

Timetable Policy

Purpose

This Policy establishes the framework and approach for building teaching timetables across the University.

Scope

This policy applies to:

- all contracted staff with teaching duties
- Heads of School and Directors of Institute
- staff in the Timetabling Team.

Principles

1. Semester dates and standard hours of operation are approved by the Senate. Students are required to be available during these times. Undergraduate teaching is not permitted after 1pm on Wednesday afternoons.
2. Senate has delegated authority to the Vice-Principal (Education) to permit teaching outside the semester dates and standard hours of operation. Constraints may be placed on the timing and location of such teaching to ensure an excellent student experience and efficient use of university resources.
3. All teaching will be scheduled in slots of one, two- or three-hours' duration starting on the hour or half-hour. Actual teaching will start at five minutes past the hour/half-hour and will finish at five minutes to the hour/half hour, to allow for set up, arrival and departure without impacting on adjacent teaching slots.
4. All timetabling and room booking activity will take place using the single Queen Mary system following the relevant procedures and deadlines. This includes the allocation of students to seminar/lab and other groups and their timetabling.
5. Before scheduling starts in mid-March each year, Heads of Schools and Directors of Institutes are responsible for notifying the timetabling team, of any times when their teaching staff are unavailable to teach during Monday-Friday, 9am to 6pm. For teaching staff with a research day, a list can simply be provided, and the timetabling team will ensure that one day is kept

free for each staff member listed. Unavailability for teaching should be minimised whenever possible to provide the students with the best timetable.

6. Requests to make changes to the timetable after construction can have a significant impact on the student experience and will only be considered on an exceptional basis. Heads of School and Directors of Institute must endorse any change requests submitted to the Timetabling Team.
7. Staff in the Timetabling Team are responsible for taking into account as far as possible, in the preparation of the teaching timetable, all information provided to them by Heads of Schools and Director of Institutes under this policy, and for notifying the relevant Head of School or Director of Institute where this cannot be achieved, so that alternative arrangements can be agreed with the relevant member of staff.
8. Access for students and staff with a disability is a priority and will be accommodated. Schools and institutes must notify Timetabling Support in advance of any special requirements.
9. This Policy is supported by the Timetabling Policy Operational Guidelines.

Review

This policy will be reviewed at least every three years.

Policy Information and Document Control

Policy title	Timetable Policy
Version number	2
Related policies and procedures	Timetabling Policy Operational Guidelines
Superseded policies	N/A
Approval level	Senate
Approval date	Apr 2026
Effective date	For timetabling from 2026/27 academic year, onwards
Next review due	Apr 2029
Policy owner	Julie Kelly, Head of Timetabling
Policy contact	timetabling@qmul.ac.uk

Version Control

Version	Date	Reason for updates/Summary of key changes
2.0	08/04/2026	Added Principle 5. And 7.