



Timetabling Policy

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Summary and Overview

1 Introduction

- 1.1. The Timetabling and Room Booking Team (TRBT) is responsible for the production of the annual teaching timetable. Proprietary software, Facility CMIS (hereafter CMIS) is used to support the centralised scheduling process.
- 1.2. In producing the teaching timetable, the TRBT undertakes to recognise and act on the needs and requirements of a range of stakeholders, principally students and teaching staff. The TRBT aims to produce an equitable and workable timetable, designed to meet defined constraints, including optionality within courses, staff availability and the availability of appropriate teaching rooms and facilities.
- 1.3. As determined by the University Steering Group, the provisions of the Timetabling Policy are applied fully, consistently and fairly across the University.

2 Purpose and Scope

- 2.1. This document sets out the University's policy, procedures, roles and responsibilities in respect of:
 - i. the preparation and production of the University's teaching timetable;
 - ii. the provision of facilities to support teaching;
- 2.2. The Timetabling Policy provides a framework to support all staff with a role in the preparation and production of the teaching timetable.

3 Guiding Principles

- 3.1. To support the delivery of the highest quality educational experience possible for all students at the University.
- 3.2. To ensure that students are taught in the most appropriate teaching accommodation.
- 3.3. To ensure that teaching facilities meet the needs of teaching staff.
- 3.4. To optimise utilisation of the University's teaching space and resources.
- 3.5. To provide efficient and effective management of the teaching timetable.

Policy

4 The Teaching Year¹

- 4.1. The University operates a 52 week year, with weeks numbered consecutively from 1 to 52². Welcome Week, which includes the first day of the academic year, is defined as week 1.
- 4.2. Teaching which is planned to take place in specific terms will be scheduled during the following weeks:
- | | |
|--------------|-----------------------|
| Autumn term: | weeks 2-11 inclusive |
| Spring term: | weeks 16-25 inclusive |
| Summer term: | weeks 30-39 inclusive |
- 4.3. Teaching planned to take place outside the weeks set out above still falls within the auspices of this policy, including teaching that takes place all year round from departments³, such as the School of Health and Social Care, School of Sport, Rehabilitation and Exercise Sciences and Edge Hotel School.
- 4.4. Revision teaching to support the summer exam period will be scheduled in weeks 30-32. With prior agreement from the relevant academic staff and department, revision teaching may be scheduled in weeks 15 and 48 for the Christmas vacation and re-sit exam periods respectively.
- 4.5. The week structure is published on the timetabling webpages in advance of each academic year by the Timetabling and Room Booking Team (TRBT) and is used by CMIS during the scheduling process.

5 The Teaching Week

- 5.1. The University's standard teaching week runs from Monday to Friday from 9:00 to 18:00. Standard teaching events may be scheduled at any time during teaching hours, provided that

¹ Ordinance 48 sets out definitions of 'Year' and 'Term'.

² A 53 week year is sometimes necessary depending on the annual calendar

³ In the context of this policy, department is a generic term intended to include all departments, schools and centres with students and other academic units which deliver teaching.

all constraints defined during the timetabling process have been met. Following a request, or with prior agreement, from the relevant academic staff and department, teaching may be scheduled to take place from 18:00 to 19:00.

- 5.2. With agreement from the relevant academic staff and department, evening teaching may take place from 18:00 to 21:00 on Mondays, Tuesdays and Thursdays in accordance with departmental workload allocation⁴.
- 5.3. On Wednesdays, teaching events for full-time undergraduates (including foundation year students) will normally be scheduled to take place between 09:00 and 13:00. Teaching events for full-time undergraduates (including foundation year students) may only be scheduled to take place after 13:00 in exceptional circumstances and when access to an alternative teaching event is provided. Teaching events for other students, e.g. postgraduates or part-time undergraduates, or in relation to academic support provision, may be scheduled to take place from 09:00 to 18:00 on Wednesdays.
- 5.4. The University teaching week and teaching hours are used by CMIS during the scheduling process.
- 5.5. Teaching starts on the hour and ends no later than 10 minutes to the hour to allow students to move on to their next teaching event and teaching staff to prepare⁵.
- 5.6. Teaching events may take place at weekends or on Wednesday evenings and Friday evenings after 7pm only by agreement with the relevant Head of Department.

