



Academic Timetabling and Room Bookings: Policy, Responsibilities and Processes

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1. PURPOSE OF POLICY

This document sets out the University's policy and procedures in respect of:

- The overall framework and criteria regarding the delivery of the academic timetable;
- The roles and responsibilities of the key stakeholders involved in timetabling processes;
- The stages of the academic timetable preparation process, including the overall timeline for this process and key publication dates;
- Guidance regarding the booking of teaching rooms for non-teaching events.

The purpose of this document is to foster clarity and transparency regarding the order of priorities which govern decisions about the University's academic timetable. The document also aims to provide students and staff with accurate information regarding the nature of the constraints shaping the timetable preparation process. These constraints include the availability of students and staff and the need to effectively manage the allocation of teaching rooms in relation to the learning and teaching requirements of the University as a whole. In so doing, the document draws on policies and procedures that are widely viewed as good practice across the UK higher education sector.¹

The effectiveness of the academic timetable process requires the submission of complete and accurate data by academic departments in accordance with the published deadlines. In this respect, academic departments should recognize that the quality and timeliness of the University's teaching timetable depends upon the preparation of teaching plans prior to the data entry phase.

1.1 Core Aims and Principles

The overriding aim of the University's timetable policy is to facilitate high quality learning and teaching experiences for students by providing for the timely delivery of a well-managed, efficient and stable academic timetable system. The critical relationship between the quality of course organization and management (i.e. timetabling issues) and students' experience of the University's learning and teaching provision is acknowledged in Question 13 of the National Student Survey, which points to the high importance of this issue.²

The core aims of the policy are to:

¹SUMS Consulting, *Space Management and Timetabling: Good Practice Guide* (May 2014); see also Section 6 References.

² See https://natcen-surveys.co.uk/p1761_web_v02/nss-questionnaire.pdf Aberystwyth University's Information Services annual User Survey also seeks to measure students' satisfaction with access to the academic timetable: <https://www.aber.ac.uk/en/is/index.html>

- Prioritise the timely publication of accurate timetabling information to students and staff via the most up-to-date forms of electronically communicated personalized timetables, namely, the Aberystwyth University academic timetable online (ato), students' online records and i-Cal.
- Improve the quality and accuracy of the University's timetabling data and the validation and control of its learning and data teaching data.
- Ensure that students are taught in the most appropriate teaching rooms.
- Provide an equitable distribution of teaching rooms amongst academic departments/Institutes.
- Promote an excellent standard of customer service for students and staff in accordance with Information Services Customer Care guidelines.³
- Facilitate the University's aims in terms of its overall space utilization strategy.⁴

1.2 Definitions

1.2.1 Aberystwyth Student Records and Admissions System (AStRA) is the University's in-house student records database on which modules information, including teaching activity data, is stored.

1.2.2. The University's academic timetable online is commonly known as 'ato' and can be viewed via the Academic Timetable section of the timetabling web pages: <https://ato.aber.ac.uk>

1.2.3 Centrally timetabled teaching activities are activities (e.g. lectures, seminars, tutorials, workshops and practical classes) that have been scheduled on the academic timetable at the request of academic departments in accordance with their study scheme and modular requirements.

1.2.4 Non-standard teaching activities are activities, which take place outside of the standard framework of centrally timetabled study schemes and modules (e.g. the International English Centre's (IEC) English language teaching provision, the Postgraduate Certificate in Education (PGCE), Lifelong Learning and Welsh for Adults).

1.2.5 Scientia Enterprise Timetabler/Syllabus Plus is the software programme used to schedule the academic timetable.

1.2.6 *Ad hoc* room bookings are bookings for non-teaching activities that require the use of teaching rooms (e.g. meetings held by academic and service departments and student societies).

1.2.7 Web Room Bookings System (WRBS) is the online room bookings system which can be accessed via the timetabling web site: <http://www.aber.ac.uk/en/timetable/>

³ See <https://www.aber.ac.uk/en/is/regulations/>

⁴ Aberystwyth University, *Space Management Policy* (forthcoming).

1.2.8 The Key Information Set, which is also known as KIS, is the information that students can use in choosing which courses to study.⁵ Examples of KIS data include percentage indicators of the number of contact hours and independent study time required by particular courses and the types of assessment involved. Departmental timetable officers can record elements of the University's KIS data on the Teaching Activity Data screen on AStRA (see sub-section 4.1.3).

