



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Timetabling Policy and Procedures

Version 3, Approved by Council, 28 April 2021



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Timetabling Policy

1. Context

This university-wide Timetabling Policy was developed as part of the transition to the shared timetabling solution to support the introduction of the undergraduate common programme architecture and to support the development of the central management of timetabling policies and practices for undergraduate and postgraduate programmes across the university. This Timetabling Policy aims to clearly set out the policy, procedures and responsibilities in respect of the annual production of the timetable for teaching and learning activities, and the use of all teaching and learning spaces, both centrally managed and locally managed. The first Timetabling Policy was approved by Council in March 2019 [CL/18-19/138].

The policy also addresses the Board mandate that all teaching spaces be visible in the central timetabling system and that all teaching spaces be centrally bookable (ref. Estates Strategy, approved by Board on 12 September 2018, [BD/18-19/009]).

This [Timetabling Policy](#) document should be read in conjunction with the [Timetabling Procedures](#) document (revised annually).

2. Purpose

- 2.1. To clarify the procedures, roles and responsibilities involved in timetabling all teaching and learning activities.
- 2.2. To standardise the structure and processes of timetabling across disciplines to foster cross-compatibility.
- 2.3. To ensure the timetable makes the best use of the University's physical resources and facilitates effective space utilisation in line with the objectives of the Estates Strategy in supporting both the optimum utilisation of teaching space and the student experience.
- 2.4. To ensure the timetable is delivered through efficient processes minimising duplication of effort and resources.
- 2.5. To ensure the timetable is delivered by full utilisation of the appropriate systems.
- 2.6. To ensure that the timetable is available to staff and students in a timely fashion.

3. Benefits

- 3.1. Holistic timetabling policy governing the timetabling of all teaching and learning activities.
- 3.2. Consistent and transparent approach across all timetabling units.
- 3.3. Improved allocation and utilisation of teaching and learning spaces.
- 3.4. Clear, well-enforced and informed communication of timetabling priorities.
- 3.5. Improved data quality.
- 3.6. Enhanced student and staff experience.
- 3.7. Supports performance measurement of timetabling metrics (e.g., space utilisation).
- 3.8. Provides the foundation for the delivery of online module enrolment.



4. Scope

- 4.1. The Timetabling Policy covers the scheduling of all undergraduate and postgraduate teaching and learning activities, including lectures, tutorials, labs and other practical sessions, on university programmes delivered across the university estate.
- 4.2. Examination scheduling is currently not in the scope of this policy.

5. Definitions

- 5.1. **Block** – a collection of timeslots within a timetable into which subject-based activities are placed.
- 5.2. **Pillar** – a collection of independent subjects which can be taught at the same time.
- 5.3. **Centrally managed teaching space** – teaching spaces currently designated as ‘Senior Lecturer Pool Rooms’, which are owned and managed centrally (currently categorised in CMIS as ‘A’ rooms).
- 5.4. **Locally managed teaching space** – teaching spaces located within a range of rooms allocated to a School in the Space Atlas. These spaces may be ‘specialist’ teaching rooms, e.g., laboratories, libraries, etc. that are booked on a priority basis by the local School (currently categorised in CMIS as ‘B’, ‘D’ and ‘P’ rooms).
- 5.5. **Common Shared Timetable** – undergraduate programmes where the curriculum, or part of it, is offered in combinations, such as joint honors and multidisciplinary programmes or where modules are made available to other programmes or to visiting students.

6. Policy

6.1. Timetabling

- 6.1.1. Timetabling is conducted according to agreed timetabling procedures (and schedule) published on an annual basis.
- 6.1.2. Semester one and semester two timetabling activities are completed together in advance of semester one.
- 6.1.3. The university uses partial block timetabling to deliver a common shared timetable for those undergraduate programmes where the curriculum, or part of it, is offered in combinations, such as joint honors and multidisciplinary programmes or where modules are made available to other programmes or to visiting students (for list of programmes see Appendix 1 of the annual Timetabling Procedures document).
- 6.1.4. Subjects included in shared curriculum programmes within the common architecture should be aligned with the pillar structure to ensure timetabling works across all intersecting programmes.
- 6.1.5. Programmes that are included in the common shared timetable must schedule compulsory modules (i.e., lecture or whole class events) into the core contact hours within the block of time (10 hours) allocated to the relevant subject pillar. Small group teaching or tutorial sessions can be scheduled inside or outside the block.
- 6.1.6. Timetabling for undergraduate programmes outside the common shared timetable will be required to make timetable adjustments to accommodate the partial block timetable, and to allow the selection of Trinity Electives (according to approved curriculum architecture pathways), which are scheduled into dedicated timeslots. Students eligible to take Trinity Electives must not be constrained by their programme timetable from choosing a Trinity Elective.
- 6.1.7. Any activities for modules offered as Open modules should be scheduled within the appropriate block. This will also enable visiting students to select open modules.



- 6.1.8. Timetabled events for taught postgraduate teaching activities are arranged according to programme requirements by individual Schools.
- 6.1.9. Use of teaching space for teaching and learning activities takes precedence over use for non-teaching activities. Exceptions to this include (but are not limited to) the following business activities:
 - Examinations
 - Graduation ceremonies
 - Specific annual events (e.g., UG/PG Orientation, Trinity Week, Open Day)
 - Events designated as high priority by Council, Board, Provost, etc.

6.2. Time

- 6.2.1. Undergraduate teaching activities should not be scheduled during the two Study/Review weeks (as identified in the annual academic year calendar).
- 6.2.2. All formal undergraduate teaching and learning activities take place during the designated teaching and learning weeks (as identified in the annual academic year calendar) and on weekdays (Monday to Friday) between 09.00 and 18.00¹ unless the delivery arrangements for specific programmes such as professional courses require alternative arrangements to be put in place, or if the events are subject to specific external demands.
- 6.2.3. Postgraduate teaching events may be scheduled outside these days/times, if required.
- 6.2.4. Within the block timetabling structure, five blocks have been defined: four subject blocks consisting of 10 hours of timetabling slots and one Elective block consisting of 5 hours of timetabling slots.
- 6.2.5. Teaching events commence on the hour and conclude at ten minutes to the hour. In the timetabling system, events are scheduled to commence and conclude on the hour.
- 6.2.6. Where possible, students and staff should normally have at least one hour free from teaching and learning between 12.00 and 15.00.
- 6.2.7. Travel time between the location of classes should be minimised where possible.

