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The teaching and learning timetable is the sole location for the distribution to students and staff of the timeslots in which scheduled teaching and learning activities take place. Scheduled teaching and learning activities take place either on campus or online.

The teaching and learning timetable is designed to provide a pedagogically coherent programme-level experience for students, and will therefore also contain some essential programme activities.

Any assessments which require a physical space, but which are not written exams administered by the Examinations & Graduation Team, are also included on the teaching and learning timetable.

The teaching and learning timetable does not contain:

- Co-curricular activities[1]
- One to one meetings between students and staff

Scheduled teaching and learning activities are linked to modules. The number of planned hours of scheduled teaching and learning activities for each module can be found on the Module Description Form (MDF). Definitions of scheduled teaching and learning activities can be found in Appendix C of the University guidelines on module descriptors

All scheduled teaching and learning activities, including those delivered live online, must be timetabled. All assessments which require a physical space on campus (with the exception of written exams taking place during the assessment periods, which are organised by the Examinations & Graduation Team) must also be timetabled.

As far as is possible, all clashes will be resolved in advance of publication of the final timetable. Where a clash for students cannot be resolved for an optional module, students will be asked to select an alternative module via their Support Centre.

Schools will indicate to the Timetabling & Room Booking Team in their data return when a scheduled teaching and learning activity will need to take place in a specific School-owned space. Where there is more demand for a School-owned space than can be accommodated, the Timetabling & Room Booking Team will work with the School to accommodate the activity in another School-owned space, or in a centrally controlled space.

Centrally controlled spaces will be allocated to scheduled teaching and learning activities on a 'best fit' basis. Rooms will be allocated based on: the type required as specified by the deliverer; accessibility for participants; size of cohort; and, where possible, to minimise travel time between sessions. Requests for specific centrally controlled rooms will not generally be accepted, unless there is a specific feature within a room required for the session e.g., where large whiteboards are necessary for the delivery of essential content in disciplines such as the mathematical and physical sciences.

All rooms will be allocated to classes so that there is a seat for every student who is eligible to attend.[2] Activities which are labelled as 'optional', or 'drop-in' will be allocated a smaller space based on predicted attendance. Module convenors are responsible for predicting attendance at optional and drop-in activities and submitting this with their data at the data gathering stage.

Where class sizes outgrow the originally allocated centrally controlled space, the Timetabling & Room Booking Team will allocate an alternative location. If an alternative location cannot be provided in the same timeslot, a new timeslot may need to be provided. If w ated to clas Ŭ & Room

