

Timetabling & Resource Booking Policy



BATH SPA
UNIVERSITY

1 Introduction

- 1.1 This policy aims to support the student experience by setting expectations around the responsibilities on staff to support delivery of a centralised timetable in a timely and consistent manner. We know that late timetables and timetables that suffer frequent changes are a cause of student complaint and affect their experience at university. It is also imperative that timetables are designed to deliver the curriculum as specified.
- 1.2 This policy sets out the principles, responsibilities and processes that underpin the creation, management and publication of the University teaching timetable.
- 1.3 This policy ensures that curriculum delivery is supported by accurate, accessible, equitable and efficient timetabling practices.
- 1.4 This policy also outlines the reporting measures that will be taken to monitor adherence to the responsibilities set out therein.

2 Principles

Underpinning this policy are a set of principles shaping how we deliver student focussed scheduling:

- 2.1 The primary commitment is to provide student-led timetables that provide the highest level of educational experience while being optimised for efficiency and student convenience.
- 2.2 To facilitate an inclusive, wellbeing centred and positive learning and teaching environment for students and staff alike.
- 2.3 To ensure timetables are designed to deliver the curriculum agreed.
- 2.4 To ensure that students are taught in appropriate teaching spaces.
- 2.5 To ensure that timetables are designed to meet the accessibility needs of staff and students
- 2.6 To optimise the effective management and use of the University's teaching spaces.
- 2.7 To deliver personalised timetables to all students undertaking timetabled module sessions.
- 2.8 To provide effective and accessible timetable and room booking information to students and staff via the web.

- 2.9 To provide a unified approach to timetabling and room bookings across the university using one software system and therefore one data source.
- 2.10 To support all staff who in different roles contribute to the creation and production of the University's teaching timetable.

3 Scope

- 3.1 This policy applies to all staff and students registered on a taught programme delivered and awarded by Bath Spa University who are involved in, or affected by, the creation and use of the University timetable. It covers:
 - All scheduled teaching activities (lectures, seminars, tutorials, labs, workshops, field sessions).
 - All online teaching.
 - All centrally timetabled teaching spaces, specialist teaching rooms, and any other University provision used for timetabled teaching.
 - The systems and processes used to publish timetables and manage room bookings.

4 Timetabling Policy

4.1 Timetabling Team Responsibilities

- 4.1.1 The Timetabling Team is responsible for the creation and publication of teaching timetables, based on data from the Student Information System and Academic Leaders.
- 4.1.2 Teaching will be scheduled in line with Teaching Days & Times and Student and Staff Constraints.
- 4.1.3 The Timetabling Team aims to optimise space usage and prevent module clashes. Room allocation uses the following principles:
 - Match class size to room size.
 - Match disabled students and staff to appropriate available learning space.
 - Match specialist teaching delivery e.g. use of software or specialist equipment.
- 4.1.4 All online teaching is to be submitted for inclusion in teaching timetables, to allow for the creation of personalised, conflict-free complete timetables for students and staff, even where rooms are not required.
- 4.1.5 Optional modules and retakes will be scheduled to minimise conflicts.

4.1.6 All teaching activities are to be recorded in the central TimeEdit timetabling system to ensure availability of comprehensive and accurate student and staff timetables, accurate data in aid of strategic planning (i.e workload planning) and statutory return commitments (i.e HESA) and to enable attendance monitoring.

4.2 Student Responsibilities

Students are required to:

4.2.1 Select optional modules promptly, in the E:Vision system, within the defined selection period.

4.2.2 Check the accuracy of their timetable and report issues within two weeks of teaching starting.

4.2.3 Post-timetable publication, request changes to module choices via a MyServices ticket.

4.2.4 Request changes to timetable group allocations via the TimeEdit Student Class Registration Portal.

4.3 Staff Responsibilities

Staff are required to:

4.3.1 Follow the annual timetabling process (see section 4.7) and submit staff unavailability and module teaching pattern request data as requested, directly in the TimeEdit request portals.