6.3. Space

- 6.3.1. The university teaching and learning estate is divided between centrally managed space and locally managed teaching space. Teaching also occurs in off-site locations such as St James's and Tallaght University Hospitals. All space in which teaching occurs must be listed in CMIS.
- 6.3.2. The size (number of students expected) of a teaching event should not exceed the seating capacity of the room as recorded in CMIS.
- 6.3.3. Schools/Programme Offices retain priority for bookings in locally managed formal teaching space. Unbooked locally managed formal teaching space will be released for central timetabling after an appropriate period of time (see Timetabling Procedures, 2.3).
- 6.3.4. Priority for allocation of teaching spaces to teaching and learning activities will be as follows:
 - Specialist space/equipment
 - Specific needs of students/staff (e.g. accessibility, hearing loops)
 - Availability of AV equipment
 - Area of campus

¹ Ref. Athena SWAN Bronze institution award renewal application, 30 November 2018, 4.4.4 Workload model and 4.4.5 Timing of institution meetings and social gatherings, 'While it has not been possible to restrict lecture times in the same way due to timetabling demands, individual Schools accommodate individual staff needs and outside responsibilities where possible'.



- 6.3.5. Larger classes take precedence over smaller classes (for capacity fit into a space).
- 6.3.6. Full semester bookings normally take precedence over single week or ad hoc bookings.
- 6.3.7. In allocating space for teaching and learning events, timetablers should be cognisant of the following factors which will, over time, be regularly measured and reported on:
 - frequency, occupancy, utilisation
 - location and distance of travel for students
 - requirements for specialised facilities or equipment
 - accessibility.

6.4. Data, Information and Systems

- 6.4.1. CMIS is the source of truth for data relating to the timetable.
- 6.4.2. All teaching events **must** be scheduled in the University's current timetabling system (CMIS), regardless of whether they take place in centrally managed space or in locally managed teaching space. There are no derogations permitted to this requirement. This includes:
 - Activities taking place in centrally managed space or locally managed teaching space
 - Events scheduled in off-campus locations
 - Teaching and learning activities taking place outside of "normal" teaching times (e.g. some postgraduate teaching and learning activities).
- 6.4.3. The students' view of the timetable in the portal is the source of truth for data relating to the timetable for students.
- 6.4.4. All non-teaching events requiring the allocation of teaching space must be entered into the University's timetabling system (CMIS).
- 6.4.5. All timetabled events should have the following fields accurately and correctly populated: Day, Start, End, Mins, Weeks, Source, Owner (the department for which the event is scheduled), Event Type, Module, Lecturer, Room.
- 6.4.6. The University Atlas, (a database of the University's Estate which includes all teaching and learning spaces) will be the source of all space records held in the University's timetabling system. The teaching spaces recorded in CMIS will be regularly integrated from the Estates and Facilities' Planon system ensuring their availability for timetabling.
- 6.4.7. All teaching spaces, including centrally managed space (currently categorised as Senior Lecturer pool rooms), locally managed teaching space, specialist teaching space, off-campus teaching spaces, etc.) will be recorded and visible in the University's timetabling system (CMIS) as mandated by Council and Board.
- 6.4.8. Both SITS and CMIS currently act as a source of truth for data relating to curriculum for timetabling and student choice.
- 6.4.9. Class size data held in CMIS must be accurate and capable of informing space scenario planning, student number planning and consequentially future estates development.

6.5. Publication

- 6.5.1. The timetable will be published annually and will be available to students and staff early in the academic year at the start of September.
- 6.5.2. The timetable will be published via the My.TCD.ie portal
- 6.5.3. The date of publication for the annual undergraduate and postgraduate teaching timetables will be advised early in the calendar year as part of the timelines within the Timetabling Procedures.



6.6. Change Management

- 6.6.1. The Timetabling Procedures document sets out the dates by which datasets should be finalised.
- 6.6.2. Past these dates, agreement to make changes to datasets must be agreed by the Senior Lecturer (for Undergraduate curriculum and for staff availability impacting on module availability) and the Director of Campus Services (for centrally managed teaching spaces).
- 6.6.3. The following reasons are accepted as valid reasons for changes:
 - Late changes to accessibility requirements for either students or staff
 - Long term staff illness in staff who are essential to delivery
 - Approved change in staff availability (part time hours, compressed or flexible working for staff who are essential to delivery)
 - Replacement of staff that have left
 - Actual number of students exceeds room capacity
 - Actual number of students significantly less than room capacity
- 6.6.4. Changes must be made in CMIS.
- 6.6.5. Schools are responsible for informing staff and students about changes to their timetables.
- 6.6.6. Where space is no longer required for more than one instance of a booking, it must be released and made available to other users.
- 6.6.7. Change requests will be logged and monitored as per the timetabling metrics.

6.7. Performance

- 6.7.1. In order to monitor the effectiveness of the Timetabling Policy and Timetabling Procedures an annual set of timetabling metrics has been devised based on best practice in peer universities.
- 6.7.2. The booked frequency, occupancy and utilisation of space for teaching and learning events will be available as required from CMIS.
- 6.7.3. The actual frequency, occupancy and utilisation of space for teaching and learning events will be annually measured and reported on.
- 6.7.4. Additional metrics will be focused on the need to improve timetabling performance including the following areas:
 - Curriculum provision (e.g. availability of open and elective modules, shared curriculum and small group teaching)
 - Student experience (e.g. availability of timetable schedules; timetabled hours per day, accessibility requirements met)
 - Staff experience (e.g. daily teaching load)
- 6.7.5. Timetabling metrics can be found in Appendix 1 of this timetabling policy.
- 6.7.6. An annual survey will be conducted to consider the more qualitative aspects of timetabling.

