Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Timetabling Policy and Procedures

Approved by Council: v1
Date of Issue: 20 March 2019
Date last reviewed: 20 March 2019

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The University of Dublin
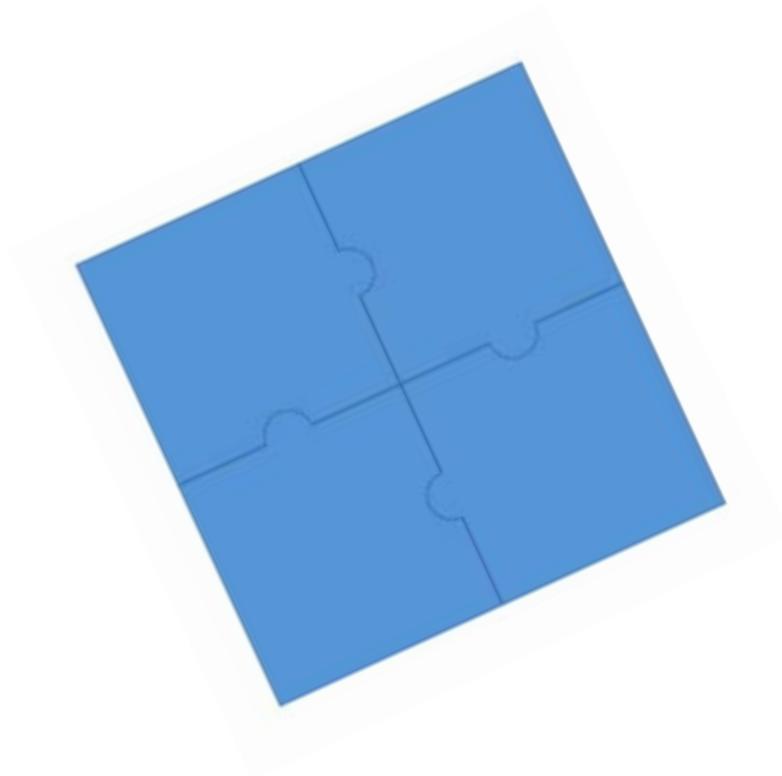
Timetabling Policy

1. Context

As part of a review of timetabling practices at Trinity, SUMS Consulting (a not-for-profit organisation specialising in supporting change in the higher education sector) gauged timetabling performance in Trinity against a timetabling maturity model. Timetabling practices for both undergraduate and postgraduate teaching were measured under the key areas of: performance, process, publication, systems and data, people, space and policy. Trinity performed poorly relative to peer institutions. Timetabling at Trinity is currently devolved to Schools with inconsistent approaches to recording timetabling data, resolving clashes and utilisation of teaching spaces. There is little overall governance of timetabling and no defined performance metrics. In parallel, a space audit carried out by Estates and Facilities showed that space usage at Trinity was highly inefficient, both in terms of usage and occupancy. It is recognised that a timetabling policy should be one of the tools in advancing, over time, the maturity of the University's timetabling processes, informed by performance metrics.

In addition, in November 2018 Council approved (1) a new approach to timetabling for the shared curriculum of years 1 and 2 of the new Common Architecture; and (2) the phased implementation of the fixed timetable commencing in 2019/20 for year 1 of the shared curriculum within new Common Architecture [CL/18-19/052].

This university-wide Timetabling Policy has been developed as part of the transition to the shared timetabling solution to support the introduction of the common programme architecture and to support the development of the central management of timetabling 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.

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 (to be 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.

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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 communication of timetabling priorities.

3.5.   Improved data quality.

3.6.   Enhanced student experience.

3.7.   Supports performance measurement of timetabling metrics (e.g., space utilisation).

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. Principles

5.1.   All teaching and learning activities (e.g. lectures, tutorials, labs, workshops, etc.) are recorded within the central timetabling system (CMIS), including activities taking place in centrally timetabled space or locally managed formal teaching space, events scheduled in off-campus locations, and teaching and learning activities taking place outside of "normal" teaching times (e.g., some postgraduate teaching and learning activities).