4.3.2 Ensure all teaching is submitted to the central timetabling system. No alternative mechanisms for timetable publication or dissemination (i.e. Outlook calendars, paper forms etc.) are permitted.

4.3.3 Make all reasonable efforts to ensure that the submitted timetable information is accurate and complete, delivering on the curriculum as agreed and publicised.

4.3.4 Ensure that all teaching activity associated with every module is submitted for inclusion in the timetable – this includes any teaching in ‘specialist’ spaces (studios, labs, PC suites etc.). Use of these ‘specialist’ spaces for module teaching should be included in central timetables where possible and not booked ‘ad hoc’ separately.

4.3.5 Teaching delivery during Assessment Weeks should be submitted for inclusion in the central timetable to allow for the creation of personalised, conflict-free timetables for students and staff and priority use of spaces during these periods.

4.3.6 Do not ‘block-book’ rooms if they are not needed each week – ensure that you request rooms and timetabled activities only on the weeks needed.

- 4.3.7 Ensure that the correct tutors are assigned to each teaching activity – including cases where this changes on a per-week basis.
- 4.3.8 Review and report timetable inaccuracies promptly, via MyServices.
- 4.3.9 Ensure continued adherence to the published timetable.
- 4.3.10 Consult the Timetabling Team on any post-publication change requests, to ensure the continued accuracy of the central timetable and support student experience.

4.4 Teaching Days & Times

4.4.1 Teaching will be scheduled within standard teaching weeks based on the published academic timetable. Term and semester dates for our academic timetable are available at <http://www.bathspa.ac.uk/about-us/term-dates>.

4.4.2 The core teaching day for Bath based provision is as follows:

Monday	09:30 – 19:30
Tuesday	09:30 – 19:30
Wednesday	09:30 – 13:30
Thursday	09:30 – 19:30
Friday	09:30 – 18:30
Saturday*	09:30 – 19:30*

*Postgraduate only

4.4.3 The core teaching day for Bath Spa University London based provision is as follows:

Monday	10:00 – 17:00
Tuesday	10:00 – 17:00
Wednesday	10:00 – 17:00
Thursday	10:00 – 17:00
Friday	10:00 – 17:00

4.4.4 Further, Bath Spa University London based provision also offers teaching in the evenings and weekends as follows:

Monday	17:00 – 21:00
Tuesday	17:00 – 21:00
Wednesday	17:00 – 21:00
Thursday	17:00 – 21:00
Friday	17:00 – 21:00
Saturday	10:00 – 17:00
Sunday	10:00 – 17:00

- 4.4.5 Teaching on Saturday and Sunday, as well as in the evenings, will only take place for those students who have expressly signed up for weekend and evening teaching. Usually, students are taught either in the day or the evening, and not both.
- 4.4.6 The days and times listed refer only to timetabled teaching activity that delivers the core teaching schedule for each module. Other activities, such as assessments, end of year productions, showcases or rehearsals that contribute to module delivery may fall outside of these times, and may appear on the student timetable. Courses with agreed specific teaching patterns outside standard core hours, for example evening and weekend teaching or Wednesday afternoons, will be accommodated.
- 4.4.7 Teaching slots start on the half-hour and end 10 minutes before the officially timetabled end-time, to allow for room transitions.
- 4.4.8 When submitting Module Teaching Pattern Requirement forms, specific days and times do not need to be specified for teaching activities and may not be adhered to in the timetable scheduling process if requested.

4.5 Staff Teaching Constraints

- 4.5.1 Staff are expected to be available during all core teaching hours unless specific unavailability is submitted by their Line Manager or an Academic Leader. The Timetabling Team will support any agreed reasonable adjustments that may be required.
- 4.5.2 Unavailability that is contractual or formally agreed should be submitted - such as recurring times of day or days of the week - rather than focusing on specific dates or one-off appointments. This includes:
- Days or times that are not included in part-time working patterns
 - Agreed flexible working arrangements
 - Agreed scheduled non-teaching duties (e.g., research time, administrative roles, agreed or compulsory staff development or training)

It would not include:

- Personal preferences, ad hoc commitments or caring and other responsibilities not contractually agreed (e.g., medical appointments, school runs, or preferred working hours)
- Temporary or one-off events

This ensures that the data collected is consistent, fair, and useful for creating effective and equitable teaching timetables.

