Timetabling and Room Booking Policy

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Summary:

This document defines the roles and responsibities and the timetabling and room booking processes.

Timetabling and Room Booking Policy

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1. INTRODUCTION AND OVERVIEW

1.1 Purpose
The purpose of this document is to formalise the University's timetabling and room booking process including:
- Defining roles and responsibilities
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  - Timetable and room allocation changes
  - Accessing timetable information
  - System Constraints and Staff Flexibilities
- Room Booking Procedures
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1.2 Overall Aims
- Improve the student experience
- Improve room utilisation
- Reduce non-academic restrictions on academic programmes
- Optimise the use of staff time, while taking account of restrictions to individuals' availability.

1.3 Terminology / Definitions
Table 1

Academic Staff	Anyone who teaches an activity which has a module code, including associate lecturer and part-time hourly paid lecturers.
Departmental Timetabler	The person or persons in each academic department responsible for collecting and entering timetable requirements in to Enterprise.
Kinetics (KX)	Conferences and accommodation management system
Scientia	Supplier of the timetabling system
Scientia Web Server (SWS)	The portal where both staff and students access timetabling information.
Scientia Database (SDB)	A database set up for each academic year to hold all timetabling information (including data transferred from SITS and KX)
SITS	Student Record System
Syllabus Plus (S+) / Enterprise	Timetabling system
Teaching Activity	An individual teaching event; for example; a lecture, seminar or practical class.
Timetabling and Room Bookings Team	Timetabling - the central team responsible for the coordination of the academic timetable and the booking of teaching space both for timetabled and non-timetabled activities. Room Bookings A sub-department of the Timetabling department responsible for monitoring and managing internal ad-hoc and non-timetable room bookings.

Web Room Bookings (WRB)	Our online room booking system enabling staff and students to self-book rooms.

1.4 Site Coverage
The University of Winchester is one campus with five quarters (Kind Alfred Quarter, West Downs Quarter, Medecroft Quarter, High Street Quarter and Bar End Quarter)

1.5 Categories of space
There are two main categories of space:
1. Centrally bookable space – this includes all general teaching space, bookable meeting rooms and performance spaces.

2. Locally managed space – For example; departmental meeting rooms and specialist spaces.

This document covers only centrally bookable space. However, any teaching activities scheduled in departmentally owned spaces must be entered in Scientia, as per all other teaching activities, in order for these activities to appear on staff and student timetables.

2. ROLES AND RESPONSIBILITIES

2.1 Timetabling / Room Bookings Team
- Plan and coordinate the construction and production of the University teaching timetable in liaison with departmental timetablers.
- Create pathways and student sets as required.
- Produce key dates to be published within the Operational Timetable determining deadlines for collection, submission and publishing of timetable information for the forthcoming academic year.
- Manage the annual rollover for the SDB. Clean up data and prepared the new database for the next academic year.
- Input staff availability patterns into Enterprise; Data Reference Manager.
- Validation of timetable information entered by Departmental Timetablers.
- Allocation of teaching space for all timetable and non-timetable bookings.
- Mediate and negotiate in order to resolve timetable clashes.
- Maintain <u>Academic Timetabling and Room Booking</u> intranet page. Uploading and updating room and equipment lists and room posters (including standard layout diagrams) for all bookable spaces.
- Provide support and training to all Scientia users within the University.
- Manage the web room booking (WRB) system.
- Conduct room bookings surveys as required.

2.2 Registry
- Ensure all taught modules are set up on SITS and classified as core or optional by the given deadline.
- Ensure all Undergraduate students on taught courses are allocated to their modules by the given deadlines.
- Ensure that ITS (Corporate Systems Team) is notified of changes to the usage of any SITS fields used by online module selection and/or the SPDA link (between SITS and

Scientia), no later than four weeks before the given deadline. This will ensure that SPDA link will work as expected.

2.3 Deans
- Ensure that their departments provide accurate and timely information as outlined in section 3 of this document.
- Liaise with their HoDs regarding staff availability forms with specified or complex flexibility requirements and consult with other Deans to ensure consistency. Consider and approve (as appropriate) Flexible Working Applications, following the HR Policy. Review and send authorised applications to HR.