5.2.   Timetabling is conducted according to agreed timetabling procedures (and schedule) published on an annual basis.

5.3.   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 18.00[1].

5.4.   Undergraduate teaching activities should not be scheduled during the two Study/Review weeks (as identified in the annual academic year calendar).

5.5.   Teaching events should not normally be scheduled outside the core teaching hours (Monday to Friday, 09.00 to 18.00) unless the delivery arrangements for specific programmes require alternative arrangements to be put in place, or if the events are subject to specific external demands.

5.6.   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.

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[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'.

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5.7. The size (number of students expected) of a teaching event should not exceed the seating capacity of the room as recorded in CMIS.

5.8. Where possible, students and staff should normally have at least one hour free from teaching and learning between 12.00 and 15.00.

5.9. Travel time between the location of classes should be minimised.

5.10. The frequency, occupancy and utilisation of space for teaching and learning events will be regularly measured and reported.

6. Definitions

6.1. **Block** – a collection of timeslots within a timetable into which subject-based activities are placed.

6.2. **Pillar** – a collection of independent subjects which can be taught at the same time.

6.3. **Centrally timetabled space** – all teaching spaces, including those designated as 'Senior Lecturer Pool Rooms', and all other local teaching spaces as recorded in the timetabling system and bookable by Central Timetabling.

6.4. **Locally managed teaching space** – formal teaching spaces located within a range of rooms allocated to a School in the University's Atlas. These spaces may be 'specialist' teaching rooms, e.g., laboratories, libraries, etc. that are booked on a priority basis by the local School.

6.5. **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.

7. Policy

7.1. Timetable structure

7.1.1. 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 (see Appendix 1 for list of programmes).

7.1.2. 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 sessions are scheduled outside the block.

7.1.3. Timetabling for programmes outside the common shared timetable will continue to be devolved but 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. Visiting students should also be enabled to select open modules.

7.1.4. Timetabled events for taught postgraduate teaching activities are arranged according to programme requirements.

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7.2. Space

7.2.1. Teaching and learning spaces are part of the university's estate. Any matters relating to space allocation and utilisation of these spaces at a strategic level are determined by the Bursar, guided as appropriate by the relevant university committee.

7.2.2. All teaching and learning activities that form part of an undergraduate or postgraduate programme are timetabled within the current timetabling system (CMIS). This includes activities taking place in centrally timetabled space, locally managed formal teaching space and in off-site locations.

7.2.3. Teaching and learning activities take precedence over non-teaching activities. Exceptions to this priority 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.

7.2.4. The university teaching and learning estate is divided between centrally timetabled space or locally managed teaching space.

7.2.5. A protocol has been developed to ensure that Schools/Programme Offices retain priority for bookings in locally managed formal teaching space and that unbooked space is released for central timetabling after an appropriate period of time (see Timetabling Procedures, 2.3).

7.2.6. Data held in the timetabling system must be accurate and capable of informing space scenario planning, student number planning and consequentially future estates development.

7.2.7. 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.

7.2.8. Trinity Electives will be assigned a distinct block within the common shared timetable and students eligible to take Trinity Electives must not be constrained by their programme timetable from choosing a Trinity Elective.

7.3. Governance and Operational Management

7.3.1. As an interim measure for the 2019/20 academic year, the Timetabling Policy, and associated Timetabling Procedures, will be managed jointly by the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies. The Bursar, or other designated representative, will be consulted on matters relating to the utilisation of teaching space, as required. Following approval by Council of the appropriate governance and management structures for timetabling a revised Timetabling Policy will be issued.

7.3.2. Timetabling for year one of the shared curriculum for the new common architecture will be conducted by Central Timetabling (comprising staff with timetabling expertise in the Academic Services Division (ASD)) for 2019/20. This is an interim course of

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action until such time as new measures are in place and responsibilities and reporting lines for centralised timetabling and room allocation have been agreed.

