
Teaching Accommodation

Introduction

This paper updates and clarifies responsibilities and the principles of and for timetabling of teaching accommodation. Timetabling of the teaching accommodation is provided by Academic Registry as a University wide service. The Timetabling section is committed to providing the best service possible and to work with and to meet the needs of the Schools but to do this it is important that Schools recognise the responsibilities of others involved in servicing the accommodation and the principles with which the Section works.

1. Responsibilities

Academic Registry (Administration of usage)

Contact RG Roombooking@northumbria.ac.uk or your school timetabler

- Timetabling of teaching accommodation
- Timetabling of examinations and finding appropriate external venues in which to hold examinations when internal accommodation is insufficient
- Casual Room bookings including meetings but excluding bookings which generate external income. Casual Room bookings should be made using the web booking service http://northumbria.ac.uk/sd/central/ar/ttweb_rb/

Estates Department (Estate management) Contact Estates Helpline 4070

- Providing accommodation (i.e. internally or obtaining external accommodation on a leased and fixed term basis) However accommodation for specific events such as Conferences or examinations is not the remit of the Estates Department. Academic Registry and Accommodation Services are responsible for this and will share information about suitable venues.
- Maintaining the accommodation fabric including floor coverings
- Maintaining and replacing fixed fittings, furniture and furnishings in classrooms
- Identifying general/semi-specialist/specialist space
- Space utilisation surveys
- Room security
- Cleaning
- Portering
- Arranging room set ups (arrange via Ellison Building reception Ext. 4000)

Notes

- New build classrooms are equipped with fixtures, fittings and furniture as part of the capital investment of the project
- The standard provision for new build is available from the Estates Department and is to be used as the minimum standard for equipping rooms

Accommodation Services rc.conferences@northumbria.ac.uk

- Providing hospitality where booked by person booking room
- Booking classrooms and other accommodation for income generating events e.g. conferences(residential and day) which are mainly external
- Conference Office Bookings (Ext 4717/4499)
 - a) The Conference Office will arrange bookings for Ellison Building foyer and CCE1 foyers and open space at all times
 - b) The Conference Office will have priority use of the following accommodation during vacation periods: Ellison Building Rutherford Hall and Main Lecture Theatre (B001) and the first floor of A block (Ellison building) and Nixon Hall during July and August. The Conference Office will book the rooms required. The rooms will be available for others to use when not booked out.
 - c) The Conference Office will book the first floor of A block (Ellison building), Rutherford Hall and the Main Lecture theatre after 6.00 pm all year.

IT Services

- Providing and maintaining IT facilities in classrooms
- Providing and maintaining teaching and AV equipment and facilities
- Providing technical support for the above generally and as requested directly by the user
- Providing black/white boards

Schools

- Maintain accuracy of student records and programme structures
- Notify timetabling of any changes to programmes and module delivery that occur after downloads from SITS
- Provide staff constraints information to Timetabling following sign off by Dean (or nominee)

2. Principles for Timetabling of Teaching Accommodation

General Principles for timetabling

- a) All general teaching accommodation is to be regarded as University space and allocated on a 'need to use' basis.
- b) The classification of rooms as specialist, semi-specialist and general is the responsibility of the Estates department in consultation with the Deputy Vice Chancellor (Resources).
- c) All rooms classified as semi-specialist and general will be included on the teaching timetable database and will be maintained and equipped by the Estates Department.
- d) Where a room has been classified as semi-specialist then the school that requires the facilities within that room to deliver the academic programme will be given priority – at other times the room will be available for non-specialist teaching.
- e) Rooms classified as specialist will not normally be included on the timetable and will be locally managed and maintained by the School concerned unless the School requests that the room is managed by timetabling.
- f) Rooms cannot be withdrawn from the timetable without the permission of the Deputy Vice Chancellor (Resources) together with the Deputy Vice Chancellor (Learning and Teaching) who will be advised by the Director of Estates and the Director of Academic Registry. This would be based on room usage and whether alternative accommodation was available to relocate teaching.
- g) The timetabling section will endeavour wherever possible to locate teaching close to the building(s) where the school is located. However it must be recognised that teaching can take place anywhere on the campus.
- h) The timetable will utilise the full working day (9-6) and working week to accommodate all requirements and to make best possible use of the accommodation available
- i) The timetabling section will endeavour wherever possible to ensure that the same room is available for the same group each week but it must be recognised that different teaching patterns across the University mean that this is not always possible and groups may need to be accommodated in different venues for particular sessions.
- j) The timetabling section will not prioritise postgraduate teaching or short course provision over undergraduate teaching.
- k) The timetabling section will expect Schools to prioritise their own requests where two or more sections of the School request the same accommodation at the same time.
- l) Rooms will be provided to a standard layout. Where a different layout is required it is the responsibility of the person booking the room to make arrangements with caretaking staff to change the layout and to return it to standard layout. If this is not done and a special request has to be made, then the School will be charged for any additional time spent. Users are expected to clean boards and collect spare handouts before they vacate rooms.
- m) Where hospitality is booked then the debris and crockery should be cleared away by the user. A charge will be made for any extra time spent on clearing.

