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 during the COVID-19 pandemic.

- UG/PG courses have equal priority.
- Requests for external short courses are currently not being processed.
- Space is allocated on the basis of cohort size and type (lab/seminar), time and date required, availability permitting.
- Course space allocations are not rolled over and allocation of space will be centrally coordinated by the Timetabling FEO team on a term-by-term basis as per current College guidance.
- Courses that require more, or different space need to be assessed for feasibility. This is standard College practice and not a new requirement.
- 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 for teaching sessions, and space is allocated based on student number requirements and teaching needs.
- Courses can negotiate with other courses to move, or swap space.
- All HMS lab requirements and allocations are agreed, approved and co-ordinated by the Teaching Lab Manager rather than by Timetabling FEO.
- All SK Lab allocations should be approved by the AV staff ensuring adequate set up and tidy up times are added.
- Teaching is planned to maximise appropriate usage.

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).

Faculty of Medicine Timetabling team

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