2. ACADEMIC TIMETABLE POLICY

2.1 Teaching Times

2.1.1 The University operates over two semesters, each of which has eleven teaching weeks. Registration/Induction week takes place in the week before Semester One teaching begins. There is no centrally timetabled teaching in Registration/Induction week.

2.1.2 The dates of the current and forthcoming teaching terms are available on the University's dates of term web page: <http://www.aber.ac.uk/en/dates-of-term/>

2.1.3 The parameters of the standard teaching week are, as follows:

- Monday - Friday (inclusive)
- 09:10 - 18:00 (inclusive)
- Wednesday afternoons (from 13:00 onwards) are reserved for undergraduate sport and other student experience enrichment activities. Any exceptions to this will require Head of Department approval.

2.1.4 The minimum teaching period is typically 50 minutes in duration.

2.1.5 The start and end times for slots on the academic timetable are intended to allow time for the interchange between teaching activities. Students and staff are requested to ensure that polite consideration is shown to other room users during the interchange periods:

- 09:10 - 10:00
- 10:10 - 11:00
- 11:10 - 12:00
- 12:10 - 13:00
- 13:10 - 14:00
- 14:10 - 15:00
- 15:10 - 16:00
- 16:10 - 17:00
- 17:10 - 18:00

⁵ Since October 2012 all universities and colleges in the UK have been required to provide Key Information Sets regarding their undergraduate course provision. Details are available at <http://unistats.direct.gov.uk/>

2.1.6 Non-standard teaching activities, and other after-hours activities, will be located in accordance with the University's Space Management Policy guidelines.

2.2 Teaching Rooms

2.2.1 The University's teaching rooms are divided into two key categories:

- Centrally managed teaching rooms, which include lecture theatres, seminar rooms and computer rooms.
- Departmentally managed rooms, which include meeting/committee rooms as well as specialist teaching spaces such as laboratories, computer suites and rehearsal spaces.

2.2.2 The University requires all of its teaching rooms and their timetables to be stored in the central timetabling system (Scientia Enterprise Timetabler/Syllabus Plus). This includes all central teaching rooms and departmentally managed teaching rooms.

2.2.3 The Timetable Office seeks to ensure that centrally managed teaching rooms are allocated on an equitable basis that benefits the University as a whole. Individual academic departments have first priority in the use of their departmentally managed specialist teaching rooms, but departments are, nonetheless, expected to contribute to the effectiveness of the University's space utilisation strategy by sharing these rooms with other departments, wherever possible.

2.2.4 Teaching activities take precedence in centrally managed teaching rooms. Due to the wide-ranging impact on the academic timetable, any exceptions to this will require Executive approval. Requests for *ad hoc* room bookings that take place during the teaching period cannot, therefore, be confirmed until after the academic timetable has been completed:

https://www.aber.ac.uk/en/media/departmental/timetable/document/2016-17_Academic-Timetable-Timeline.pdf

2.2.5 Centrally managed teaching rooms feature a variety of different configurations that are designed to facilitate a high quality teaching and learning experience for students and staff. The configurations available include tiered lecture theatres, standard lecture rooms (flat floor), Reuleux triangle designs and dual purpose 'turn and learn' spaces with swivel seating: <http://www.aber.ac.uk/en/timetable/zones/>

2.2.6 The layout of centrally managed teaching rooms is set out in a particular way to support the University's teaching requirements and in a manner that accords with the optimal design and agreed capacity of each room. Although it is accepted that room users may temporarily alter the furniture layout in teaching spaces, room users must replace the default layout of the room at the end of each session, wherever possible. Each room is provided with a wall diagram illustrating its default layout for this purpose. Where

relevant, room users with accessibility requirements may contact Campus Services staff for assistance.

2.2.7 Rooms should be left clean and tidy. Room users are responsible for cleaning the whiteboards in teaching rooms prior to vacating the room.

2.2.8 Catering deliveries are not permitted in centrally managed teaching rooms unless by prior arrangement with the Timetable Office. Refreshments are not permitted in tiered lectures theatres.

2.2.9 All centrally managed teaching rooms are equipped with standard data projection facilities:

<http://nexus.aber.ac.uk/xwiki/bin/view/Main/teaching+room+equipment>

This includes AberCast Lecture Capture with Panopto:

<http://nexus.aber.ac.uk/xwiki/bin/view/Main/abercast>

2.2.10 Equipment faults in centrally managed teaching rooms can be reported to the Information Services AV Micro-Workshop team via the direct telephone line provided in each room.