7.3.3. Central Timetabling (CT), reporting to the Senior Lecturer/Dean of Undergraduate Studies, has overall responsibility for the day-to-day management of the shared curriculum timetable and the central allocation of teaching space for shared curriculum timetable events.

7.4. Roles and Responsibility

7.4.1. Central Timetabling (CT)

7.4.1.1. Deliver the partial block timetable for year 1 of the 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.

7.4.1.2. Construct a timetable that accommodates core contact hours for shared modules for the Joint Honors offerings at entry (for Year 1 (2019/20) and Years 1 and 2 in 2020/21).

7.4.1.3. Use the subject pillars as the basis for timetable blocks.

7.4.1.4. Fit non-pillar Joint Honors subject modules into unused gaps in those blocks.

7.4.1.5. Schedule the Trinity Elective modules into their dedicated timetable slots.

7.4.1.6. Allocate rooms to timetable events for modules belonging to the shared curriculum programmes within the new programme architecture.

7.4.2. Academic Registry

7.4.2.1. Designated business owner of the timetabling system.

7.4.2.2. Co-ordinates the annual rollover of timetabling data.

7.4.2.3. Responsible for coordinating with IT Services and Estates and Facilities the interfaces of appropriate data into CMIS from SITS and Planon.

7.4.3. IT Services

7.4.3.1. Responsible for provision of access to the central timetabling system.

7.4.3.2. Facilitate the annual rollover of timetabling data.

7.4.3.3. Responsible for the supply and maintenance of IT equipment in centrally bookable teaching spaces.

7.4.3.4. Provide support to users of IT equipment in centrally bookable teaching spaces[2].

7.4.3.5. Responsible for coordinating with Academic Registry and Estates and Facilities the interfaces of appropriate data into CMIS from SITS and Planon.

7.4.4. Estates and Facilities

7.4.4.1. Responsible for maintaining the University Atlas and record of teaching and learning spaces on campus and off-site locations.

7.4.4.2. In close association with the Academic Registry, the Space Planning Officer will conduct regular audits of teaching space reporting on the frequency and occupancy of space usage and make recommendations for improved usage of teaching spaces as required.

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[2] The supply and maintenance of specialist equipment in locally managed teaching spaces will continue to be managed within the 'owning' discipline/school as designated in the University Atlas.

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7.4.4.3. Responsible for coordinating with Academic Registry and IT Services the interfaces of appropriate data into CMIS from SITS and Planon.

7.4.5. School/Programme Timetabling Co-ordinators

7.4.5.1. Responsible for scheduling module events outside the core contact hours for pillar subjects within the shared curriculum of the new programme architecture.

7.4.5.2. Accommodate the deliverables of the partial block timetable and the placement of the Trinity Electives in local timetables.

7.4.5.3. Provide teaching requirements, in a timely manner, to Central Timetabling and to local School/Programme staff, as required.

7.4.5.4. Resolve local timetabling issues within the constraints of the Timetabling Policy and annual Timetabling Procedures policy documents.

7.4.5.5. Conduct timetabling activities within the parameters of the agreed annual timetabling procedures and associated timelines.

7.4.6. Teaching staff

7.4.6.1. 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.

7.4.6.2. Teaching staff should promptly review and confirm draft timetable details for each of their modules.

7.4.6.3. Are required to 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.

7.4.6.4. Advise School timetabling staff of any timetabling issues that might arise.

7.4.6.5. Report any issues with assigned teaching space, equipment or access.

7.4.7. Students

7.4.7.1. Should register their optional module choices by the requested method and the required deadlines.

7.4.7.2. Should review and check their annual teaching timetable to ensure it is complete.

7.4.7.3. Where required, liaise with the Disability Service to advise of special arrangements/requirements.

7.4.7.4. Report any timetabling clashes promptly to their local School/Programme office.

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

7.4.8.1. 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.

7.4.8.2. 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).

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7.4.9. Accommodation Office

7.4.9.1. 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).

7.5. Publication

7.5.1. The timetable will be published annually and will be available to students and staff.

7.5.2. The date of publication for the annual undergraduate and postgraduate teaching timetables will be advised early in the academic year as part of the timelines within the Timetabling Procedures.