6 Teaching Events

- 6.1. Teaching events⁶ are associated with an approved module, which contribute to a course leading to an award of the University.
- 6.2. Modules are designed and delivered by departments. Each department will determine the format of the modules it delivers, including:
 - the start date of the module
 - the number of weeks for which the module will run

⁴ Student and Campus Services will endeavour to support students to ensure the required facilities are in place for students affected by evening teaching.

⁵ Regulation 6.1 (Regulations relating to Academic Affairs) refers.

⁶ In the context of this policy, teaching event is a generic term intended to include lectures, seminars, classes, tutorials, laboratory sessions, workshops, screenings, groups, presentations, tests, exams and voluntary support sessions, and any other timetabled and structured activity that supports the learning outcome of your module.

- the number of teaching events per week
- the format and duration of teaching events
- the teaching staff who will deliver the event

- 6.3. The Essex Student Information System (ESIS) shall provide the definitive record of modules that are being delivered during the teaching year. Departments shall provide the relevant team in the Academic Section with information about modules for these purposes.
- 6.4. CMIS shall provide the definitive record of the number and format of teaching events associated with a module, the weeks during which teaching events will take place and the teaching staff who will deliver events. Departmental Timetable Officers shall provide the Timetabling and Room Booking Team (TRBT) with information about teaching events for these purposes through the timetabling data collection system in ESIS.
- 6.5. Timetabling arrangements for examinations that are centrally organised are covered by the Students' Guide to Examinations. Other assessment methods including examinations that are arranged and organised by the department within the Teaching Timetable are arranged in accordance with this Policy and the Assessment Policies for Undergraduate and Taught Postgraduate Awards of the University of Essex.
- 6.6. Where the number of students enrolled on a single module exceeds the maximum capacity for delivery, associated teaching events will be run on more than one occasion or move to online delivery⁷. Where this is identified the Timetabling and Room Booking Team will work closely with the department concerned to consider the impact and to enable effective implementation in accordance with departmental workload allocation.
- 6.7. In certain circumstances, where a module is available for students outside the owning department or within multiple degree programmes within a department, it may be necessary for the lecture to be run more than once. Where this is identified as a possible option, TRBT will work closely with the department concerned to consider the impact and to enable effective implementation according to departmental resourcing requirements.

7 Teaching Space

- 7.1. There are two types of teaching space: centrally managed teaching rooms and departmentally managed rooms. The Timetabling and Room Booking Team (TRBT) maintains

⁷ This element of the policy is required due to the capacity of the University's largest teaching rooms and specialist teaching rooms at both the Southend and Colchester campuses. The purpose is to ensure that all students have equal access to high quality teaching in a comfortable and appropriate environment and a parity of educational experience.

an accurate record on CMIS of all space which is available for teaching. All bookings in teaching space, regardless of whether it is centrally managed or departmentally managed, are made via CMIS in order to provide comprehensive information about space utilisation and to support the publication of timetabling information to staff and students.

Centrally managed teaching rooms

- 7.2. Centrally managed teaching rooms include lecture theatres, seminar rooms, IT laboratories and other rooms that are managed by the TRBT. Such rooms are principally used for teaching events, but may be booked for non-teaching events, such as meetings, research seminars, student society activities, Communication and External Relations coordinated events, and commercial activities.
- 7.3. With the exception of commercial activities, bookings in centrally managed teaching rooms are made on CMIS via the TRBT.

Departmentally managed rooms

- 7.4. Departmentally managed rooms are used only by the department concerned for the owning department's activities. Departments may request for teaching events associated with modules for which they are responsible to be scheduled in their departmentally managed room(s).
- 7.5. Departments may be asked to release departmentally managed rooms for bookings by TRBT or other departments where there is spare capacity and a requirement arises or such rooms may be assigned as centrally managed space normally to meet a short term teaching requirement. Such matters will be referred to the Deputy Vice-Chancellor as Chair of the Space Management Group for final consideration and decision.

General

- 7.6. Teaching room capacities are determined by the Estates Management Section (see section 17.1). The number of participants in any teaching event should not exceed the size of the room allocated.

8 Teaching Staff

- 8.1. Teaching staff are defined as academic staff holding posts which include teaching responsibilities, Assistant Lecturers and Graduate Laboratory Assistants (AL/GLA), and external staff appointed to teach specific teaching events or modules. Teaching staff may hold full-time, part-time or fixed term contracts.
- 8.2. The Head of Department shall determine the allocation of teaching staff to teaching events.

