

## 2014/2015 Student Registry Combined Schedule

Month and Year	Date	Day	Time	Event	Process	Contact
August 2014	6	W		Create/ populate recommendation templates (UG) (GSM 'unsatisfactory') -export student data by course & year of SoS	Saturn Marks Processing	Examinations Office
August 2014	11	M		Marksheets for SummerSemester assessments & Reassessment generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
August 2014	15	F	3.00pm	<b>Transcript Channel switched off (Undergraduate and Postgraduate)</b>	Channel	Examinations Office & IS
August 2014	15	F		Deadline for all changes to module specifications. Saturn Course Maintenance and Saturn Module Maintenance closed to direct editing by Schools for 2013/14 records.	Programme Specifications and Module Specifications	Student Registry
August 2014	18	M		<b>Re-sit examinations begin</b>	Examinations	Examinations Office
August 2014	18	M		Prepare Recommendation Template to Schools	Saturn Marks Processing	Examinations Office
August 2014	25	M		Send amended text for My Module Enrollment Channel 14/15	Channel	Timetabling Office & IS
August 2014	25	M		<b>Summer examinations begin</b>	Examinations	Examinations Office
September 2014	1	M	9.00am	<b>Assessment channel switched off (Undergraduate and Postgraduate)</b>	Channel	Examinations Office & IS
September 2014	1	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office
September 2014	5	F		<b>Re-sit Examinations end</b>	Examinations	Examinations Office
September 2014	5	F		<b>Summer Examinations end</b>	Examinations	Examinations Office
September 2014	8	M		Publication of Add/Drop - Module Enrolment Website for 2014/2015 (Autumn)	Module Enrolment	Timetabling Office
September 2014	10	W	9.00am	Deadline for submission of <b>provisional September marks to SATURN</b>	Saturn Marks Processing	Examinations Office
September 2014	11	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office
September 2014	12	F	9.00am	Deadline for submission of <b>definitive September marks to SATURN</b>	Saturn Marks Processing	Examinations Office
September 2014	12	F		Publication of definitive online Supplementary Regulations, Programme Specifications and Module Specification for 2014/15	Programme Specifications and Module Specifications	Student Registry & IS
September 2014	12	F		Undergraduate recommendations returned to Student Registry	Progression Outcomes	Examinations Office
September 2014	12	F		Deadline for confirming data on <b>reassessment &amp; first sit entries</b> for UG students	Progression Outcomes	Examinations Office

Month and Year	Date	Day	Time	Event	Process	Contact
September 2014	12	F		Bulk change to UG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office
September 2014	12	F		Student Registry to enter resit registration module in Saturn 3	Saturn Marks Processing	Examinations Office
September 2014	12	F		Foundation examinations begin - July Intake	Schools	Schools
September 2014	15	M		Generate Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office
September 2014	17	W		Registration (new students)	Registration	Student Registry
September 2014	19	F	3.00pm	<b>My Transcript Channel switched on (Undergraduate only)</b>	Channel	Examinations Office & IS
September 2014	19	F	3.00pm	<b>Assessment channel switched on (Undergraduate only)</b>	Channel	Examinations Office & IS
September 2014	19	F		Email to students to do module add/drop	Module Enrolment	Timetabling Office
September 2014	19	F		Final date of notifying <b>undergraduate students re: progression</b>	Progression Outcomes	Examinations Office
September 2014	19	F		Foundation examinations end - July Intake	Schools	Schools
September 2014	22	M		Send email to students and update website (Religious Observance Forms)	Examinations	Examinations Office
September 2014	22	M		Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert	Examinations	Examinations Office
September 2014	22	M		Contact UK abd Ningbo (exam dates, shared paper exam dates...)	Examinations	Examinations Office
September 2014	22	M		<b>Teaching Starts (Autumn Semester)</b>	Calendar	
September 2014	22	M		Students may begin adding/dropping optional modules for the 2014/2015 session.	Module Enrolment	Timetabling Office
September 2014	26	F		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office
September 2014	29	M		Create/ populate recommendation templates (PG) (GSM 'unsatisfactory') -export student data by course & year of SoS	Saturn Marks Processing	Examinations Office
October 2014	3	F		Deadline for Schools to revert back with Examinator R	Examinations	Examinations Office
October 2014	3	F		Add/Drop Deadline for students to have made their changes for the 2014/2015 sessions	Module Enrolment	Timetabling Office
October 2014	10	F		Deadline for submission of <b>Religious Observance Forms</b> to School Examinations Officer	Examinations	Examinations Office
October 2014	10	F		Deadline for the completion of bulk changes in Saturn to student module choices	Module Enrolment	Timetabling Office
October 2014	10	F		To roll over Courses & Modules (hold facility) to 2014/2015 for editing for 2014/2015 academic year	Programme Specifications	Student Registry & IS

