1. The guiding principles of the policy are to:

1.1. Ensure the University’s commitment to delivering a student focussed timetable
1.2. Ensure that student and staff time is effectively scheduled
1.3. Ensure that students are taught in the most appropriate teaching accommodation
1.4. Ensure that timetabling and teaching space at the University are managed in a way that effectively supports University learning and teaching
1.5. Ensure all teaching activities are captured in the University’s timetabling system to enable the efficient and effective management of timetable information
1.6. Ensure that students, academic staff and professional services staff have easy access to accurate, timely timetable information
1.7. Optimise the utilisation of University teaching space and resources

2. Teaching Times

2.1 The University’ terms and semester dates are available at: 
http://www2.le.ac.uk/offices/governance/calendar/terms-and-semesters

2.2 For the majority of programmes the teaching year is split into two semesters over three terms:
   • Term one has 11 teaching weeks and 1 induction week
   • Term two has 11 teaching weeks and 1 exam week
   • Term three has 1 revision week, 3 exam weeks and 2 post-exam weeks.

2.3 The standard University teaching hours are from 09.00 to 18.00 Monday to Friday.

2.4 All classes should commence on the hour and finish at least ten minutes before the scheduled finish time to allow for the necessary changeover. Non-teaching activity utilising centrally managed teaching space during teaching hours shall adhere to these timings to avoid disruption to teaching.

3. Scheduled Teaching

3.1 Teaching for undergraduate students should not normally be scheduled after 13.00 on Wednesdays to allow students to participate in co-curricular activities and sporting events. Exceptions to this may include activities accommodating or delivered in conjunction with external partners, occasional activities requiring large scale student attendance (e.g. departmental tests) or where availability of specialist equipment makes this unavoidable. Undergraduate students in the Schools of Medicine and Allied Health Professionals are also an exception.

3.2 Every effort will be made to ensure that students and staff do not have to attend two single hours of teaching which occur at the extremes of the day (e.g. 9.00 and 17.00 classes on the same day, with no teaching in between).

3.3 Wherever possible, staff and students will not be assigned more than four consecutive hours of teaching without a break and a lunch hour will be incorporated into the timetable where three consecutive hours fall across the times 12.00-15.00. It is recognised that there may be exceptions to this, for example long practical sessions lasting four or more hours during which time breaks are organised informally.
3.4 Departments should work together to produce a clash free timetable wherever possible. The Timetabling and Examinations Team may be involved in facilitating negotiations to find the best outcome for all parties and ensure the successful delivery of all programmes.

3.5 Major / Minor degrees may include some elements of delivery via lecture capture (Reflect) or other means owing to the high level of module combinations and resulting scheduling complexity.

3.6 Modules with enrolments exceeding 485 (the capacity of the largest single venue on campus) will require double teaching and/or live streaming between multiple venues. This may also be a requirement for any other large lectures and some large laboratory-based classes where, owing to the competing demands placed on the estate, a single venue of the appropriate size cannot be allocated.

4. Teaching Space

4.1 All teaching spaces, regardless of ownership, must be held in the University timetabling system to enable effective attendance management and ensure a complete online student timetable.

4.2 Centrally managed space is defined as all teaching rooms (i.e. lecture theatres, seminar rooms) which are allocated by the Timetabling and Examinations Team.

4.3 For Centrally managed space, Audio Visual equipment (AV) is maintained by Learning and Teaching Room Support (LTRS) and the physical environment is managed by Estates, or a subdivision thereof.

4.4 Departmental space and any associated AV equipment is maintained by the owning department, unless any local arrangements with LTRS are in place.

4.5 Centrally managed space is bookable through the Timetabling and Examinations Team. Non-academic room bookings can be made once the timetabling room allocation process is complete, in accordance with the annually published Timetable Production Schedule. Departmental space is bookable through the relevant Department.

4.6 All users of university space are responsible for returning rooms to their original layout.

5. Teaching Events

5.1 All teaching activities should be managed via the University’s Timetabling System to ensure that timetable information is complete and to ensure that any resource clashes are avoided.

5.2 Teaching events should be correctly defined so that any required equipment or room requirements (i.e. lecture, seminar, lab, computer exam) can be appropriately allocated at the point of scheduling.

5.3 Sub-group sizes attributed to teaching events should be correctly recorded so that space can be appropriately allocated. To avoid overbooking, event sizes should not be artificially inflated to suit individual preferences. This will enable effective space utilisation and fair allocation of rooms to all users.

5.4 Module convenors are responsible for providing accurate course delivery information to their Timetable Coordinator by the dates published in the annual schedule for curriculum planning and the Timetable Production Schedule.
6. Scheduling Priorities

6.1 Teaching events always take priority over non-teaching events, particularly during core teaching hours, with the exception of annual pre-booked events. These are examinations, degree ceremonies, careers fairs, and UCAS open days (which should normally be held on Wednesday afternoons).

