

CORE PRINCIPLES OF TIMETABLING

LIVERPOOL HOPE UNIVERSITY

2019/20 Timetables

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Created July 2014
Received by Learning & Teaching Committee 24th September 2014
Amended for Rectorate Team Meeting 1st December 2014
Amended following Rectorate Team Meeting 8th December 2014
Updated November 2016
Updated January 2018
Updated November 2018
Agreed at Rectorate Team Meeting 3rd December 2018

Core Principles of Timetabling

1. The timetable is
 - Always up to date and accessible to all
 - As accurate as possible throughout the year
 - Produced on an annual basis

2. Timetable data entry is taken from the requests from departments. The initial request must come from the HOD. These requests are met where they are possible and are within the guidance described herewith. Once the initial timetable draft is complete, all further changes must be signed off by the Dean.
At the start of the academic year i.e. September 2017, any requests to make changes to timetables can only be requested by the FEO with permission of the Dean.

3. All sessions have suitable space allocated, any rooming issues are to be reported to timetabling@hope.ac.uk.

4. All activities and space relating to academic activity of students are to be reflected on the central timetable system.

5. Teaching activities are prioritised within teaching rooms.

6. Core teaching
 - Timetabled days are Monday to Friday
 - Core teaching hours are 9.00 to 18.00, some postgraduate teaching will be taught up to 21.00
 - No UG teaching will be scheduled on a Wednesday afternoon after 13.00.
 - No teaching or meetings are held in Foundation Hour on Wednesday 1300 - 14.00

7. Staff constraints must be as flexible as possible and approved by the Head of Departments, timetables are designed to advantage students.

8. All core principles to be adhered to by all departments.

9. The timetable will
 - Provide suitable lunch and rest breaks for staff and students
 - Minimise commuting within campuses
 - Support student choiceAnd
 - No lecture will be longer than 50 minutes
 - There will be no 'back to back' lectures under any circumstances
 - There will be no 'back to back' seminars or tutorials
 - If there is a good pedagogical rationale, tutorials or seminars may directly follow lectures or vice versa.

Overview of the Timetabling Process

Forecasting

- Departments decide what UG 60 credit units / PG Modules are to be offered in the next Academic Year
- All subjects are allocated to a timetabling block to ensure there are no clashes between acceptable combinations

Gathering Data

- The timetable manager and a member of the timetabling team will meet with all Heads of Departments (or their nominee), to establish delivery patterns for all subjects within their department.
- Faculty Executive Officers to agree weeks at Plas Caerdeon.
- The timetabling team will draft a timetable using the information provided by the Department and using the timetabling blocks agreed by the University.
- These are then sent to Heads of Departments for approval

Scheduling

- Once drafts are approved the timetable is entered onto the central SITs database, all sessions are then roomed.
- Heads of Departments are then asked to re check the timetables on the system for accuracy and allocate staff where possible.

Room Allocation

- Teaching sessions will be assigned to rooms based on the following criteria
 - Type of session, i.e. Lectures will be allocated to either a Lecture Theatre or Teaching room based on class size, Tutorials & Seminar's will be allocated to Teaching rooms, Practical sessions will be allocated to either Labs or Studios dependant on the subject, e.g. Biology practical will be a Science Lab, Fine Art will be a Studio.
- Size of session / number of students will then determine the size of the room allocated
- Once rooms have been assigned these can be changed for a different type of room, i.e. a computer lab for a specific number of weeks, this can be requested by e mailing timetabling@hope.ac.uk
- Year-long courses will be roomed before those with less teaching weeks to ensure rooms are used in the most economical manner.
- All teaching sessions can be allocated to any appropriate room within the campus on which that subject is delivered.
- If there is an issue with the quality of the teaching environment this should be reported immediately after the session (either to estates or ITS as appropriate).

Delivery of the Timetable

- Subject timetables are released to students via the web pages to enable students to make necessary arrangements in relation to childcare or other personal commitments
- Once required students have made their seminar choices, the following years elements are added to the students' record.
- Individual students' timetables are then created which will show them their individual seminar and tutorial group along with rooms allocated to their sessions.

