Prifysgol **Wrecsam**
Wrexham University

Timetabling and Ad-hoc Room Booking Policy

2025/26

Contents

1 Context

This timetabling and Ad-hoc Room Bookings Policy aims to clearly set out the purpose, principles and responsibilities in respect of the annual predication and continued maintenances of the timetable for teaching and learning activities and the use of all teaching and learning spaces across all university campuses.

2 Purpose of this policy

2.1   To provide accurate, student-focused, user-friendly timetables which enhance the student experience.

2.2   To provide faculty friendly timetables, ensuring that they are practicable for teaching staff.

2.3   To ensure the timetables are efficient and effective, making the best use of available resources.

2.4   Facilitating effective space utilisation in line with the objectives of the Estates Department and ensuring that teaching and learning spaces are available to all programme areas.

2.5   To provide a trusted, single source of complete and accurate room booking and timetable information for all students, staff and interested stakeholders.

2.6   To ensure that the timetable is available to staff and students two weeks prior to the semester start.

2.7   Provide effective reporting and monitoring of timetable data.

2.8   To support the student engagement monitoring process as detailed in the Student Attendance and Engagement Policy.

2.9   Maximise space availability for conferences and other events that will make the university more open to the community, enhance its reputation and allow for income generating activities.

2.10   Facilitating ad-hoc requested to allow all staff and/or students to easily find and book suitable rooms for non-timetabled events like meetings, training, conferences, personal work etc.

3 Terminology and Definitions

3.1   These terms have been selected to aid the understanding of the differences between timetabling function and room booking facility.

3.2   Academic timetable event is a mandatory learning event for students or an optional event which students may benefit from being on their timetables.

3.3   Academic timetable event category is the 'type' of learning event i.e., lecture, seminar etc.

3.4   Ad-hoc room booking event will mean any event that merely requires space(s) to be reserved for temporary exclusive use.

3.5   The Timetable System (CELCAT) is the university's chosen software system to capture, store, display and report on all academic timetable events AND ad-hoc room booking events.

3.6   Academic Timetable Coordinators are individuals responsible for collating timetabling data for each programme area and liaising with the Timetabling Team.

3.7   Semester of delivery – Semester one is from September to January, Semester two is from January to May, Semester three is from May to September.

3.8   Module Diet refers to the programme level information gathered as part of the timetabling data collection process, prior to each academic year detailing information such as module title, module code, semester(s) of delivery in order to confirm the programme data stored in SITS aligns with the validated programme specification. This timetabling information provided by Academic Timetable Coordinators must align with the validated programme information and any updates required must follow the [Programme Lifecycle Procedure](.) .

4   Scheduling Principles

4.1   All academic timetabling is centrally controlled by the Timetabling Team, and all teaching events must be included on the academic timetable. This includes:

- Activities taking place in centrally managed space or locally managed teaching space.

- Events scheduled off campus.

- Teaching and learning activities taking place outside of "normal" teaching times.

- Non-modular events requiring registers.

- Asynchronous learning timeslots can be included on the timetable if required.

4.2   The timetable will, in conjunction with Programme Teams, be a positive tool enabling student access to learning by recognising and facilitating the divergent requirements of the student body to provide a positive student experience.

4.3   All non-teaching events requiring the allocation of teaching space must also be entered in the University's timetabling system.

4.4 Semester one, two and three timetabling activities are completed in advance of semester one where possible.

4.5 Allocation of teaching space is prioritised for teaching and learning activities over use for non-teaching activities. Exceptions to this include (but are not limited to) Examinations and Graduation ceremonies.

4.6 Timetabling weeks will be based on the official academic calendar approved by Academic Board and take into account published holidays and other breaks.

4.7 The standard teaching week is:

- Monday to Friday 9am to 5pm

- Wednesday afternoons 1-5pm are to be kept free of teaching whenever possible so that students can attend Student Union activities.

4.8 Whilst the above is the typical teaching week for most full-time programmes, this may vary if needed due to unique programme delivery requirements of part-time modes of study.

4.9 Timetabled events can start at 8am at the earliest and finish at 9pm at the latest including Saturdays and Sundays. When scheduling evening and weekend activities, the timetabling team will endeavour to schedule rooms along the ground floor of the main building or any appropriate self-contained building. Students are unable to book rooms on campus for lone working after the hours of 6pm or on weekends but may use the library facilities.

4.10 Timetabled events should start and finish on the hour or half hourly and make full use of the standard teaching week in order to maximise the availability of rooms. Timetable requests for peak teaching times (usually Tuesdays and Thursdays 10am to 3pm) may not be facilitated and staff should be aware that alternative timetable proposals may be suggested based on staff contracted working hours and room availability.

4.11 Events should allow sufficient time at the end of the scheduled session for staff and students to arrive on time for their next event and for the room to be emptied and readied for the next user.