2.4 Heads of Academic Department
- Discuss any flexible working / complex flexibilities and specified standard flexibilities with staff, liaising with PLs, and send provisionally agreed flexible working applications to Dean for consideration and authorisation.
- Discuss specific research time requirements for existing projects.
- Review Staff availability summary forms, liaising with PLs and consult with relevant staff (including HPLs) and inform Timetabling of any agreed changes. Circulate staff availability forms to AL/HPLs and ensure that any agreed availability pattern is signed off (including any specified Standard Flexibilities), in line with section 3.7 of this document, and send to Timetabling by the specified deadline. ,Manage the timetabling process within their department, in line with this policy document, making sure that the department is providing accurate and timely information (as outlined in section 3 of this document) and that pre-publication and final publication timetables are checked by the appropriate members of that department by the set deadlines
- Ensure that the programme structure changes are produced on time and that no further changes are made to the programme structures for that year.
- Advise the appropriate Departmental Timetabler of any programme and module delivery changes.

2.5 Programme Leader
- Liaise with HODs regarding staff unavailability.
- Liaise with timetabling and other PLs for cross-programme modules, regarding Bank Holiday arrangements, in line with the policy in section 3.2
- **Once the timetable has been published, changes that would negatively impact the timetable as a whole or displace other programmes, will normally not be accommodated.**

2.6 Academic Staff
- Complete staff availability forms, in line with section 3.7 of this document.
- Check provisional timetables and advise the Departmental Timetabler(s) of any errors as soon as possible. This must be before the final deadline for submitting timetable changes.
- Notify Registry of any semester changes and/or module cancellations/additions as they occur, so that SITS can be updated and the information transferred in to Scientia.
- Adhere to the latest version of the published timetable.

- Notify departmental timetablers of teaching requirements before the deadline and inform them of any cancellations or additional teaching activities so that, where appropriate, the web timetables can be updated.
- Ensure all timetable bookings are processed via timetabling (WRB must not be used to book rooms for timetabled activities).
- Timetabled activities should start 5 minutes after the scheduled start time, and finish 5 minutes before the scheduled end time, to allow staff and students travel time between activities.
- Ensure teaching spaces are left clean and tidy, and ensure that any furniture is returned to the standard lay out as shown on the standard room layout poster.
- Ensure availability for teaching during all University teaching hours except where the Dean of Faculty has granted an exception.
- **Once the timetable has been published, changes that would negatively impact the timetable as a whole or displace other programmes, will normally not be accommodated.**

2.7 Departmental Timetabler
- Liaise with, HoDs, PLs and academic members of staff to collect and collate required timetable data and teaching patterns.
- Where known, notify Registry of any semester changes and/or module cancellations/additions as they occur, so that SITS can be updated and the information transferred in to Scientia.
- Accurately input timetabling requirements in to Scientia.
- Check that pre-publication timetables are in line with timetable data collected
- Liaise with Timetabling team regarding module size and staffing information
- Change notification – Inform the relevant teaching staff and students of any late changes to timetabled activities.
- Forward any room cancellations to the Timetabling team.
- Where known, inform the Timetabling team of any students or staff with specific access requirements.
- Ensure all Postgraduate students on taught courses are allocated to their modules by the given deadlines.

2.8 Students
- Check published timetable as it appears on the University website and advise the relevant Departmental Timetabler in the event of a clash between chosen optional modules.
- Regularly check the timetable website for changes, additional activities and room changes.
- Students are expected to be available for all teaching sessions.
- Ensure teaching spaces are left clean and tidy, and ensure that any furniture is returned to the standard lay out as shown on the standard room layout poster.

2.9 ITS
- Manage the annual technical rollover for the Scientia Database (SDB) and other parts of Scientia system with Timetabling/Room Bookings Team;

- Provides technical support and maintenance for the currently installed Scientia software including Scientia database, Scientia Web Server, Syllabus Plus (S+) / Enterprise, Web Room Bookings (WRB), Notifications, integration with Kinetics and SITS systems, the University Mobile Application and further developments;
- Participate in further development of the Scientia system and related software.

3. TIMETABLING PROCEDURES

3.1 Construction of the Academic Timetable - Timescale

Please note this is an outline only. Exact deadlines can be found on the <u>University's Operational Timetable</u>.