2.2.11 Video conference facilities are available in a selection of centrally managed teaching rooms. Requests to use these facilities should be booked in advance via the video-conferencing team at Information Services and are subject to final confirmation by the Timetable Office: <https://www.aber.ac.uk/en/is/media/vidconf/>

2.2.12 All teaching rooms will be subject to space audits and utilization monitoring. The results of space audits may incur recharges for 'no shows' as determined by the University's Space Management Policy.⁶

2.3 Staff Availability

2.3.1 Academic members of staff are expected to be available for the full hours of the teaching week (see sub-section 2.1.3), except where prior approval has been granted by Human Resources.

Members of the academic staff are advised to consult Human Resources to ensure that their requested teaching availability patterns are fully compliant with the University's Flexible Working Policy: <http://www.aber.ac.uk/en/hr/policy-and-procedure/flexiblework/>

⁶ Aberystwyth University, *Space Management Policy*, (forthcoming).

Where staff availability patterns involve work-related responsibilities, this information should be referred to the relevant Head of Department for approval (e.g. attendance at University level committees).

2.3.2 Members of staff are also responsible for ensuring that the details of their working patterns are communicated to the Timetable Office, via their departmental timetable officer, during the data collection phase of the academic timetable preparation process (see sub-section 4.1).

2.4 Timetabling Priorities and Constraints

2.4.1 A key priority is the need to accommodate students and staff with accessibility requirements in appropriate rooms. As the delivery of this policy is dependent upon the receipt of up-to-date and accurate information, departments are strongly encouraged to inform the Timetable Office of any accessibility requirements as a matter of high priority. Academic staff with accessibility requirements should inform their departmental timetable officer who will liaise with the Timetable Office on their behalf. Students with individual accessibility requirements should inform their Accessibility Adviser at Student Support Services:

<http://www.aber.ac.uk/en/student-support/accessibility-advice-and-support/>

2.4.2 All of the University's teaching activities must be timetabled in the Scientia timetabling software, regardless of whether they take place in centrally managed or departmentally managed rooms. This ensures that the academic timetable is prepared in accordance with thorough clash-checking procedures.

2.4.3 Every effort is made to avoid clashes on the central timetable. However, the complexity of the timetabling process, which must facilitate the full range of study scheme requirements, including joint honours schemes, means that the Timetable Office aims to facilitate reasonable, though not unlimited, student choice.

The order of priorities for clashes is, as follows:

- Core clashes receive first priority.
- Optional modules. Where clashes between options are unavoidable, students should contact their departmental timetable officer for guidance on alternative options.
- Where elective clashes occur (i.e. modules that are neither core nor optional elements to the student's study scheme), students are advised to choose an alternative module.

2.4.4 The Timetable Office aims to achieve the following constraints:

- One full day free of teaching for full-time members of staff.

- A lunch break of a minimum of one hour in duration between 12:10 and 14:10 for students and staff.
- No more than four consecutive hours of teaching for students and staff.
- A minimal number of journeys between campuses in the course of one day (see also sub-section 2.5).

If students or members of the academic staff find that they are timetabled to take part in more than four consecutive hours of teaching they should contact their departmental timetable officer, who will liaise with the Timetable Office for guidance:

<http://www.aber.ac.uk/en/timetable/departmental-timetable-officers/>

2.5 Travel Times

Teaching activities on the academic timetable are zoned in accordance with the primary campus locations of academic departments. Members of the academic staff are, nonetheless, expected to teach at any of the University's locations as long as adequate travel time has been allowed. The minimum time for students and staff to travel between campuses is one hour.

Where students, or members of staff, experience travel time problems related to the academic timetable they should inform their departmental timetable officer, who will liaise with the Timetable Office to seek solutions.

2.6 Changes to the Timetable Including Changes to the Allocation of Rooms

2.6.1 As late changes to the academic timetable can cause considerable disruption for students and staff, and may have significant adverse effects on the timetable as a whole, these will only be accepted under exceptional circumstances. In particular, academic departments should be aware that, where requests for late changes to the timetable have negative effects on the timetables of other departments, or lead to suboptimal slots for students and staff, these changes cannot be accommodated. More broadly, as students and staff use the published timetable to inform decisions regarding module choices, family and childcare arrangements, part-time work commitments, and travel to and from the University, changes to the timetable must be kept to an absolute minimum.