4.12 Student timetables should feature a minimum of half hour free of teaching between 12pm and 2pm to take their lunch break whenever possible. Where this is not possible (for example, for programmes specifically validated for day release delivery for students in employment) programme teams are required to provide students with suitable breaks.

4.13 Except those that require specialist rooms, academic timetable events can be assigned to any suitable, bookable room.

4.14 The timetable is constructed, maintained and published using the university's selected timetable software system, and output from this system is considered to be the single

authoritative source of timetable information to which staff and students should follow. Manually created versions of the timetable added to the VLE or printed out should not be referred to as updates will not be reflected.

4.15 The academic timetable for the upcoming academic year will be completed and published by the beginning of September each academic year. Personal timetable publication will be made available following completion of the student enrolment process.

4.16 Priority for allocation of teaching spaces to teaching and learning activities will be given to:

- Room capacity requirements – larger classes take precedence over smaller classes.

- Specialist space/equipment requirements

- Accessibility requirements

- Timetable submissions that are received by the stipulated deadline will be prioritised over late requests.

4.17 Recruitment activities will also be considered alongside teaching activities where information is provided in advance of the academic year.

4.18 Full semester bookings normally take precedence over single week or ad-hoc bookings.

4.19 All timetabled events should have the following fields accurately and correctly populated: Day, Start, End, Weeks, Event Type, Module, Programme Lecturer, Room.

4.20 Staff working hour restrictions will be respected and taken into consideration when compiling timetabling data for the Timetabling team.

4.21 The Timetable Team reserve the right to make room changes where necessary without notifying stakeholders to ensure the best use of space and to prioritise student experience. Any changes will be visible on timetables for all stakeholders to access.

5 Overview of Process

5.1 The basic process of timetabling each academic year is as follows:

- April – Rollover of current year data into new database.

- May – Early May deadline for the completion of timetable data collection process in liaison with the Academic Timetable Coordinator for each subject area.

- May and ongoing – Quality checks on data submitted to ensure it matches with published Quality documents and any shared modules with other departments are considered.

- May and ongoing - Work in conjunction with Curriculum Team to ensure that module diets are accurately set up on SITS.

- May and ongoing – Ensure that module tutor changes are correctly reflected in SITS

- May to July – Work in conjunction with Admissions and Quality to ensure new programme delivery is accounted for and proposed student numbers inform room capacity allocation.

- May to July – Data shared with VLE team to ensure Moodle sites can be accurately created for the forthcoming academic year.

- May and ongoing – Timetable creation/modification and allocation of resources.

- May to September – Stakeholder meetings

- July – Draft timetable shared with academic staff

- August – Amendments based on Programme Team feedback and timetable finalised

- September – Finalised timetable publication to students.

- September – Roombooker made available for ad-hoc bookings for the forthcoming year.

- September and ongoing – Creation of personalised timetables

- December to January – Action semester two changes

- March to April – Action semester three changes.

6 Change Management

6.1   Once the timetable has been finalised and published to students no changes should be made. Where changes are needed (see below) these are by exception only and must be approved by the Associate Dean of the relevant subject area. The following reasons are accepted as valid reasons for changes:

- Late changes to accessibility requirements for staff or students.

- Long term staff illness.

- Approved change in staff availability (part-time hours, compressed or flexible working for staff who are essential to delivery).

- Replacement of staff who have left.

- Actual number of students exceed room capacity

- Actual number of students is significantly less than room capacity.

- Student feedback concerns.

6.2   Changes must be made in the timetabling system by the timetabling team.

6.3   Change requesters are responsible for informing staff and students about timetable updates however all staff and students should refer to published timetables which will reflect all known revisions.

6.4   Where space is no longer required for more than one instance of a booking, it must be released and made available to other uses by informing the Timetabling Team.

6.5   Change requests will be logged, monitored and reported on in order to inform timetabling staffing requirement and mirror the sector practice.

7   Roles & Responsibilities

7.1   **Associate Deans (or their nominee).** The responsibilities of Associate Deans or nominee such as department Principal Lecturer include:

7.1.1   Ensuring that each module and programme in the faculty has an identified Academic Timetable Coordinator.

7.1.2   Ensuring that Academic Timetable Coordinators carry out their timetabling responsibilities by the published deadlines.

7.1.3   Confirming the validity of any significant academic timetable change request made after the publication of the final academic timetable if this is queried by the Timetabling Team.

7.2   **Academic Timetable Coordinators.** There is some variation among academic departments in assigning responsibility for providing timetable date to the Timetabling Team. Generally, the task is given to Programme Leaders. Duties include:

7.2.1   Informing the Timetabling Team of the timetabling needs of specific modules and programmes in the form of timetable templates and ensuring these align with validated programme and module specifications.

