accordingly.

4 Priorities for the use of space

4.1 Rooms are a finite University-wide resource which, during semesters are allocated to activities in line with the following priorities:

- Academic contact sessions (including teaching and academic advising)
- Examinations
- Graduation
- Internal research activities
- Enrolment, Induction and Freshers' Fair activities
- Open Days, Applicant Days and mandatory applicant interviews
- Maintenance requiring room closure or removal of functions essential to the purpose of the room
- OCAED and other internal training events
- High-profile and public events (e.g. Professorial lectures) including research conferences
- Formal University Committees
- Student Societies and student bookings
- Brookes Venues bookings
- All other events

4.2 The University Timetabling and Room Bookings Team will set aside space as required for the priority events listed in paragraph 4.1.

4.3 Outside of semesters rooms are allocated to activities in line with the following priorities:

- Academic contact sessions (including teaching and academic advising)
- Examinations (in agreed and published calendar week(s))
- Graduation (in agreed and published calendar week(s))
- Open Days, Applicant Days and mandatory applicant interviews
- Brookes Venues bookings including summer schools
- Internal research activities
- Enrolment, Induction and Freshers' Fair activities
- Maintenance requiring room closure or removal of functions essential to the purpose of the room
- OCAED and other internal training events
- High-profile and public events (e.g. professorial lectures) including research conferences
- Formal University committees
- Student Societies and student bookings
- All other events

4.4 It is the responsibility of the organiser to make the appropriate space booking request and have it confirmed by the timetabling team before confirming any dates with external parties or suppliers. We cannot guarantee to accommodate any external commitments made without prior booking of the required space. In the event that two events of equal priority (defined by sections 4.1 and 4.3 above) require the same spaces, priority will be given to the first event to make the booking request Any variation from this would require timetabling-independent negotiation between the relevant organisers and the timetabling team would action any confirmed agreement.

5 Areas of responsibility in timetabling

5.1 The overall timetabling process for taught academic activities for campus based programmes is overseen by the Directorate of Academic & Student Administration (ASA) through the University Timetabling and Room Bookings Team (UTAR) in the Registry. UTAR

controls the booking of all teaching space and meeting rooms, and holds overall responsibility for the construction, dissemination, monitoring and updating of all general timetable information. Preference can be given to certain users for particular spaces based on a demonstrable need for that type, size or location of space or for the equipment located in the space. Academic timetables will be driven by the student and curriculum data held in Banner which is managed and maintained by SRCM.

5.2 Estates and Campus Services(ECS) manage the built aspects of the teaching environment and their ongoing upkeep and maintenance.

5.3 IT Services are responsible for AV and IT equipment, software, network and internet access, Lecture Capture and online meeting platforms. IT Services and Learning Resources are responsible for the provision and support of the Virtual Learning Environment (VLE).

5.4 Specialist faculty space is managed through the timetabling software. Specialist equipment or support is the responsibility of the relevant faculty. The timetabling team will work with faculty on request to provide scheduling of mobile equipment or support staff using the timetabling software.

5.5 Heads of School and Senior School Staff will work with UTAR to maintain an up to date record of the correct teaching staff associated with all modules, including Module Leaders, Subject Coordinators, Programme Leads and Heads of Schools. These staff are collectively responsible for working with UTAR in a timely manner to provide all required timetabling information to publish the Annual Timetable and to resolve issues, conflicts or clashes between modules agreeing suitable solutions with the least possible impact on students.

5.6 Use of University space for conferences, summer schools or other external purposes is managed by ECS through Brookes Venues. Brookes Venues can book available rooms via UTAR, with agreement from Faculties where necessary.

5.7 Students accept a level of responsibility for their own activities. It is the student's responsibility, for example, to check their timetable regularly for accuracy and changes, and to advise relevant staff in the event of any issues. Students should also notify relevant staff of any specific personal requirements, such as access, disabilities, religious or other responsibilities. The timetable displayed in the timetabling software is the definitive timetable for students although a google calendar view will be made available for convenience as stated in 3.3 above.

