Timetable Production Schedule 2027/28

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.

The schedule for the 2027/28 timetable production has a similar timeline to the 2026/27 cycle with some minor adjustments. **Colleagues are asked to note that this is the final year that this set of tasks will be required. The Timetabling Project will deliver in 2027 and change ways of working and a new production schedule will be issued in autumn 2027 for the 28/29 timetable production.**

In response to Faculty feedback the 2027/28 schedule provides Faculties with an additional week for curriculum and teaching methods data to be updated and checked ahead of the data export deadlines.

Adherence to this schedule is essential as missed deadlines will have a negative impact on the entire institution and the quality of every course's timetable.

This document is the business-as-usual schedule. Should any amendments be required in order to manage changing datasets (as a result of the Collective Consultation outcomes) the document will be updated once any revised deadlines have been formally agreed.

Item	Action Required	Deadline	Responsibility	Notes
1	All confirmed module occurrences are rolled forward on CMS from 2026-27 to 2027-28. Syllabus maintain choice dates are updated for the March module option process.	**Friday 30th October 2026**	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 ad hoc basis after the bulk roll forward.
2	Modules on courses and Syllabus Rules on CMS rolled forwards from 2026 courses to 2027 courses.	**Friday 30th October 2026**	Student Data & Records	
3	Syllabus Plus 2027-28 database created by ITS. Timetabling Office commence data checks on rolled over background data	**Friday 27th November 2026**	ITS Platforms Team/Technology One/Timetabling Office	
4	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 Suspended/withdrawn modules to be removed.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 4th December 2026**	School Curriculum & Assessment Officers	

Timetable Production Schedule 2027/28

Item	Action Required	Deadline	Responsibility	Notes
5	Pre-requisite/co-requisite (within the course year) and excluded combinations of modules should be checked.	**Friday 4th December 2026**	School Curriculum & Assessment Officers	
6	All electives to run in 2027-28 completed and set up on CMS.	**To be approved by FEC by end November 2026 (where appropriate)** **Entered on CMS & list provided to AQP by Friday 8th January 2027**	School Curriculum & Assessment Officers List of electives offered in 2027-28 to be provided to Academic Quality & Partnerships by Schools	*Original deadline was 18 December, extended to 8 January following Faculty feedback.*
7	Final list of pathways which will run in 2027-28 to be produced and updated on CMS pathways screens.	**Friday 8th January 2027**	Academic Quality & Partnerships	*Original deadline was 18 December, extended to 8 January following Faculty feedback.*
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 8th January 2027**	School Education Teams	*Original deadline was 18 December, extended to 8 January following Faculty feedback.* Any updates to module sizes, after 8th January 2027, should be communicated as soon as possible to the Timetabling Team by email.
9	Syllabus rules including option menus/baskets accurately recorded on database for: • All UG year 1 (2027 cohort) and PGT • All Year 2 (2026 cohort) • Year 3 (2025 cohort) • Year 4 (2024 cohort) Applies to all UG & PGT courses and modules running in 2027-28	**Friday 8th January 2027**	School Curriculum & Assessment Officers	*Original deadline was 18 December, extended to 8 January following Faculty feedback.*

Timetable Production Schedule 2027/28

Item	Action Required	Deadline	Responsibility	Notes
10	Year 1 (UG and PGT) courses & modules on courses data exported from CMS and loaded to timetabling system.	**Monday 11th – Friday 15th January 2027**	Timetabling Office	
11	Final list of electives to run in 2027-28 Year 1 and Year 2 to be produced and sent to Timetabling Manager.	**Friday 15th January 2027**	Academic Quality & Partnerships	
12	Year 1 (UG and PGT) Syllabus Plus pathways (clash structures) created	**Friday 15th January – Friday 19th February 2027**	Timetabling Office	
13	Create Planning Registrations for Academic Year 2027-28	**Friday 22nd January 2027**	Student Data & Records	• 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	Timetabling briefing paper sent to Faculties providing process updates, reminders and links to training materials.	**Late January 2027**	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 2027**	Timetabling Manager/Space Planning Manager	
16	Staff availability process opens	**Process commences 1st February 2027 (deadline for approval and submission Friday 19th March 2027 – see item 23)**	Executive Deans (or their delegate)	
17	Set module choice dates in CMS Training (Training database only – to enable Schools to test option choices are functioning correctly for module choice process)	**Late January 2027 (after the first refresh of CMS training database once planning registrations have been created)**	Student Data & Records	
18	Teaching methods data and tutor information for full academic year 2027-28 to be	**Friday 12th February 2027**	School Education Teams	*Original deadline was 5 February, extended to 12 February following Faculty feedback.*

