

Space Allocation and Timetabling Procedures			
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All procedures on the Ara website are the current version. Please check date of this hard copy before proceeding.

1 Introduction

1.1 Purpose

The purpose of these procedures is to enable the effective planning and management of teaching, learning, and research spaces across all campuses at Ara Institute of Canterbury (Ara), ensuring they meet user needs in an efficient, practical, and consistent manner.

1.2 Scope and Application

These procedures apply to all colleagues, learners and external parties. They also apply to all Ara-owned and leased buildings and facilities.

1.3 Formal Delegations

TKM holds ultimate responsibility to ensure the utilisation of space is carried out to maximise best use of Ara's facilities. This responsibility is delegated to the Timetabling and Space Utilisation Governance Group (TSUGG).

Members of TSUGG will be made up of the following –

- Head of Student Administration Services
- Manager – Administration Services
- Head of Facilities Management
- One representative from each Faculty
- Other co-opted members e.g. Manager of Projects & Strategic Initiatives.

1.4 Definitions

- Academic event:** Any event directly contributing to the learning, teaching, or research functions of Ara. Administrative, social, ceremonial, community-related, business-related, professional-related, and infrastructure support events are considered to be indirect and are excluded from this definition.
- Academic units:** Faculties, Schools and programmes responsible for delivering courses credited to awards.
- Ad-hoc bookings:** Casual or one-off bookings made outside of the annual timetable planning.
- Annual timetable planning:** Timetabling which occurs during a set timeframe for the following year.
- Central timetable and room booking system:** The timetabling and room bookings database, management system, web interfaces, and other associated software used by the Timetabling Team.
- Centrally booked space:** Space booked only through the Timetabling Team.
- Course:** Course credited to an award.
- Faculties:** groupings of academic programmes & Schools delivering teaching & learning
- External:** Usage by groups which are not "internal" as defined below.

- j **Global space:** Bookable spaces that are available for all portfolios and Faculties to book into (e.g. lecture theatres)
- k **Internal:** Usage by groups consisting wholly or primarily of colleagues or learners of Ara.
- l **Location audits:** Audits that are conducted on bookable, generic spaces by the Timetabling Team.
- m **Non-centrally-booked-space:** Space for which booking requests are managed by Faculties, divisions, or service units. Only authorised colleagues within these units, or the Timetabling Team, can accept bookings for these spaces (e.g., studio spaces in jazz school)
- n **Specialist space:** Space equipped with special purpose furniture or equipment suitable only for a specific type of event or subject area.
- o **Timetabling Team:** The team responsible for timetabling and room bookings.
- p **Ara-related event:** Any event related to the academic, administrative, infrastructure support, or social operations of Ara.
- q **Online booking system:** One of the web interfaces of the central timetable and room booking system, allowing users to request room bookings online.

2 Associated Procedures for: Space Allocation and Timetabling

Contents:	2.1	Management and Reporting
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2.1 Management and Reporting

- a The TSUGG is in place to monitor and resolve any issues that may arise in relation to timetable production and room utilisation.
- b The TSUGG will undertake the responsibilities as outlined in their Terms of Reference and report back to TKM twice a year.
- c The Timetabling Team will operationalise TSUGG decisions and promote the timetabling principles.
- d Location audits of generic, bookable spaces are to be performed by the Timetabling Team on a quarterly basis. Audit reports will then be provided to the TSUGG for distribution to TKM.
- e Faculties have the opportunity to plan events during annual timetable planning, prior to the locations being released for general use (e.g., meetings, external hire). Access to alternative spaces may be considered after this time.