- 8.3. Constraints on the availability of teaching staff for teaching during the teaching week are handled in accordance with the following policy:
- 8.3.1. Staff on Academic contracts with Education responsibilities (ASE) shall be scheduled to teach at any time during the teaching week (see Section 5)
 - 8.3.2. AL /GLA shall be scheduled to teach at any time during the teaching week⁸ (see Section 5)
 - 8.3.3. Staff on Academic contracts with Education and Research responsibilities (ASER) may be scheduled to teach at any time during the teaching week but may be allocated one non-teaching day per week. Staff are not permitted to select a preferred non-teaching day. Non-teaching days will be allocated randomly as part of the scheduling process, unless otherwise determined by the Head of Department 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 (see paragraph 8.3.6).
 - 8.3.4. Part-time and external workers shall be scheduled to teach at a time specified by the department, in accordance with the contractual arrangements relevant to each individual.
 - 8.3.5. For teaching staff, requests related to constraints around availability to work during University's standard teaching week are handled in accordance with the University's Flexible Working Policy.
 - 8.3.6. For teaching staff, work related constraints that impact on an individual member of staff's availability for teaching, e.g. to attend a regular departmental committee meeting, are considered by the Head of Department, and approved where there will not be a detrimental impact on the department's teaching.
- 8.4. In preparing the teaching timetable, the Timetabling and Room Booking Team (TRBT) set the limit for consecutive taught hours for teaching staff to no more than four hours. Under exceptional circumstances where the limit may be exceeded, the TRBT works closely with the relevant department and individual teaching staff to agree appropriate arrangements in accordance with published guidance
- 8.5. Heads of Department shall be responsible for ensuring that teaching staff are available for teaching in accordance with the Timetabling Policy. Heads of Department may delegate authority to make such decisions to a named individual.

⁸ Employment of AL/GLAs must be in accordance with the Principal Regulations for Research Degrees.

- 8.6. CMIS shall hold the definitive record of teaching staff availability.
- 8.7. In accordance with the University's policy on equality and diversity, the University will make every effort to accommodate staff with individual requirements relating to disabilities. Staff requiring individual arrangements must inform their Departmental Timetable Officer as soon as possible in order that they can be taken into account when scheduling teaching.

9 Students

- 9.1. Students studying in full-time mode are expected to be available at any time during the teaching week as defined in section 5. Students taking a standard course in part-time mode, e.g. a Masters course taken over two academic years, are expected to select modules in accordance with their availability for full-time students. Departments running a significant amount of part-time provision may organise their teaching internally in order to meet the needs of specific groups of students. Teaching for students studying part-time in modular mode, e.g. on a 'day-release' basis, will be scheduled in accordance with constraints specified by the relevant department. The definitive record of student-related constraints relating to the scheduling of modules shall be held on CMIS.
- 9.2. In preparing the teaching timetable, the Timetabling and Room Booking Team (TRBT) aims to ensure that students are taught for no more than 4 consecutive hours, but this may extend to 5 hours in some cases.
- 9.3. Students involved in sporting fixtures on Wednesday afternoons may request permission to be absent from teaching events on Wednesdays in accordance with the published University procedure.
- 9.4. Students select optional modules by means of an annual process of module enrolment. The TRBT undertakes to schedule combinations of compulsory and core modules on courses so that they do not clash. The timetabling of optional combinations of modules is informed by the selections students have made via the module enrolment process. However, optional module enrolment choices are not always received in time to inform the production of the teaching timetable. This is particularly true for first year undergraduates and taught postgraduate students. The TRBT undertakes to minimise the clashing of optional combinations of modules wherever possible but cannot guarantee to do so. Where a student enrolls for two modules with a timetable clash between whole group events, they are required to change one of the conflicting modules immediately⁹.
- 9.5. In accordance with the University's policy on equality and diversity, the University will make every effort to accommodate students with individual requirements relating to disabilities.

⁹ Regulation 6.2 (Regulations relating to Academic Affairs) refers.

Students requiring individual arrangements must inform the Student Wellbeing and Inclusivity Service (SWIS) as soon as possible in order that they can be taken into account when scheduling teaching. SWIS will liaise with the TRBT regarding reasonable adjustments and will advise students on other alternative arrangements where adjustments could not be considered reasonable.

