ACADEMIC POLICY 12:

Timetabling and Scheduling Policy

2024-2025

This document is available in hard copy and on the University intranet and internet sites. Please contact the Student Life Centre (John Galsworthy Building, Penrhyn Road campus) or the Kingston Students' Union Advice Centre if you have any difficulty in obtaining a copy that you can read or find any aspect of these regulations difficult to understand.

TIMETABLING AND SCHEDULING POLICY 2024/2025

Section 1: Aims and Key Principles

1.1   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.

1.2   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.

1.3   The Timetabling Policy, and all related exceptions (see section 9, below), will be reviewed annually.

Section 2: Timetable Construction

Timetable Construction

2.1   A standard template should be used for the collection of timetabling information.

2.2   Timetables should be constructed on a yearly basis (i.e. timetables for a full academic year should be made available, as opposed to
teaching block long timetables).

2.3   Standard delivery patterns (i.e. same day/time each week or alternate week) should be used where educationally appropriate.

2.4 All teaching spaces, including Faculty Priority Space (FPS), should be recorded on the timetabling system to enable students to view complete timetables and to allow data collection on room utilisation (see section 4, below).

2.5 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

2.6 For the production of the timetable for the 2023/24 academic year, the following deadlines apply:
- Submission of staff availability data
  o 3 April 2023 – All Faculties

- Submission of module delivery
  o 3 April 2023 – All Faculties

- Input of module delivery and staff availability data to Syllabus Plus – 22 May 2023
- Student module choices to be input to SITS – 4 April 2023
- Scheduling – 25 May 2023 to 27 June 2023

Note: These deadlines will be kept under review and may be revised for future academic years.

Publication of the final timetable

2.7 Timetables for the 2023/24academic year should be published by the following deadlines:

Timetable	Publication date
Draft timetables (staff only)	7 July 2023
Continuing students	04 August 2023
New students - undergraduate	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)
New students - postgraduate	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

2.8   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

2.9   Academic staff are required to provide module delivery and staff availability data by 3 April 2023. If any of this data is missing, a clash-free timetable cannot be guaranteed and it is, therefore, critical that this deadline is adhered to. As agreed by UEC in December 2015, 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 (7 July 2023)

2.10   The draft timetable will be published on 7 July 2023. Academic staff will have a specific period in which to check the draft timetable and advise their faculty timetabler of any issues.

2.11   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 the timetable publication date (4 August 2023)

2.12   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   The requirements of external commissioners or other organisations (i.e. SGUL)
- o   To enable students to take part in 'one-off' educational activities i.e. live projects that would be beneficial to their learning experience

2.13   In order to expedite timetable change requests, a two-tier process has been proposed, whereby those changes that will not impact on any other activities across the timetable can be dealt with at a faculty level. 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

2.14   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. For 2023/24 timetables this period is 4 August 2023 to 6 October 2023. 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.

2.15   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.

2.16   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

3.1   The University teaching week extends from Monday to Friday. Daytime teaching is normally scheduled to take place between 9:00am and 6:00pm (except on Wednesdays for undergraduate, full-time students).

3.2   The core day is hourly.

3.3   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: occasionally 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.

3.4   Every effort will be made to limit scheduling online timetabled events on same days as teaching events scheduled on campus.

3.5   The Union of Kingston Students are running a 'Wednesday afternoon' campaign and 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

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

Section 4: Space Management

4.1   The University's Estate and Sustainability group (ECE) has overall responsibility for space management.

4.2   The overarching position at Kingston is that all space is owned by the University. However, in certain situations, Estates will delegate responsibility for the management of some space to faculties, departments or KUSCO for agreed periods of time. (see the University Space Management Policy)

4.3   Estates will undertake periodic surveys of existing space utilisation and will use the timetabling software to provide comprehensive reports on how Faculty Priority and Centrally Programmed Teaching (CPT) rooms are being booked. ECE will use this information, together with planning figures for students and staff numbers to determine how effectively and efficiently space is used, and whether any intervention is required. This may include the managed re-allocation of space from one faculty/department to another. (see the University Space Management Policy)

4.4   There is currently no direct space charging mechanism in operation, however, there are many different models that could be adopted for the charging of space based on quality and category of space. The principles relating to any space charging will need to be agreed with SMT but will form part of a set of proposals in relation to the new resource allocation methodology. (see the University Space Management Policy)

Section 5: Overall Priorities and Constraints

Overview

5.1   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) Short courses and pre-sessional courses.
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)

5.2   The Education Committee (EC) will make the final decision in terms of priority should there be conflict between events/activities.

Teaching activity

5.3   Teaching activity takes precedence over all other bookings, except for Kingston University Open Days organised by Student Recruitment & Admissions.

