1) The timetable is:
   a) produced on an annual basis
   b) always up to date
   c) as accurate as possible
   d) accessible to all staff and students

2) All teaching sessions, all further contact time and all teaching and learning spaces will be included in the timetable.

3) During term time, teaching activities are prioritised within teaching and learning spaces. Vacation use of teaching and learning spaces is governed by an annually updated protocol agreed with York Conferences Ltd, with ensures that sufficient and appropriate facilities remain available for teaching activities.

4) Teaching is scheduled on the following basis:
   a) timetabled days are Monday to Friday
   b) timetabled hours are 9.00am-6.00pm on Heslington West and Kings Manor
      9.30am-6.30pm on Heslington East
   c) teaching time is “5 minutes past the hour to 5 minutes to the hour” on Heslington West and Kings Manor and “25 minutes to the hour to 25 minutes past the hour” on Heslington East.
   d) undergraduates are not taught on Wednesday afternoon after 1.00pm on Heslington West and 1.30pm on Heslington East

5) Staff and students will be timetabled to:
   a) support student choice within programme specifications
   b) ensure suitable lunch and rest breaks
   c) minimise commuting between and within campuses
   d) offer clear day or two half days for research to academic staff

6) Academic staff can apply for exemption from specific timeslots when working part-time, having flexible working rights or having additional research obligations. These staff constraints must be as flexible as possible and must be approved by the Head of Department.

7) Where competing demand for spaces with specific facilities (including large boards, chalk surfaces, blackout curtains, etc) exists, sessions requiring these facilities will take priority during the timetable construction. These requirements should be identified during the annual timetable construction round. If demand for a particular space outstrips supply and cannot be accommodated through the provision of additional equipment, sessions shall be prioritised with the needs of the session size foremost. As far as possible, sessions will be located in the most appropriate and geographically close location to the department home zone.

8) Space utilisation must be maximised within the constraints of these principles, with all non-specialist space to be available for general use outside teaching activities. Space utilisation will be audited at least once a year and reported to the University Teaching Committee (UTC).

9) Key Performance Indicators will be produced on an annual basis and reported to the UTC.

10) All timetabling principles will be adhered to by all departments and centres.