Timetable Production Schedule 2027/28

Item	Action Required	Deadline	Responsibility	Notes
	checked/inputted into CMS for all confirmed modules.			
19	CMS Teaching Methods Database Closed	**Monday 15th February 2027**	Timetabling Office	
20	CMS Teaching Methods data exported and uploaded to Syllabus Plus	**Monday 15th – Friday 19th February 2027**	Timetabling Office	
21	Timetable construction commences with data checks, creation of individual teaching activities, input of availability information, assigning of suitabilities etc.	**From Friday 19th February 2027**	Timetabling Office	
22	Online choice of options/electives for current 1st, 2nd and 3rd year students who are expected to return to the next year of study in 2027-28	**Browse mode: Monday 22nd – Wednesday 24th February 2027** **Module selection process Live: Thursday 25th February – Friday 5th March 2027 (specific staggered timings to be confirmed)**	Student Data & Records	Timing will be staggered for the selection process in Live (specific timings to be confirmed) Final dates to be confirmed.
23	Teaching staff availability process completed. Approved forms submitted to Timetabling via shared Box folder.	**Friday 19th March 2027**	Executive Deans (or their delegate)	
24	School staff check student selections to ensure all students have correct number of credits.	**Monday 8th – Friday 19th March 2027**	School Education Teams	Final dates to be confirmed.
25	Returning student data and option module selections exported from CMS and loaded to Syllabus Plus.	**Monday 22nd March – Thursday 1st April 2027**	Timetabling Office	Final dates to be confirmed.

Timetable Production Schedule 2027/28

Item	Action Required	Deadline	Responsibility	Notes
		(extended window due to Spring closure period)		
26	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.	**From Thursday 1st April – Friday 25th June 2027**	Timetabling Office	
27	Admissions check-in – target numbers PGT & Y1 UG	**Early April 2027 Ongoing**	Timetabling Office / Admissions / School Education Teams	
28	ALL YEAR Timetable 2027-28 provided to school staff for review (via Excel Spreadsheet within Timetabling Teams Channel)	**Monday 28th June 2027**	Timetabling Office	
29	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, as early as possible within the review period, via the formal timetable change request process	**Monday 28th June – Friday 16th July 2027** **Deadline for submission of change requests – Friday 16th July 2027**	All relevant Faculty staff	Formal timetable change request period commences on Monday 28th June 2027, all change requests must be submitted to Timetabling Office via designated MS Form.
30	Final change requests assessed and processed by Timetabling Office	**Monday 19th July – Friday 30th July 2027**	Timetabling Office	
31	Timetable data exported from Syllabus Plus and imported to Oracle Database/Sussex Direct for publication to staff and students	**Monday 2nd - Friday 13th August 2027**	Timetabling Office	Note – timetables will be visible to returning students after completion of the timetable data import to Oracle.

Timetable Production Schedule 2027/28

Item	Action Required	Deadline	Responsibility	Notes
32	ITS Dev Team provide best efforts support for duration of timetable import process (item 31)	**Monday 2nd - Friday 13th August 2027**	ITS Dev Team	
33	Open CMS Module Maintenance Screen for staffing allocations to be input by Course Coordinators	**Monday 16th August 2027**	Timetabling Office	
34	School Education Teams carry out checks and updates in CMS to complete timetables for new and returning students: • clash check and allocate students to teaching groups as required • add teaching staff • add any non-standard week teaching activities Individual timetables for returning students completed by: Individual timetables for Year 1 students completed by: (apart from yr 1 option choices and teaching group allocations)	**Note: timetables are visible to returning students from Friday 13th August 2027 after the Timetabling Team have completed the data import to Oracle (item 31).** **Friday 27th August 2027** **Friday 3rd September 2027**	School Education Teams	
35	Online choice of options/electives for new Year 1 UG and PGT students in 2027-28	**Yr 1 online module choice expected to be available from early September until end of teaching week 2.** **Note - exact timings and details to be confirmed**	Academic Services	

Timetable Production Schedule 2027/28

Item	Action Required	Deadline	Responsibility	Notes
36	1st Year UG Teaching Group Lists (for T1) can be provided	**Available on demand – if required please contact the Timetabling Office.**	Timetabling Office	
37	Year 1 students allocated to teaching groups as required.	**by end of Welcome Week**	School Education Teams	