

## LSE Timetable Policy

*“We will make major improvements in the quality of our educational programmes and the overall student experience at LSE, and develop opportunities for all of our talented students regardless of their background.” – LSE STRATEGY 2020*

### 1 Principles

- 1.1 The following principles for timetabling have been agreed by the Academic and Student Affairs Committee (ASC)
- 1.2.1 As a world class research-intensive university LSE aims to produce a timetable that enables staff to have an appropriate balance between research and teaching activities.
  - 1.2.2 LSE is committed to producing a student focused timetable, supporting the delivery of the highest quality educational experience.
  - 1.2.3 The timetable will enable students to complete core courses and to have some choice of optional courses.
  - 1.2.4 The timetable will use the full teaching day and week to optimise the use of LSE’s teaching space and resources, ensuring students are taught in the most appropriate teaching space available.
  - 1.2.5 In order to provide certainty for students and for staff, there will be minimal changes to the timetable after publication.
  - 1.2.6 The timetable aims to provide for the fair, reasonable and inclusive treatment of both students and staff.
  - 1.2.7 The Timetables Office (part of the Academic Registrar’s Division) is responsible for the planning and production of the annual teaching timetable for all teaching activities detailed in the Calendar that require student attendance on campus.
  - 1.2.8 All teaching activities will be managed in the corporate database (Scientia Syllabus Plus).
  - 1.2.9 The timetabling process is managed centrally by the Timetables Office, but requires active contribution from all departments.
  - 1.2.10 The timetable represents a balance between various competing requirements. The Timetables Office aims to construct a “best fit” timetable each year. With competing demands for timeslots and teaching space, as well as different interpretations of “best fit”, there is no timetable that will be able to accommodate all preferences.
  - 1.2.11 The timetable policy will be applied fully, consistently and fairly across LSE.

### 2 Scope and Purpose

- 2.1 This document sets out LSE’s policy, procedures, roles and responsibilities in respect of the construction and production of the LSE Teaching Timetable for Undergraduate and Post Graduate Degree Programmes. It does not cover Executive Programmes, Summer School teaching, Pre-Sessional Teaching nor scheduled activities that do not have a corresponding LSE course code.
- 2.2 The purpose of the Timetable Policy is to:

- provide a framework to support all staff with a role in the construction and production of the teaching timetable
- maintain consistent and coordinated timetabling practices
- produce a single LSE Timetable by the designated publication date, reflecting all teaching activities for students and for staff
- achieve effective and efficient use of teaching resources and facilities

## 3 Policy

### 3.1 Teaching times

- 3.1.1 LSE teaching operates over 3 terms. Michaelmas and Lent Terms are 11 weeks each; for those departments that operate them, reading weeks are in week 6 of Michaelmas and Lent Terms. Summer Term is 7 weeks; courses that are assessed by Summer Term examination may have teaching in Week 1 of Summer Term; courses that are not assessed by Summer Term examination may have teaching in all weeks of Summer Term.
- 3.1.2 Michaelmas Term and Lent Term teaching begins on the Monday of the first full week of term; these are counted as Week 1.
- 3.1.3 The standard teaching day runs from 09:00-18:00; Monday to Friday.
- 3.1.4 Following a request, or with prior agreement from the relevant department, teaching may be scheduled to take place from 18:00 to 21:00.
- 3.1.5 Teaching for Undergraduate students will not be scheduled after 12:00 on Wednesdays to allow for sports, volunteering and other extra curricular events, as agreed by LSE and LSESU. Exceptions are sometimes made for bookings where no other solution can be found. These requests are approved on a case by case basis by the Academic Registrar.
- 3.1.6 Teaching activities will only be scheduled in multiples of 30 minute blocks.
- 3.1.7 Teaching commences five minutes past the scheduled start time and finishes promptly five minutes prior to the scheduled end time to allow adequate changeover and set up time.
- 3.1.8 When teaching activities are scheduled to run for more than 90 minutes, staff and students must agree an appropriate opportunity for a break.

### 3.2 Teaching Constraints

- 3.2.1 Availability of staff should be notified to the Timetables Office via the teaching constraints form during the data collection phase (see Appendix 1)
- 3.2.2 Unless notified in advance via the teaching constraints forms, it is assumed that all full-time members of staff are available to teach at any time during the core teaching hours described in 3.1.3.
- 3.2.3 Part-time and External Staff shall be scheduled to teach at a time specified by the department, in accordance with the contractual arrangements relevant to each individual.
- 3.2.4 Requests from full-time staff for specific days and times for teaching will be considered, but it may not be possible to accommodate such requests in all cases.
- 3.2.5 Full-time staff may request to restrict availability to teach for personal reasons such as disability, childcare arrangements, caring responsibilities or religious observance.
- 3.2.6 It is usual for full time staff to request one full day per week clear of teaching so they may focus on research and administration. It is recognised that different patterns of research are

appropriate in different contexts, and may require particular consideration or other arrangements.

