



School of Education

School Policy on Room Bookings

Background to Policy

There is a centralised system within the University for Room Bookings. The School of Education, has an annual cycle for timetabling and room bookings. This starts in November when meetings are held with key members of staff involved within timetabling and room bookings. The Lead Timetabler and timetablers ensure that all the information provided in relation to timetables and room bookings is inputted accurately onto the Room Booking System (CMIS) in order for the room allocation to take place.

It is important to have a policy for changes to room bookings/classes. If staff wish to change a room or class, they must realise this has a disproportionate impact on timetabling staff and resources. In order to ensure a best fit for practice, it is important to note that if a room that can accommodate the size of the class expected, then this allocation will not be changed.

Criteria for Room Allocation

The following principles and priorities are used in allocation by Central Timetabling Team (CTT)

- Teaching activities take precedence over non-teaching activities.
- Larger classes take precedence over smaller classes.
- 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.
- Schools select room specifications and where possible these preferences will be met.
- Activities requiring specialist facilities have priority access to specialist teaching spaces.
- Access for students and staff with a disability is a priority and will be accommodated wherever possible.
- Where a suitable room cannot be found, an appropriate room at an alternative time will be proposed.
- Student numbers must not exceed the published seating capacity limits.

Policy

It is important to recognise that when room confirmations are released, changes can still be made until Registration and Enrolment opens on MyCampus.

Once rooms are released it is important that all room allocations are **checked by appropriate teaching staff, this would normally be Course Convenor/Leader** before registration and enrolment opens.

Once registration and enrolment opens on MyCampus it is important that rooms are not changed as this has an impact on the experience of the student. MyCampus should be used by students to view their full timetable and venues for classes.

If a change is required to a room booking e.g. location or rescheduling of a class, then the following actions must be taken as listed below. Timetablers will not change a booking unless approval has been granted by Director of Learning and Teaching:

- Appropriate member of academic staff must seek approval from the Director of Learning and Teaching (Beth Dickson)
- Once this has been granted, the written approval, along with the change request should be sent to the relevant timetabler
- Timetablers will accommodate the change if possible – not all changes will be accommodated due to limited teaching spaces within the University

Cancellations

Due to the limited space within the University it is important that if a booking is no longer required then the member of staff must inform the appropriate timetabler in order to cancel the event.

Members of staff need to ensure that this is carried out as this will make rooms available for other events. It is important to emphasise that staff must only be booking rooms for events that are taking e.g. rooms should not be booked for a class if this is a reading week etc.

Last Minute Bookings

Please note that timetablers need at least 48 hours' notice in order to accommodate last minute bookings. Requests must be submitted electronically to the relevant timetabler.