7. Roles and Responsibilities

7.1. Governance and Operational Management

- 7.1.1. The Timetabling Policy will be jointly reviewed by the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies and brought to the undergraduate and postgraduate studies committee meetings for consultation before being presented to Council for approval.



- 7.1.2. The Bursar, or other designated representative, will be consulted on matters relating to the utilisation of teaching space, as required.
- 7.1.3. The Timetabling Policy, and associated Timetabling Procedures, will be managed and maintained by the Central Timetabling Unit (CTU).
- 7.1.4. The CTU will report to the Manager of the Academic Services Division during the ongoing development and implementation of the fixed timetable.

7.2. Central Timetabling Unit (CTU)

- 7.2.1. Responsible for the scheduling and room allocation of all core module teaching requirements for the common shared timetable for undergraduate programmes, where all or part of the curriculum is shared, or where modules are available to other programmes.
- 7.2.2. Monitors the allocation of all teaching and learning spaces for the university and is responsible for the provision of booked space usage reporting as required.
- 7.2.3. Responsible for the resolution of any issues arising from the central or local (by School/Programme Office/CRU or other area) allocation of teaching space for undergraduate programmes (e.g., non-release of space; one-off weekly bookings preventing term-long bookings; block booking of space; inefficient allocation of teaching space, etc.) with the Senior Lecturer/Dean of Undergraduate Studies acting as the final arbitrator should the need arise.
- 7.2.4. Provides support as required to School/Programme Offices for the booking of the non-core lecture/tutorial hours for the Joint Honours/Common Architecture modules (dependent on resource availability).
- 7.2.5. Is the designated owner of the College timetabling system (currently CMIS), supported appropriately by IT Services, the Academic Registry and Estates and Facilities, and managed according to the terms of the agreed Service Level Agreement between all stakeholders.
- 7.2.6. Monitors and reports on the quality of timetabling data included in the timetabling system (CMIS) by School/Programme Offices and any others responsible for room bookings.
- 7.2.7. Ensure timetabling is conducted according to the university's Timetabling Policy and Procedures.
- 7.2.8. Acts as the arbitrator for any conflict in issues relating to the usage of teaching space as per 7.2.3 above.
- 7.2.9. Provides assistance and advice for timetabling training as appropriate in consultation with relevant IT Services staff.
- 7.2.10. Provides support to the Senior Lecturer/Dean of Undergraduate Studies for the development of new programme initiatives and subsequent timetabling requirements e.g., the addition of new pillar subjects; new cross-faculty programmes, etc..
- 7.2.11. Responsible for overseeing and granting permission to obtain access to CMIS, ensuring that all active CMIS user accounts are maintained as appropriate.

The role that the CTU will play in the timetabling of postgraduate activities has yet to be determined, but its possible role will be considered under the review of postgraduate education as part of the recommendations of the Strategic Plan 2020 – 2025.

7.3. Academic Registry

- 7.3.1. Responsible for the maintenance of data relating to curriculum and students in SITS
- 7.3.2. Responsible for coordinating with the Central Timetabling Unit and IT Services the interfaces of appropriate data between SITS and CMIS.



7.4. IT Services

- 7.4.1. Responsible for provision of access to the central timetabling system upon receipt of a request from the CTU.
- 7.4.2. Collaborate with the CTU for the provision of CMIS user training.
- 7.4.3. Facilitate the annual rollover of timetabling data.
- 7.4.4. Responsible for supporting data interfaces to and from CMIS.

7.5. Estates and Facilities

- 7.5.1. Responsible for maintaining the University Atlas in Planon and the timely transfer (as per Timetabling Procedures) of Site and Room data from Planon to CMIS as part of the maintenance of records of teaching and learning spaces on campus and off-site locations.
- 7.5.2. In close association with the Central Timetabling Unit, the Space Planning Manager will conduct an annual audit of teaching space reporting on the frequency and occupancy of space usage and make recommendations for improved usage of teaching spaces as required.
- 7.5.3. Responsible for coordinating with the Central Timetabling Unit, the Academic Registry and IT Services, the interfaces of appropriate data between SITS, CMIS and Planon.

7.6. School/Programme Timetabling Co-ordinators

- 7.6.1. Responsible for scheduling module events outside the core contact hours for pillar subjects within the shared curriculum of the new programme architecture.
- 7.6.2. Accommodate the deliverables of the partial block timetable and the placement of the Trinity Electives in local timetables.
- 7.6.3. Provide teaching requirements, in a timely manner, to the Central Timetabling Unit and to local School/Programme staff, as required.
- 7.6.4. Resolve local timetabling issues within the constraints of the Timetabling Policy and annual Timetabling Procedures policy documents.
- 7.6.5. Conduct timetabling activities within the parameters of the agreed annual timetabling procedures and associated timelines.
- 7.6.6. Update CMIS with any local changes to the timetable.
- 7.6.7. Inform students of any changes to their published timetables.

7.7. Teaching staff

- 7.7.1. As part of the annual timetabling process and agreed timelines, teaching staff should provide module requirements in the required format to School/ Programme offices upon request.
- 7.7.2. Promptly review and confirm draft timetable details for each of their modules.
- 7.7.3. Be available for undergraduate teaching activities during the designated formal teaching and learning weeks (as identified in the annual academic year calendar) and weekdays (Monday to Friday) between 09.00 and 18.00.
- 7.7.4. Advise School timetabling staff of any timetabling issues that might arise.
- 7.7.5. Report any issues with assigned teaching space, equipment or access.

7.8. Students

- 7.8.1. Where required, liaise with the Disability Service to advise of special arrangements/ requirements.
- 7.8.2. Should register their optional module choices by the requested method and by the required deadlines.
- 7.8.3. Should review and check their annual teaching timetable to ensure it is complete.
- 7.8.4. Report any timetabling clashes promptly to their local School/Programme office.



