

Timetabling dates for 22/23.

The [FSE Collaborative Timetabling website](#) has been updated for the 2022-23 data capture and scheduling cycle. The milestones for the 2022-23 data capture and scheduling period are:

- **From November 2021** - Departmental timetabling colleagues receive training, advice and guidance on the timetable data capture and scheduling process.
- **Friday the 25th February 2022** - deadline for all academic staff to record/submit their flexible working/restricted teaching agreements via the Faculty Collaborative Timetabling website.
- **Friday the 4th March 2022** - deadline for Departments to submit 2022-23 timetable data, scheduling precis and students sets.
- **From Monday the 7th March 2022** - the Faculty Timetable Team test the uploaded data and liaise with Departments to address discrepancies and schedule the 2022-23 timetables.

Location, unit and programme timetables will be available for staff to view as scheduling progresses. Links will be sent when the 2022-23 timetable database is created.

- **Friday the 27th May 2022** - Central Teaching Spaces deadline for all timetable data and the cut-off date for FSE to complete scheduling.

Would you like to book a space in Engineering Building A or B for teaching next academic year? If so here are some important points to note.

Teaching in Designated Research Spaces

A number of labs in Engineering Buildings A, B and the York Street Building are designated as research space. Research spaces have a different VAT status and are therefore not able to be guaranteed to be available for teaching. If teaching activity is scheduled in a designated research space, there will be a requirement for colleagues to audit the total number of hours used for teaching in this research space, to ensure it meets the VAT requirements.

The result of this audit will determine if the taught activity can take place as planned in the research space, or if an alternative delivery solution will be needed. If it is the latter, Gianpaolo Vignali - Academic Lead for MECD, the Moves Team, technical colleagues and the Faculty Timetabling Team can explore a range of options collaboratively. Advice on the VAT status of the space will be provided once the location has been stated.

Booking Space for Academic Advising/Supervision/Drop-in/Consultation in Engineering Building A

There are 45 Meet and Teach rooms of with a capacity of 10 people or less - these are available for undergraduate, PGT and Y1 CDT academic advising, supervision, tutorials and drop-in sessions. Where these activities can form part of your timetable data submission by the 4th March 2022, for example undergraduate academic advising, it is advisable to do so.

Please contact your Departmental timetablers to discuss which units this can be optimised for. The meeting rooms on the 4th and 5th floors of Engineering Building A are not available to be used for UG, PGT or CDT Y1 activities because these students will not have access to these floors.

Non-teaching bookings

Requests for meeting spaces that do not form part of teaching can be made via Central Teaching Spaces after the 2022-23 timetables have been scheduled and following the Central Teaching Spaces room allocation period (typically the end of July).

Formal, regular FSE staff meetings that are held on campus, for example School Ops meetings, can be requested as part of the FSE 2022-23 scheduling cycle (7th March – 27th May), subject to availability. These bookings will be restricted to the 4th and 5th floor Meet and Teach Spaces which includes three rooms of size 10, seven rooms of size 16 and two rooms of size 18. Please contact fse-timetabling@manchester.ac.uk to request these.

To find out more about the spaces and facilities, please visit the Engineering Building A & B User guide via StaffNet.