2.2 Room Bookings

- a All room bookings will be recorded and monitored via the Timetabling Team, utilising TribalSMS, across all locations.
- b Room bookings will seek to assign a specific course or cohort to the same room for all delivery.
- c Once timetabling has been confirmed by Timetabling Team, it is the Faculties responsibility to undertake any directed quality assurance checks, and the tutor/user's responsibility to ensure that the teaching and learning requirements for the academic year have been met. The Faculties will provide sign off of the timetable to the Timetabling Team on completion of directed quality assurance checks.
- d Room booking requests must be made via the online booking form or email submitted to the Timetabling Team. All non-course-related ad-hoc bookings for the following year will be scheduled and confirmed after the annual timetable planning has been completed.
- e No timetable changes or room booking requests will be considered as confirmed until an email confirmation has been sent out from the Timetabling Team.
- f Room bookings must be cancelled and communicated swiftly if the event is cancelled. Class cancellation must be approved by the relevant Dean of Faculty.

- g Over delivery will not be accommodated. Timetabled hours should match approved delivery hours.
- h Teaching spaces cannot be speculatively booked without confirmed space requirements, whether on a one-off or regular basis. It is unacceptable to reserve spaces for possible use or to control or withhold spaces from others. Where speculative booking is identified (e.g. block booking), the Timetabling Team will cancel the booking and release the space for others following consultation with the FOM and relevant Portfolio Manager. Where regular speculative booking occurs, the Timetabling Team will escalate to the Head of Student Administration Services and the relevant Dean of Faculty.
- i Space bookings that are no longer required must be released for the use of others as soon as they are identified. The cancellation of any scheduled activity in any teaching space should be notified to the Timetabling Team so that the space may be made available for use by others.
- j Regular audits of spaces will be carried out to track utilisation, to identify optimisation opportunities and to assure and validate timetabling plans managed by the Timetabling team.
- k Before approvals for new or revised programmes are submitted, an analysis on impacts to timetabling requirements should be undertaken to determine the effect on demand for facilities.
- l Booking durations must be one or two hours only unless evidenced by programme, staffing or ākonga requirements. Requests for other patterns that are not evidence-based must be approved by the relevant Dean of Faculty and Head of Student Administration Services.

2.3 Annual Timetable Planning

- a An annual timetable planning calendar is set by TKM prior to the commencement of annual timetable planning. This calendar will be shared with all faculty colleagues and managers and must be adhered to.
- b Annual timetable planning is informed by Faculty colleagues and produced by the Timetabling Team using TribalSMS according to the timetabling principles. Every effort will be made by Timetabling Team to reflect the delivery requirements per information received from Faculties. The Timetabling Team will determine the final allocation of timetable events, considering both suitability for purpose and the operational constraints of Ara.
- c Annual timetable planning will include room bookings for exams and tests. Exams will normally occupy a two-week block at the end of semester.

2.4 Availability and Timetabling

- a Ara will be open all year except for statutory holidays and other holidays as designated by TKM. An Ara calendar is available.
- b Timetabled teaching can occur any time during Ara's campus opening hours (8am to 9:30pm Monday to Sunday). Core teaching hours (8am-5pm Monday to Friday) will be prioritised wherever practicable.
- c Teaching can occur outside standard hours to meet demand, provided it is justified by programme design and space availability.
- d All teaching activities requiring ākonga participation or access at a set day and a set time, whether face-to-face or online, should be centrally timetabled by the Timetabling Team and recorded in the timetable system wherever possible. This includes all specialist or dedicated spaces that may have traditionally been managed within a faculty.
- e Changes may only be made in exceptional circumstances with approval from the relevant Dean of Faculty and Head of Student Administration Services. This will include those that result from changes between planned and actual enrolments. Ad-hoc modifications to short-term timetabling requirements (e.g. room changes or a rescheduled event) must be evidenced by programme, staffing or ākonga requirements and endorsed by the relevant Faculty Operations Manager.
- f Timetabling processes are available from the Timetabling Team including all aspects of timetable production.
- g The scheduling of timetable events will encourage the optimum use of space. The Timetabling Team will apply the following priorities –