Month and Year	Date	Day	Time	Event	Process	Contact
October 2014	13	M		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing	Module Enrolment	Timetabling Office
October 2014	13	M		E-mail to students to check their modules in the portal	Module Enrolment	Timetabling Office
October 2014	17	F		<b>Deadline for all changes to student module choices to be completed in Saturn for Autumn semester exam timetable creation</b>	Module Enrolment	Timetabling Office
October 2014	20	M		<b>Download of student and examination data from Saturn</b> for Autumn Semester Exam Timetable	Examinations	Examinations Office
October 2014	20	M		put in request to Maryana/ See to ask for the data (Student listing & modules enrolled)	Examinations	Examinations Office
October 2014	20	M		Conduct room survey	Teaching Timetable	Timetabling Office
October 2014	24	F	3.00pm	<b>Assessment Channel switched off</b>	Channel	Examinations Office & IS
October 2014	24	F	3.00pm	<b>My Degree Channel switched off</b>	Channel	Examinations Office & IS
October 2014	24	F		GSM reset to "Unknown" for all PG students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office
October 2014	27	M		Schedule the <b>DRAFT Examinations Timetable - Autumn Semester</b>	Examinations	Examinations Office
November 2014	3	M		Saturn Module Maintenance open for editing Modules Specifications (including Catalogue of Modules Information) for 2014/2015	Module Specifications	Student Registry
November 2014	3	M		Saturn Course Maintenance open for editing Programme Specifications (including Supplementary Regulations) for 2014/2015	Programme Specifications	Student Registry
November 2014	5	W	12noon	<b>Deadline for return of PGT recommendations</b>	Progression Outcomes	Examinations Office
November 2014	5	W	9.00am	<b>Deadline for submission of 2012/13 PG marks for Saturn</b>	Saturn Marks Processing	Examinations Office
November 2014	5	W		Get <b>Special Provision list</b> from Well Being Office (Also based on Website deadline)	Examinations	Well Being Office
November 2014	5	W		Bulk change to PG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office
November 2014	5	W		Student Registry to enter resit registration module in Saturn 3	Saturn Marks Processing	Examinations Office
November 2014	10	M		Sent the <b>DRAFT Autumn Semester Examinations Timetable circulated to Schools for checking</b> this week	Examinations	Examinations Office
November 2014	10	M		Generate PG Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office
November 2014	12	F	3.00pm	<b>My Degree Channel switched on</b>	Channel	Examinations Office & IS
November 2014	12	F	3.00pm	<b>Transcript Channel switched on (Postgraduate only)</b>	Channel	Examinations Office & IS
November 2014	14	F		<b>Deadline for Schools to revert back the DRAFT Autumn Examinations Timetable to Examination Office</b>	Examinations	Examinations Office
November 2014	21	F		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office
November 2014	24	M		<b>Publication of Examination Timetable for Autumn Semester Examinations</b>	Examinations	Examinations Office
November 2014	24	M		<b>Compilation of Examination Master Check list for Autumn Semester Examinations</b>	Examinations	Examinations Office

