

2016/2017 TIMETABLING UNIT SCHEDULE

Month and Year	Date	Day	Time	Event	Process	Contact
September 2016	26	M		Teaching Starts (Autumn Semester)	Calendar	
October 2016	31	M		Conduct room survey	Teaching Timetable	Timetabling Office
December 2016	2	F		Issue Spring & Feb Semesters' Draft TB to schools for checking	Teaching Timetable	Timetabling Office
December 2016	16	F		Teaching Ends (Autumn Semester)	Calendar	
January 2017	9	M		Publication of Spring semester final TB	Teaching Timetable	Timetabling Office
February 2017	6	M		Teaching Starts (Spring Semester)	Calendar	
March 2017	13	M		Conduct room survey	Teaching Timetable	Timetabling Office
March 2017	13	M		Print Activity Templates from Citrix (Saturn Report) for schools to check & amend before requesting UK to download from Saturn	Teaching Timetable	Timetabling Office
March 2017	13	M		Request Pharmacy School to provide "topical" activity templates	Teaching Timetable	Timetabling Office
April 2017	10	M		Download activity templates, course structures, modules, and returning students/compulsory modules from Saturn into S+	Teaching Timetable	Timetabling Office
April 2017	28	F		Teaching Ends (Spring Semester)	Calendar	
May 2017	8	M		Download program & module updates and returning students/restricted module choice from Saturn to S+	Teaching Timetable	Timetabling Office
May 2017	28	M		Teaching Starts (Summer Semester)	Calendar	
June 2017	23	F		Issue draft 2017-18 timetable onto web for school checking purposes	Teaching Timetable	Timetabling Office
June 2017	23	F		Schools will have 2/3 weeks to check timetables in a static environment	Teaching Timetable	Timetabling Office
August 2017	18	F		Teaching Ends (Summer Semester)	Calendar	
August 2017	14	M		Definitive teaching timetable for 2017-18 issued onto the web	Teaching Timetable	Timetabling Office