5.8 Guidance and Responsibilities for Heads of Schools.

- Ensure that the Schools work collegiately to produce and fulfil the best timetable for students' learning experience, within the available resource;
- Ensure that Schools input and checking is carried out in timely fashion, according to the published timetable production cycle;
- Manage and sign-off staff and module constraints together with the Heads of School;
- Manage, or delegate appropriately, the approval of requests to amend the teaching timetable to ensure that student experience is protected.
- Where it is Faculty practice, to work with Senior Administrators in the agreed manner to achieve these responsibilities
- All new, revalidated, or amended programmes require slot and capacity checks by the Timetabling team prior to approval. If a programme is submitted for approval without these checks, or the checks highlight issues to be resolved, the timetabling team will formally highlight the associated operational constraint risks for the University Timetable. Operational challenges will be reviewed by the Timetabling team with Heads of School and relevant faculty staff, for timely resolution.

    - Capacity checks are required for increases in student numbers due to a new programme or increased target numbers.
    - The addition of new modules and the reuse of any existing module in an additional programme requires a slot check to be completed.
    - Mitigation plans will be developed in collaboration with faculty, ECS and ITS colleagues to ensure we can deliver the programmes as intended.
- Ensure that student targets are reviewed by the timetabling team each year to ensure that any potential capacity issues can be identified and addressed as early as possible.

5.9 Guidance and Responsibilities for Programme Leads

- Ensure that programme and module developments and changes are managed so that approvals are completed on time to fit the timetable production cycle, and so enable timely completion of module selection activities as well as supporting timetabling;
- Ensure the timetable remains stable, and that any post publication changes are communicated promptly to UTAR and to students.
- Where it is Faculty practice, to work with Senior Administrators in the agreed manner to achieve these responsibilities
- All new, revalidated, or amended programmes require slot and capacity checks by the Timetabling team prior to approval. If a programme is submitted for approval without these checks, or the checks highlight issues to be resolved, the timetabling team will formally highlight the associated operational constraint risks for the University Timetable. Operational challenges will be reviewed by the Timetabling team with Heads of School and relevant faculty staff, for timely resolution.
    - Capacity checks are required for increases in student numbers due to a new programme or increased target numbers.
    - The addition of new modules and the reuse of any existing module in an additional programme requires a slot check to be completed.
    - Mitigation plans will be developed in collaboration with faculty, ECS and ITS colleagues to ensure we can deliver the programmes as intended.

5.10 Guidance and Responsibilities for Module Leaders

- Support data collection and checking activities, when requested, ensuring they are carried out accurately and in a timely fashion, according to the published timetable production cycle.
- Check draft timetables of the module for your students and for yourself, and notify the Programme Lead or UTAR of any problems or preferences, including any known additional requirements for staff or students. Work with UTAR to resolve issues;
- Adhere to the final version of the timetable, as published to students;
- Inform the UTAR of any cancellations or additional teaching sessions, as soon as they arise, to enable appropriate timetable updates and communication;
- Identify the Set allocation approach to be used for your module and notify UTAR of this and any specific allocation lists by the published deadlines. Approve set change requests of students if you are permitting this mechanism to be used for your module.
- Where it is Faculty practice, to work with Senior Administrators in the agreed manner to achieve these responsibilities

5.11 Guidance and Responsibilities for Academic Advisers

- Identify the advising delivery to be used for your students and complete the tutorial request form to advise the delivery to be used for your students by the published deadlines.
- Check draft timetables of advising sessions for your students and for yourself, and notify UTAR of any problems or preferences, including any known additional requirements for staff or students;

- Support data collection and checking activities, when requested, ensuring they are carried out accurately and in a timely fashion, according to the published timetable production cycle. Work with UTAR to resolve issues.
- Adhere to the final version of the timetable, as published to students;
- Inform the UTAR of any cancellations or additional advising sessions, as soon as they arise, to enable appropriate timetable updates and communication;
- Working with UTAR, help facilitate alternative advising arrangements or adjustments to group session times where UTAR advise that (a) student(s) have clashes with module teaching.

5.12 Guidance for Line Managers of Academic Colleagues

- Work with appropriate faculty colleagues according to the practice in your area to record the assigned teacher for each module teaching event.
- Complete the staff unavailability form for any line reports who have reduced time availability due to:
    - formal agreed specified part-time hours,
    - formal compressed hours arrangements,
    - formal flexible working agreement,
    - agreed reasonable adjustments for staff with a disability or impairment
    - any other constraint covered by the Equality Act 2010 (such as religious observance) which has been agreed by the Head of School.
- Complete the staff constraint form with the requirement but not the reason for any line reports who require a specific reasonable adjustment. This covers staff with a disability, impairment or any other constraint covered by the Equality Act 2010 that affects the suitability of rooms due to required locations, access, equipment or other features or affects the time or distance required to move to and from teaching.