7.5.3. Changes to the published timetables should not be permitted except in exceptional cases (e.g., room change required due to under/over module enrolments, student/staff accessibility).

7.6. Performance

7.6.1. In order to monitor the effectiveness of the Timetabling Policy and Timetabling Procedures an annual set of timetabling metrics will be devised based on best practice in peer universities. These timetabling metrics will be focused on the need to improve timetabling performance including the following areas:

- Student experience (e.g., availability of timetable schedules; timetabled hours per day);
- Staff experience (e.g., daily teaching load);
- Space utilisation (frequency, occupancy, utilisation).

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, v1, 20 March 2019

10. Document Control and Approval

TEP Logistics Workstream:	21 January 2019
TEP Steering:	30 January 2019
Undergraduate Studies Committee:	19 February 2019
Graduate Studies Committee:	28 February 2019
Council:	20 March 2019

11. Date of next review: Academic Year 2020/21 (and thereafter every five years).

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Timetabling Procedures

This Timetabling Procedures document should be read in conjunction with the new Timetabling Policy.

Both documents support the approved new timetabling approach for the shared curriculum of years 1 and 2 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. Applicable to central timetabling and local timetabling
1.1.1. All teaching spaces will be made visible in CMIS, as mandated by Council and Board.
1.1.2. A protocol has been developed to ensure that Schools/Programme Offices retain priority for bookings in local teaching space and that unbooked space is released for central timetabling after an appropriate period of time (see 2.3 below).
1.1.3. Trinity Elective 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.

1.2. Specific to central timetabling
1.2.1. The core contact hours of all shared modules to be delivered in Year 1 of the new Common Architecture in 2019/20 will be centrally timetabled (see programme details below in Appendix 1). This will include the allocation of rooms.
1.2.2. Small group teaching, tutorials, labs, etc., (i.e., non-core contact hours) for year 1 of the shared curriculum will continue to be timetabled locally, including assignment of students to individual groups based on student's individual timetable availability.
1.2.3. The timetable will be constructed to accommodate the core contact hours for all shared modules for the Joint Honors offerings at entry (for year 1 only in 2019/20).
1.2.4. The timetable will be compiled in a structured way using subject pillars as the basis for the timetable blocks.
1.2.5. Modules for non-pillar subjects in the shared curriculum will be scheduled into unused gaps in the timetable blocks.
1.2.6. Trinity Electives will be centrally timetabled in 2019/20.
1.2.7. 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).
1.2.8. The range of possible Open Modules and new subjects for any given student will be naturally produced by the rotational block structure.

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1.2.9. 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 for 2019/20

2.1. Scheduling of teaching and non-teaching activities

2.1.1. All teaching events **must** be scheduled into the University's current timetabling system (CMIS), regardless of whether they take place in central timetabled space or in locally managed formal teaching space. There are no derogations permitted to this requirement.

2.1.2. All non-teaching events requiring the allocation of teaching space must be entered into the University's timetabling system (CMIS).

2.1.3. Undergraduate teaching activities will normally be scheduled during approved teaching and learning weeks (as identified in the annual academic year calendar) on weekdays (Monday to Friday) and between 09.00 and 18.00 (last timetable slot 17.00-18.00). Postgraduate teaching events may be scheduled outside these days/times, if required.

2.1.4. Teaching activities are normally scheduled in full-hour timeslots (or multiples thereof) commencing on the hour and finishing at 10 minutes to the hour.

2.1.5. Where possible, students and staff will have at least one hour free of teaching between 12.00 and 15.00.

2.1.6. 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.

2.1.7. Labs, tutorials and seminars, etc. should be scheduled in the timetable using the auto-fitting functionality in the timetabling system.

2.1.8. All timetabled events should have the following fields accurately and correctly populated: Day, Start, Mins, Weeks, Source, Owner (*the department for which the event is scheduled*), Event Type, Module, Lecturer, Room.

