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ACADEMIC POLICY 12:

Timetabling and Scheduling Policy 2026-2027

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Section 1: Aims and Key Principles

- 1 This document sets out the policy, procedures, roles and responsibilities in relation to timetabling and room booking and, in doing so, aims to improve the quality of the student and staff experience in this key area supporting student engagement and the delivery of our future skills programme.
- 2 The guiding principles that underline the Timetabling Policy are:
 - a) to support the delivery of the whole student learning experience at the highest levels of quality within the University's resource and budgetary constraints
 - b) to ensure that students are taught in the most appropriate learning accommodation
 - c) to deliver timely and user-friendly timetables to both students and staff
 - d) to provide a unified approach to timetabling across the University
 - e) to support all staff who, in different roles, contribute to the creation and production of the University's teaching timetable
 - f) to optimise effective management of the University's learning space.

Section 2: Timetable Construction

- 3 A standard template will be used for the collection of timetabling information.
- 4 Timetables will be constructed on a yearly basis (i.e. timetables for a full academic year will be made available, as opposed to teaching block long timetables).
- 5 Standard delivery patterns (i.e. same day/time each week or alternate week) will be used where educationally appropriate.
- 6 All teaching spaces, including Faculty Priority Space (FPS), will be recorded on the timetabling system to enable students to view complete timetables and to allow data collection on room utilisation (see paragraphs 29-32).
- 7 If, after taking account of both teaching and extra-curricular activity requirements, the FPS is not required by the faculty/group which had been given sole or priority access, it will be offered to other faculties or groups.

Timetable construction deadlines

- 8 To enable the timely production of timetables, deadlines for when the following key data must be provided will be published annually by Academic Registry:
 - Staff availability data (from Heads of Department)
 - Module Delivery Data (from course teams)
 - Final student module choices data (this data is sourced from the Student Record System)
- 9 Scheduling takes place from between May and July. A draft timetable will be released to academic staff in early July for reviewing prior to publication to students in late August.

Publication of the final timetable

- 10 The final timetable will be published annually to students in mid/late August.
- 11 New undergraduate students will be able to view their timetable as soon as they have completed their online enrolment and have been allocated to their modules (SITS) and activities (Syllabus Plus)
- 12 New postgraduate students will be able to view the core module timetable as soon as they have completed their online enrolment and have been allocated to their modules (SITS) and activities (Syllabus Plus). Those with option modules to select will be able to view their complete timetable during induction week.
- 13 Students will be able to view their timetable online via My Timetable or via the Kingston University mobile app. Staff will be able to view their timetable in Outlook, online via My Timetable or via the Kingston University mobile app.

Requests for timetable changes from academic staff

Changes during the timetable production process

- 14 Academic staff are required to provide module delivery and staff availability data by the agreed deadlines which are available on Staffspace – Timetabling – Key dates. If any of this data is missing, a clash-free timetable cannot be guaranteed and it is, therefore, critical that these deadlines are adhered to. Timetable changes can exceptionally be submitted after this deadline but only if approved firstly by the Head of Department and secondly by the Head of School.

Changes after the publication of the draft timetable

- 15 Once the draft timetable is published, academic staff have a defined period in which to check the draft and advise their Senior Timetabling Co-ordinator of any issues.
- 16 Should staff need to make a change to the way that a module is being delivered they should inform timetabling during this period. Wherever possible these changes will be processed, but it should be noted that there is no guarantee that every change can be accommodated.

Changes after timetables are published

- 17 Once timetables have been published any change will have a significant impact on the student experience and it is important that these are kept to a minimum. Faculties have responsibility for the management and approval of late timetable changes, however for guidance, changes should only be permissible in certain circumstances such as:
- new and late staff appointments/withdrawals, including maternity/paternity leave or long-term staff sickness.
 - changes resulting from new course implementation or course closures.
 - staff/student clashes with other timetabled activities.
 - reasonable adjustments to support students or staff with a disability
 - a change to resolve an overriding academic issue that would otherwise negatively impact on the student experience. This might include but is not limited to:
 - o additional groups or sessions to support over-recruitment
 - o joint delivery of groups or sessions as a result of under-recruitment
 - o action required in response to a 'Section A No' in an external examiner report
 - o requirements of external commissioners or other organisations (ie. SGUL)
 - o to enable students to take part in 'one-off' educational activities ie. live projects that would be beneficial to their learning experience

- 18 In order to expedite timetable change requests, a two-tier process is in place; those changes that will not impact on any other activities across the timetable can be approved at a faculty level, however, requests for significant change, or those that will affect other parts of the timetable, must be dealt with centrally.