December	SDB rollover – Database set up for the following academic year.
	Staff availability forms sent to Deans for completion.
January	All modules running in the following academic year confirmed and sent to Registry, indicating whether modules are core or optional.
	Database becomes available for Departmental Administrators to begin checking and entering module requirements.
March	Timetabling Team set up Staff availability and constraints in S+, perform data validation, and set up Pathways in S+ based on last year's data.
	UG students submit module selections
April	Module teaching plans for all modules for the forthcoming academic year are finalised.
May	Deadline for timetable requirements (including exams outside of the assessment period) to be entered into Enterprise by departmental timetablers.
	Data validation conducted by the Timetabling team
July	S1 academic timetable scheduled
	Pre-publication timetable reviewed by faculties and changes sent to the Central Scheduling team.
	Changes processed by Timetabling.
	Continuing Students allocated to activities.
	Timetable finalised for continuing students

Once the timetable has been published, changes that would negatively impact the timetable as a whole or displace other programmes, will normally not be accommodated.

August	Timetables made available to continuing students via MyRecord
September	Year one students allocated to teaching activities in SDB.
	Final timetable changes processed for Year 1 students (based on student numbers only).
	Individual student, staff, module and department timetables published via Scientia Web Server (SWS) and Timetable Calendaring Service (TCS).
	Web Room Bookings (WRB) open for ad-hoc, non-timetable room bookings S1.
October	Deadline for S2 change requests to Registry and Timetabling
November	S2 academic timetable scheduled
	Pre-publication Timetable reviewed by faculties and changes sent to the Central Scheduling team
December	S2 Timetable finalised
	Individual student, staff, module and department timetables published via Scientia Web Server (SWS) and Timetable Calendaring Service (TCS).
	WRB open for ad-hoc, non-timetable room bookings S2.

3.2 Timetabling

All timetable activities must be scheduled in Scientia regardless of whether they take place in centrally bookable spaces or locally managed rooms. For example; the TV Studio (MMC) or Sport and Exercise Psychology Laboratory (Sports). This is so all staff and students receive a complete timetable and clashes are avoided. **These spaces must also be booked separately with the department who manages that particular space.**

The Timetabling team will ensure that standard, core teaching activities do not clash. Whist clashes will be avoided for all standard optional modules; due to timetabling constraints it may be that some clashes are unavoidable.

In the instance of trail fail modules, if the module clashes with the student's normal timetable and it is not possible to amend the timetable, the student shall not be permitted to trail fail, but must repeat study instead[1].

Modules which roll over may not have the same timetabled slot year on year.

Timetable clashes should be resolved where possible before the timetable is finalised / published. Clashes may be resolved based on the number of students affected by a clash to minimise disruption or displacement.

Allocation of teaching space is the responsibly of the Timetabling and Room Booking team.

Access for staff and students with disabilities will be accommodated wherever possible as a priority.

Part-time students will attend fewer teaching activities but block booking of these activities cannot be guaranteed unless specified by the programme. Class sizes should not exceed the size of the room allocated.

When Bank Holidays fall within teaching weeks, alternative arrangements should be made to ensure students have the requisite amount of teaching to enable them to meet their learning outcomes. Where possible, classes will be rescheduled as part of the normal timetabling process. Where not possible, an alternative will be offered, such as directed learning.

3.3 Priority of space

During standard teaching weeks, teaching activities take precedence over non-teaching activities.

Regular full semester bookings take precedence over ad hoc or irregular bookings.

Outside of the standard teaching weeks, revenue generating bookings take priority, with the exception of timetabled activities that have been requested within the given deadlines. Late timetable requests, that take place within non-standard teaching weeks, will be accommodated where possible, around existing bookings. Bookings managed by the Conference office may be taken in term time following confirmation of the timetable.

Standard Teaching Weeks
Semester 1- Welcome Week (week 0) & weeks 1-12
Semester 2- Week 0 (for applicable Semester 1 exams), 1-12 and (assessment weeks) 13-15
Semester dates are available here.

Undergraduate teaching should not be scheduled on Wednesday afternoons, unless agreed with the Student Union.