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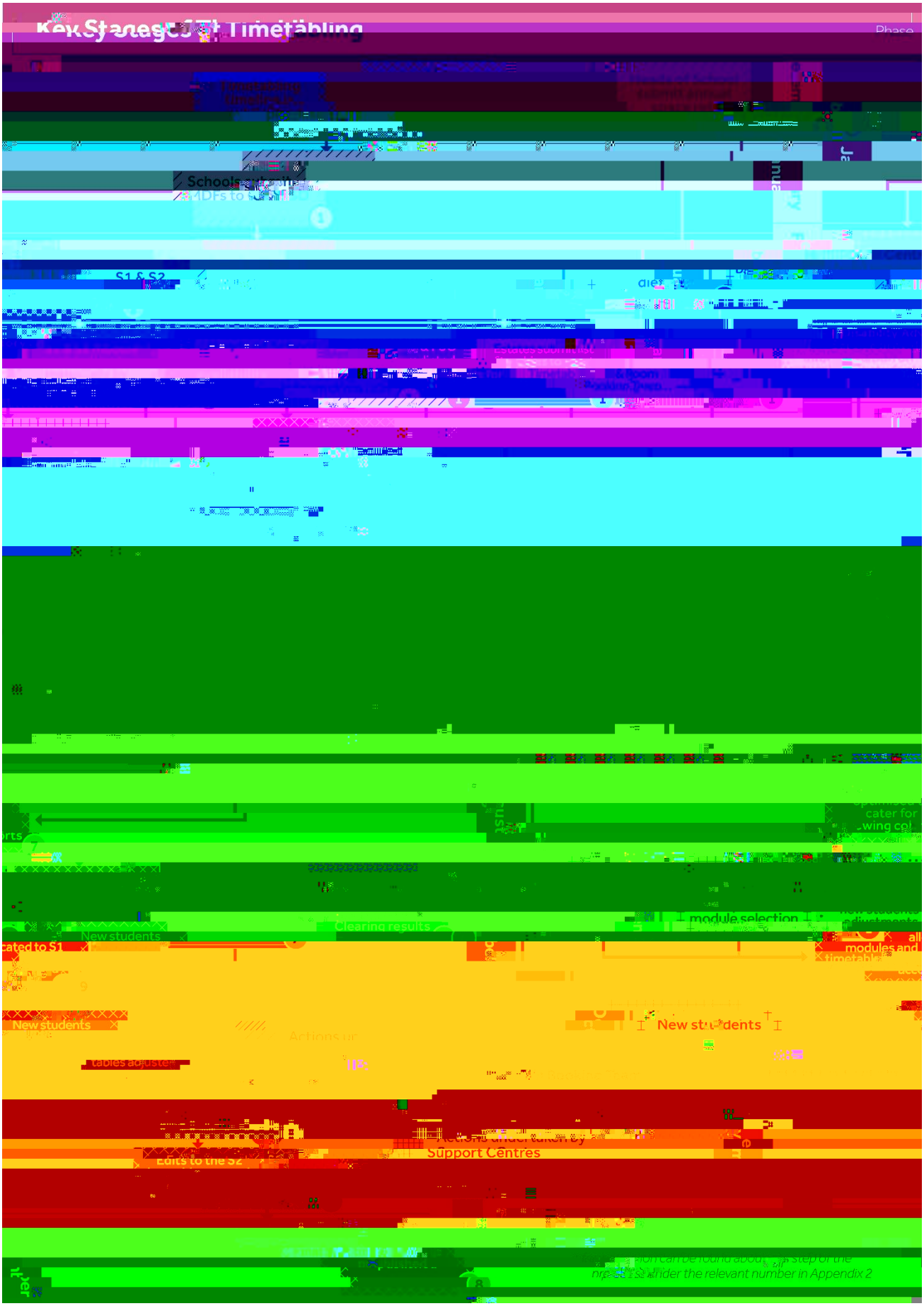
Key Stages S1 & Timetabling
Schools
S1 & S2
module selection
New students
New students
New students
Support Centres

Timeta ƒ ʕ cT ţ & ⅔ T ᵀ S ƀ ض

In collaborat on with relevant Programme Directors and Module Convenors, taking an overview of

declined, the Timetabling & Room Booking Team will contact the requestor to explain why the booking has been declined and seek an alternative solution with the requestor.

If the booking is more complex, covers a longer time period, or requires multiple spaces, requestors should follow instructions on the Room Bookings webpage.

All bookings must include the time required for set up and take down. On completion of the l' M

To make a booking, a Society representative must email rooms@reading.ac.uk from their University email address with the following information:

- Desired date and time of booking
- Number of participants
- Proposed activity

Society booking requests must be received at least one week prior to the event taking place. The latest a booking request can be accepted for the following week is 12:00 on Friday.

Reading Students' Union oversee Student Society bookings. If reports are received of a group acting inappropriately, these will be passed to Reading Students' Union, and booking privileges may be revoked.

Document control

Version	Section	Keeper	Reviewed	Approving authority	Approval date

If colleagues discover that they are allocated a slot which they cannot a t end because their personal

The key stages of timetabling are described below. They are listed in broadly chronological order, but steps such as checking the draft timetable, student group allocation, and publication of the final timetable will occur more than once per academic year.

The numbering of the stages below refers to the numbering in the chart in section 6.

