Timetabling Calendar for production of all academic timetables

Formation of the timetable for the next Academic Year	
Task	**Deadline**
Consultation with year leaders over new pathways	March, 18 months before start of year (soy)
Estates confirm any alterations to room availability	September, 12 months before soy
Timetabling office informed of cancellations of pathways/modules	September, 12 months before soy
Course Block diagrams for coming academic year worked out	October, 11 months before soy
Terms dates and diagrams sent to Academic Board for comment	November, 10 months before soy
Block diagrams sent to Head of Examinations for confirmation	December, 9 months before soy
Assuming Academic Board has no comment, block diagrams sent to course directors	December, 9 months before soy
Block diagrams amended in light of any further emerging planned changes to curriculum	February, 7 months before soy
Block diagrams published on the intranet	March, 6 months before soy
Draft timetables for new courses outlined and submitted to timetabling	September, 12 months before soy
Discussion with module leaders about difficult potential clashes	31st January
LTAC to review progress and difficulties in formulating timetable. Major difficulties to be resolved with Deputy Principal and relevant module/course leaders.	February, 8 months before soy
Roll Forward of current year's timetable to formulate first draft	Easter
Administrative expunging of clashes	Easter
Students choose autumn options	April, 5 months before soy
Autumn term timetable issued to all course and module leaders to check	April, 5 months before soy
Module leaders return written comments to timetabling	End of May
Draft 2 issued	June
Module leaders return written comments to timetabling	End of June
Final version of autumn term timetable issued	August
Meetings booked for Academic Board and Council and their committees.	After timetables agreed with year/module leaders
CPD provision booked as far as possible.	After timetables agreed with year/module leaders
Room bookings open for all for autumn term	After timetables agreed with year/module leaders

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Confirmation of the timetable for next term in the current year	
Task	**Deadline**
Students choose spring options	October
Spring term timetable issued to all course and module leaders to check	October
Module leaders return written comments to timetabling	End of November
Final version of spring term timetable issued	December
Room bookings open for all for spring term	After timetables agreed with year/module leaders
Students choose summer options	December
Summer term timetable issued to all course and module leaders to check (except BVM 5 electives)	February
BVetMed 5 elective timetables received by	End of January
Module leaders return written comments to timetabling	March
Final version of summer term timetable issued	April
Room bookings open for all for summer term	After timetables agreed with year/module leaders