## Timetable Production Timeline for the 2018/19 Timetable

**Important Notes**

1. **Reading Week**
   - Not all Schools observe Reading Week. Some Schools may hold Reading Week at a different point in the Semester.

2. **Welcome Week Bookings**
   - All Schools should include Welcome Week Bookings with their teaching requests. Other groups involved with Welcome Week can request their rooms as ad-hoc bookings, but must do so in line with the deadlines shown.

### Training and Support

The Timetabling Team will offer support to Schools through all points in the process. Scheduled training will be announced via the timetabling mailing list, but Schools are always able to contact the Timetabling Team for guidance and support as needed.

### Timetable Policy

This schedule should be read in conjunction with the University's timetabling policy.

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**Timetable Production Timeline for the 2018/19 Timetable**

<table>
<thead>
<tr>
<th>Week</th>
<th>Semester 1</th>
<th>Semester 1</th>
<th>Christmas Vacation</th>
<th>Semester 1 Exam Period</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1</td>
<td>18/09/2017</td>
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<tr>
<td>W2</td>
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<td>02/10/2018</td>
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