

Policy name: **Timetabling**

Date Presented: **12/02/20**

Lapse Date: **May 2026**

STUDENT COUNCIL NOTES:

There is no official deadline for course teams to deliver semester timetables.

At present, dispersing timetables before the semester starts is viewed as 'good practice' but there is no current regulation to ensure that this is enacted. Many students work part-time or have caring responsibilities which need advanced planning and notice.

Other universities in the UK such as Wolverhampton states in their Timetabling Policy that they "accommodate the diverse needs of our students" in providing teaching timetables in a "timely Production".

The roll out of the 'Publish' timetabling app is intended to streamline the creation and release of timetables. This process is not fully complete.

STUDENT COUNCIL BELIEVES:

It is not practical for students to receive class timetables any time between Christmas and Semester 2 – there needs to be some regulation so students have advanced notice of when their classes are scheduled for the next semester.

STUDENT COUNCIL RESOLVES:

UUSU should lobby the university to ensure that the final versions of teaching timetables to be released at least two weeks prior to classes beginning. This allows for adequate time for students to make suitable adjustments.

Name of Proposer: *Grace Boyle*

Name of Seconder: *Ciara Beattie*

Policy renewed on 27th November 2024.