

# 2026 – 27 Scheduling Timeline

## January 2026

Processes:	Who?	For When? (Deadline)
Faculty Scheduling Teams to launch 2026 – 27 timetable data collection with School Curriculum & Programme and PGR teams, University College for Interdisciplinary Learning (UCIL), and Research Development.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Course compatibility data capture for 2026 – 27 commences.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Teaching Availability Arrangement (TAA) applications open.	Academic Staff ; Technical Staff.	Friday 13 <sup>th</sup> March 2026.

Training:	Who?	For When? (Deadline)
Enterprise Course Planner 2025 – 26 Semester Two refresher training.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	January 2026.
Timetable teaching and course compatibility data capture 2026 – 27 training.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	January – March 2026.

Systems:	Who?	For When? (Deadline)
School C&P and PGR teams, Foundation Studies, UCIL and Research Development continue to roll forward or create course units to be delivered in 2026 – 27 in Campus Solutions.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Central Scheduling Team produce data capture and course compatibility spreadsheets for P&C/FSTs.	Central Scheduling Team.	November 2025
Syllabus+ database for 2026 – 27 released for data entry.	Central Scheduling Team.	January 2026.
Syllabus+ database for 2026 – 27 test area released.	Central Scheduling Team.	January 2026.
Integration turned on for Modules, Locations, Staff.	Central Scheduling Team.	January 2026.

## February 2026

Processes:	Who?	For When? (Deadline)
TAA applications still open.	Academic Staff ; Technical Staff.	Friday 13 <sup>th</sup> March 2026.
Timetable data collection still open.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Course compatibility data collection still open.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Block out key dates in Syllabus+ rooms (e.g., Exams, Graduation, etc.).	Central Scheduling Team ; Faculty Scheduling Teams ; Central Teaching Spaces Team.	February 2026.

Training:	Who?	For When? (Deadline)
Timetable teaching and course compatibility data capture 2026 – 27 training.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	January – March 2026.

Systems:	Who?	For When? (Deadline)
School C&P and PGR teams, Foundation Studies, UCIL and Research Development continue to roll forward or create course units to be delivered in 2026 – 27 in Campus Solutions.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Draft SWS timetables created <b>without</b> locations available.	Central Scheduling Team.	February 2026.
Reporting Databases created for PowerBI/MyManchester timetables/Report Manager.	Central Scheduling Team.	February 2026.
MyManchester Group Timetables.	Central Scheduling Team.	February 2026.
Roll forward PowerBI reports.	Central Scheduling Team.	February 2026.
Roll forward Report Manager reports.	Central Scheduling Team.	February 2026.

## March 2026

Processes:	Who?	For When? (Deadline)
Review FWA data ahead of scheduling.	P&OD.	Monday 16 <sup>th</sup> March 2026.
Final date to Submit a Teaching Availability Arrangement	Academic Staff ; Technical Staff.	Friday 13 <sup>th</sup> March 2026.
Submit timetabling data capture for 2026 – 27 to Faculty Scheduling Teams.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.
Submit course compatibility data capture for 2026 – 27 to Faculty Scheduling Teams.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.

Training:	Who?	For When? (Deadline)
Timetable teaching and course compatibility data capture 2026 – 27 training.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	January – March 2026.

Systems:	Who?	For When? (Deadline)
Complete roll forward or create new course units to 2026 – 27 in Campus Solutions.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Friday 27 <sup>th</sup> March 2026.

## April 2026

Processes:	Who?	For When? (Deadline)
From Friday 3 <sup>rd</sup> April Teaching Availability Arrangement assessment panels convene.	Heads of School ; Faculty Teaching and Learning Officers (Scheduling & Projects) ; Faculty P&OD Partner.	Tuesday 5 <sup>th</sup> May 2026.
Data Validation / Planning for scheduling: Large lectures, PC clusters, cross-faculty units.	Faculty Scheduling Teams ; Central Scheduling Team.	30 <sup>th</sup> March – 5 <sup>th</sup> May 2026.

## May 2026

Processes:	Who?	For When? (Deadline)
Data Validation / Planning for scheduling: Large lectures, PC clusters, cross-faculty units.	Faculty Scheduling Teams ; Central Scheduling Team .	30 <sup>th</sup> March – 5 <sup>th</sup> May 2026.
Scheduling the academic timetable commences.	Faculty Scheduling Teams ; Central Scheduling Team .	Tuesday 5 <sup>th</sup> May – Friday 10 <sup>th</sup> July 2026.
Regular quality assurance checks held by scheduling teams with key timetabling contacts.	Faculty Scheduling Teams ; Central Scheduling Team ; key timetable contacts.	Tuesday 6 <sup>th</sup> May – Friday 10 <sup>th</sup> July 2026.

  

Systems:	Who?	For When? (Deadline)
Activate Power BI reports for scheduling.	Central Scheduling Team.	Tuesday 5 <sup>th</sup> May 2025.

