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 15th July

Mid July - Early August

• Central Timetable Construction
• Continued Allocation to Locally Allocated Space

Mid August

• Release of Central Timetable

FRIDAY 16th August

End August - Early September

• Adjustments to Teaching Timetable
• Web Timetables Available

Early - Mid September

• Orientation Week - beg. 9th 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

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**Responsibility**

- Timetabling Team
- Schools
- Timetabling Team
- Schools
- Timetabling Team
- Schools
- Timetabling Team
- Schools

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**Communication and Liaison Between Timetabling Team and Schools**

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**Timetabling Services, Planning**

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