

## Space Management and Timetabling Policy

First Produced:	24/08/95 (under different title)	Authorisation:	Te Kāhui Manukura (TKM)
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Applies From:	Immediately		

Changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

# 1 Introduction

## 1.1 Purpose

- a To effectively plan and manage the physical spaces available for teaching, learning, research, and administration support, at all campus locations.
- b To ensure effective allocation, timetabling, and management of spaces that meet users' needs in ways which are efficient, practical, and consistent with all other relevant Ara Institute of Canterbury Limited (Ara) policies and guidelines.

## 1.2 Scope and Application

This policy applies to all Ara owned and leased buildings and facilities.

## 1.3 Formal Delegations

Te Kāhui Manukura (TKM) has the ultimate responsibility to ensure the utilisation of space is carried out to maximise the best use of facilities. This responsibility is delegated to the Timetabling and Space Utilisation Governance Group (TSUGG).

TSUGG will undertake the responsibilities as outline in their Terms of Reference and report back through the Academic, Innovation and Research leadership team (AIRLT).

Members of TSUGG will be made up of relevant colleagues from within AIR administration, Facilities Management (FM), Project Management Office, Timetabling Team, and other organisational units.

## 1.4 Definitions

- a **Academic event:** Any event directly contributing to the learning, teaching, or research functions of Ara. Administrative, social, ceremonial, community-related, business-related, professional-related, and infrastructure support events are considered to be indirect and are excluded from this definition.
- b **Academic units:** Departments and programmes responsible for delivering courses credited to awards.
- c **Ad-hoc bookings:** Casual or one-off bookings made outside of the annual timetable planning.

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- d **Annual timetable planning:** Timetabling which occurs during a set timeframe for the following year, by each department's elected timetable colleagues.
- e **Central timetable and room booking system:** The timetabling and room bookings database, management system, web interfaces, and other associated software used by the Timetabling Unit.
- f **Centrally booked space:** Space booked only through the Timetabling Unit.
- g **Course:** Course credited to an award.
- h **AIR:** Academic, Innovation and Research
- i **External:** Usage by groups which are not "internal" as defined below.
- j **Global space:** Bookable spaces that do not have a department attached and are available for all to book into (e.g. lecture theatres)
- k **Internal:** Usage by groups consisting wholly or primarily of colleagues or students of Ara.
- l **Location audits:** Audits that are conducted on bookable, generic spaces by the Timetabling Unit.
- m **Non-centrally-booked-space:** Space for which booking requests are managed by departments, divisions, or service units. Only authorised colleagues within these units can accept bookings for these spaces.
- n **Preferred space:** Bookable spaces that are available first for the listed department during annual timetable planning.
- o **Specialist space:** Space equipped with special purpose furniture or equipment suitable only for a specific type of event or subject area.
- p **Timetabling Team:** The team within FM responsible for timetabling and room bookings.
- q **Ara-related event:** Any event related to the academic, administrative, infrastructure support, or social operations of Ara.
- r **Online booking system:** One of the web interfaces of the central timetable and room booking system, allowing users to request room bookings online.

<p><b>Related Ara Procedures and forms</b> (indicate if attached to policy or where they can be found)</p> <ul style="list-style-type: none"> <li>• Timetabling Procedures Manual – TT001</li> <li>• Location Audits – Timetabling Team</li> <li>• Room Clash Principles – Timetabling Team</li> </ul>	<p><b>Related Ara Policies</b></p>
<p><b>Related Legislation or Other Documentation</b></p> <ul style="list-style-type: none"> <li>• Ara Master Plan</li> <li>• Ara Campus Development Plan</li> </ul>	<p><b>Good Practice Guidelines</b></p> <ul style="list-style-type: none"> <li>• Learning Spaces Design Guidelines</li> </ul>
<p><b>References</b></p>	
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• This policy was first developed 24/08/95 by the Syllabus Plus Steering Committee, with assistance from TEI Works Ltd (in association with UCOL) and titled "Class Scheduling". The next version was titled "Timetabling" and was produced in 01/12/06.</li> </ul>	

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## 2 Principles

- 2.1 Ara will strive to provide quality environments that reflect current values and best-practice guidelines – they will be comfortable, accessible, and safe, supportive of teaching, study, and work modes, adhering to design principles identified in the Learning Spaces Design Guidelines.
- 2.2 All spaces are Ara spaces. No department ‘owns’ any work or learning space. It is recognized that departments have specific events that will require a space to be designated as a ‘specialist’ space.
- 2.3 Management of space will be efficient and cost effective to meet the Ara strategic priority of sustainability.
- 2.4 All attempts will be made to reduce peak loading and to maximise the utilisation of campus facilities.
- 2.5 All space developments, new requests, and changes will be managed through consultation with the Director Learning Environments and all relevant stakeholders.
- 2.6 Culturally important venues: these may have restrictions on their use due to the specific nature or cultural importance of the space.
- 2.7 All spaces must meet legislative requirements.
- 2.8 Academic events will take priority over non-academic events.
- 2.9 Ara-related events will take priority over non-Ara related events.
- 2.10 Priority of Ara facilities will be given to Ara-related events. They may be made available to third parties for events that are not associated with the institute’s own business, where there is opportunity for external revenue, and/or community engagement.
- 2.11 Efficiency of space usage and period of use will be taken into account in prioritisation.
- 2.12 A course that requires specialist equipment will have priority access to that resource, within the agreed timetable process, provided that that requirement has been identified.
- 2.13 It is not permitted to block-book space for extended periods per day or week, whether on a one-off basis or a regular basis, to reserve it for possible use, thus preventing others from booking the space.
- 2.14 The *Room Clash Principles* document (available from the Timetabling Team) will be adhered to in case of dispute resolution.

