



Code: *QA204*
Title: *Academic Year Scheduling and Timetabling Policy*
Date: Wednesday, 16 June, 2021
Approval: University Management Team (UMT) / Academic Council Standing Committee /
Academic Council

1. Executive Summary

Academic Year Scheduling and Timetabling has been a strategic objective for NUI Galway for some time, in particular with regard to transitioning from manual process to a common shared timetabling and space booking solution across the University. The policy has been developed with reference to comparable institutions in addition to current practice across schools and support units.

The academic year schedule incorporates the key dates for NUI Galway academic year such as teaching weeks, study weeks, holiday closure dates, examinations and conferring. Development of the academic calendar must consider academic year rules and set requirements as well as key stakeholder dates, for example curriculum deadlines, CAO deadlines and the HEA census date.

Academic timetabling is the process of assigning programme modules to time-slots and appropriate venues in order to maximise space allocation and minimise timetable conflicts. This involves mapping of different academic activities, teaching hours, workshops, laboratory work, tutorials and all other programme requirements to an appropriate time slot and venue. Clashes can occur around the academic, student or venue.

Space allocation is the assignment of teaching and learning activities and all other meetings and events, both internal and external, to University space and timeslots. For this purpose:

- Space is defined as all bookable venues such as lecture halls, classrooms, meeting rooms, computer suites, undergraduate laboratories, study rooms, event venues, foyers, etc.
- Teaching and learning activities include, but are not limited to, lectures, tutorials, laboratory sessions, workshops, seminars and events.

The Academic Year Scheduling and Timetabling Policy outlines NUI Galway policy, operational principles, roles and responsibilities in respect of:

- The development of the NUI Galway academic year schedule.
- Timetable planning, production, maintenance and changes for curriculum approved on Curriculum Manager.
- The booking of space for teaching and learning activities.
- The booking of space for non-teaching and learning activities.

The means of conflict resolution is also outlined within this policy.

2. Purpose

This policy facilitates the introduction of a solution that will automate academic year scheduling and timetabling to realise long-term objectives such as:

- Contribute to a high-quality teaching and learning experience for both students and staff.
- Delivery of an academic year schedule and timetables that are student and academic focused.
- Provide individual timetables that are accessible to all students and academic staff.
- Support and improve the curriculum planning process.
- Support space management policy and provide for greater efficiencies in space allocation.
- Optimise utilisation of University space and resources.
- Reduce the administrative load on academic and support staff during timetable construction.
- Provide a set of operational standards that enable more efficient production of the academic year schedule and timetables.
- Deliver standards that support evidence-based and data-led decisions for issue resolution.
- Create the necessary foundations for service excellence in academic year scheduling and timetabling, in particular training for timetabling staff, tools, standards and support arrangements.
- Promote transparency, flexibility, measurable outcomes, evidence-based prioritisation and continuous improvement across all academic year scheduling, timetabling and space booking activities.

Key changes to current practice at NUI Galway include:

- Use of a common academic year scheduling and timetabling solution.
- Management structure in relation to space booking and timetabling.
- The inclusion of all teaching and learning activities, including those scheduled in College / School / Research Institute / Discipline managed space, in the timetabling solution.
- The inclusion of all bookable space in a common solution for space bookings on campus.
- The use of a common system for space bookings for all activities, both recurring and ad-hoc.
- Production of draft timetable information for all teaching and learning activity, including those taught in College / School / Research Institute / Discipline managed space, is completed during semester 2 of the previous academic year.
- The final timetable shall be available at the point of registration to avoid conflicts based on forecasted numbers. To support best practice, the examination timetable will also be available at registration.
- All staff will have full visibility of timetable and space information across NUI Galway campuses.
- Introduction of a resolution process for space booking conflicts.
- Introduction of a resolution process for timetabling conflicts.
- Enabling approved constraints in teaching and learning availability to be considered.
- Formally define the standard full-time undergraduate teaching week for staff and students.

3. Policy Principles

- 3.1 The University operates a 52-week year with scheduled closure only during the Christmas period, these closure dates vary in accordance with the calendar year.

The University may have unexpected closures, for example due to red weather warning events or national emergencies where the government formally closes all schools and colleges and/or makes recommendations in regard to teaching and learning activities.

