

Annual Timetable 24/25 - Publication Process

Timetabling has listened to Faculty feedback and worked on a number of improvements to reduce timetable-related admin for teaching teams and allow them more time for planning, while still publishing the timetable to students in July.

January-February

Planning

- Associate Deans for Education and Student Experience (ADESEs) to confirm with Faculty Timetabling Officers key timetabling contacts (including Heads of Schools, Programme Leads, Subject Coordinators and relevant Senior Administration staff).
- Faculty Timetabling Officers to share publication process with key timetabling contacts in January and schedule Timetable Planning Meetings for February to allow time for feedback and to resolve any issues in advance of the publication process. Please note: the number of key contacts may vary depending on the Faculty.

March-April

Timetable Confirmation

- Modelling, Analytics and Slotting (MAS) team to liaise with relevant Programme Leads if there are any complex slotting requirements and long-term slotting projects e.g. Joint Hons, new programmes, changes to existing programmes.
- **Faculty Timetable Confirmation sheets** shared in March and April with all agreed module Approvers.
 1. Module Information:
 - a. Confirm all associated staff correct (module leader and up to three approvers).
 - b. Update associated staff.
 - c. Provide information on modules not running.
 2. New modules including the associated staff, proposed teaching events, associated courses and compulsory/optional status.
 3. Teaching Events (check current year timetabled events without rooms):
 - a. One tab for each discipline, divided between UG and PG (e.g. ARCH UG, ARCH PG)
 - b. Options:
 - Copy current year's timetable for existing module.
 - Amend timetable requirements for existing module including staff disability access requirements.
 - Delete events.
 - c. Once complete and ready for timetabling team, Faculty Approvers confirm via tick box for each event

May

Room Allocation

- Timetabling team to finalise rooming for the Draft Timetable 24/25 including disability access requirements for staff and continuing students.

June-September

Draft Timetable Checking

- **Monday 3rd June 2024** - Draft timetable with rooms published to Google Calendar for teaching teams to check.
- Notification sent to **all Module Leaders** to check the module Google Calendar and confirm:
 1. Timetable approved.
 2. Request amendment.
- Also in June - continuing students allocated sets by the Timetabling Team.

Staff Timetable Requests

- From June onwards, Faculty staff can complete the Timetable Request form to inform Timetabling of any updates or issues with a module.
- Request types as follows:
 - Cancellation (emergency)
 - Cancellation (pedagogical)
 - Additional event
 - Change start time, duration or teaching slot (major or minor slot changes). *faculty approval required
 - Room change
 - Change to sets (i.e. add sets, remove sets, merge sets, redistribute students) *faculty approval required
 - Move session online *faculty approval required
 - Module not timetabled *faculty approval required
 - Update associated module staff in ServiceNow
- An approval request is sent to the nominated approvers for the given module **automatically if one of the flagged request types are selected** or **manually by timetabling where necessary**. For nominated approvers (e.g. Programme Lead), the request goes straight to timetabling without need for faculty approval.

Publication to Students

- **Monday 1st July 2024** - Timetable officially **published for continuing students**.
- **New students** allocated sets, August-September, and **receive timetables via Google Calendar following enrollment**.

- Student set change requests processed by the Timetabling Team during this period. Module leader approval required from week 0-week 2 of the given semester. Set changes after week 2 automatically rejected, with students to discuss directly with Module Leader if needed.

Academic Advising

- Timetabling share comms with ADESE to distribute in August.
- S1 Academic Advising data collected between August and September
- Group tutorial sessions scheduled by the Timetabling Team as requested.