9.6. Students studying in full-time mode are expected to be available at any time during the teaching week. The following reasons will usually be accepted as valid for allowing a student to change to an alternative teaching event (should one be available) where the student is genuinely unable to attend a class or lecture on a regular basis:

- Childcare and/or caring commitments;
- Religious Observance;
- Work commitments, including work experience, work placement and voluntary work;
- Attendance on other courses of study;
- Medical reasons, including regular medical or dental appointments;
- Representing the University in British Universities and Colleges Sport (BUCS) competitions, or in regional, national or international competitions;
- Being selected for, and being required to train with, or compete for, a national sports team (e.g. Home Nations or Great Britain); and
- Significant travel (usually more than one hour) for one class/seminar only.

9.7. Permission to change to an alternative teaching event is agreed at departmental or school level and the right is reserved to refuse permission to change. The above list is not exhaustive, and it is recognised that there may be other genuine reasons for changes to be necessary. Students may be required to provide evidence of the reason(s) to request a change. Change requests must be submitted through the online timetable by the end of week 4 for the autumn term and week 19 for the spring term. Requests submitted after this date will not normally be considered.

10 Non-Teaching Events

10.1. Centrally-managed teaching space may be used for a wide range of internal and external non-teaching events, such as meetings, student recruitment events and ad hoc activities such as research conferences and seminars. Such events are managed by the separate Room Bookings and Usage Policy.

Roles And Responsibilities

11 Space Management Group

11.1. The role of the Space Management Group is:

- i. to ensure the provision of adequate and appropriate space to support the delivery of teaching, operating within financial constraints determined by the University Steering Group. Appropriate arrangements are put in place to ensure that the Timetabling and Room Booking Team (TRBT) (i) is consulted on space management issues where they impact on teaching space and the teaching timetable; (ii) is aware of Space Management Group decisions; and (iii) is able to contribute to the decision-making process in order to align decisions as far as possible with timetabling requirements.

11.2. The Space Management Group is responsible for:

- i. reviewing annually the requirements for space, including teaching space, taking into account changing patterns of student recruitment, academic developments, strategic decisions affecting academic provision etc.
- ii. reviewing the consequences for teaching space of any capital developments, minor works or internal re-organisations, and ensuring that any centrally-managed teaching space removed from the TRBT pool of rooms is replaced with space of similar size and facility, if appropriate.
- iii. advising University Steering Group about requirements for teaching space and facilities.
- iv. defining available centrally-managed and departmentally-managed teaching space on an annual basis.

12 Timetabling and Room Booking Team

12.1. The role of the Timetabling and Room Booking Team (TRBT) is:

- i. to manage the production of the teaching timetable, in accordance with the University's Timetabling Policy;
- ii. to develop and maintain the University's Timetabling Policy, in consultation with Departmental Timetable Officers and other key stakeholders;

- iii. to maintain and develop the University's timetabling system, CMIS, including providing training and support for users.
- iv. to provide a room bookings service for non-teaching events, liaising with Event Essex and other stakeholders as appropriate.

12.2. The Timetabling and Room Booking Team (TRBT) is responsible for:

- i. determining and publishing annually the key dates for the collection, submission and publication of timetable information for the forthcoming academic year. This includes the collection of proposed constraints on timetabling, relating to staff, modules and students;
- ii. planning and co-ordinating the collection of timetable information from Departmental Timetable Officers
- iii. the recording of agreed constraints on timetabling on CMIS
- iv. liaising with Departmental Timetable Officers about issues arising from the data collection, including resolving any conflicts that may arise
- v. maintaining an accurate record of centrally-managed teaching rooms and related resources, liaising with Estate Management Section and Innovation and Technology Solutions as appropriate
- vi. producing the teaching timetable using the scheduling process in CMIS
- vii. allocating centrally-managed teaching space to teaching events
- viii. publishing timetable drafts for Departmental Timetable Officers to review
- ix. resolving any timetable clashes that arise, in consultation with Departmental Timetable Officers
- x. publishing the timetable
- xi. maintaining the TRBT website
- xii. communicating relevant aspects of the Timetabling Policy to staff and students, including regular termly reminders to teaching staff about the start and end times of teaching events
- xiii. deployment of CMIS to timetabling user desktop PCs
- xiv. liaising directly with the relevant administrative and academic staff, with authority to enter teaching rooms during teaching and non-teaching events where necessary, to manage situations where individual teaching rooms

booked for specific timetabled teaching events are being used for other teaching or non-teaching activities.