7.2.2   Ensuring that timetable templates comply with this policy and fulfil the scheduling principles noted above.

7.2.3   Working in liaison with other Academic Timetable Coordinators when drafting timetable templates which feature module delivery that is shared with student cohorts outside of their purview.

7.2.4   Ensuring that timetable templates reflect any non-teaching weeks due to events such as exams, placement, graduation or planned self-guided study.

7.2.5   Ensuring that timetable templates reflect any non-teaching weeks due to events such as exams, placement, graduation or planned self-guided study.

7.2.6   Ensuring that any planned in-class tests are clearly indicated on timetable templates.

7.2.7   Checking the draft timetable for the module(s)/programme(s) they are responsible for timetabling in consultation with programme and module leaders where necessary, with

particular attention to ensuring alignment with the validated programme specification and the suitability of allocated rooms for the planned teaching activity.

7.2.8   Informing the Timetabling Team of any required changes to either timetable templates or the final academic timetable.

7.2.9   Providing the first point of contact for resolving any timetable data queries.

7.2.10 Ensuring that rooms are fully utilised, and that teaching is planned for all weeks/times that timetable templates indicate are required.

7.3   **Timetabling Team.** The Timetabling Team's responsibilities include:

7.3.1   Issuing detailed timetabling guidance.

7.3.2   Review data and produce a draft timetable in conjunction with Academic Timetable Coordinators.

7.3.3   Provide reasonable time and opportunities for teaching staff to review the draft academic timetable and provide feedback for changes.

7.3.4   Modify the draft academic timetable based on feedback, and in compliance with this policy.

7.3.5   Publish the finalised academic timetable in advance of the academic year.

7.3.6   Maintaining the timetable and facilitating change requests in line with the policy and in a timely manner.

7.3.7   Provide guidance and training in the use of the timetable system to general users.

7.3.8   Schedule examination timetables for exams in conjunction with Module Tutors.

7.3.9   Use the timetable system to generate relevant management information reports as required.

7.3.10 Advise the Director of Strategic Planning and Student Administration of potential risks with regards the institution's space needs in order to feed into relevant university committees.

7.3.11 Perform regular informal surveys to measure actual room use versus the published academic timetable and follow up accordingly.

7.3.12 Provide reports on student engagement monitoring in line with the Academic Engagement Policy.

7.4   **Academic Teaching Staff:**

7.4.1   If the nature of an academic timetable event requires the member of academic teaching staff to alter the default layout of their allocated room, they are responsible for ensuring that the room is returned to its original layout prior to the end of their allocated slot and is left clean and tidy. A plan of the default layout is supplied outside each room to assist with this. In the cases of lecture theatres with collapsible rows of seating and/or room dividers, requesters are to ensure that these are returned to their default positions by making arrangements in advance with Building Services Assistants.

7.4.2   Academic teaching staff are responsible for informing the timetabling team of any changes to scheduled delivery or event categories even if the change relates to one-off events/times/registers.

7.4.3   If academic teaching staff identify any room issues relating to maintenance or I.T. they are to notify the Estates or Information Services departments as appropriate, in addition to the Timetabling Team.

7.4.4   All rooms are to be used for the purpose for which they have been booked, and due care and attention should be taken with all fixtures and fittings.

7.4.5   Noise levels in rooms must be kept to a minimum especially during teaching/working hours and events in neighbouring rooms and offices must be considered and always respected.

7.5   **Estates Department**

7.5.1   The Estates Department is responsible for ensuring that any rooms which can be booked for teaching are fit for purpose and comply with Health and Safety requirements.

7.5.2   Determining the room capacities for each room for each possible academic timetable event category (with the exception of exams and in-class tests) in liaison with the Timetabling Team and ensure the up-to-date room layout is displayed outside the rooms.

7.5.3   If the Estates department becomes aware of an issue which means a room has become unsuitable for teaching, they are to notify the Timetabling Team as soon as possible and provide an estimate as to how long the room will be unsuitable for use, so that affected academic timetable events may be rescheduled as appropriate and any affected teaching staff notified.

7.5.4   Proposed changed to room purposes or room capacities must be communicated to the Timetable Team in advance of the proposed changes taking place and prior to the set-up of the confirmed academic year timetables.

7.6   **Information Services**

7.6.1   Information Services are responsible for ensuring that the I.T. facilities in all rooms are in working order and fit for purpose.

7.6.2   If Information Services become aware of an issue which means a room as become unsuitable for teaching, they are to notify the Timetabling Team as soon as possible and provide an estimate as to how long the room will be unsuitable for use so that affected academic timetable events may be rescheduled as appropriate and the relevant teaching staff notified.

7.6.3   Information Services must ensure that no scheduled maintenance should take place in PC labs during central exam weeks and any prior communicated dates of exams taking place in PC rooms outside of central exam weeks.