- 3.2 The standard full-time undergraduate academic year consists of 2 semesters per term consisting of a sequence:
- 12 weeks of teaching
 - 1 week for field trips (Semester 2), for some programmes
 - 1 week of study
 - 2 / 3 weeks of exams (Semester 1: 10 days / Semester 2: 14 days)
 - 2 weeks Autumn repeat exams (9 days in early August)

It is important to note that there are some exceptions to this norm where the term may vary depending on the specific programme.

NUI Galway may also change term time in line with government guidelines, if required.

- 3.3 The setting of term start dates are traditionally by week rather than date:
- Semester 1 normally begins with Orientation Week for first years during the 1st week in September
 - Semester 1 for all other students normally begins on the 2nd Monday in September
 - Semester 2 for all students normally begins on the 2nd Monday in January
- Again, it is important to note there may be some exceptions to this norm.

- 3.4 All teaching and learning activities shall be timetabled within the timetabling and space booking system.

- 3.5 All space bookings, including external bookings, shall be processed using the timetabling and space booking system.

- 3.6 Space managed by a College, School, Research Institute or Discipline shall also be booked using the timetabling and space booking system. Requests for booking this space will be issued directly to the Timetabling Co-ordinator, or nominee, in the academic unit.

- 3.7 Space bookings shall outline a reason for use (including reasons for specific room requirements) for recording and reporting purposes.

- 3.8 Space capacity should match, as closely as possible, the size of group using the venue. Group size cannot exceed space capacity. Academic and teaching staff are responsible for ensuring that capacity is not exceeded.

- 3.9 For space bookings, teaching and learning activities will take precedence over non-teaching activities. There are some exceptions to this standard: for example pre-booked events such as examinations, conferring and institutional open days.

- 3.10 The University's standard full-time undergraduate teaching week is Monday to Friday with a timetable running from 09.00 to 18.00. Teaching and learning activities may also take place outside this timetable, for example postgraduate, CALPD, Acadamh, part-time and some undergraduate teaching.

- 3.11 For timetabling purposes, morning is defined as any time before 13.00, afternoon is defined as any time between 13.00 and 18.00, and evening is defined as any time after 18.00.
- 3.12 Teaching and learning activities are booked in slots of one hour or multiples thereof. Activities should commence on the hour and finish at least ten minutes before the scheduled finish time to allow for changeover.
- 3.13 The content and format of modules and programmes will be defined at curriculum design and shall include teaching and learning activities such as:
- Number of teaching and learning contact hours per week.
 - The predominant format and duration of teaching and learning contact hours.
 - Space and resource requirements for teaching and learning activities.
- 3.14 If timetabled activity or space is no longer needed, it is cancelled at the earliest opportunity. Timetabled activity should be cancelled directly with the Timetable Co-ordinators, or their nominee and space bookings for once-off events should be cancelled directly with the Buildings and Estates Room Booking Co-ordinators.
- 3.15 Universal access for staff and students to teaching and learning activities is a priority and will be accommodated in line with the NUI Galway Universal Design and Accessibility Policy.
- 3.16 NUI Galway shall, in line with QA152, the University's Equal Opportunities Policy, make every effort to accommodate staff and students with any specific requirements.
- 3.17 NUI Galway shall, in line with human resources policies, make every effort to support staff requests, for example in regard to leave schemes.
- 3.18 The provisions of this Academic Year Scheduling and Timetabling Policy will be applied consistently and fairly across the University.
- 3.19 There is a recognition that multiple demands on space are made within the University, therefore, a level of co-operation and collegiality is required from all stakeholders.

4. Roles and Responsibilities

- 4.1 The Secretary for Governance and Academic Affairs and the Director of Registry are the key senior University managers with responsibility for the NUI Galway academic year schedule. They also work with key stakeholder groups to obtain appropriate academic year scheduling approval from Academic Council.