Outside of Standard teaching weeks
Some programmes may teach outside of the standard teaching week pattern. Teaching for these programmes may take place at any time agreed with the Timetabling Team including

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[1] Section B3 of the Academic Regulations for Taught Programmes

evening, weekends, vacation, and assessment weeks. Timetabling information for such activities must be collected at the same time as all other timetabling requirements.

3.4 Room requests for Exams
Locally and centrally organised Exams and assessments which are due to take place during standard teaching weeks 1-12 in semester 1 and 2 must be requested by the Departmental Timetabler at the same time as other teaching activities (in May). The requested timeslot must be calculated as follows: duration of exam + 25% + 1 hour (for set up/clear down of venue), eg 3 hour exam + 45 mins (25% of 3 hours) + 1 hour = 4 hours 45 mins slot.

Centrally organised exams taking place in Week 0 and Weeks 13-15 in Semester 2, and the re-sit period, should be submitted to the Examinations Officer (Registry). The Registry Exams Officer shall be given precedence over other room bookings, within the semester 2 exam period, to ensure that suitable rooms are made available to enable all the students to sit the exam at the same time.

Registry must notify Timetabling (Room Booking) Team of exam room requirements for Semester 2, weeks 13-15, by the end of May (the end of the previous academic year). Any late or additional requests will be accommodated, subject to availability.

3.5 Timetable and room allocation changes

Pre-publication Timetable
Following the circulation of the pre-publication timetable to staff, reasonable adjustments will be accommodated where possible. Changes that negatively impact the timetable as a whole (for example; a change that would require changing the timetable for another programme), will not be accommodated.

Final Timetable
Following circulation and publication of the final timetable, requests to change delivery, as a result of changes to personnel or staff availability, will not be accommodated if this change negatively impacts the timetable as a whole, or displaces another module or programme.

In the event that it is not possible to accommodate a change it is the responsibility of the Head of Department to manage this through reallocation of existing resources (staff and room allocations). If a swap is arranged internally, within the Department or Faculty, the Timetabling team must be notified to make the relevant changes in Scientia.

Timetable changes will be coded by the Timetabling team for audit and analysis purposes.

Timetable Cancellations
It is essential that any rooms booked that will not be used are cancelled.
All cancellations must be submitted via email to timetabling@winchester.ac.uk

Timetable Changes
Academic Staff and Students are advised to check their timetable regularly for changes.
Where possible, Timetabling will notify the relevant Departmental Timetabler if a change is made to an activity.

It may be necessary for the Timetabling team to move a teaching activity due to a room defect for maintenance purposes. In such an event the Timetabling team will notify the relevant Faculty / Departmental Administrators.

3.6 Accessing timetable information

All timetable information is available via the Scientia Web Server (SWS). The SWS will always reflect the most up-to-date version of the timetable. Staff and students should be directed to the SWS to access all timetable information. Students also have access to timetables through the University mobile app, Canvas and ical feeds.

3.7 System Constraints and Staff Flexibilities

This section of the Timetabling and Room Booking Policy outlines the system constraints and staff flexibilities that can be put in place before scheduling takes place using the Scientia Enterprise software.

These flexibilities limit when the timetabling software can schedule teaching events and are not designed to limit pedagogical creativity or enforce certain teaching patterns. The more flexibilities that are put in place, the more limited the timetabling possibilities are (including limiting Student choice), and they may also lead to inefficiencies and an under-utilisation of space. However, a degree of flexibility is vital in order to avoid, for example, unhelpful teaching arrangements.

The University recognises two key categories of flexibility, namely:

- **Institutional**– These are University wide and will always be in place.
- **Staff**– These may be put in place for individual members of staff, may be permanent or may change according to circumstances, such as temporary disability or extenuating personal circumstances.
  Please note that programme leaders are no longer expected to timetable; this process will be completed centrally using the timetabling system.

Institutional Flexibilities

Institutional flexibilities apply to the University as a whole and will always be in place, unless under exceptional circumstances.

Table 2

Wednesday Afternoons	-	No full-time undergraduate teaching activities can be scheduled to finish after midday on Wednesday afternoons (unless prior agreement has been received from the Student Union) in order for students to attend Union and Society events.
Timetabled Contact Hours	-	There will be no change in the agreed workload.

