Education Zone

Scheduling Programme

Our vision is to deliver an institutional scheduling service that delivers a best in class student and staff experience

Student centred

Every student is:
- given the right information to make module selection easy
- given their timetable before term starts so they have time to make plans
- taught in an optimum learning environment

Beneficial for Staff

Every member of staff:
- is confident that students are getting the best service
- have the systems and tools to support them to do their work
- they can focus on value adding activities

Timely publication, enabling students and staff to plan their time

A seamless scheduling experience

A reduction in the administrative burden of creating a timetable

Better use of space and facilities across UCL

What are we doing this year?

| Systems and Processes	Supporting departments	Space Utilisation	Student Voice
• Using new functionalities in existing timetabling software. • Capturing additional data necessary to schedule timetable.	• Improving choice of modules for students. • Streamline process to reduce administrative burden. • Piloting a new policy.	• Working with the university to ensure the estate is used efficiently. • Enabling students to be taught in an optimum environment.	• Engaging with students to capture their ideas on timetabling and the improvements they want to see from the timetable.

What does this mean for students?

- An improved timetable experience starting from the point at which students select modules.

- Reducing the number of modules that students can't realistically select due to pre-requisites or timetable clashes.

- Students will need to contact administrative staff less. Staff will be able to dedicate more time to more complex queries from students.

- Students will receive their final timetable earlier, providing enough time to plan out their year.

- Better utilisation of the UCL estate will ensure that students are able to have classes in an optimum learning environment.
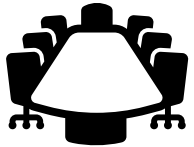
What will we use student feedback for?

- Metrics for student satisfaction

- Understanding of key issues for students and listening to proposed solutions

- Implementing solutions

- Shaping the Scheduling Programme as a whole

Mentimeter Questions

Scan the QR code or go to mentimeter.com and type in this code: **4442 6792**

Get involved – Focus groups

- We will be running 3 focus groups this term

- Please share this opportunity in your networks. We are looking for a wide sample set of UG and PG students from across the university.

- <mark>1h30m</mark>

- Paid <mark>£20</mark> for participation

- Sign up form: https://forms.office.com/e/fwyrc8xw36

- Contact us: scheduling_transformation_prog@ucl.ac.uk

Q&A