

**Principles of Faculty of Medicine Space Allocation**

This document sets out the general principles applied to space allocation for timetabling and room booking of Faculty of Medicine teaching.

* UG/PG courses have equal priority.
* UG/PG courses are prioritised over external short courses.
* Space is allocated on the basis of cohort size and type (lab/seminar), time and date required, availability permitting.
* Courses that chose to roll over their teaching events during the 24-25 rollover process are entitled to same, or similar appropriate space, as outlined in this document.
* Courses that chose not to roll over their teaching events during the 24-25 rollover process will liaise with FEO Timetabling on a termly basis during the timetable build process.
* Courses that require more, or different space than rolled over, need to be assessed for feasibility. This is standard College practice and not a new requirement.
* Once the rollover takes place in February, any bookings between March and June will be reflected in the new Celcat database by the FEO Timetabling team, unless requested otherwise.
* New courses do not have priority over existing courses, but existing courses can be asked to relocate, if alternative similar space is available.
* Free space can be requested, and space is allocated based on student numbers, teaching session’s requirements and delivery strategy.
* Courses can negotiate with other courses to move, or swap space.
* All HMS lab booking changes are agreed and co-ordinated by the Teaching Lab Manager rather than by Timetabling FEO.
* All RCS1 Lab bookings in SK are approved by the Teaching Facilities staff who ensure adequate set up and tidy up time is added.
* Teaching is planned to maximise space usage.
* Teaching events are to finish 10 minutes before session end time.
* The following internal short courses will be contacted to review their bookings and submit new space requests:
  + SM - MISC - Mastering Laboratory Skills Short Course (Banigo-Briggs, Ibiere)
  + SM - MISC - Mathematical Models of the Epidemiology and Control of Infectious Diseases (McCormack, Clare P and Whittles, Lilith K)
  + SM - MISC - MRC DTP for Interdisciplinary Science in Health (Weerasekera, Indaka N)
  + SM - MISC - Pathways to Medicine Summer School (Sweetenham, Claire)
  + SM - MISC - PG Cert Clinical Education (Boyd, Nikki and Kingsbury, Martyn P)
  + SM - MISC - Short Course Haem Roll Over at HM (Jaundrill, Jon and Christie, Paul)

**Queries and Feedback**

Should you have any queries in relation to any points raised in this document, please email the Faculty of Medicine Timetabling team ([timetabling.feo@imperial.ac.uk](mailto:timetabling.feo@imperial.ac.uk)).

**Faculty of Medicine Timetabling team**

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