St George's Module and Timetabling Processes

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 2025/6 to be created in **MOD**.	Nov to Dec	Ed Ops Programme Administrators	Early January
Modelling changes to modules		Changes to teaching delivery or cohort size which will impact the institutional timetable must be submitted via the programme modification form.	Dec to Jan	TT (CDs for prog mod form)	Mid Dec to early Jan
"In Use" MOD upload to Scientia including ML details	Confirmation of module runs and creation of "new" modules	SST provide timetabling team	Jan	SST/TT	Mid January
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	Ed Ops Programme Administrators	Mid February
Review and create module diets	Creation of future year MAV records	Use of **DMD**	Jan to Feb	Ed Ops Programme Administrators	Late February

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**	Mar to April	Ed Ops Programme Administrators	Early March to early April
WDC data sense check	Scientia import	Web Data Collection Tool re-opens. Amendment of erroneous data. Errors to be resolved by prog admin	April	CIS/TT/Ed Ops programme admin	Early April to late April
Scheduling Process	Subject to second import		April to June	TT	Late April to late June
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	Ed Ops Programme Administrators	Mid May
Draft Timetables Published		Scheduling completed and draft timetables distributed to Education Operations programme administrators		TT	Late June
Timetable Amendments/Negotiations	Draft timetable published	Timetabling Team hold meetings with Ed Ops admin	June/July	TT and Ed Ops programme admin	Late June to Mid July
Confirm academic teaching team		Ensure ML details correct on MAV "tutor" field and associate other teaching staff (**MAV>MKR**)	May to July	Ed Ops Programme Administrators	Late July
Final Timetable published			August	TT	Late July
Room booking open for ad hoc academic bookings	Final timetable published	Requests via Web Room Booking		All staff and SU	Late July/Early August

Amend module selections for non-progressing students and remove for withdrawn students	BoE publication of results	Use of **RSM**	Apr to Oct	Ed Ops Programme 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	Ed Ops Programme Administrators	Variable – Based on start date of course year