Timetabling Policy

Contents

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Purpose

1. This Policy sets out the agreed principles for timetabling and room booking. It ensures that issues of equality and transparency, accuracy, timeliness, accountability and continuous improvement can be managed within Timetabling procedures.

2. At the University, students are at the heart of all we do, and the creation of an outstanding student experience is always paramount. The overall aim of this Policy is to improve the quality of the student experience by ensuring that University resources are used to their maximum potential and efficiency.

3. To achieve these aims and objectives, the University uses timetabling software to construct timetables for all teaching and non-teaching activities across the whole institution, on all campuses. Space and staff time are costly, finite resources with often high levels of demand. Timetabling in a structured, consistent, accurate and timely manner will maximise the effective use of these scarce resources.

4. The context is for all staff to work together as one university and to provide the best timetables and space utilisation for the benefit of students and staff.

Applicability and Scope

5. This policy applies to all activity that can appear on a timetable, including (but not exclusively) teaching sessions, exams and assessments, events such as open days and so on; in essence anything that can and does use University space.

6. The policy may also apply to virtual activity, i.e. teaching sessions and similar activities that may take place online and in areas that are not a part of the main University campus, such as the Pinewood Studios' workshop, that are scheduled and/or booked and thus suitable to appear on a timetable.

7. The policy will cover all activity outlined in points 5 and 6, with the aim being to have all applicable activity appear on timetables when possible and as appropriate.

   This policy **does not** apply to non-bookable space or activities, such as staff office space, unnamed corridors, spaces that have little or no use for event hosting etc.

Policy

Principles

8   With limited space and changeable requirements, compromise will always be needed in order to construct a working timetable for all activities. To ensure a fair and efficient timetable is possible, this policy is supported by the following principles:

- To provide the best possible student and staff experience.
- To provide timetables for all students and staff for the full academic year in as timely a manner as possible.
- To minimise changes to timetables once published.
- To aim to deliver each course timetable on consistent days of the week across the year.
- To have a common approach to timetabling and room booking across the whole university.
- To make the most efficient use of available space, with activities taking place in the most appropriate and available locations.
- To provide equitable access or find alternatives where restrictions exist.
- To have all space, and usage thereof, visible and accessible where required by end users.
- To identify when and where space can be made available to non-teaching events.

Priorities

9   With a finite University-wide pool of available rooms and spaces, it is necessary to give priority to certain types of activity in order to guarantee that core operations, i.e. teaching events, can run accordingly. This prioritisation will also allow for identification of when and where non-teaching activities can take place. Where there are conflicts around priority, this will be managed by the CTT in-line with the Policy, with the Academic Registrar (taking advice as necessary) being the ultimate decision-maker.

During teaching terms, timetabling of University rooms and spaces will normally take place according to the following priorities (which are listed in order of priority):

1. Teaching and other academic contact sessions (e.g. personal tutor sessions etc.)
2. Examinations.
3. Graduation.
4. Enrolment, Welcome Week, Open Days, Induction and Freshers' Fair activities.
5. Public-facing events, such as Professorial Lectures, and commercial bookings etc.
6. Formal University Committees and Boards.
7. Key internal training events (e.g. new staff induction sessions).
8. Students' Union supported co-curricular programming
9. Key maintenance and improvement works (e.g. Estates and/or IT maintenance).
10. Ad-hoc, non-teaching room bookings for any other events and activities.

Areas of responsibility

10 A number of different teams and roles are involved in the production of timetables and booking of space. These include:

- Academic Registry (specifically the Central Timetabling Team)
- Heads of School
- School Directors of Education
- School Timetabling Coordinator(s)
- Other Academic Registry teams
- Department of Estates and Facilities
- Department of Digital and Technical Services
- Academic staff
- Students' Union
- Students
- Commercial Directorate

11 **The Central Timetabling Team (CTT) in Academic Registry** is responsible for oversight, production and ongoing maintenance of all timetables. They also hold responsibility for managing room bookings across the university, for operational use of the timetabling system, and for liaison with schools and other directorates/departments as required.

12 **Heads of School** are responsible for ensuring that school staff are identified, sufficiently trained, and empowered to liaise with the CTT on all School timetabling matters, and ultimately that their staff follow timetabling procedures as laid out within this Policy and deliver to the required deadlines. They will also act as an escalation route in cases of timetabling emergencies or queries.

