



**Senate**

<b>Paper Title</b>	Timetable Policy
<b>Outcome requested</b>	Senate is asked to approve the updated Timetable Policy.
<b>Points for Senate members to note and further information</b>	<p>The document sets out the key principles that support a student-focussed approach to timetabling following the implementation and expansion of availability-based timetabling at Queen Mary.</p> <p>A set of operational guidelines have been developed to support schools and institutes with the implementation of the Timetable Policy. The operational guidance document will be updated annually with timeframes and key information.</p>
<b>Questions for Senate to consider</b>	n/a
<b>Regulatory/statutory reference points</b>	
<b>Strategy and risk</b>	2.01 Student Experience
<b>Reporting/consideration route for the paper</b>	n/a
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# Timetable Policy

## Purpose and Scope

This Policy establishes the framework and approach for building teaching timetables across the University. The Policy is approved by Senate on the recommendation of the Education Standards and Quality Board, and is implemented by the Academic Registry and Council Secretariat.

## Timetable Policy

1. The aims of the Policy are:
  - a) to support an excellent education and experience for students, by placing student preference at the heart of the timetabling process.
  - b) to meet the needs of staff by ensuring that the timetable is constructed around the availability of teaching staff, and by matching space to teaching requirements.
  - c) to ensure effective and efficient use of space by ensuring that activities are allocated to appropriate teaching space.
2. Semester dates and standard hours of operation are approved by the Senate. Students are required to be available during these times. Undergraduate teaching is not permitted after 1pm on Wednesday afternoons.
3. Senate has delegated authority to the Vice-Principal (Education) to permit teaching outside the semester dates and standard hours of operation. Constraints may be placed on the timing and location of such teaching to ensure an excellent student experience and efficient use of University resources.
4. All teaching will be scheduled in slots of one, two or three hours' duration starting on the hour. Actual teaching will start at five minutes past the hour, and will finish at five minutes to the hour, to allow for set up, arrival and departure without affecting adjacent teaching slots.
5. All timetabling and room booking activity will take place using the single Queen Mary system in accordance with the relevant procedures and deadlines. This includes the allocation of students to seminar/lab and other groups and their timetabling.
6. Requests to make changes to the teaching timetable will only be considered on an exceptional basis, due to the significant impact that minor changes can have on the wider student experience. Heads of School and Directors of Institute must endorse any change requests submitted to Timetabling Support.
7. Access for students and staff with a disability is a priority and will be accommodated wherever possible. Schools and institutes must notify Timetabling Support in advance of any special requirements.