Availability to Teach and Staff Flexibilities

Full time academic staff are normally expected to be available for any allocated teaching, which may include weekend delivery exceptionally and with agreement.
Allowances will be made for timing of sessions, for example evening teaching won't result in an early start that day or the following day.

All academic staff are responsible for submitting the online availability form in advance of the deadline in the operational timetable. The online form is designed so that those with no flexibility requirements are directed immediately to the "Submit" page. Academic staff requiring a Flexible Working Agreement will need this in place before submitting their online availability form.

Once the deadline has past, any staff who have not submitted their staff availability form will be assumed to be available as necessary. To avoid any impact on the timetable, any

subsequent problems arising due to the failure to provide this information will need to be resolved by the relevant HoD.

Guidelines:

Standard Flexibilities
Programme constraints permitting, the timetable will allow for Standard Flexibilities, this may be up to two occurrences of a 10am start, or two occurrences of a 4pm finish, or a combination of one 10am start and one 4pm finish. If necessary, for reasons such as caring responsibilities or health and wellbeing, staff may request specific days for these occurrences of standard flexibilities (dependent on FTE as below) and/ or a particular need for research time (eg research partner availability). Both of these requests are subject to approval from the HoD.

0.9 up to FT   2 occurrences of standard flexibility
0.5 up to 0.9   1 occurrence standard flexibility
Less than 0.5   not available as a standard flexibility

Full time academic staff
Working patterns may fall into one of the following categories.
Any requirements beyond specifying standard flexibilities and/or specified RKE/L&T project time require a Flexible Working Agreement.

Table 3

	HoD agreement required?	Flexible Working Agreement required?	
Full time, standard flexibilities – not specified by the individual	No	No	*Programme permitting, the timetable will allow for up to two standard flexibilities (these may be 10am start and/or 4pm finish)*
Full time, but need to specify RKE/L&T project time and/or standard flexibilities	Yes	No	*Standard Flexibilities and/ or , where appropriate, Research allocation required at a **specific** time eg research partner availability This must be authorised by the relevant HoD*
Full time, complex flexibility	Yes	Yes	*Eg late start or early finishes on more than 2 days; compressed teaching days This must be authorised by the relevant HoD in response to a Flexible Working Request*

Part time / Fractional academic staff Teaching patterns which differ from those in the table below require a Flexible Working Agreement.

Table 4

FTE	Teaching spread over
up to 0.2	1 day
0.21 - 0.4	2 days
0.41 - 0.6	3 days
0.61 - 0.8	4 days
0.81-0.99	4 days

As illustrated in the Table below, any unavailability on certain days of the week should be agreed with HoD. Any requirements beyond this require a Flexible Working Agreement.

Table 5

	HoD agreement required?	Flexible Working Agreement Required?	
Fractional, available all week, standard flexibilities – not specified by the individual	No	No	*Programme permitting and based on FTE, the Timetable will allow for up to two standard flexibilities (these may be 10am start and/or 4pm finish) eg 0.6FTE, available all week, but teaching over 3 days.*
Fractional, available all week, but need to specify Standard Flexibilities	Yes	No	*If required, staff 0.5FTE and over may specify a standard flexibility (10am start or 4pm finish); staff 0.9FTE and over may specify two standard flexibilities. This must be authorised by the relevant HoD*
Fractional, Unavailable certain days/times of the week	Yes	No	*eg Necessary RKE/L&T project time with research partner or employment elsewhere This must be authorised by the relevant HoD*
Fractional, Complex Flexibility	Yes	Yes	*If you have a different teaching pattern to the days indicated in the table above, or have restrictions on your working day, you will need a Flexible Working Agreement in place eg 0.5FTE but teach mornings only; 0.6FTE starting after 10am on 3 days*

Hourly Paid Lecturers and Associate Lecturers
Any availability for teaching should be discussed with the relevant Programme Leaders and Heads of Department before submitting the online staff availability form. If necessary, HoDs may seek agreement from Deans.

Staff with flexibility needs will follow the procedure outlined in Appendix 1.

Any anomalies which become apparent each year will be addressed to seek to ensure fair and equitable treatment of academic staff in subsequent years.

