Early May
• New Academic Year Database Released, pre-populated with curriculum data and planned module sizes

May – Mid July
• Data Preparation and Collection
• Data Input

Mid July
• Deadline for scheduling into prioritised space and tagging requirements for Centrally Allocated Space
  **MONDAY 16th July**

Mid July – Early August
• Central Timetable Construction
• Continued Allocation to Locally Allocated Space

Mid August
• Release of Central Timetable
  **FRIDAY 17th August**

End August – Early September
• Adjustments to Teaching Timetable
• Web Timetables Available

Early – Mid September
• Orientation Week - **beg. 10th September**
• Student Allocation Process
• Release Personal Timetables to Students

Mid – End September
• Online Room Booking System Available
• Release Prioritised Space for General Bookings

October – Ongoing
• Ongoing Maintenance of Final Timetable and Data Integrity Work

**Timetabling Annual Cycle 2018/19**
**March 2018 v.1.0**

**Key Activities/Events**

**Responsibility**

COMMUNICATION AND LIASON BETWEEN TIMETABLING TEAM AND SCHOOLS

Timetabling Services, Planning Unit
T: 01334 463099
E: timetab@st-andrews.ac.uk
W: www.st-andrews.ac.uk/staff/teaching/timetabling/