

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.
- Space preferences can be submitted, but there is no guarantee they will be accommodated.
- Courses that chose to roll over their teaching events during the 25-26 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 25-26 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 not 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 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
 - SM - MISC - Mathematical Models of the Epidemiology and Control of Infectious Diseases
 - SM - MISC - MRC DTP for Interdisciplinary Science in Health
 - SM - MISC - Pathways to Medicine Summer School
 - SM - MISC - PG Cert Clinical Education
 - SM - MISC - PG Summer School
 - SM - MISC - Short Course Haem Roll Over at HM

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

August 2025 (this document is subject to regular review)