

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 are prioritised over external short courses.
- UG/PG courses have equal priority.
- Space is allocated on the basis of cohort size and type (lab/seminar), time and date required, availability permitting.
- Current course bookings are rolled over, one year to the next, and courses are entitled to same, or similar appropriate space.
- 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.
- 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 number requirements and teaching needs.
- 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 Roombook FEO.
- All SK Lab bookings are approved by the AV staff who ensure adequate set up and tidy up time is added.
- Teaching is planned to maximise space 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 (roombook.feo@imperial.ac.uk).

Faculty of Medicine Timetabling team

October 2019 (this document is subject to regular review)