13 The Head of Department¹⁰

- 13.1. The role of the Head of Department is to ensure that departmental policies and procedures relating to staff and module availability correspond appropriately with the University Timetabling Policy, and Flexible Working Policy.
- 13.2. The Head of Department is responsible for:
- i. appointing a Departmental Timetable Officer and delegating authority to them, as appropriate, to manage timetabling activity in the department;
 - ii. determining the allocation of teaching staff to teaching events;
 - iii. determining constraints on the availability of staff for teaching, in accordance with the Timetabling Policy, Flexible Working Policy. and relevant guidance from the Timetabling and Room Booking Team (TRBT) (see paragraph 8.3);
 - iv. resolving any conflicts which may arise at departmental level in relation to timetabling.

14 Departmental Timetable Officers

- 14.1. The role of the Departmental Timetable Officer is:
- i. to manage timetabling activity in the department, acting under delegated authority from the Head of Department;
 - ii. to ensure implementation at departmental level of the University's Timetabling Policy, communicating as appropriate with staff and students;
 - iii. to work in partnership with the Timetabling and Room Booking Team (TRBT) to ensure that a 'best fit' timetable is produced.
- 14.2. Departmental Timetable Officers are responsible for:
- i. co-ordinating the collection of accurate and timely timetable information, principally relating to staff and module availability, within the department and

¹⁰ In this context department should be interpreted as any academic unit with taught course students.

- submitting it to the TRBT in accordance with the deadlines and procedures determined by the TRBT;
- ii. reviewing and checking teaching timetable drafts published by the TRBT and working with the TRBT to resolve any inaccuracies or timetabling clashes;
- iii. communicating timely adjustments to submitted timetable information that may arise from late changes, principally to staff or module availability;
- iv. advising staff and students of changes to the teaching timetable where these occur once teaching has commenced, e.g. cancellations or changes of room;
- v. making ad hoc room bookings for non-teaching events on behalf of the department;
- vi. liaising with the TRBT about any departmental issues relating to timetabling.

15 Academic Staff¹¹

15.1. Academic Staff are responsible for:

- i. agreeing their availability for teaching in accordance with the University's Flexible Working Policy, and Timetabling Policy;
- ii. responding to requests for information from Departmental Timetable Officers in relation to the production of the teaching timetable;
- iii. providing Departmental Timetable Officers with information about individual requirements relating to disabilities;
- iv. notifying Departmental Timetable Officers of any specific requirements relating to teaching events, e.g. Audio-Visual equipment (AV) or IT facilities;
- v. providing comments on the draft teaching timetable in order to ensure the timely and most accurate possible publication of the final teaching timetable that is not subject to significant change in a way that undermines the student or staff experience.
- vi. ensuring that teaching events start on the hour and are finished not later than 10 minutes to the hour (see paragraph 5.5);

¹¹ In this context 'academic staff' means all staff engaged in teaching, and includes Assistant Lecturers and Graduate Laboratory Assistants

- vii. ensuring that teaching rooms are left in a clean and tidy condition, including cleaning of whiteboards, and that the room is returned to the standard layout where changes have been made during the teaching session;
- viii. informing the Departmental Timetable Officer of any difficulties arising from teaching activity, e.g. relating to the size of allocated rooms;
- ix. reporting any problems with teaching rooms, e.g. relating to equipment, furniture or cleanliness.

16 Students

16.1. Students are responsible for:

- i. selecting optional modules using the relevant module enrolment process in a timely manner
- ii. viewing and checking the teaching timetable regularly.
- iii. reporting any timetable clashes through the online timetable so that they may be resolved in a timely way and to minimise the negative impact on individual students' learning and overall educational experience (see paragraphs 9.4)
- iv. providing adequate notice and reasons for not being able to attend an allocated teaching event class or lecture, or informing their department as soon as possible afterwards where notice beforehand is not possible, in accordance with the published procedure. This includes participating in a significant extra-curricular University or-Student Union Society event, representing the University in British Universities and Colleges Sport (BUCS) competitions, or in regional, national or international competitions and/or being selected for, and being required to train with, or compete for, a national sports team (e.g. Home Nations or Great Britain) (also see paragraph 9.3)
- v. notifying the Student Wellbeing and Inclusivity Service as early as possible for any individual requirements relating to disabilities, in order that they can be taken into account during the timetabling process.