The Registry team under the guidance of the Director of Registry are responsible for supporting activities around the academic year schedule including:

- Manage the operation of the academic year schedule.
- Issue academic year schedule guidance to Colleges, Schools, Research Institutes and Disciplines.
- Publish final versions of the academic year schedule (calendar).
- Support flexible academic year planning and curriculum-based timetable planning.
- Initiate and participate in continuous improvement activities around academic year scheduling and timetabling management.
- Support integration of module information and curriculum management with timetabling so that accurate data is available to Timetabling Co-ordinators based on approved curriculum as provided by the College / School on Curriculum Manager.

- 4.2 Timetabling Co-ordinators within the College / Schools / Research Institutes / Disciplines are the primary contacts for timetabling responsible for liaising with nominated colleagues to schedule teaching and learning activities, book centrally managed rooms, progress timetabling requirements and resolve timetable conflicts.

Each College / School / Research Institute / Discipline will have a nominated Timetabling Co-ordinator whose responsibilities shall include:

- Coordinate timetable design and production across undergraduate and postgraduate programmes within their College / School / Research Institute / Discipline.
- Ensure that collection, collation and timely recording of programme information is carried out, including for example class details, space requirements, number of students per module and any constraints on academic availability.
- Work with academic colleagues to schedule teaching and learning activities.
- Ensure the successful, clash-free, allocation of students to teaching and learning activities.
- Carry out timetabling tasks in accordance with stated deadlines.
- Maintain the timetable data with any essential updates, and ensure changes are communicated to all relevant staff and students.
- Notify the **Timetabling Unit / Timetabling Expertise** or the Buildings and Estates Office of any essential changes to the established timetable including space cancellations.
- Report any additions, deletions or modifications in locally managed space.
- Ensure that space within the College / School / Research Institute / Discipline is accurately recorded in the shared timetabling and space booking system.
- Manage space booking requests for locally managed space.

- 4.3 Administrative staff supervise timetabling activities in the College / School. Responsibilities include:
- Ensure that the School / College Timetabling Co-ordinators and support team complete all timetabling tasks by the stated deadlines.

- 4.4 Academic and Teaching Staff are available for teaching at any time during their contracted teaching day(s) except where restricted by individual agreement with Heads of School and in accordance with NUI Galway Human Resources (HR) guidelines.

Timetabling implementation will support functionality to enable staff within specified groups to share teaching-free times, where approved and agreed.

Academic and teaching staff responsibilities include:

- Fulfil their published timetable commitments.
- Provide complete and accurate curriculum data in a timely manner and input to Curriculum Manager to support the creation and reviewing of the academic timetable.
- Work with their nominated Timetabling Co-ordinator to support data collection and checking activities.
- Inform the Timetabling Co-ordinator of any cancellations or additional teaching sessions, as soon as they arise, to enable appropriate timetable updates and communication.
- Consult with their Dean / Head of School with regard to any HR requirements or considerations. Such requests shall be submitted in time to allow for appropriate timetabling planning and adjustments, where required.
- Report any problems with their timetable or with the teaching and learning space they use.
- Release any timetabled activity or space that is no longer required.

- 4.5 Heads of School provide academic leadership regarding, for example, strategic and operational planning, resource planning and policy implementation in the School. The Head of School is also responsible for the utilisation of space and facilities within the School in consultation with Heads of Discipline, as appropriate, and with Buildings and Estates.

Responsibilities in regard to timetabling include:

- Establish the importance of working collegially to produce and fulfil the best timetable for students' learning experience.
- Allocate academic and teaching staff to teaching and learning activities and any other activities, as required.
- Help resolve timetabling conflicts impacting on the College / School / Research Institute / Discipline.
- Ensure that all supports that may be required by staff and students are considered and implemented, where appropriate or possible.
- Staff considerations are defined in 3 categories: i) flexible working arrangements, ii) medical adjustments, and iii) teaching restrictions. Considerations will be reviewed and approved annually and should be supported, where feasible.
- Negotiate and agree any limitations on staff teaching availability.

- 4.6 Students have responsibilities around timetabling that include:

- Participate in teaching, learning and assessment activities as outlined in their academic programme.
- Provide details of any additional requirements, for example accessibility, as soon as possible to the Disability Support Service.
- Register module choices by the requested method and deadline.
- Review their published timetable as soon as possible and alert their module co-ordinators of any clashes, to review module registrations and to select alternative options, as appropriate.
- Check their timetable and e-mail for any timetable updates or notifications.