13 **School Directors of Education** are responsible for working with Heads of School, other School staff with timetabling responsibilities, and the CTT to ensure the accuracy and timely delivery of timetabled activities. They are also an escalation route for queries and emergencies.

14 **School Timetabling Coordinators** are those School staff, normally experienced academic staff member(s) identified by the Head of School and nominated to act as the key timetabling liaison with the CTT. They are responsible for ensuring all applicable timetabling processes are followed, coordinating school responses to requests for information (such as the regular requirements gathering for each term/academic year), and that deadlines are met.

15 **Other Academic Registry teams** are responsible for ensuring that the CTT has relevant, accurate data as required. This will include teams such as Student Records, Data, Fees / Funding (SRDF), Student, Course and Schools Administration (SCSA), and Quality Assurance (QA), and Regulations, Awards and Ceremonies (RAC) inputting data to the student record system in good time to allow transfer to the timetabling system, to populate data such as module information etc. These processes involve work across the whole University, with dependencies on other areas such as Schools also providing relevant data according to deadlines. Detail of other processes can be found in relevant documentation.

16 **Estates and Facilities** manage the physical estate, and as such are involved in timetabling from the perspective of ensuring all spaces are operational, in good repair, accessible, and as

detailed on relevant systems (including the timetabling system). They also liaise with the CTT and relevant stakeholders with regards to the standard set-up of rooms and setting up spaces for specific events. Room timetables should also include any bookings required for maintenance or improvement of rooms as applicable.

17 **Digital & Technical Services (DTS)** colleagues provide technical support for the timetabling system. They liaise closely with the CTT to ensure that the system is working, and that outputs are reliable and accessible as required (e.g. enabling students and staff to view timetables via the website, Blackboard, etc.). DTS will also liaise with the CTT to book out space as required for any IT equipment maintenance or improvements, giving plenty of notice and being mindful of teaching weeks and academic delivery demands. DTS are also responsible for ensuring the AV and IT hardware and software meets agreed specifications and for maintaining an accurate equipment inventory per room.

18 **Academic staff** are responsible for fully engaging with the timetabling process, providing accurate and timely information and working within the timeline for delivery of timetables to students laid out in Appendix 1. Initially this will involve liaison with Sachool Timetabling Coordinators to provide all relevant and necessary information for the construction of timetables. This can include raising any errors or concerns with the timetable, either via the School Timetabling Coordinator or (where necessary) direct to the CTT. It can also include reporting problems with physical spaces or IT equipment, e.g. relating to cleanliness or faulty equipment, to Estates and Facilities or DTS as applicable.

19 **The Students' Union** are responsible for supporting CTT to timetable effectively by providing timely and comprehensive information about student co-curricular programmes. This includes, but is not limited to, student club and society events, student committees and other co-curricular activities that require timetabling. The Union, through these student groups, will ensure that timetabled sessions are effectively promoted and utilised. The Students' Union will also communicate and enforce expectations in relation to student behaviour when using timetabled space on campus.

20 **Students** are responsible for providing all information that may be relevant to timetables as early as possible, e.g. notifying Disability Service of any individual requirements. They must also take action to select modules and/or confirm timetables when directed to do so, within applicable deadlines. On a regular basis, students are also responsible for viewing and checking their own teaching timetable (via MyBNU or Blackboard timetable portal) and for reporting any errors as soon as possible.

Standard teaching periods

21 The standard teaching week is from Monday to Friday and operates across the whole academic year in 4 terms (Autumn, Winter, Spring, Summer). It should be noted for the academic year 2024/25 only Level 6 on undergraduate courses will continue to operate in semesters.

22 Standard teaching hours are from 09:00 to 19:00 (some longer sessions potentially finishing at 20:00), except for Wednesday which is from 09:00 to 12:00. Attendance data has shown that

9 am session starts do not greatly affect attendance levels (23/24 – 65% attendance for 9 am, 68% attendance for 10 am) Unless impacted by staff /student/estate availability, the timetable will therefore continue to include 9 am starts, mirroring the majority of start times in the workplace thereby helping to acclimatise students to workplace norms.

23 Teaching will not normally be timetabled at weekends, except for any courses that specifically state or focus on weekend delivery.

24 Teaching will not normally be timetabled after 12.00 on Wednesdays to facilitate student participation in the full breadth of co-curricular activities.