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### 3 Associated procedures for Ara Corporate Policy on: Space Management and Timetabling

Contents:	3.1	Room Bookings
	3.2	Management and Reporting
	3.3	Availability and Timetables
	3.4	Production of Timetables
	3.5	External Hire
	3.6	Maintenance of Spaces

#### 3.1 Room Bookings

- a All room bookings will be recorded and monitored via the Timetabling Team, utilising TribalSMS, across all locations. For preferred department locations the relevant department timetabling colleagues will undertake this role within the centralised room booking system.
- b An annual timetable planning calendar is set by AIRLT prior to the commencement of annual timetable planning. This calendar will be shared with all department timetable colleagues and HoDs.
- c Annual timetable planning and production will be made by the allocated department timetabling colleagues using TribalSMS. Every effort will be made by the department timetabling colleagues to reflect the tutor/user's requirements per information received.
- d Once timetabling has been confirmed by the department timetabling colleagues it is the tutor/user's responsibility to ensure that their requirements for the academic year have been met.
- e Room booking requests must be made via the online booking form on Timetables Online and submitted to the Timetabling Team.
- f All requests for amendments to current bookings must be made via email to the Timetabling Team.
- g All non-course-related ad-hoc bookings for the following year will be scheduled and confirmed after the annual timetable planning has been completed.
- h In making room bookings, the Timetabling Team will take into consideration both suitability for purpose and the operational constraints of Ara, such as security, heating, lighting, and other services. For these reasons, alternative spaces may be suggested as appropriate.
- i No timetable changes or room booking requests will be considered as confirmed until an email confirmation has been sent out from the Timetabling Team.
- j Room bookings must be cancelled if the event is cancelled.
- k The *Room Clash Principles* document is applied where two departments require the same room at the same time and no suitable agreement can be found between the two parties. The following principles are ranked in order of importance:
  - i Student numbers
  - ii Period/Consistency of use
  - iii Geographical location/proximity
  - iv Equipment
  - v Student environment

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More information regarding these principles can be found within the *Room Clash Principles* document that is held with the Timetabling Team.

### **3.2 Management and Reporting**

- a TSUGG is in place to monitor and resolve any issues that may arise in relation to timetable production and room utilisation.
- b Location audits of generic, bookable spaces are performed on a quarterly basis by the Timetabling Team. Audit reports are then provided to TSUGG for distribution to AIRLT.
- c Departments confirm their preferred spaces and have the opportunity to timetable events during annual timetable planning, prior to the locations being released for general use (e.g., external hire).

### **3.3 Availability and Timetables**

- a Ara will be open all year except for statutory holidays and other holidays as designated by TKM. An Ara calendar is available.
- b The scheduling of classes will encourage the optimum use of space.
- c The institution will endeavour to ensure that there are no peak utilisation periods during the week. This may mean that preferred times cannot be accommodated on some occasions.
- d Institutional meetings will not normally be scheduled during a time which prevents timetabled classes using a learning space.
- e Wherever possible, the timetable that has been published before enrolments will be adhered to. Changes should only be made as a result of unforeseen circumstances (e.g., staffing changes).
- f All formal classes will be timetabled to ensure delivery and adequate breaks.
- g Where special needs relating to physical access to the learning space are known, those needs will be taken into consideration.
- h Classes will, for scheduling purposes, generally last for one hour or multiples thereof, with classes starting on the hour. Classes should be vacated five minutes to the hour to allow set-up for the next class.
- i Wherever possible, students will be not timetabled to use more than one campus on the same day.
- j Some 24-hour drop-in computer suites (such as that attached to the Library) will be designated as a 24-hour student resource, and therefore will not be available for scheduled classes.

### **3.4 Production of Timetables**

- a The *Timetabling Procedures Manual* (available from the Timetabling team) provides details of all aspects of timetable production.

### **3.5 External Hire**

- a FM is responsible for the commercial terms and conditions for external short term and one-off space requirements. Any long-term external enquiries regarding Ara space,

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requires the approval of the Executive Director, Operations before proceeding. No colleagues are able to offer external hire without this approval.

### **3.6 Maintenance of Spaces**

- a All colleagues are responsible for reporting to FM any issues identified within a space – e.g., health and safety, furniture, technology, or cleaning.
- b Colleagues must leave the space in an acceptable condition for subsequent use.

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