

Key dates for the building and publication of the 2025/6 timetable

The timeline below was agreed by CILT in 2023/4 when decisions were being taken about splitting the publication of the timetable into two Semesters as a result of the change to the academic year structure and related operational changes e.g. module selection for new students.

The timeline is presented below for approval for 2025/6.

N.B. all activities take place in 2025.

Date	Activity
8 January	CQSD deadline for final amendments to all 2025/6 MDFs: <ol style="list-style-type: none"> 1. Requesting changes to key module information for the 2025/6 academic year. 2. Requesting modules to be taken out of use or put back in use for the 2025/6 academic year. 3. Requesting the creation of new modules for the 2025/6 academic year (new module setup request forms).
January and February	Schools to work with Support Centres to build programme diets for all Parts
24 February to 14 March	Schools to consider their workload allocation and gather together their timetabling requirements for all module and programme activities for 2025/6. Schools must ensure timely communication with Departments with whom modules are shared.
14 March	The deadline for: <ol style="list-style-type: none"> 1. Requesting changes to the content of an existing module description for the 2025/6 academic year. 2. Providing completed module description templates for new modules created by 8 January 2025 deadline.
14 March	Deadline to submit timetabling requirements for all module and programme activities for 2025/6 to the Timetabling Team
11 April	Deadline for Heads of Schools to return staff availability information for inclusion in scheduling
7 April to 2 May	Browsing and module selection takes place for returning undergraduate students
23 June to 11 July	Whole year timetable available in draft format for Schools to review
11 July	Deadline for return of comments on the draft timetable
20 August	Semester 1 timetable published to programmes with early start dates
3 September	Semester 1 timetable published to all returning students and all staff
15 to 26 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.
29 September to 3 October	New students (undergraduate and PGT) allocated to optional modules.
27 October to 14 November	Browsing and module selection takes place for semester 2 for Part 0 Foundation Year and Part 1 students [This line needs checking with the Support Centres]
27 October to 7 November	Semester 2 timetable available in draft format for Schools to review
7 November	Deadline for return of comments on the Semester 2 draft timetable
10 December	Semester 2 timetable published to all students and all staff