- 4.7 Buildings and Estates Room Booking Co-ordinators are currently responsible for managing all central bookable space in NUI Galway. Responsibilities include:

- Support the equitable allocation and efficient utilisation of all centrally bookable space on campus.

- Oversee booking of all central bookable space across campus from all stakeholders.
- Inform and advise stakeholders with regard to conflicts or changes in space bookings.
- Maintain accurate and up-to-date space data that supports space scenario planning, student number planning and consequentially future space development.
- Continually update the campus map to facilitate wayfinding.
- Report on NUI Galway space to underpin strategy and decision making.

4.8 Timetabling Unit / Timetabling Expertise

Adequate dedicated expert resources shall be allocated to timetabling, reporting to TBC.

Responsibilities include:

- Manage the production of all teaching and learning timetables taking into account the academic year schedule and all other key stakeholder dates based on approved curriculum on Curriculum Manager.
- Support Colleges / Schools / Research Institutes / Disciplines in the operation of the timetabling and space booking system.
- Produce and publish timetable development timelines with sufficient notice for Colleges / Schools / Research Institutes / Disciplines to plan their contribution.
- Provide clear guidance, via Timetable Co-ordinators, regarding the data collection and checking required at key points through the timetable production cycle.
- Liaise with and between Timetable Co-ordinators and other relevant staff, ensuring adequate access to the timetable system, for successful timetable development.
- Work with Timetable Co-ordinators and other staff to resolve problems, both during timetable production and operation, including adjustments for those with additional requirements.
- Ensure flexible timetabling through curriculum-based timetable planning.
- Report progress and relevant problems to Registry, Executive Deans, Heads of Schools or Administrative Officers, as appropriate.
- Report to all interested parties on the effectiveness of the Academic Year Scheduling and Timetabling Policy and implementation.
- Liaise with Information Solutions and Services with regard to any required software maintenance and upgrade.
- Work with Buildings and Estates and the Centre for Excellence in Learning and Teaching (CELT) to ensure that all space information is accurate and up to date including for example availability and facilities available in the space.

4.9 The Centre for Excellence in Learning and Teaching (CELT) provides a supportive and creative environment to enhance the teaching and learning experience at NUI Galway. Responsibilities include:

- Lead teaching and learning policy making and initiatives.
- Provide information and advice regarding teaching and learning technologies at NUI Galway.
- Provide support for a range of learning technologies, and a number of specialist facilities in partnership with ISS, and appropriate academic and other support units.
- Provide and support audio-visual (AV) and classroom systems in central teaching venues (i.e. not in specialist, or in School/College/locally managed venues).
- Support the design and installation of new AV facilities and technologies
- Monitor and maintain existing AV facilities within its remit to include a scheduled programme of equipment service and replacement.
- Respond to AV faults in these venues and rectify these faults or provide alternative equipment, where possible.
- Continual investigation and deployment, where feasible, of new teaching technologies to ensure NUI Galway remains up to date with contemporary higher education developments.

- 4.10 Information Solutions and Services (ISS) provides a comprehensive range of IT services for students and staff at NUI Galway. Responsibilities around timetabling and space include:
- Provide technical support of the timetabling and space booking system, including support for upgrades of software.
 - Facilitate the annual rollover of timetabling data.
 - Provide appropriate general access computing facilities, such as computer suites, in centrally timetabled space with supporting network infrastructure.
 - Support the network infrastructure for all teaching and learning space including general access and those managed by College / School / Research Institute / Discipline.
 - Support the design and installation of computing facilities with all relevant stakeholders.
 - Monitor and maintain general access computing facilities including software updates and a scheduled programme of equipment service and replacement.
 - Support software updates and manage PC replacement in College / School / Research Institute / Discipline managed facilities. The cost of these upgrades is managed through the College / School / Research Institute / Discipline budget.
 - Respond to software and hardware faults and problems in computing facilities.
- 4.11 The Buildings and Estates unit manages the physical space on campus with diverse responsibilities around space for teaching and learning activities including:
- Determine the layout and maximum capacity of all space on campus, in consultation with relevant stakeholders.
 - Allocate room numbers and/or names to new or refurbished spaces.
 - Provide space signage.
 - Manage the security and access to all space on campus.
 - Manage space cleaning, heating, lighting and ventilation.
 - Manage cyclical space refurbishment in consultation with all key stakeholders.
 - Rectify any faults reported in space.
 - Advise all stakeholders in good time of issues affecting space availability such as planned maintenance or refurbishment.
 - Ensure that space facilities comply with relevant legislation.
 - Collect, measure and report on space utilisation and make recommendations on more efficient space usage.