6 Standard teaching periods and examination scheduling

6.1 Standard teaching periods are necessary not only to ensure a sufficient number of appropriate space-hours, but also to accommodate the complexities of shared modules and programme structures. It also clarifies when teaching takes priority for students, staff and other room users.

6.2 Formal academic contact sessions for all programmes may be held at any point during the standard teaching periods in semester time. These periods are as follows:

Oxford
Monday 9.00am to 8.00pm
Tuesday 9.00am to 8.00pm
Wednesday 9.00am to 8.00pm
Thursday 9.00am to 8.00pm
Friday 9.00am to 4.00pm

Swindon
Monday 9.30am to 7:30pm
Tuesday 9.30am to 7:30pm
Wednesday 9.30am to 7:30pm
Thursday 9.30am to 7:30pm
Friday 9.30am to 4:30pm

6.3 Optional modules will be run at any point during the standard teaching periods. Evening teaching will be avoided where this is reasonable. Wednesday teaching after midday will be minimised in order to maximise student opportunities for extra-curricular activities. In order to

achieve this new UG modules may not be scheduled on Wednesday afternoons and existing UG teaching must not be moved to Wednesday afternoons. Existing Wednesday afternoon teaching will be reviewed in each timetable production cycle to identify opportunities to move it to a different slot. Re-use of existing modules in new programmes, especially where only a single run is possible, will result in an inability to schedule all modules in the available hours if a module is used in too many interlinked programmes. Excessive interlinking of modules across multiple programmes will result in an inability to make all options available to students and can cause “false choice” situations where an option conflicts with a compulsory module and is therefore not truly available to students. These situations are highlighted to the relevant faculty staff who then decide if they accept this or wish to plan staffing or run changes to address it.

6.4 Academic contact sessions for compulsory modules may be held during the following periods during semester time:

Oxford
Monday 9.00am to 6.00pm
Tuesday 9.00am to 6.00pm
Wednesday 9.00am to 12.00 noon
Thursday 9.00am to 6.00pm
Friday 9.00am to 4.00pm

Swindon
Monday 9.30am to 6:30pm
Tuesday 9.30am to 6:30pm
Wednesday 9.30am to 6:30pm
Thursday 9.30am to 6:30pm
Friday 9.30am to 4:30pm

6.5 Compulsory modules may be held outside of these times if there is a clear reason to do so, but students must be informed as early as possible if a compulsory event is likely to be scheduled outside of these hours and this must be supported by the Faculty Dean of Education. Wednesday teaching after midday will be minimised in order to maximise student opportunities for extra-curricular activities. In order to achieve this new UG modules must not be scheduled on Wednesday afternoons and existing UG teaching must not be moved to Wednesday afternoons. Re-use of existing modules in new programmes, especially where only a single run is possible, will result in an inability to schedule all compulsory modules in the available compulsory hours if a module is used in too many interlinked programmes.

6.6 Academic contact sessions will start on the hour at Oxford and at half past at Swindon. Academic contact sessions will end at ten minutes to the hour at Oxford and twenty past the hour at Swindon. This is to allow academic staff to prepare and set up for the coming session, and for students and staff to move on to their next session. Exceptions to the fixed hourly start time for campus events will only be made if timetable events can be dovetailed to create a “whole hours” booking such as back to back 1.5 hour seminar groups in the same room.

6.7 Academic staff and students may be expected to deliver or attend academic contact sessions at any of the University’s campuses or venues within the town or city in which the module delivery is based e.g. Oxford or Swindon. This is irrespective of where the majority of academic contact sessions occur for that staff member or student. However, unreasonable amounts of travel are not supported by this policy.

