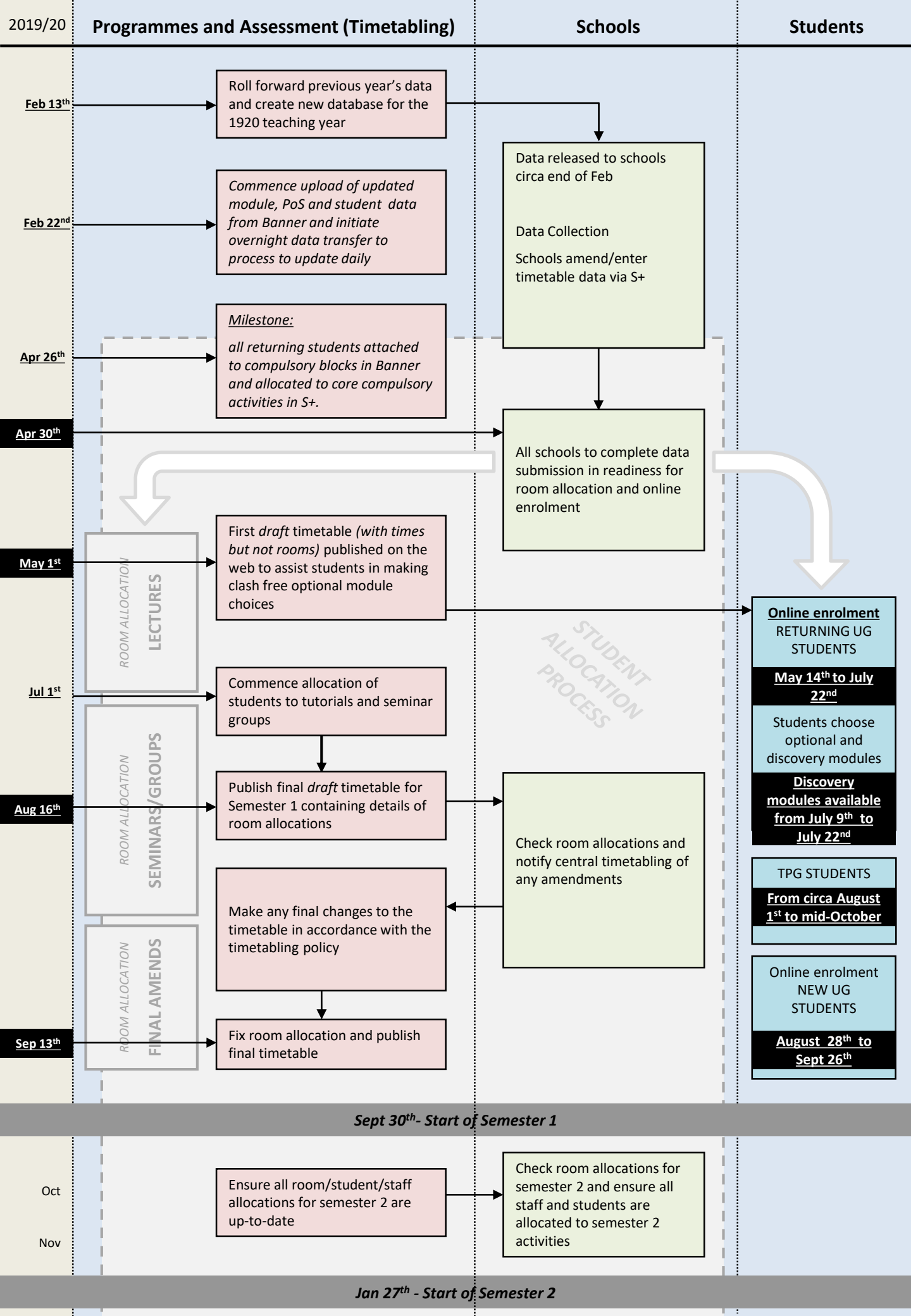
2019/20
Programmes and Assessment (Timetabling)
Schools
Students
Feb 13th
Roll forward previous year's data and create new database for the 1920 teaching year
Data released to schools circa end of Feb
Data Collection
Schools amend/enter timetable data via S+
Feb 22nd
Commence upload of updated module, PoS and student data from Banner and initiate overnight data transfer to process to update daily
Milestone:
all returning students attached to compulsory blocks in Banner and allocated to core compulsory activities in S+.
Apr 26th
Apr 30th
All schools to complete data submission in readiness for room allocation and online enrolment
ROOM ALLOCATION
LECTURES
May 1st
First draft timetable (with times but not rooms) published on the web to assist students in making clash free optional module choices
STUDENT ALLOCATION PROCESS
Online enrolment
RETURNING UG STUDENTS
May 14th to July 22nd
Students choose optional and discovery modules
Discovery modules available from July 9th to July 22nd
ROOM ALLOCATION
SEMINARS/GROUPS
Jul 1st
Commence allocation of students to tutorials and seminar groups
Aug 16th
Publish final draft timetable for Semester 1 containing details of room allocations
Check room allocations and notify central timetabling of any amendments
TPG STUDENTS
From circa August 1st to mid-October
Make any final changes to the timetable in accordance with the timetabling policy
ROOM ALLOCATION
FINAL AMENDS
Online enrolment
NEW UG STUDENTS
August 28th to Sept 26th
Sep 13th
Fix room allocation and publish final timetable
Sept 30th- Start of Semester 1
Oct
Nov
Ensure all room/student/staff allocations for semester 2 are up-to-date
Check room allocations for semester 2 and ensure all staff and students are allocated to semester 2 activities
Jan 27th - Start of Semester 2