7.9. Commercial Revenue Unit (CRU) (Enquiries, Central Events)

- 7.9.1. Responsible for the booking of teaching spaces for non-teaching activities outside of normal teaching and learning weeks (as identified in the annual academic year calendar) and outside normal teaching times – Monday to Friday 09.00 to 18.00.
- 7.9.2. Responsible for the booking of University space for non-teaching activities on an ad-hoc basis following completion of the annual timetabling process (see annual timetabling timelines within the Timetabling Procedures document) in consultation and with the approval of the CTU and/or appropriate School.
- 7.9.3. Liaise as appropriate and with the agreement of owners of locally managed space for use of teaching spaces for non-teaching activities outside of normal teaching and learning weeks and outside normal teaching times.

7.10. Accommodation Office

- 7.10.1. Responsible for the booking of accommodation and other spaces for non-teaching activities outside of normal teaching and learning weeks (as identified in the annual academic year calendar).

Note: The above list of roles and responsibilities is not exhaustive and will be increased or modified as we move towards achieving the goals to support next generation teaching and learning.

8. Responsibility

The responsibility for the Timetabling Policy and Timetabling Procedures lies with the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies.

9. Related Documents

Timetabling Procedures, v3, 7 April 2021.

Policy for the Management of Teaching Spaces, v2, 7 April 2021

10. Document Control and Approval

Undergraduate Studies Committee:	13 April 2021
Graduate Studies Committee:	22 April 2021
Council:	28 April 2021

11. Date of next review: Academic Year 2022/23.



Appendix 1 – Timetabling Performance Metrics

Introduction

In order to monitor the effectiveness of the Timetabling Policy and Timetabling Procedures an annual set of timetabling metrics needs to be established. These timetabling metrics will be focused on the need to improve timetabling performance, including the following areas:

1. Student experience
2. Staff experience
3. Space utilisation

Additionally, specific measures with regard to the following actions will also be captured:

4. Teaching activities.
5. Timetabling activities.

Data Quality

The measurement and capture of timetabling metrics depends on the availability of the required data in the timetabling system (CMIS), and on the quality and accuracy of this data.

Where specific targets have not yet been decided, the target should be a year on year reduction (YOYR) or year on year improvement (YOYI).

1. Student experience

The following measures are relevant to the student experience of timetabling:

<i>Measure</i>	<i>Description</i>	<i>Target</i>
Satisfaction – General	Proportion of students that are satisfied with their timetable (to be measured by UG/PG and for visiting students)	>50%
Satisfaction – detail	Proportion of students that are satisfied with the level of detail available to them within their timetable	>80%
Publication	Was the timetable published to students on time (as per the schedule)?	Yes
Change Management	Proportion of activities which are change in a material way after the timetable is published	YOYR
Satisfaction - OME	Proportion of students that are satisfied with their experience of online module enrolment	>80%
Satisfaction – clash resolution	Proportion of students that are not satisfied with their experience of clash resolution	<10%
Contiguous Activities	The number of instances of students having more than 5 hours of contiguous activities	YOYR
Lunch hours	The number of instances of students having no lunch break between 12:00 and 15:00	YOYR
Clashes	Number of students impacted by unresolved clashes	YOYR

Frequency and timing of data capture

- CMIS data
- Annual student survey by CTU (MT) – consult with SU Education Officer to determine how this can be facilitated. Survey results to be included in MT annual report of CTU and reported to USC.



2. Staff experience

The following measures are relevant to the staff experience of timetabling:

<i>Measure</i>	<i>Description</i>	<i>Target</i>
Satisfaction	Proportion of academic staff that are satisfied with their timetable (to be measured by School)	>50%
Contiguous Activities	The number of instances of staff having more than 4 hours of contiguous activities	YOYR
Lunch hours	The number of instances of staff having no lunch break between 12:00 and 15:00	YOYR
Changes	Proportion of late changes to the timetable relating to changes in staff availability	YOYR
Timetablers – Administrative	Number of administrative staff involved in operational timetabling activities (measured as number of staff logging into CMIS in any given year)	YOYR
Timetablers – Academic	Number of academic staff involved in operational timetabling activities (specifically not curriculum design)	YOYR
Hours spent	Hours spent timetabling (estimate from those involved in timetabling, split by School and unit e.g. IT/AR/CTU)	YOYR
Clashes	Number of staff impacted by unresolved clashes	YOYR
Out of hours	Number of hours of teaching delivered to UG outside of core hours	YOYR

Frequency and timing of data capture

- CMIS
- Annual staff survey by CTU – MT survey of Schools to be conducted as part of the annual timetabling procedures requirements. Survey results to be included in annual report of CTU and reported to USC.

3. Space

The following measures capture standard information relating to space utilisation. Booked measures are calculated using data in CMIS. Actual measures are derived from space audit data.

<i>Measure</i>	<i>Description</i>	<i>Target</i>
Rooms	Number of rooms held in CMIS	NA
Teaching Spaces	Number of designated teaching spaces held in CMIS	NA
GPT Spaces	Number of general purpose teaching spaces in CMIS	NA
Other Spaces	Number of non-teaching bookable spaces in CMIS	NA
Rooms	Proportion of teaching spaces not in CMIS	0%
Frequency (Booked)	The proportion of available time in which rooms are booked in CMIS.	80%
Frequency (Actual)	The proportion of available time in which rooms are used.	70%
No shows	The proportion of room bookings which are not used.	<10%
Not Booked	The proportion of time rooms are used for formal activities but have not been booked through the timetabling system.	0%
Occupancy (booked)	The proportion of capacity that is booked.	80%
Occupancy (Actual)	The proportion of capacity that is actually used.	70%
Utilisation (Booked)	Proportion of the capacity that is booked across space and time.	>50%
Utilisation (Actual)	Proportion of the capacity that is used across space and time.	>50%
Utilisation (Teaching)	Proportion of use of teaching estate by teaching events in core teaching hours in UG teaching weeks.	TBD



These measures are defined in more detail below. In addition to the quantitative measures outlined in the table, for each measure, qualitative information will be captured as to the reasons why the target is not achieved.

Frequency and timing of data capture

- Space utilisation audit to be conducted on all teaching spaces annually by the Space Planning Team, co-ordinated by the Space Planning Manager.

