

Timetable Production Schedule 2026/27 - Revised April 2026

Note: Schedule revised in April 2026 to manage the impact of the 2025 Voluntary Leavers Scheme on timetabling. Revisions are noted in red (see items 28a to 31).

This document describes the cycle of work required to prepare and verify the data that feeds the annual academic teaching timetable, to construct, schedule, check and publish the timetable, as well as the allocation of students to their teaching groups, leading to personal teaching timetables being delivered to students via Sussex Direct.

Please note that the timings and deadlines in this year's schedule are significantly different from previous years. Please check it carefully and ensure you are working to the new deadlines. In the past the deadlines were usually rolled forward with only minor adjustments. This year, as a direct result of staffing reductions in the timetabling team, it has been necessary to bring the start of the cycle forward by approximately 6 weeks so that there will still be enough time to produce the timetable by August 2026. This means that all teams listed on the schedule will need to work to different deadlines.

It will not be possible to amend the schedule post publication as all alternative options for managing the work have been considered and ruled out. As is always the case, adherence to this schedule is essential as missed deadlines will have an impact on the entire institution and the quality of every course's timetable.

Item	Action Required	Deadline	Responsibility	Notes
1	All confirmed module occurrences are rolled forward on CMS from 2025-26 to 2026-27. Syllabus maintain choice dates are updated for the March module option process.	Friday 31st October 2025 ongoing	Student Data & Records	Student Data & Records to send advance reminder to School Curriculum and Assessment Officers. In exceptional circumstances, individual modules can be rolled forward on an adhoc basis after the bulk roll forward.
2	Modules on courses and Syllabus Rules on CMS rolled forwards from 2025 courses to 2026 courses.	Friday 31st October 2025	Student Data & Records	
3	Correct modules attached to courses on CMS and Core/Option correctly recorded. Check all modules have a live occurrence for correct academic year. Suspended/withdrawn modules to be removed.	Friday 5th December 2025	School Curriculum & Assessment Officers	
4	Pre-requisite/co-requisite (within the course year) and excluded	Friday 5th December 2025	School Curriculum & Assessment Officers	

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	combinations of modules should be checked.			
5	Syllabus Plus 2026-27 database created by ITS. Timetabling Office commence data checks on rolled over background data	Friday 14th November 2025	ITS Platforms Team/Technology One/Timetabling Office	
6	All electives to run in 2026-27 completed and set up on CMS.	To be approved by FEC by end November 2025 (where appropriate) Entered on CMS & list provided to AQP by Friday 19th December 2025	School Curriculum & Assessment Officers List of electives offered in 2026-27 to be provided to Academic Quality & Partnerships by Schools	
7	Final list of pathways which will run in 2026-27 to be produced and updated on CMS pathways screens.	Friday 19th December 2025	Academic Quality & Partnerships	
8	Maximum number of places per module (for all new and returning UG & PGT students) to be entered/checked and revised on CMS as appropriate.	Friday 19th December 2025	School Education Teams	Any updates to module sizes, after 19 th December 2025, should be communicated as soon as possible to the Timetabling Team.
9	Syllabus rules including option menus/baskets accurately recorded on database for: <ul style="list-style-type: none"> • All UG year 1 (2026 cohort) and PGT • All Year 2 (2025 cohort) • Year 3 (2024 cohort) • Year 4 (2023 cohort) 	Friday 19th December 2025	School Curriculum & Assessment Officers	

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Item	Action Required	Deadline	Responsibility	Notes
	Applies to all UG & PGT courses and modules running in 2026-27			
10	Year 1 (UG and PGT) courses & modules on courses data exported from CMS and loaded to timetabling system.	Monday 5th – Friday 9th January 2026	Timetabling Office	
11	Final list of electives to run in 2026-27 Year 1 and Year 2 to be produced and sent to Timetabling Manager.	Wednesday 7th January 2026	Academic Quality & Partnerships	
12	Year 1 (UG and PGT) Syllabus Plus pathways (clash structures) created	Friday 9th January – Friday 20th February 2026	Timetabling Office	
13	Create Planning Registrations for Academic Year 2026-27	Friday 23rd January 2026	Student Data & Records	<ul style="list-style-type: none"> Core modules should not change once planning registrations have been created. SD&R to send reminder to schools ahead of this process being completed.
14	Support initiative 1: Timetabling briefing paper sent to Faculties providing process updates and reminders	Late January 2026	Timetabling Office	
15	Timetabling/Space Management GTS space check-in - to confirm the pool of rooms to be included in the scheduling process and capacities/accessibility.	Early February 2026	Timetabling Manager/Deputy Director of Estates and Facilities Management	
16	Staff availability process opens	Process commences 2nd February 2026 (deadline for approval and submission Friday 20th March 2026 – see item 25)	Executive Deans	
17	Set module choice dates in CMS Training (Training database only – to	Late January 2026	Student Data & Records	