- 3.2.7 Teaching will not be scheduled at the same time as regular departmental events which academic staff are expected to attend. The Timetables Office must be informed of this restriction by Department Managers and/or Teaching Staff in advance, during the data collection phase (see Appendix 1).

### 3.3 Teaching Activities

- 3.3.1 Teaching activities must be associated with a course code in the Calendar.
- 3.3.2 Teaching activities are defined as one of the following: Lecture, Seminar, Class (UG teaching only), or Workshop.
- 3.3.3 Attendance registers are produced for Seminars and Classes on the morning of the teaching activity in question.

### 3.4 Accessibility for Students and Staff

- 3.4.1 The Timetables Office will work with the Disability and Wellbeing Office to take account of the individual needs of prospective and continuing students with a disclosed disability and make reasonable adjustments where necessary.
- 3.4.2 The Timetables Office will work with individual staff, and with Academic Departments, to ensure staff with disclosed disabilities are allocated appropriate teaching spaces and timetables that positively support their work within the university.
- 3.4.3 DisabledGo have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These are available at [lse.ac.uk/DisabledGo](http://lse.ac.uk/DisabledGo)

### 3.5 Teaching Spaces

- 3.5.1 The furniture in each room is set out in a particular way to conform to LSE's teaching requirements. Wall diagrams illustrate the correct arrangement and rooms must be returned to this layout at the end of each session.
- 3.5.2 Rooms should be left clean and tidy, with whiteboards cleaned.
- 3.5.3 Activities within teaching rooms should not cause unreasonable disturbance to anyone else.
- 3.5.4 Problems with the furniture and non-AV equipment within rooms should be reported to the Estates Division via their [Service Request Form](#) or by dialling extension 2444 in an emergency within core teaching hours.
- 3.5.5 Problems with the AV equipment should be reported to IMT via [imt.av.support@lse.ac.uk](mailto:imt.av.support@lse.ac.uk) or by dialling 5300/5400 in an emergency within core teaching hours.
- 3.5.6 Where problems reported to the Estates Division or IMT have caused a room to be temporarily decommissioned, the Timetables Office will be informed automatically in order to reschedule all teaching activities affected.
- 3.5.7 Teachers are responsible for the safety of students in their classes, lectures and seminars. Full information can be found on LSE's Health and Safety webpages:
- [General Fire information](#)
  - [Information for teaching staff](#)
  - [Fire information for staff teaching in the NAB](#)
  - [Fire information for staff teaching in 32L](#)
  - [Fire information for staff teaching in the Tower 1 and Tower 2](#)

If you have any queries about fire safety please email [Health.And.Safety@lse.ac.uk](mailto:Health.And.Safety@lse.ac.uk)

- 3.5.8 All teaching space is centrally allocated by the Timetables Office, using Syllabus Plus.
- 3.5.9 Use of teaching space for internal use other than teaching is governed by the [Room Usage Policy](#).
- 3.5.10 Subject to any accessibility needs, it is assumed that if the requirements for equipment and room size are met, then the room is suitable for teaching. Any comments, complaints or suggestions regarding the layout, design, decoration, location or ambience of a room should be directed to Estates Division via their [Service Request Form](#) and will not constitute good grounds for changing location.

### 3.6 Group Sizes

- 3.6.1 Full details on the LSE's policy regarding class and seminar size limits can be found on the [TQARO webpages](#)
- 3.6.2 As approved by the Academic Board, classes and seminars should not normally exceed 15 students. Departments must request approval from the relevant School Subcommittee for all classes and seminars exceeding 17. Class and seminar sizes will be monitored by the Timetables Office and oversized groups reported on.
- 3.6.3 The number of participants in any teaching activity should not exceed the capacity of the room allocated.
- 3.6.4 Auditing students are not included in participant numbers when determining required room capacity, unless auditing is a required part of the student's Programme Regulations. Note: students with permission to audit courses are permitted to attend the lectures ONLY.

