Teaching Room Bookings
Policy, Roles and Responsibilities, and Procedures

This document will be reviewed as detailed processes are defined and the dialogue with Colleges and University Services progresses and in the light of other University-wide developments.
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1. Introduction

The amalgamation of all Central and College/School/RI teaching spaces into a single data source allows undergraduate and postgraduate taught students to view complete timetables online and allows the University to collect data on space utilisation which will be used to improve space utilisation and planning.

This document sets out the University's policy and procedures in respect of the booking of Central Teaching Space (CTS) and the construction and production of the University's teaching and examination timetable. The policy requires Schools/RIs to enact their responsibilities with respect to the management of local space used for teaching and examinations.

This policy should be read in conjunction with the Timetable and Room Allocation Programme of Activity issued each year, and appropriate training and support materials for relevant roles. These will be published on the Estates Directorate Space Management and Timetabling website.
2. **Policy Objectives**

The policy for the management of teaching space is aligned to the University’s Space Management Policy and the objectives of the Estates Strategy in supporting both the optimum utilisation of teaching space and enhancing the student experience.

The objectives of the policy are:

1. To support staff, at all levels, who contribute to the creation and production of the University's teaching timetable;
2. To provide personalised timetables and room booking information for students and staff that is up to date and accurate;
3. To record all timetabled teaching and learning activities and space on one timetable;
4. To provide a unified approach to timetabling and room booking across the University using a single system;
5. To enhance the student experience and support the delivery of a high-quality learning and teaching environment within available resources;
6. To ensure the delivery of a standard level of facilities and support across all Colleges;
7. To ensure that students are taught in the most appropriate teaching accommodation;
8. To optimise the utilisation and configuration of the University's learning spaces;
9. To minimise student and staff travel across campus and to ensure that disabled students are allowed sufficient time for travel between classes;
10. To create a learning and working environment which fosters good relations, promotes respect for all people, and is free from discrimination and unfair treatment, in line with the University's commitment to promote equality in all its activities and its equality policies (available on the [Equality and Diversity](#) webpage); 
11. To plan timetables for new deliveries and developments;
12. To ensure continuous improvement in the timetabling process;
13. To enable use of the University’s teaching spaces and facilities by external bodies is supported for income-generation purposes, provided this is compatible with the University’s strategy and does not conflict with teaching and assessment activities.
3. **Guidance on the Use of Teaching Space**

3.1 **Definitions of Central and School/Institute Managed Teaching Space**

3.1.1 **Centrally Managed Space**

Central Space refers to all Teaching Rooms (Lecture Theatres, Seminar Rooms, etc.); Specialist Space (Laboratories, Clusters etc.) and Non-Teaching Rooms (Halls, Meeting and Conference Rooms) that are supported by the Estates Directorate and Audio Visual IT (AVIT) Services. These rooms are bookable only by the Space Management and Timetabling Team (SMTT), and are primarily bookable for teaching activities but may be used for teaching-related and non-teaching activities such as examinations, research seminars, meetings and commercial activities.

3.1.2 **School/Institute Managed Teaching Space**

School/RI managed teaching space is primarily used for the teaching activities of the managing School/RI.

Schools and Research Institutes (RIs) will be encouraged to review retained Teaching Rooms and its utilisation data regularly, and to consider where it may be appropriate to transfer space to the SMTT for University-wide use. Where Schools/RIs opt to retain local control of teaching space they will be expected to accept and commit to the obligations of effectively managing this space, including responsibility for the condition and functional suitability of the space; notifying and consulting with specialist providers, such as Estates Directorate and Information Services regarding maintenance, improvements and upgrades; and ensuring that accessibility is taken into account when maintaining and upgrading facilities, as necessary seeking advice from Estates Directorate, Information Services, the Equality and Diversity Unit and the Disability Service.

Where locally-managed space is unused by a School/Institute in-year it should be available to be booked for other/wider University business.