Before requesting changes to the timetable, academic departments must, therefore, explore all possible alternative courses of action in consultation with their Head of Department. In particular, in cases of staff illness, members of staff are encouraged to provide cover for their colleagues, wherever possible. Changes will only be considered once all avenues to resolve or work-around the issue have been exhausted at departmental level.

Where unavoidable, requests for changes must be accompanied by an overriding valid reason and explanation. For changes that impact on the student experience, the Timetable

Office may require Head of Department support and approval from a PVC before implementing the change. Requests for changes will be logged by the Timetable Office.

2.6.2 Departments who wish to submit requests for changes should provide the Timetable Office with five working days' notice in advance of the proposed start date of the change. Students should receive a minimum of two working days' notice of timetable changes.

2.6.3 The criteria for late or post-publication changes to the academic timetable are, as follows:

- Serious staff illness, bereavement, or emergency carer responsibilities.
- To meet accessibility requirements for students or staff.
- To address late changes to student numbers, which emerge due to admissions processes (i.e. where a larger room is required).

2.6.4 Where there are late changes to staff availability, these cannot be accommodated if they have adverse effects on the academic timetable (e.g. the need to change the timetable of another department/study scheme or negative effects for students and staff). Events of this type should be managed by the Head of Department through the reallocation of existing resources.

2.6.5 Where changes to the timetable are approved, academic departments are responsible for notifying all students and staff affected by a change. This process is conducted via the departmental timetable officer who will liaise with the Timetable Office. It is, however, the Module Co-ordinator who must take ultimate responsibility for giving students at least two working days' notice of any timetable changes (see also sub-section 2.6.2). Students should also receive an explanation for the change.

2.6.6 Late or post-publication changes to the timetable cannot be considered if they relate to any of the following categories:

- Changes to teaching times that fall within the scope of standard teaching hours, if a clash free slot on the timetable has already been provided.
- Changes due to revised teaching methods.
- If the change involves adverse effects in terms of the quality of the timetable or the impact on students.
- If the change has adverse consequences for the teaching programmes of other departments.

2.6.7 Academic members of staff are reminded that, where teaching activities, such as seminars, are timetabled in alternate weeks, students may have other classes scheduled in the intervening weeks. The usual rooms may also be unavailable.

2.7 Cancellation policy

Where academic departments wish to cancel teaching activities on the central timetable, they are responsible for communicating this to the students affected and for informing the Timetable Office. In order to ensure an accurate overview of the timetable data, academic departments should provide the Timetable Office with a reason for the cancellation. The Timetable Office will also require a minimum of two working days' notice in order to process the cancellation details on the timetable system.

2.8 Conflict Resolution

Occasionally conflicts may arise in relation to the allocation of rooms, or requests for changes to the timetable, for example. The policies outlined in this document are intended to provide guidance on these matters. Where further guidance is required, conflicts should be referred to the Timetable Manager for resolution.

2.9 Staff-Student Consultative Committees

Where concerns about the academic timetable are raised by Staff-Student Consultative Committees these will be given full consideration by the Timetable Manager and the Director of Information Services via departmental Directors of Learning and Teaching.

3. TIMETABLING ROLES AND RESPONSIBILITIES

3.1 Students

3.1.1 Full-time registered students are expected to be available for all of the teaching weeks of the academic year: <http://www.aber.ac.uk/en/dates-of-term/>

3.1.2 Students are responsible for regularly checking the details of their timetabled activities from the point at which the final timetable becomes available on their online student record. Regular checking is necessary in order to ensure awareness of any changes to existing slots, additional activities or changes to rooms.

3.1.3 Returning students (i.e. second and third years) will see their academic timetable on their online student record from early September. First year students will see their timetable details on their student record after the registration process has been completed towards the end of Registration/Induction week.

3.1.4 Students should inform their departmental timetable officer in the event of:

- Clashes between timetabled activities (see also sub-section 2.4.3).
- Special arrangements required as a result of accessibility requirements (see sub-section 2.4.1).

3.1.5 Once the final timetable has been published, students who wish to make a change to their Study Scheme, or to one or more of their module choices, should check the academic timetable web page (<https://ato.aber.ac.uk/>) for potential clashes *prior* to submitting a 'Change Registration' request via their online student record:

<http://www.aber.ac.uk/en/student/ug-issues/registration/changing/>

3.1.6 Students who are involved in sports events may request permission from their academic department to be absent from teaching activities on Wednesday mornings in order to travel to fixtures. It is the responsibility of the student to undertake any additional study required to offset the impact of such absences.

