

The Timetable Office recognise there are some adjustments to teaching delivery which do not represent changes to the published timetable. These particularly involve additional rooms, possibly for breakout sessions, and should *not* require a MARF¹ form to be completed. Therefore to help enable members of staff to make their own arrangements for particular types of adjustments such as these, the WRB² could be used for one-off amendments that meet the following criteria **ONLY**.

- **Supplementary location:** in addition to the location that has already been assigned on the timetable e.g. for a breakout session. Any additional location booked must be for times which fall within the timeframe of the original session.

For example:

Should the module MTT069-A, Lecture A01 which has 60 students in SK/037 happen between 9-12 on Monday 1st April, and you wish to split the cohort into two groups of 30, where a second location is required, then the location must fall anytime between 9-12 on Monday 1st April **ONLY**.

The principle is that the student group will continue to report at the time and the location published on their timetable.

It is important to note that both Staff and Students will not be added to any of the above and that it is the responsibility of the member of staff requesting the booking to inform the students, should ever the need arise.

Should your amendment *not* meet the above criteria then a MARF form *must* be completed.

Examples of unacceptable usage:

The following examples are instances when the WRB should ***not*** be used.

- 1) To extend the original session (Students should not be asked to extend their attendance at a session without consultation with the TTO³ to see whether they have commitments elsewhere, in which case a MARF will need to be completed)
- 2) To change the timetabled room if it is deemed unsuitable for its purpose
- 3) To amend the date or time of the original session
- 4) To conduct activities not included as part of the original timetabled session, e.g. running simultaneous seminars and workshops

How to make a Supplementary Location booking:

1. Creating a supplementary location booking is made exactly the same way as you would make any ad-hoc booking. Simply log on to the WRB by either following this [link](#), followed by accessing the Web Room Booking page.
2. Fill in all the necessary required fields i.e. date, location, expected numbers etc..

¹ Module Amendment Request Form

² Web Room Booking Tool

³ Timetable Office

3. Once you reach the final page (page 3) on the very last section, you will notice a section called *Nature of Booking*, from there simply select **Supplementary Location - for academic staff only**.

*At this stage the form cannot be completed until you select 1 of the 3 options. It is important to note that you must select the **Supplementary Location - for academic staff only** option, as the other two options refer to an alternative type of booking request.*

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