

## Timetable Production Schedule 2024/25

This schedule is prepared by the Timetabling Manager in October and published in November following consultation with relevant teams. It describes the eight months of work required to prepare and verify the data that feeds the timetable, to schedule, check and publish the timetable. It will only be amended if unforeseen circumstances make changes unavoidable.

	Action Required	Deadline	Responsible	360 Review Stage
1	Module occurrences are rolled forward on CMS.	w/c 30 October 2023 - ongoing	Student Data School Curriculum & Assessment Officers	Prepare
2	Modules on courses and Syllabus Rules on CMS rolled forwards from 2022 courses to 2023 courses.	w/c 30 October 2023	Student Data or Exams & Assessment	Prepare
3	Correct modules attached to courses on CMS and Core/Option correctly recorded.	w/c 11 December 2023	School Curriculum & Assessment Officers	Prepare
4	Support initiative 1: Timetabling process briefing sessions to Schools (roadshows)	Mid-January – early Feb 2024	Timetabling Office	Prepare
5	Pre-Requisite/Co-requisite (within the course year) and excluded combinations of modules should be checked.	w/c 22 January 2024	School Curriculum & Assessment Officers	Prepare / Verify
6	All electives to run in 2024/25 complete and set up on CMS.	To be approved by SEC in End November 2023 (where appropriate)  Entered on database: w/c 22 January 2024	Schools  List of electives offered in 2024/25 to be provided by Academic Quality & Partnership	Prepare

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6a	Final list of electives to run in Year 1 and Year 2 to be produced and sent to Timetabling Manager.	w/c 22 January 2024	Academic Quality & Partnerships	Prepare
6b	Final list of pathways which will run in 2024/25 year to be produced and updated on CMS pathways screens.	w/c 22 January 2024	Academic Quality & Partnerships	Prepare
7	Maximum number places per module (for all new and returning UG & PGT students) to be entered/checked and revised as appropriate.	w/c 22 January 2024	School Curriculum & Assessment Officers	Prepare
8	Confirm option menus/stacks for UG year 1 (2024 cohort) and PGT and reflect these in Syllabus Rules on CMS.	w/c 22 January 2024	School Curriculum & Assessment Officers	Prepare
9	Syllabus rules accurately recorded on database for: <ul style="list-style-type: none"> <li>• All Year 2 (2023 cohort)</li> <li>• Year 3 (2022 cohort)</li> <li>• Year 4 (2021 cohort)</li> </ul> For UG courses and modules running in 2024/25, and <ul style="list-style-type: none"> <li>• Year 1 of UG courses and those PGT courses using the online module choice system</li> </ul>	w/c 22 January 2024	School Curriculum & Assessment Officers working with Timetabling office	Prepare
10	Year 1 (UG and PGT) courses & modules on courses data taken from CMS and loaded to timetabling system.	w/c 29 January 2024	Timetabling Office	Prepare
11	Create Year 1 (UG and PGT) pathways	w/c 29 January 2024	Timetabling Office	Prepare
12	Returning Student Records for the AY 2024/25 are created in CMS.	w/c 29 January 2024	Student Data & Records	Prepare

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	Action Required	Deadline	Responsible	360 Review Stage
13	Open CMS Courses and Modules – Module Maintenance database (Training only – to enable Schools to test option choices functioning properly for module choice selection)	Early February 2024	Timetabling Office	Verify
14	Close CMS Courses and Modules – Module Maintenance database (Training only)	February 2024	Timetabling Office	Verify
15	Open CMS Courses and Modules – Module Maintenance database (Live)	Mid-February 2024	Timetabling Office	
16	Support initiative 2: CMS – Courses and Modules – Module Maintenance formal group training <i>for first-time users</i>	Mid Feb- early March 2024	Timetabling Office	Prepare
17	Support initiative 3: CMS – Courses and Modules – Module Maintenance formal group training <i>as refresher</i>	Mid Feb- early March 2024	Timetabling Office	Prepare
18	Support initiative 4: Senior Timetabling Officer designated day in Schools or Department	Mid Feb - early April 2024	Timetabling Office	Prepare
19	Teaching Methods Data for ALL YEAR 2024/25 to be checked/inputted into CMS (this includes details of activities – i.e., lectures, seminars etc. and their durations)	Friday 8 March 2024	Schools/Departments	Prepare
19a	Tutor Information to be checked/inputted into CMS for ALL YEAR 2024/25	Friday 8 March 2024	Schools/Departments	Prepare
20	CMS Teaching Methods Database Closed	Monday 11 March 2024	Timetabling Office	Prepare