5.4   There are 3 stages involved: pre-scheduling, scheduling, and post scheduling. (See Appendix 1 for further details.)

5.5   '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.

Business critical constraints

5.6   Once Kingston University Open Days organised by Student Recruitment & Admissions and all teaching activities have been roomed, business critical activities take priority; see Appendix 1.

Programme or teaching constraints

5.7   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.

5.8   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.

5.9   DA courses will be timetabled on the day(s) that they have been scheduled to run.

Staff constraints

5.10   Full time staff should be available to teach during the 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.

5.11   The University will aim to allow staff to have blocks of time that are free of teaching for activities such as research.

5.12   You will be expected and encouraged to engage in research, scholarship, and professional development, including, where appropriate, professional practice, and 20% of the calendar year will be allowed as self-managed time for this

purpose. The exact use and disposition of this time will be agreed with your Dean, normally on an annual basis, which may be through appraisal.

5.13   Staff should not normally be timetabled for more than six hours of teaching in one day (excluding of PG week block modules).

Student constraints

5.14   The University will explore the possibility of timetabling full-time students so that they attend teaching activities across four days per week wherever possible. In doing so, the University will continue to honour the policy of not timetabling full time, undergraduate students on a Wednesday afternoon.

Note: courses with PSRB requirements may not be able to meet this aim.

5.15   Students should not normally be timetabled for more than six hours of teaching in one day.

5.16   No student should be timetabled to start at 9am following a 9pm finish the previous evening.

Section 6: Adherence to the Timetable

6.1   All staff should adhere to the most up to date version of the published timetable.

6.2   Staff must not use rooms which they perceive 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.

6.3   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.

6.4   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.

Section 7: Ad-hoc Room Bookings

7.1   Any staff member may make ad-hoc bookings via My Bookings (Resource Booker) or the Multiple Requests for Non-Academic Bookings Form.

7.2   Ad-hoc room bookings taking place during the teaching periods will only be scheduled after the timetable has been published.

7.3   University core activities (Kingston University Open Days organised by Student Recruitment & Admissions, teaching and then business critical) take precedence over all other bookings (see item 5.3, above).

7.4   University ad-hoc events take priority outside of the teaching periods, thereafter rooms may be booked by KUCEL for commercial activities.

7.5   Faculties should make use of Faculty priority rooms wherever possible prior to requesting CPT rooms.

Section 8: Responsibilities

General

8.1   The Timetabling Team should ensure that there is adequate staff cover during critical periods in the timetabling process. This will ensure that instances of staff sickness or annual leave can be managed without there being a negative impact on timetabling.

The Timetabling Team

8.2   Liaise with academic staff to collate timetable information and room requirements.

8.3   Ensure that timetabling information is entered into the system by the stated deadline; if necessary, highlighting any issues in a timely manner to the Head of Timetabling.

8.4   Check draft, provisional and final timetables for any problems or clashes.

8.5   Take the lead role in the timetable scheduling process

8.6   Mediate and actively assist in resolving timetable clashes and other timetabling problems.

8.7   Manage the ad-hoc booking of CPT rooms.

Head of Timetabling

8.8   Liaise with staff from across the whole University to ensure that all steps in the annual timetabling cycles are completed on time and that timetables are delivered by the agreed deadlines.

8.9   To make clear decisions on the most appropriate way to deliver timetabling objectives in line with the University's Strategic Plan, Academic Regulations, Timetabling Policy and Space Management Policy.

8.10   Provide support for timetabling users across the University, working in conjunction with Information Services, the Timetabling Team, the Examinations Office and faculty staff.

8.11   Responsible for setting up data ownership in Syllabus Plus, including access rights and security, departmental hierarchies and constraining users to specific areas of control thereby defining owned and shared data.

Estates

8.12   Periodically conduct space utilisation surveys and provide statistical data as required. Wherever possible, statistical data on room audits should be widely circulated and the data behind the statistics should be made available for faculties to be able to chase actions locally.

8.13   Maintain an accurate list of centrally programmed teaching rooms and ensure that the Timetabling Team are kept up to date with any changes to it.

Academic staff

8.14   Submit timetabling requests and other timetable information in the format and at the times and dates requested by the Timetabling Team.

8.15   Read and check draft timetables when published and advise the Timetabling Team of errors within by the stated deadline.

8.16   Start and finish lectures promptly to allow a smooth changeover.

8.17   Encourage students to leave the classrooms as they found them and to take their litter with them.

8.18   Ensure that any furniture that is moved is returned to its original configuration at the end of the class.

8.19   Take an individual responsibility to adhere to the latest version of the published timetable and report to the Timetabling Team if:

(i)   They are unable to teach in their allocated room because it is unofficially occupied by somebody else; and
(ii)   A previously confirmed room booking is no longer required.