It is recognised that all general teaching space should be moved to central management in order to ensure common standards in teaching spaces, consistency of experience for staff and students, and to optimise the use of space as a strategic asset supporting the University’s ambition for growth.

3.2 **Facilities and Support Services for Central Teaching Space (CTS)**

3.2.1 Estates Directorate maintains quality standards and the fabric in CTS.

3.2.2 The SMTT advise on CTS facilities and manage requests for space use.

3.2.3 Where multiple rooms are required to accommodate class sizes the facilities to link these rooms and relay the lecture will be appropriate to the requirements and staff will be supported in the use of these facilities.
3.2.4 AVIT Services manage the AV-IT equipment in CTS and may be able provide additional equipment on request. (Requests are subject to availability in the spaces and meeting the annual timetable process planning deadlines.)

3.2.5 Facilities Services (part of Estates Directorate) are responsible for the routine maintenance of CTS.

3.3 Hire of Accommodation Charges

3.3.1 During core teaching hours, Schools/RIs do not normally incur charges for the use of SMTT managed space for events, including social events, which are directly related to teaching and research. Most of the facilities and services offered by AVIT Services are also free of charge for teaching and research purposes during core hours, but there may be charges for consumables. A further definition of non-chargeable events is included at Appendix C.

3.3.2 Other events hosted by Schools/RIs in SMTT managed space will incur hire of accommodation charges.¹

3.3.3 There will be no exemption from costs incurred in respect of any event for janitorial overtime, heating or cleaning costs other than where the space is allocated for core teaching activity.

3.4 External Bookings

3.4.1 The Catering and Events Office (C&E) is responsible for hiring out Central Teaching Space to external clients.

3.4.2 External bookings are defined as those made by external organisations without reference to any College or School/RI OR those made by a College or School/RI on behalf of an external organisation and charged via a University account.

3.4.3 The use of University rooms and facilities by external bodies must be compatible with the University’s strategic aims and values, and its policies and procedures.

3.4.5 Bookings of CTS that are requested by external organisations are chargeable and must be booked through the University’s C&E who will communicate with University service providers, or any appropriately appointed supplier, if support is required.

3.4.6 The University’s teaching and examination requirements for rooms and facilities take priority over any external persons, groups or organisations wishing to use the rooms or support services (including AV-IT).

   No changes should be made to the University’s teaching timetable to accommodate external use, unless authorised by the Chief Operating Officer (Secretary of Court). In particular, examination timetabling is complicated by a shortage of examination accommodation, by a shortage of examination timetable slots, and by a huge variation in examination durations. The

¹ The room hire policy is currently under review with new arrangements planned to be effective from the start of academic session 2020/21.
University has, therefore, undertaken to ensure an adequate supply of examination accommodation by making all suitable spaces (central and local) available in all examination periods.
4. Teaching and Examination Times

4.1 Teaching Hours

4.1.1 Core teaching hours and normal opening hours for University buildings are 08.30 to 18.00 Mondays to Fridays. All classes should commence five minutes after the hour and finish at least five minutes before the hour to allow for the necessary changeover.

4.1.2 Students should normally be able to take a one-hour break from teaching between 12.00 and 14.00.

4.1.3 Exceptionally, teaching events in CTS may be scheduled outside core teaching hours provided specific advance agreement has been given by the SMTT. In such instances, teaching after 18.00 is concentrated as far as possible in ‘Open or Supported Buildings’ in order to minimize janitorial service requirements and heating costs. Open and Supported Buildings for 2020/21 are:

- **Adam Smith Building** which is open until 21:30 from Monday - Thursday during Semesters 1 and 2
- **Boyd Orr Building** which is open in the evening from Monday - Thursday until 21:30 and Friday until 20:30 during Semesters 1 and 2
- **James McCune Smith Building** which is open until 23:00 Monday to Friday all year
- **St Andrew’s Building** which is open until 21.30 from Monday – Thursday all year and until 20.30 on Friday outside of Semesters 1 and 2 (except weeks commencing 21st and 28th December)
- **Gregory Building** which is open, by agreement, until 18:00 from Monday - Friday during semesters 1 and 2
- **Sir Alexander Stone Building** which is open, by agreement, until 18:00 from Monday - Friday during Semesters 1 and 2
- **Western Infirmary Lecture Theatre Building** which is open, by agreement, until 18:00 from Monday - Friday during Semesters 1 and 2
- **Wolfson Medical School Building** which is open, by agreement, until 18:00 from Monday - Friday during semesters 1 and 2

4.1.4 The University is committed to encouraging participation in sport and exercise activities, therefore, in accordance with the policy agreed by Senate, Wednesday afternoons should be kept free of classes to permit students to engage in recreational activities and classes should not normally be scheduled after 12.00 on Wednesdays. See Senate guidance.

4.1.5 The University has developed a Religion and Belief Policy to support staff and students who follow a particular faith. Advice for staff and students on religious observance is available in the Equality and Diversity Policy, Appendix H.

4.2 Examination Times

4.2.1 Teaching and examination periods are clearly separated in the University’s academic year so that there are normally no undergraduate degree examinations during teaching periods and no timetabled classes such as lectures, tutorials, or laboratories during examination periods.
4.2.2 Formal assessment examinations will, as far as possible, and with the exception of the School of Education, be conducted between the hours of 8.30 and 18.30 Mondays to Fridays. Exceptionally, examinations may be timetabled to end later than 18.30 Mondays to Fridays or to take place on Saturdays.

4.2.3 Students should not normally sit more than three examinations in any two day period.

4.2.4 The University will try to accommodate student’s faith needs when setting the examination timetable; however it is the responsibility of the student to highlight this to a relevant member of staff. Further guidance is available in Appendix H of the University’s Equality and Diversity Policy.
5. Roles and Responsibilities

5.1 Teaching Space Refurbishment Working Group

The Vice-Principal: Learning and Teaching will convene a working group, a sub-group of EdPSC, responsible for:

1. Developing a Refurbishment Plan that includes more consistency of size and type of room to increase the likelihood of being able to give people access to active learning spaces in successive years.
2. Undertaking room audits of central and local space, updating regularly as more local space is included within central timetabling’s responsibility.
3. Developing a schedule of every room on campus and its capacity.
4. Prioritising the rooms on campus to be refurbished.
5. Producing an analysis of all spend on rooms to date, identifying the benefits realised from these investments.
6. Developing principles and reviewing design standards to ensure that they guide our approach consistently
7. Agreeing criteria for prioritising the rooms to be refurbished. Criteria to include location, size, type of teaching accommodated, feedback from students and staff.
8. Working closely with those involved in evaluating learning spaces (in particular the L&T Teaching Spaces workstream) to draw on evidence locally and more broadly.
9. Agreeing a staff support and development plan that accompanies the refurbishment schedule.
10. Ensuring that there is regular reporting into and guidance from the University’s Learning and Teaching Committee and Income Growth Working Group to align the refurbishment plan with appropriate strategic developments and broader University priorities.

5.2 Process Ownership and Management of Timetabling

5.2.1 Academic owners for timetabling

Senior academics with the authority to make binding decisions relating to academic policy for their College and School/RI within the University’s policies for timetabling:

- College - normally the Dean (Learning and Teaching)
- School – normally the Head of School
- Research Institute – normally the Head of the Research Institute

5.2.2 Management of timetabling

- College – normally the Head of Academic and Student Administration
- School - normally the Head of School Administration
- Research Institute – normally the Head of Institute Administration

5.2.3 Administrative users of Timetabling software (CMIS): nominated specialist administrative/clerical post

Each School/Research Institute will have at least one member of administrative staff who will be responsible for the timetabling process. These persons are
referred to throughout this document as School/RI Timetablers (STTs) and will be the specialist user(s) of the software.

