We are now accepting **timetable proposals for the autumn term of 2021**. The deadline for submission is **22 April**.

Use [Schemaplaneraren](http://example.com) to create and submit your timetable proposal.

The university has passed a decision relating to planning for the autumn term of 2021, **Ref. No. LIU-2021-00029**. With this as starting point and after consultation with the crisis management team, we are now inviting the submission of booking requests for the autumn term timetable.

**Timetabling will be carried out under the currently valid planning situation. If the situation changes, or new restrictions are introduced (either during the latter part of the spring or before the start of the autumn term), all necessary and sufficient modifications of the timetable will be made.**

Given that all teaching with group sizes larger than approximately 40 students will take place off-campus, using remote methods, it has been concluded that it will be possible to achieve the requirement of an average physical presence på campus that lies on or below 75% of normal. All teaching for groups with 40 students or fewer will be booked into rooms of the same size as normal.

- The timetable proposal must be submitted for the complete autumn term, independently of the dates on which a course starts and ends.
- **Proposals submitted after the deadline** will be dealt with outside of the coordinated timetabling (i.e. timetabling that treats all requests as equivalent and allocates premises fairly).
- **Booking requests are to be submitted using the university decision about autumn 2021 planning, Ref. No. LIU-2021-00029, as starting point.**

This means that the average physical presence should not exceed 75% of that used under normal conditions. As a consequence of this, teachers and others responsible for timetabling must take the following into consideration when submitting a timetable proposal:

- Student groups larger than 40 will not be booked into teaching rooms on campus. All teaching for groups larger than 40 will take place using other methods.
- If it is possible to carry out a component using remote methods, or if you require a long period of planning in advance, it’s a good idea to take this into consideration when preparing your timetable proposal. This releases rooms for those components for which it is necessary (or extremely pressing) that they be carried out on campus.
- Include the expected number of students (which differs from the desired number of students) when you submit the timetable proposal. This makes it possible to book teaching rooms as efficiently as possible.
• It may be necessary to book rooms for roll call and similar activities at the start of term outside of the ordinary timetable coordination. Requests for rooms for these activities must be submitted as soon as possible to the timetable coordinators, with an absolute deadline of 1 April.
• The management of teaching at Clinicum will be described in a separate document.

Useful info when working with Schemaplaneraren
• It is possible to create a timetable proposal from a timetable in TimeEdit. Even if you have not created a template or have a previous proposal that you can reuse, it is not necessary to create a completely new proposal.
• In addition to the time that is your first choice for a teaching session, it’s a good idea to specify an alternative time that you could accept.
• When possible, choose the times of day that are less popular for teaching, i.e. 8-10 am and 3-5 pm. This makes it easier to use the premises in an optimal way, and ensures that as much teaching as possible takes place on campus. (NB! This does not apply to courses planned in blocks!)
• If any of your teaching sessions cannot be moved, please explain why this is the case.
• Remember to include library-based teaching in the timetable proposal, where relevant.
• If you are requesting laboratories or computer rooms, please specify which type of room you need.

If your course instance is not listed in Schemaplaneraren, contact the faculty that is responsible for the course. Include information about the course code and the term to which the course belongs.
• Faculty of Arts and Sciences: bilda-filfak@liu.se
• Faculty of Medicine and Health Sciences: bilda-medfak@liu.se
• Faculty of Science and Engineering: Programnamnder.lith@liu.se
• Educational Sciences: bilda-uv@liu.se

If you do not know which faculty is responsible for the course, contact helpdesk@liu.se. Include the course code and the term to which the course belongs.

Our website provides manuals, news and information.

With best wishes,
Timetable coordinators at FILFAK, MEDFAK, UV (1330@liu.se) and LiTH (schema@lith.liu.se)