Managing Changes

- Any requests to make changes to timetables once they have been released can only be requested by the Head of Department by e mailing timetabling@hope.ac.uk with a rationale for the requested change.
- If the request is accepted the changes will be made to the system as soon as possible and Departmental Administrators are asked to notify the students.
- Once teaching starts any cancellation of teaching sessions must be approved by the Dean and emailed to timetabling@hope.ac.uk
- All change requests must give at least 48 hours prior notice to Timetabling except in unprecedented circumstances.
- A report of changes requested will be produced for members of Rectorate team on request.

Room Booking Process

- All internal bookings for non-teaching events are to be made via the 'online room booking' facility within My Hope.
- Once your booking has been confirmed you will receive a confirmation e mail (as below) showing your booking details

Room Booking Receipt

Booked By	Siobhan Garber
Meeting Title	Test Booking
Additional Information	
Room	AJB058
Event Date and Time	27-JUN-18 14:00:00
Duration	1:00
Party Size	42
Date on which request was made	20-JUN-18
Booking reference	140627998225

- If you no longer require the room you have booked this can be cancelled within the web room booking facility by choosing my bookings and cancelling the relevant booking, once cancelled you will receive a confirmation email (as below)

Your booking has now been cancelled!

Booking Reference	140627998225
Room	AJB058
Event Date and Time	27-JUN-18 14:00:00
Event Title	Test Booking

- If you have any queries regarding this facility please contact itshelp@hope.ac.uk

Timetable Process Timeline for 2019/20	
Action	Deadline
JANUARY 2019	
UG Curriculum availability 'rolled over' to 2019/20 Foundation Curriculum availability 'rolled over' to 2019/20 NoH Curriculum availability 'rolled over' to 2019/20	14 th January 2019
PGCE including Early Years, PGDE, School Direct and SCITT module availability 'rolled over' to 2019/20	21 st January 2019
PGT module availability 'rolled over' to 2019/20	21 st January 2019
Request to FEO's for confirmation of undergraduate (including Seminar choice) and Postgraduate (including Part time) curriculum	21 st January 2019
Timetable information to be sourced for study abroad and sent to Student Admin	28 th January 2019
Confirmation of Curriculum provision - undergraduate (including Seminar choice) and Postgraduate (including Part time) curriculum	28 th January 2019
Departmental heads to confirm Timetable changes for 2018/19, including new provision. *Any changes must be processed at this stage to feed into wider university S.A.M expectations.	8 th February 2019
BA QTS timetables to be created on SITS	8 th February 2019
PGCE and School Direct timetables to be created on SITS	8 th February 2019
FEBRUARY 2019	
Diets for Undergraduate, PGCE (including School Direct and SCITT) and PGT availability created in SITS	25 th February 2019 UG, PGCE Primary/ PGDE/PGT
In coming Study Abroad/Exchange Curriculum set up on SITS	4 th March 2019
MARCH 2019	
Undergraduate Subject Timetables to be published internally	18 th March 2019
Heads of Departments to check electronic subject timetables	18 th March 2019
PGCE and School Direct Subject Timetables to be published internally	22 nd March 2019
PGT Award timetables to be published internally	4 th April 2019
Study Abroad timetabled and to be checked by International Unit.	5 th April 2019
APRIL 2019	
Head of Departments to feed back any final adjustments to subject Timetables	29 th April 2019
Head of Departments to input SAM information including NoH.	29 th April 2019
UG provisional course timetables to be published on the website. Same format as 2018-19 with a link to course timetables	6 th May 2019
UG Seminar Choices to be released to Level H students (and the small number of Level I students with choice)	6 th May 2019
2019/20 Subject Units to be added to all student's records (for students who have no choice)	6 th May 2019
PGT Provisional Course timetables release date internally on SRM	21 st May 2019
Study Abroad Provisional timetables release date internally on SRM	21 st May 2019
MAY 2019	
UG Students who have not chosen their Level H (or Level I where appropriate) seminars to have them allocated	28 th May 2019
JUNE 2019	
PGCE Primary/Secondary provisional course timetables to be published on the website PDF format.	w/c 16 th July 2019

