

2016/17 Teaching Timetable Instructions

Task	Deadline	Action By	Important Information
Issue Draft Timetable	12th February	Registry	
Submit 1 st Half Session Timetable changes.	4th March	Schools	For undergraduate and postgraduate teaching on both campuses.
Submit 2 nd Half Session Timetable changes	8th April	Schools	For undergraduate and postgraduate teaching on both campuses.
Review Period	June tbc	Schools	A 1 week review period before publishing. New changes will not be accepted, only business critical changes to correct any errors.
Publish Final Timetable	30th June	Registry	No further changes will be made to the timetable until teaching commences in September.

Requesting Changes

The timescale for making changes for the 2016/17 Timetable is restricted. Changes can be requested for:

- Implementing SENAS course code changes
- Removing course clashes for compulsory courses
- Business critical changes:
 - Disabled access rooms required (staff or students)
 - Larger class sizes
 - Teaching clashes for staff
 - Teaching restrictions for staff (part-time)

Restrictions

Unless a change falls into one of the categories above, the change will not be automatically processed. In addition, lecture timeslots are frozen for all years unless there is an approved change.

Requests to make other changes can be made in writing to Roombookings@abdn.ac.uk. These will be considered on a case by case basis, however where we receive a high volume of requests, it may not be possible to review these within the time available. Each School is required to make internal arrangements to manage how requests are made and only contact us where there is genuine reason for change. We would prefer requests to be communicated via the School Office.

Teaching Patterns

Where changes are requested, we need to know the pattern of teaching a student is expected to attend. Please send us this information when you request new courses or make changes to the teaching structure e.g. introduce an additional seminar or change teaching weeks.

Foresterhill

All Foresterhill bookings will be managed within this planning process and subject to the same restrictions and deadlines.

Late Changes

Late changes will not be accepted.

Support for Schools

We are free to meet with Schools at any point in the preparation of the Timetable and encourage Schools to contact us if this would be helpful. Email roombookings@abdn.ac.uk. We will also meet with Schools to discuss any changes which are not straightforward requests.

Common Issues to Consider

All Schools must check for:

- **Clashes between Compulsory Courses**
 - While the timetable system will prevent the majority of clashes between compulsory courses, Schools are responsible for ensuring that compulsory and elective options do not clash within disciplines, the full timetable is provided for this purpose. The Central Timetabling Team are available to assist with clash checking and as a result of issues in 2015-16 intend to identify more of the clashes between compulsory and elective courses.
- **SENAS Changes**
 - It is the responsibility of Schools to notify the Central Timetabling Team of new/amended courses.
- **Old Course Codes**
 - Where old course codes are displayed, Schools should confirm if the booking can be cancelled or allocated a new course code.
- **Room Size**
 - Rooms allocated are matched to class size as closely as possible. This may mean room changes to accommodate larger class sizes.
- **Bookings split across rooms**
 - Work had been done to remove as many of these bookings as possible however please notify us if any of these need to be amended.
- **Holding Rooms**
 - Schools must not hold rooms for 'future use' or as a bank. Unless teaching is taking place, all rooms must be returned to the Pool.
- **Reallocating Rooms**
 - Where rooms are booked under a course code are used to teach another course, Schools must notify us of any course code changes so that the booking is held against the correct course.

Checking Instructions

1. Check course codes are correct for 2016/17 and identify any bookings under old course codes that can be removed or require amendment.
2. Where course codes are missing, please ensure these courses have received ASC approval via SENAS before requesting a timetable for a new course code. If approved but waiting for notification of the new course code placeholder bookings can be created in the interim where the teaching pattern is confirmed.
3. Check the room size is comparable to class size and notify if a smaller/larger room would be suitable.
4. Identify if a booking requires disabled access.
5. Identify if a booking requires a specialist room and provide details of the specialist room/equipment required.
6. Identify if any weeks can be removed from a booking due to it being a Reading Week, holidays etc.
7. Release rooms that are not required.