6.8 The expected dates of each examination period are published up to three years ahead as part of the semester calendar approved by Academic Board. Any changes will be approved by Academic Board. All in person exams and OTCAs (Online Time Controlled Assessments) take place in the exam session and are scheduled and run by the examinations team. Modules can only have a single assessment (Exam or OTCA) in a single exam session. Class tests take place outside the exam session dates and the assessment scheduling and organisation, including ISP arrangements, are managed by faculty colleagues. All examinations will be scheduled within the published dates. Standard examination starts and durations are used for timetabling of examinations. Examinations will normally start at 10am, 2pm and 5:30pm UK time. Examinations can be 1, 2 or 3 hours in duration. 3 hour examinations will not be scheduled in the 5:30pm slot.

6.9 Examinations will be scheduled to a venue in the town or city that the module delivery is based in. This can include non-campus venues. Students will not be required to travel to a different site between consecutive examinations on the same day.

6.10 Students will not be scheduled to have more than two consecutive examinations. For this purpose 5:30 pm followed by 10am is considered to be consecutive, 2pm followed by 10am is not consecutive.

6.11 When timetabling examinations the intentions are to schedule no more than one exam per day for each student, to minimise or remove 5:30pm sessions and to minimise or remove Saturday sessions. None of these can be guaranteed.

6.12 Where notification is provided, via an Individual Support Plan (ISP) or a religious observance request, of a reasonable adjustment to the timetable for a student before the timetabling process begins, it will be taken into account in the production of the examination timetable.

7 Timetabling practice

7.1 If there is a perceived clash in room usage, the room must be given to the user or event which is shown in the timetabling software.

7.2 Academic staff and students are expected to be available for academic contact sessions at any time during the standard teaching periods defined in 6.2 above. Staff contract clauses regarding working hours will be honoured within this policy. Schools are expected to assign suitable available staff to the timetabled teaching for each module. Schools are expected to vary the assigned staff in the event of one member of staff being unavailable for the timetabled session or, if not possible, to make alternative arrangements, to be authorised as per current arrangements within each faculty.

7.3 Any non-staff constraints that may affect when a module can be delivered must be fed into the
timetabling process at the appropriate time of year using the standard timetable data collection format. Data are collected on an annual basis from Heads of School. The data will be used to restrict the time slots allocated to modules. The constraints can fall into the following acceptable categories:

- Modules that are taught in blocks and advertised as such e.g. taught in one full-time week
- Modules that are taught on set days or in the evenings or weekends and are advertised as
- such
- Modules that rely on availability of external resources such as visiting lecturers, daylight for outdoor activities or off campus venues

The Faculty is responsible for managing the agreed constraints of their staff through the appropriate staff policies and procedures. Staff constraints and teaching allocations should be fed into the timetabling process at the appropriate time of year using the provided standard data collection processes by the line managers of the relevant staff. Staff time constraints will be collected annually. Staff space, facility or location constraints will be retained on the system and used until they are amended or removed from the agreed staff constraints. The staff timetable constraints can fall into the following acceptable categories:

- Staff with formal agreed specified part-time hours who are essential to the module's delivery
- Staff with a formal compressed hours arrangement who are essential to the module's delivery
- Staff with a formal flexible working agreement who are essential to the module's delivery
- Agreed reasonable adjustments for staff with a disability or impairment
- Any other constraint covered by the Equality Act 2010 (such as religious observance) which has been agreed by the Head of School.

7.4 Staff are considered essential to the module delivery when the module covers a specialist subject for which no other academic member of staff is able to teach at the required level.

7.5 All constraints limit the scheduling possibilities, and as such limit the timetable construction. Consequently, all constraints need to be scrutinised to ensure they are only included where required, and that the limitation applied is no more restrictive than necessary.

7.6 If the staff member is not satisfied with the decision on their individual teaching constraint made by the Head of School, they may refer this to the PVC/Dean (or their nominee) for review. If the staff member considers that approval of the individual teaching constraint by the PVC Dean has been unreasonably withheld, they may refer their case to a central panel for a final decision. That panel will comprise the Dean from the other faculty, a member of the Academic Office and a representative of PD. The panel's decision will be final.

7.7 When creating the timetable, the following travelling periods are allowed for staff and students:

From / To and To / From Travel Time to be allowed
Headington (Gipsy Lane & Headington Hill) / Headington (Marston Road) 1 hour
Online Delivery / any campus 1 hour
Offsite Venue / any campus 1 hour minimum depending on the offsite venue

7.8 Students should not have more than 4 consecutive hours of academic contact unless it is for a single activity that requires a longer time to complete such as a field trip or practical. Students should not have more than 6 hours in a single day including scheduled online delivery unless it is an agreed condensed delivery pattern for the programme or is a single activity that requires a longer time to complete on a single day such as a field trip.

