# **Timetable Change Request Form**

## **Section 1: staff Illness**

Changes to the timetable due to staff sickness are not subject to policy/Level 2 Head Approval. If you need to reschedule an activity or change the allocated staff member of an activity due to staff illness, please indicate in the below box and complete all details of [Section 3](#_Section_3:_change) on the form for this change to be actioned.

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| **Unavoidable Changes due to staff illness, please select the most relevant from the below list;** | |
|  | Staff Illness: activity will need to be rescheduled (*not cancelled*) |
|  | Staff Illness: a new member of staff will need to be allocated to an activity. |

**If the change you require is not covered by the above**, you will need to request a change based on the Timetabling Policy which is subject to approval via [Section 2](#_Section_2:_Timetabling) and [Section 3](#_Section_3:_change) of the Form.

## **Section 2: Timetabling Policy**

Any changes to the timetable will need to meet strict validation and impact criteria to prioritise the stability of the timetable and provide an improved student experience. If a member of staff finds they are unable to deliver a timetabled activity, they should first endeavour to seek cover from within their department - liaising, if necessary, with the Head of Department - and then, once this has been agreed, informing the Timetabling Team of the change of staff. After the deadline for changes has passed, the Timetabling Team will investigate and process changes related to the below Policy Points.

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| **Please select the most relevant Policy Point from the below list, by placing an ‘X’ in the relevant box;** | |
|  | New members of staff (although original slots should be utilised where possible) |
|  | New and formal flexible working arrangements for staff *(must be signed off by the* *Level 2 Head)* |
|  | Inadequate room (and not preferences) |
|  | Staff/Student Accessibility |
|  | Requests to changes because of unexpected student numbers |
|  | Cancellation of activities |
|  | To resolve clashes that were not previously apparent (i.e., due to system and/or process failure) |
|  | NONE OF THE ABOVE *(this will have to be signed off by the Level 2 Head)* |

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| If the reason for the requested changes does not fall within the above policy points, please specify here. The Timetabling Team will then escalate this for review and sign-off by the Level 2 Head. |
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## **Section 3: change Details**

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| Please confirm your **Faculty** by placing an ‘X’ in the grey box, and confirm the **Module Code** by typing in the free text box (*indicated by “…”*). | | |
|  | *Health & Life Sciences (HLS)* | … |
|  | *Humanities & Social Sciences (HSS)* | … |
|  | *Science & Engineering (SAE)* | … |

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| **If you are requesting a change to an existing activity, please confirm the Activity Code as it is shown on the** [**Timetable Portal**](https://timetables.liverpool.ac.uk/account?ReturnUrl=%2f)**.** *The Timetabling Team will not process any change requests for existing activities without the Activity Code. Examples: LIFE101/CA/LEC/A/01 [or] LAW107+207/CA/TUT/A+/01* |
| … |

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| **Please confirm what change/s you wish to make to this actvity, by placing an ‘X’ in the relevant box;** | |
|  | Change the day/time |
|  | Change activity duration |
|  | Change the teaching weeks |
|  | Change allocated room |
|  | Change allocated staff/tutor |
|  | Cancel Activity |
|  | Request a New Activity for the Module |
|  | NONE OF THE ABOVE |

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| **Please clearly specify here the full details of your change request.**  The Timetabling Team will investigate if the change you have requested is possible in line with the Timetabling Policy. *You will need to confirm the Activity Type (Lecture, seminar etc), the activity duration (e.g., 1hr), Group Size (number of groups required), any specific room requirements, and the name of the required staff member for the activity.* |
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| **Please confirm all of the Semester Two/Summer teaching weeks that this change affects, by placing an ‘X’ in the relevant box;** | | | | |
|  | **S2 01** (w/c 29-Jan 24) |  |  | **s01 [2024]** (w/c 03-Jun) |
|  | **S2 02** (w/c 05-Feb) |  |  | **s02 [2024]** (w/c 10-Jun) |
|  | **S2 03** (w/c 12-Feb) |  |  | **s03 [2024**] (w/c 17-Jun) |
|  | **S2 04** (w/c 19-Feb) |  |  | **s04 [2024]** (w/c 24-Jun) |
|  | **S2 05** (w/c 26-Feb) |  |  | **s05 [2024]** (w/c 01-Jul) |
|  | **S2 06** (w/c 04-Mar) |  |  | **s06 [2024]** (w/c 08-Jul) |
|  | **S2 07** (w/c 11-Mar) |  |  | **s07 [2024]** (w/c 15-Jul) |
|  | **S2 08** (w/c 18-Mar) |  |  | **s08 [2024]** (w/c 22-Jul) |
|  | *Easter wk1 - (w/c 25-Mar)* |  |  | **s01 [2024]** (w/c 03-Jun) |
|  | *Easter wk2 - (w/c 01-Apr)* |  |  | **s02 [2024]** (w/c 10-Jun) |
|  | *Easter wk3 - (w/c 08-Apr)* |  |  |  |
|  | **S2 09** (w/c 15-Apr) |  |  |  |
|  | **S2 10** (w/c 22-Apr) |  |  |  |
|  | **S2 11** (w/c 29-Apr) |  |  |  |
|  | **S2 12** (w/c 06-May Bank Holiday Monday) |  |  |  |
|  | **S2 13**/Exam wk (w/c 13-May) |  |  |  |
|  | **S2 14**/Exam wk (w/c 20-May) |  |  |  |
|  | **S2 15**/Exam wk (*w/c 27-May Bank Holiday Monday*) |  |  |  |
|  | |  |  |  |
|  | The change affects **all weeks** that the activity is currently scheduled. | | | |