2.1.9. Teaching and Learning activities for both semesters should be completed and published by the notified completion date (see 3. Timetabling roles and responsibilities with draft timeline below).

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 by IT Services (Business Application Support). 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. Protocol for the Management of Teaching Space

2.3.1. All teaching spaces, including centrally timetabled space (currently designated as SL pool rooms), locally managed formal 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.

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2.3.2. 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 reconciled annually against the University Atlas to ensure their availability for timetabling.

2.3.3. Teaching and learning activities take precedence over non-teaching activities. Exceptions to this priority 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.

2.3.4. Larger classes take precedence over smaller classes (for capacity fit into a space).

2.3.5. Full semester bookings normally take precedence over single week or ad hoc bookings.

2.3.6. Teaching activities requiring specialist equipment/facilities (e.g., labs, theatre space, etc.) will have priority access to the specialist space.

2.3.7. Undergraduate teaching activities should not be scheduled during the two Study/ Review weeks (as identified in the annual academic year calendar).

2.3.8. 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.

2.3.9. Following the completion of room allocation for the shared curriculum timetable events, the allocation of available rooms for 2019/20 by School and Programme Managers, for all undergraduate and postgraduate timetabling activities, will be based on the agreed principle/honour system of re-assigning those rooms allocated in the 1819 timetable dataset on a best-fit basis.

2.3.10. In the event of a room booking conflict the issue should be referred to Central Timetabling.

2.3.11. Maintenance of teaching and learning spaces should be scheduled outside teaching and learning activities and other formal annual events (see 2.3.3 above).

3. Timetabling roles and responsibilities for 2019/20[3]

Activity	Activity details	Done by	Approx. timing
3.1 Timetable Planning	– Set up new 'TEP' Phase 2 courses in SITS – Curriculum planning for new academic year – Set up new 'TEP' Phase 2 courses in CMIS – Set up of new 'TEP' teaching modules for 2019/20 – New course codes available in SITS/CMIS – Annual timetabling (rollover) meeting	AR/ITS SPO AR/ITS AR AR/ITS AR/CT/ITS	Jun-Sep 2018 Nov-Dec 2018 Jan 2019 Feb 2019 Feb 2019 Feb 2019

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[3] A copy of these details, along with recommended timelines, will be communicated directly to all key stakeholders involved in timetabling processes.

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Activity	Activity details	Done by	Approx. timing
	– Rollover of current CMIS event details to new 2019/20 dataset (access restricted to CT only)	AR/CT/ITS	Feb-Mar 2019
	– Data cleanse new 2019/20 CMIS dataset (see Data cleanse activities for 2019/20 CMIS dataset below)	CT/ITS (rollover)	Feb-Mar 2019
	– New module codes available in CMIS	AR	Mar 2019
	– Provide details of new teaching spaces for 2019/20	EF	Mar 2019
	– Manually add new teaching spaces to CMIS (to be checked against Planon details)	AR/CT	Mar 2019
	– Advise block timeslots and Trinity Elective timeslots to all stakeholders	CT	Mar 2019
	– Confirm modules to be scheduled within block timeslots and expected module size	CT/SPO	Mar 2019
	– Arrange and deliver CMIS training for new CMIS users (if required).	ITS	TBC
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 2019
	– Set up block timeslots in new CMIS dataset	CT	Mar 2019
	– Set up room pools in new CMIS dataset	CT	Mar 2019
	– Update course structures and course part structures in CMIS for shared curriculum timetabling and Trinity Electives	CT	Mar 2019
	– Create timetable events for Trinity Electives for 2019/20 and allocate rooms	CT	Mar 2019
	– Create/update timetable events for core, compulsory modules for pillar subjects within the shared curriculum and within the agreed timetabling block and slot structures	CT	Mar-Apr 2019
	– Create/update timetable events for core, compulsory modules for non-pillar subjects within the shared curriculum and within the remaining block and slot structures	CT	Mar-Apr 2019
	– Sign-off on block and slot timetabling activities for 2019/20	SPO	Apr 2019
	– Release new 2019/20 dataset to Schools/ Programme Offices/Timetablers	ITS	Apr 2019
	– Update course structures and course part structures in CMIS for all other timetabling activities for 2019/20 (including non-shared curriculum timetabling and postgraduate timetabling)	SPO	Apr-Jul 2019
	– Update all other timetable events which have rolled over from the previous dataset to confirm they are required	SPO	Apr-Jul 2019