Table 6

Caring Responsibilities	-	Full time members of staff with significant flexibility needs may be required to formally request flexible working (see Appendix 2)
Sabbatical Leave	-	Staff on academic study leave may specify multiple weeks or an entire semester to show their unavailability due to study leave.
Maternity/Paternity/Adoption/Parental Leave/ Research Contracts	-	Staff on Maternity, Paternity, Adoption, Parental or Research leave should use this to highlight their unavailability.
Research Time	-	Depending on role profile (fte / research weighting), academic staff may have time free from scheduled activities, where applicable for research purposes. If required, necessary research time (for RKE/L&T

| | | projects) can be indicated, however, this must be agreed with the relevant HoD.

Depending on the complexity of an individual's flexible working agreement, research time where approved, may need to be accommodated outside of identified teaching hours. |
|---|---|---|
| **Heath and Medical Conditions** | - | Needs will be accommodated based on Occupational Health Report. A Flexible Working Agreement may be required. Deans will follow the advice of HR in respect to this. |

Exceptions

The University recognises that there may be times when staff availability is limited for a reason not listed above. In these exceptional cases, that require non-standard flexibility, authorisation must be acquired from the relevant Head of Department with approval from Dean of Faculty.

4. ROOM BOOKING PROCEDURE

4.1 Booking types

Table 7

Type	Description
Timetable booking	A booking which will show on staff / student timetables usually indicating compulsory attendance timetabling@winchester.ac.uk
Room booking	An internal (non-timetable) booking such as meetings, tutorials, student rehearsals etc. roombookings@winchester.ac.uk
Internal Event	A booking made internally requiring support from the Conference team conferences@winchester.ac.uk
External Event	A booking made by an external party. All external events must be managed by the Conference Team conferences@winchester.ac.uk
Works	A booking made by ITS or Estates for works Emergency/ unplanned roombookings@winchester.ac.uk; planned complete Space Closure Request form via Service Desk
Unavailable	This booking type is for rooms that are regularly unavailable, for heating or security reasons. This may also be used to restrict bookings being taken in a particular room for reasons such as noise transference[2].

4.2 Web Room Bookings

Rooms not used by timetable activities may be booked by staff and students (please see restrictions).

Staff and Students can request to book a room via the University's Web Room Booking service (WRB). The WRB user guide is available on the intranet.

All ad-hoc or non-timetable room bookings should be made via WRB. Please note that these bookings are subject to the rules outlined below.

Please ensure you enter the reason for your booking in the description.

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[2] All Syllabus bookings are transferred to KX as KX booking type unavailable. Therefore, KX booking type **servicing** must be used when a room is made unavailable (for works or otherwise) in KX.

Weekday evening bookings must be received by 4pm in order for your booking to be processed. Weekend bookings must be received by 4pm on the Friday before.

Ad-hoc bookings for staff and students are free of charge as long as no payment is being received.

If you are expecting external attendees to your booking please ensure you liaise with Room Bookings to determine how your booking should be processed. This will also enable you to be informed of any other events which may impact your booking, parking restrictions or any other implications to your booking.

Restrictions:

- **Web Room Bookings should <u>not</u> be used to make any timetable bookings.** The Timetabling Team should be notified of such requirements by emailing <u>timetabling@winchester.ac.uk</u>

- **Term time (non-timetable) bookings** will not be processed until the timetable for the academic year has been finalised.

- **Student Bookings** may be made up to the end of the following month with the following restrictions; 3 hours per day in standard teaching rooms and up to 2 hours per day in performance space. Bookings will only be processed up until the end of the following month. If you submit booking requests further in advance than you are allowed to, your booking will not be authorised and you will have to re-submit your request. Student bookings can be made for academic purposes, or official SU societies only. Student bookings, for purposes other than these, must be discussed in detail with the Timetabling and Room Bookings department. Such bookings will be considered, but will be subject to the student conducting and providing evidence of appropriate risk assessment and acquiring adequate insurance. Hire charges may be applicable.

