



# **GUIDANCE NOTES**

## **TEACHING CHANGE REQUEST FORM**

Version 1: June 2023



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## Guidance Notes for submitting Teaching Change Requests

The Teaching Change Request form should be used by staff to request any change to the timetable.

The aim of the form is to streamline the process for academic colleagues and to ensure that we capture all the information to process the change request (therefore avoiding extra effort for everyone).

On completion of the form, a notification will automatically be sent to your school timetabling administrator for processing. They will email you the outcome once they have processed the request and any updates to the timetable have been confirmed.

### Section One

The first section of the form asks you to enter your details and the details of the Module that you want to request a change for. Where possible we have included drop-down selections to make the form easier to complete.

1. Name \*

Enter your answer

2. Staff Number \*

Enter your answer

3. School \*

Select your answer

4. Module Name \*

Enter your answer

5. Module Number (i.e. ABC07111\_TR1\_001) \*

The full module number, including trimester and occurrence can be found on the module timetable tab of Web Timetables (<https://www2.napier.ac.uk/Timetable/myTimetable2324/default.aspx>)

Enter your answer



6. Activity Name (i.e. ABC07111\_TR1\_001\TUT/01) \*

The full activity number, including trimester, occurrence, activity type and group number can be found on the module timetable tab of Web Timetables (<https://www2.napier.ac.uk/Timetable/myTimetable2324/default.aspx>)

Enter your answer

7. Activity Type \*

Select your answer

8. Activity Day

Select your answer

9. Activity Time

Select your answer

### Module Number

The Module Number is in the format ABC07111\_TR1\_001. The full module number, including the trimester and occurrence can be found on the Module Timetable of Web Timetables.

<https://www2.napier.ac.uk/Timetable/myTimetable2324/default.aspx>

### Activity Name

The full activity name, including trimester, occurrence, activity type and group number can be found on the module timetable tab of Web Timetables

<https://www2.napier.ac.uk/Timetable/myTimetable2324/default.aspx>

## Activity Type

Activity Type is a drop-down menu that enable you to select one of the following:


Assessment	Class test or assessment
Demonstration	An expert-led activity to demonstrate a specific task or skill. It may be a whole class activity or scheduled over multiple times to enable whole class participation.
Laboratory	An activity requiring specialist equipment and facilities. It may be a whole class activity or require small groups depending on capacity
Lecture	A whole class activity involving all students enrolled on the module occurrence
Practical	An activity that enables students to apply theory in practice. It may be a whole class activity or scheduled over multiple times to enable whole class participation.
Prep for Practice	An activity that enables students (SHSC) preparing to undertake their practice placement. It may be a whole class activity or scheduled over multiple times to enable whole class participation.
Recital	An individual activity that enables students to display mastery of an instrument or voice type within the context of live performance.
Reflection	Individual or small group activity to consider practice and its application to theory.
Seminar	A student-led small group activity (scheduled multiple times to enable whole class participation).
Simulation & Clinical Skills	An activity requiring the use of specialist simulation equipment in the Simulation and Clinical Skills Centre
Site Visit	This activity will not require Edinburgh Napier accommodation but will require an allocated slot in the timetable
Tutorial	A tutor-led small group activity (scheduled multiple times to enable whole class participation)
Workshop	A small group activity focussed on particular practical or problem-solving tasks.





## Section Two


This section asks you for the reason for making a change to the timetable and the type of change required. The form is dynamic, so depending on the type of change requested you will only be asked to complete the relevant fields. Where possible we have included drop-down selections to make the form easier to complete.

In this section, please select the reason for the change and the type of change requested

10. Reason for Change \* 

Select your answer 

11. Type of Change Requested \* 

Select your answer 

### Reason for Change

Activity Swap
Adjust Activity Duration
Adjust Teaching Week Pattern
Cancel Teaching Activity/ Condense Teaching Activities
Change of Staff
Fewer Students
More Students
New/ Additional Teaching Activity Required
Room Capacity too Small
Room Capacity too Large
Room Unsuited

### Type of Change Requested

Add New Activity
Cancel/ Condense Teaching Activity
Change of Campus
Change of Day
Change of Duration
Change of Time
Change of Room
Change of Staff Member
Change of Teaching Week Pattern



## Section Three

The following screenshots, show you the options presented to complete depending on the type of change requested. Where possible we have included drop-down selections to make the form easier to complete.