Each School/Research Institute will have a key contact “lead timetabler” responsible for liaising on behalf of the School/Research institute with the SMTT and coordinating communications and completion of work to schedule, and with those approved to work as a School/RI timetabler (by their Head of School/Research institute Administration).

5.3 Roles and Responsibilities of School/Research Institute Timetablers

1. Abide by the annual timetabling process;
2. Submit timetabling requests, to include time, day, duration of hours to be taught and weeks to be taught, room requirements (features and equipment), course and sub groups codes;
3. Gather and submit staff and student constraints in the format: location, capacity and duration of class requested;
4. Gather and submit information related to event specification, delivery patterns and room requests in the allotted timeframe;
5. Gather and submit any disclosed information relating to student and staff disability that may affect room allocation and scheduling;
6. Gather and record details of lecturer/s assigned to each teaching event;
7. Check that the correct resources have been allocated and report any inaccuracies to the SMTT;
8. Check thoroughly the published timetable and report any inaccuracies to the SMTT promptly;
9. Check for changes or additional courses and ensure events are amended/added to be scheduled / roomed;
10. Book the specialist rooms to the maximum utilisation ensuring rooms are appropriate for use;
11. Notify the students and staff in a timely manner of any changes to the published timetable;
12. Co-ordinate with other Schools/RIs where events or resources are shared, taking appropriate responsibility as providing or receiving School/RI.

5.4 Role of the Space Management and Timetabling Team

1. Provide an up-to-date version of the timetable to be imported into Campus Solutions (MyCampus);
2. Process changes in a timely manner and communicate to appropriate staff;
3. Allocate rooms according to the prioritisation weighting specified in the timetabling policy;
4. Schedule the timetables based on the timetabling rules specified in the timetabling policy;
5. Ensure room audits are conducted within the semester;
6. Annually review and maintain estate data related to each campus, zones, building names, room capacities, room facilities and building and room partitioning;
7. Liaise with Schools/RIs to ensure that deadlines are met;
8. Maintain positive working relationships with nominated staff in Schools/RIs;
9. Endeavour to process non-teaching booking requests within 48 hours;
10. Anticipate and resolve any on-site difficulties efficiently and effectively;
11. Work with Estates Directorate to maintain the quality of CTS;
12. Manage CMIS licences and user accounts;
13. Provide appropriate training and support to end users;
14. Support the development and adoption of the on-line room booking system;
15. Support the development and use of the UofG Life app.

5.5 Role of Non-Teaching event Bookers

Within the University there will be some staff at School/RLs or in University Services who will be required to make one off room bookings not associated with the teaching timetable. These staff should:

1. Enter the booking with required details: time, day, date, size, details (what the booking is for), contact name
2. Request rooms appropriate for the use required
3. Check with other room owners that the booking will not have a detrimental effect, for example through noise
4. Book locally managed rooms or request rooms managed by other units
5. Use the online booking system (where deployed) to record use of local space
6. Be responsible for the state of the room when the booking has finished

Bookings for Central Teaching Space outside core teaching hours will be made by either the SMTT or the Catering and Events team, depending on the nature of the request.

For more information on non-teaching bookings please refer to the Policy and Process webpage.

5.6 Requests for Timetable Changes

Requests for changes to the timetable after the publication date (in June each year, when central allocations are issued) should be kept to an absolute minimum.

Late changes to room bookings will be considered only where there are:

1. Cancellation of modules with insufficient student numbers affecting the student group size;
2. Unexpected absence affecting the availability of teaching staff;
3. Insufficient room capacity or facilities in the room to enable effective teaching to be delivered to students;
4. Health and safety concerns affecting staff and students;
5. Changes required to accommodate a disabled student or member of staff;
6. Changes required due to travel time constraints on students or staff;
7. Non-policy reasons for change, where possible.

