

## Timetable Production Schedule 2025/26

This schedule is prepared by the Timetabling Manager in collaboration with relevant stakeholders during October and is published in November following a period of consultation and review. It 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. Adherence to this schedule is essential as missed deadlines will impact the overall timeline, with a potential to delay publication. Therefore, it will only be amended if unforeseen circumstances make changes unavoidable.

Item	Action Required	Deadline	Responsibility	Notes
1	All confirmed module occurrences are rolled forward on CMS from 2024-25 to 2025-26. Syllabus maintain choice dates are updated for the March module option process.	Friday 1 <sup>st</sup> November 2024 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 2024 courses to 2025 courses.	Friday 1 <sup>st</sup> November 2024	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 Suspended/withdrawn modules to be removed.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 13 <sup>th</sup> December 2024	School Curriculum & Assessment Officers	
4	Pre-requisite/co-requisite (within the course year) and excluded combinations of modules should be checked.	Friday 13 <sup>th</sup> December 2024	School Curriculum & Assessment Officers	
5	Syllabus Plus 2025-26 database created by ITS. Timetabling Office commence data checks on rolled over background data	Friday 13 <sup>th</sup> December 2024	ITS Platforms Team Timetabling Office	

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6	All electives to run in 2025-26 completed and set up on CMS.	To be approved by FEC by end November 2024 (where appropriate)  Entered on CMS & list provided to AQP by Friday 24 <sup>th</sup> January 2025	School Curriculum & Assessment Officers  List of electives offered in 2025-26 to be provided to Academic Quality & Partnerships by Schools	
7	Final list of pathways which will run in 2025-26 to be produced and updated on CMS pathways screens.	Friday 24 <sup>th</sup> January 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 24 <sup>th</sup> January 2025	School Education Teams	Any updates to module sizes, after 24 <sup>th</sup> January 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"> <li>• All UG year 1 (2025 cohort) and PGT</li> <li>• All Year 2 (2024 cohort)</li> <li>• Year 3 (2023 cohort)</li> <li>• Year 4 (2022 cohort)</li> </ul> Applies to all UG & PGT courses and modules running in 2025-26	Friday 24 <sup>th</sup> January 2025	School Curriculum & Assessment Officers	
10	Year 1 (UG and PGT) courses & modules on courses data exported from CMS and loaded to timetabling system.	Monday 27 <sup>th</sup> – Friday 31 <sup>st</sup> January 2025	Timetabling Office	
11	Final list of electives to run in 2025-26 Year 1 and Year 2 to be produced and sent to Timetabling Manager.	Wednesday 29 <sup>th</sup> January 2025	Academic Quality & Partnerships	

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Item	Action Required	Deadline	Responsibility	Notes
12	Year 1 (UG and PGT) Syllabus Plus pathways (clash structures) created	Friday 31 <sup>st</sup> January – Friday 7 <sup>th</sup> March 2025	Timetabling Office	
13	Create Planning Registrations for Academic Year 2025-26	Friday 31 <sup>st</sup> January 2025	Student Data & Records	<ul style="list-style-type: none"> <li>Core modules should not change once planning registrations have been created.</li> <li>SD&amp;R to send reminder to schools ahead of this process being completed.</li> </ul>
14	Support initiative 1: Timetabling Roadshows – briefing to provide process updates for Faculties	February 2025	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 2025	Timetabling Manager/Senior Manager Masterplanning & Space Management	
16	NEW: Staff availability process opens	Process commences 3 <sup>rd</sup> February 2025 (deadline for approval and submission Friday 21 <sup>st</sup> March 2025 – see item 25)	Executive Deans	Link to form will be added when available.
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)	Early February 2025 (after the first refresh of CMS training database once planning registrations have been created)	Student Data & Records	
18	Support initiative 2: CMS – Courses and Modules – Module Maintenance formal group training suitable for first-time users and course coordinators requiring a refresher.	Mid Feb - early March 2025	Timetabling Office	