Bank Holidays

25 If a module has been timetabled on a Monday or Friday during the Spring Term (Term 3), it is likely that it will have a session on a Bank Holiday. CTT will make the event owner aware of the session's placement and work with CTT if a change is needed.

26 CTT is not able to move the whole module from its timetabled day because a session is interrupted by a Bank Holiday. The following options must therefore be agreed:

   a. If requested, an alternative session will be held for that module to replace the one 'lost' by the Bank Holiday. It will be held either on another day in that week in which the bank holiday falls or it will be in additional session on another day, clash free, within the delivery term/semester of the module whilst ensuring the correct sequencing of the curriculum. It will also have the academic attached to the event, who normally delivers the session. It is the Module Leader's responsibility to liaise with CTT and request this option as it will not be done automatically.

   b. No additional session is needed and the notes/text/information for that event will be made available to the students from the department/module leader. It is the department/module team's responsibility to make students aware of where to find this information.

Timetabling practice

27 There are four elements of data that are used to undertake timetabling:
   I. **Space** - Room data, including type, capacity and equipment, this is managed by Estates & Facilities and DTS and is held in the timetabling system.
   II. **Curriculum** - Module/teaching requirements – this is provided to CTT annually, as per the schedule, by Schools and details what type of space a module needs, what equipment it needs, any scheduling requirements, and which staff are teaching it.
   III. **Students** - enrolment information (predicted and confirmed) on modules – this is provided to CTT by the Schools and through registration information.
   IV. **Staff** - contractual constraints including approved flexible working agreements – this is provided to CTT annually, as per the schedule, by Schools and details any restrictions

an individual staff member has on their availability to teach; this must be signed-off by the Head of School to be valid (see paragraphs 34-41 for further information).

CTT combines all received data to create the whole-University timetable.

28 All events that may be scheduled for a student will appear on their timetable. This will include induction/Welcome Week activities, normal teaching events, examinations and assessments, special events, practical sessions, studio sessions and Graduation.

29 Other events will also be timetabled. Anything that uses University space must be properly booked and logged on the timetabling system. This will allow all stakeholders visibility of events, enabling activities such as cleaning and maintenance to take place around them as appropriate. This also provides the University with a clear record of usage and avoids the potential for double bookings.

30 Rooms should only be booked for use for definite need. Block-booking of rooms 'just in case' results in wasted space that could be used for other events. This relates to both hourly and weekly block-bookings. If a room is needed for 2 hours one week and 1 hour the next, that should be reflected accurately in the timetabled room booking. Likewise, if a room is not needed for every week of teaching, the dates the room is not needed should be released for booking for other events. Attendance monitoring data for 23/24 indicates that registers were not collected at 17% of all timetabled activities, in part due to 'ghost' bookings that never took place.

31 When the Central Timetable Team is informed or discovers that scheduled rooms are not being used, the relevant course and/or school team will be contacted to ascertain why. Repeated failure to use booked sessions may result in linked ongoing bookings being questioned and cancelled, and the space will be made available for other bookings.

Timetable quality

32 The perceived quality of a student timetable will vary by individual preference, circumstances and learning styles. However, there are certain metrics which are commonly used across the sector to measure the quality of a student timetable. Where possible, the BNU timetable will attempt to adhere to the following:

- Timetables will be constructed to avoid large gaps (4 hours or more) between sessions.
- An isolated one-hour class in a day should be avoided.
- Blocks of consecutive classes exceeding 4 hours to be avoided.
- Normally no more than an 8-hour span of teaching in one day.
- Normally no more than 6 hours of scheduled classes within one day
- All staff and students will get a 1-hour lunch break between 11am and 2pm.
- Reasonable adjustments will be accommodated for disabled staff and students.
- Minimise teaching after 12 noon on Wednesday afternoons.

Staff Timetable Constraints

33 For timetabling purposes, it is assumed that all staff are available to be scheduled for teaching within the full working hours and weeks of the University, as detailed in paragraphs 21-24.

34 It is recognised, however, that there are some circumstances where additional constraints on staff availability to teach may be valid.
Timetable Constraints are considered in 3 categories:

   a. Part-time/Fractional Constraints

   b. Approved Flexible Working agreements

   c. Adjustments agreed through an Occupational Health Assessment

   All Schools must ensure that CTT is aware of constraints to staff availability in accordance with the schedule laid out in Appendix 1.

35 Part Time / Fractional Contracts
Details on working patterns for staff on part-time contracts should be provided on an annual basis by the Head of School or nominee.