## 4 Procedures

### 4.1 Timescales

- 4.1.1 The Academic Registrar's Division, in consultation with key stakeholders, sets and publishes annually a schedule for programme approval, course approval, and the production of the academic timetable. A schedule of events is illustrated in Appendix 1.

### 4.2 Data Collection, Validation and Input

- 4.2.1 Data will be collected at various stages in the year using Timetable Request Forms circulated by the Timetables Office (please refer to Appendix 1).
- 4.2.2 Department Managers are responsible for managing timetable data collection and submission in a timely and accurate manner in order to provide timetable requirements for all courses under their responsibility, including proposed new courses, by the dates published in Appendix 1.
- 4.2.3 Timetable requirements should detail exactly the number and type of activities required to deliver a course, staffing, durations of activities, their week patterns, revision sessions, audio visual, teaching equipment and facility requirements and any further information essential to the successful delivery of teaching. These details must correspond with information on the associated course guides.
- 4.2.4 The Teacher Responsible can request a specific teaching slot on the Timetable Request Form but it cannot be guaranteed.

- 4.2.5 The Teacher Responsible may not stipulate a specific room for teaching, for reasons described in 3.5.9. (Note: The Teacher Responsible may stipulate a specific *type* of room, e.g. Harvard Style, etc).
- 4.2.6 It is the responsibility of the Teacher Responsible and / or department to provide actual or accurate and realistic estimations of student numbers for courses.
- 4.2.7 The Teacher Responsible should consider timetabling consequences in course design and ensure that the delivery of teaching is not overly complicated, and is common to other teaching within the subject area and programme of study, so as not to cause disorder in the delivery of teaching on related courses and programmes of study.
- 4.2.8 New courses, changes to teaching and changes to Programme Regulations that are brought to Graduate School Subcommittee and Undergraduate School Subcommittee after the May meetings due to exceptional circumstances detailed in 4.7.2 will be subject to limitations on scheduling and room allocation.

### 4.3 Production and review of the academic timetable

*Please see Appendix 1 for a schedule of events relating to the production of the academic timetable.*

- 4.3.1 Lectures are given first priority when allocating rooms. All other activities will be fitted around the lectures.
- 4.3.2 Teaching will not necessarily be scheduled at the same time or in the same location as the preceding academic year.
- 4.3.3 Wherever possible activities are scheduled in the same location each week, but it must be recognised that varied teaching patterns across LSE mean that this is not always possible.
- 4.3.4 The Timetables Office will ensure that compulsory courses within Programmes of Study do not clash with each other.
- 4.3.5 Every effort will be made to ensure that, within Programmes, optional courses do not clash with compulsory courses, however due to various timetable constraints some optional clashes are unavoidable.
- 4.3.6 Where clashes between optional and compulsory courses are found during the production phase which cannot be resolved following liaison with the department, the Timetables Office will ask departments to remove the clashing option course from the relevant Programme Regulations.
- 4.3.7 Provisional timetable reports are available to Professional Service Staff with relevant permission to review. Due to the nature of the timetabling process, this will be on a rolling department by department basis, after the end of Summer Term. The Timetables Office will alert DMs when their department's timetable information is ready for review.
- 4.3.8 Departments are responsible for reviewing and checking the provisional timetable data to ensure all teaching activities have been entered correctly. No alterations will be made after the final publication except to deal with unavoidable changes (see 4.7).
- 4.3.9 Requests to change timetable requirements after the submission deadline will not be treated as a priority, except for reasons detailed in 4.7.2.
- 4.3.10 All requests for changes to the provisional timetable must be made through the [Timetables Office](#) in the first instance. Personal meetings with the timetable staff will then be scheduled if the query is complex.

- 4.3.11 During the production phase, all teaching activities should be considered as subject to change.

#### 4.4 Scheduling Priorities

*LSE teaching rooms are a finite resource. Scheduling and allocation of teaching space during the production phase will adhere to the following priorities:*

- 4.4.1 Teaching takes priority in all teaching spaces during term times. The exceptions are evenings in the Old Theatre and lower ground floor rooms in the New Academic Building, which accommodate the Public Lecture Programme.
- 4.4.2 Access for students and staff with disclosed disabilities is a priority.
- 4.4.3 Teaching that follows a regular pattern of delivery takes priority over that delivered in ad-hoc or irregular week patterns
- 4.4.4 In order to make best use of available space, activities with small numbers of registered students will only be placed in large rooms where there is no possible alternative.
- 4.4.5 After the final timetable is released, teaching rooms are released to Room Bookings to allocate non-teaching activities.