6.2 Regular, full semester, teaching events take precedence in the automatic rooming exercise over ad-hoc or uneven teaching patterns, as this makes the most effective use of space.

6.3 Training and teaching events provided by the Doctoral College for postgraduate research students will, wherever possible, be scheduled in close location proximity, and in some designated locations will normally take priority over other events.

6.4 The Timetabling and Examinations Team are responsible for the allocation of centrally managed space to teaching events.

6.5 Timetable Coordinators are responsible for the allocation of departmental rooms to events prior to the central rooming of the timetable.

6.6 Where a specific room, building or site is required for a pedagogical reason this should be requested during the Timetabling Data Collection period and, where space is available, this will be allocated accordingly.

6.7 The automatic allocation of rooms to events will be run such as to maximise ‘home base’ teaching where possible for both students and staff, and will minimise travel times across campus, also giving consideration to the proximity of room locations for events which are scheduled consecutively.

6.8 Travel time will be taken into account between main campus and the Brookfield site, Timetable Coordinators are responsible for checking programmes with teaching scheduled at Brookfield and communicating any issues to the Timetabling and Examinations team in a timely fashion upon publication of the room allocations.

6.9 In line with the University’s strategy and action plan on equality and diversity, the University will accommodate staff and students with, for example, disabilities, carer responsibilities, religious beliefs, etc. The University has a legal duty to be ‘anticipatory’ to the needs of disabled staff and students, including timetabling, rooms bookings and room access, and will always take this into account.

7. Post Publication Timetable Changes

7.1 Changes to the published timetable are seen as being detrimental to the student experience and should be limited to those that are deemed essential to the delivery of a module or programme.

7.2 Post publication changes will only be made for the following reasons and where critical to the successful delivery of teaching, or where the student experience is negatively affected otherwise:
• Clash of staff availability due to the appointment of new staff, transfers or periods of notice
• Unexpected and unavoidable absence affecting the availability of teaching staff
• The scheduled room is unsuitable for purpose (does not contain the required working equipment, unexpected incident such as fire or flood)
• Insufficient room capacity as a result of course and module changes, normally made within the first two weeks of the academic year.

Requests will be reviewed by the Timetabling and Examinations Team and any changes that are deemed to have a negative impact on the student experience will require approval from the Academic Registrar. Schedule A provides examples of “typical” acceptable/unacceptable change requests: this schedule will be continuously updated as change requests are received.

7.3 Management reporting of departmental change requests will be published each semester in order to highlight patterns of change and identify areas requiring improvement.

8. Availability of students

8.1 Full-time students will be expected to be available to attend teaching within the standard University hours, 9.00-18.00. (Except Wednesdays when it is 09.00-13.00 for campus undergraduate students.) The exceptions to this are as detailed in section 3.1.

8.2 Teaching activities for part-time students will be scheduled according to the pattern approved for the programme.

9. Availability of staff

9.1 Full-time staff should be available to teach within the standard University teaching hours which are from 09.00 to 18.00 Monday to Friday, unless an approved formal Flexible Working agreement is in place via the normal HR procedure.

9.2 Part-time staff will be available on the basis of their contractual arrangements.

9.3 Personal preferences will not be accommodated as staff members who overly constrain their own availability to teach will have a negative impact on the timetable of their peers and the wider student body.

9.4 The timetable will aim to provide one day each week free of teaching commitments to allow full time staff on Teaching and Research contracts a period of clear time for undertaking research as part of their overall research activities, in accordance with the University’s workload allocation model. The exact day may vary year-by-year or term-by-term and will not be a guaranteed day of the week. Where possible the timetable will also aim to take into account the scholarship time requirements of Teaching-focused staff in accordance with the University’s workload allocation model.

Academic Registrar

Student and Academic Services
The following will normally be acceptable reasons for requesting a change to the published teaching timetable:

- Clash of staff availability due to appointment of new staff
- Clash of staff availability due to resignation of staff members
- Staff illness
- Unexpected and unavoidable staff absence due to caring for dependents (usually illness)
- Scheduled room is unsuitable for purpose due to the required equipment not being present/working
- Insufficient room capacity as a result of course and module changes made within the first two weeks of the academic year
- Compassionate leave agreed through the normal HR procedure
- Accessibility reasons
- Staff unavailability due to other work commitments which could not have been avoided by planning ahead e.g. late acceptance of a paper at conference, short notice research project/partnership events

The following will **not** normally be acceptable reasons for requesting a change to the published teaching timetable:

- Annual leave
- Staff unavailability due to other work commitments which could otherwise have been avoided by planning ahead prior to timetable publication e.g. department committees, conferences
- Scheduled room is disliked by staff member
- Commuting to work arrangements
- School holidays
- Regular school drop-off/pick-up