

Start/End Times for Timetabled Classes: Global Policy, from 2022/23

Title	Start/End Times for Timetabled Classes: Global Policy, from 2022/23
Approval	Approved by the Learning and Teaching Academic Year Group, 24August 2022
Implementation	Across all campus locations, from September 2023

Timings for Timetabled Classes from 2022/23

At its meeting on 24 August 2022, the Learning and Teaching Academic Year Group (LTAYG) approved the standardisation of timings for timetabled classes from 2022/23 and agreed that the following approach, which had been introduced during the pandemic, should become the cross-institutional policy:

- Timetabled classes are to formally begin on the hour;
- Classes are to last 50 minutes, with a firm cut off at 10 to the hour to allow students transition time to next class;
- All teaching rooms are to be fully vacated by staff by 5 to the hour to provide time to transition to next class. If more time is needed to vacate class, staff are to plan that into class delivery;
- Any back-to-back classes (double, triple etc) are to include a mandatory 10-minute break for students each hour in line with the above planning.