36 Flexible Working Agreements
All staff have a right to request flexible work arrangements in accordance with the University's [Flexible Working Policy](). Requests for flexible working must be made in writing to the line manager. For academic and some technical staff this may impact on the Academic Timetable so the operational viability of each request will need to be considered carefully.

37 Adjustments agreed through an Occupational Health Assessment and/or reasonable adjustments relating to a disability
Adjustments recommended by Occupational Health and/or reasonable adjustments relating to a disability must be provided on an annual basis by the Head of School or their nominee.

38 If a member of staff believes they qualify for one of these constraints, then they must submit a timetabling constraint to their Head of School for approval by the published deadline. Staff should not leave it until the deadline to request sign-off from their Head of School. All agreed constraints will be reviewed annually; they do not automatically roll over from one year to the next.

39 Constraints received from Schools after the deadline can only be considered where there is the ability to make adjustments for events already timetabled. It is expected that local adjustments (e.g. cover arrangements in School) will be made first, as any changes to the timetable itself will result in a poor experience for students. Constraints received after the timetable is published will only be considered with Head of School approval. The detailed process for submitting Constraints will be published by CTT each academic year.

40 Constraints that have not been approved and are not in-line with the above three categories above will not be accepted by CTT.

Timetable production and publication

41 Draft indicative timetables for the next academic year will be produced at the end of the Spring Term of each year (mid-June). These will be subject to approved amendments, due to academic and/or estate pressure unforeseen at the start of the timetable construction, that are subsequently approved through the Timetabling process. Amendments, however, are expected to be kept to an absolute minimum. These drafts will subsequently be finalised through the process and published to students. Academics who are responsible for signing off timetables but are unavailable during the draft checking process must nominate a colleague to act in their place.

42 CTT will aim to publish final timetables at least four weeks before the start of teaching for returning students and two weeks before the start of teaching for new students.

43 Appendix 1 outlines the high-level overview of timetabling activity across the academic year.

44 Each year, CTT will produce a detailed delivery plan covering each activity and specific dates for completion.

Changes to the published timetable

45 A reliable timetable on which students can plan their study and other personal commitments is vital for a positive student experience. As such, changes to the timetable once it is published are not normally permitted.

46 Issues such as staff changes should be managed locally within Course Teams so the timetable can remain unchanged once published.

47 It is recognised, however, that there may be unavoidable situations requiring a cancellation of a scheduled activity at short notice; in these instances, **the CTT must be notified immediately** Students will be notified of cancellations via their digital timetable and directed to check by the Module Leader. This removal of the event from the timetable will be actioned to be completed within as short a time as possible of receipt of cancellation notification by the CTT. Academic colleagues must also inform their students via Blackboard if they're required to cancel or re-schedule a class.

48 An accurate timetable is an essential pre-requisite for student attendance monitoring. You must therefore ensure timetables accurately reflect what is going to be delivered on all modules.

49 Student requests to change their personal timetable must be sent via the module tutor. Students will only be able to request to move to another seminar group and only before the second week of teaching. These changes can only be requested if the following reasons are met; requests will be evaluated case by case:

a. Caring commitments for students who are registered carers

b. Regular appointments for medical reasons

c. Mental health or well-being reasons

d. Sporting commitments at elite levels

e. Student rep activities

f. Religious observances

g. Extenuating circumstances

If a student's request is for one of the above reasons, they must contact their School / module tutor who will then consult CTT on the student's behalf.

Although the CTT will make every reasonable effort to complete the requested change, this cannot be guaranteed due to clashes within the existing timetable or where there is no capacity in the room to accommodate additional students. Please be mindful that changes will take up to three working days to action.

Exam Scheduling

50 This Exam Scheduling Policy, which sits within the main University Timetable policy, sets out the agreed principles for scheduling and rooming of exams. It ensures that exams are scheduled in a fair way for the benefit of all exam candidates and, where relevant, their additional needs. Exam scheduling will be managed by the Central Timetabling Team. For exams held at partner colleges or off-site, please refer to the relevant operations manual or local documentation.