5. Space Bookings

5.1 NUI Galway space is managed as detailed in QA162 Space Management Policy. It is important to note from this policy that “all space is owned by the University and is allocated on the basis of greatest demonstrable need. Management responsibility and authority to allocate space is devolved to the Director of Physical Resources and his/her nominees”.

5.2 All bookable space shall be timetabled and processed within the timetabling and space booking system via:

Space Request	Space Booking
Timetabled teaching and learning activities	Timetabling Co-ordinator
Locally managed space	Timetabling Co-ordinator
Once off events	Buildings and Estates
Outdoor space e.g. external Bailey Allen	Buildings and Estates
Sports pitches and facilities	Buildings and Estates
Restaurant venues	Commercial Services
College Chapel	Chaplaincy Services

5.3 All users of the system will have read-only access to the schedules of other space bookings.

5.4 Teaching and learning activities that require specialist equipment or facilities, such as labs, skills labs, IT equipment, workshops, etc., will have priority access to this specialist space.

5.5 Once the Academic Year Schedule and Timetable is complete, spare capacity in locally managed space may be made available for booking through the relevant Timetable Co-ordinator or nominee. Release of this space is at the discretion of the College / School / Research Institute / Discipline.

5.6 Space Conflict Resolution

Any conflict in availability of bookable space for timetabling is resolved, in the first instance, at the most appropriate local level (Discipline / Research Institute / School / College). Irreconcilable conflicts are escalated to the **Timetabling Unit / Timetabling Expertise** for consideration and resolution between all parties. Ultimately if the space conflict for timetabling cannot be resolved, then the conflict is further escalated to **TBC** for a decision.

Space conflicts booked with Buildings and Estates are managed at a local level between the units requesting the venue. Buildings and Estates shall act as an intermediary providing advice regarding alternative options to units interested in the space for their event. Ultimately, the resolution must be agreed between the units.

Where appropriate, precedence set by the outcome from the conflict will feed into this policy to ensure there is clear guidance on conflict resolution and University policy.

5.7 Space bookings that are no longer required for teaching and learning activities shall be cancelled at the earliest opportunity with Timetable Co-ordinators, or their nominee. Space bookings for once-off events should be cancelled directly with the Buildings and Estates Room Booking Co-ordinators.

6. Planning the Academic Year Schedule and Timetabling

6.1 Planning Cycle for the Academic Year Schedule and Timetabling

The planning cycle highlights the importance of planning activities to maximise our timetabling processes and systems.

Month	Activity
November	<ul style="list-style-type: none"> Current programme timetable, and room allocations, is rolled-over to enable planning for the following academic year.
November - February	<ul style="list-style-type: none"> Schools make amendments following the timetable roll over. School Timetabling Co-ordinators construct a draft timetable of teaching and learning activities, including the requirements for rooms.
March / April	<ul style="list-style-type: none"> Centrally managed room requests are submitted to Buildings and Estates Room Booking Co-ordinators / Timetabling Unit / Timetabling Expertise. Requests are submitted for rooms from other Colleges / Schools / Research Institutes / Disciplines regarding teaching and learning space availability.
June	<ul style="list-style-type: none"> The shared timetable is published based on estimated numbers of students and associated space allocated. Draft timetable is available to view by applicants and incoming students.
June - August	<ul style="list-style-type: none"> Any required changes to space bookings and staff allocation are investigated and applied.
July / August	<ul style="list-style-type: none"> First year module selection is available for programmes starting prior to the main September intake, and Postgraduate Enrolment. Any required changes to space bookings and staff allocation are investigated and applied.
1st September Onwards	<ul style="list-style-type: none"> Bulk of undergraduate and postgraduate programme modules are selected during week 1. Any required changes to space bookings and staff allocation are investigated and applied. Changes to class size or module cancellations are monitored to allow space to be released, should it not be required. Space for any other usage is released for general booking.

