School of Medicine Timetabling and Room Booking Policy

Mission Statement
The school curriculum team aim to support the delivery of high quality learning and teaching in appropriate accommodation as well as providing access to timely and accurate timetabling and room booking information. The curriculum team also aim to optimise the use of general teaching space ensuring efficient use of space and resource.

Teaching staff
- Provide accurate information on the learning and teaching delivery for which they are responsible
- Flag issues with draft timetables
- Adhere to agreed timetables
- Start and finish classes promptly
- Ensure teaching spaces are left in clean and tidy condition, including the restoration of any moved furniture to its default layout

Curriculum Team
- Provide schedule of key dates for the academic year
- Allocation of teaching space
- Ensure adherence to timetabling policy and room booking guidelines
- Ensure that correct staff members are attached accurately to each teaching activity
- Advise students when changes occur

Allocation of teaching rooms
- Curriculum team reserve the right to relocate an activity in order to achieve a best fit of all requirements and will endeavour to keep onward impact to a minimum
- Activities will be allocated rooms on the basis of forecast requirements and users shall be responsible for not exceeding room capacities.
- Requests to change any part of a published timetable should be made through the curriculum team of the medical school. However, there is no guarantee that change requests can be met.
- Spare capacity will be made available for ad hoc room bookings including those for University meetings, school meetings, staff and student development, NHS meetings and other activities deemed to be suitable by the curriculum team.
- Certain rooms have been designed for specific teaching delivery. This is particularly relevant for Team Based Learning (TBL). Rooms identified for specific teaching
delivery have additional requirements placed on them and booking of these rooms must be requested via the curriculum team. Priority will be given to appropriate teaching activities in these rooms. This applies to the following rooms: Gannochy Lecture Theatre, Flexible Teaching Area and the Interactive Teaching Suite.

Dr David Russell

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