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	Action Required	Deadline	Responsible	360 Review Stage
20a	CMS Teaching Methods uploaded to Syllabus+	w/c 11 March 2024	Timetabling Manager	Verify
21	Support initiative 5: After upload into Syllabus+, complete credibility checks on data and formal sign off	w/c 11 March 2024	Timetabling Office	Verify
22	Space management check-in	Ongoing - monthly	Timetabling Office / Space Management	Prepare
23	<b>Timetable build and scheduling commences</b> <ul style="list-style-type: none"> <li>• Create teaching activities from templates</li> <li>• Manually enter staff availability on Syllabus+</li> <li>• Assign suitabilities/ missing staff</li> <li>• Schedule manually fixed day and time events</li> </ul>	w/c 18 March 2024	Timetabling Office	Schedule – Phase 1
24	Online Choice of options/electives for current 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year students who are expected to return to the next year of study in 2024/25	Browse mode: Monday 4 March 2024  Module selection live: Monday 11 March 2024 – Thursday 21 March 2024	Sussex Direct	Prepare
25	Teaching faculty non-availability forms returned to timetabling contacts.	Friday 22 March 2024	Relevant School contacts	Prepare
26	Schools check student selections to ensure all students have 120 credits	Friday 22 March to Thursday 4 April 2024 NB EASTER BREAK – Thurs 28 Mar – Weds 3 Apr 2024	Schools/Departments	Verify
27	Module choice data gathered via the online selection process loaded to Syllabus+.	w/c 8 April 2024 (overnight run)	Timetabling Office	Prepare

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28	<b>Timetable build and scheduling next steps</b> <ul style="list-style-type: none"> <li>• auto-scheduling – Configure weights/constraints against activities</li> <li>• group events into tags</li> <li>• check the timetable after each step. Any issues require engagement with School staff to resolve issues before moving onto the next phase (publication).</li> </ul>	w/c 8 April 2024	Timetabling Office	Schedule – Phase 2
29	Admissions check-in – target numbers PGT & Y1 UG	Ongoing – Bi-weekly	Timetabling Office / Admissions	Verify
30	<b>ALL YEAR Timetable 2024/25</b> to be published to Schools:	Monday 8 July 2024	Timetabling Office	Release
31	Checking by Schools complete by: <i>Schools are asked to send amends as soon as they identify them rather than sending them all on the deadline.</i>	Friday 26 July 2024	Schools/Departments	Check
32	Final amends by Timetabling Office to be complete by:	Friday 2 August 2024	Timetabling Office	Maintain
33	Publication process commences on:  With the aim of having the searchable link for modules/timetable visible on Sussex Direct by:	Monday 5 August 2024  Friday 16 August 2024	Timetabling Office	Release
34	Schools clash check, allocate students and faculty for individual timetables released by: Years 2 + Year 1	Friday 30 August 2024 w/c 2 Sept 2024	Schools	Release

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	Action Required	Deadline	Responsible	360 Review Stage
35	Online choice of options/electives for <b>NEW Year 1 UG and PGT students in 2024/25</b>	SxD Online module choice system available within “Online Registration” live for online choices from <b>Monday 2 September 2024 - Friday 11 October 2024 (end of week 2)</b>	Sussex Direct Online Registration	Release
36	1 <sup>st</sup> Year UG Teaching Group Lists (for T1)	On demand after checking	Timetabling Office	Maintain
37	Shared evaluation process for 24-25 to be conducted (to inform changes for 25-26)	Monday 21 October – Friday 22 November 2024	Timetabling Office/Schools/ Departments	Review