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Activity	Activity details	Done by	Approx. timing
	– Create/update all other timetable events as required for new academic year	SPO	Apr-Jul 2019
3.3 Allocation of rooms	– In new 2019/20 CMIS dataset remove rooms from rolled over teaching events (as per Data cleanse activities for 2019/20 CMIS dataset in 4. below)	CT/ITS (rollover)	Feb-Mar 2019
	– Allocate rooms to Trinity Elective modules	CT	Mar 2019
	– Allocate specialist teaching space for block and slot timetabling structure	CT	Mar 2019
	– Allocate centrally timetabled space (current SL Pool rooms) for block and slot timetabling structure	CT	Mar-Apr 2019
	– Allocate rooms for all other undergraduate timetabling activities	SPO	Apr-Jul 2019
	– Allocate rooms for all postgraduate timetabling activities	SPO	Apr-Jul 2019
	– CRU/Accommodation commence room bookings in new dataset	CRU/ACC	Jul 2019
3.4 Student Module Enrolment	– Gather student module choices for the new academic year	SPO	Mar-Apr 2019
	– Enrol students to optional module choices	SPO	Apr-Jul 2019
	– Allocate subgroups for seminars/tutorials, as required	SPO	Apr-Jul 2019
	– Monitor and resolve student clashes as necessary		
	– Monitor new students in new dataset and ensure they are enrolled on modules following registration	SPO SPO	Apr-Jul 2019 August 2019
	– Remove modules from students who do not progress the next academic year	SPO	Sep 2019
	– Open online module enrolment to students for Trinity Electives	AR	TBC
	– Enrol students to Trinity Electives	AR	TBC
3.5 Publication of Timetables	– Confirm timetable publication date for 2019/20	AR/CT/SPO	Feb 2019
	– Prepare and review provisional timetables	SPO	Jul-Aug 2019
	– Amend provisional timetables as required	CT/SPO	Aug 2019
	– Complete timetable preparation in time for release on the My.TCD.ie portal.	SPO	16 Aug 2019
	– Approve release of timetables on My.TCD.ie portal	AR	16 Aug 2019
	– Make timetables available on the My.TCD.ie portal	ITS	19 Aug 2019
	– Switch on timetable integrations with other systems.	ITS	19 Aug 2019
3.6 Teaching Term Dates	– 2019/20 Semester 1: 09/09/2019 – 29/11/2019 – 2019/20 Semester 2: 20/01/2020 – 10/04/2020		

Key:

AR	Academic Registry
CRU/ACC	Commercial Revenue Unit/Accommodation Office
CT	Central Timetabling (ASD for 2019/20)
EF	Estates and Facilities (Space Planning Office)
ITS	IT Services
SPO	Schools/Programme Offices

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4. Data cleanse activities for 2019/20 CMIS dataset

As part of the creation of the 2019/20 CMIS dataset events from the 2018/19 dataset will be rolled over, with the following exceptions:

4.1. Events to be removed from new dataset for weeks = 1 to 52:
4.1.1. Events with no day
4.1.2. Events with no start time
4.1.3. Events with start time before 0800 and after 2200
4.1.4. Events with start time not commencing on the hour (e.g., 0900, 1100, 1500, etc.)
4.1.5. Events without on-the-hour finish times
4.1.6. Events with no module (except event types = ACCOMM, ARTSBK, ENQ, XEXAM)
4.1.7. Events with no room
4.1.8. Events with TYPE = MISC

4.2. Event types to be rolled over without rooms for weeks = 1 to 52:
4.2.1. All lecture events scheduled into SL pool rooms (type = LECT)
4.2.2. All field events (type = FIELD)
4.2.3. All project events (type = PROJ)
4.2.4. All events with types = ADMIN or CORE or NEURO.

