Teaching Activities in the Informatics Forum: Policy

Context: The University has recovered VAT costs for the Informatics Forum building under the assumption that the building is used at least 90% of the time for non-VATable activity. Broadly speaking research and research support are non-VATable while teaching activities are VATable. On the basis that the building is used 24*7*50 = 8400 hours, this allows 840 hours of use for VATable activity. We plan to schedule for less use than this on the grounds that we need some flexibility for unexpected events in the building. The restriction on VATable activity is on staff so teaching activity includes teaching, teaching preparation, grading, exam setting, ... .

Assumptions:
1. That arrangements for staff undertaking funded consultancy work is outside the scope of this document.
2. That conferences are assumed to be a research activity.

Proposal: Implementation of this process should be as simple as possible since it needs to be communicated clearly both to staff and students. We propose the following use of time:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
<th>Number</th>
<th>Total</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Day</td>
<td>5</td>
<td>3</td>
<td>15</td>
<td>3 open days per year</td>
</tr>
<tr>
<td>PAVD</td>
<td>6</td>
<td>4</td>
<td>24</td>
<td>4 post-application visit days per year</td>
</tr>
<tr>
<td>Graduation</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>Summer and Winter</td>
</tr>
<tr>
<td>Exam block weeks</td>
<td>15</td>
<td>6</td>
<td>90</td>
<td>5 in May, 1 in Aug</td>
</tr>
<tr>
<td>Teaching weeks</td>
<td>15</td>
<td>24</td>
<td>360</td>
<td>13 weeks S1, 11 Weeks S2</td>
</tr>
<tr>
<td>Prep weeks</td>
<td>15</td>
<td>2</td>
<td>30</td>
<td>Week 0 plus one in summer vacation</td>
</tr>
<tr>
<td>Other weeks</td>
<td>6</td>
<td>20</td>
<td>120</td>
<td>Access on Tues and Thurs all weeks</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>645</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Open Days, Post Application Visit Days, and Graduations are regular events we need to schedule.
2. When students are likely to be about we have budgeted three hours per day. This includes some allowance for grading of examinations since the exam blocks have teaching time allocated to them.
3. We have assumed one 13 week semester and one 11 week semester.
4. To take account of MSc students, teaching preparation and meetings with students we have allowed two three-hour slots per week in all other weeks.
5. This works out at 645 hours per annum which leaves some slack for contingencies.
6. There is staff base and DoS room accommodation in Appleton Tower which allows teaching activities to go on outside scheduled hours.

Implementation and Audit
There will be a need to audit the implementation of this scheme since we need to demonstrate compliance with this policy to HM Revenue and Customs for the next 10 years. After that period we are free to make any use of the building we please.
Teaching Activities in the Informatics Forum: Information for Students

The new Informatics Forum building has been classified as a “research only” building. This means that taught student access to the building will be limited. However, because the building is in use 24*7, 50 weeks per year this means we can ensure fairly generous, but controlled, access to staff involved in teaching who are housed in the building. The rules are:

1. Taught students have access to the Informatics Forum from 10:00 to 13:00 Monday to Friday in Weeks 0-13 of Semester 1, Weeks 1-11 of Semester 2, and Weeks 1-5 of the April-May Exam Block.
2. Outside of these weeks students will be able to access the Forum from 10:00 to 13:00 on Tuesdays and Thursdays.
3. At all times there is space in the Teaching Areas in Appleton Tower for staff-student meetings to take place. This space is bookable through the ITO.
Teaching Activities in the Informatics Forum: Information for Staff

The new Informatics Forum building has been classified as a “research only” building. This means that staff using the building should restrict teaching activity to the scheduled teaching hours. Teaching activity covers all activities related to teaching e.g. lecture preparation, marking, meetings with students, DoS meetings etc. However, because the building is in use 24*7, 50 weeks per year this means we can ensure fairly generous, but controlled, schedule of teaching activities. The schedule is:

1. Teaching activity is permissible in the Informatics Forum from 10:00 to 13:00 Monday to Friday in Weeks 0-13 of Semester 1, Weeks 1-11 of Semester 2, Weeks 1-5 of the April-May Exam Block, one week during the Resit Examinations and one additional week over the summer vacation. Taught classes will not be scheduled in Forum meeting rooms because research and teaching have incompatible patterns of room use.
2. Outside of these weeks teaching activity in the forum is permitted 10:00 to 13:00 on Tuesdays and Thursdays.
3. At all times there is space in the Teaching Areas in Appleton Tower for staff to undertake teaching related activities. The ITO will assist staff in arranging teaching activity in Appleton Tower.
Teaching Activities in the Informatics Forum: Implementation and Audit

Implementation and compliance audit of this scheme rests on the following elements:

1. **Policies:** The policies laid out in this document are very clear and straightforward. Teaching work is expected to be carried out on weekday mornings on 35 weeks of the year. At all other times teaching-related activity will be carried out in the StaffBase and DoS rooms in the adjacent Appleton Tower. To be specific we have the following classes of activity:
   - **Assessment:**
     - TA marked work: can be assessed in teaching support rooms in Appleton Tower if this falls outside the scheduled teaching hours.
     - Staff marked work: there is sufficient time allocated that exam and coursework marking can take place in the specified teaching times within the building or in the teaching rooms in Appleton Tower if necessary.
   - **Preparation:** Routine preparation work could be carried out in a daily permitted period for teaching activities in the Forum Building during the semester. Large-scale, or last-minute preparation can be carried out in the StaffBase in Appleton Tower.
   - **Course Development:** It is likely that new course development work or major revision to a course would need to be undertaken in allocated space in Appleton Tower. For example, a new course would be allocated a space in Appleton Tower where staff, TAs and tutors could gather to help with the development and running of a course in its first year. Minor course revisions could be carried out in the Forum within the scheduled teaching hours.
   - **Contact Hours:** There are no teaching rooms in the Forum Building, labs, tutorial rooms and lecture theatres are available in Appleton Tower.
   - **Informal Teaching:** An office hours system can provide access to staff by students on a daily basis. Office hours would be required to be inside the scheduled teaching hours for the building.
   - **Formal Advising (DoS role):** interview rooms with DoSs are bookable via the ITO for use outside scheduled teaching hours.
   - **ITO support:** the ITO is located in Appleton tower and is able to provide “just-in-time” support for teaching e.g. copying.

2. **Location of Staff:** most academic staff have a formal contact requirement with students in the range of 35-50 hours per year (i.e. formal lectures and tutorials). Staff with this requirement will be located in the Informatics Forum. Staff with significantly higher contact requirements will be located in offices in the Teaching areas in Appleton Tower.

3. **Implementation:** We will use the following measures to implement the policy:
   - **Swipe card access:** the building will have controlled access via swipe cards. Swipe access is controllable by group. We will ensure that students will only have access at the prescribed times.
• **Room booking in the Forum**: all room bookings in the Forum will have a purpose associated with them. Room bookings for teaching purposes will not be permitted outside the prescribed teaching times.

• **Teaching Assistant/Tutor contracts**: these will include a clause restricting the use of offices in the Forum “outside teaching hours”.

4. **Audit Data**: We will gather the following data and make it available to HM Revenue and Customs on request:

• **Swipe card data**: suitably aggregated to protect the privacy of users it will indicate the numbers of different classes of users entering the building by the hour (at least taught-student and non-taught-student).

• **Room booking records**: from both the Informatics Forum and Appleton Tower, indicating levels of use of different classes of rooms by time of day.

• **Aggregate Staff Time Allocation Survey**: to allow verification of the level of teaching activity typically undertaken by Forum-based staff.

• **A record of all “non-standard” Forum bookings**: this would detail events like graduations, open days etc.