4. Teaching Activities

<i>Measure</i>	<i>Description</i>	<i>Target</i>
In T&L Weeks	Percentage of UG teaching activities scheduled outside T&L weeks	0%
In Study/Review weeks	Percentage of UG teaching activities scheduled in Study/Review weeks	0%
In core hours	Percentage of UG teaching activities scheduled outside core hours	0%
Hour slots	Percentage of teaching events in CMIS which have inappropriate start or end times	0%
Capacity – High	Number of teaching events where expected number of students exceeds venue capacity	0
Capacity – Low	Percentage of teaching events where expected number of students is less than 50% of venue capacity	0%

In addition to the quantitative measures outlined in the table, for each measure, qualitative information will be captured as to the reasons why the target is not achieved.

Frequency and timing of data capture

- Annual audit of teaching activities in CMIS by CTU in MT.
- Survey results to be included in annual report of CTU and reported to USC.

5. Timetabling Activities

<i>Measure</i>	<i>Description</i>	<i>Target</i>
On time	Percentage of timetabling activities completed on time as per schedule defined within that year's procedures	100%
Change Management	Percentage of activities which are changed in a material way between the draft and final published timetable	<10%
Publication	Was the timetable published on time?	Yes

In addition to the objective measures outlined in the table, for each measure, qualitative information will be captured as to the reasons why the target is not achieved.

Frequency and timing of data capture

- Annual audit of timetabling activities in CMIS by CTU in MT.



Formal definitions of Measures

Proportion of Pooled Rooms

Definition	The proportion of space, generally measured in rooms, which is pooled for use in central timetabling
Calculation	$\frac{\text{Number of pooled rooms}}{\text{Total number of rooms}}$
Uses	There are around 10% of efficiency savings to be generated from pooling rooms
Target	Sector good practice is for 100% of general-purpose-teaching space to be pooled Sector good practice is for 90% of all teaching space to be pooled
Other	<ul style="list-style-type: none"> • Can also be measured using m² or seats • Where specialist space is shared, it should be pooled. Where specialist space is not shared and is timetabled locally, it is acceptable for it not to be pooled.

Frequency - Booked

Definition	The proportion of available time in which rooms are booked in the timetable system
Calculation	$\frac{\text{Number of times per week a room is booked}}{\text{Number of times per week a room is available}}$
Uses	<ul style="list-style-type: none"> • Used to understand how often rooms are booked • Can be used to understand the demand for rooms of specific size, type or in specific buildings • Can be used to understand how demand for space fluctuates over a day (between 9am and 6pm) and throughout the week (Monday to Friday)
Target	Good practice in booked frequency is >80%
Other	<ul style="list-style-type: none"> • Should be calculated for a typical week of a semester but can be calculated over a whole semester • Results should be available across the entire estate, by building and by room, by room type and by room size to enable in-depth analysis of room usage • Results should be available by type of booking (teaching, non-teaching) to enable analysis • Low frequency of use of non-pooled space should be challenged

Frequency - Actual

Definition	The proportion of available time in which rooms are used
Calculation	$\frac{\text{Number of times per week a room is used}}{\text{Number of times per week a room is available}}$
Uses	<ul style="list-style-type: none"> • Used to understand how often rooms are used • Can be used to understand usage of rooms of specific sizes, types or in particular buildings • Can be used to understand how space is used over time (throughout the day or throughout the week)
Target	Good practice in actual frequency is >70%
Other	<ul style="list-style-type: none"> • Should be calculated for a typical week of a semester but can be calculated over a whole semester • Results should be available across the entire estate, by building and by room, by room type and by room size to enable in-depth analysis of room usage • Results should be available by type of booking (teaching, non-teaching) to enable analysis



No Show (Booked but not used)

Definition	The proportion of room bookings which are wasted
Calculation	Aggregated from Space Audit data
Uses	<ul style="list-style-type: none"> Used to understand levels of block booking of space which is then not used Can also be used to understand ineffective change processes
Target	Good practice is for no shows to be <10%
Other	<ul style="list-style-type: none"> Should be calculated for a typical week of a semester but can be calculated over a whole semester Results should be available across the entire estate, by building and by room, by room type and by room size to enable in-depth analysis of room usage Results should be available by type of booking (teaching, non-teaching) to enable analysis Where non-timetabled use is low, Now show can be calculated as Booked Frequency – Actual Frequency for single rooms or sets of rooms and time slots

Non-timetabled Use (Not booked but used)

Definition	The proportion of time rooms are used for formal activities but have not been booked through the timetabling system
Calculation	Aggregated from Space Audit Data
Uses	<ul style="list-style-type: none"> Used to understand levels of non-compliance with policy
Target	No target has been established.
Other	<ul style="list-style-type: none"> Not an important metric unless there are issues with the room booking policy and process at an institution

Occupancy – Booked

Definition	The proportion of capacity that is booked
Calculation	$\frac{\text{Expected number of students}}{\text{Available capacity of room/set of rooms}}$
Uses	<ul style="list-style-type: none"> Booked occupancy is used to understand how well the timetablers place activity into appropriately sized rooms
Target	Sector good practice is >70%
Other	<ul style="list-style-type: none"> This is also a measure of a timetablers ability to match demand to supply. Data quality of the expected number of students depends on incoming data quality from the SRS or quality of estimations from course administrators. Quality of data depends on volatility of student numbers (incoming and progression) and the timing of option choice.



Occupancy – Actual

Definition	The proportion of capacity that is actually used
Calculation	$\frac{\text{Actual number of students}}{\text{Available capacity of room/set of rooms}}$
Uses	<ul style="list-style-type: none"> Actual occupancy is less about timetabling and more about the number of students who actually attend the class.
Target	Sector good practice is >50%
Other	<ul style="list-style-type: none"> Actual occupancy tends to reduce over the course of the semester Actual occupancy also fluctuates over the course of the teaching week: events after 4pm, on Friday afternoons and 9am events tend to have lower attendance Actual occupancy may also fluctuate depending on the type of event: compulsory or optional, lecture or small group.

Utilisation – Booked

Definition	Proportion of the capacity that is booked across space and time
Calculation	Booked Frequency x Booked Occupancy
Uses	<ul style="list-style-type: none"> Booked utilisation is used to understand how well the teaching estate fits the teaching need
Target	Sector good practice is >55%
Other	<ul style="list-style-type: none"> Utilisation takes into account both rooms which are not used and capacity in rooms that are used, which is not used Data can be analysed across the teaching week and over the semester Data can be analysed across different room types, buildings etc.