#### 4.5 Publishing the academic timetable

- 4.5.1 The Lecture and Seminar timetable will be published in mid August and is considered final; Course and Lecturer timetables will be accessible via the LSE Timetables Webpages.
- 4.5.2 The full academic timetable will be published and considered final by mid September; Course timetables will be published on the LSE Timetables Webpages; Teacher personal timetables will be published in LSE For You (LFY).
- 4.5.3 Student personal timetables will be published in LFY. For personal timetables to appear, students should ensure they are registered at LSE, have successfully signed up for courses in LFY, and their course selection does not contain unauthorised clashes.

#### 4.6 Adherence to the academic timetable

- 4.6.1 After publication, the stability of the timetable is paramount.
- 4.6.2 Academic departments and individual teaching staff must:
- Adhere to the latest version of the timetable
  - Only use the allocated rooms, at the allocated times
  - Notify The Timetables Office when teaching activities are cancelled
  - Reschedule cancelled activities via the Timetables Office
  - Notify The Timetables Office when a room is no longer required, even if only for one instance

#### 4.7 Requests for changes to the academic timetable

*Changes to the published timetable have a negative impact on the student experience and a change in one part of the timetable can have a knock on effect on a range of other activities.*

- 4.7.1 Requests for changes to the teaching timetable made after publication in the first week of September will not be considered except for reasons detailed in 4.7.2.
- 4.7.2 Valid **exceptional** reasons for changes to the final timetable include:
- New staff recruitment
  - Parental leave

- Staff illness
- Unexpected staff turnover
- A location that is / becomes unusable
- Reasonable adjustments agreed with Human Resources, or the Disability and Wellbeing Service to accommodate staff / students with individual needs
- Major increase or decrease in course enrolment numbers

4.7.3 All requests for change must be sent to the [Timetables Office](#).

## 4.8 Room Bookings

Room bookings for non-teaching activities are made via the Room Bookings team, and are subject to LSE's Room Usage Policy.

## 4.9 Equity, Diversity and Inclusion

4.9.1 The School must have due regard not to impose disadvantage on people as a result of a protected characteristic as defined by the Equality Act 2010. The school will work to foster good relations with people protected by the Equality Act 2010.

4.9.2 As far as practicable, teaching and assessment or School-wide events should not be scheduled at the following times:

- Friday lunchtimes – Muslim prayer time, 1-2pm.
- Friday afternoons after 3pm in Michaelmas and Lent terms – Jewish Sabbath.

Where activities are scheduled at these times alternative methods of accessing the information should be provided eg, classes or seminars at alternative times, lecture capture, podcasts or notes and handouts. Lecture capture remains at the discretion of individual faculty members and is not affected by this policy.

LSE's full Religious Observance Policy can be found in the [Religion and Belief Guide](#).

4.9.3 Students and staff with particular access needs should make their needs known as soon as possible to the Human Resources or the Disability & Wellbeing Office.

4.9.4 As noted at 3.2.5 above, those with childcare or caring responsibilities may also request specific teaching times, to accommodate those responsibilities.

# 5 Roles and Responsibilities

## 5.1 Timetables Office

5.1.1 Coordinate creation and publication of the Timetable in line with Appendix 1.

5.1.2 Ensure the Timetable is produced in accordance with the LSE Timetable Policy.

5.1.3 Take into account the needs and requirements of a range of stakeholders, principally students and teaching staff.

5.1.4 Produce a working timetable within the constraints of the Programme Regulations, teaching space and teaching staff.

5.1.5 Notify all staff and students affected by changes to the published timetable.

5.1.6 Determine and publish annually the key dates for the collection, submission and publication of timetable information for the forthcoming academic year.

5.1.7 Make provisional timetable information available to departments to scrutinise for a period of at least 2 weeks prior to final publication.

5.1.8 Make standard reports available to academic departments relating to the timetable.

- 5.1.9 Provide departments with advice on the timetabling and space impact of options for new courses and regulations.
- 5.1.10 Mediate and adjudicate instances of difficulty and disagreement between key parties.
- 5.1.11 Allocate students to teaching activities for undergraduate courses on which they are registered.