7.9 The timetable for individual staff and students will be arranged so that all individuals have a one hour slot free between 12:00pm and 2.00pm and between 4.00pm and 7.00pm.

7.10 The timetable will make all reasonable efforts to ensure that teaching is located in active areas of the campus with suitable amenities available to students at the start and end of the teaching, in particular when timetabling evening activities.

7.11 For students who have made the University aware of additional needs via an Individual Support Plan (ISP), timetables may need to be constructed or adapted to ensure those students do not experience any difficulties in attending contact sessions. This may include, for example, avoiding timetabling classes in rooms that are not accessible to students with mobility difficulties or consideration of travel time between teaching events.

7.12 Some programmes which follow non-standard delivery patterns will be accommodated as far as is reasonably possible.

7.13 The expected teaching times of modules will be shown to students when they register their modules in the Student Record System (SRS). These are not guaranteed to be the same in the final timetable as student numbers or staffing can result in slot adjustments.

7.14 Students with caring responsibilities may register this via student self service and they will be given priority for allocation to the teaching set that takes place closest to the lecture time shown in the SRS when they register their modules.

7.15 Students wishing to protect their Wednesday afternoon for any reason may register this via student self service and they will be given priority for allocation to teaching sets that are not scheduled after midday on a Wednesday. This is intended to enable sports and extracurricular activity participation.

7.16 Where modules have fixed student allocations to teaching sets for the whole semester and a student wishes to change their set they must request this in a formal set change request. This will be subject to Module Leader approval and available space. This must be requested by the end of Week 2 unless there is an agreed exception to the deadline.

8 Amendments or cancellations to bookings

8.1 Changes to the published timetable can have a negative effect on the student experience and a change in one part of the timetable can have knock-on effects on a range of other activities. Changes should be largely avoided by the construction of a timetable based on timely and accurate data. Changes must be notified as soon as they are known and not held back. UTAR will update student timetables within 1 working day of the full details of the required change being given to them. Changes must be notified to UTAR at least 2 working days in advance unless they are caused within that time period. However changes can be made in exceptional circumstances, such as:

- Staff illness
- Approved change in staff availability
- Replacement of leaving staff
- Actual number of students exceeds room capacity
- Actual number of students is significantly smaller than expected and would fit into a smaller

room (freeing a large room for an activity for a larger group which cannot otherwise be accommodated)

- Room equipment malfunctions
- Students experiencing health issues
- In response to student feedback subject to Dean of Education (or their delegate) approval

8.2 Where cancellations or changes are made students must be informed as far in advance as is reasonably possible by the Faculty. Where cancellations or changes disadvantage certain students then reasonable arrangements must be put in place to rectify the situation for those students. Faculty colleagues will be able to utilise the functionality to edit event

notes to add late notice information such as staff illness or faculty authorised combining of sets to assist with notice to students.

8.3 Should UTAR, for reasons beyond its control, need to make any amendments to a Booking, they reserve the right to offer an appropriate alternative choice of facilities.

8.4 Any changes to timetables should only be made if absolutely necessary and via the appropriate channels. UTAR reserve the right to refuse late changes to the timetable where they are deemed not necessary or reasonable. Changes may be authorised by the faculty Dean of Education where they are essential to implement. Changes must be notified to the Module Leader or faculty by UTAR and to affected staff and students by the faculty without delay. Students and staff are advised to check their timetables regularly for any updates, via the timetabling software.

8.5 If a booked room is not needed for any reason, for the whole of a booked period or any part thereof, it must be released without delay by informing UTAR and where possible updating the timetabling software.

8.6 Where student number targets, projections or registrations highlight a capacity issue in the timetable, UTAR will approach the relevant faculty staff to agree an adjustment that ensure sufficient capacity for all expected students. This may happen at any point in the timetable production process as updated data is made available including around Clearing.

8.7 Where agreed with the relevant faculty staff, an event may be scheduled into a space with a capacity smaller than the number of enrolled students if there is confidence from attendance patterns that the number of attendees on the day will not exceed the capacity of the room. The module leader has the right to refuse rooming into a space smaller than the registered cohort.