3.2 Academic Staff

3.2.1 Ensure that any restrictions on their teaching availability pattern have been fully communicated to Human Resources, their Head of Department, and to their Departmental Timetable Officer, who will liaise with the Timetable Office accordingly (see section 2.3).

3.2.2 Carefully check the draft and final versions of the academic timetable when these become available in July and September.

3.2.3 Adhere to the correct start and end times required by the teaching period and contribute to the smooth running of the interchange periods between classes (see sub-section 2.1.5).

3.2.4 Ensure that the default furniture layout in teaching rooms is restored at the end of each class.

3.2.5 When members of staff finish teaching they should:

- Stop any lecture recordings.
- Remove the wireless mic and put back into the cradle.
- Log out of the computer.
- Press the white **Display Off** button on the controller unit.
- Clean the whiteboard (using the spray bottle and cloth in the room).

3.2.6 Inform their Departmental Timetable Officer of any cancellations of classes so that the academic timetable can be updated, where appropriate.

3.3 Heads of Department

3.3.1 Manage the academic and examinations timetables and related processes in their department in line with the provisions of this policy.

3.3.2 Adhere to the deadline for the completion of departmental teaching plans set by the Pro Vice-Chancellor.

3.3.3 Determine whether requested restrictions on staff availability are essential.

3.3.4 Facilitate the provision of staff cover where late changes to staff availability arise.

3.3.5 Ensure that departmental requests for changes to the academic and examination timetables do not incur adverse effects for students, staff or other departments.

3.4 Departmental Timetable Officers

3.4.1 Manage their department's academic and examination timetables on behalf of their Head of Department.

3.4.2 Serve as the first point of contact for students and academic staff who have timetable queries.

3.4.3 Liaise with academic staff regarding their teaching plans and submit the details of their department's timetable requirements via the Teaching Activity Data screen on AStRA in line with the stages outlined in the academic timetable timeline (see also section 4).

3.4.4 Communicate with the Timetable Office on behalf of students and staff in order to ensure that a comprehensive overview of their departmental timetable is maintained.

3.4.5 Process students' requests for changes to seminar and tutorial group allocations via the Enterprise Course Planner (ECP) facilities on Enterprise Timetabler/Scientia Syllabus Plus.

3.4.6 Refer all staff availability patterns to their Head of Department for validation (e.g. attendance at University level committees, flexible working patterns).

3.4.7 Manage the *ad hoc* room bookings process in departmentally managed rooms.

3.5 University Timetable Office

3.5.1 Plan, prepare and publish the academic timetable in consultation with Departmental Timetable Officers.

3.5.2 Plan, prepare and publish the examination timetables in consultation with Departmental Timetable Officers⁷ and the Superintendent of Examinations.

3.5.3 Manage the *ad hoc* room bookings process, including requests for space for meetings held by student societies as well as academic and service departments.

⁷ In some cases, the examinations timetable process will be dealt with by a different member of the department's administrative staff.

3.5.4 Facilitate the effective allocation and utilisation of the University's teaching rooms.

3.5.5 Maintain and develop the University's timetabling web site:

<http://www.aber.ac.uk/en/timetable/>

4. ACADEMIC TIMETABLE PROCESS

The University's academic timetable is prepared from scratch on an annual basis in accordance with best practice across the higher education sector in the UK.⁸

The dates of the timetable preparation process are agreed each year via meetings between the Timetable Office and Departmental Timetable Officers (see sub-section 4.2). The resulting academic timetable process timeline is published on the web further to approval by the Director of Information Services:

https://www.aber.ac.uk/en/media/departmental/timetable/document/2016-17_Academic-Timetable-Timeline.pdf

4.1 Data Collection Phase

4.1.1 In adhering to the University's aim of improving the quality and accuracy of its learning and teaching data, the details of the academic timetable are annually submitted to the Teaching Activity Data screen on AStRA by Departmental Timetable Officers in April. This data is then imported into the Scientia Enterprise Timetabler/Syllabus Plus software by the Applications/Business Information Systems team at Information Services. Crucially, the accuracy of the data on the academic timetable is dependent upon the quality of the data submitted to AStRA.

4.1.2 Given the central role of AStRA, as the fundamental source and reference point for the University's data, all of the participants in the academic timetable process are called upon to take the utmost care in ensuring that the Teaching Activity Data screen is fully up-to-date, regularly and meticulously maintained, and unambiguously correct.

