

Timetabling Principles

- 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, we grant priority to teaching activities within our teaching and learning spaces. Vacation use of these spaces is governed by an annually updated protocol with York Conferences Ltd, to ensure that sufficient and appropriate facilities remain available for teaching.
- 4) All teaching is scheduled on the following basis:
 - a) timetabled days are Monday to Friday
 - b) timetabled hours are 09:00-18:00 on Campus West and Kings Manor and 09:30-18:30 on Campus East
 - c) teaching time is “5 minutes past the hour to 5 minutes to the hour” on Campus West and Kings Manor and “25 minutes to the hour to 25 minutes past the hour” on Campus East.
 - d) undergraduates are not taught on Wednesday afternoon after 13:00 on Campus West and 13:30 on Campus 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 one clear day or two half days for research to academic staff
- 6) Academic staff can apply to their Head of Department for a Teaching Constraint which grants exemption from specific timeslots for teaching to accommodate part-time working, research contracts or other personal constraints approved by the Head of Department.
- 7) Where demand for spaces with specific facilities (including large boards, chalk surfaces, blackout curtains, etc) exceeds supply, teaching requiring these facilities will take priority when building the timetable. These requirements should be identified during the build phase. If additional demand cannot be accommodated elsewhere through the provision of extra equipment, sessions shall be prioritised on the basis of group 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.