9 Production of the timetable

9.1 UTAR is responsible for issuing detailed guidance each year, setting out the process for constructing the teaching timetable and requesting bookings in centrally managed rooms for the following academic session, including deadlines for the various processes involved.

9.2 UTAR will produce and disseminate an annual production cycle timeline each autumn. This will include deadlines for programme and module changes, for data collection, entry and checking, and, for delivery of draft and final teaching timetables.

9.3 Early planning helps achieve a clear, predictable picture of workloads and timetables to students and staff. Excessive, late or unnecessary changes are likely to cause problems and weaken the validity of the timetables produced. UTAR manages the timetabling procedure to reduce as much as possible impacts on the validity of the published timetable.

9.4 Teaching space should only be booked for the time that teaching will be taking place in it and not to cover breaks or other absences from the room.

9.5 All teaching (including specialist space such as laboratories and studios) events using Oxford Brookes University space resource must be recorded on the timetabling software. This will enable all stakeholders to view timetabled events and ensure that accurate registers can be fed into the attendance monitoring solution.

9.6 Target numbers should be used to provide an estimate of cohort and group sizes, until such time as more accurate information becomes available. Changes to anticipated module numbers must be communicated to UTAR as soon as they are known.

9.7 Any constraints that may affect when a module can be delivered must be fed into the timetabling process at the appropriate time in the year using the standard data collection processes and formats. Ensuring this information is available is the responsibility of Faculties. The Timetabling Manager will publish the process timeline and data requirements to Faculties in advance of the process beginning each year.

9.8 UTAR are responsible for the allocation of time slots to teaching. Teaching space bookings must follow the agreed and advertised time slots for the module. Requests for new modules to have time slots or for existing modules to change slots must be made using the advertised processes and deadlines in the annual production cycle timeline.

9.9 UTAR will assign teaching slots to moving or new modules to ensure that compulsory activities do not clash. Every effort will be made to ensure that optional modules do not clash, however, due to various timetabling constraints, some clashes between optional modules may be unavoidable.Re-use of existing modules in new programmes, especially where only a single run is possible, will result in an inability to schedule all compulsory modules in the available compulsory hours and an optional module in the available hours if the module is used in too many interlinked programmes. Excessive interlinking of optional modules across multiple programmes will result in an inability to make all options available to students and can cause “false choice” situations where an option conflicts with a compulsory module and is therefore not truly available to students. These situations are highlighted to the relevant faculty staff who then decide if they accept this or wish to plan staffing or run changes to address it.

9.10 Allocation of students to teaching sets will be completed by UTAR and this should normally be random allocation evenly across sets without creating student clashes. Academic staff must request alternative allocation methods at the time of module delivery data collection and must adhere to deadlines for providing information to complete different allocation methods. Alternatives available in order of preference are allocating to sets based on student programmes, matching set allocations across common modules and provision of specific student set lists. These should be used where required, for example for pedagogic or cohort identity reasons. No allocations will be permitted if they create student clashes or over fill the room.

10 Publication of timetables

10.1 Draft indicative annual timetables showing day, time and campus should be produced at the earliest possible opportunity prior to the start of the academic year and published to staff and students to enable their planning. A proviso may be in place that some changes are likely, but that large-scale change is to be avoided. Rooms will be published to staff and students as soon as the likelihood of significant change is minimal. The target draft publication date is June prior to the academic year beginning in September.

10.2 Personalised annual timetables detailing rooms and set allocations should be produced later but at the earliest possible opportunity and prior to the start of teaching in the academic year. They should be published to staff and students once the likelihood of significant change is minimal but allowing reasonable time for students to plan their attendance. The target publication to staff and students date is July prior to the academic year beginning in September for continuing students and staff. Staff timetables may update later than this as workload planning is completed and Associate Lecturers are confirmed. It is Induction week for new students who will need to complete online enrolment and module registration to enable their personal timetables to be published. New January start students will have their timetables available in their Induction week once they have completed online enrolment and module registration. Continuing January start students will have their timetables published to

them in July for the year September to August based on their registered modules. Changes to registered modules will update student timetables within 24 hours for whole group teaching and 1 working day for set based teaching.

10.3 Examination timetables will be published at the end of week 4 for end of semester examinations. Students who register an ISP after this date but before the deadline at the end of week 9 will have their personal exam timetable amended to take account of any reasonable adjustments.

