

Timetable Production Timeline for the 2018/19 Timetable

v0.1 19th October 2017

S+ Week	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24	W25	W26	W27						
Date	18/09/2017	25/09/2017	02/10/2017	09/10/2017	16/10/2017	23/10/2017	30/10/2017	06/11/2017	13/11/2017	20/11/2017	27/11/2017	04/12/2017	11/12/2017	18/12/2017	25/12/2017	01/01/2018	08/01/2018	15/01/2018	22/01/2018	29/01/2018	05/02/2018	12/02/2018	19/02/2018	26/02/2018	05/03/2018	12/03/2018	19/03/2018						
Key Dates	Welcome Week	Semester 1						Reading Week ¹	Semester 1						Winter Graduation	Christmas Vacation				Semester 1 Exam Period		Semester 2											
Schools	Schools allocate students to classes.																								Monitor changes to student registration and update student allocations						Update course unit information in Campus Solutions for the next academic year.		
Deadlines				All students allocated																													
CTS & Timetabling													Preparation of dataset for 2018/19 SDB								Timetabling Team support for Schools who are designing their timetables using Syllabus+												
Training																													Mandatory briefing sessions for users who want access to Syllabus+ for 2018/19.				Data Entry Training
S+ Week	W28	W29	W30	W31	W32	W33	W34	W35	W36	W37	W38	W39	W40	W41	W42	W43	W44	W45	W46	W47	W48	W49	W50	W51	W52	W1							
Date	26/03/2018	02/04/2018	09/04/2018	16/04/2018	23/04/2018	30/04/2018	07/05/2018	14/05/2018	21/05/2018	28/05/2018	04/06/2018	11/06/2018	18/06/2018	25/06/2018	02/07/2018	09/07/2018	16/07/2018	23/07/2018	30/07/2018	06/08/2018	13/08/2018	20/08/2018	27/08/2018	03/09/2018	10/09/2018	17/09/2018							
Key Dates	Easter Vacation			Semester 2				Semester 2 Exam Period				Summer Vacation				Summer Graduation		Summer Vacation				A-Level Results		Re-sit Exams		Summer Vacation		Welcome Week					
CS Managed Schools	Timetable data entry period									restricted access to Syllabus+								Change Requests Begin	Timetable Change Requests				Schools allocate students into activities.										
Deadlines	S+ opens for data entry								Deadline for Data Entry ²													Timetable released to Schools				Timetable released to Students							
CTS & Timetabling	Timetabling Team support Schools through timetable data entry.									CTS allocate locations to activities and liaise with Schools over issues.								Change Requests Begin	CTS Process Change Requests														
Training	Data Entry Training																					Drop in sessions by appointment											

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.