Utilisation – Actual

Definition	Proportion of the capacity that is used across space and time
Calculation	Actual Frequency x Actual Occupancy
Uses	<ul style="list-style-type: none"> Actual utilisation is used to understand how well the space of the institution is used in practice
Target	Sector good practice is >35%
Other	<ul style="list-style-type: none"> Actual utilisation is not within the control of the timetabler as it depends on how many students attend teaching events Data can be analysed across teaching week and over the semester Data can be used to improve teaching experience and demand for particular slots



Proportion of Teaching Events

Definition	Proportion of use of estate by teaching events
Calculation	$\frac{\text{Number of Teaching Events}}{\text{Total Number of Booked Events}}$
Uses	<ul style="list-style-type: none">Understand the demand on the estate for events which are ranked more highly through the policies
Target	No target defined
Other	<ul style="list-style-type: none">Can be used to understand use of various room types such that they are fitted out appropriately.

Contiguous Hours

Definition	The number of occasions on which staff or students have more than X hours of teaching in a row
Uses	<ul style="list-style-type: none">Used to understand adherence to policy
Target	No target set yet
Other	<ul style="list-style-type: none">Staff data only available where staff are linked to activitiesShould be calculated on a weekly basis if weekly timetables are stable. If timetables are stable on a bi-weekly basis, should be calculated on a fortnightly basis.Can be returned as part of soft constraint reporting in CMIS.



Timetabling Procedures

This [Timetabling Procedures](#) document should be read in conjunction with the [Timetabling Policy](#).

The Timetabling Policy and Procedures documents support the approved timetabling approach for the shared curriculum of the new Common Architecture; and the phased implementation of the fixed timetable commencing in 2019/20 (year 1) [CL/18-19/052].

These timetabling procedures include:

- Centrally managed timetabling activities for undergraduate and postgraduate programmes.
- Locally managed timetabling activities for undergraduate and postgraduate programmes.

1. Timetabling Approach

- 1.1. The core contact hours of all shared modules to be delivered for years 1, 2, 3 and 4 of the new Common Architecture in 2022/23 will be centrally timetabled (see programme details below in Appendix 1). This will include the allocation of rooms.
- 1.2. Small group teaching, tutorials, labs, etc., (i.e., non-core contact hours) for years 1, 2, 3 and 4 of the shared curriculum will continue to be timetabled locally, including assignment of students to individual groups based on student's individual timetable availability.
- 1.3. The timetable will be compiled in a structured way using subject pillars as the basis for the timetable blocks.
- 1.4. Modules for non-pillar subjects in the shared curriculum will be scheduled into unused gaps in the timetable blocks.
- 1.5. Trinity Electives will be centrally timetabled: these modules will have dedicated timeslots in all timetables. **The scheduling of events in these specific timeslots MUST be avoided for those course years and programmes eligible to take Trinity Electives.**
- 1.6. The timeslots for each pillar will be rotated each year (to prevent modules from all years of any given subject having to be taught in the same block).
- 1.7. The range of possible Open Modules and new subjects for any given student will be naturally produced by the rotational block structure.
- 1.8. Normally new subjects taken up in year 2 should follow a structure towards a Minor award of 60 ECTS. Students take 20 ECTS each year in the new subject from one level below that of their current year.

2. Timetabling Procedures in 2022/23

2.1. Scheduling of teaching activities

- 2.1.1. Lecture events (i.e., core contact hours) should be fixed in the timetable first, followed by lab sessions, tutorials/seminars, etc. If required for Science subjects, labs may be scheduled first followed by lectures, tutorials/seminars, etc.



- 2.1.2. Labs, tutorials and seminars, etc. should be scheduled in the timetable using the auto-fitting functionality in the timetabling system.
- 2.1.3. Teaching and learning activities for both semesters should be completed and published by the notified completion date (see 3. Timetabling Timelines below).
- 2.1.4. Teaching events for students or staff with a disability should be identified as early as possible in the timetabling process and be suitably accommodated. Specific access requirements should be communicated to key timetabling staff early in the timetable planning stage.
- 2.1.5. Following the completion of room allocations for the shared curriculum timetable events, the allocation of available rooms for 2022/23 by School and Programme Managers, for all undergraduate and postgraduate timetabling activities, will be completed on a best-fit basis.

2.2. Access to the timetabling system (CMIS)

- 2.2.1. Facility CMIS, the University's timetabling system, may not be used unless training in its use has been provided. Following training, a personal user account will be issued, and users may only use their own personal user account to log onto Facility CMIS.
- 2.2.2. Access to the timetabling system will be assessed and reviewed annually (details to be agreed following approval of the appropriate governance and operational management structures for timetabling).

2.3. Conflict Resolution

- 2.3.1. In the event of a room booking conflict, the issue should be referred to the Central Timetabling Unit.

3. Timetabling Timelines for the delivery of the 2022/23 Timetable

Activity	Activity details	Done by	Approx. timing
3.1 Timetable Planning	– Curriculum planning for new academic year.	SPO	Nov-Dec 2021
	– Set up continuing years of new common architecture courses in CMIS.	ITS/CTU	Jan-Mar 2022
	– Set up of new teaching modules for 2022/23.	SPO	Jan-Mar 2022
	– Annual timetabling (rollover) meeting.	CTU/ITS	Mar 2022
	– Rollover of current CMIS event details to new 2022/23 dataset (access restricted to CTU only).	ITS	Mar 2022
	– New course codes available in SITS/CMIS.	AR/ITS	Mar 2022
	– Data cleanse new 2022/23 CMIS dataset (see Data cleanse activities for 2022/23 CMIS dataset below).	CTU/ITS (rollover)	Mar 2022
	– Update teaching space details in CMIS where required (subject to verification by Space Planning Manager).	CTU/EF	Mar-Apr 2022
	– Advise block timeslots and Trinity Elective timeslots to all stakeholders.	CTU	Mar 2022
– Confirm modules to be scheduled within block timeslots and expected module size.	SPO/CTU	Mar 2022	
– Arrange and deliver CMIS training for new CMIS users (if required).	ITS/CTU	Feb-Mar 2022	
3.2 Timetable Preparation and Editing	– Establish timetable requirements (module availability, preferred semester, weeks, day, time, venue, frequency, etc.) for all new and continuing modules.	SPO	Jan-Mar 2022
	– Update block timeslots in new CMIS dataset.	CTU	Feb-Mar 2022