10.4 Resit examination timetables will be published within two weeks of the release of results and not more than one week before the first examination. Students who register an ISP after this date but before the published ISP deadline will have their personal exam timetable amended to take account of any reasonable adjustments.

11 Ad hoc space bookings

11.1 All meeting rooms are managed and booked by UTAR via the online timetabling room booking portal. Where space has a specialist or priority use the process should be agreed with UTAR and the space must still be viewable to other users in the online timetabling room booking portal. Specialist and dedicated spaces may have booking capabilities configured for specified users where it is required, for example laboratory managers booking set up time in labs. Agreed spaces and workstations can be configured for student booking where it is required, for example library study spaces or individual computer workstations.

11.2 All bookings should be cancelled by the booker if they are no longer required to make the facility available for other users.

11.3 Room bookings must not be made for non-University purposes. See 13.3 below.

12 Space auditing

12.1 The use of all University teaching space and meeting rooms is monitored and audited on a regular basis by the Space Management Team in ECS using a range of methods and tools. This data is used to produce Key Performance Indicators (KPIs) and identify areas where space could be better utilised and to inform improvements to the future use of the estate.

12.2 Space utilisation audits can take place throughout the teaching terms. Staff should cooperate with room auditors, who, in turn, will be instructed to collect data as unobtrusively as possible. Space usage data will also be gathered from University systems including attendance monitoring, PC usage, wifi and room sensor systems where available.

12.3 The data and analyses will be reported as appropriate. In addition the data will be used to identify timetabled sessions which are regularly not taking place. Such instances will be followed up with the Faculties so that redundant bookings can be removed from the timetable to avoid confusion and release space.

13 Charging; Brookes Venues' connection to timetabling, students booking Rooms

13.1 Non-academic bookings in term time can normally only be made once the room allocation process for academic purposes has been completed.

13.2 In principle, all bookings for University business in either University pooled space or Faculty specialist space (committees, student society meetings, etc.) are made free-of-charge.

13.3 The University allows staff to book rooms for non-teaching-related activities.
If a room is booked for a personal event, an event for which attendees are being charged or an event for non-university business, then the staff member will be liable to pay a fee. The event booking will need to be managed by Oxford Brookes Venues and a staff discount applied.

13.4 Bookings made by external clients or for externally organised events that are subject to charges must be made with Oxford Brookes Venues.

13.5 Use of space by external clients is supported by the University after priorities for the use of teaching space are met. Hiring out to external clients is carried out through Oxford Brookes Venues. Either an agreed modelling process must have been completed to show that rooms can be booked in advance or the timetable must have been published before rooms are made available for these bookings.

13.6 Students are permitted to book pooled rooms for society events or for work related to their courses. Such bookings must be made through the UTAR with a minimum of 5 working days' notice; or 10 working days if there is a visiting speaker to allow time for any necessary security checks to be made.

13.7 For work related to their courses, student bookings must be accompanied by the contact details of a member of staff such as a module leader or academic advisor as this may be required to sign off the request.

13.8 For bookings relating to Students' Union society events, student bookings must be accompanied by a booking form countersigned by the nominated Student Union staff member.

13.9 In the event that a visiting speaker is attending the University please refer to the Code of Practice on Freedom of Speech including Guidance on Visiting Speakers.

13.10 Where space is made available for student booking for independent study such as library rooms or specialist Art or PC workstations, this should utilise the existing student booking system (currently Bookit) or the timetabling software and the information about the room being in use should be shared with UTAR so that it is reflected in the main timetabling software.

14 Considerate space use

14.1 All University spaces should be left in the same state that they were found in. All room users are asked to comply with the following good practice:

- The approved room capacity must not be exceeded. This is a Health and Safety matter. Health and Safety, UTAR or ECS staff may intervene if any room is found to be over capacity, including stopping the event and/or re-rooming such an event to a larger, more appropriate room.
- If furniture is moved then the normal configuration should be reinstated prior to leaving the room.
- Litter should be disposed of in the bins provided.
- Users should log off all computers before leaving the room.
- AV should be switched off.