- 4.5.3 Academic Leaders are responsible for submitting the contractual unavailability of their staff to enable teaching to be scheduled within their expected working

hours. Individual staff should not approach the Timetabling Team to change their working pattern.

4.6 Student Constraints

4.6.1 Students will be scheduled across the full week, with a maximum 8-hour spread per day. Courses with specific teaching patterns outside standard core hours, for example evening and weekend teaching or Wednesday afternoons, will only take place for those students who have expressly signed up for these courses.

4.7 Annual Timetabling Process

4.7.1 The Timetabling Team will follow the timeline as below. It is the responsibility of Academic Leaders to ensure that Staff Unavailability and module teaching pattern request data is submitted on time to enable timely publication of timetables.

Late receipt of data will be reported to the Heads of Schools meeting.

Start of January	Staff Unavailability and Module Teaching Pattern Requirement forms issued
End of February	Deadline for form submission (roughly six weeks to complete forms)
March	Scheduling begins
After the Easter break	Module Selection for continuing students
Start of June	Timetable published – 1 st draft
Start of July	Final Timetables 'locked down' for staff (after a roughly six-week period where opportunity to amend the 1 st draft is offered)
Middle of July	Timetable published to continuing students (no changes allowed post-publication)
End of August – Start of September	Final, necessary changes to the timetables will be made to reflect the final confirmed student numbers at Level 4 and 7 (new students). These changes will be made before publication of timetables to this cohort of students.
Start of September	Timetable published to all new students

4.8 Post-publication Timetable Changes

4.8.1 Late changes to timetables have a detrimental effect on the student experience and can result in timetabling clashes and student complaints.

Every effort must be made by staff to ensure that teaching requirements are submitted in line with the deadlines provided. Post-publication change requests may be considered at the discretion of the Deputy Academic Registrar.

4.8.2 The timetabling team will make every effort not to move scheduled teaching post-publication. However, in some instances, the team may be required to change an assigned room in the published timetable. Normally these changes will ensure that:

- Teaching for level 4 and level 7 is in line with final student numbers confirmed in August/early September.
- 48 hours' notice is given, or there is an emergency reason related to the usability of the room
- The move does not prevent the scheduled teaching from taking place (for example, moving a session away from specialist equipment or accessibility requirements)
- The campus remains the same.

4.8.3 In cases where a change to a day or time is required, the timetabling team will consult with the assigned tutor first. In all cases, the nature and reason for the change will be communicated to the affected staff and students by email.

Requests from Staff

4.8.4 The Timetabling Team are responsible for agreeing requests or requirements for post-publication changes. This ensures that changes to the timetable adhere to the requirements of this policy, including avoiding clashes and communicating accurate information to students. Academic Leaders requiring post publication timetable changes must therefore consult with the Timetabling Team.

4.8.5 The Timetabling Team will prioritise the following when considering post-publication timetabling changes:

- Consideration of appropriate reasonable adjustments for disabled students
- Health, safety and emergency issues.

4.8.6 All post-publication changes to timetables must be requested via a MyServices ticket. The number and type of post-publication changes will be recorded, collated and presented at the Heads of School meeting on an annual basis.

4.8.7 The Timetabling Team will notify students directly of any post-publication changes, and academic staff will also be asked to notify students via an announcement on Ultra.

Requests from Students

- 4.8.8 Timetables will be released in advance of the commencement of teaching, with sufficient time to allow students to make appropriate arrangements (as per the 'Annual Timetabling Process' above).
- 4.8.9 Where a teaching activity 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. Timetables are created to ensure that all resources (student, staff, room and module) are clash free and it is not possible to move an entire teaching activity post-publication.
- 4.8.10 Where teaching activities offer repeat occurrences, i.e. seminars, student group changes are allowed. Students must make these changes via the TimeEdit Student Class Registration Portal before the required deadline. Changes will only be possible where it does not create a clash in the student's existing timetable and there is space in the desired student group.
- 4.8.11 The TimeEdit Student Class Registration Portal will usually be open for the first two weeks of teaching in each semester/trimester. The Timetabling Team, in discussion with Academic Leaders, reserve the right to make this window shorter – for example in cases where a module is taught across a shorter number of weeks than is typical. Any requests after the portal is closed will not be accepted.