## 5.2 Department Managers

- 5.2.1 Ensure that staff with appropriate levels of authority within the department are delegated responsibility to manage academic and administrative business processes related to academic timetabling in accordance with the Timetable Policy. Such processes are listed from 5.2.2 to 5.2.9.
- 5.2.2 Determine the allocation of teaching staff to teaching activities.
- 5.2.3 Consult with The Timetables Office prior to formal TQARO submission if the department is planning any substantial changes to Programmes of Study, or teaching methods which may impact on the teaching timetable or the amount and type of teaching facilities required.
- 5.2.4 Promptly inform The Timetables Office of adjustments to submitted information that may arise from late changes, principally to staff or course availability.
- 5.2.5 To ensure all staff within the department are aware of the process and timeline for creating the timetable, and that all staff are aware of their responsibilities.
- 5.2.6 Liaise with The Timetables Office about issues arising from the data collection, in order to resolve any conflicts that may arise.
- 5.2.7 Coordinate the review of draft timetable information within the defined timeframes.
- 5.2.8 Ensure Postgraduate Students are fully registered for all necessary seminars via LFY's Seminar Sign Up system.
- 5.2.9 Monitor the undergraduate class and postgraduate seminar sizes to ensure they conform with maximum capacities as detailed in 3.6.2 and make arrangements with the Timetables Office to add or reduce groups as necessary, or seek approval to exceed maximum capacity from the relevant School Subcommittee.
- 5.2.10 Notify The Timetables Office of staff who require a Personal Evacuation Plan so that Health & Safety requirements can be considered when timetabling.
- 5.2.11 Liaise with the Timetables Office regarding the individual needs of staff to make reasonable adjustments as appropriate.

## 5.3 Degree Programme Directors

- 5.3.1 Consider timetabling consequences in curriculum design and ensure that patterns of delivery on all courses offered on a programme are compatible.

## 5.4 Department Tutors

- 5.4.1 Consider and process Undergraduate class change requests via LFY. Approval should be given when there are genuine exceptional circumstances preventing the student from attending the class on a regular basis.
- 5.4.2 Approve students to carry a clash in exceptional circumstances and after an in-depth consultation with the student. The Tutor will provide the necessary form which should be completed and returned to the Student Services Centre by the student.



## 5.5 Teaching Staff

- 5.5.1 Provide accurate information for courses and teaching they are responsible for to the Timetables Office (via Teacher responsible where necessary) by the published dates. (see Appendix 1 )
- 5.5.2 Ensure that availability to teach is in accordance with the Timetable Policy and Flexible Working Policy, and that any declared constraints on availability to teach are essential and do not unduly affect delivery of the academic timetable.
- 5.5.3 Respond to requests for information from The Timetables Office in a timely manner during the timetable production phase.
- 5.5.4 Check personal timetables for the whole academic year when they are published and report any required updates to the Timetables Office before the start of the academic year.
- 5.5.5 Adhere to the latest version of the published timetable in accordance with section 4.6.
- 5.5.6 Start and finish teaching sessions promptly in accordance with section 3.1.5.
- 5.5.7 Maintain accurate attendance registers in LFY for all classes and seminars, in line with LSE's obligations to the UKVI
- 5.5.8 Ensure teaching spaces are used in accordance with section 3.5.
- 5.5.9 Advise Human Resources as early as possible of any special requirements required as a result of a disclosed disability

## 5.6 Disability and Wellbeing Office

- 5.6.1 Notify The Timetables Office of students who require a Personal Evacuation Plan so that Health & Safety requirements can be considered when timetabling.
- 5.6.2 Liaise with the Timetables Office regarding the individual needs of students to make reasonable adjustments as appropriate.

## 5.7 Students

- 5.7.1 Be available throughout term-time during normal teaching hours.
- 5.7.2 Check the online timetables and personal LSE email account regularly for changes that may affect their timetable.
- 5.7.3 Abide by LSE's Conditions of Registration
- 5.7.4 Advise the Disability and Wellbeing Office as early as possible of any special requirements required as a result of a disclosed disability
- 5.7.5 Register promptly for the correct number of courses before the course choice deadline which is published on the [Student Services Centre Website](#). While LSE attempts to accommodate choice of courses, the timetable may not allow every student to attend their preferred combination of courses. Students must choose alternative courses if they are unable to resolve a timetable clash.
- 5.7.6 Provide adequate notice and reasons to teachers for not being able to attend allocated classes or seminars, or inform their department as soon as possible afterwards where notice beforehand has not been possible.
- 5.7.7 Only attend the seminars and classes for which they are registered. Permission for Undergraduate students to change class groups is granted at the department level when there are genuine exceptional circumstances preventing a student from attending the class on a regular basis. Students may be required to provide evidence of reason(s) to request a

class change. The right is reserved to refuse permission to change class groups. Full information is published on the [Student Services Centre Website](#).