Confirming and amending a booking made via WRB

When submitting a booking request via WRB you will initially receive an email notification on receipt of your request. **Please note this is not confirmation of your booking. Whilst your provisional booking will appear on location timetables (via SWS) all bookings are manually authorised to ensure they meet the booking parameters outlined in this Policy. Therefore, until you receive a confirmation email, bookings are subject to change or cancellation.**

Once your booking has been authorised by the Room Bookings team, you will receive a confirmation email. **Your booking is provisional until you receive the confirmation email. You are strongly advised not to advertise any activities until your booking has been confirmed.**

You can view or cancel your booking(s) by logging into WRB and clicking on "My Bookings".

In some circumstances, it may be necessary to amend the room allocation to accommodate further bookings. Please note, that this may, from time to time, include confirmed bookings. In the event this is necessary you will be notified of any change.

Please note that it may not be possible to confirm the room requested if this room is required for a timetabled activity, as this take precedence over non-timetable booking.

If you need to contact Room Bookings about your booking please email <u>roombookings@winchester.ac.uk</u> and quote the booking reference which can be found on the WRB under "My Bookings" or on your WRB notification email.

4.3 Student Union Society bookings and bookings for non-academic core activities
Room booking requests for SU Societies and non-academic core activities, must be submitted to room bookings team, (for SU booking, via the Vice President Activities) for the whole academic year. The deadline for these requests is the end of S2, week 15.

After this deadline, any further request (including ad-hoc bookings) will be subject to the standard booking restrictions for students, as outlined above, unless Room Bookings have been notified in advance.

Room allocations for these activities are subject to availability, Timetabling and Room Bookings will take in to account the academic requirements for department specific space. At core periods it may be necessary to restrict access to department specific space.

4.4 Room Booking Agreement (For all room bookings, Timetabled and Non-Timetabled)
By placing a room booking you are accepting responsibility for that room throughout the duration of your booking. If any damage is caused to the room, furniture or equipment within that room, you may be required to pay a charge to rectify that damage.

If you are found to be using a room that you have not booked, you will be asked to vacate the room.

Anyone found misusing a room may be asked to leave and further bookings may be refused.

Please be considerate to other room users by keeping noise to a minimum. If you are booking a room for an activity which may be considered noisy, please ensure you make this clear when making your room booking.

Furniture must be returned to the standard layout as displayed in the room layout poster.

Whist every effort will be made to avoid changes, from time to time it may be necessary to amend your room booking. However, if the need arises, you will be notified by the Timetabling and Room Bookings team.

It should be normal practice to vacate the room 5 minutes before the end of the booking. Timetabled activities should start 5 minutes after the scheduled start time, to allow staff and students travel time between activities.

Please also refer to the Freedom of Speech Policy and Code of Practice for External Speakers, Conferences and Events On and Off-Campus

4.5 Responsibility for rooms and reporting faults
Rooms should be left clean and tidy and tables and chairs be returned to the standard layout as shown on the room poster in each room.

If you discover problems with room (including heating) please notify Estates or Campus Management by submitting a ServiceDesk request. For IT and equipment issues you can also log issues via Service Desk or email servicedesk@winchester.ac.uk

If the fault cannot be rectified within the booking period Estates / ITS should notify Room Bookings and Conferences in order to relocate bookings where necessary / possible.

4.6 Works
Planned works - All works, including Estates and ITS works, must be submitted via Service Desk - Space Closure Request form in advance. Timetabling and Room Bookings will consult with Conferences, as appropriate.

Works that will impact teaching, through noise or displacement, must be submitted prior to the scheduling of the timetable.

Following the publication of the timetable, non-urgent works will only be accommodated if this can occur without displacing or disrupting teaching activity or pre-existing booking.

Emergency Works - In the event of a fault where works need to take place in order for a room to be operational, Timetabling, Room Bookings and Conferences will, to the best of their ability, re-locate bookings in the effected room(s).

4.7 Room set up
Room Posters: All bookable spaces have a poster indicating the standard set up for that room. Where possible please avoid moving furniture around.

Due to resourcing Campus Management are unable to provide individual set ups for rooms booked on a regular basis.

When requesting a room, whether it is a one off room booking or a timetable booking, it's essential that you provide as much information as possible in order to allow the room booking / timetabling team to allocate the most suitable room. Copies of the room posters and the room and equipment list can be found on the Academic Timetabling and Room Booking page on the intranet.