4.9 Educational Partner Timetabling and Oversight

4.9.1 Accountability and Compliance

Where programmes are delivered through Educational Partners, responsibility for constructing timetables is devolved to the Partner. However, accountability for regulatory compliance, academic quality and funding implications remains with the University.

Partners must ensure that delivery complies with:

- Student funding and Student Loans Company (SLC) requirements, including approved location, mode of study and permitted teaching days (including any weekend or evening provision);
- The approved Definitive Programme Document (DPD);
- Module descriptors, including required contact hours;
- University academic regulations.

Partners must ensure that delivery patterns align with approved recruitment and funding arrangements.

4.9.2 Changes to Delivery Model

Changes to delivery patterns at Partner providers - including movement between daytime, evening or weekend teaching; changes to delivery days; location of study; mode of study; or contact hours - constitute Programme Modifications.

Such changes must be approved in advance through the University’s Programme Modification procedure following consultation with Academic Registry. No changes may be implemented without formal approval.

4.9.3 Timetable Submission and Oversight

Partners must submit full teaching timetables to the University in line with agreed deadlines and in a format specified by the Timetabling Team and the Centre for Educational Partnerships (CEP). Updated timetables must be provided where changes occur.

The University will review Partner timetables to assure itself that:

- Delivery complies with SLC requirements, including approved teaching days;
- Weekend and evening provision aligns with approved arrangements;
- Required contact hours are delivered in accordance with module descriptors and the DPD.

Link Tutors will review timetables as part of routine oversight and report any material deviations to Academic Registry. Non-compliance may be escalated through partnership governance arrangements.

4.9.4 Annual Reporting

An annual report on Educational Partner timetabling compliance will be presented to Academic Board, confirming adherence to funding and quality requirements and evaluating the effectiveness of this policy.

5 Room Booking Policy

5.1 Definitions

Ad hoc Room Booking	A one-off activity where only the room is recorded, not involving teaching to students (e.g. meetings, interviews, exams).
An Event	Also an ad hoc booking. Must follow the Events Policy to ensure safety, legality, and reputational standards in compliance with the Prevent Duty.
Timetabled Teaching Activity	An activity with module, students, staff, and room recorded. Attendance is monitored.

5.2 Policy

5.2.1 Timetabled teaching and learning take precedence over one-off and ad hoc bookings during teaching weeks, except whole University events including

employer, recruitment and outreach events, Open Days and Applicant Days. The University's requirements for rooms and facilities take priority over any external persons wanting to use the rooms. The order of priority is listed below:

<p>Core Teaching Schedule. Activities with modules, students, staff, and rooms recorded. Attendance is monitored.</p>	<p>=1st priority.</p>
<p>Assessments and teaching related activities and events.</p>	<p>=1st priority. Sits alongside the Core Teaching Schedule and forms an integral component of the timetabling process. Either 'timetabled' activities (for example module related activities during Assessment Weeks) or ad hoc bookings that support teaching that are not suitable for inclusion in the timetable (for example end of year productions, showcases or rehearsal spaces etc.).</p>
<p>Whole University Events</p>	<p>=1st priority. Events such as employer, recruitment and outreach events, Open Days and Applicant Days. These are critical events that are essential to the success of the University. The University will make appropriate planning decisions to successfully deliver both teaching and whole university events as equal priority – for example running events in reading weeks to ensure availability of rooms.</p>
<p>University critical functions.</p>	<p>=2nd priority. Ad hoc bookings that support critical university functions – for example Exam Boards or Board of Governor meetings.</p>
<p>Student Societies.</p>	<p>=2nd priority. Bookings that support our Student Societies, allowing them access to space and facilities. In all cases, creative and collaborative solutions will be employed to give the best possible access to spaces for Societies. For example, planning for Societies needs</p>

	in advance, during the creation of the core teaching schedule.
Conferencing and Events activities.	3 rd Priority. Bookings that support events or key commercial activity (such as summer schools).
General bookings via the online room booking system.	Only when the above has been completed will all rooms be 'released' for online booking.

