



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, as provided to the timetable team by schools and institutes.
- 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 or half-hour. Actual teaching will start at five minutes past the hour/half-hour and will finish at five minutes to the hour/half hour, to allow for set up, arrival and departure without impacting on adjacent teaching slots.

5. All timetabling and room booking activity will take place using the single Queen Mary system following 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 timetable after construction can have a significant impact on the student experience and will only be considered on an exceptional basis. Heads of School and Directors of Institute must endorse any change requests submitted to the Timetabling Team.

7. Access for students and staff with a disability is a priority and will be accommodated. Schools and institutes must notify Timetabling Support in advance of any special requirements.

8. This Policy is supported by the operational guidelines for schools and institutes in Appendix A.