Data are gathered by the Timetabling & Room Booking Team from:

Schools: modular, sub-modular, and essential programme activities, and staff availability data
Estates: space data
Centre for Quality Support and Development (CQSD): programme and module data
Project Support Office (PSO): predicted intake numbers
Disability Advisory Service (DAS): accessibility requirements for students

All teams and Schools must adopt a 'right first time' approach and ensure that their data are accurate and submitted on time. Where information is not accurate or not submitted on time, this has a knock on impact on all teams involved in the process and may lead to a delay in the publication of the timetable.

Schools are requested to submit their timetabling data using a form supplied by the Timetabling & Room Booking Team. The form will be accompanied by a guidance document outlining the data that need to be submitted. It is critical that the running order of sessions is noted at this stage; for example, if a lecture needs to take place before a seminar, or if two days are required between practical sessions to allow something to grow, this information must be included so that it can be built into the timetabling software.

Some information on sub-modular groups will need to be submitted during the data gathering phase. Further information on the process of allocating students to groups can be found in section 9 below.

Each activity requested by Schools is built manually within the timetabling software by the Timetabling & Room Booking Team. Where an activity is designed to be repeated in the same day and timeslot each week for the whole semester, this is considered to be one item for building. Activities which are designed to be delivered in a different day and timeslot each week must each be built individually; there is therefore a higher time cost to building one-off or irregular activities.

At this stage each activity is built with its module deliverer and any critical information about the s[illegible]am[illegible]on Ōliv[illegible]

Scheduling is the allocaton of days, tmes, and locatons to actvites.

Some actvites are scheduled manually, as they can only occur on specifc days or at specifc tmes e.g., a

The deadline for submission of comments on the draft timetable is the final point at which changes can be requested. From this point onwards, the timetable is refined so that a consistent and reliable timetable can be published for students and staff.

The Timetabling & Room Booking Team make amendments to the timetable based on feedback provided by Schools on the draft timetable. Some changes are not possible and will require Schools to re-think delivery of that module within the time slots and locations allocated. Changes will not be made when they:

- have a detrimental impact on other colleagues' timetables; or
- create clashes for students which require students to change modules.

Rooms must be left tidy, with any rubbish removed and disposed of responsibly. Failure to do so may incur a charge [illegible]

Furniture in rooms must be left in the published layout; this [illegible]

This glossary contains terms included within the policy, alongside others that are commonly used by the Timetabling & Room Booking Team.

Term	Definition
Ad hoc room bookings	The booking of a room that is not related to modular teaching and therefore will not appear on the teaching and learning timetable.
Centrally controlled spaces	Rooms which are owned and managed by Estates. Where Schools do not specify a particular location for their timetabled activities, a centrally controlled space will be allocated.
Clash	When a student, member of staff, or room has more than one activity occurring at the same time.
Clash list	A list of students that have clashing modules. Clash lists are usually presented by Department. Clashes appearing on clash lists generally cannot be resolved and require Support Centre staff to contact students to ask them to choose an alternative module.
Co-curricular	Activities which students do not need to attend to meet the progra

Room pools	Groupings of centrally controlled and School owned spaces that are used to aid the scheduling process.
School controlled spaces/School-owned spaces	Room owned by a School or Department. Use of the rooms is typically restricted to only the owning School or Department.
Timetabling weeks	The Timetabling & Room Booking Team works across the calendar year and therefore uses a numbering system of 1 to 52 for the weeks of the academic year. The timetabling week numbers are published on the academic year calendar, which can be accessed on the Timetabling & Room Booking webpages.
Travel time	Time allocated to travel between zones or campuses.
Unallocated students	Students who have been enrolled onto a module after the main cohort. Unallocated students must be allocated to their groups before they will see a complete timetable.
XXX Codes	XXX Codes replace module codes where more than one set of sub-groups is required for a module. XXX Codes are used sparingly.
Zones	The Whiteknights campus has been split into zones for timetabling in order to reduce the amount of travel time required between timetabled sessions.