- 5.2.2 To ensure the University's priorities are effectively met, all University rooms and room bookings are to be managed in the central room booking system. No alternative room booking mechanisms (i.e. Outlook calendars, paper forms etc.) are permitted.
- 5.2.3 To support efficient space utilisation, rooms should only be booked for the exact time, day and weeks required.
- 5.2.4 Rooms must be cleared and returned to their original configuration ready for the next occupants.
- 5.2.5 Ad hoc room bookings must 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.
- 5.2.6 Ad hoc room bookings must not be made as 'cover' i.e. for 'just-in-case scenarios'.
- 5.2.7 Similarly, rooms should not be block-booked nor booked for more than the time required.
- 5.2.8 Ad hoc room bookings taking place in term time will be scheduled after the timetable has been published.
- 5.2.9 Staff requests for room bookings should be made using the room booking system and must be for the sole purpose of Bath Spa University business.
- 5.2.10 If the room required or date needed is not available to book through the online system, then staff or students should raise a MyServices ticket.
- 5.2.11 Room booking requests by staff for non-business-related activities, or activities deemed 'events' (internal and external conferences, international summer schools, public lectures, networking functions, community events, etc.) must in the first instance be organised through the Conference and Events department, who will in-turn liaise with the Timetabling Team to book rooms.

5.2.12 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.

5.2.13 The Timetabling Team will regularly review booking rules and conditions (for example how many weeks in advance or how many hours at a time a room can be booked etc.) to best meet users' needs.

5.3 Responsibilities of the Room Booker

- 5.3.1 Maintain a safe working environment.
- 5.3.2 Leave the room 10 minutes before your booked slot, to allow for changeover
- 5.3.3 Return furniture to its original layout or request porter assistance (5 days' notice required).
- 5.3.4 Do not alter building structure or fabric.
- 5.3.5 Conduct a Risk Assessment for any equipment posing health & safety risks.
- 5.3.6 Follow all posted health & safety signage.
- 5.3.7 Familiarize yourself with fire evacuation procedures.
- 5.3.8 Store personal items safely to avoid hazards.
- 5.3.9 Use musical instruments and amplified sound responsibly; keep doors/windows closed.
- 5.3.10 Report accidents to a First Aider or Security Team immediately.
- 5.3.11 Refer to ASM/OASM lists for safety contacts.
- 5.3.12 No food/drink (except bottled water) in bookable rooms unless catered, or to meet a medical need.
- 5.3.13 No outdoor footwear in studios with spring floors.
- 5.3.14 Do not move furniture/equipment between rooms.
- 5.3.15 Do not install equipment in rooms.
- 5.3.16 No smoking or vaping inside buildings; this must take place outside, 10m from doors/windows.
- 5.3.17 Rooms must only be used for their booked purpose.

- 5.3.18 Public attendees require prior approval under the Events Policy.
- 5.3.19 Charging attendees invalidates the booking; refer commercial events to the Conference and Events Team.

6 Policy Review

- 6.1 The University will periodically review the effectiveness of this policy, informed by utilisation data, feedback from staff and students, and changes to institutional systems and strategy.

Document Details

Responsible Office: Academic Registry

Responsible Officer: Academic Registrar

Approving Authority: Academic Board

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Related Policies and Procedures:

External Speakers and Events Policy

Code of Practice on Freedom of Speech

Health and Safety Policy

Prevent Duty

Equality and Anti-harassment Policies

Safeguarding Policy

Academic Regulations

Student General Regulations

Attendance and Engagement Policy

Supersedes: V1 Timetable and Room Booking Policy 2018

Next review due: July 2028