6.2 Planning The Examination Timetable

The University has a set of primary principles for the development of Examinations Timetables, which include:

- a) Examinations shall be scheduled between 09.30 and 18.30 Monday to Friday. Some examinations may also be held on Saturday.
- b) Examinations shall be of 2 hours duration and scheduled in the time slots:
 - 09:30 to 11:30
 - 13.00 to 15.00
 - 16:30 to 18:30
 Exceptions to the 2-hour examination duration must be recommended by the Academic Regulations Committee and approved by Academic Standing Committee.
- c) Examination timetables shall be scheduled with the student workload in mind.
- d) If a student has two examinations on one day they shall never run consecutively to facilitate an adequate break between assessments.
- e) Students who require alternative exam arrangements will be accommodated in line with documented policies and procedures.

6.3 Within the limits of available space and based on the most up-to-date information, NUI Galway seeks to construct a best-fit timetable considering a number of criteria including:

- Teaching and learning activities for delivery and the availability of most appropriate venues.
- Enable students to meet programme requirements with optimum flexibility in options.

- Provide an appropriate distribution of staff commitments to facilitate and encourage excellence in both teaching and research.
- Minimise and resolve as many clashes as possible.
- Provide for the most appropriate allocation of teaching and learning space, taking into account the availability of this space, availability of specialist equipment and any other considerations.
- Maximise efficient use of University space and resources.

6.4 It is recommended that all timetables should provide for a 1 hour lunch break for staff and students between the hours of 12.00 and 15.00.

6.5 Optimisation should reflect a pattern that encourages maximum engagement by students. Therefore, large gaps in the timetable should be avoided, where possible.

6.6 Programme Conflicts

Conflicts in the timetable due to programme or module conflicts are resolved, in the first instance, at the most appropriate local level (Discipline / Research Institute / School / College). Conflicts are escalated to the **Timetabling Unit / Timetabling Expertise** for consideration and resolution between all parties. Ultimately if the programme conflict cannot be resolved it is further escalated to **TBC** for a decision.

Where appropriate, precedence set by the outcome from the conflict will feed into this policy to ensure there is clear guidance on conflict resolution and University policy.

6.7 Timetable Changes

Late changes to the published timetable are often detrimental to the student experience and should largely be avoided by the construction of a timetable based on timely and accurate data.

Unavoidable changes are to be carried out in the timetabling and space booking system and only be made where the change cannot be accommodated by changing staff/student allocation. Such changes may be due to:

- New accessibility requirements are identified.
- Change in staffing for unavoidable reason (e.g. staff illness).
- Double booking by staff or student.
- Approved change in staff availability.
- Number of registered students exceeds space capacity.
- Number of registered students is much smaller than expected and the moving to a smaller space would facilitate a larger activity that cannot otherwise be accommodated.
- Space becomes unavailable.

Where teaching and learning space is locally managed, bookings must be changed if:

- The space is no longer required.
- The allocated space is no longer appropriate for the booked requirements.
- There is a double booking of the space.

The **Timetabling Unit / Timetabling Expertise** shall be informed at the earliest opportunity if:

- A programme or module is cancelled.
- Timetabled teaching and learning activities are cancelled.

Buildings and Estates shall be informed at the earliest opportunity if:

- Space bookings made directly with Buildings and Estates are no longer required.
- Space is not appropriate for teaching and learning activities for example due to a venue fault.

