

Scheduling Services Timeline for 2021/22

Activity	Action	Timeline/deadline	Notes
Data collection of modules, delivery patterns and staffing	Initial information collected	Start collection w/c 21 st June 2021	Delivery to be identified as 'essential on campus', 'ideally on campus', 'mostly online'
Scheduling Services to build timetables and release a draft to ASM for review and amendment.	T1 build	Monday 21 st June 2021	The building and scheduling of activities will be an iterative process between Scheduling and ASMs under extraordinary circumstances and should not be underestimated.
	T2 build	Monday 4 th October 2021	
Academic colleagues to check their personal timetable	T3 build	Monday 17 th January 2022	
ASM to sign off as final schedule for publication	T1 final sign off	Thursday 26 th August 2021	Email confirmation from ASM or nominee.
	T2 final sign off	Friday 3rd December 2021	
	T3 final sign off	Friday 18 th March 2022	
Publication	T1 timetables	Friday 3 rd September 2021	There will be exceptions and these managed according to their respective intake or block delivery dates.
	T2 timetables	Friday 10th December 2021	
	T3 timetables	Friday 25 th March 2022	

Scheduling Services Key Principles September 2021

Working collectively to these agreed set of key principles, the aim of which is to deliver our student timetables by the agreed deadlines. This will provide a basis on which we can be flexible and responsive in this ever-changing environment.

Teaching weeks and hours	<p>The academic terms will be in line with published dates. These will include the standard number of teaching weeks with an additional 3 weeks for examinations and/or assessments during the summer term. It is expected students will receive a minimum of 8 hours face to face on campus teaching per week.</p> <p>Note: Scheduling of PT and/or PG teaching will be in line with marketing materials.</p>
Social distancing	<p>Scheduling teaching for T2 will remain at 2 metres utilising the group of six concept or groups of 30. This will allow us to future-proof the term; provide structure and continuity to our students and staff. In the event the WG relax this constraint, we will work with colleagues to revise teaching delivery for the remainder of the academic year.</p> <p>Note: Some specialist areas with added mitigation such as enhanced PPE and sanitation will work in the 1m/1m+.</p>
Timetabled activities	<p>All activities including blended delivery, on-campus, synchronous as well as teaching activities in local specialist space must be scheduled and available to view via the University's central timetable system. This will allow us to understand any issues with student groups and staff timetables so we can find a sensible resolution. If these slots can remain static, it will allow faster problem solving in the event of future lockdowns or group isolation.</p>
On campus activities	<p>On campus, activities to be scheduled in line with the Learning, Teaching & Student Experience planning assumptions for 2021-22, which is in line with the DEAL principles.</p>
Priority	<p>Priority for on campus space is to be allocated to student groups in their final year of study and those student groups who require professional body accreditation before moving to the next stage of their course. In addition, where activities predicated on using equipment where the experience cannot be replicated online, or where specific skill acquisition/development necessitates, or when physical collaboration and team working would benefit from on-campus learning.</p>
Publication	<p>For the most part, timetables will be agile up to the week before publication, and then fixed. This will provide clarity and stability for staff and students alike.</p>

	Note: Early publication for courses with intakes in August/early September.
Rooms	In this current situation is it more important than ever to avoid over booking spaces to accommodate any 'just-in-case' scenarios.
Priority/Dedicated Space	Subject areas or courses that have either dedicated or priority rooms will be allotted this space; backfilling from other disciplines will then be made to help in optimising efficiency and utilisation.
Staff availability	Scheduling Services will require confirmation of approved staff constraints at the start of the data collection process. Where necessary, there may need for minimal modifications
Room/furniture	Report any issues with the space via the Estates Help Desk.
Equipment/Hyflex	Report any malfunctioning equipment via the IT Help Desk.