

Edinburgh Napier University Timetabling Policy 2025/26

Scope of Policy

1. This policy sets out the parameters which inform the University's planning, prioritisation and management of timetabled teaching and learning activities for undergraduate and postgraduate programmes. The policy does not apply to Transnational Education (TNE) activity or activities delivered entirely by UK or overseas partners other than the Edinburgh Napier University International College (ENUIC).

Purpose of Policy

2. The purpose of the Timetabling Policy is to ensure that the University is able to plan and deliver timetabled activities in a consistent and effective way, producing personalised teaching timetables for students and academic staff.
3. This policy embeds core principles which support the delivery of an excellent, personalised student experience and enables a consistent approach to the delivery of timetabled activities.
4. The Timetabling Policy is accompanied by a separate Timetabling Process which enables its consistent and effective implementation.

Amendments and Approval Changes

5. The Timetabling Policy is kept under regular review by the University's Leadership Team, with any recommendations for amendments being made by the Vice-Principal (L&T) and Academic Registrar.
6. The Policy is considered and approved by the University's Education and Student Experience Committee (ESEC), with notification thereafter to Academic Board.

Timetabling Guiding Principles

7. The timetable will be designed based on the following principles:
 - a. To provide timely and accurate timetabling information to students and colleagues
 - b. To prioritise the teaching, learning & assessment activities of students over other uses of university spaces.
 - c. To recognise the need for all teaching activities to have suitable space and facilities for their intended purposes.
 - d. To rationalise and make efficient use of space and resources.
 - e. To free up Wednesday afternoon after 13.00, where possible, to encourage participation in student-led activities.

Student Focused, Coherent Timetables

8. The university is committed to producing coherent timetables that help students to balance the competing priorities in their lives. To assist with this full time on-campus students in Edinburgh should, wherever possible, have a timetable that meets the following criteria.

Students will:

- a. Be required on campus for three days or less per week.
 - b. Have no less than three hours of activity on the days they are on campus.
 - c. Have no longer than a three-hour break between activities the same day, e.g. a teaching event on a Monday at 9:00-10:00 with no further event scheduled until Monday 16:00-17:00.
9. Furthermore, students will have no more than four hours of consecutive classes/teaching scheduled and will have and break for lunch.
 10. These criteria may not be possible for all programmes so level seven activity will normally be prioritised. The criteria will be considered as future portfolio development takes place, mindful that complexity in programme design may adversely impact timetabling coherence.

Timetable Scheduling Prioritisation

11. Prioritisation of activities will be undertaken based on the following:
 - a. Timetabled teaching and learning activities will normally take precedence over other non-teaching activities during the teaching weeks of each trimester.
 - b. Centrally Timetabled Examinations (CTE) will normally take precedence during the examination weeks of each Trimester.
 - c. Larger classes will have precedence over smaller classes as part of the scheduling process.
 - d. Combinations of compulsory modules on programmes will be scheduled so that they do not clash.
 - e. Precedence will normally be given in specialist resources to learning activities which explicitly require access to the specialist equipment and/or accommodation.
 - f. Schools which are based at a given campus will normally have priority for booking the teaching space at that campus.
12. In the case of disagreement over the prioritisation of the use of teaching space for any other events, the joint decision of the Vice-Principal (Learning & Teaching) and the Academic Registrar is final.

Teaching & Learning Spaces

13. Timetabled teaching & learning space refers to rooms identified by Property & Facilities as designated space within which such activities can take place. All teaching and learning space, both general and specialist, are managed through the university's Timetabling team as led by the Academic Registrar.

Teaching Week Parameters

14. The standard timetabling parameters for the teaching week are set out below.
 - a. The standard teaching week extends from Monday to Friday.
 - b. Standard teaching hours are from 09:00 to 18:00 except for Wednesday afternoon.
 - c. Teaching starts promptly on the hour and finish 10 minutes to the hour to allow 'circulation time'.
15. Teaching activity may be scheduled outside the standard hours where this has been considered as part of the established quality assurance processes and is clearly set out in promotional materials, for example to meet student/employer demands for either evening or weekend provision. This is most likely to apply to part-time and postgraduate provision.
16. The Vice-Principal (L&T) and Academic Registrar may jointly authorise the following exceptional timetabling parameters to be applied to enhance the student experience and the effective delivery of activities. Permission to apply these exceptional parameters must be approved annually, with evidence of due consideration on the impact on students & staff.
 - a. Approved specialist teaching may take place in 30-minute slots rather than the standard 60-minute slots.
 - b. The teaching day may start 08:00 and finish at 21:00.

Timetable Publication

17. The teaching timetable will be published individually for each trimester at the earliest opportunity to allow students and staff to plan ahead. Individual student timetables will be made available via MyNapier and Publish.
18. Changes to the teaching timetable after publication will be kept to a minimum and mindful of the impact on student experience, changes requests from staff will only be accepted and undertaken on an exceptional basis and will be reviewed by relevant school leadership to ensure appropriateness.
19. In the event that a teaching activity is no longer required, the person who has booked the room must inform the Timetabling team as soon as is practicable so that it can be released for other purposes.

Timetabled Non-teaching Events

20. Timetabled space may be used for a wide range of both internal and external non-teaching events, however to maintain an excellent student experience bookings for internal teaching events and examinations will usually take precedence over bookings for non-teaching events. Internal non-teaching events include, but are not limited to:
- a. Applicant Visit Day(s)
 - b. Post Graduate Open Day(s)
 - c. University Open Day(s)
 - d. SHSC (NHS) Occupational Health Clinics
 - e. Summer Schools

Approved by: ESEC
Date: 12/02/2025

Useful links for ENU Staff:

Staff Intranet (Timetabling)	https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/timetabling
Principles, preparation and planning	https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/timetabling/principles,-preparation-and-planning
Data Collection	https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/timetabling/data-collection
Staff Availability	https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/timetabling/staff-availability
Reviewing the module timetable	https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/timetabling/review-module-timetable
Teaching Change Requests	https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/timetabling/teaching-change-requests