

**Faculty of Science**

**Deviation from Published Timetable Policy**

 **Responsibility for Policy:** *Professor Dave Richardson (Interim Faculty PVC)*

**Relevant to:** All Faculty Staff

**Approved by:** ScienceFMT January 2016, Science FMT November

2019

**Responsibility for Document Review:** *Head of Operations*

**Date introduced:** 2013

**Date(s) modified:** November 2014

January 2016

 September 2018

 November 2019

 September 2021

**Next Review Date:** September 2022

**RELEVANT DOCUMENTS:**

**RELATED POLICIES & DOCUMENTS**

List here any internal policies or documents that are relevant to this policy e.g.

* University Timetabling Policy
* Deviation from Published Timetable Form

**Deviation of Timetabled Classes Policy and Process**

Student unhappiness with arriving at their University to find classes have been cancelled or re-arranged without prior warning has been an increasing cause for concern at both the institutional and national level.  As a result of discussions at FMT last year, School Directors agreed to introduce a more rigorous approach to ensuring that we deliver all of our teaching classes as specified on the timetable.  The reasons for doing this are both to ensure that all of our specified undergraduate delivery commitments are actually being met and to reinforce that the cancellation of any classes is a serious matter with wider implications.

The following policy does not apply to tutorials with personal tutees that are cancelled more than 24 hours in advance, specifically those tutorials that are recorded on the registers sent to School Offices at the end of each Semester.

Any staff member needing to postpone and re-arrange a timetabled class must:

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| --- | --- |
| 1. | Contact the Admin Support Team, informing them that you need to cancel or postpone your session. Providing them with the following information:* The module code,
* The time of the class
* The venue
* When and where you hope to reschedule the class to (the Admin Support team can make the room bookings if required).
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| 2. |  The Admin Support Team will then contact the module group by:* An email to the whole group;
* Placing a word processed notice on the lecture room/lab/tutorial room door;
* A text to the whole group (this functionality is now available).
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| 3. | The Admin Support Team will cancel the booking for the room and make the alternative booking. |
| 4. | The Admin Support Team will then issue the staff member with a ‘Deviation of Published Timetable Classes Form’ by email. Caron Knowles, relevant Subject Leader and the School Director will be copied into this email. |
| 5. | The staff member should complete the form and return copies to Caron Knowles (c.s.knowles@ljmu.ac.uk), their Subject Leader and their School Director.  |

Staff Involved:

**All academic/teaching staff**

**Admin Support Teams**: 2233/2168/2369/2119 (room 146)

**School Directors/Subject Leaders**

Paperwork/Information issued/completed as part of the process:

Email correspondence

Cancellation of Timetabled Classes Form

**Process**

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| --- | --- | --- | --- |
|  | **1.**Contact the Admin Support Team, informing them that you need to change your session. Providing them with the following information:* The module code,
* The time of the class
* The venue
* When and where you hope to reschedule the class to (the Admin Support team can make the room bookings if required).
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| **2.**The Admin Support Team will then contact the module group by:* An email to the whole group;
* Placing a word processed notice on the lecture room/lab/tutorial room door;
* A text to the whole group.

They will advise the class on any re-arrangements, if the information is available to them at the time. |  |  |
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| **3.** The Admin Support Team will cancel the booking for the room and make alternative bookings if required. |  |  |
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| **4.**The Admin Support Team will then issue the staff member with a ‘Deviation of Timetabled Classes Form’ by email. Caron Knowles, relevant Subject Leader and the School Director will be copied into this email. |  |  |
|  |  |  |
| 5.The staff member should complete the form and return copies to Caron Knowles (c.s.knowles@ljmu.ac.uk, Subject Leader and their School Director.  |  |  |
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Aly Leigh

Head of Operations, Faculty of Science

September 2021