

Timetable and Room Allocation Process 2026-27

Roles and Responsibilities Matrix

		Local Area Point of Contact	Course Lead / Convener	Senior Academic (Prog Director, HoSub etc)	Teaching Staff	Academic Advisor / Disability Coordinator	Deans L&T/HoPS/HoS	Local Space Managers	SMTT	IS	PIA	MSDI	DS	Start Date	Deadline
June-July <i>Stage 4</i> Un-Roomed Period	4.1 Un-roomed resolution period begins.	R				C			R					16-Jun-26	04-Aug-26
	4.2 Schools review own local space allocations.	R	A			I	I							16-Jun-26	
	4.3 Online booking for non-teaching local spaces opens for all users.	I	I						I	R				16-Jun-26	
	4.4 Schools distribute timetables, check room allocations and address unroomed events.	R	I	I										16-Jun-26	
	4.5 Update lecturer details and manage lecture recording opt out.	R	I	I										16-Jun-26	
	4.6 Limited class timetable change request opens.	I							C	R				16-Jun-26	
	4.7 Submit change requests to resolve course and accessibility requirements.	R	C		C	C								16-Jun-26	
July - September <i>Stage 5</i> Pre-Teaching	5.1 2026-27 Automatic Class updates and 2026-27 Automatic Meetings updates to MyCampus.		I			I			C	R		C		14-Jun-26	10-Aug-26
	5.2 Uplift of lecturer recording data from CMIS to Echo360 system.								C	R					
	5.3 Full class timetable change request opens.	I	I			I			C	R				14-Jul-26	
	5.4 Submit change requests to resolve course and accessibility (incoming and continuing students) requirements.	R	C		C	C								14-Jul-26	
	5.5 Lecturer details amended ('Update Lecturer').	R	A			I								14-Jul-26	
	5.6 Check timetabled events for student accessibility (continuing and incoming students) requirement suitability.	R			R									03-Aug-26	
	5.7 Student study spaces booking system available for 2026-27. <i>Registration and Enrolment opens.</i>								I	R				10-Aug-26	
	5.8 Online booking for non-teaching requests in teaching spaces opens to all users.	I	I			I			I	R				03-Aug-26	
	5.9 Mobile Timetabling 2026-27 available.	I	I			I			I	A				04-Aug-26	
September - July <i>Stage 6</i> Teaching	6.1 Class timetable change requests continue - unplanned changes.	R	A			I			R					14-Sep-26	05-Oct-26
	6.2 SMTT check enrolled sizes against room sizes.	C	C			C			R	C				14-Sep-26	
	6.3 Review data quality and efficacy of process to inform planning for 2027-28 process.	I	C						R		R		C	05-Oct-26	
	6.4 Planning for 2027-28 process begins.	I	C			C			R	C				05-Oct-26	

Full details of roles and responsibilities are detailed in the policy.

Space Management and Timetabling
Estates Directorate
Status: Version 1 23/01/2026

R	Responsible - to do the work to achieve the tasks
A	Accountable - for the correct and thorough completion
C	Consulted - opinion sought, two way communication
I	Informed - those who are kept up-to-date

To be confirmed by IS
To be confirmed by IS

To be confirmed by IS