3. Examination scheduling broad Principles

3.1 Main university published exams

- University flat classrooms will be used wherever possible/practicable
- Every effort will be made centrally to make these flat rooms available for use for any examinations taking place during these periods. This may mean that teaching scheduled in flat rooms will be asked to move to alternative lecture theatre accommodation.
- Consultation will take place between central departments and schools to evaluate 'best use' of flat rooms where yearlong teaching has been scheduled.
- Start times for exams are 09:30, 14:00 and 18:00. Any examination that has no time/date constraint can take place at any time and/or any date within the published period.
- Where possible no more than 1 written exam will be scheduled for a student in a day. It is however acceptable to schedule orals/aurals/interpretation sessions on the same day as written exams.
- In exceptional circumstances Saturday morning timeslots can be used.

3.2 Examinations outside the main published periods

- University flat classrooms where no teaching is scheduled will be used as a first avenue to resource examinations.
- If a large exam is requested and either no/insufficient university accommodation is available or the number of rooms that would be required becomes impracticable and if the date is inflexible then external accommodation may be used.
- Exceptions may be where a small exam is requested and there is no internal accommodation or a large exam is requested and resource costs to take the exam external are deemed excessive, in these instances consultation would be required to see if the school affected could move the exam to a date when university accommodation was available or as a last resort move any teaching to free up rooms.

4. Priority Room bookings

4.1 Priority room bookings

The priority should always be the student experience and teaching should take priority. However the following activities may result in teaching being moved. Where teaching has to be moved students and staff must be given at least 1 week's notice.

(a) Examinations

- University space will be used wherever possible/practicable
- During the published assessment periods examinations will take priority and flat rooms will be made available to the examination timetable – this will mean that teaching which takes place during examination periods will be asked to move where possible to alternative lecture theatre accommodation
- Where examinations take place outside of the published examination period and there is no accommodation available – the school holding the examination will be asked in the first instance to move teaching to accommodate the examination. If this is still not possible then others may be asked to move.
- PGR examinations will also take priority over teaching but every effort will be made to schedule at times when accommodation is available

(b) Prestigious University-wide events including Congregations

4.2

The following institutional priorities should **not** take precedence over teaching but should be accommodated as follows:

(a) Institutional Open Days

- If Institutional open days should be scheduled outwith the main teaching periods – eg at weekends or student vacation periods

(b) Periodic Review events

- Should be accommodated within school/university meeting room accommodation

(c) PCAP delivery

- Should be part of the teaching programme and timetabled accordingly

(d) LTS Programme of Events and other Corporate training events

- Should fit around teaching

(e) ACES days/weeks

- Should be scheduled in student vacation periods

(f) Taster sessions

- Should fit around teaching

(g) School Open Days

- Should fit around teaching

(h) Accreditation and other Professional Body visits

- Should use school/university meeting room accommodation

3.2 Priorities agreed as part of other processes

Where priorities are agreed as part of planning or bidding processes which have implications for timetabling then this should be highlighted to the Director of Academic Registry at the first possible opportunity. Where they conflict with the already agreed principles then the ULT will be asked to revisit these principles.

Craig Mahoney
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