51 **Exam Scheduling Principles**

   A. To provide the best possible student experience
   B. To make the best possible use of the available estate for examination delivery
   C. To ensure all examinations are held within the term or semester in which the module is delivered, excluding resits
   D. Exams will generally run between 9:30 am and 7 pm Monday to Friday with start times of either 9:30 am or 2:00 pm. The estate/room in which exams are scheduled will be booked an hour before and an hour after the exam start and end time, to enable room checks and preparation.
   E. Candidates will normally only sit one exam per day
   F. Exam schedules will not change within 6 weeks of an exam taking place unless due to extenuating or unforeseen circumstances. Where this is the case, students will be contacted by both Academic Registry and your course team.

52 **Exam Scheduling Priorities**

In accordance with paragraph 9.2 above, exams are prioritized above all ad-hoc bookings.

The order of exam scheduling priorities will help to ascertain which exams are scheduled when and where. Where conflicts around scheduling arise the Central Timetabling Team (CTT), in conversation with stakeholders, will ultimately be the decision maker.

Exam priorities are:

A. Larger examinations with tight marking deadlines
B. Exams with a large number of candidates with individual adjustments (PEP – Personalised Examination Provision)
C. Multiple exams of the same length

Should PEP (see 52 below) exams be arranged at late notice, ad-hoc bookings may be cancelled and rearranged to accommodate the exams. All stakeholders will be contacted in this situation.

53 **Personalised Examination Provision (PEP)**
  I. Disability and Inclusion Services will be responsible for informing the SCSA of a student's reasonable adjustments agreed in their Adjustment and Inclusion Plan <u>6 weeks</u> before a scheduled exam.
  II. PEP students will have the main exam time and venue on their Timetable; if they are entitled to a different venue or extra time this will be emailed to them within two weeks of the exam. Any PEP queries regarding exams should be directed to the Student Hub.

54 **Exam Venue**
  A. Where possible all exams will be scheduled to take place away from other scheduled activities to minimise noise disruption. However, this isn't always possible and notices should be placed by the invigilators on external doors and in corridors informing others of the exam taking place.
  B. All venues will be accessible.
  C. All venues will have easy access to toilet facilities.
  D. Some exams will be scheduled in PC rooms as required. It will be the responsibility of the module leaders to inform CTT if a PC is required by all candidates to complete the exam.
  E. All room bookings for exams will be booked no less than one hour before the start of the exam and until one hour after the expected end time. Should extra time be required, Timetabling must be informed no less than 2 weeks before the exam.

Ad-hoc bookings for meetings

55 Ad-hoc bookings for meetings can be made once the academic timetabling process is completed. This will normally be around August of each year when the Web Room Booking portal will be opened to everyone for bookings in the next academic year. Key meetings such as Executive Committees or recurring events will be booked onto the timetable in advance of ad-hoc bookings going live.

Room Usage & Checks

56 The CTT will run regular audits of space usage using attendance data and random spot checks. CTT will check timetabled space, logging the frequency (how often) and occupancy (how many people are attending the session) of use. Spot checks may also be prompted through complaints or queries about room usage raised with CTT.

57 Data gathered will be used to determine the efficiency of usage of the University estate (the room frequency and occupancy utilisation rates). The usage outcomes will also be used to address non-use of booked rooms (so called 'ghost' bookings). If no adequate reason is given for three consecutive cases of non-use, the ongoing booking will be cancelled, and the space released back into the pool for other event bookings.

Commercial and Community bookings

58 These bookings can only be made by appropriate staff within the University on behalf of an external party. Bookings of this type can only be made after the timetables are published and all teaching, exams, graduation, enrolment etc. are scheduled. Please see priority list detailed in paragraph 9.

Annual Timetable Review

59 CTT will hold an annual review meeting attended by the relevant Timetabler, the School Timetabling Coordinator(s), and any other main liaison/s from the School for which they timetable. These reviews will be a helpful meeting where CTT and the School discuss what worked well, what needs improving and plans for future successful timetable and academic delivery. These will be held during November and December annually, thus helping in the planning of the upcoming Timetable Request Data deadline. At the conclusion of the meeting, the notes will be shared and used as a record by both Schools and the CTT to help generate positive improvements.