Level C Applicants (Hope Park) - Release of timetable course view via single sign on link in email from Admissions	w/c 24th June 2019
NoH - Release of timetable to current students at St Mary's and Holy Cross	w/c 9th July 2019
PGT Award timetables to be published	5th Sept 2019
JULY 2019 ONWARDS	
Level C Firm Applicants NoH - Release of timetable course view via single sign on link in email from Admissions	w/c 15th July 2019
Scheduling of Students onto Subject timetables including BA QTS	Level I & H w/c 9th July 2019 Level C 3rd Sept 2019
Re Scheduling of students who have failed re assessment and need to retake	End of July and End of September 2019
Publication of electronic Individual Students Timetables including BA QTS	Level I and H w/c 8th July 2019, Level C 1st Sept 2019.
Scheduling of PGCE and School Direct Students	16th August 2019 and onwards
Publications of electronic Individual Students Timetables for PGCE Students	20th August 2019 and onwards
Any additional change requests to come through FEO Only	3rd Sept 2019 onwards
Process for changing student records following Progression Boards	Sept 2019
PGT Students to be scheduled to Modules and Individual Timetables published	Mid Sept 2019
PGT students to be allocated to Modules	Sept 2019
To know the routes/discipline students will take for MA Music and MA Film, Media and Society prior to registration/induction	Sept 2019
Re-scheduling of students who have completed change of course forms.	End Oct 2019

2019/20 Timetable Blocks

Level FOUNDATION

	Monday	Tuesday	Wednesday	Thursday	Friday
9	A	B	B	C	A
10	A	B	B	C	A
11	A	B	B	C	A
12	A	B	B	C	A
13	A	B	Foundation Hour	C	A
14	A	B		C	LUNCH
15	A	B		C	C
16	A	B		C	C
17	A	B		C	C
18-21	Evening	Evening	Evening	Evening	

Major Subjects

	Block A	Block B	Block C
	Enhanced Learning ELFFOUF001	Education EDFFOUF001 Humanities HUFFOUF001	Social Science SSFFOUF001 Business BUFFOUF001

2019/20 Timetable Blocks

Level C

	Monday	Tuesday	Wednesday	Thursday	Friday
9	A	B	B	C	A
10	A	B	B	C	A
11	A	B	B	C	A
12	A	B	B	C	A
13	A	B	Foundation Hour	C	A
14	A	B		C	LUNCH
15	A	B		C	C
16	A	B		C	C
17	A	B		C	C
18-21	Evening	Evening	Evening	Evening	

Major Subjects

	Block A	Block B	Block C
	Drama Social Policy Politics Philosophy & Ethics Psychology Media & Communication Business Management Primary Education Education Human Science (part of Single) Disability Studies in Education (part of Single)	English Language Music International Relations Christian Theology Sociology Information Technology Sport & Physical Education Nutrition Mathematics Early Childhood Computer Science Film & Visual Culture Creative Writing	Accounting and Finance English Literature Art & Design History History Law Criminology Dance Marketing Religious Studies Geography Health & Wellbeing Childhood & Youth Special Educational Needs Electronic Engineering Popular Music Tourism Sport and Exercise Science (part of Single)

Level I 2019/20 Timetable Blocks

	Monday	Tuesday	Wednesday	Thursday	Friday
9	B	C	C	A	B
10	B	C	C	A	B
11	B	C	C	A	B
12	B	C	C	A	LUNCH
13	B	C	FOUNDATION HOUR	A	A
14	B	C		A	A
15	B	C		A	A
16	B	C		A	A
17	B	C		A	A
18-21	Evening	Evening	Evening	Evening	

Major Subjects

	Block A	Block B	Block C
	Drama Social Policy Politics Philosophy & Ethics Religion & Philosophy Psychology Media & Communication Business Management Primary Education Education Disability Studies in Education (part of Single)	English Language Music International Relations Christian Theology Tourism Sociology Information Technology Sport and Physical Education Nutrition Mathematics Early Childhood Computer Science Film & Visual Culture Creative Writing	Accounting and Finance English Literature Art & Design History History Law Criminology Dance Marketing Religious Studies Geography Health & Wellbeing Childhood & Youth Special Educational Needs Electronic Engineering Popular Music Sport and Exercise Science (part of Single)

