

CENTRAL TIMETABLE
VENUE REQUEST

SR4

AD-HOC BOOKING OF VENUE/S

Day	Periods	No. of students	Lecturer	Personnel number	Phone No.	Subject name	ITS Subject code	Y/S/B	C/P/T	Venue allocated by Facility Management

If the group is too small or too big for the class, you have to inform Facility Management. A new venue has to be allocated.

BLOCK COURSES

Day	Periods	No of students	Lecturer	Personnel number	Phone No.	Subject name	ITS Subject code	Dates of block course/s	Venue allocated by Facility Management

TESTS

Day	Periods	No of students	Lecturer	Personnel number	Phone No.	Subject name	ITS Subject code	Dates of test/s	Venue allocated by Facility Management

No telephone requests will be handled. Request can be sent to relevant Faculty Timetable Representative.

Signature – Faculty Timetable Representative: _____ Date: _____

No SR4 request for additional venues or changes to venues will be considered without the signature / approval of the relevant Faculty Timetable Representative.