The class timetable change request process is the method for submitting requests online. Appendix B provides details of the policy reasons above and the online request categories. Management reporting of class timetable change requests will be published to highlight opportunities to prevent of avoidable issues in future and mitigate the impact of unforeseen circumstances.

5.7 Roles and Responsibilities of the Student
1. Students requiring special arrangements should make their needs known at the earliest opportunity through the Disability Service/MyCampus to ensure that these can be accommodated and post-publication changes to the timetable and room allocations can be minimised (Disability Services Support webpage).

2. Read and check their personalised published timetable as it appears on the UofG Life mobile app and contact their Advisor of Studies in the event of:
   i) unreasonable clustering of activities without sufficient breaks; and
   ii) special arrangements required as a result of, inter alia, disabilities and religious beliefs.

3. Regularly check for any changes, including additional activities and room changes. Note: Students and staff will be notified automatically by email, and text opt-in, of any changes made to the timetable for on that day or for the next day’s teaching when they subscribe to updates via the UofG Life app.

5.8 Roles and Responsibilities of Academic Staff

1. Advise School/RI Timetablers of any special arrangements required for students or staff as a result of, inter alia, disabilities and religious beliefs.
2. Notify School/RI Timetablers of teaching requirements in good time for them to enter relevant data.
3. Check timetables when they are first published and advise School/RI Timetablers of any problems.
4. Start and finish classes promptly and in accordance with this policy.
5. Adhere to the latest version of the published timetable and advise School/RI Timetablers if:
   ▪ they are unable to teach as the room they have been allocated is unofficially occupied by someone else; or
   ▪ a previously confirmed booking is no longer required.
6. Staff requiring special arrangements as defined in their agreed reasonable adjustments should make their needs known to SMTT at the earliest opportunity through their line manager and/or the Occupational Health Service to ensure that these can be accommodated and post-publication changes to the timetable and room allocation can be minimised.
7. Regularly check their timetable via either the UofG Life app or the Timetable Viewer (available through MyGlasgow for Staff) for any updates, including additional activities and room changes. Note: Students and staff will be notified automatically by email, and text opt-in, of any changes made to the timetable for on that day or for the next day’s teaching where they have subscribed to updates via the app.

5.9 Responsibilities of the Estates Directorate

1. Maintain quality standards in CTS and, together with Information Services, manage the resources needed to support service delivery.
2. Provide clear advice on room usage and fabric maintenance, and appropriate systems to support all reported problems.
3. Commission an annual space audit and collate space utilisation statistics.
4. Utilize space audit and statistical data to promote space use efficiency.
5.10 Responsibilities of Information Services

AV-IT

- Provide and maintain all AV-IT equipment in CTS; training and supporting staff in its use;
- Ensure that this equipment is in full working order and run appropriate systems to support all reported problems.

Systems Support - Information Services Timetabling Support Team

The Executive Director of Information Services and the Executive Director of the Estates Directorate are responsible for the service level agreement between the business areas responsible for the process in Estates and IT.

Details of support for timetable software service end-users are on the Information Services website.
6. Procedures and Principles

6.1 Procedures

6.1.1 All teaching events must be entered into CMIS, regardless of whether they take place in CTS or School/RI managed or external rooms. This is necessary to support student enrolment, enable complete timetables to be provided to students and staff and ensure that clashes are minimised.

6.1.2 Every effort should be made by Schools/RIs to avoid potential clashes between single activities on compulsory courses; between compulsory and elective courses; and between elective courses within any programme of study. The parent School/RI is responsible for ensuring that any such clashes are resolved by moving one or both activities. Any clashes that cannot be resolved should be referred to the appropriate Head(s) of School/RI and in the event that they are unable to agree a resolution, they should be referred to the appropriate Head(s) of College. It should be noted that this work requires to be planned at the outset and verified by Schools early in the annual process, prior to the end of April deadline.