Activity	Activity details	Done by	Approx. timing
	<ul style="list-style-type: none"> – Update course structures and course part structures in CMIS for shared curriculum timetabling. – Update/create timetable events for continuing/new Trinity Electives for 2022/23. – Update/create timetable events for core, compulsory modules for pillar subjects within the shared curriculum and within the agreed timetabling block and slot structures. – Update/create timetable events for core, compulsory modules for non-pillar subjects within the shared curriculum and within the remaining block and slot structures. – Sign-off on block and slot timetabling activities for 2022/23. – Complete timetabling for modules included in shared curriculum timetabling prior to pathway and online module enrolment. – Allocate teaching spaces to all shared curriculum and Trinity Elective timetabling events. – Release new 2022/23 dataset to Schools/Programme Offices/Timetablers. – Update course structures and course part structures in CMIS for all other timetabling activities for 2022/23 (including non-shared curriculum timetabling and postgraduate timetabling). – Update all other timetable events that have rolled over from the previous dataset to confirm they are required. – Create/update all other timetable events as required for new academic year. – Complete seminar/tutorial/lab timetabling for continuing students. 	<ul style="list-style-type: none"> CTU CTU CTU CTU CTU CTU CTU ITS SPO SPO SPO SPO 	<ul style="list-style-type: none"> Feb-Mar 2022 Feb-Mar 2022 Feb-Mar 2022 Feb-Mar 2022 May-Jun 2022 Jun 2022 Jun 2022 Jun 2022 Jun-Aug 2022 Jun-Aug 2022 Jun-Aug 2022 Jun-Aug 2022
3.3 Allocation of rooms	<ul style="list-style-type: none"> – In new 2022/23 CMIS dataset remove rooms from rolled over teaching events (as per Data cleanse activities for 2022/23 CMIS dataset in 4. below). – Allocate rooms to Trinity Elective modules. – Allocate specialist teaching space for block and slot timetabling structure. – Allocate centrally managed space (current SL Pool rooms) for block and slot timetabling structures. – Allocate rooms for all other undergraduate timetabling activities. – Allocate rooms for all postgraduate timetabling activities. – CRU/Accommodation commence room bookings in new dataset. 	<ul style="list-style-type: none"> CTU/ITS (rollover) CTU CTU CTU SPO SPO CRU/ACC 	<ul style="list-style-type: none"> Mar 2022 Jun 2022 Jun 2022 Jun 2022 Jun-Aug 2022 Jun-Aug 2022 Jun-Aug 2022
3.4 Student Module	<ul style="list-style-type: none"> – Gather student module choices, for required years, for the new academic year for non-OME programmes. – Enrol students to optional module choices for required 	<ul style="list-style-type: none"> SPO SPO 	<ul style="list-style-type: none"> Feb-Apr 2022 Jun-Aug 2022



Activity	Activity details	Done by	Approx. timing
Enrolment	<ul style="list-style-type: none"> years for non-OME programmes. – Allocate subgroups for seminars/tutorials, as required. – Monitor and resolve student clashes. – Monitor new students in new dataset and ensure they are enrolled on modules following registration. – Online module enrolment to JF, SF, JS and SS students in shared curriculum programmes. – Remove modules from students who do not progress to the next academic year. 	<ul style="list-style-type: none"> SPO SPO SPO AR/OME SPO 	<ul style="list-style-type: none"> Jun-Aug 2022 Jun-Aug 2022 Aug-Sep 2022 Jul-Aug 2022 Sep 2022
3.5 Publication of Timetables	<ul style="list-style-type: none"> – Confirm timetable publication date for 2022/23. – Prepare and review provisional timetables. – Amend provisional timetables as required. – Complete timetable preparation in time for release on the My.TCD.ie portal. – Approve release of timetables on My.TCD.ie portal. – Make timetables available on the My.TCD.ie portal. – Switch on timetable integrations with other systems. 	<ul style="list-style-type: none"> CTU SPO CTU/SPO SPO CTU ITS ITS 	<ul style="list-style-type: none"> Mar 2022 Jul-Aug 2022 Aug 2022 22 Aug 2022 19 Aug 2022 22 Aug 2022 22 Aug 2022
3.6 Teaching Term Dates	<ul style="list-style-type: none"> – 2022/23 Semester 1: 12/09/2022 – 02/12/2022² – 2022/23 Semester 2: 23/01/2023 – 14/04/2023 		

Key:

AR	Academic Registry
CRU/ACC	Commercial Revenue Unit/Accommodation Office
CTU	Central Timetabling Unit (ASD)
EF	Estates and Facilities (Space Planning Office)
ITS	IT Services
OME	Online Module Enrolment
SPO	Schools/Programme Offices

² For JF new entrant students, Semester 1 teaching weeks are 5-8, 10-14, as per the 2022/23 Academic Year Calendar).



4. Data cleanse activities for new 2022/23 CMIS dataset

As part of the creation of the 2022/23 CMIS dataset, events from the 2021/22 dataset will be rolled over, with the following exceptions:

4.1. Events will be removed from new dataset for weeks = 1 to 52 where:

- 4.1.1. Events have no day
- 4.1.2. Events have no start time
- 4.1.3. Events have a start time before 0800 and after 2200
- 4.1.4. Events have a start time not commencing on the hour (e.g., 0915, 1545, etc.)
- 4.1.5. Events do not have an on-the-hour finish time
- 4.1.6. Events have no module (except event types = ACCOMM, ARTSBK, ENQ, ORIENT, XEXAM)
- 4.1.7. Events have a TYPE containing MISC or CORE or ADMIN (and/or module codes/ names containing MISC or miscellaneous).
- 4.1.8. Events have no room (except ONLINE-LIVE, ONLINE-REC, F2F-LIVE, F2F-HYBRID events).

