

Induction Project

Title: **Welcome Week CTU Room Booking Protocol**

Date: February 2013

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Circulation: Welcome and Induction Teams in Schools; PSS Student Experience Leads/HoSAs; Timetabling Officers; Induction Project Team and Steering Group; Head of Student Communication and Marketing

Action: Welcome Week Teams/Timetabling Officers to adopt new process

Status: Approved by Induction Project Steering Group

To enable Schools to finalise their Welcome Week Bookings and publish complete timetables for Welcome Week to students annually by mid August the following process has been agreed for room bookings *via* the Central Timetabling Unit. Final adjustments can continue to be made until the Welcome Week schedule is finalised by 1 September, with any subsequent adjustments being treated as exceptional, and being flagged appropriately (i.e. to the Ask Me Campaign etc) by the School concerned (see checklist below)

* All Schools to include their Welcome Week requirements in their teaching timetable process.
* Units (e.g. Faculties and UMSU) which do not have teaching timetables should continue to use the ad hoc system but requests should be flagged ‘Welcome Week’ in order to get equal priority.
* Whether *via* the teaching timetable or *via* the ad hoc system, all Welcome Week room requests should be made by the published teaching timetable deadline in April/May.
* CTU will publish the deadline directly to School Timetable contacts and will inform all concerned of their allocations by early August.
* No-one should assume that a booking they made one year will automatically be rolled over to the next year.

*Identifying Venues*

* Remember that students (and some staff!) will be unfamiliar with acronyms or ‘old’ building names: take care to ensure that when publishing your Welcome Week timetable venues are stated in full and buildings named in accordance with the campus map (www.manchester.ac.uk/aboutus/travel/maps/). It is helpful to include a building number.

*Checklist for* ***exceptional*** *Welcome Week timetable adjustments* (after 1 September)

Website updated

Participants notified – staff and students

Ask Me Desk (University Place) notified (contact …. ?)

Local information desks notified