6.1.3 Course clashes are not possible at the time that students enrol on a class in MyCampus, i.e. the system will not allow students to enrol on clashing activities. If an Advisor chooses to use the override option in the student records system, the Advisor is responsible for checking the consequences of their actions. School timetabling teams should not make timetable changes that will create a clash.

6.1.4 Process maps, training documents and the annual timetable programme of activity are available from Space Management and Timetabling as separate documents.

6.2 Principles and Priorities for Allocating Central Space

The following principles and priorities are used in allocation. Please note that although this is a numbered section, event requests contain a number of factors that cumulatively affect the availability and best-fit allocation.

6.2.1 Teaching activities take precedence over non-teaching activities, with the exception of bookings for examinations and degree ceremonies made prior to the deadline for Schools/RIs to enter their academic event data into CMIS.

6.2.2 Larger classes take precedence over smaller classes (for capacity fit into a space).

6.2.3 Full semester bookings normally take precedence over single week or ad hoc bookings. Where the week patterns are the same, activities which have a longer duration take precedence over shorter duration activities. However, note that:

(a) staff must book only actual teaching weeks, i.e. ensure that ‘reading weeks’ or other non-teaching times are planned and correctly reflected, by the required planning deadline.
(b) due to the level of demand, duration for lectures is normally expected to be 1 hour, longer duration for any activities is subject to the impact of other areas of the policy, for example section 3.1.2 about continuous activities.

6.2.4 Bookings for the main University Open Day events are allocated as part of the timetable construction process. Open Day bookings for all other times are processed after all teaching bookings have been finalised.

6.2.5 Activities requiring specialist facilities have priority access to specialist teaching spaces.

6.2.6 Access for students and staff with a disability is a priority and will be accommodated wherever possible. For staff this information should be included in the initial planning by the required deadline each year. Enrolments by a student with a disability may give rise to a late class timetable change request.

6.2.7 Where a suitable room cannot be found, an appropriate room at an alternative time will be proposed.

6.2.8 In the event that the time of the activity is fixed, it is the responsibility of the School/RI either to make alternative arrangements or check the availability of rooms managed by the SMTT or other Schools/RIs.

6.2.9 In the first instance, conflicts will be resolved by the SMTT and the parties concerned. Conflicts which cannot be resolved by the SMTT will be referred to Head(s) of School/RI. If the Head(s) of School/RI are unable to agree a resolution, the matter will be referred to the appropriate Head(s) of College.

6.2.10 Student numbers must not exceed the published seating capacity limits*

These principles do not apply to last minute non-teaching bookings or to School/RI-managed teaching space with the exception of * above, which applies to all teaching space.
## Appendix A  Record of Revisions

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>07.09.20</td>
<td>Version 6a&lt;br&gt;Minor Amendments&lt;br&gt;• Throughout: Replaced references to Timetable &amp; Room Finder App with UofG Life app&lt;br&gt;• Throughout: Replaced Estates and Commercial Services with Estates Directorate&lt;br&gt;• Formatting changes</td>
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<tr>
<td>28.01.20</td>
<td>Version 6&lt;br&gt;• Throughout: updates to hyperlink text to meet accessibility guidelines&lt;br&gt;• 2.1.2 – new paragraph re: move of general teaching space to central control&lt;br&gt;• 2.3.2 – new footnote re: room hire policy&lt;br&gt;• 3.1.3 – update to Open and Supported Building hours to reflect 2020/21&lt;br&gt;• 4.4 – removed point re: allocation of home zones&lt;br&gt;• 4.6 – update to accepted reasons for late changes&lt;br&gt;• 4.10 – update to Systems Support team name&lt;br&gt;• Appendix B – Update to accepted reasons for late changes and to change request reasons&lt;br&gt;• Appendix C – Update to definition of Student recruitment events</td>
</tr>
<tr>
<td>21.03.19</td>
<td>Version 5a&lt;br&gt;Minor amendments&lt;br&gt;• Throughout: updates to organisational unit naming (Conferences and Events to Catering and Events)&lt;br&gt;• Throughout: updates to hyperlinks&lt;br&gt;• 3.1 – change of core hours to 09:00-18:00</td>
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<tr>
<td>31.01.18</td>
<td>Version 5&lt;br&gt;Minor amendments&lt;br&gt;• Throughout: updates to organisational unit naming (e.g. Estates and Commercial Services)&lt;br&gt;• 3.1.4 – link to Senate guidance inserted&lt;br&gt;• 4.1 – update to governance and oversight for investment in teaching space&lt;br&gt;• 4.4.3 – New point 6 re: adding lecturer details&lt;br&gt;• 4.4 – new point 13 re: user licences; new point 15 re: online bookings; new point 16 re: timetable app&lt;br&gt;• 4.5 – new point 5 re: online bookings&lt;br&gt;• 4.6 – point 7 updated re: staff disabilities</td>
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- 4.8 – Content of point 2 split for greater clarity
- 4.8 – Point 6 updated re: reasonable adjustments