## 6 Business Continuity

There may be circumstances beyond LSE's control that cause teaching activities to be cancelled or relocated at very short notice such as major transport problems, floods, snow, power outages etc.

- 6.1 Where circumstances cause teaching activities to be cancelled but do not cause LSE to deploy the Major Incident Initial Response Plan (MIIRP), the timetables office will notify affected staff and students as soon as possible, and subsequently make arrangements in liaison with affected staff to reschedule the affected teaching activities.
- 6.2 Where circumstances cause LSE to deploy the MIIRP, the Timetables Office will take advice from the Gold and Silver MIIRP Teams to determine priorities and procedures.

## 7 Monitoring and Review

This policy will be reviewed annually by the Academic Registrar's Division.

## 8 Problem Resolution

Wherever possible problems should be identified during the production phase of the timetable and resolved by negotiation between affected departments, with the involvement of the Head of Timetables. Problems that cannot be resolved in this way will be referred to the Pro Director of Education.

## Appendix 1: LSE Process Schedule for 2018/19 Academic Timetable

|       | Timetables Office   |   | Academic Departments  | Key Dates  |                    |
|-------|---|---|---|--|--------------------|
| Nov   | Create database for new academic year and populate with data from current academic year   |   | Submit new Programme and Course proposals to TQARO<br>Undergraduate submission dates:<br>01.11.17 for 22.11.17 meeting<br>10.01.18 for 31/01.18 meeting<br>14.02.18 for 07.03.18 meeting<br><br>Postgraduate submission dates:<br>01.11.17 for 22.11.17 meeting<br>10.01.18 for 31/01.18 meeting<br>14.02.18 for 07.03.18 meeting |  | DATA COLLECTION    |
| Dec   | Timetable Request forms prepared and edited for each course (c. 1,500 courses)  |   |   |  |                    |
| Jan   | Timetable Request forms submitted to Academic Departments for completion  |   |   |  |                    |
| Feb   |   |   | DEADLINE for Withdrawing / Suspending courses via TQARO   | 20.03.2018   |                    |
| March | Top level edits made in S+ to programme of study, course availability, course size etc  |   | DEADLINE<br>Course convenors to return Timetable Request Forms and Full Time Teacher Constraints forms to Timetables Office   | 22.03.2018   | TIMETABLE BUILD    |
| April | Top level edits made: New Programme of Study, course availability, course size etc  |   | FINAL DEADLINE for submitting new Option Course proposals for 2018/19<br>FINAL DEADLINE for submitting NEW Programme and Core Course Course proposals for 2019/2020   | 25.04.2018<br><br>USSC: 01.11.2017<br>GSSC: 25.04.2018 |                    |
| May   | Enter information from paper forms into database, course by course (manually cross checked and keyed: c. 1,500 courses)<br><br>Activities with no changes: confirmed immediately (location may change subject to availability)<br><br>Activities with changes: entered onto database and flagged for review | UG Class requirement requests sent to Departments<br><br>Timetable request reports created for Departments and supplied on rolling Department by Department basis | DEADLINE<br>Complete course guide amendments in CAPIS. <i>Proposed amendments must be in line with requirements already submitted to Timetables</i>   | 11.05.2018   |                    |
| June  |   |   | Review Timetable Request Reports and submit late requests<br>DEADLINE<br>2 weeks following receipt of report  |  |                    |
| July  | New courses and activities with changes to requirements scheduled. Check against Programme Regulations, liaise with Department admin / course convenors where requests are problematic  | Enter UG class teacher details and constraints into database (c. 1,900 class groups)  | DEADLINE for submitting UG class teacher details and constraints<br><br>Liaise with timetables re: problematic new courses and changes to requirements  | 27.07.2018   | STUDENT ALLOCATION |
| Aug   | UG Class scheduling (c. 1,900 class groups)   | Lecture and Seminar Timetable published mid August  | Check timetables and notify TO of any amendments required for <b>exceptional</b> circumstances  |  |                    |
|       | Make final changes to the timetable in accordance due to exceptional circumstances  | Personal timetables for academics published mid August  |   |  |                    |
| Sept  | Roll over continuing student data to database, run student allocation tests   | Full Timetable published (with UG classes)  |   | 17.09.2018   |                    |
|       | Release unbooked rooms to Room Booking team to commence MT 2018 bookings  | <b>Continuing student personal timetables published</b>   |   | 25.09.2018   |                    |
|       |   | <b>New student personal timetables published</b>  |   | 28.09.2018   |                    |