Note: Clashing events currently scheduled at 8am will not be removed, but other course clashes (where two compulsory modules clash) will be removed.

4.2 Events to be unscheduled in the (new) rolled over dataset:

- 4.2.1 Any events currently scheduled in Trinity Elective timeslots will be unscheduled (not deleted) in the new dataset³.

4.3 Events to be updated in the (new) rolled over dataset:

- 4.4.1 Week ranges will be returned to normal teaching week ranges⁴ for 2022/23 (semester 1: 3-8, 10-14, and for semester 2: 22-27, 29-33).

³ Where identifiable only events containing UG module codes will be unscheduled from the specific Trinity Elective timeslots

⁴ Timetable events for semester 1 modules taken by JF new entrant students will be scheduled for weeks 5-8, 10-14, as per the 2022/23 Academic Year Calendar).



5. Definitions

- 5.1 **Block** – a collection of timeslots within a timetable into which subject-based activities are placed.
- 5.2 **Pillar** – a collection of independent subjects which can be taught at the same time.
- 5.3 **Centrally managed teaching space** – teaching spaces currently designated as ‘Senior Lecturer Pool Rooms’, which are owned and managed centrally (currently categorised in CMIS as ‘A’ rooms).
- 5.4 **Locally managed teaching space** – teaching spaces located within a range of rooms allocated to a School in the Space Atlas. These spaces may be ‘specialist’ teaching rooms, e.g., laboratories, libraries, etc. that are booked on a priority basis by the local School (currently categorised in CMIS as ‘B’, ‘D’ and ‘P’ rooms).
- 5.5 **Common Shared Timetable** – undergraduate programmes where the curriculum, or part of it, is offered in combinations, such as joint honours and multidisciplinary programmes or where modules are made available to other programmes or to visiting students.

A more comprehensive collection of terms can be found in the Timetabling Glossary.

6. Related Documents

Timetabling Policy, v3, 7 April 2021

Policy for the Management of Teaching Spaces, v2, 7 April 2021

7. Document Control and Approval

Undergraduate Studies Committee:	13 April 2021
Graduate Studies Committee:	22 April 2021
Council:	28 April 2021

8. Date of next review: Academic year 2022/23.



Appendix 1

Programmes included in the block timetabling structure (i.e., programmes with a shared curriculum within the new common programme architecture). [Year 1, Year 2, Year 3, Year 4 in 2022/23.](#)

Faculty	Course / Degree / Moderatorship
AHSS	Ancient and Medieval History and Culture (AMHC)
AHSS	Business Studies and French
AHSS	Business Studies and German
AHSS	Business Studies and Polish
AHSS	Business Studies and Russian
AHSS	Business Studies and Spanish
AHSS	Classics, Ancient History & Archaeology (CLAHA)
AHSS	Economic and Social Studies (BESS)
AHSS	European Studies
AHSS	European Studies <i>Columbia</i>
AHSS	History and Political Science
AHSS	Law and Business
AHSS	Law and French
AHSS	Law and German
AHSS	Law and Political Science
AHSS	Middle Eastern and European Languages and Culture (MEELC)
AHSS	Middle Eastern and European Languages and Culture (MEELC) <i>Columbia</i>
AHSS	Philosophy, Political Science, Economics and Sociology (PPES)
AHSS	Political Science and Geography
AHSS	Sociology and Social Policy
AHSS	Joint Honours programme
Faculty	Course / Degree / Moderatorship
EMS	Computer Science and Business
EMS	Computer Science and French
EMS	Computer Science and German
EMS	Computer Science and Modern Irish
EMS	Computer Science, Linguistics and a Language

Programmes not included in the block timetabling structure⁵ (i.e., single honours programmes within the new common programme architecture; programmes in the Professional, Science and Clinical architecture pathways). [All years in 2022/23.](#)

Faculty	Course / Degree / Moderatorship
AHSS	Global Business
AHSS	Clinical Speech and Language Studies
AHSS	Deaf Studies
AHSS	Drama and Theatre Studies
AHSS	Early and Modern Irish
AHSS	English Studies
AHSS	Film
AHSS	Film <i>Columbia</i>

⁵ Modules for single honours programmes which are included in the shared curricula of other programmes within the Common Architecture will be centrally timetabled.



Faculty	Course / Degree / Moderatorship
AHSS	History
AHSS	History <i>Columbia</i>
AHSS	History of Art and Architecture
AHSS	History of Art and Architecture <i>Columbia</i>
AHSS	Law (LLB)
AHSS	Music
AHSS	Music Education
AHSS	Philosophy
AHSS	Philosophy <i>Columbia</i>
AHSS	Psychology
AHSS	Religion
AHSS	Religion <i>Columbia</i>
AHSS	Social Studies

In addition to all of the above programmes, the following programmes will be required to accommodate the dedicated timeslots for Trinity Electives in 2022/23 (i.e., core, compulsory modules for these programmes **may not be scheduled** in the Trinity Elective timeslots).

Faculty	Course / Degree / Moderatorship
EMS	Computer Science (Integrated)
EMS	Engineering (Integrated)
EMS	Engineering with Management (Integrated)
EMS	Management Science and Information Systems Studies
EMS	Mathematics
EMS	Theoretical Physics
EMS	Science: Biological & Biomedical Sciences
EMS	Science: Chemical Sciences
EMS	Science: Geography & Geosciences
EMS	Science: Physical Sciences
EMS	Science Moderatorships
Faculty	Course / Degree / Moderatorship
HS	Human Health and Disease

All programmes, including the following Health Sciences programmes, may be required to revise room allocations for 2022/23 following the allocation of centrally managed space for Trinity Electives and the shared curriculum timetables.

Faculty	Course / Degree / Moderatorship
HS	Dental Science
HS	Medicine
HS	Midwifery
HS	Nursing
HS	Nursing: Children's and General
HS	Occupational Therapy
HS	Pharmacy
HS	Physiotherapy
HS	Radiation Therapy