4.8 Room / Building availability
Bookings in SEB 109 are not permitted before 18.00 where use of the electric instruments or drums are involved.

The Paul Chamberlain Building (PCB) Studios are available for bookings 24 hours from Monday - Thursday during term time (09.00-22.00 at all other times), subject to availability. Bookings must be made in advance following the guidelines below:

- Bookings between 10pm and midnight can be made in the normal way using web-room bookings providing the booking is made before 1600hrs Monday – Thursday.
- Bookings beyond midnight must be made by emailing roombookings@winchester.ac.uk before 1600hrs Monday – Thursday.

The Site Steward will check the details of bookings taking place outside of core hours. Anyone using the Studios without a booking will be required to leave the building and advised of the correct booking procedure. Repeated failure to follow this procedure may result in loss of room booking privileges.

Heating – In response to the university carbon emissions plan, to reduce the impact on the environment, where possible the following building / rooms will normally[3] be closed from 18.00 Monday – Friday and all day Saturday and Sunday:
- Centre for Sport 1
- Fred Wheeler Building
- Herbert Jarman (extension)
- Medecroft 5
- Medecroft Annex
- Medecroft Extension 1,2,3 and 4
- Tom Atkinson Building
- Winton Building 5

However, from time to time, room suitability, specialist use and revenue generating business may require these building / rooms to be open during these times.

Security - If your room booking finishes after 22.00 have booked a room outside of the core hours please ensure you notify the site steward before you leave by calling 01962 827666 (extension 7666), so the room can be locked.

Please ensure windows are secured before you leave the room.

Administration - All timetabling and internal room bookings are administered by the Timetabling and Room Booking Team, part of Estates and Facilities Services (EFS) in conjunction with Registry.

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[3] In may be necessary to open buildings when specialist space is required.

1. OWNERSHIP / OVERSIGHT OF THIS DOCUMENT

This document will be maintained and reviewed by Timetabling and Room Booking Team (EFS)

2. FEEDBACK AND COMPLAINTS

It is always useful to receive feedback on the services we provide, both positive and negative. We are continuously reviewing our processes for ways we can improve and your feedback helps us to make a positive difference.

For contact details, please see section 7. CONTACT INFORMATION

3. CONTACT INFORMATION

The Timetabling and Room Booking team are located in King Alfred's Quarter - St Swithun's Lodge 107

Core Opening Hours
08.30-16.45

Telephone
Room Bookings   01962 827 594
Timetabling   01962 624 856

Email
timetabling@winchester.ac.uk
roombookings@winchester.ac.uk

Support Contacts
conferences@winchester.ac.uk
support@scientia.com
support@kinetic-solutions.co.uk

Appendix 1 - Staff Availability Online Process

1. Timetabling Team will inform Heads of Department that the online forms are open for submitting staff availability. The email will include the link to HPL/ALs online staff availability forms and any necessary guidance. An email with the link will automatically be sent to full time and fractional staff with current contracts.
2. Heads of Department will forward the link and guidance to HPLs and ALs, and inform Timetabling of any new FT/FR staff who may not yet have contracts set up so Timetabling can send the relevant link.
3. All academic members of staff should submit a form annually in advance of the deadline outlined in the operational timetable.
4. A reminder email will be sent to all current FT/FR staff who have not submitted a form within 1 week of the deadline.
5. Specified standard flexibilities for FT/FR staff should be agreed with the relevant HoD before submitting the form
6. FT/FR staff - specific research time requirements for existing projects should be discussed and agreed with the relevant HoD before submitting the form.
7. Any availability for HPL/ALs should be agreed with the relevant HoD/PL.
8. All academic members of staff requiring a Flexible Working Agreement should have this in place before submitting their availability. This should be agreed and signed off by the HoD and Dean.
9. Within deadlines outlined in the operational timetable, the Timetabling Team will send the availability summaries to Heads of Department for confirmation.
10. Heads of Departments may consult Programme Leaders if necessary.
11. Head of Departments then advise timetabling of any necessary amendments by the deadline set out in the operational timetable.

Process maps for completing online staff availability are available via
https://intranet.winchester.ac.uk/information-bank/academic-timetabling-and-room-booking/SitePages/Staff%20Availability%20Forms.aspx