



UNIVERSITY OF  
LINCOLN

## Space Regulatory System Policy

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**Version history**

<b>Version</b>	<b>Approved by</b>	<b>Approved on</b>	<b>Summary of changes</b>
1.0	Estates & Technology Steering Group	16.12.2019	First draft

## 1. Introduction

The Space Regulatory System, established in September 2018, introduced a system of penalties for unaccounted teaching registers and no-shows. The aim being that the system will:

- Ensure that teaching is being carried out as scheduled on the timetable.
- Stop 'defensive' strategies by over-booking rooms.
- Encourage the efficient use of space.
- Ultimately avoid having to build or procure more expensive teaching space.

## 2. Calculation of Penalties

The penalty amounts are based on half of the market value of the space, with different rates depending on the size of room.

The penalty is triggered when an unaccounted register is flagged by the Student Attendance System. Data is reviewed by hour-slot, therefore if one lecture covers three hours, three penalties would be generated.

Penalties are issued at academic school level and are calculated at the end of the Semester. The Space Regulatory System dashboard is available to Heads of School so penalty levels can be monitored throughout the year.

Schools/Colleges do not receive an annual budget allowance for space penalties, so any costs incurred will need to be met from savings made on other existing budgets.

Penalties are issued for occurrences of unaccounted registers in all types of teaching space including labs and studios.

The table below illustrates the total value of penalties that would have been issued using 2016/17 data.

Description	Room size: <50 people	Room size: 51 to 150	Room size: 151+	Totals	% of Total Registers
Penalty cost	£15.00	£30.00	£60.00	-	-
Number of unaccounted registers / no shows	4,321	818	131	5,270	5.89%
Theoretical penalty cost	£64,815	£24,540	£7,860	<b>£97,215</b>	-

## 3. Cancellation of Bookings

Cancellations should be made seven days in advance of the timetabled/booked event. An Academic Timetable Queries & Changes form is to be approved at College level and sent to the Timetabling department seven days in advance of the event.

If the date/time of a timetabled/booked event has already passed an automatic charge will be actioned.