

### Schedule for the Production of the Academic Timetable 2023/2024

|   | Action Required  | Deadline  | Responsible  |
|---|--|---|--|
| 1 | Module Occurrences are rolled forward.   | w/c 31 October 2022 - Ongoing   | Student Data or Exams & Assessment<br><br>School Curriculum & Assessment Officers                    |
| 2 | Modules on courses and Syllabus Rules Rolled forwards from 2022 courses to 2023 courses.                       | w/c 31 October 2022   | Student Data or Exams & Assessment   |
| 3 | Correct Modules attached to Courses and Core/Option correctly recorded.  | <b>w/c 12 December 2022</b>   | School Curriculum & Assessment Officers  |
| 4 | <b>Support initiative 1:</b> Timetabling process briefing sessions to Departments                              | Mid-January – early Feb 2023  | Timetabling Office   |
| 5 | <b>Support initiative 2:</b> timetabling drop-in sessions (operational matters) for administrators/timetabling | Late January 2023   | Timetabling Office   |
| 6 | Pre-Requisite/Co-requisite (within the course year) and Excluded Combinations of Modules should be checked.    | w/c 23 January 2023   | School Curriculum & Assessment Officers  |
| 7 | All Electives to run in 2023/24 complete and set up on database.   | To be approved by SEC in <b>End November 2022 (where appropriate)</b><br><br>Entered on database: w/c 23 January 2023 | Schools<br><br>List of electives offered in 2023/24 to be provided by Academic Quality & Partnership |

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| 8a | Final list of Electives to run in Year 1 and Year 2 to be produced and sent to Neil Dickens   | w/c 23 January 2023 | Academic Quality & Partnerships   |
| 8b | Final list of Pathways which will run in 2023/24 year to be produced and updated on CMS pathways screens  | w/c 23 January 2023 | Academic Quality & Partnerships   |
| 9  | Maximum student number places per module to be entered/checked and revised as appropriate   | w/c 23 January 2023 | School Curriculum & Assessment Officers                                 |
| 10 | Confirm option menus/stacks for UG year 1 (2023 cohort) and PG and reflected these in Syllabus Rules  | w/c 23 January 2023 | School Curriculum & Assessment Officers                                 |
| 11 | Syllabus rules accurately recorded on database for: <ul style="list-style-type: none"> <li>• All Year 2 (2022 cohort)</li> <li>• Year 3 (2020 cohort)</li> <li>• Year 4 (2019 cohort)</li> </ul> For UG courses and modules running in 2023/24, and <ul style="list-style-type: none"> <li>• Year 1 of UG courses and those PG courses using the online module choice system</li> </ul> | w/c 23 January 2023 | School Curriculum & Assessment Officers working with Timetabling office |
| 12 | Year 1 (UG and PG) Courses & Modules on Courses data taken from CMS and loaded to timetabling system  | w/c 23 January 2023 | Timetabling Office  |
| 13 | Create Year 1 (UG and PG) pathways  | w/c 23 January 2023 | Timetabling Office  |
| 14 | Returning Student Records for the AY 2023/24 are created.   | w/c 23 January 2023 | Student Data or Exams & Assessment                                      |
| 15 | Open CMS Courses and Modules – Module Maintenance database (Training only)  | Early February 2023 | Timetabling Office  |

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| 16  | Close CMS Courses and Modules – Module Maintenance database (Training only)  | February 2023   | Timetabling Office  |
| 17  | Open CMS Courses and Modules – Module Maintenance database   | Mid-February  | Timetabling Office  |
| 18  | <b>Support initiative 3:</b> CMS – Courses and Modules – Module Maintenance formal group training  | Mid Feb- early March 2023   | Timetabling Office  |
| 19  | <b>Support initiative 4:</b> CMS – Courses and Modules – Module Maintenance 1-2-1 training   | Mid Feb- early March 2023   | Timetabling Office  |
| 20  | <b>Support initiative 5:</b> Senior Timetabling Officer Designated day in Schools or Department  | Mid Feb - early April 2023. Recommence in June/July 2023/ after summer vacation – Mid September to late October | Timetabling Office  |
| 21  | Teaching Methods Data for ALL YEAR 2023/24 to be checked/input (this includes details of activities – i.e., lectures, seminars etc. and their durations) | w/c 6 March 2023  | Schools/Departments |
| 21a | Tutor Information to be checked/input for ALL YEAR 2023/24   | w/c 6 March 2023  | Schools/Departments |
| 22  | CMS Teaching Methods Database Closed   | Monday 6 <sup>th</sup> March 2023   | Timetabling Office  |
| 23  | <b>Support initiative 6:</b> Credibility checks on data and formal sign off  | w/c 6 March 2023  | Timetabling Office  |

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| 24 | Online Choice of Options/Electives for current 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year students who are expected to return to the next year of study in 2023/24   | Browse mode: w/c 6 March 2023<br><br><b>Module selection live: w/c 13 March 2023</b>  | Sussex Direct  |
| 25 | Teaching faculty non-availability forms returned to timetabling contacts.  | w/c 13 March 2023   | Heads of School  |
| 26 | Schools check student selections to ensure all students have 120 credits   | Monday 20 <sup>th</sup> March to Thursday 20 <sup>th</sup> April 2023   | Schools/Departments                                    |
| 27 | Module Choice data gathered via the online selection process loaded to the timetabling system.   | <b>Monday w/c 24 April 2023 (overnight run)</b>   | Timetabling Office                                     |
| 28 | <b>Timetable build and scheduling commences</b> <ul style="list-style-type: none"> <li>• Create teaching activities from templates</li> <li>• Manually enter staff availability on software</li> <li>• Assign suitabilites/ missing staff</li> <li>• Schedule manually fixed day and time events</li> <li>• Auto-scheduling – Configure weights/constraints against activities</li> <li>• group events into categories</li> <li>• check the timetable after each step. Any issues require engagement with School staff to resolve issues before moving onto the next phase (see point 30)</li> </ul> | w/c 20 March 2023   | Timetabling Office                                     |
| 29 | Online choice of Options/Electives for <b>NEW Year 1 students in 2023/24</b>   | SxD Online module choice system available within “Online Registration” live for online choices from <b>1 September 2023 remains open until end week 2 – 13 October 2023</b> | Sussex Direct Online Registration                      |
| 30 | <b>ALL YEAR Timetable 2023/24</b> to be published to Schools:  | Monday 10 <sup>th</sup> July 2023   | Timetabling Office / Student Systems Lead/Student Data |

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| 31 | Checking by schools complete by:<br><b>NB: Timetable changes which would impact on the teaching of another school will not be accommodated except in exceptional cases</b> | Friday 28 <sup>th</sup> July 2023   | Schools/Departments                        |
| 32 | Formal publication and import of data to central database to create:<br>Teaching Groups and Sessions, add returning students to teaching groups to Create SxD timetables   | Friday 4 <sup>th</sup> August 2023  | Timetabling Office                         |
| 33 | Modules and Timetable Visible to Students on Sussex Direct:<br><br>Years 2+<br><br>Year 1  | <b>Monday 7<sup>th</sup> August 2023</b><br><br>Friday 1 <sup>st</sup> Sept 2023<br><br>w/c 4th Sept 2023 | Student Systems Lead or Student Data       |
| 34 | 1 <sup>st</sup> Year UG Teaching Group Lists (for T1)  | On demand after checking  | Timetabling Office                         |
| 35 | Timetabling Review   | 23 October – 17 November 2023   | Timetabling Office/Schools/<br>Departments |