

MUSIC DEPARTMENT

Timetabling Policy

(previously known as Music Department Room Booking Policy)

This policy is of relevance to students and staff

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Approved by	Operations Board
Written by	Music Office
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1. ASIMUT

ASIMUT will be the sole timetabling, room booking management and space utilisation reporting system.

Assistance is provided by the ASIMUT Managers – email: MusicRoomBooking@gsmd.ac.uk

2. BOOKING A PERFORMANCE VENUE

Booking and use of the following venues: Milton Court Concert Hall, Silk Street Music Hall and Silk Street Lecture Recital Room, is administered by the Head of Music Administration. Use of these spaces is determined by the School's performance and teaching schedules. Performance use of these spaces is consideration by the Music Departments Performance Committee.

Booking and use of the following venues: MC Theatre, MC Studio Theatre and SS Theatre is administered by the Production Arts and Drama Administration team.

3. BOOKING THE RECORDING STUDIO

Booking and use of the Recording Studio is administered by the Audio Visual team.

4. PROFESSORS: TIMETABLING TEACHING

- (i) Regular teaching, classes and rehearsals will be timetabled in ASIMUT by the relevant administrative or academic department manager prior to the start of the academic year.
- (ii) All teaching must be fully timetabled in ASIMUT as far ahead in the academic year as possible and no later than one week in advance.
- (iii) Professors must always include students' names in all teaching timetabled in ASIMUT **and submit all attendance reports within 5 working days** to ensure compliance with Government student reporting and attendance monitoring legislation.
- (iv) Students should not be double booked into any teaching and learning unless exceptional circumstances have been approved by the relevant departmental manager or head of department.
- (v) Professors wishing to teach at home must submit a request to the Head of Music Administration, their Head of Department and MusicRoomBooking@gsmd.ac.uk. Once the request is approved, a dedicated ASIMUT location will be created for the Professor's home. All Guildhall School teaching conducted at home must be timetabled into their dedicated location in ASIMUT and attendance reported as required by government regulations.

- (vi) All teaching must be timetabled in ASIMUT in advance before it takes place, without exception, including teaching on campus, online, at the teacher's house or other.
- (vii) All timetabled teaching must start and finish within the time booked in ASIMUT, including setting up and pack down. Where possible, set up and pack down times should be included as separate items.
- (viii) Timetabled teaching should be kept up to date and as accurate as possible, including correct timings and all participants. It is the responsibility of the Professor to ensure that any alterations to the timetabled activities – including cancellation – are made in good time in ASIMUT.
- (ix) Priority – School spaces will be allocated, where possible, according to:
 - (a) Space required for number of participants;
 - (b) Specialist facilities or equipment required in the room, if applicable;
 - (c) Acoustic requirements, if applicable;
 - (d) Students or staff with mobility needs, if applicable;
 - (e) Type of activity (e.g. academic class, tutorial, meeting, rehearsal, etc.).
- (x) Users may be encouraged or restricted to timetable activities in specific locations. Use of the most suitable rooms is recommended wherever possible. Assistance is provided by the ASIMUT Managers as required.
- (xi) Professors must release lesson slots no longer required on the day by selecting "Cut-off booking" on their ASIMUT Agenda. Alternatively, inform the ASIMUT Managers.
- (xii) Consultation lessons must be timetabled by prior arrangement with the relevant department manager. External participating students' names must be included. Professors must meet the visitors at reception and accompany them throughout their visit. Visitors are not allowed to use the School facilities, including practice and rehearsal rooms, without the professor's supervision.
- (xiii) Where a member of Staff is deputising for another, both staff names should be included in the ASIMUT booking and the department administrator informed of the arrangement.
- (xiv) Professors may only use School rooms and spaces after they have been scheduled on ASIMUT. Student bookings will not be cancelled due to professors forgetting to book a room in a timely manner.
- (xv) Private teaching at the School is strictly prohibited, and may lead to disciplinary action.
- (xvi) Staff booking hours will regularly be compared to staff contracts to limit and

monitor any over booking.

- (xvii) Professors must not book rooms for student practice, and students must not book rooms for professor's teaching. Bookings are the individual's responsibility and must never be created on behalf of others.
- (xviii) To facilitate efficient allocation of spaces and maximise their utilisation across the School, department administrators may occasionally move timetabled activities to identical or equivalent rooms.

5. STUDENTS

- (i) Students must attend all teaching and learning activities timetabled in ASIMUT. Attendance to all teaching and learning activities is monitored and any unapproved absences will be reported.
- (ii) Outside timetabled teaching and learning activities, students may independently self-book available rooms for practice at School. Students must not book rooms to practice during timetabled teaching and learning activities.
- (iii) Rooms may only be booked and used in line with the Code of Conduct. The school facilities are not available to use by non-Guildhall School persons. Booking rooms for this purpose is strictly prohibited and may lead to disciplinary action.
- (iv) Students are able to timetable practice time in ASIMUT up to 5 days in advance, to a maximum of 2 hours per day during peak time (10:00-17:00) and 12 hours rolling **total**. On the day, students may book any rooms still available within the next 4 hours, beyond set quotas.
- (v) All student bookings on ASIMUT are made provisionally. To confirm a booking and use the room, students must always swipe their ID card on any ASIMUT screen terminal before the booking begins and confirm the booking on the screen terminal in person. Confirmation opens 2 hours before start time.
- (vi) If left provisional (i.e. not cancelled in advance or confirmed on an ASIMUT screen terminal), bookings will be automatically cancelled on ASIMUT at the start of the booking.
- (vii) ASIMUT records all auto-cancelled 'no-show' against the student who made the booking. More than 3 auto-cancelled ('no-show') bookings per week will incur a reduced student booking quota penalty for the following week.
- (viii) If a student is in debt to the school or temporarily enrolled (due to tuition fees), access to room booking may be suspended in line with the Tuition Fee Payment, Enrolment & Debt Collection Policy, which is available on MyGuildhall.
- (ix) Use of specialist rooms may be limited to students of the relevant study, i.e.

Percussion, Harp and Double Bass. These students must book their relevant specialist room on ASIMUT. All bookings are provisional and must be confirmed the day or cancelled in advance.

- (x) Students with access/mobility needs will have 12 hours added to their online booking horizon.
- (xi) To self-book music group practice in ASIMUT (where the music group is undertaking an assessed elective) students should register their group in MyGuildhall (*Music > Chamber Music > Chamber group registration*) or contact the Chamber Music Manager for assistance. Processing time is usually 2 working days. All music groups must be comprised of at least 50% current Guildhall School students.
- (xii) To facilitate efficient allocation of spaces and maximise their utilisation across the School, department administrators may occasionally move timetabled practice or activities to identical or equivalent rooms.

6. JUNIOR GUILDHALL

- (i) Junior Guildhall has use of bookable rooms 08:00 – 18:00 on Saturdays.
- (ii) Allocation of these rooms during this time is administered by the Junior Guildhall Music department.
- (iii) On such occasion that a room is required on a Saturday, approval from Junior Guildhall department may be granted at their discretion. Organisation of these bookings must be carried out by department administrators. Senior School Teaching staff and students should not approach Junior Guildhall directly.

7. EQUIPMENT SETUP/FACILITIES REQUESTS.

If a support department's (Audio Visual, Performance Venues, Facilities etc.) expertise is required, then time must be delegated to set up and preparation and included in the ASIMUT arrangement.