SPACE ALLOCATION AND TIMETABLING POLICY

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BUV Ecopark Campus, Ecopark Township, Van Giang, Hung Yen
T +84 2216 250 250 • F +84 2216 250 770 • E info@buv.edu.vn
www.buv.edu.vn

1.0   Purpose

This document provides the approved procedures and set policy structures for the centralised scheduling and allocation of both general and specialist teaching spaces at the campus of British University Vietnam (BUV. This policy outlines the principles and procedures which aim to achieve fairness, consistency and efficiency in the allocation and utilisation of academic teaching spaces.

2.0   Scope

This policy covers centralised management and scheduling of teaching spaces. It provides a framework to support all staff with a role in the preparation and production of the teaching timetable and the provision of spaces to facilitate teaching.

3.0   Definitions

3.1.   **Teaching spaces** refers to classrooms, specialist classrooms, labs, theatre(s), hall(s), and any other space that may be used for teaching activities, student activities or other related activities. The use of teaching spaces requires long-term planning, and any changes to the spaces or usage requests need to be approved by the Chief Academic Officer (CAO) or authorised person.

3.2.   **Common spaces** refer to commonly shared facilities such as meeting rooms, discussion rooms, library, sport facilities, tea corner, canteen and any other space that are not teaching spaces. The use of common spaces normally required short-term planning and person in charge of each space shall be responsible to manage and avoid clashes between activities.

3.3.   **Centralised scheduling and allocation of academic resources activities** refers to the Course Office's responsibility in coordination of the teaching activities and non-teaching activities (such as marketing and student recruitment activities) using teaching spaces in order to minimise student clashes and maximise resource utilisation.

3.4.   **Scheduling** refers to identifying date and time of learning activity, taking account of any conflicts in staff, student, and location availability.

3.5.   **Teaching activity** refers to a kind of learning and teaching activity or regular event which forms part of a programme of study and for which students need to register, for e.g. Lecture, tutorial, laboratory, seminar and etc.

3.6.   **Draft timetable** refers to a preliminary timetable distributed internally to staff for review to enable the identification and resolution of timetable problems in advance of the publication of the final timetable which will be provided to students.

3.7. **Final timetable** is the timetable for classes in the upcoming semester published by the University. If modifications are required due to unforeseen circumstances, a new timetable will be issued.

4.0 Policy Statement

BUV is committed to delivering high quality space allocation and timetabling services to enhance the experience for the entire University community through centralised academic resource management system. The goals of the centralised academic resource management system are threefold:

(i) to produce the academic timetable which minimise student clashes;

(ii) to achieve optimal utilisation of academic resources through better coordination of timetabling and space allocation requirements for all departments' activities and

(iii) to make utilisation and availability of shared resources visible to the key stakeholders for planning and revenue generating purposes.

4.1 Underlying Principles

4.1.1 All teaching spaces occupancy are administered by the Registry and Student Services sector and specifically by Course Office which has been delegated the authority in relation to running the University's timetabling and space allocation.

4.1.2 Common spaces are allocated on a shared and on a need basis. Therefore, common facilities will be allocated to various Departments to manage, rather than centralised at Course Office. To be specific, Learning Resource Centre shall be responsible for Library and related facilities while Asset Management shall be responsible for canteen, tea corner, sport facilities and other communal areas.

4.1.3 Specialist classrooms are associated to certain programmes. Specialist classrooms therefore will be reserved for use by faculty and students of the programmes only. Other programmes students or departments which need to use specialist classrooms must send a request to Course Office at least 5 working days before the required date. Course Office shall get approval from CAO or Designated Authority before confirming the arrangement.

4.2 4.2 Allocation of Common and Specialist Teaching Spaces

4.2.1 Teaching spaces allocated are not permanently assigned and shall be subject to review of allocation as and when necessary. Notwithstanding the absence of such a need, an annual review of the space utilisation and reassignment will be carried out in conjunction with AM.

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4.2.2   Allocation of classrooms is based on suitability for intended use, taking into consideration specialised requirements or equipment first, for e.g., videoconferencing facilities, specific class sizes or table arrangement.

4.2.3   Classrooms with collapsible partitions should be allocated last. This is to cater for these rooms to be prioritised for examinations.

4.2.4   Generally, the allocation of classrooms is to be contained as far as possible to within one or two adjoining blocks and closest to each other to minimise student traffic in between classes.

4.2.5   Specialist rooms are pre-allocated according to their teaching activities and specialty needs. However, the Course Office is authorised to grant permission for use of these spaces by other programmes when necessary. The Course Office is responsible for the space utilisation and maintenance of the cross-usage of specialist rooms.

4.2.6   Other departments requiring the use of common facilities on an ad-hoc basis may refer to the responsible departments to check for availability or book the facilities via Outlook or similar software. Teaching activities will be accorded the highest priority.