7. Guidance on Timetable Implementation

In order to maximise the benefits of the Academic Year Scheduling and Timetabling Policy, it is recommended that the following guidance be adhered to:

7.1 Guiding Principles for Effective Timetable Construction

- All teaching and learning activities shall be scheduled in the shared timetabling and space booking system detailing key information such as activity, time, venue, etc.
- Normally, all programme-related timetabled activities are carried forward from year to year provided this doesn't restrict efficiency or flexibility in the curriculum.
- Early production of timetable information is strongly encouraged to enable efficient scheduling of programmes in different Colleges, Schools, Research Institutes and Disciplines.
- As far as possible, the same teaching and learning space is used for recurring classes.
- When class numbers are known, any booked resource that is no longer required is cancelled as soon as possible.
- Teaching and learning activities taking place off-site should also be included where:
 - Students will benefit from having the activity as part of a personal timetable; and/or
 - Recording activity aids staff in scheduling other activities for clash-free timetabling.
- Wherever appropriate, timetabling is to match teaching and learning to suitable rooms within adjacent locations

7.2 Teaching Availability

Colleges / Schools / Research Institute / Disciplines may decide to establish and incorporate constraints within the system to ensure that wherever possible individual teaching and learning commitments are suitably blocked and not overly dispersed.

The shared timetabling and space booking system enables all agreed teaching and learning constraints to be recorded within the system by the School Timetabling Co-ordinators and used to inform timetabling decisions.

7.3 Space Allocation for Timetabling

Factor	Description	Priority
Seating Capacity	<ul style="list-style-type: none"> • Teaching and learning space is allocated on a 'best fit' basis, with a target seating capacity. 	Essential
Essential Equipment	<ul style="list-style-type: none"> • Space requests for specialist or essential teaching and learning equipment are allocated to classes requiring that equipment first. Specialist equipment includes lab equipment, IT networking, specific software, etc. 	Essential
Layout and Furniture	<ul style="list-style-type: none"> • The room layout should match that of the teaching and learning activity or be configurable to the activity requirements. 	Essential
Accessibility	<ul style="list-style-type: none"> • Where there is a known accessibility requirement only appropriate rooms are allocated. • Where such information is brought to light late on in the timetabling process changes to the timetable need to be accommodated and existing bookings re-allocated. 	Essential
Licensing	<ul style="list-style-type: none"> • Rooms with specific licensing are only allocated to appropriate activity types (e.g. anatomy). 	Essential
Continuity	<ul style="list-style-type: none"> • Regular (full-semester or longer) bookings and short defined (e.g. 5 x ½ days back to back teaching and 	Essential

	learning activities) take precedence over single or ad-hoc bookings.	
Location	<ul style="list-style-type: none"> • Ideally all teaching and learning activities are scheduled in adjacent locations. • Where travel cannot be avoided, the space shall be within a traversable distance of the other classes a student or member of staff is required to attend. • Time constraints for travel between locations will be considered at timetabling. 	High
Preferred Equipment	<ul style="list-style-type: none"> • Rooms allocated should have the preferred equipment required to allow staff to conduct their teaching. • Where fixed equipment is not available, Schools/Disciplines should liaise with CELT regarding possible portable alternatives. 	High
Preference	<ul style="list-style-type: none"> • Where a preference has been indicated, and strong justification given, for a specific room, this is booked unless overridden by one of the higher priority factors. 	Medium

7.4 Timetable Publication

NUI Galway aims to provide complete, accurate and up-to-date timetables, published in advance of the start of the academic year and maintained throughout the academic year. The timetable shall be available through the appropriate University portals.

Those who need access to current and upcoming timetables include:

- Academic staff
- Students (current and prospective)
- Professional Support Staff including administrative, ISS and CELT
- Buildings and Estates staff for security, room access, cleaning, etc.
- Commercial Services staff for booking of conferences and events
- Any other user that can request University space

7.5 Students and academic staff shall be able to view their individual timetable through University portals that shall detail key academic schedule dates along with their individual teaching and learning activities.

7.6 Changes to published timetables should not be permitted except in exceptional cases (e.g., room change required due to under/over module enrolments, student/staff accessibility).

7.7 Timetable Archive

The shared timetabling and space booking system will retain 3 years of timetabling information that can be accessed in the normal manner (i.e. the timetable in planning for the upcoming year, the current year's timetable and the previous year's published timetable).

At the end of each planning cycle the oldest year's timetable is archived from the shared timetabling and space booking system but retained in a format that could be accessed for reporting purposes.

Those who need access to archived timetables include:

- Registry staff
- Timetabling Co-ordinators
- **Timetabling Unit / Timetabling Expertise**
- Buildings and Estates Room Booking Co-ordinators