

institutions may be different to the days and times stated above.

On Wednesdays, teaching events for undergraduate students (including foundation year students) will normally be scheduled to take place between 08:00 and 13:00. Teaching events for undergraduate students (including foundation year students) may only be scheduled to take place after 13:00 in exceptional circumstances and when access to an alternative teaching event is provided. Approval must be provided by the Vice Principal for Learning, Teaching and Assessment or Vice Principal for Students, and evidence of this given to the Timetabling Officer before the event can be timetabled. It is not the responsibility of the Timetabling Officer to request approval.

Teaching events for postgraduate students may be timetabled after 13:00 Wednesdays without needing approval.

Lectures last 45 minutes. Lectures begin on the hour or at quarter past the hour (when allowing for a half hour break between sessions).

Where possible, scheduling three consecutive lectures for the same group of students should be avoided. Where it is unavoidable, approval from the Year Leader must be obtained in writing first.

Undergraduate and Postgraduate students must have a one hour scheduled lunch break between 12:00 and 14:00.

When a student or staff member has timetabled teaching on different campuses on the same day, this teaching will be scheduled with a minimum of 2 hours between them to allow for appropriate travel time.

When a student or staff member has timetabled teaching at Boltons Park FBT/F1t16/7()-4(t)d

The Timetabling Officer must be informed by the Advice Centre where a student has access requirements, therefore students should disclose their requirements at the earliest opportunity so they can be appropriately accommodated. Late disclosures may result in delays in providing accessible rooms.

3.6. Amendments and Cancellations to the Published Timetable

Changes should be avoided by the construction of a timetable based on timely and accurate data. In turn, this will avoid negative effects on the student experience and a range of other activities. However, changes can be made in exceptional circumstances, such as:

- A teaching event that is essential to the delivery of the curriculum has been incorrectly timetabled or is missing
- Illness or bereavement
- Adjustments arising from resignation
- Medical appointments or longer-term temporary absence of staff
- An external factor which significantly impacts the ability of both students and staff to attend, for example, adverse weather, transport strikes etc.
- Allocation or removal of rooms due to major works or health and safety as approved by Estates and HR
- Rooms and facilities may vary due to unforeseen circumstances or necessary maintenance work
- Actual number of students exceeds the room capacity
- Actual number of students is significantly smaller than expected and would fit into a smaller room, but ensuring relevant facilities and accessibility requirements are still met
- Identification of student or staff access requirements that mean the current room allocated is not accessible

Each week, Digital Learning take an extract of the timetable and use it to create the Live

3.9. Roles and Responsibilities

It is expected that the following duties will be completed by the named team/role in

- Year Leaders are responsible for organising exam and assessment arrangements for strands in agreement with the Exams Team.
- Course Directors and Year Leaders of all UG and PG courses are required to confirm the Academic Year Plans for the coming year in agreement with the Head of Course Support and Head of Examinations and Assessments. For the BVetMed/BVSc course this should also include the Rotations Officer and Director of Rotations for the production of the Graduating in plan.

All changes affecting the reordering of modules/strands must be approved by the appropriate committee prior to the Academic Year Plans and Graduating in Plans being approved and published.

3.9.3. Module/Strand/Rotation/Elective Leaders

There may be some variation in who is the designated person responsible for the tasks outlined below depending on local agreements, but largely, Strand/Module/Rotation/Elective Leaders are responsible for the following tasks:

- Consult with the Year Leader, Course Director, Head of Course Support and Head of Examinations and Assessments prior to:
 - formal submission of documentation related to validation or major amendments to a course of study,
 - teaching and assessment methods which may impact on the timetable
 - the amount and type of teaching facilities required
- Ensure all planned module/strand/elective/rotation teaching is communicated to the Timetabling Officer.
- Provide the necessary details to the Timetabling Officer to create each timetabled teaching event prior to the circulated deadlines, these details include:
 - the names of any staff involved the session
 - the activity type (lecture, seminar, practical etc.) and modality (onsite, digital, hybrid,), see definitions in the Naming of Teaching Activities document on the [University Website](#)
 - the name of the strand or module and course it is taught on
 - the title of the session
 - the type of room required
 - the estimated size of the group and group details
- Organise staffing of a module/strand in discussion with the HoD and Teaching Coordinator.
- Organise exam and assessment arrangements for a module in agreement with the Exams Team.

- Agree the final version of the timetable with the Timetabling Officer in conjunction with the Year Leader and Course Director and communicate this to the staff contributing teaching.
- Ensure modular timetables are scheduled during the corresponding timeframes as outlined within the Academic Year Plans.
- Release timetabled space in good time if it is decided the space is no longer needed for teaching.
- Liaise with the Timetabling Officer to resolve clashes or outstanding issues with the timetable.

3.9.4. Teaching Staff

It is the role and responsibility of Teaching Staff to:

- Prioritise teaching and be available to teach at any time during contracted teaching day(s) except when restricted by individual agreement with Heads of Department.
- Be responsible for checking their own timetables at regular periods and adhering to the schedule by using the online timetable viewer.
- Communicate agreed timetabling changes post publication of the timetable to affected students, in liaison with the Programme Support Coordinator.
- Provide feedback to Module/Strand/Rotation/Elective leaders to help inform future timetabling arrangements.
- Teaching staff may subscribe to their teaching commitments through the online timetable viewer once they have received confirmation from the Module/Strand/Rotation/Elective Leaders that the timetable has been confirmed. This allows all teaching events assigned to a staff member (including future updates) to be imported into their calendar programme. Staff will be required to create a new subscription once the date range assigned to the subscription has ended, e.g. for each new term.

3.9.5. Academic Quality Team

It is the role and responsibility of the Academic Quality Team to:

- Confirm the outcome of the validation (approval) of new programmes of study and minor/major changes to programme specifications and module descriptors and publish these definitive documents.

3.9.6. Learning and Wellbeing (LWB)

It is the role and responsibility of various teams within LWB to:

- Confirm all room bookings required for timetabled events delivered by colleagues from the LWB team such as Welcome Week, 5 Ways to BE Well, Study Skills Introduction etc.

- Be responsible for reading the online timetable viewer