Month and Year	Date	Day	Time	Event	Process	Contact
November 2014	24	M		Deadline for submission of <b>Examination Papers</b>	Examinations	Examinations Office
December 2014	1	M		Schedule the <b>Invigilation Duty</b>	Examinations	Examinations Office
December 2014	1	M		Deadline for submission of application form to <b>Resit Autumn Semester Examinations Overseas (External Resit only)</b>	Examinations	Examinations Office
December 2014	1	M		Issuance of <b>Exam Docket</b>	Examinations	Examinations Office
December 2014	1	M		<b>Add in the Special Provision List</b> in the Master Checklist - Convert time, set Venue, prepare exam docket	Examinations	Examinations Office
December 2014	5	F		Issue Spring & Feb Semesters' Draft TB to schools for checking	Teaching Timetable	
December 2014	8	M		Sent <b>Invigilation Duty</b> to Schools	Examinations	Examinations Office
December 2014	8	M		Print Attendance Card, Exam Papers	Examinations	Examinations Office
December 2014	12	F		<b>Teaching Ends (Autumn Semester)</b>	Calendar	
December 2014	15	M		To add spring & summer taught semester in modules (Saturn Web) for Feb Intake.	Module Specifications	Student Registry
December 2014	29	M		Marksheets for Autumn Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
December 2014	29	M		Marksheets for Autumn Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
January 2015	2	F	3.00pm	<b>My Transcript Channel switched off (Undergraduate and Postgraduate)</b>	Channel	Examinations Office & IS
January 2015	2	F		Publication of Add/Drop - Module Enrolment Website for 2014/2015 (Spring)	Module Enrolment	Timetabling Office
January 2015	5	M		<b>Examinations begin - (Autumn Semester)</b>	Examinations	Examinations Office
January 2015	5	M		Send amended text for My Module Enrollment Channel 14/15 (Spring Semester)	Channel	Timetabling Office & IS
January 2015	5	M		GSM reset to "Unknown" for all UG & PG students	Saturn Marks Processing	Examinations Office
January 2015	12	M		<b>Prepare Recommendation Template</b> to Schools	Saturn Marks Processing	Examinations Office
January 2015	17	S		<b>Examination end - (Autumn Semester)</b>	Examinations	Examinations Office
January 2015	19	M		Publication of Spring & Feb Semesters' final TB	Teaching Timetable	Timetabling Office
January 2015	27	T	9.00am	Provisional deadline for submission of <b>provisional Autumn semester marks</b> for SATURN	Saturn Marks Processing	Examinations Office
January 2015	29	TH		<b>Registration (new students)</b>	Registration	Student Registry
January 2015	29	TH		Email to students to do module add/drop	Module Enrolment	Timetabling Office
February 2015	2	M		Send email to students and update website (Religious Observance Forms)	Examinations	Examinations
February 2015	2	M		Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert	Examinations	Examinations
February 2015	2	M		Contact UK abd Ningbo (exam dates, shared paper exam dates...)	Examinations	Examinations
February 2015	2	M		<b>Teaching Starts (Spring Semester)</b>	Calendar	