4.2.7   The Course Office will undertake space utilisation audits with the assistance of the Asset Management department to determine space utilisation rates and monitor the usage and conditions of facilities and equipment.

4.3   Timetabling Guidelines

4.3.1   Standard teaching hours for undergraduate students on campus are between 8am to 6pm, Mondays to Fridays (this may be extended to 8 pm in the evening inclusive of Saturday as necessitated by resource constraints). However, the common teaching rooms will be made accessible for additional or replacement classes as required.

4.3.2   Weekend and evening classes (between 6:00pm to 10:00pm) may be scheduled for postgraduate and specialist schools where required. In addition, Contemporary Creative Practice studios and Computer labs are to be available 24/7 during specific period as agreed by the CAO. Students must register to use the facilities after standard teaching hours. Asset Management department is responsible for developing and implementing a safeguarding process.

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4.3.3   Classes will be scheduled to begin on the hour and ended after 50 minutes to allow staff and students to move to the next class and to allow staff to set up the classroom if required.

4.3.4   Classes which are scheduled beyond the standard teaching hours and on weekends must be communicated in writing to Asset Management department to ensure that arrangements for access and securing of facilities are made.

4.3.5   A copy of the teaching schedule is to be provided to Asset Management department and the Information Technologies department to facilitate arrangements for table arrangement, security, housekeeping and equipment set up as well as availability for staff access.

4.3.6   Classes timetabled should be spread out across the week to allow for a reasonable combination of class times without prejudice to any cohort of students where possible.

4.3.7   The option of scheduling one day-off for each School is encouraged, subject to venue availability, to allow for student activities off campus or arrangements for offsite activities. The day-off shall be scheduled for a different day of the week for the respective Schools.

4.3.8   A lunch break of at least 1 hour must be provided for students. This does not need to be at the same time across all cohorts of students and should be scheduled between 11am to 2pm.

4.3.9   The maximum number of continuous teaching hours in a day for a teaching staff is 4 hours, exceptions to this are for certain specialist classes due to the nature of the discipline such as kitchen practical or as approved by DCAO.

4.3.10   Classes will be scheduled so as to best utilise academic resources. The Course Office reserves the right to reallocate classes scheduled in central timetabling system based on enrolment numbers, location size and unavoidable circumstances.

4.3.11   All known constraints on classes and academic resources will be applied when creating the timetable unless modified by negotiation with the department concerned.

4.4   Academic Staff Request

The reasonable needs of staff will be accommodated in the University-wide timetable. It is recognised that academic staff have diverse responsibilities which include teaching, research, community engagement, consultancy and administrative functions. The following guidelines are used:

4.4.1 Staff commitments to teaching will take precedence over other activities to which greater scheduling flexibility applies.

4.4.2 When determining availability for teaching, the DCAO will also take into consideration the needs of staff with significant care responsibilities, disabilities and medical requirements.

4.5 Timetabling Roles and Responsibilities: Key Stakeholders

The following are the key roles and responsibilities of all stakeholders involved in ensuring that the effectiveness and efficiency of space allocation and timetabling service:

Stakeholders	Role	Responsibilities
Course Office	• To facilitate the provision of adequate and appropriate space to support teaching requirements and align decisions with timetabling requirements. • To develop and maintain the University's Timetabling Policy, in consultation with CAO, DCAO, Heads of School, Programme Leaders and other key stakeholders. • To deliver and manage the production of the University teaching timetable, in accordance with this policy. • To adopt, maintain and customise the University's timetabling system when available, including the provision of training and support for users.	• Reviewing on an annual basis the requirements for teaching and non-teaching spaces, taking into consideration changing patterns of student enrolment, academic developments, strategic decisions affecting academic provision, etc. • Reviewing the consequences for teaching space arising from any construction or internal re-organisations, and ensuring that any centrally managed teaching space removed from the Course Office's pool of spaces is replaced with space of similar size and facility, as appropriate. • Maintaining an accurate record of centrally- managed teaching rooms and related resources, liaising with Asset Management and ICT departments as appropriate. • Allocating centrally-managed teaching space for teaching events. • Determining and publishing annually the key dates for the collection, submission and publication of timetable information for the forthcoming academic year. This includes the collection of proposed constraints on timetabling, relating to staff, modules and students. • Recording agreed constraints on timetabling and guidance relating to essential and desirable constraints.