Level H 2019/20 Timetable Blocks

	Monday	Tuesday	Wednesday	Thursday	Friday
9	C	A	A	B	C
10	C	A	A	B	C
11	C	A	A	B	C
12	C	A	A	B	C
13	C	A	Foundation Hour	B	LUNCH
14	C	A		B	B
15	C	A		B	B
16	C	A		B	B
17	C	A		B	B
18-21	Evening	Evening	Evening	Evening	

Major Subjects

	Block A	Block B	Block C
	Drama and Theatre Studies Social Policy Politics Philosophy & Ethics Religion & Philosophy Psychology Media & Communication Business Management Primary Education Education Human Biology Disability Studies in Education (part of Single)	English Language Music International Relations Christian Theology Tourism Sociology Information Technology Biology Sport and Physical Education Nutrition Mathematics Early Childhood Computer Science Film & Visual Culture Creative Writing	Accounting and Finance English Literature Art & Design History History Law Criminology Biblical Studies Dance Marketing World Religions Geography Health and Wellbeing Childhood & Youth Special Education Needs Electronic Engineering Sport and Exercise Science (part of Single)

2019/20 Blocks Holy Cross

LEVEL C		
BLOCKS 2019/20 HOLY CROSS		
BLOCK A WEDNESDAY	BLOCK B THURSDAY	BLOCK C TUESDAY
EARLY CHILDHOOD Group 1	EARLY CHILDHOOD Group 2	PHILOSOPHY & RELIGION
EDUCATION Group 1	ENGLISH LITERATURE	EDUCATION Group 4
EDUCATION Group 2	HEALTH & WELLBEING	SEN Group 2
EDUCATION Group 3		
HISTORY		
SEN Group 1		

LEVEL I		
BLOCKS 2019/20 HOLY CROSS		
BLOCK A TUESDAY	BLOCK B WEDNESDAY	BLOCK C THURSDAY
EARLY CHILDHOOD Group 1	EARLY CHILDHOOD Group 2	PHILOSOPHY & RELIGION
EDUCATION Group 1	ENGLISH LITERATURE	EDUCATION Group 4
EDUCATION Group 2		
EDUCATION Group 3		
HISTORY		SEN Group 2
SEN Group 1	HEALTH & WELLBEING	

LEVEL H		
BLOCKS 2019/20 HOLY CROSS		
BLOCK A TUESDAY	BLOCK B WEDNESDAY	BLOCK C THURSDAY
EARLY CHILDHOOD Group 1	EARLY CHILDHOOD Group 2	PHILOSOPHY & RELIGION
EDUCATION Group 1	ENGLISH LITERATURE	EDUCATION Group 2
HISTORY		SEN Group 2
SEN Group 1	HEALTH & WELLBEING	

2019/20 Blocks St. Mary's

LEVEL C		
BLOCKS 2019/20 ST. MARY'S		
BLOCK A MONDAY	BLOCK B TUESDAY	BLOCK C WEDNESDAY
SEN	BUSINESS MANAGEMENT	EDUCATION Group 3
INFORMATION TECHNOLOGY	EDUCATION Group 1	EARLY CHILDHOOD
	EDUCATION Group 2	

LEVEL I		
BLOCKS 2019/20 ST. MARY'S		
BLOCK A MONDAY	BLOCK B TUESDAY	BLOCK C WEDNESDAY
BUSINESS	BUSINESS	SEN
EDUCATION Group 1	EARLY CHILDHOOD	
EDUCATION Group 2		

LEVEL H		
BLOCKS 2019/20 ST. MARY'S		
BLOCK A MONDAY	BLOCK B TUESDAY	BLOCK C WEDNESDAY
BUSINESS	BUSINESS	SEN
		EDUCATION Group 1
		EDUCATION Group 2
		EARLY CHILDHOOD