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Item	Action Required	Deadline	Responsibility	Notes
19	Support initiative 3: Senior Timetabling Officers available for designated day in schools/timetabling focussed meetings with school colleagues	Mid Feb – end of April 2025	Timetabling Office	
20	Teaching methods data and tutor information for full academic year 2025-26 to be checked/inputted into CMS for all confirmed modules.	Friday 7 <sup>th</sup> March 2025	School Education Teams	<a href="#">Training Guide - CMS Teaching Methods and Contacts 2025-26</a>
21	CMS Teaching Methods Database Closed	Monday 10 <sup>th</sup> March 2025	Timetabling Office	
22	CMS Teaching Methods data exported and uploaded to Syllabus Plus	Monday 10 <sup>th</sup> – Friday 14 <sup>th</sup> March 2025	Timetabling Office	
23	Timetable construction commences with data checks, creation of individual teaching activities, input of availability information, assigning of suitabilities etc.	Monday 17 <sup>th</sup> March (ongoing)	Timetabling Office	
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 2025-26	Browse mode: Monday 3 <sup>rd</sup> March 2025  Module selection Live: Monday 10 <sup>th</sup> March – Thursday 20 <sup>th</sup> March 2025 (specific timings to be confirmed)	Student Data & Records	The intention is to stagger the timings 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 21 <sup>st</sup> March 2025	Executive Deans (or their delegate)	

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Item	Action Required	Deadline	Responsibility	Notes
26	School staff check student selections to ensure all students have correct number of credits.	Friday 21 <sup>st</sup> March to Friday 4 <sup>th</sup> April 2025.	School Education Teams	
27	Returning student data and option module selections exported from CMS and loaded to Syllabus Plus.	Monday 7 <sup>th</sup> April – Friday 11 <sup>th</sup> April 2025	Timetabling Office	
28	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.	Monday 7 <sup>th</sup> April – Friday 4 <sup>th</sup> July 2025	Timetabling Office	
29	Admissions check-in – target numbers PGT & Y1 UG	Ongoing	Timetabling Office / Admissions / School Education Teams	
30	ALL YEAR Timetable 2025-26 provided to school staff for review (via Excel Spreadsheet within Timetabling Teams Channel)	Monday 7 <sup>th</sup> July 2025	Timetabling Office	
31	<p>Timetable Review Period.</p> <p>All year timetable must be thoroughly checked for accuracy and completeness by all relevant professional services and academic staff within schools.</p> <p>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.</p>	<p>Monday 7<sup>th</sup> July - Friday 25<sup>th</sup> July 2025</p> <p>Deadline for submission of change requests – Friday 25<sup>th</sup> July 2025</p>	School staff	Formal timetable change request period commences on Monday 7 <sup>th</sup> July 2025, all change requests must be submitted to Timetabling Office via designated MS Form.
32	Final change requests assessed and processed by Timetabling Office	Monday 28 <sup>th</sup> July - Friday 1 <sup>st</sup> August 2025	Timetabling Office	

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Item	Action Required	Deadline	Responsibility	Notes
33	Timetable data exported from Syllabus Plus and imported to Oracle Database/Sussex Direct for publication to staff and students	Monday 4 <sup>th</sup> - Friday 15 <sup>th</sup> August 2025	Timetabling Office	
34	ITS Dev Team provide best efforts support for duration of timetable import process (item 33)	Monday 4 <sup>th</sup> - Friday 15 <sup>th</sup> August 2025	ITS Dev Team	
35	Open CMS Module Maintenance Screen for staffing allocations to be input by Course Coordinators	Monday 18 <sup>th</sup> August 2025	Timetabling Office	
36	<p>School Education Teams:</p> <ul style="list-style-type: none"> <li>• clash check and allocate students as required</li> <li>• add teaching staff</li> <li>• add any non-standard week teaching activities</li> </ul> <p>Individual timetables for Years 2 + completed and released by: Individual timetables for Year 1 completed (apart from option choices and group allocations) and released by:</p>	<p>Friday 29<sup>th</sup> August 2025</p> <p>w/c 1<sup>st</sup> Sept 2025</p>	School Education Teams	
37	Online choice of options/electives for New Year 1 UG and PGT students in 2025-26	Part of SIS/Banner Roll out (timings and details to be confirmed)	Academic Services	
38	1 <sup>st</sup> Year UG Teaching Group Lists (for T1) can be provided	On demand after checking	Timetabling Office	

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Item	Action Required	Deadline	Responsibility	Notes
39	Year 1 students allocated to teaching groups as required.	by end of Welcome Week	School Education Teams	
40	Shared evaluation process for 2025-26 timetabling cycle to be conducted (to inform process improvements for 2026-27)	Monday 20 <sup>th</sup> October – Friday 21 <sup>st</sup> November 2025	Timetabling Office/School Education Teams	