Lecture Activity and Additional Activity data collection forms are available on the timetabling web site to assist Departmental Timetable Officers with this task:

<http://www.aber.ac.uk/en/timetable/documents/>

4.1.3 The Teaching Activity Data screen on AStRA includes an option whereby Departmental Timetable Officers can record the purpose of each Activity Reference in line with one of the following two categories:

⁸ SUMS Consulting, *Space Management and Timetabling: Good Practice Guide*, p. 12.

- Timetable, Web & KIS
- Web & KIS

4.1.4 The quality and timeliness of the above noted processes depend on the prior completion of departmental teaching plans. Late requests for new or restructured modules (i.e. requests that are received after the Pro Vice-Chancellor's deadline) will require approval from the Executive.

Due to the practical complexities of the timetable scheduling process, it may not be possible to apply the priorities and constraints outlined in sub-section 2.4.4 to late additions to the timetable.

4.1.5 The study scheme status of all of the modules required to be on the academic timetable must be fully up-to-date on AStRA, if clashes on the academic timetable are to be avoided. Departmental Timetable Officers must, therefore, ensure that the study scheme details of modules are added to the Modules section of AStRA when new modules are added to the database, or study scheme rules are revised.

4.2 Timetable Preparation and Scheduling

The academic timetable is prepared in accordance with a batch scheduling methodology which prioritizes the following:

- Teaching activities are scheduled in order of size.
- The only exceptions to this are activities that involve legitimate constraints that require them to take priority in the scheduling process (e.g. part-time postgraduate courses where teaching must take place on specific days).

4.2.1 If an academic department wishes to run multiple hour teaching sessions, it is good practice to ensure that these begin at optimum times of the teaching day. For example, three hour teaching sessions are best scheduled at 09:10, 10:10 or 14:10.

4.2.2 The use of half hour slots (i.e. slots that begin 30 minutes past the hour) is not permitted on the central timetable. This is because half hour slots cannot achieve an optimal scheduling configuration and work against the University's aims in terms of effective space utilization.

4.2.3 In order to ensure that students and staff are not required to attend classes for more than four consecutive hours, departments should avoid submitting requests for multiple hour activities that exceed this limit. This restriction does not apply to fieldwork activities.

4.3 Publication of Draft and Final Timetables

4.3.1 The publication dates for the draft and final academic timetables are, as follows:

- Draft Timetable released to Departmental Timetable Officers – early July.

- Final Timetable released to Departmental Timetable Officers – end of August.
- Final Timetable released to returning students and staff (Semester One only) – early September.
- Final Semester Two Timetable released to students and staff in mid-December.

4.3.2 The Timetable Office makes every effort to lockdown the academic timetable approximately one month prior to the start of teaching in each semester (e.g. end of August for semester one; mid-December for semester two). Where departmental requests for changes are approved after the lockdown periods, Departmental Timetable Officers will inform students and staff by email.

5. AD HOC ROOM BOOKINGS

5.1.1 *Ad hoc* room bookings that take place during teaching times will not be confirmed until after the final academic timetable has been published. The online Web Room Bookings System will be opened to students and staff at the beginning of October.

Students and staff are welcome to submit preliminary requests to the Timetable Office via attstaff@aber.ac.uk in the course of the spring and summer of the preceding academic session.

5.1.2 Requests for teaching rooms for University Open Days and departmental Visiting Day events take precedence over all other *ad hoc* room bookings.

5.1.3 The Timetable Office requires a minimum of three working days to process room booking requests.

5.1.4 Requests to book departmentally managed rooms must be approved by the relevant academic or service department.

5.1.5 Internal room bookings for students and staff are free of charge, except where the dates and times fall outside of the University's opening hours in term-time. Please note that building opening hours vary. After-hours and weekend bookings will be located in accordance with the University's current Space Management Policy guidelines.

5.1.6 Room users who wish to make bookings outside of building hours, or outside of term-time dates, should contact the Campus Services House Officer for guidance on the relevant charges. Once an internal purchase order number has been submitted to Campus Services for approval, timetabling will confirm the requested booking.

5.1.7 Room booking requests from clients who are external to the University should be submitted to the Conference Office: <http://www.aber.ac.uk/en/visitors/>

5.1.8 Room booking requests must conform to the University's health and safety guidelines.

5.1.9 Students and staff are requested to show due care for the University's teaching rooms (see sub-sections 2.2.10 and 2.2.11).

5.1.10 As with the use of teaching rooms for centrally timetabled teaching activities, *ad hoc* room bookings may be subject to space utilisation audits and monitoring.

6. REFERENCES

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