Approved by: David Duncan, Chief Operating Office and Secretary of Court

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<tr>
<th>Date</th>
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| 24.02.17   | Version 4 | Minor amendments
|            |         | - 3.1.4 – time changed to be consistent with Senate guidance
|            |         | - 3.1.5 – Updated policy reference and link
|            |         | - 4.1 – update to VP title
|            |         | - 4.6 – rewording on timetable publication date
|            |         | - 4.7 – reference to checking timetable amended to reflect recommended use of the app
|            |         | - 4.7 – clarification of method for obtaining automatic updates on timetable changes
|            |         | - 4.8 – as above
|            |         | - Appendix C – clarification on definition of ‘core teaching and learning’

Approved by: David Newall, Secretary of Court.

<table>
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<tr>
<th>Date</th>
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<th>Changes</th>
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| 04.11.16   | Minor in-year amendments
|            | - Change CTT to SMTT
|            | - Change CVSO to Conferences and Events
|            | - Change Estates and Buildings to Estates and Commercial Services

No major changes. Approval by K. Lee, Strategic Programme Lead.

<table>
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| 16.12.15   | Minor amendments
|            | - Removal of Hetherington Building from list of Open Buildings
|            | - Removal of item in section 5 re: stating preferred room/building
|            | - Clarification to clause re: Open Day bookings
|            | - Inclusion of links to other information & resources
|            | - Update to Appendix C

No major changes. Approval by K. Lee, Strategic Programme Lead.

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| 10.01.2014 | Minor layout amendments and points of clarification.
|            | - addition of change record to policy
|            | - addition to table of contents
|            | - changing of bullet points to numbers for ease of reference
|            | - updated URL references for HR website changes
|            | - 4.5 term “ad-hoc” replaced with “non-teaching” bookings for clarification. |
- Section 4.7 Students- notification of timetable problems deleted to School Timetabler replaced with to Advisor of Studies.

No major changes, Approval by S.Sutton, Assistant Director of Estates

01.10.2012 Version 1
Existing policy

Editor: Dr A Mitchell, Court Office.

Approved by: Secretary of Court and MTS Project board
Appendix B  Policy and Class Timetable Change Requests

The Class Timetable Change Requests support the daily processes and will also provide information about workloads involved in this area to inform future planning and staff workload. The policy reasons and their relationship to the classifications list in the University’s class timetable change request process are:

