



Timetabling and Room Allocation Policy

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1. Scope

This policy governs the creation and management of timetables and room allocations for all synchronous MSc module teaching (in-person and online), MSc programme-level sessions, short courses and Welcome Week activities. It excludes meetings, events, and non-teaching bookings.

2. Purposes and overview

- Provide accurate, timely timetable information to staff and students.
- Allocate teaching space fairly and efficiently across our estate.
- Support effective teaching and learning environments.

3. Policy

- 3.1 The academic year is outlined in Annex 1
- 3.2 This policy is underpinned by the principles outlined in Annex 2

4 MSc Module Timetables

4.1 The structure of the academic year and the teaching day



- 4.1.1** The academic year is divided into teaching slots which are outlined in Annex 1
- 4.1.2** The teaching day is broken into four 90 minute periods with 15 minute breaks between them, and a 75 minute window for lunch. Timings of the periods can be found in Annex 1.
- 4.1.3** Module Organisers and Short Course Organisers are required to ensure that adequate breaks are provided throughout the teaching day within their timetable.

4.2 Timetable Publication

- 4.2.1** MSc Students will receive a personalized timetable in their LSHTM Outlook calendar including all synchronous sessions for individual modules and MSc programme-level sessions. Non-synchronous content (e.g. recordings, private study) is delivered via Moodle.
- 4.2.2** Teaching staff will receive a personalized timetable in their LSHTM Outlook calendar for all sessions they are delivering.
- 4.2.3** Module Organisers (MOs) can view their whole module timetable via [CELCAT calendar](#).

4.3 MSc Module Timetabling process and responsibilities

- 4.3.1** The timetabling team will contact all MOs (Terms 1, 2 & 3) at the end of E Slot (end of May) to provide timetable submission deadlines for the following academic year.
- 4.3.2** Where a timetable is not received by the deadline, the previous year's requirements will be used for the purposes of room allocation.
- 4.3.3** The timetabling team will notify MOs once the room allocation has been completed for their teaching slot.
- 4.3.4** MOs are then responsible for checking the room allocation via [CELCAT calendar](#) and notifying the timetabling team if any changes are needed.
- 4.3.5** The timetabling team will request details of lecturers and session titles closer to the start of the module. These will be inputted onto CELCAT for WAMS and Outlook synchronisation.
- 4.3.6** Timetable change requests should be submitted to the timetabling team with as much notice as possible to ensure the best chance of finding appropriate space.



- 4.3.7 The timetabling team will only make changes to room allocations when absolutely necessary and will aim to minimise disruption to staff and students.
- 4.3.8 Lab space is booked separately by MOs via the Lab team.
- 4.3.9 Teaching staff are responsible for leaving their classrooms in good order with furniture returned to the default room setup after each session.

4.4 Room Allocation Criteria

- 4.4.1 Rooms will be allocated to prioritise cohort size, consistency, room suitability, and estate efficiency, in line with the principles in Annex 2.
- 4.4.2 MOs' room/time preferences are accommodated where possible and the timetabling team will consult MOs if amendments are needed.
- 4.4.3 Term 2 & 3 modules will be allocated space based on student numbers once the module choice deadline has passed. MOs should check the capacity of their rooms and consult the timetabling team before accepting any additional students after this date.
- 4.4.4 Assessments are scheduled in rooms that can accommodate double the size of the cohort.
- 4.4.5 Staff and students with disabilities or additional needs will be taken into account during the timetabling process – e.g. students with mobility needs will be timetabled in the same building for the whole day so they don't need to transfer between campuses.
- 4.4.6 The two computer labs will be assigned based on cohort size, and pedagogical requirements.

5 MSc Programme-level sessions

- 5.1 Programme Directors (PDs) can request rooms for MSc programme-level sessions
- 5.2 Requests should be made as far in advance as possible to have the best chance of finding availability.
- 5.3 Rooms for MSc programme-level sessions will be allocated after the MSc Module room allocation has been completed and released to MOs.
- 5.4 Sessions will be added to the personalised timetable of the whole MSc cohort and published in their Outlook calendars.



- 5.5 If requesting a session during the lunch period, Programme Directors are responsible for ensuring students get appropriate breaks during their teaching day.

6 Short Courses

- 6.1 Room needs are coordinated through the Short Course Admin team.
- 6.2 Allocation is done by block (e.g. Term 1 or 2 Reading Week, Easter Holidays, June/July) for fairness.
- 6.3 Room requests that come direct from faculty will be held until the appropriate block is being considered for room allocation.
- 6.4 Short course timetables and room allocations are communicated to students directly by course organisers, not via Outlook.

7 Welcome Week

- 7.1 All teaching spaces will be held for Welcome Week room allocation between 9.00 and 17.15 and will not be released until all orientation activities have been accommodated.
- 7.2 The Timetabling team will liaise with the Welcome Week organisers to allocate space for orientation activities and any additional teaching requirements.



Annexes

Annex 1

Terms/Teaching Slots

Academic terms and timetables are structured as follows:

Term	Slot	Duration	Dates	Days/times
Term 1	N/A	10 weeks plus reading week	Sep-Dec	9.30-5.15 Mon-Fri
Term 2	C1 Slot	5 weeks up to reading week	Jan-Feb	Mon - Wed 12.45pm
	C2 Slot	5 weeks up to reading week	Jan-Feb	Wed 2pm - Fri 5.15pm
	D1 Slot	5 weeks - after reading week to end March	Feb-Mar	Mon - Wed 12.45pm
	D2 Slot	5 weeks - after reading week to end March	Feb-Mar	Wed 2pm - Fri 5.15pm
Term 3	E Slot	5 weeks after Easter break	Apr-May	Wed 2pm - Fri 5.15pm

Session Times

AM	9.30-11.00am
	11.15am-12.45pm
PM	2.00-3.30pm
	3.45-5.15pm



Annex 2

Principles

- Staff and students should be provided with clear, personalised timetable information for all synchronous teaching and learning activities, delivered electronically in a timely manner.
- Resources should be allocated fairly, to ensure that all teaching sessions have the best learning environment appropriate to their teaching needs.
- For term time room bookings, MSc Modules are allocated first, then MSc Programme-level sessions, then short courses and finally non-teaching bookings.
- Efficiency should be maximised when allocating resources to ensure the best use of our Estate, keeping all teaching within LSHTM classrooms without hiring external rooms.
- Room changes should be kept to a minimum to reduce disruption to staff and students.
- The structure of the timetable has been designed to provide adequate breaks for student welfare and transfer time between Keppel Street and the Education Centre at Tavistock Place, whilst ensuring gaps between bookings to avoid classes overrunning and reduce overcrowding in the corridors.
- Transfers between campus will be kept to a minimum for students and should not exceed three transfers on any one day for any given student.
- Staff and students with disabilities or any additional needs will be taken into consideration during the timetabling process – e.g. students with mobility needs will be timetabled in the same building for the whole day so they don't need to transfer between campuses.