

5.5 Teaching Staff

- 5.5.1 Provide accurate information for courses and teaching they are responsible for to the Timetables Office (via Teacher responsible where necessary) by the published dates. (see Appendix 1)
- 5.5.2 Ensure that availability to teach is in accordance with the Timetable Policy and Flexible Working Policy, and that any declared constraints on availability to teach are essential and do not unduly affect delivery of the academic timetable.
- 5.5.3 Respond to requests for information from The Timetables Office in a timely manner during the timetable production phase.
- 5.5.4 Check personal timetables for the whole academic year when they are published and report any required updates to the Timetables Office before the start of the academic year.
- 5.5.5 Adhere to the latest version of the published timetable in accordance with section 4.6.
- 5.5.6 Start and finish teaching sessions promptly in accordance with section 3.1.5.
- 5.5.7 Maintain accurate attendance registers in LFY for all classes and seminars, in line with LSE's obligations to the UKVI
- 5.5.8 Ensure teaching spaces are used in accordance with section 3.5.
- 5.5.9 Advise Human Resources as early as possible of any special requirements required as a result of a disclosed disability

5.6 Disability and Wellbeing Office

- 5.6.1 Notify The Timetables Office of students who require a Personal Evacuation Plan so that Health & Safety requirements can be considered when timetabling.
- 5.6.2 Liaise with the Timetables Office regarding the individual needs of students to make reasonable adjustments as appropriate.

5.7 Students

- 5.7.1 Be available throughout term-time during normal teaching hours.
- 5.7.2 Check the online timetables and personal LSE email account regularly for changes that may affect their timetable.
- 5.7.3 Abide by LSE's Conditions of Registration
- 5.7.4 Advise the Disability and Wellbeing Office as early as possible of any special requirements required as a result of a disclosed disability
- 5.7.5 Register promptly for the correct number of courses before the course choice deadline which is published on the [Student Services Centre Website](#). While LSE attempts to accommodate choice of courses, the timetable may not allow every student to attend their preferred combination of courses. Students must choose alternative courses if they are unable to resolve a timetable clash.
- 5.7.6 Provide adequate notice and reasons to teachers for not being able to attend allocated classes or seminars, or inform their department as soon as possible afterwards where notice beforehand has not been possible.
- 5.7.7 Only attend the seminars and classes for which they are registered. Permission for Undergraduate students to change class groups is granted at the department level when there are genuine exceptional circumstances preventing a student from attending the class on a regular basis. Students may be required to provide evidence of reason(s) to request a

class change. The right is reserved to refuse permission to change class groups. Full information is published on the [Student Services Centre Website](#).

6 Business Continuity

There may be circumstances beyond LSE's control that cause teaching activities to be cancelled or relocated at very short notice such as major transport problems, floods, snow, power outages etc.

- 6.1 Where circumstances cause teaching activities to be cancelled but do not cause LSE to deploy the Major Incident Initial Response Plan (MIIRP), the timetables office will notify affected staff and students as soon as possible, and subsequently make arrangements in liaison with affected staff to reschedule the affected teaching activities.
- 6.2 Where circumstances cause LSE to deploy the MIIRP, the Timetables Office will take advice from the Gold and Silver MIIRP Teams to determine priorities and procedures.

7 Monitoring and Review

This policy will be reviewed annually by the Academic Registrar's Division.

8 Problem Resolution

Wherever possible problems should be identified during the production phase of the timetable and resolved by negotiation between affected departments, with the involvement of the Head of Timetables. Problems that cannot be resolved in this way will be referred to the Pro Director of Education.

Appendix 1: LSE Process Schedule for 2017/18 Academic Timetable

| | Timetables Office | Academic Departments | Key Dates | | |
|-------|---|---|--|--|--------------------|
| Nov | Create database for new academic year and populate with data from current academic year | Submit new Programme and Course proposals to TQARO Undergraduate submission dates: 02.11.16 for 23.11.16 meeting 11.01.17 for 01.02.17 meeting 15.01.17 for 08.03.17 meeting Postgraduate submission dates: 02.11.16 for 23.11.16 meeting 11.01.17 for 01.02.17 meeting 15.01.17 for 08.03.17 meeting | | DATA COLLECTION | |
| Dec | Timetable Request forms prepared and edited for each course (c. 1,500 courses) | | | | |
| Jan | Timetable Request forms submitted to Academic Departments for completion | | | | |
| Feb | | DEADLINE for Withdrawing / Suspending courses via TQARO | 24.02.2017 | | |
| March | Top level edits made in S+ to programme of study, course availability, course size etc | DEADLINE Course convenors to return Timetable Request Forms and Full Time Teacher Constraints forms to Timetables Office | 24.03.2017 | TIMETABLE BUILD | |
| April | Top level edits made: New Programme of Study, course availability, course size etc | FINAL DEADLINE for submitting new Option Course proposals for 2017/18 FINAL DEADLINE for submitting NEW Programme and Core Course Course proposals for 2018/19 | 26.04.2017 | | |
| May | Enter information from paper forms into database, course by course (manually cross checked and keyed: c. 1,500 courses) Activities with no changes: confirmed immediately (location may change subject to availability) Activities with changes: entered onto database and flagged for review | UG Class requirement requests sent to Departments Timetable request reports created for Departments and supplied on rolling Department by Department basis | DEADLINE Complete course guide amendments in CAPIS. Proposed amendments must be in line with requirements already submitted to Timetables | | 12.05.2017 |
| June | | | Review Timetable Request Reports and submit late requests DEADLINE 2 weeks following receipt of report | | |
| July | New courses and activities with changes to requirements scheduled. Check against Programme Regulations, liaise with Department admin / course convenors where requests are problematic | Enter UG class teacher details and constraints into database (c. 1,900 class groups) | DEADLINE for submitting UG class teacher details and constraints Liaise with timetables re: problematic new courses and changes to requirements | 28.07.17 | STUDENT ALLOCATION |
| Aug | UG Class scheduling (c. 1,900 class groups) Make final changes to the timetable in accordance due to exceptional circumstances | Lecture and Seminar Timetable published mid August Personal timetables for academics published mid August | Check timetables and notify TO of any amendments required for exceptional circumstances | | |
| Sept | Roll over continuing student data to database, run student allocation tests Release unbooked rooms to Room Booking team to commence MT 2017 bookings | Full Timetable published (with UG classes) Continuing student personal timetables published New student personal timetables published | | 18.09.2017 Monday MTO 22.09.2017 Friday MTO | |