

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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In accordance with Academic Regulation 5.6, teaching and learning activities will normally be conducted in person

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

- I. 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.
- II. Staff wishing to curate their own performance can apply to the Performance Committee for approval by submitting a [Staff and Alumni Event Request Form](#)
- III. Students wishing to curate their own performance must apply to the Performance Committee for approval by submitting a [Student Led Concert Proposal Form](#). Additional information can be found in the [Music Student-led Performance Guidelines on My Guildhall](#).
- IV. Milton Court Concert Hall is not available for Student-Led Performance
- V. 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 in accordance with the [School Planning Cycle](#)
- 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. 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.
- IV. 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.
- V. 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.

- VI. Professors must release lesson slots no longer required.
- VII. 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.
- VIII. Professors may not hold School teaching rooms without a student being named in the booking. For assistance, please contact MusicRoomBooking@gsmd.ac.uk
- IX. Students should not be double booked into any mandatory teaching and learning unless exceptional circumstances have been approved by the relevant departmental manager or head of department. More guidance can be obtained from the Music Department [Clash Policy](#).
- X. 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.
- XI. In addition to completing all mandatory statutory training — including Safeguarding and Tackling Harassment and Sexual Misconduct — and being familiar with the related policies (Harassment, Bullying & Sexual Misconduct Policy; Staff–Student Relationship Policy; and Safeguarding Policy), all professors who teach in a home setting must hold an up-to-date DBS certificate.
[Harassment, Bullying & Sexual Misconduct Policy](#)
[Staff Student Relationship Policy](#)
[Safeguarding Policy](#)
- XII. Any student attending a 1-1 lesson in premises off the School campus will be aged 18 years or over and no student who has gained non-standard entry to the School via the “Under 18 Admissions Policy” will receive 1-1 lessons off campus unless special arrangements are put in place.
- XIII. Priority – School spaces will be allocated, where possible, according to:
 - (a) Type of activity (e.g. academic class, tutorial, meeting, rehearsal, etc.).
 - (b) students or staff with specific needs, if applicable;
 - (c) Specialist facilities or equipment required in the room, if applicable;
 - (d) Space required for number of participants;
 - (e) Acoustic requirements, if applicable;
- XIV. 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.
- XV. Consultation lessons must be timetabled by prior arrangement with the relevant department manager. Consultation students' names must be included in the booking. Professors must meet the students at reception and accompany them throughout their visit. Consultation students are not allowed to use the School facilities, including practice and rehearsal rooms,

without the professor's supervision.

- XVI. 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.
- XVII. 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.
- XVIII. Private teaching and private practice at the School is strictly prohibited and may lead to disciplinary action.
- XIX. Staff booking hours will regularly be compared to staff contracts to limit and monitor any over booking.
- XX. 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.
- XXI. To facilitate efficient allocation of spaces and maximise their utilisation across the School, department administrators may occasionally move timetabled activities to equivalent rooms.

5. STUDENTS

- I. Students must attend all mandatory teaching and learning activities timetabled in ASIMUT. Attendance to all teaching and learning activities is monitored and any unapproved absences will be recorded.
- 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. Normally, 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 (Monday to Friday, 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. For queries about booking quotas and rules, please contact MusicRoomBooking@gsm.d.ac.uk or visit the Music Office.
- V. All student bookings on ASIMUT are made provisionally. To confirm a booking and use the room, students must either
 - (a) 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.
 - (b) Connect to the School network on their own device and confirm the booking via their ASIMUT account.
- 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 and the room returned to general 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 may incur a reduced student booking quota penalty.
- 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 prioritized to students of the relevant principal study, i.e. Percussion, Harp, Jazz, Historical Performance, Double Bass etc. These students must book their relevant specialist room on ASIMUT. All bookings are provisional and must be confirmed on the day or cancelled in advance.
- X. Students with an approved learning support agreement may have adjustments made to their online booking rules.
- XI. To facilitate efficient allocation of spaces and maximise their utilisation across the School, department administrators may occasionally move timetabled practice or activities to equivalent rooms.

6. JUNIOR GUILDHALL

- I. Junior Guildhall has use of bookable rooms 08:00 – 18:00 on Saturdays and access to the Campus for Senior School students is restricted during these times.
- II. Undergraduate and postgraduate Guildhall students are only permitted between the hours of 0900-1800 for the following reasons only:
 - (a) collecting/returning an instrument to a locker
 - (b) visiting the library
 - (c) printing documents in the common room.

ID Cards must be worn and visible at all times and students must leave the building as soon as these tasks are completed.
- III. Allocation of rooms on a Saturday between 0800-1800 is administered by the Junior Guildhall Music department.
- IV. 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 schedule.