



Timetable & Room Booking Policy

Responsible Office	
Responsible Officer	
Approving Authority	
Date of Approval	29 th January 2018
Effective Date	
Related Procedures	
Related University Policies	
Amended (if applicable)	11 June 2020
Supersedes	
Next review due	[insert month and year; maximum 5 years from approval date]

1. Principles that underpin this policy

- 1.1. The primary commitment is to support the delivery of the learning experience to all students at the highest levels of quality within the University's resource constraints.
- 1.2. To ensure that students are taught in appropriate learning accommodation.
- 1.3. To optimise the effective management and use of the University's learning space.
- 1.4. To deliver personalised timetables to all students undertaking timetabled module sessions.
- 1.5. To provide effective and accessible timetable and room booking information to students and staff via the web.
- 1.6. To provide a unified approach to timetabling and room bookings across the university using one software system and therefore one data source.
- 1.7. To support all staff who in different roles contribute to the creation and production of the University's teaching timetable

2. Overview

- 2.1. The timetable and room booking current software system is designed to capture, store, display and report on all academic timetable events and ad-hoc room booking activities.
- 2.2. Staff can view course, module, room and staff and student timetables via the Timetable web page of <https://timetables.bathspa.ac.uk/TT<academic year>>.
- 2.3. Students can access their individual timetable via their Minerva page or via a link on the App Hub.
- 2.4. Staff and Students can book rooms and check availability of rooms via the web roombooking web pages <http://roombookings.bathspa.ac.uk/> or alternatively email rooms@bathspa.ac.uk with their room-booking request.

3. Definitions

3.1. Booking definitions:

- **Ad-hoc Room Booking:** a one off activity where the only resource recorded is the room, and does not involve teaching to students e.g. staff or student meeting, applicant visit day, interviews, exams, registration, etc.
- **An Event:** This is also an ad-hoc room booking, however when organising an event, staff or students must refer to the Events Policy to ensure that all events at the university are managed to the same processional standards, are safe, legal, and cause no detriment to the reputation of the University, in compliance with the 'Prevent Duty'. The Bath Spa Events Policy provides a full list of examples of Events.
- **Timetabled Teaching Activity:** Any activity that has a module, students, staff and room recorded against it, therefore attendance monitoring will expect either

student 'tap-in' attendance or staff online recording of attendance via the app hub.

- **Booking Space:** This refers to the list of rooms identified within the timetabling software system that are primarily used for teaching activities, but may also be used for internal ad-hoc bookings as well as external events. (Please refer to Appendix 1.)

4. Teaching Times and Staff Availability

- 4.1. The University's term and semester dates are available at <http://www.bathspa.ac.uk/about-us/term-dates>. The university operates a 52 week year, with weeks numbered consecutively from 1 to 52. This 52-week year usually starts in the last week of week of August; therefore, by the time teaching starts several weeks later, the first week of general university teaching is typically week 6 on the timetabling system, teaching week 2 is week 7 on the timetabling system and so on. These teaching weeks are mapped out in advance of the academic year and are published to students via the timetable web pages.
- 4.2. University core teaching days and times for all programmes are;
 - Monday to Thursday 9am – 7pm
 - Friday 9am to 6pm
- 4.3. Teaching slots should commence on the hour and should finish by 10 minutes to the hour, so that students and staff have sufficient time to move between teaching locations.
- 4.4. Rooms must be returned to their original configuration ready for the next occupants.
- 4.5. The University policy is that full time teaching staff members are available for teaching throughout the core-teaching day and times with exceptions, such as agreed part time working or flexibility for childcare arrangements, approved upfront of the timetabling year (April) by the Subject Leader.
- 4.6. Subject Leaders should notify Timetable Services of any changes to staff availability. Individual staff should not approach Timetable Services directly to change availability.
- 4.7. Staff should not make changes to timetables; proposed changes should be agreed with the subject leader and checked with Timetabling to ensure it does not result in student clash before communicating to students.

5. Timetable Creation

- 5.1. Teaching activities will be reviewed each year to allow necessary changes to be accommodated in the timetable. That will allow the University to retain sufficient flexibility to allow it to enhance the portfolio of modules/programmes offered, and to accommodate changes to teaching space and staff resources.
- 5.2. Standard delivery patterns will be used within the timetable wherever possible (i.e. same day/time each week).
- 5.3. Rooms should only be timetabled for the exact time, day and weeks required.