		• Producing the teaching timetable by executing the scheduling process. • Submit timetable drafts for DCAO and other designated authorities to review prior to final publication. • Resolving any timetable clashes that may arise. • Publishing the University's final timetable; • Updating and providing programme information such as course structure, modules offered, teaching methods, etc. • Advising staff and students of changes to the teaching timetable where these occur once teaching has commenced, e.g. Cancellations or changes of room; • Making ad hoc room bookings for non- teaching events on behalf of the school/department if necessary;
DCAO or person with designated authority	• To ensure that School policies and procedures relating to staff and module availability correspond appropriately with this policy. • To ensure implementation of the University's Timetabling Policy, communicating as appropriate with staff and students. • To work in partnership with the Course Office to ensure that a 'best fit' timetable is produced.	• Allocating teaching workload for faculty. • Determining constraints on the availability of staff for teaching, in accordance with the this policy and with relevant guidance from the Course Office. • Resolving any conflict which may arise at School level in relation to timetabling and teaching loads. • Play the role of, or appoint a School Timetable Coordinator who manages timetabling activity for the School. • Reviewing and checking the teaching timetable produced by the Course Office and working with the Course Office to resolve any inaccuracies or timetabling clashes. • Providing the names of students with physical challenges or other special needs to allow for reasonable adjustments as appropriate so that health and safety Requirements can be incorporated when timetabling.

Academic Staff		• Responding to requests for information from Course Office in relation to the production of the teaching timetable. • Providing DCAO or designated authorities with information about individual students' special requirements which pertain to their physical challenges. • Notifying the Course Office of any specific requirements relating to teaching events by email, e.g. se of AV or IT facilities. • Ensuring that teaching rooms are left in a clean and tidy condition, including cleaning of whiteboards, and that the room is returned to the standard layout where changes have been made during the teaching session. • Informing the Course Office of any difficulties arising from teaching activities. • Reporting of any problems with teaching rooms to Course Office and Asset Management department.
Students		• Be familiar with University Regulations in relation to programme of study. • Selecting optional modules using the relevant module enrolment process within the specified time frame. • Viewing and checking the teaching timetable regularly. • Notifying the Student Information Office of any timetable clashes or reasons for not being able to attend an allocated class or lecture. • Notifying the Student Information Office as early as possible of any individual requirements relating to physical challenges, in order that they can be taken into account during the timetabling process.
Asset Management (AM)	• To ensure adequate and appropriate audio-visual, air-conditioning and other teaching support facilities which include:	• Cleaning, air-conditioning and lighting of teaching rooms. • Weekly status report of teaching space. Highlighting potential issues affecting usage or student experience.

		• Carrying out cyclical refurbishment of teaching rooms, in consultation with Course Office and IT as appropriate.
		• Rectifying faults reported in relation to teaching rooms, normally within five working days, however, duration of rectification is also subject to the nature of default.
		• Communicating with the Course Office and other relevant stakeholders about issues affecting the availability of teaching rooms, e.g. In relation to planned maintenance or refurbishment.
		• Updating the Course Office on any newly available non-teaching rooms and facilities.
		• Ensuring that teaching facilities are in good working order and compliant with relevant safety requirements.
		• Maintaining the security of teaching facilities.
		• Determining the demand for various types of Teaching Support Facilities (TSF), in consultation with the Course Office;
		• Arranging the design and installation of TSF including equipment security, in conjunction with the ICT.
		• Monitoring TSF and arranging preventative maintenance with IT.
		• Responding to TSF faults and problems. Rectifying faults or providing alternative equipment with IT.
		• Managing the rolling programme of equipment replacement with IT
ICT	• To provide adequate and appropriate technical support of the centralised timetabling system. • To centrally manage PC Labs and network infrastructure. • To ensure adequate and appropriate TSF and	• Timetabling technical problems – to advise Course Office and liaise (where necessary) with the supplier's technical support. • Selection, purchase and implementation of relevant IT infrastructure. • Providing and administering the hardware servers and the underlying databases including the provision of database backups, a test server

	computing facilities in centrally timetabled rooms with supporting network infrastructure. • Providing technical assistance to the Course Office in the following areas:	environment and the handling of user requests for database restores in the event of user errors. • Providing network infrastructure for centrally timetabled teaching rooms and PC labs. • Determining the demand for various sizes of PC labs, in consultation with the DCAO. • Coordinating with the Course Office on IT teaching requirements and providing information about what facilities are available in which teaching rooms. • Arranging the design and installation of PC labs in collaboration with Course Office/Asset Management. • Monitoring the PC labs, installing updates to software, and arranging preventative maintenance. • Attending to software and hardware faults and problems in PC labs. • Rectifying faults and providing alternative equipment in PC labs. • Managing the rolling programme of equipment replacement and PC lab refurbishment with Asset Management and Course Office. • Reporting on the usage of the PC labs for booked classes and open access. • Setting up video conferencing facilities for meetings.

5.0   Supporting Documents
NA

6.0   Related Documents
NA

7.0   Document Responsibilities

Policy Owner : Head of Academic and Student Operations

Policy Delegate : Course Office Manager

8.0   Approval Details

Approving Authority   :   Senate
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