4.3 Event types to be rolled over with rooms for weeks = 1 to 52 (except where otherwise noted):
4.3.1   All lecture events scheduled into non-SL pool rooms (type = LECT)
4.3.2   All placement events (type = PLACE)
4.3.3   All seminar events (type = SEM) [4]
4.3.4   All tutorial events (type = TUT) [5]
4.3.5   All practical events (type = PRACT)
4.3.6   All laboratory events (type = LAB)
4.3.7   All Enquiries Office bookings with weeks 53 and greater (type = ENQ)
4.3.8   All Accommodation Office bookings weeks 53 and greater (type = ACCOMM)
4.3.9   All Arts Building Conference Room bookings weeks 53 and greater (type = ARTSBK)
4.3.10 All examination events (type = XEXAM)
4.3.11 All orientation events (type = ORIENT)

4.4 Events to be unscheduled in the (new) rolled over dataset (specific timeslots to be advised):
4.4.1   All UG events that are scheduled in the dedicated Trinity Elective timeslots[6].

Note: Clashing events will not be rolled over.

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[4] Subject to timetabling constraints (i.e., rooms will be removed in the new dataset if required for central timetabling).
[5] Subject to timetabling constraints (i.e., rooms will be removed in the new dataset if required for central timetabling).
[6] Where identifiable only events containing UG module codes will be unscheduled from the specific Trinity Elective timeslots for teaching and learning weeks 3-14 and 22-33).

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5. Publication of the Timetable

5.1 The timetable will be published via the My.TCD.ie portal and will be available to students and staff.

5.2 Changes to the published timetables should not be permitted except in exceptional cases (e.g., room change required due to under/over module enrolments, student/staff accessibility). [It is anticipated that a Change Management process for timetabling will be defined and agreed as part of the recommendations for future governance and operational management of timetabling.]

6. Definitions

6.1 **Block** – a collection of timeslots within a timetable into which subject-based activities are placed.

6.2 **Pillar** – a collection of independent subjects which can be taught at the same time.

6.3 **Centrally timetabled space** – all teaching spaces, including those previously designated as 'Senior Lecturer Pool Rooms', and all other local teaching spaces as recorded in the timetabling system and bookable by Central Timetabling.

6.4 **Locally managed teaching space** – formal teaching spaces located within a range of rooms allocated to a School in the University's Atlas. These spaces may be 'specialist' teaching rooms, e.g., laboratories, libraries, etc. that are booked on a priority basis by the local School.

6.5 **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.

7. Related Documents

Timetabling Procedures, v1, 20 March 2019

8. Document Control and Approval

TEP Logistics Workstream:	21 January 2019
TEP Steering:	30 January 2019
Undergraduate Studies Committee:	19 February 2019
Graduate Studies Committee:	28 February 2019
Council:	20 March 2019

9. Date of next review: September 2019 for 2020/21 academic year.

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Appendix 1

Programmes included in the proposed timetabling structure (i.e., programmes with a shared curriculum within the new common programme architecture). Year 1 only in 2019/20.

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	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	Philosophy, Political Science, Economics and Sociology (PPES)
AHSS	Political Science and Geography
AHSS	Sociology and Social Policy
AHSS	Joint Honors combinations (formerly TSM)
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

Programmes not included in the proposed timetabling structure[7] (i.e., single honors programmes within the new common programme architecture; programmes in the Professional, Science and Clinical architecture pathways).   All years in 2019/20.

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

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[7] Modules for single honors programmes which are included in the shared curricula of other programmes within the Common Architecture will be centrally timetabled.

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Faculty	Course / Degree / Moderatorship
AHSS	English Studies
AHSS	History
AHSS	Law (LLB)
AHSS	Music
AHSS	Music Education
AHSS	Philosophy
AHSS	Psychology
AHSS	Religion
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 2019/20.

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 2019/20 following the allocation of centrally timetabled 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