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- 5.4. Timetabled teaching and learning takes precedence over one-off and ad-hoc bookings during teaching weeks (except whole University events as agreed).
- 5.5. During scheduled examination dates, Examinations will have priority use of rooms.
- 5.6. All teaching activities that students are required to take as part of their course, including one-off activities, must be recorded on the University Timetabling system. This is to ensure that students get their timetable from a single data source and in addition enables the University to quantify all teaching activities so that frequency and occupancy rates are accurate, as this data is used as part of TRAC data and HESA returns. A teaching activity also enables attendance to be recorded for the students attached to that session, thus providing the attendance monitoring team with the capability to identify at-risk students as well as trends across the academic year.
- 5.7. Students should normally be available to attend University on all five days of the working week, between 9am and 7pm Monday to Thursday, and 9am and 6pm on Friday.
- 5.8. Room allocation uses the following criteria;
 - Match class size to room size
 - Match students and staff with a disability to appropriate available learning space
 - Match specialist teaching delivery e.g. use of software to specialist room

6. Roles and Responsibilities

- 6.1. The Timetabling Team has the overall responsibility for the creation and publication of teaching timetables, based on data via student systems integration and information provided by subject leaders.
- 6.2. Subject Leaders are responsible for ensuring that programme and module timetable requirements are submitted on time, approve staff teaching availability constraints and are responsible for an overview of timetable change requests.
- 6.3. Students should read and check the accuracy of their timetable and advise timetabling@bathspa.ac.uk of clashes and errors in module and teaching data within a timeframe of two weeks from their commencement of teaching. It is the student's responsibility to select optional modules using the relevant module selection process in a timely manner. Optional modules are confirmed on a 'first-come, first-served' basis. It is the student's responsibility to notify the University of any individual requirements relating to disabilities, in order that they can be taken into account during the timetabling process. Student requests to change module choice and seminar groups should be communicated directly to timetabling@bathspa.ac.uk and cannot be guaranteed.
- 6.4. All academic and administrative staff involved in the timetabling process are expected to:
 - Follow the annual timetabling process and submit timetabling requests and other timetable information in the format and at the times and dates requested by the Timetabling Team.

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- Check thoroughly the timetables sent out by the Timetabling Team and report inaccuracies immediately to the Timetabling Team.
- Ensure that all staff adhere to the latest version of the published timetable.
- Report immediately to the Timetabling Team when rooms booked are no longer required (please email rooms@bathspa.ac.uk).
- Timetable creation and amendments will only be communicated to the Timetabling Team by the Subject Leaders or other nominated staff.
- Staff must not use rooms they perceive to be free without first requesting use of the room from the Timetabling Team. Rooms may be empty for a number of reasons and may well be timetable for use in future weeks.
- Room bookings outside of core teaching time shall be managed through the Conferencing and Events Department.

7. Subject Area Request for Timetable Changes

- 7.1. Changes arising from unforeseen circumstances after the timetable publication date will not be accepted without approval from the appropriate Executive Dean and the Deputy Registrar.
- 7.2. The following criteria will be considered:
 - Reasonable adjustments to cope with students' special needs;
 - Health, safety and emergency issues;
- 7.3. Academic staff will be asked to notify students via an announcement on Minerva about any late changes to module timetables. The web timetable will always reflect the most up-to-date version of the student timetable.
- 7.4. Provided reasonable notice is given, the Deputy Registrar, Timetabling Coordinator or Timetabling Officer reserve the right to move a class to a different location. The reason for the change will be communicated to the affected Department.

8. Student Timetable Change Requests

- 8.1. Every effort will be made to ensure that timetables are released in advance of the commencement of teaching, with sufficient time to allow students to make appropriate arrangements.
- 8.2. Where a lecture only offers one session of delivery in a week, e.g. Lecture, Practical, Workshop, or Seminar, the Timetabling Team will be unable to change this timeslot, as it is only offered once, and it is taking place at that particular time to ensure that all resources (student, staff, room and module) are clash free.
- 8.3. Student allocation to sessions, which are offered more than once, mainly seminar groups, can be made when a student has accessibility needs.
- 8.4. In some other exceptional circumstances, listed below, students will be allowed to switch between seminar groups. However, this will only be permitted as long as it

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does not clash with their existing timetable;

- Students with responsibilities as a carer or parent
- Students with recurring medical appointments
- Students with certain religious beliefs
- Students' commitment to an employer already entered into before timetables are published and which cannot be easily altered (evidence must be provided).

8.5. Any moves between seminar groups can only be made where constraints permit it, and cannot be guaranteed.

8.6. All timetable change requests must be submitted to timetables@bathspa.ac.uk within the first two weeks of teaching. Any requests after this time period will not be accepted.

9. Room Bookings

9.1. When organising a meeting or event, the organiser should book the room first before agreeing dates with internal and external invitees. Timetabling cannot guarantee a room will be available at the day/time the organiser has decided on.

9.2. University staff and students may book standard teaching rooms when not in use, after timetables are published, for ad-hoc purposes, e.g. one-off events, meetings, training etc.

9.3. Ad-hoc room bookings should not be used for teaching activities as the activities will not be reflected on the online timetable and will be excluded from teaching statistics and attendance monitoring.

9.4. Ad-hoc room bookings should not be made as 'cover' i.e. for 'just-in-case scenarios'. Similarly, rooms should not be block-booked nor booked for more than the time required. All block and ad-hoc rooms requests will be monitored by the Timetabling Team.

9.5. Ad-hoc room bookings taking place in term time will be scheduled after the timetable has been published.

9.6. The University's requirements for rooms and facilities take priority over any external persons wanting to use the rooms.

