St George's Module and Timetabling Processes and Deadlines during 2023/4 for 2024/5

Below are the deadlines against the event, responsibility and month details.

Event	Follows/Dependencies	Details	Months	Responsibility	Deadline
Heads of Depts/Course Directors confirm modules running for next academic year and Module Leaders (ML)		Modules no longer to run to be marked "out of use" in **MOD** and where appropriate "Module Tutor" field updated. New modules approved for 2024/5 to be created in **MOD**.	Nov to Dec	Programme Admin team	Fri 8 Dec 2023
"In Use" MOD upload to Scientia including ML details	Confirmation of module runs and creation of "new" modules	SST provide timetabling team	Jan	SST/Timetabling	Tues 16 Jan 2024
Future year module runs (MAV)created including ML and requirement for VLE	Confirmation of module runs	Module runs created from scratch, in liaison with academic teams, using template. Start and end dates and ML field details will need to be updated.	Jan to Feb	Programme Admin teams	Fri, 16th Feb 2024
Review and create module diets	Creation of future year MAV records	Use of **DMD**	Jan to Feb	Course Administrator	Fri, 1st Mar 2024
Room bookings for future year academic timetabled events open	Creation of future year MAV records	Course teams in liaison with academic teams enter events and rooming request onto **WDC**	Feb to April	Programme Admin teams	Opens: Tues 5 March 2024 Closes: 5pm Weds 10 April 2024

Scientia Import 1		Scheduling Process - WDC import into Scientia 1	April	CIS	Thurs 11 April 2024
Register future year modules for continuing students	Creation of future year MAV records and review of module diets	Use of **GED** and **XSM** for bulk registration	April to May	Course Administrator	Thurs, 16th May 2024
Scientia Import 2	Import 1	Scheduling Process - WDC import into Scientia 2	April to May	CIS	Thurs 25 April 2024
Draft Timetables Published		Scheduling completed and draft timetables distributed to Education Operations programme administrators		Timetabling Team	Weds 26 June 2024
Timetable Amendments/Negotiations	Draft timetable published	Timetabling Team hold meetings with Ed Ops admin	June/July	Timetabling Team and Timetabling Liaison Contacts	Weds 26 June to Fri 19 July 2024
Confirm academic teaching team		Ensure ML details correct on MAV "tutor" field and associate other teaching staff (**MAV>MKR**)	May to July	Course Administrators	Thurs, 25th July 2023
Final Timetable published			August	Timetabling Team	Mon 29 July 2024
Room booking open for ad hoc academic bookings	Final timetable published	Requests via Web Room Booking		Timetabling Liaison Contacts	Tues 30 July 2024
Amend module selections for non-progressing students and remove for withdrawn students	BoE publication of results	Use of **RSM**	Apr to Oct	Course Administrators	Variable – Based on BoE dates for non-progressions and the start date of the course year
Generate module diets for new students		Auto-generate via ATR where diet exists otherwise **XSM**	Aug to Sept	Course Administrators	Variable – Based on start date of course year