<table>
<thead>
<tr>
<th>Policy (section 4.6)</th>
<th>Class timetable change request reason(s)</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1. Cancellation of modules with insufficient student numbers affecting the student group size | Event no longer required *  
Student numbers below expectation | |
| 2. Unexpected absence affecting the availability of teaching staff | Event no longer required * | |
| 3. Insufficient room capacity or facilities in the room to enable effective teaching to be delivered to students | Equipment or Features requirement change  
Student Numbers above expectation | |
| 4. Health and safety concerns affecting staff and students; | Student Numbers above expectation | No other Health & Safety issues should exist in central teaching spaces |
| 5. Changes required to accommodate a disabled student. | Accessibility | |
| 6. Changes required due to travel time constraints on students or staff | Travel time constraints | |
| 7. Non-policy reasons for change | Rooming solution for unroomed pre-June event  
Preferred rooming solution for roomed event  
Non policy reason for change | This is only available for SMTT use |

*Minor impact on timetable therefore turnaround expected to be 2 days.

These should all be addressed at the timetable preparation stage 2 (Feb-April). They are included to allow Schools to raise unplanned issues and will be accommodated where feasible under the policy.

| New event or day/time/week changes | Activities should be planned during stage 2 (Feb- April)  
Completely new or changed courses should be relatively limited from May onwards for the coming academic year and will be accommodated where space available. |
| Clash within student or lecturer timetable | Compulsory and popular options checked during stage 2 (Feb-April) |

These are minor changes that do not require new resources therefore are processed as ‘minor changes’

| Event no longer required *  
Update lecturer or details *  
Change contact on event *  
Change source on event *  
Change/add lecturer on event *  
Local room requirement | |

*Minor impact on timetable therefore turnaround expected to be 2 days.
Appendix C  Definition of Non-Chargeable Events

No hire charges will be applied for room bookings which fall under the categories listed below. However, as per point 2.3.3 of this Policy, charges may be applied for janitorial, heating or cleaning services. If applicable, this will be confirmed with the user at the time of making the booking.

Booking for events within the categories below are managed by the Space Management and Timetabling Team (SMTT). All other events (i.e. those where hire charges normally apply) are managed by Catering and Events.

Table of non-chargeable events.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core teaching and learning</td>
<td>all attendees must be University of Glasgow registered students or affiliated with the University (e.g. Glasgow School of Art, Glasgow International College) and content of session must form part of the programme of study. This includes research activity, induction events, examinations &amp; class tests, non credit-bearing courses.</td>
</tr>
<tr>
<td>Orientation week events</td>
<td>managed by the International Student Support team</td>
</tr>
<tr>
<td>Freshers’ Week events</td>
<td>providing there is no attendance charge, no catering (e.g. wine, soft drinks) and no element of ‘sales’</td>
</tr>
<tr>
<td>Ceremonies</td>
<td>directly related to core University Services (e.g. graduation ceremonies)</td>
</tr>
<tr>
<td>University Calendar events</td>
<td>including Committee meetings and other business meetings</td>
</tr>
<tr>
<td>Employer visits</td>
<td>all attendees must be University of Glasgow registered students and there should be no element of ‘sales’</td>
</tr>
<tr>
<td>School visits</td>
<td></td>
</tr>
<tr>
<td>Student recruitment events</td>
<td>managed by External Relations</td>
</tr>
<tr>
<td>Careers Fairs</td>
<td>all attendees must be University of Glasgow registered students and there should be no element of ‘sales’</td>
</tr>
<tr>
<td>Public Lectures</td>
<td>– event is advertised and open to all (i.e. attendees are not specifically invited) There should be no attendance charge and no catering (e.g. wine, soft drinks) offered to audience.</td>
</tr>
<tr>
<td>University Public Concerts</td>
<td>– open to everyone, charges applicable to some performances</td>
</tr>
<tr>
<td>Dinners/receptions</td>
<td>– hosted by schools / departments in their own rooms (i.e. centrally booked rooms may be subject to charges)</td>
</tr>
<tr>
<td>SRC Affiliated societies</td>
<td>– applies to teaching space only, with the exception of Halls where hire charges may apply; at least 80% of attendees must be UoG students; no attendance fee to be charged.</td>
</tr>
</tbody>
</table>