The 2019/20 timetabling database is now available to Syllabus Plus users. All teaching activities, ad-hoc bookings and any use of rooms shown on the system must be recorded within this database. This ensures delivery of an accurate and clash free timetable, the easy visibility of timetable data for staff and students, and better data quality for reporting and data analysis purposes.

A brief summary is given below to guide schools through the process leading up to the start of the Academic Year on 16th September 2019.

1. Timetabling data rolled forward from 2018/19 database

The database has been pre-populated with multi-week, module-related activities rolled forward from the 2018/19 database – these activities are based on modules known to be running in 2019/20 as in course catalogue returns. We have also retained multi-week academic related activities such as research seminars.

Data has been further prepared as follows to ensure an accurate, year-specific set-up of activities prior to scheduling:

- All activities have been unscheduled.
- Notes on the User Text tab and in the ID tab Description field have been removed except where pertinent to this academic year.
- Room suitabilities and selections on the Resource tab have been removed, as have Staff selections.
- Zones on the Resource tab have been removed.
- Updated planned numbers for Core (whole-group) activities for Undergraduate modules have been included in the ‘size (plan)’ field.
- Activity weekspans and availabilities have been adjusted to take account of the Independent Learning Week in Semester 1.

Once you start working with the data for your School please refer to the ‘Working with Activities in 2019/20 Database’ document.

2. Deadline for central room allocation

Syllabus Plus Users are required to check all activities relevant to their own school and make any necessary adjustments prior to the room allocation exercise in late July.

In order to request centrally allocated rooms, schools must tag activities in the Resource tab as ‘Centrally Allocated Space’. Please refer to the ‘Working with Activities in 2019/20 Database’ document (step 3 Resource Tab) for further guidance.

The deadline for all Schools to tag activities that require central room allocation, including those activities not already scheduled into School-prioritised rooms (see below) is 12 noon on Monday 15th July 2019.

Central Room allocation will then take place and confirmation of initial allocations will be released on Friday 16th August 2019.
Below is the current list of non-prioritised centrally allocated teaching rooms:

<table>
<thead>
<tr>
<th>Arts Building Lecture Theatre</th>
<th>Arts Building Seminar Rooms 4 - 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buchanan Lecture Theatre</td>
<td>United College Lecture Theatres (Schools) 1, 2, 3, 5, 6</td>
</tr>
<tr>
<td>Irvine Lecture Theatre</td>
<td>Physics Lecture Theatres A, B, C</td>
</tr>
<tr>
<td>Maths Lecture Theatres A, B, C, D</td>
<td>Purdie Lecture Theatres A, B, C, D, Seminar Room 222</td>
</tr>
<tr>
<td>St Mary’s College Lecture Room 3</td>
<td>PC classrooms: Bute, Butts Wynd and Irvine</td>
</tr>
</tbody>
</table>

A full list of room control throughout the year can be found on the Room Booking Control Sheet at [www.st-andrews.ac.uk/staff/teaching/timetabling/](http://www.st-andrews.ac.uk/staff/teaching/timetabling/)

### 3. Deadline for local and priority room allocation

The initial deadline for allocations to locally prioritised rooms is **Monday 15th July** and that access to schedule into School-prioritised space will also be blocked from this date. After the timetable has been released in mid-August, School priorities will be restored until **Friday 26th September 2019 of week 2**, after which the rooms concerned will be made available to all units (via both Syllabus Plus and Web Room Bookings). You continue to have control over scheduling into rooms designated as Locally Allocated Space throughout the year including the summer vacation weeks.

**Please schedule your timetabling requirements for the whole academic year.** We appreciate the difficulty in providing precise Semester 2 data at this stage (particularly around tutorial slots) so you should create dummy bookings if needed to secure timeslots in this space **for Semester 2 only**. This will provide additional time to fine-tune tutorial requirements without being compromised by ad hoc bookings once space has been released to the university at large.

### 4. Provision of staff data

You are asked to allocate staff teaching commitments against timetabling activities. If you find that there are members of staff missing from the S+ list or, conversely, individuals included who no longer should be, please contact us.

### 5. Working with timetable data

The allocation process **does not operate on a first-come, first-served basis**. However, failure to meet the deadline of **Monday 15th July 2019** could lead to Schools being disadvantaged during the central allocation process.

Please see the supplementary guidance, ‘Working with Activities in 2019/20 Database’ and related documents dealing with procedures for managing timetable activities.

If you have queries about any of the above, or would like to arrange for any additional support from the Timetabling Team in the preparation of 2019/20 data, please do not hesitate to contact us.

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