7.6.4   Information Services are to notify the Timetabling Team of any scheduled software updates or maintenance in PC rooms or to I.T equipment within teaching rooms in advance of this taking place.

7.6.5   Ensure that the Timetabling Team are notified of what software is installed in PC rooms in order to inform where specific teaching can take place and provide updates when software is unavailable.

7.6.6   Provide the relevant support to implement all features of the timetabling system i.e., attendance reporting, Moodle integration etc. to improve both the staff and students experience.

7.7   **Students**

7.7.1   Students are expected to attend all academic timetable events featured in their individual timetables.

7.7.2   Students are required to access their personal timetable on a regular basis to ensure they are up to date with any unexpected changes to their timetable. Personal timetables can be accessed via the Timetables webpage, myuniportal or by connecting it to their personal calendar apps.

7.7.3   If students identify an event which is missing from their personal timetable, they are to contact the Timetabling Team in the first instance.

7.7.4   Whilst the academic timetable will be constructed with the intention of maximising the efficiency of the timetable, full-time students should be aware of the possible requirement, and be willing, to attend the University on all five days of the standard teaching week should their programme require.

7.7.5   Students are expected to leave rooms clean and tidy and returned to its default layout. Due care and attention should be taken with all fixtures and fittings.

8   Ad-hoc Room Bookings

8.1   The purpose of this policy is to establish clear rules and guidance for users in relation to ad-hoc booking of university space. The policy is closely aligned to the University's Timetable Policy.

8.2   Ad-hoc room booking process and procedures at Wrexham University must aim to:

- Make efficient and cost-effective use of the university's resources of rooms.

- Maximise space availability for conferences and other events that will make the university more open to the community, enhance its reputation and allow for income generating activities.

- Ensure appropriate use of spaces and facilities.

9   Operational Principles

9.1   The Timetabling Team is responsible for administering all ad-hoc room booking requests for centrally owned rooms in order to ensure efficient use of space in accordance with the Timetable Policy.

9.2   All room booking system requests must be made using the Roombooker interface of the timetabling system and approved by the Timetabling Team.

9.3   Ad-hoc room booking requests will only be confirmed following the publication of the academic timetable for that year.

9.4   Ad-hoc room booking requests for rooms that are used for the academic timetable, must start on the hour or half hour and finish on the hour or half hour to minimise wasted timetable slots.

9.5   When assigning rooms, preference is given to academic timetable events over ad-hoc room booking events.

9.6   Requests to 'block-book' rooms for an indefinite period will not be accepted.

9.7   If a booking is made which entails two or more reoccurring instances, for example, weekly team meetings the requester must ensure that the room is needed and utilised for all instances.

9.8   If a booking made is no longer required, the Timetabling Team must be notified so that the room(s) can be reallocated, and the event removed from the system.

10 Roles and Responsibilities

10.1 Requesters (Wrexham University's Staff & Students)

10.1.1 Wrexham University staff and students who wish to book rooms for ad-hoc events must do so on a self-service basis, using the ad-hoc room booking interface of the timetabling system located on 'myuniportal'.

10.1.2 For complex requests involving moving or cancelling other events in order to free up room, requests must be directed to the Timetabling Team for further analysis. Requesters may be asked to liaise with the organisers of other events that may need to be moved.

10.1.3 Requesters must guarantee that any booked room(s) will be utilised for all booked dates and time periods and cancel bookings that are no longer needed as soon as they become aware, in order to free up space for use by others and ensure accuracy of data kept in the system.

10.1.4 Requesters must ensure that the room is returned to its default layout configuration after use. A chart featuring the default configuration is available outside each room. In the cases of lecture theatres with collapsible rows of seating and/or dividers, requesters are to ensure that these are set-up and returned to their default positions by making arrangements in advance with Building Services Assistants.

10.1.5 All rooms are to be used for the purpose for which they have been booked, and due care and attention should be taken with all fixtures and fittings.

10.1.6 The ad-hoc room booking interface should not be used for the securing of rooms for academic timetable events such as lectures, seminars and in-class tests. All academic timetable events should be communicated via the Timetabling Team to ensure a full and complete timetable is provided to students, that sufficient room resource is allocated in a timely manner and all events are recorded correctly.

10.1.7 Noise levels in rooms must be kept to a minimum especially during teaching/working hours and events in neighbouring rooms and offices must be considered and always respected.

10.2 Timetabling Team

10.2.1 Process room booking requests within five working days of receiving the request, and at least one hour before the event commences, if there is sufficient time between receiving the request and the start of the event.

10.2.2 Ensure that only requests for appropriate use of rooms are approved. This is particularly important for specialist spaces where local Health & Safety rules may apply.

10.2.3 Provide guidance and training in the use of the system to general users.

11 Accessibility

11.1   Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on timetables@wrexham.ac.uk.