

## Key dates for the building and publication of the 2024/5 timetable

Date	Activity
19 January	CQSD deadline for final amendments to all 2024/5 MDFs.
12 February to 1 March	Schools to consider their workload allocation and gather together their timetabling requirements for all module and programme activities for 2023/4. Schools must ensure timely communication with Departments with whom modules are shared.
<b>1 March</b>	<b>Deadline to submit timetabling requirements for all module and programme activities for 2024/5 to the Timetabling Team</b>
5 April	Deadline for Heads of Schools to return staff availability information for inclusion in scheduling
10 to 25 April	Browsing and module selection takes place for returning undergraduate students
10 to 28 June	Whole year timetable available in draft format for Schools to review
<b>28 June</b>	<b>Deadline for return of comments on the draft timetable</b>
21 August	Semester 1 timetable published to programmes with early start dates
4 September	Semester 1 timetable published to all returning students and all staff
16 to 27 September	New students (undergraduate and PGT) allocated to compulsory modules. Semester 1 timetables will be complete for compulsory modules ahead of the first week of teaching.
30 September to 4 October	New students (undergraduate and PGT) allocated to optional modules.
28 October to 15 November	Browsing and module selection takes place for semester 2 for Part 0 Foundation Year and Part 1 students
28 October to 8 November	Semester 2 timetable available in draft format for Schools to review
<b>8 November</b>	<b>Deadline for return of comments on the Semester 2 draft timetable</b>
11 December	Semester 2 timetable published to all students and all staff

### How was the timeline arrived at?

The timeline is predominantly a copy of the extant process but with adjustments made to reflect other decisions taken as part of the Portfolio Review Pathway. Academic colleagues were consulted on the proposed changes via SCELTI, CILT, and DELT. The timeline has been signed off by UBTLSSE.

### Publication split by Semester

Publication of the timetable will be split, with Semester 1 being published in early September, and the Semester 2 timetable being published before the Christmas vacation. This change is a necessary result of Part 0 and Part 1 module selection moving to midway through Semester 1.

Module selection for Part 0 and Part 1 students, the subsequent allocation of these students to groups, and then the work needed to optimise the groups to spaces mean that all Parts (year groups) of the timetable are impacted. If the whole year's timetable had been published at the start of Semester 1, staff and students in Parts 2, 3, 4, and PGT would have significant changes made to their Semester 2 timetable just before Christmas. This therefore means that staff and students would have been using an unreliable timetable to plan such critical activities as childcare, visits home, or conference attendance.

Elizabeth Evans

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18<sup>th</sup> December 2023