Pre-honours lecture times are set by the centre of the University. The School decides which member of staff is lecturing when amongst those slots. That distribution is carried out by the relevant module coordinator with due regard to other commitments of the teaching staff involved.

Honours timetables are proposed by Schools. I take responsibility for this for P&A. The University timetabling team, however, agrees or otherwise to our room requests.

For most lecture-based honours modules the School runs three timetabled slots a week for 15 credit modules and two timetabled slots a week for 10 credit modules. We are not permitted to oblige students to attend sessions after 1 pm on Wednesdays (but we may give them the choice to do so). There are not enough slots in the week to have only one scheduled honours class at a time. I aim to put the timetable together to keep as many options open as possible, and to have no clashes amongst compulsory modules.

The School of Mathematics and Statistics has many joint degree programmes, and so its timetable is set well ahead of time. I aim to coordinate our timetable with theirs for our joint degree students. This is the reason why many of our lecture courses have even/odd Mondays followed by a Tuesday and Thursday or a Wednesday and Friday. We typically have 0.5 lectures a week more than Maths for a 15-credit module, which is why you will often see an odd/even week lecture in an afternoon.

The joint degree with Chemistry has students doing only PH modules in SH. While that timetable is within our control, it has to include specified level 3000 and level 4000 modules. I liaise with Philosophy and with Computer Science where appropriate to try to match our timetable to the timetables of PY and CS modules that these students pre-advice into.

Some level 5000 modules are shared with the SUPA Graduate School, and use video-conferencing on a timetable that is agreed across Scotland’s universities. Some level 5000 lectures are taken locally at the same time by MPhys final-year students, taught postgraduate students, and Engineering Doctorate students.

For some modules I spend a large amount of time searching through the pre-advising systems to check for possible clashes.

I publish draft (later, final) honours timetables on the School web site. I do this in two formats. One shows the proposed times and locations of all the honours lectures and lab sessions. The other shows how the timing and choices might work for each of our degree programmes.

Students and staff are welcome to contact me if they see a problem in the timetable.

Bruce Sinclair 24.7.15
b.d.sinclair@st-andrews.ac.uk