9.7. All requests by Bath Spa University staff for room bookings can be made directly via the Web Room Booking system and must be for the sole purpose of Bath Spa University business. Room booking requests by staff for non-business-related activities must be declared at the point of booking and will be re-directed to the Conference and Events Department.

9.8. Event or meeting organisers who invite an external speaker who is not a current student or staff member of Bath Spa University or the Students Union must comply with the University's Events Policy and Freedom of Speech Code of Practice as well as adhering to Prevent duties, health and safety and the Equalities Act 2010. For more information please refer to the University website.

9.9. The University Web Room Booking (WRB) System should be used for all general requests for rooms. If the room required or date needed is not available to book using WRB then staff or students should email rooms@bathspa.ac.uk.

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- 9.10. Only rooms booked can be used, for the purpose for which they have been booked and for the specified dates and times.
- 9.11. If furniture is moved in any room it must be put back to its original layout after the event.
- 9.12. Noise levels must be kept to a minimum at all times as adjacent teaching rooms and office space must be taken into consideration.
- 9.13. Rooms must be left free of rubbish and personal belongings and left in a suitable condition for the next booking or teaching activity.
- 9.14. Room usage must comply with the Bath Spa University Space Management Policy.

10. Room Use Code of Conduct

- 10.1. This code of conduct sets out the arrangements for booking a room and provides detail on the conduct expected of all students and staff who book a room either via email or directly on to the system via the Web Room Booking (WRB) System.
- 10.2. The code sets out procedures to meet the needs of:
 - All ad-hoc room bookings held on a University Campus
 - The conduct required of the person booking and those attending the ad-hoc booking
 - A duty of care to staff and students to ensure that they will be able to enter the room, use it for the purposes it was booked under, and exit the room while adhering to health and safety guidelines.
- 10.3. The code of conduct clearly defines the behaviour and practice necessary for all person(s), both staff and students, who book a room for an ad-hoc event across all Bath Spa University campuses.

Responsibilities

- 10.4. The person that books the room is responsible for:
 - Managing a safe working environment.
 - If you move any furniture to create a more suitable work space, return it exactly as you found it at the start of your session. Alternatively if you want the room set up in a particular way, raise a WMS job (<https://applications.bathspa.ac.uk/work/job-logger/default.asp>) with the Porters, providing details of the room layout you require, ensuring you include a request to return the room to its default layout. Please note, the porters will require 5 working days notice to carry out this job on your behalf.
 - Staff and students are not permitted to alter any existing structure or fabric of the building
 - If the event you are holding in a room requires additional resources/equipment that could pose a health & safety risk e.g. lab equipment, catering equipment (not provided by the university's catering department) e.g. kettles, hot plates, soup urns etc., you must carry out a Risk Assessment, this can be found by clicking [here](#).

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- Health & Safety signage instructions must be observed at all times. For example, ear defenders are needed if working with amplified music, and no physical movement work is permitted in the University Theatre Foyer at anytime.
- Fire Evacuation procedures are posted in all areas of the campus and rooms users should familiarise themselves with them so that they know what action to take, for instance when an alarm goes off.
- Bags, cases and coats must be stored properly without blocking corridors or other fire escapes, and without creating trip hazards or obstructions of any kind.
- Use of musical instruments and amplification of music and sound must be sensitive to other users and residents of the campus. Doors and windows to studios and practice rooms should be kept shut at all times to avoid disturbing staff and students from other areas of BSU. **(This is particularly important during examination periods).**
- Any accident should be reported to a First Aider as soon as it occurs. In line with University procedures, all accidents must be recorded by the Safety, Health & Environment office (SHE). If a First Aider is not immediately available, the Security Team, who are qualified First Aiders, must be notified on 01225 875555. Please [click here](#) to see a list of our First Aiders.
- Each campus building has a nominated Area Safety Manager and Operational Area Safety Manager. A list of ASM's and OASM's is available by [clicking here](#).
- Eating and/or drinking (with the exception of bottle water) is not allowed in any of the bookable rooms on campus, with the exception of catered events.
- Outdoor footwear is not allowed in any of our Studio spaces that have spring floors.
- Furniture or equipment must not be moved between rooms.
- No equipment may be installed in any room.
- No smoking is allowed in any BSU building. Staff and student are legally obliged to abide by the university's policy, which instructs all smokers to be at least ten metres from doors and windows.
- Unauthorised persons may not use any of rooms booked under this policy. Rooms must only be used for the purpose for which they are booked. Attendees who are not current students or staff, e.g. members of the public, will invalidate the booking unless permission has first been obtained under the University's Events Policy.
- Attendees may not be charged for attending an event. This will invalidate a booking. Any such commercial events should be referred to the University's Events Team.
- Anyone failing to comply with these regulations may be subject to disciplinary proceedings, as per the [Student General Regulations](#), and may be financially liable for the repair or replacement of any BSU resources or equipment which are damaged.