Appendix 1: High level overview of Timetabling activity 2024/25

Term	Month	School tasks	Timetable tasks	University activities/programmes
End of Summer Term (from previous academic year)	Aug	Schools liaise with the relevant registry department on any new programmes/modules for the following academic year.	Numbers taken in clearing to be looked at by schools, Admissions and CTT. Look to facilitate any increase to programmes/course and their modules.	Clearing
	Sept	Schools update CTT with adjusted numbers following Clearing	Updating overall module sizes and checking room allocations. Finalised Timetables published to Continuing & first-year students	Welcome week/ Teaching starts
Autumn Term	Oct	Teaching has begun. Schools update CTT with adjusted numbers for Jan starts	Updating overall module sizes and checking room allocations for Jan starts	
	Nov	Prep for Timetable Request Data (TRD)	Annual review/wash-up and CTT review of the Timetabling cycle. Any last-minute amendments for Term 2 and Jan Intake sessions.	
	Dec			
Winter Term	Jan	TRD submitted to CTT Confirmation of modules running	Inputting TRD	Jan intake of students
	Feb			Graduation
	Mar		All TRD queries to be answered by schools for CTT	
Spring Term	Apr		All TRD data in the system by 28th April. Timetable - Generation	T2 - Marks deadline Apr intake of students
	May		Drafts to all relevant parties	
	Jun	Amendment requests to CTT by end of month		
Summer Term	July		Working on Amendments	T3 - Marks deadline Graduation
	Aug		Finalised Timetables published to continuing students	Re-sits

	Sept	Schools update CTT with adjusted numbers following Clearing	Updating overall module sizes and checking room allocations Finalised Timetables published to first-year students	

For each academic year, CTT will produce a delivery plan that will provide exact dates for which the above activities must be completed in that academic year.

Appendix 2: Equality Impact Assessment

1. What is changing and why?
A Timetabling Policy is being introduced to the University.

2. What do you know?
The introduction of a Timetabling Policy creates a standard and equitable approach to timetabling across the University. It also introduces clarity around teaching hours/days/weeks, publication schedules, changes post-publication, validity of requested constraints, and outlines responsibilities of stakeholders involved in the timetabling process

3. Assessing the impact

	Could benefit	May adversely impact	What does this mean? *Impacts identified from what you know (actual and potential)*	What can you do? *Actions (or why no action is possible) to advance equality of opportunity, eliminate discrimination, and foster good relations*
a) How could this affect different ethnicities? *Including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers.*	☐	☒	Religious festivals commonly related to different ethnicities are not identified as a valid timetabling restriction.	Ensure clear communication and expectations around the BNU Timetable and being a BNU staff member or student.
b) How could this affect cisgender and transgender men and women (including maternity/pregnancy impact), as well as non-binary people?	☐	☐	No particular impact on identified group.	N/A
c) How could this affect disabled people or carers? *Including neurodiversity, invisible disabilities and mental health conditions.*	☒	☐	Timetables are produced earlier and to a clear schedule, giving students the ability to plan their responsibilities better.

It also identifies a clear methodology for students with, for example caring | N/A |

	☐	☐	responsibilities, on how they can request changes to accommodate them.	
d) How could this affect people from different faith groups?	☐	☒	Religious festivals commonly are not identified as a valid timetabling restriction.	Ensure clear communication and expectations around the BNU Timetable and being a BNU staff member or student.
e) How could this affect people with different sexual orientations?	☐	☐	No particular impact on identified group.	N/A
f) How could this affect different age groups or generations?	☒	☐	Student who are from different age groups may have other responsibilities. Timetables are produced earlier and to a clear schedule, giving students the ability to plan their responsibilities better.	N/A
g) How could this affect those who are married or in a civil partnership?	☒	☐	Student who are married or in a civil partnership may have additional responsibilities. Timetables are produced earlier and to a clear schedule, giving students the ability to plan their responsibilities better.	N/A
h) How could this affect people from different backgrounds such as: socio-economic disadvantage, homeless, alcohol and/or substance misuse, people	☐	☐	No particular impact on identified group.	N/A

experiencing domestic and/or sexual violence, ex-armed forces, looked after children and care leavers.				
i) How could this affect people with multiple intersectional experiences?	☐	☐	No particular impact on identified group.	N/A

4. Overall outcome

No major change needed ☒	Adjust approach ☐	Adverse impact but continue ☐	Stop and remove ☐

5. Details of further actions needed

N/A

6. Arrangements for delivery and future monitoring

Policy will be delivered by Timetabling Team's ongoing timetabling work. Timetabling Team and associated groups will monitor policy and update as necessary.

7. Completed by:	Gary Pompa	Head of Timetabling and Resource Management	**Date**	**15/10/2024**
8. Signed off by:	Jon Lees	Academic Registrar	**Date**	**15/10/2024**

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If you have any queries about this policy, please contact the School or Directorate responsible for the policy