### Add New Activity

**New Activity Requested** ⓘ

In this section, please provide the details of the new activity that is requested

12. New Activity Type \* ⓘ

Select your answer ▾

13. New Activity Duration Required \* ⓘ

Enter your answer

14. New Activity Size Required \* ⓘ

Enter your answer



15. New Activity Week Pattern Required \*

- Week 1 (TR1 & TR2 Welcome Week)
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10
- Week 11
- Week 12
- Week 13
- Other

16. Campus Required \*

- Craiglockhart
- Merchiston
- Sighthill

17. Staff member teaching activity \*


18. New Activity Day Requested


19. New Activity Start Time Requested





## Cancel/ Condense Teaching Activity

Further Information 


12. Please provide any additional information that you think is relevant to the request. 


Enter your answer


Send me an email receipt of my responses

[Back](#) [Submit](#)

## Change of Campus


Change of Campus Requested 


12. Change Campus to: 


Select your answer 

[Back](#) [Next](#)

## Change of Day

Change of Day Requested 


12. Change Activity Day to: 


Select your answer 

[Back](#) [Next](#)




## Change of Duration


Change of Activity Duration Requested 

12. Change Activity Duration to: 


## Change of Time


Change of Time Requested 

12. Change Activity Time to: 


## Change of Room

Change of Room Requested 

12. Change Room to: 





## Change of Staff Member

Change of Teaching Staff Requested 

12. Change of Teaching Staff to: 

## Change of Teaching Week Pattern

Change in Week Pattern Requested 

12. Change of Activity Week Pattern to: 

Week 1 (TR1 & TR2 Welcome Week)

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8

Week 9

Week 10

Week 11


Week 12


Week 13

Other



## Further Information

Further Information 

12. Please provide any additional information that you think is relevant to the request. 

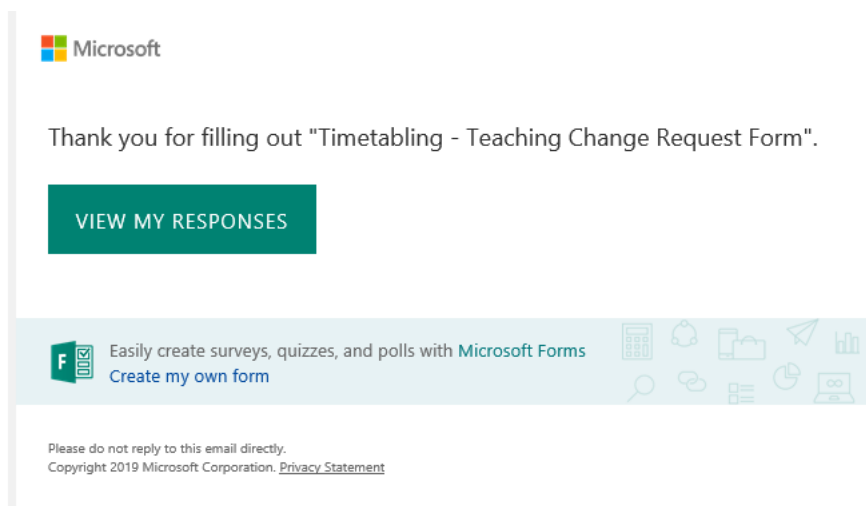
Enter your answer

Send me an email receipt of my responses

[Back](#) [Submit](#)

## Email Confirmation of Request

Once you have submitted your teaching change request form you will receive the following email confirmation.





## School Timetabling Administrators Contact

School of Applied Science	<a href="mailto:SAStimetabling@napier.ac.uk">SAStimetabling@napier.ac.uk</a>
School of Arts and Creative Industries	<a href="mailto:SACItimetabling@napier.ac.uk">SACItimetabling@napier.ac.uk</a>
School of Computing Engineering and the Built Environment	<a href="mailto:SCEBETimteabling@napier.ac.uk">SCEBETimteabling@napier.ac.uk</a>
School of Health and Social Care	<a href="mailto:SHSCtimetabling@napier.ac.uk">SHSCtimetabling@napier.ac.uk</a>
The Business School	<a href="mailto:TBStimetable@napier.ac.uk">TBStimetable@napier.ac.uk</a>