## June 2026

Processes:	Who?	For When? (Deadline)
Schedule the academic timetable.	Faculty Scheduling Teams ; Central Scheduling Team .	Tuesday 5 <sup>th</sup> May – Friday 10 <sup>th</sup> July 2026.
Regular quality assurance checks held by scheduling teams with key timetabling contacts.	Faculty Scheduling Teams ; Central Scheduling Team ; key timetable contacts.	Tuesday 6 <sup>th</sup> May – Friday 10 <sup>th</sup> July 2026.

  

Systems:	Who?	For When? (Deadline)
Data adapter connected to Publish and Resource Booker.	Central Scheduling Team.	June 2026.
Release Meeting Room Tiles in Resource Booker as required by individual areas.	Central Scheduling Team.	June 2026.

## July 2026

Processes:	Who?	For When? (Deadline)
Faculty Scheduling Teams and Central Scheduling Team formally publish timetables to staff.	Faculty Scheduling Teams ; Central Scheduling Team .	Monday 13 <sup>th</sup> July 2026.
Regular quality assurance checks held by scheduling teams with key timetabling contacts .	Faculty Scheduling Teams ; Central Scheduling Team ; key timetable contacts.	Tuesday 6 <sup>th</sup> May – Friday 10 <sup>th</sup> July 2026.
Staff Review: Amendments to draft timetables are submitted before publication to students and formal requests for changes, requiring approval, begins.	Academic and technical staff ; School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Monday 13 <sup>th</sup> July – Friday 31 <sup>st</sup> July 2026

Training:	Who?	For When? (Deadline)
Timetable change request platform training.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	July 2026.
Enterprise Course Planner training for student allocations.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	July 2026.
Spreadsheet upload training for student allocations.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	July 2026.

Systems:	Who?	For When? (Deadline)
Meeting pattern integration between S+ and CS turned on.	IT Services ; Central Scheduling Team.	Monday 20 <sup>th</sup> July 2026.
Student integration between Campus Solutions and Syllabus+ turned on.	IT Services ; Central Scheduling Team.	Monday 20 <sup>th</sup> July 2026.
Enterprise Course Planner made available.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	Monday 27 <sup>th</sup> July 2026.
Enable locations on SWS Programme timetables and MyManchester Group Level timetables.	Central Scheduling Team.	July 2026.
Enable full access to Object Timetables in Publish: to view Programme, Course Unit and search staff & students' personalised timetables	Central Scheduling Team.	July 2026.

## August 2026

Processes:	Who?	For When? (Deadline)
Formal Timetable change request process initiates. Vice Deans for Teaching, Learning and Student Experience or a nominated delegate approve certain types of change to the timetable.	Academic and technical staff ; School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	From Monday 3 <sup>rd</sup> August 2026.
Course Unit Selection opens until the end of Semester 1 Week 02.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	From Monday 3 <sup>rd</sup> August 2026.
Begin adding GTA and technical staff resource to timetabled activities.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	August 2026.
Commence allocation of students to group teaching.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	August 2026.
Faculty Scheduling Teams adjust timetables based on updated student numbers intelligence.	Faculty Scheduling Teams.	August 2026.
Central Teaching Spaces (CTS) team accept and process ad hoc bookings for non-teaching events.	Central Teaching Spaces Team.	August 2026.

Training:	Who?	For When? (Deadline)
Timetable change request platform training.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	August 2026.
Enterprise Course Planner training for student allocations.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	August 2026.
Spreadsheet upload training for student allocations.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	August 2026.

Systems:	Who?	For When? (Deadline)
Ad hoc Notifier turned on for CTS.	Central Scheduling Team.	August 2026.
Release teaching room tiles in Resource Booker as required by individual areas.	Central Scheduling Team.	August 2026.

## September 2026

Processes:	Who?	For When? (Deadline)
Continue adding GTA and technical staff resource to timetabled activities.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	September 2026.
Continue allocation of students to group teaching.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	September 2026.
Faculty Scheduling Teams adjust timetables based on updated student numbers intelligence.	Faculty Scheduling Teams.	September 2026.
Start of Semester 1.		Monday 28 <sup>th</sup> September 2025.

Systems:	Who?	For When? (Deadline)
Set up SWS Rotating Timetables for Media Services.	Central Scheduling Team.	September 2026.

## October 2026

Processes:	Who?	For When? (Deadline)
Continue adding GTA and technical staff resource to timetabled activities.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	October 2026.
Continue allocation of students to group teaching.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	October 2026.
Begin or continue adding GTA and technical staff resource to timetabled activities in Semester 2.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	October 2026.
Commence or continue allocation of students to group teaching in Semester 2.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	October 2026.

## November 2026

Processes:	Who?	For When? (Deadline)
Continue adding GTA and technical staff resource to timetabled activities in Semester 2.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	November 2026.
Continue allocation of students to group teaching in Semester 2.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	November 2026.
Timeline published for academic timetable cycle 2027 – 28.	Central Scheduling Team.	November 2026.

## December 2026

Processes:	Who?	For When?
Continue adding GTA and technical staff resource to timetabled activities in Semester 2.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	December 2026.
Continue allocation of students to group teaching in Semester 2.	School C&P Teams ; PGR Teams ; Foundation Studies ; UCIL ; Research Development.	December 2026.