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	enable Schools to test option choices are functioning correctly for module choice process)	(after the first refresh of CMS training database once planning registrations have been created)		
18	Support initiative 2: CMS – Courses and Modules – Module Maintenance - Method and Contacts - training guide and videos are made available to Faculty PS teams to support data entry task	Late January 2026	Timetabling Office	Timetabling - CMS Teaching Methods and Contacts training guide CMS Teaching Methods Training
19	Support initiative 3: Senior Timetabling Officers available for timetabling focussed meetings with Faculty colleagues	From mid-January – mid-April 2026	Timetabling Office	
20	Teaching methods data and tutor information for full academic year 2026-27 to be checked/inputted into CMS for all confirmed modules.	Friday 6th February 2026	School Education Teams	
21	CMS Teaching Methods Database Closed	Monday 9th February 2026	Timetabling Office	
22	CMS Teaching Methods data exported and uploaded to Syllabus Plus	Monday 9th – Friday 13th February 2026	Timetabling Office	
23	Timetable construction commences with data checks, creation of individual teaching activities, input of availability information, assigning of suitabilities etc.	Monday 16th February 2026	Timetabling Office	

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24	Online choice of options/electives for current 1 st , 2 nd and 3 rd year students who are expected to return to the next year of study in 2026-27	Browse mode: Monday 23rd – Wednesday 25th February 2026 Module selection process Live: Thursday 26th February – Friday 6th March 2026 (specific staggered timings to be confirmed)	Student Data & Records	Timing will be staggered for the selection process in Live (specific timings to be confirmed)
25	Teaching staff availability process completed. Approved forms submitted to Timetabling via shared Box folder.	Friday 20th March 2026	Executive Deans (or their delegate)	
26	School staff check student selections to ensure all students have correct number of credits.	Monday 9th – Friday 20th March 2026	School Education Teams	
27	Returning student data and option module selections exported from CMS and loaded to Syllabus Plus.	Monday 23rd – Friday 27th March 2026	Timetabling Office	
New 28a	Timetable data changes resulting from impact of Voluntary Leavers Scheme submitted to Timetabling Relevant CMS updates completed	Deadline Friday 29th May	Senior Education Managers/School Education Teams	Timetable data changes for the faculty should be coordinated and compiled into a single spreadsheet and shared with Timetabling via a dedicated Box folder CMS updates for the above must be completed. If there are discrepancies in the data between the timetabling system and CMS, the import to Oracle for publication may fail.

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28b	Continue timetable data preparation. Commence scheduling process for full academic year to allocate days, times and spaces to teaching activities. Engagement with School Education Teams may be required to resolve issues. Returning students allocated to teaching groups.	Ongoing to Friday 26th June 2026 PAUSE scheduling 7th May. Aim to resume w/c 1st June and complete 3rd July	Timetabling Office	
29	Admissions check-in – target numbers PGT & Y1 UG	Ongoing	Timetabling Office / Admissions / School Education Teams	
30	ALL YEAR Timetable 2026-27 provided to school staff for review (via Excel Spreadsheet within Timetabling Teams Channel)	Monday 29th June 2026 Monday 6th July 2026	Timetabling Office	
31	Timetable Review Period. All year timetable must be thoroughly checked for accuracy and completeness by all relevant professional services and academic staff within schools. Change requests for identified errors or omissions must be submitted to the Timetabling Office via the formal timetable change request process as soon as they are identified.	Monday 29th June Monday 6th July – Friday 17 th July 2026 Deadline for submission of change requests – Friday 17th July 2026 Please note review period is reduced from 3 to 2 weeks. It is essential that all relevant academic and PS staff review the timetable as early as possible during this period and submit change requests as soon as they are identified.	Faculty academic and PS staff	Formal timetable change request period commences on Monday 29th June 6th July 2026 , all change requests must be submitted to Timetabling Office via designated MS Form.
32	Final change requests assessed and processed by Timetabling Office	Monday 20th July – Friday 31st July 2026	Timetabling Office	

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33	Timetable data exported from Syllabus Plus and imported to Oracle Database/Sussex Direct for publication to staff and students	Monday 3rd - Friday 14th August 2026	Timetabling Office	Note – timetables will be visible to returning students after completion of the timetable data import to Oracle.
34	ITS Dev Team provide best efforts support for duration of timetable import process (item 33)	Monday 3rd - Friday 14th August 2026	ITS Dev Team	
35	Open CMS Module Maintenance Screen for staffing allocations to be input by Course Coordinators	Monday 17th August 2026	Timetabling Office	
36	<p>School Education Teams carry out checks and updates in CMS to complete timetables for new and returning students:</p> <ul style="list-style-type: none"> • clash check and allocate students to teaching groups as required • add teaching staff • add any non-standard week teaching activities <p>Individual timetables for returning students completed by:</p> <p>Individual timetables for Year 1 students completed by: (apart from yr 1 option choices and teaching group allocations)</p>	<p>Note: timetables are visible to returning students from Friday 14th August 2026 after Timetabling Team have completed data import to Oracle (item 33).</p> <p>Friday 28th August 2026</p> <p>Friday 4th September 2026</p>	School Education Teams	

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37	Online choice of options/electives for new Year 1 UG and PGT students in 2026-27	Yr 1 online module choice expected to be available from early September until end of week 2. Note - exact timings and details to be confirmed	Academic Services	
38	1 st Year UG Teaching Group Lists (for T1) can be provided	On demand after checking	Timetabling Office	
39	Year 1 students allocated to teaching groups as required.	by end of Welcome Week	School Education Teams	
40	Shared evaluation process for 2026-27 timetabling cycle to be conducted (to inform process for 2027-28)	Monday 19th October – Friday 27th November 2026.	Timetabling Office/School Education Teams	