17 Estate Management Section

17.1. The Estate Management Section is responsible for:

- i. determining the layout and maximum capacity of teaching rooms, in consultation with Timetabling and Room Booking Team (TRBT);

- ii. the allocation of room numbers to new or refurbished teaching space;
- iii. the provision of directional signage to teaching rooms and signage on teaching rooms;
- iv. the cleaning, heating and lighting of teaching rooms;
- v. the adequate supply of relevant stationery in teaching rooms, e.g. whiteboard markers and cleaners;
- vi. cyclical refurbishment of teaching rooms, in consultation with TRBT and Digital Innovation and Technology Services as appropriate;
- vii. rectifying faults reported in relation to teaching rooms, normally within five working days;
- viii. communicating with the TRBT and other relevant stakeholders about issues affecting the availability of teaching rooms, e.g. in relation to planned maintenance or refurbishment.
- ix. ensuring that teaching facilities comply with relevant legislative requirements.
- x. the security of teaching facilities.

18 Digital Innovation and Technology Services

18.1. The role of Digital Innovation and Technology Services is:

- i. to provide of adequate and appropriate technical support of the timetabling system;
- ii. to ensure adequate and appropriate audio-visual equipment (AV), zoom equipment and computing facilities in centrally timetabled rooms with supporting network infrastructure, operating within the financial constraints determined by the University Steering Group.

18.2. Within Digital Innovation and Technology Services the Software Development Services team is responsible for:

- i. providing technical assistance to the Timetabling and Room Booking Team (TRBT) in the following areas:
 - a. CMIS upgrades and patches;
 - b. CMIS technical problems advice to TRBT and liaison (where necessary) with the supplier's technical support;

- c. interfaces to other administrative systems (Student Records and Course Management);
 - d. interfaces from other systems (People and Culture).
 - e. assisting with the selection, purchase and implementation of relevant software developments
 - f. interfaces to Outlook and Zoom to show events in student calendars.
- ii. provision and administration of the hardware servers and the underlying SQL databases including the provision of database backups, a test server environment and the handling of user requests for database restores in the event of user errors;
 - iii. developing, in consultation with TRBT, a strategy for the management and archiving of the timetabling databases on an annual basis.

18.3. **Audio-Visual Equipment**

- i. Audio-Visual equipment (AV) including zoom functionality in centrally-managed rooms is the responsibility of the Learning Environments and Technical Systems (LETS) team at Colchester and the Information Communication Technology (ICT) team at Southend and Loughton. The responsibilities include:
 - ii. determining the demand for various types of electronic and electrical AV facilities, in consultation with the Timetabling and Room Booking Team (TRBT), ensuring TRBT are informed of any changes;
 - iii. provide information about what facilities are available in which teaching rooms on all campuses;
 - iv. arranging the design and installation of AV facilities including equipment security, in conjunction with the Estate Management Section;
 - v. communicating with the TRBT, Event Essex and other relevant stakeholders about issues affecting the availability of facilities within teaching rooms, e.g. in relation to planned maintenance and refurbishment;
 - vi. monitoring the AV facilities and arranging preventative maintenance;
 - vii. responding to AV faults and problems. (For a teaching event taking place during the hours 9am to 5pm on Monday to Friday this is normally within 10 minutes.);
 - viii. rectifying faults or providing alternative equipment

- ix. managing the rolling programme of equipment replacement;
- x. arranging AV training for teaching and support staff;
- xi. investigating and deploying new teaching technologies in conjunction with the appropriate Professional Services;
- xii. supporting the operation of the Listen Again service.

18.4. IT Labs

Centrally managed IT Labs and network infrastructure are the responsibility of the Infrastructure Services team at Colchester and Information Communication Technology (ICT) team at Southend and Loughton. The responsibilities include:

- i. network infrastructure for centrally timetabled teaching rooms and IT labs;
- ii. determining the demand for various sizes of IT labs, in consultation with the Timetabling and Room Booking Team (TRBT);
- iii. arranging the design and installation of IT labs, in conjunction with the Estate Management Section;
- iv. monitoring the IT labs, installing updates to software, and arranging preventative maintenance;
- v. responding to software and hardware faults and problems in IT labs;
- vi. rectifying faults or providing alternative equipment in IT labs;
- vii. managing the rolling programme of equipment replacement and IT lab refurbishment, the latter with the Estate Management Section;
- viii. arranging training for teaching and support staff on general software applications (e.g. Microsoft Office);
- ix. reporting on usage of the IT labs for booked classes as well as open access.

