# 2016 Timetable - Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible</th>
<th>Task</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/05/2015</td>
<td>TT</td>
<td>Create 2016 PROD Database</td>
<td>Will roll the following data into the 2016 database:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Topic - Availabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Activity (e.g. Lecture, Tutorial) - Resources</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Programmes of Study</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pathways - Topic combinations for clash free timetables</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Location – Attributes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Staff</td>
</tr>
<tr>
<td>1/05/2015</td>
<td>Faculty</td>
<td>Provide Schools with list of Topics</td>
<td>It is the responsibility of the Faculty to manage the processes on how they wish receive the information and the timeline for returning the data.</td>
</tr>
<tr>
<td>1/05/2015</td>
<td>School</td>
<td>Identify availabilities offered in 2016</td>
<td></td>
</tr>
<tr>
<td>1/05/2015</td>
<td>TT</td>
<td>Commence work on Progs of Study and Pathways</td>
<td>Audit of the 2015 Programmes of Study and associated pathways. Particular attention to the POS size and pathways for PG courses.</td>
</tr>
<tr>
<td>31/05/2015</td>
<td>Faculty</td>
<td>Prepare data for Topic Availability roll</td>
<td>New availabilities can be added after this date but please bear in mind the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The Timetable Data Collector is open from 13 July until 24 August and the data sync transfer from Student Two to Syllabus Plus will be run on a weekly basis (Wednesday). Schools will need to add resource data to the new availability during this period:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• For an optimised timetable the new topic availability will need to be imported to Syllabus Plus including resource data by 31 August to be included in the scheduling process;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Topic availabilities added after 31 August will not be scheduled until after the draft timetable is published</td>
</tr>
<tr>
<td>15/06/2015</td>
<td>Student Systems</td>
<td>Topic Availabilities rolled</td>
<td></td>
</tr>
<tr>
<td>16/06/2015</td>
<td>Faculty/TT</td>
<td>Amend Topic Availability Activities as required</td>
<td>Removal of extra activities and/or amending post roll (e.g. Lecture-1 and Lecture-2 rolled now only one Lecture per week required)</td>
</tr>
<tr>
<td>30/06/2015</td>
<td>Student Systems</td>
<td>2015 Enrolment Numbers added to 2016</td>
<td></td>
</tr>
<tr>
<td>1/07/2015</td>
<td>System</td>
<td>Import Availabilities to Syllabus Plus</td>
<td></td>
</tr>
<tr>
<td>2/07/2015</td>
<td>TT</td>
<td>Check resources &amp; delete old availabilities (not rolled in S2 avail)</td>
<td></td>
</tr>
<tr>
<td>25/06/2015</td>
<td>Student Systems</td>
<td>Timetable Data Collector Information Session/User Group Meeting</td>
<td></td>
</tr>
<tr>
<td>13/07/2015</td>
<td>TT</td>
<td>Timetable Data Collector Opens*</td>
<td></td>
</tr>
<tr>
<td>13/07/2015</td>
<td>School</td>
<td>Commence timetable data collection processes</td>
<td>School Timetable Co-ordinators are expected to undertake the following tasks:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Update planned Topic size</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Check/update Activity resource data (e.g. room type, preferred sub-zone, AV, equipment, etc)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Check/update Activity weeks (select the weeks that the activity will run)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Update class size data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Create Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Amend individual Classes as appropriate (e.g. Topic Availability has 20 tutorials of which 18 are held at Bedford Park and 2 are held at Victoria Square)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Create Jointly Taught Activities (e.g. join classes that are taught together)</td>
</tr>
<tr>
<td>13/07/2015</td>
<td>TT</td>
<td>Special Circs input on Syllabus Plus</td>
<td></td>
</tr>
<tr>
<td>13/07/2015</td>
<td>TT</td>
<td>Update Progs of Study and creation of pathways</td>
<td></td>
</tr>
<tr>
<td>27/07/2015</td>
<td>School</td>
<td>Staff Unavailability Process commences</td>
<td>School to commence the Staff Unavailability processes. PDF forms to be distributed to academics for completion</td>
</tr>
</tbody>
</table>
### Curriculum Data requests

Request for the following data:
- Changes to course rules
- Updates to contact details
- Requests for quota topics
- Start/end dates of teaching and assessment for non-semester (and summer) topics

### Timetable Data Collector Closes

- **24/08/2015**
  - TT
  - Timetable Data Collector Closes

### Deadline for Submission of Staff Unavailability Forms

- **24/08/2015**
  - School
  - Deadline for submission of Staff Unavailability Forms

- **25/08/2015**
  - TT
  - Commence resource auditing

### Submission of NS Teaching and Assessment Dates

- **28/08/2015**
  - Faculty
  - Submission of NS Teaching and Assessment dates

  Submit NS dates to Enrolment Services for input to Student Two

### Deadline for Submission of New/Updated Special Circs Requirement Forms

- **31/08/2015**
  - School
  - Deadline for submission of new/updated Special Circs Requirement forms

### Staff Unavailability School Dean's Reports Issued

- **11/09/2015**
  - TT
  - Staff Unavailability School Dean's Reports issued

### Student Sets Created

- **15/09/2015**
  - TT
  - Student Sets created

### NS Teaching and Assessment Dates Entered on Student Two

- **30/09/2015**
  - Enrolment Services
  - NS Teaching and Assessment dates entered on Student Two

### Topic Availabilities Published

- **1/10/2015**
  - Student Systems
  - Topic Availabilities published

### Course Rules Published

- **1/10/2015**
  - Student Systems
  - Course Rules published

### Scheduling Commences

- **1/10/2015**
  - TT
  - Scheduling commences

### Draft Released

- **12/10/2015**
  - TT
  - Draft Released

### School Admin/Teaching Staff to Review Draft Timetable

- **12/10/2015**
  - School
  - School Admin/Teaching staff to review draft Timetable

### Last Date for Timetable Changes to the Draft Timetable

- **30/10/2015**
  - School
  - Last date for timetable changes to the draft timetable

  Changes received after this date will be processed however, these may not be reflected in the timetable until after it has been published

### Sections/Streams Upload Files to Student Two

- **30/10/2015**
  - Student Systems
  - Sections/Streams upload files to Student Two

### Timetable Finalisation

- **10/11/2015**
  - Student Systems
  - Timetable Finalisation

### Publish Timetable

- **10/11/2015**
  - Student Systems
  - Publish Timetable

### Enrolments Open

- **23/11/2015**
  - Student Systems
  - Enrolments open

---

*Imports from Student Two to Syllabus Plus run on a weekly basis until TDC closes.*

*Dates listed above are correct as of 16 April 2015.*