8.20   Ensure that, in the event of a room clash, the Timetabling Team is informed immediately and all possible action to minimise the disruption to students is taken.

Students

8.21   Check the published timetable as soon as it is available and advise their course administrator immediately in the event of:

•   any timetable clashes.
•   Special arrangements required as a result of disability.

8.22   Regularly check the published timetable for changes, additional activities, room changes, etc.

8.23   Ensure that they are available for teaching activities throughout the whole teaching week and teaching year.

8.24   Ensure that classrooms are left clean and tidy and that any litter is taken with them.

8.25   Assist with returning furniture back to its original configuration if it was moved during the class.

Section 9: Exceptions to the Policy

9.1   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 9.2 and 9.3, below).

9.2   Exceptions to the following sections of the policy require faculty level approval from the Head of School:
- programme/teaching constraints (section 5) – for example, giving priority to a particular short course over longer activities
- staff and student constraints (section 5)

9.3   Exceptions to the following sections of the policy require University level approval from the Pro Vice-Chancellor (Education):
- timetable construction (section 2) – for example, requesting that a Faculty priority room is not offered to other faculties
- timetable deadlines (section 2) – for example, allowing an extension to the agreed deadline for the input of timetabling information
- timetable publication (section 2) – for example, allowing an extension to the agreed publication date

9.4   Exceptions to the following sections of the policy require University level approval from the Head of Timetabling
- teaching year, week, and day (section 3)

9.5   Occasionally it may be necessary to timetable daytime classes to take place after 6pm or before 9am. All such instances must be sanctioned by the Head of School or Head of Resources and Planning.

9.6   All agreed exceptions will be reviewed by the Education Committee on an annual basis to ensure that they remain appropriate and current.

Appendix One
PRE-SCHEDULING, SCHEDULING AND POST-SCHEDULING ACTIVITIES AND PROCESS

Pre-scheduling activities are manually entered onto the system and allocated rooms prior to scheduling taking place. After scheduling is complete and room allocations confirmed, post-scheduling activities are then processed.

Pre-scheduling, scheduling or post-scheduling?	Description of Activity	Rationale	Deadline for submission of requests*	Proposed date for room confirmation *
Pre-scheduling	**Business Critical Activities** University Open Days	Wed pm and Saturday Open days to allow early publication of dates to prospective students	31 January 2023	28 February 2023
Pre-scheduling	**Business Critical Activities:** Exams (including Retakes) Confirmation & Clearing Enrolment	Dates are fixed in the academic calendar and need to take place during the dates allotted	1 April 2023	30 April 2023
Pre-scheduling	**Business Critical Activities:** • Welcome & Introduction (prior to week 9) • International Welcome & Orientation (in and out of Teaching weeks) • Summer Schools - commercial • Summer Schools – widening participation work • Graduation	Dates are fixed in the academic calendar and need to take place during the dates allotted	1 April 2023	30 April 2023
Pre-scheduling	KLS and English Language Support Pre-sessional English	Unable to change any of these slots as they are university wide.	1 April 2023	30 April 2023
Pre-scheduling	Week-long modules	Difficult to room after scheduling and cannot change days/times	1 April 2023	14 May 2023
Pre-Scheduling	*Student AGM	Once date entered on system the Timetabling Team need to re-schedule all timetabled student activities that are scheduled at the same time as the AGM	1 April 2023	30 April 2023

Pre-scheduling, scheduling or post-scheduling?	Description of Activity	Rationale	Deadline for submission of requests*	Proposed date for room confirmation*
Scheduling	Room profiles for all sites run; after each profile un-roomed activities are analysed	The bulk scheduling for the whole University will take place from 16 May 2023 to 27 June 2023.	1 May 2023	14 May 2023
Post-scheduling	HSCE Interviews Mondays, Tuesdays and Thursdays	Priority only given to Wednesdays and Fridays – difficult to room teaching if all interviews have priority	5 August 2023	30 August 2023
Post-scheduling	Research Development Programme	Not on S+	29 July 2023	17 August 2023
Post-scheduling	Business Critical Activities taking place during the 22/23 standard UG core teaching periods		29 July 2023	17 August 2023

* Dates are subject to change

Scheduling Process

In order to create the 2023/24 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):

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

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 Head of Timetabling and Timetabling Team will work with the faculties throughout the scheduling process in order to resolve any problems.

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

The Faculty of Health, Social Care and Education are granted priority on Wednesdays and Fridays for interviews:
- Nursing/Midwifery – KHFL1026/1031; Wed & Fri 9-5pm only

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.