- If assistance is required to set up or reset the space then users should book additional time in the room for this work and agree any required help with colleagues in ECS in advance.
- Any issues found should be reported promptly to ECS or ITS so that they can be resolved.
- The room should always be ceded to the person or module booking as detailed on the timetabling software.
- Students using a room for independent study must cede the room to any booking, including logging off of all IT equipment in the room.
- The room should be vacated at 10 minutes to the hour at the end of the booking.
- Timetable cancellations must be reported to the timetabling team as soon as they are known, including retrospectively.
- Ad hoc booking cancellations must either be cancelled via the online room booking portal or notified to the room bookings team as soon as they are known, including retrospectively.

15 Timetabling Risk Management and Business Recovery

15.1 The Head of Examinations and Timetabling will maintain a risk register for the timetabling functions covered by this policy which will be reviewed on a quarterly basis by the Timetabling and Space Use Group to ensure all risks are recorded and managed satisfactorily.

15.2 The Head of Examinations and Timetabling will maintain a Business Recovery Plan for the timetabling functions covered by this policy which will be reviewed on an annual basis by the Timetabling and Space Use Group to ensure it is sufficient and up to date.

16 Feedback, Performance Metrics and Reporting

16.1 There will be an annual survey of students and of staff to assess the satisfaction of these groups with the timetabling services. Data from the NSS, BSS and other relevant surveys will also be monitored and analysed. This will be reported to the Timetabling and Space Use group annually.

16.2 Every faculty will be offered meetings during the year to provide feedback on their experiences. This information will be collated and reported to the Timetabling and Space Use group annually.

16.3 KPIs on use of the service, service levels and timetable quality will be agreed by the Timetabling and Space Use group and these will be measured and reported on annually to the group.

16.4 Room use data, both planned and actual will be reported in a semesterly room use report which will be presented to QLIC and the Timetabling and Space Use group.

16.5 Written advice on the timetable impact of new programmes will be provided for every New Programme Business Case prior to its review at RAG-NPD. Any programme validation or revalidation activities will be supported with advice on the timetable impact of changes on request.

16.6 Supply and Demand models and associated advice will be provided for every proposed change to the estate to ensure that teaching needs and space plans are aligned.

16.7 Models and associated advice will be provided to inform student number planning activities and monitoring of projected intakes to ensure that timetables have sufficient capacity for students recruited.

16.8 Data on planned and scheduled teaching hours for modules and programmes will be produced for each annual timetable to monitor CMA compliance.

17 Training and Support

17.1 Student information materials will be provided, publicised and maintained to ensure that all students understand how and when to access their timetables, make permitted bookings and how to contact timetabling or exams for assistance.

17.2 Staff information materials will be provided, publicised and maintained to ensure that all staff are able to use the online booking portal, permitted timetable views, room directory and how to contact timetabling for assistance.

17.3 Faculty staff information materials will be provided, publicised and maintained to ensure that all staff involved in teaching and exam timetables are able to fulfil their responsibilities to provide or check data by the relevant deadlines, know how to access timetable information and how to request changes or other support.

17.4 UTAR staff will be provided with induction and ongoing training and support to ensure they are able to fulfil their roles effectively and utilise the software and systems to their full capabilities. All processes and systems will have up to date documentation maintained by the team.

17.5 Other staff users of the timetabling system will be provided with the necessary training and support for their roles via the timetabling team.

17.6 Users of the timetabling systems, integrations, online portals and room directory will be provided with first line support from the timetabling team with escalation to software provider support or ITS integration support as necessary.

17.7 UTAR will be responsible for ensuring the timetabling software remains licensed and supported. UTAR will manage system upgrades and downtime with support from ITS colleagues where relevant.

For further information about these regulations, please contact the Head of Timetabling and Examinations.

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POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Timetabling Policy
Document Type	Policy
Version Number:	6.0

Equality Impact Assessment:	Equality considerations have been made, particularly around the provisions for staff and student reasonable adjustments in timetabling, examinations and room booking.
Privacy Impact Assessment:	PIA not applicable. Information Security have completed their checks on the timetabling system and inbuilt data security as part of the procurement process.
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Author /Lead Contact	Head of Timetabling and Examinations
Policy Owner	ASA, Registry, Timetabling and Examinations
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REVISION HISTORY			
Version	Date	Revision description / Summary of changes	Author/Lead Contact
6.0	17/06/2026	Changes to address new timetabling system and further clarify some priorities and responsibilities.	Hannah O'Toole