Requests for timetable changes from students

- 19 Students are permitted to request a change to one or more of their option modules in the period between the timetable publication date and the end of the

second week of teaching in Teaching Block One. Any change is subject to there being space on the module(s) that they wish to move to and that there is no impact on the overall timetable.

- 20 Students with the following exceptional circumstances are permitted to request a change to their timetable (for example, to move to a different seminar):
- medical reasons
 - childcare responsibilities
 - caring responsibilities

Any request for a timetable change must be accompanied by supporting evidence.

- 21 Some faculties may also permit students to request a timetable change for evidenced employment commitments.

Section 3: Standards and Norms

Teaching year, week and day

- 22 The standard University teaching week extends from Monday to Friday. Daytime teaching is normally scheduled to take place between 09:00 and 18:00 (except on Wednesdays for undergraduate, full-time students – see paragraph 24).
- 23 The core day is hourly.
- 24 Every effort will be made to limit the amount of core timetabled teaching on a Wednesday afternoon for full time undergraduate students (note: extra-curricular activities can take place on a Wednesday afternoon). Academic Registry maintains a list of the approved Wednesday afternoon teaching.
Note: it may be necessary to schedule tutorials or elective modules on a Wednesday afternoon. In these instances, wherever possible, there will be alternative tutorial slots for students to move to or other electives that students can opt for.
- 25 Every effort will be made to limit scheduling online timetabled events on same days as teaching events scheduled on campus.
- 26 Kingston Student Union have produced a flow chart which advises students of the steps that they should take if they have a teaching session on a Wednesday afternoon.

Teaching space

- 27 All room allocations will be in keeping with health and safety requirements (for example, maximum room capacities will not be exceeded).

Section 4: Overall Priorities and Constraints

Overview

- 28 The over-arching order of priority for scheduling/room booking is as follows:
- 1) Kingston University Open Days organised by Student Recruitment & Admissions
 - 2) 'Teaching activity' – to include those events set up on Syllabus Plus (for example lectures or seminars), one-off teaching activities (for example, guest speakers), the Research Development Programme, and academic related activities such as interviews or embedded employability activities.
 - 3) Pre-sessional and short course
 - 4) Business critical events
 - 5) KU ad-hoc room bookings*
 - 6) Non-KU ad-hoc room bookings*

*Reasonable adjustments to the prioritisation of KU and non-KU ad-hoc bookings can be made when space is available (for example, during the summer period)

- 29 The Pro Vice-Chancellor (Education) will make the final decision in terms of priority should there be conflict between events/activities.

Teaching activity

- 30 One-off teaching activities include the following (note: some extra-curricular teaching activities may be recorded as ad-hoc bookings in the system):
- guest lectures.
 - workshops.
 - poster presentations.
 - interviews.

Programme or teaching constraint

- 31 Preference is normally given to year-long, or teaching block-long teaching activities as opposed to shorter periods of teaching. However, week block teaching will be given precedence in order that it can be scheduled. Wherever possible, the rooms allocated to week blocks will be limited.
- 32 Part time courses will be timetabled on the day(s) that they have been scheduled to run. Wherever possible they will be converged into as few days as possible.
- 33 Degree Apprenticeship courses will be timetabled on the day(s) that they have been scheduled to run.

Staff constraints

- 34 Full time staff should be available to teach during the full teaching periods. Staff are permitted to request changes to availability in writing as per the

Flexible Working Policy but this must be approved by HR and signed off by their Dean or nominee, as designated by the faculty.

- 35 The University will aim to allow staff to have blocks of time that are free of teaching for activities such as research.
- 36 Staff will not normally be timetabled for more than six hours of teaching in one day (excluding of PG week block modules).

Student constraints

- 37 Students will not normally be timetabled for more than six hours of teaching in one day.
- 38 We aim where possible to avoid students being timetabled to start at 09:00 following an 18:00 finish the previous evening.