- i Larger classes will have priority for larger teaching spaces
 - ii Activities requiring specialised equipment, technology or facilities over those with no such requirements
 - iii Regular activities before ad hoc activities
 - iv Pedagogical requirements, e.g. delivery requiring a set time between timetable events eg. lectures and tutorials.
- h The Timetabling Team will actively manage peak utilisation periods during the week, and every effort will be made to ensure equitable provision of teaching slots across the day. and week. Requests will where another allocation would better support overall room utilisation may not be able to be accommodated.
- i Institutional meetings will not normally be scheduled during a time which prevents timetabled events using a learning space.
- j Where timetable changes are made after enrolments open, faculties, or any other party, should endeavour to communicate changes proactively to learners, along with rationale for changes made.
- k Wherever possible, the timetable should be published in sufficient time before enrolments open in order to enable learners to make informed choices about their study options and to make necessary personal arrangements.
- l Each year, the Timetabling Team will rollover the institutional teaching timetable and room schedule from the previous year. For new and redesigned programmes, faculties are required to submit their approved teaching activity, delivery patterns, examination schedules and room requirements to the Timetabling Team by the annual timetable submission deadline wherever possible. This enables the first annual timetable to be finalised and published by end of quarter three each year. If this is not possible, faculties will provide requirements to the Timetabling Team in a timely manner. Changes should only be made in alignment with the principles outlined in CPP401 – Space Allocation and Timetabling Policy.
- m Timetable events will, for scheduling purposes, generally last for one hour or multiples thereof, with classes starting on the hour. Standard delivery time is 50 minutes in the hour, to allow for adequate breaks or relocation to next class. Spaces are expected to be vacated in a timely fashion to allow subsequent teaching activities to proceed on time
- n Where special needs relating to physical access to the learning space are known, those needs will be taken into consideration.
- o Wherever possible, learners will be not timetabled to use more than one campus on the same day.
- p All directed teaching hours that require ākonga participation or access at a set day and time, including assessments and tutorials, must be timetabled.
- q Some 24-hour drop-in computer suites and study spaces (such as that attached to the Library) will be designated as a 24-hour learner resource and therefore will not be available for scheduled classes.
- r The teaching hours recorded in the timetable must align with the delivery requirements set out in approved programme documents. Discrepancies between timetabled hours and approved programme documentation must be evidenced and resolved through the formal exception process before the timetable is confirmed.
- s Any cancellation of a scheduled class must be approved by the relevant Dean of Faculty. Approved cancellations must be notified to the Timetabling Team immediately so that the teaching space can be released and made available for use by others. Registers should be deactivated for approved cancellations.

2.5 Room Clashes

- a Where two faculties require the same room at the same time and no suitable agreement can be found, the Timetabling Team will find and propose a resolution using the Room Clash Principles. The following is considered and ranked in order of importance –
 - i Learner numbers

- ii Period/Consistency of use
 - iii Equipment
 - iv Intended purpose of the room e.g. classroom, office
 - v Learner environment
- b When a resolution is reached, the Timetabling team will notify the Faculty Operations Managers. If the proposed resolution is not agreed to, conflicts will be resolved by the Head of Student Administration Services.
 - c Facilities may only be made available for non-academic events if there is no clash with academic events.

2.6 Maintenance of Spaces

- a All colleagues are responsible for reporting to Facilities Management (FM) any issues identified within a space – e.g., health and safety, furniture, technology, or cleaning using the BEIMS tool the same day the issue is identified.
- b Colleagues must leave the space in an acceptable condition for subsequent use, including removal of rubbish.

2.7 External Hire

- a FM is responsible for the commercial terms and conditions for external short term and one-off space requirements.
- b Any long-term external enquiries regarding Ara space, is arranged with the Head of Facilities Management and requires the approval of the Director – Corporate Services before proceeding. No colleagues are able to offer external hire without this approval.
- c Facilities may only be made available to third parties for events that are not associated with the institute's own business if there is no clash with Ara related events, where there is opportunity for external revenue, and/or community engagement.

3 Key Documents

Related Ara Policies CPP401 Space Allocation and Timetabling	Related Ara Procedures - TT001 Timetabling Procedures Manual (internal) - Location Audits (internal) - Room Clash Principles (internal)
Related Legislation or Other Documentation	Good Practice Guidelines
References	
Notes	