19 Student Wellbeing and Inclusivity Service

19.1. The Student Wellbeing and Inclusivity Service is responsible for:

- i. notification to the Timetabling and Room Booking Team (TRBT) of the names of students who require a Personal Emergency Evacuation Plan so that health and safety requirements can be considered when timetabling.
- ii. liaison with the TRBT over the individual needs of students to make reasonable adjustments as appropriate.

Procedures

20 The Timetabling Process

- 20.1. The sequence of events which leads to the production and publication of the timetable is as follows (see section 22 for timetable publication dates):
- i. Timetabling and Room Booking Team (TRBT) creates the dataset for the new academic timetabling year (autumn term).
 - ii. TRBT requests the following data from Departmental Timetable Officers (requests are sent by the beginning of the Summer Term):
 - module-related information (based on information from the current year);
 - departmental constraints;
 - module-specific constraints, if any;
 - Audio-Visual equipment (AV), Zoom, and any other IT requirements; and
 - staff unavailability.
 - iii. Departmental Timetable Officers return requested data to TRBT via the online timetabling data collection system in Essex Student Information System (ESIS), (week 32 at the latest to enable the collection of staff data).
 - iv. TRBT checks data and resolves queries with Departmental Timetable Officer(s).
 - v. TRBT interfaces the data into the timetable database.
 - vi. TRBT interfaces student/module relationship and course structure data from ESIS.
 - vii. TRBT checks and amends CMIS configurations to ensure that constraints are accurately held.
 - viii. TRBT inputs calendared University meetings (e.g. Council, Senate and their sub-committees and major University events (e.g. summer examinations and Graduation)).
 - ix. TRBT produces the draft timetable.

- x. TRBT circulates the draft timetable to Departmental Timetable Officers for checking.
- xi. TRBT updates and amends the timetable in response to information received from Departmental Timetable Officers.
- xii. TRBT allocates students to teaching groups
- xiii. TRBT publishes the timetable online

21 Notification of Constraints

21.1. The timetabling process takes into account a range of constraints which may relate to:

- all modules run by a department;
- individual modules;
- categories of teaching staff;
- individual members of teaching staff;
- travel time between campus buildings;
- students with individual requirements relating to disabilities; and
- academic with individual requirements relating to disabilities

21.2. Constraints relating to individual members of teaching staff reflect their availability for teaching (see section 8).

21.3. Constraints will be collected in accordance with procedures determined by the Timetabling and Room Booking Team (TRBT) and, where appropriate, in consultation with Departmental Timetable Officers and the Student Wellbeing and Inclusivity Service.

22 Timetable Publication

- 22.1. The final¹² timetable will be published via the Timetabling and Room Booking Team (TRBT) web pages no later than 1 September. These web pages will hold the University's definitive list of all timetabled teaching events.
- 22.2. A final draft timetable will be available to view, in CMIS, no later than 1 August. During this period Departmental Timetable Officers are responsible for reviewing and checking the timetable to ensure that all teaching events have been entered correctly and resourced appropriately. This includes ensuring that staff and locations are assigned to teaching events.
- 22.3. Individual timetables will be made available electronically to students no later than 10 September.
- 22.4. Changes to the teaching timetable after publication in the first week in September will not be accepted where earlier prior notification could have been reasonably expected to be made or where the changes undermine the University's commitment to placing student benefit at the heart of the University's work. Changes requested by departments will only be made at the request of the Departmental Timetable Officer. Valid reasons for changes include:
- unexpected staff turnover;
 - a location that is/becomes a health or safety hazard;
 - a module or teaching event is no longer deemed viable to run;
 - reasonable adjustments to accommodate students/staff with individual needs;
 - module size exceeds the capacity of the room allocated;
 - additional classes have to be scheduled to take into account a growth in student enrolments on the module.
 - additional teaching events offered to support student learning outcomes
 - staff sickness
 - adjustments to levels of protection as a result of public health guidance

¹² The teaching timetable is subject to continuous change. The final teaching timetable is the version that is approved for publication by the Timetabling and Room Booking Team (TRBT) following consultation with Departmental Timetable Officers. Only minor and essential changes will be made after its publication.

- 22.5. Departmental Timetable Officers are responsible for notifying all those staff and students affected by a change to the published timetable.

Document Control Panel

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If you require this document in an alternative format, such as braille, please contact the nominated contact at timetable@essex.ac.uk