Adherence to the Timetable

- 39 Staff must adhere to the most up to date version of the published timetable.
- 40 Staff must not use rooms which appear to be free of teaching without first requesting use of the room from Timetabling. Rooms may be empty for a number of reasons and may well be timetabled for use in future weeks.
- 41 All teaching should finish at ten minutes to the hour to allow for travel between rooms and to allow time for students to enter and vacate rooms.
- 42 Staff should start and finish lectures promptly to allow a smooth changeover and ensure that teaching spaces are left clean and tidy with the furniture in the original configuration.

Ad-hoc Room Bookings

- 43 Any staff member may make ad-hoc bookings via My Bookings (Resource Booker) or the Multiple Requests for Non-Academic Bookings Form.
- 44 Ad-hoc room bookings taking place during the teaching periods will only be scheduled after the timetable has been published.
- 45 University ad-hoc events take priority outside of the teaching periods, thereafter rooms may be booked by KUCEL for commercial activities.
- 46 Faculties will make use of Faculty priority rooms wherever possible prior to requesting CPT rooms for ad-hoc bookings.

Exceptions to the Policy

- 47 If an exception to any part of this policy is required a written rationale must be submitted to the relevant Head of School or to the Pro Vice-Chancellor (Education) for their approval (see paragraphs 49 and 50).

- 48 Exceptions to the following sections of the policy require faculty level approval from the Head of School:
- programme/teaching constraints (see paragraphs 31 - 33) – for example, giving priority to a particular short course over longer activities
 - staff and student constraints (see paragraphs 34-38).
- 49 Exceptions to the following sections of the policy require University level approval from the Pro Vice-Chancellor (Education):
- timetable construction – for example, requesting that a Faculty priority room is not offered to other faculties
 - timetable deadlines – for example, allowing an extension to the agreed deadline for the input of timetabling information
 - timetable publication – for example, allowing an extension to the agreed publication date
- 50 Exceptions to the following sections of the policy require University level approval from the Academic Registrar (Timetabling & Student Records), or their nominee
- teaching year, week, and day (see paragraphs 22 -27)
- 51 Occasionally it may be necessary to timetable daytime classes to take place before 09:00 or after 18:00. All such instances must be sanctioned by the Head of School or Faculty Operations Manager.

APPENDIX 1

SCHEDULING PROCESS

To create timetables, a complexity system will be utilised. Each activity will be given a complexity rating, based on the following criteria (note: the criteria and weighting are subject to change)

Activities will be grouped together according to their complexity rating and those activities with the highest complexity rating will be scheduled first. Once all activities in a particular group have been scheduled, the process will move to the next most complex group of activities.

The Academic Registrar (Timetabling & Student Records) and Timetabling Team will work with the faculties throughout the scheduling process in order to resolve any problems.

Criteria and weighting

Number of Weeks		Planned Size		Duration		Suggested Day/Time		Activity Type		Jointly taught		Sequencing	
Range	Score	Range	Score	Range	Score	Range	Score	Range	Score	Range	Score	Range	Score
>= 25	12	>200	20	>=5	9	Day and time	15	Specialist *	20	Yes	5	Yes	5
13-24	7	141-200	15	3.5-4.5	7	Day	10	Computing	10	No	0	No	0
07-12	5	81-140	11	2.5-3.0	5	Time	5	Lecture	5				
02-06	3	51-80	9	1.5-2.0	2	None	0	Other	1				
01	1	31 - 50	5	0.5-1.0	1								
		<=30	2										

* To include: laboratory, practical and speciality computing

TO NOTE: Priority Room Bookings

The Faculty of Health, Social Care and Education have priority for bookings and scheduling in the following rooms:

- KHFL2004/2005/2006

TO NOTE: Reallocation of space following initial scheduling

The Pro Vice-Chancellor (Education) has agreed that following the publication of the draft room timetable, any Kingston Business School classes not scheduled in Kingston Business School may be moved to unused classrooms within that building even if the capacity of the room is greater than the class size. This will only occur prior to the publication of the final room timetable.

APPENDIX 1**Policy/Regulation Detail Information**

Policy/Regulation owner	Academic Registrar (TTE)
Policy/Regulation Department owner	Academic Registry
Committee(s) responsible for review and approval	Education Committee to Academic Council
Version number	2026-2027.1
Periodic review frequency	Every six years
Last review date	2022-2023
Next review date	2028-2029