Month and Year	Date	Day	Time	Event	Process	Contact
February 2015	2	M		Students may begin adding/dropping optional modules for the 2013/2014 session (change of mind period).	Module Enrolment	Timetabling Office
February 2015	4	W	9.00am	Marks processing deadline for receipt of <b>definitive marks</b> for students UG & PG	Saturn Marks Processing	Examinations Office
February 2015	6	F	3.00pm	<b>Undergraduate and Postgraduate Transcript Channel switched on for Autumn Semester marks</b>	Channel	Examinations Office & IS
February 2015	13	F		<b>Deadline for Schools to revert back with Examination R</b>	Examinations	Examinations Office
February 2015	13	F		<b>Add/Drop Deadline for students to have made their changes for the 2014/2015 sessions</b>	Module Enrolment	Timetabling Office
February 2015	24	T		<b>Deadline for the completion of bulk changes in Saturn to student module choices</b>	Module Enrolment	Timetabling Office
February 2015	25	W		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing	Module Enrolment	Timetabling Office
February 2015	25	W		E-mail to students to check their modules in the portal	Module Enrolment	Timetabling Office
March 2015	6	F		<b>Deadline for submission of Religious Observance Forms to School Examinations Officer</b>	Examinations	Examinations Office
March 2015	6	F		<b>Deadline for all changes to student module choices to be completed in Saturn for Spring semester exam timetable creation</b>	Module Enrolment	Timetabling Office
March 2015	9	M		<b>Download of student and examination data from Saturn</b> for Autumn Semester Exam Timetable	Examinations	Examinations Office
March 2015	9	M		put in request to Maryana/ See to ask for the data (Student listing & modules enrolled)	Examinations	Examinations Office
March 2015	9	M		Conduct room survey	Teaching Timetable	Timetabling Office
March 2015	11	W		Schedule the <b>DRAFT Examinations Timetable - Spring Semester</b>	Examinations	Examinations Office
March 2015	13	F		<b>Deadline for the completion of amendments/additions to Module Specifications in Saturn Module Maintenance for April draft publication/module pre-registration</b>	Module Specifications	Student Registry
March 2015	13	F		<b>Deadline for the completion of changes to Supplementary Regulations in Saturn Course Maintenance for April draft publication and module pre-registration - see related Teaching Timetable process</b>	Programme Specifications	Student Registry
March 2015	18	W		Sent the <b>DRAFT Spring Semester Examinations Timetable circulated to Schools for checking</b> this week	Examinations	Examinations Office
March 2015	18	W		Get <b>Special Provision list</b> from Well Being Office (Also based on Website deadline)	Examinations	Well Being Office
March 2015	23	M		Print Activity Templates from <b>Citrix (Saturn Report)</b> for schools to check & amend before requesting Farzana to download from Saturn	Teaching Timetable	Timetabling Office
March 2015	23	M		Request Pharmacy, Bioscience and Biomedical Science Schools to provide "topical" activity templates	Teaching Timetable	Timetabling Office
March 2015	25	W		<b>Deadline for Schools to revert back the DRAFT Spring Examinations Timetable to Examination Office</b>	Examinations	Examinations Office
April 2015	1	W		<b>Publication of Examination Timetable for Spring Semester Examinations</b>	Examinations	Examinations Office
April 2015	1	W		<b>Compilation of Examination Master Check list for Spring Semester Examinations</b>	Examinations	Examinations Office
April 2015	1	W		<b>Deadline for submission of Examination Papers</b>	Examinations	Examinations Office
April 2015	1	W		Send amended text for My Module Enrollment Channel 14/15 for module pre-enrolment	Channel	Timetabling Office & IS
April 2015	1	W		Publication of Module Pre-Registration website	Module Enrolment	Timetabling Office

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April 2015	2	TH		Deadline to approve all module changes	Module Specifications	Student Registry
April 2015	2	TH		Deadline to check all programme specification esp. course structure before the publication & module built.	Programme Specifications	Student Registry
April 2015	6	M		Schedule the <b>Invigilation Duty</b>	Examinations	Examinations Office
April 2015	6	M		Deadline for submission of application form to <b>Resit Spring Semester Examinations Overseas (External Resit only)</b>	Examinations	Examinations Office
April 2015	6	M		Issuance of <b>Exam Docket</b>	Examinations	Examinations Office
April 2015	6	M		<b>Add in the Special Provision List</b> in the Master Checklist - Convert time, set Venue, prepare exam docket	Examinations	Examinations Office
April 2015	7	T		Publication of Draft Online Catalogue of Module Specifications for 2014/15	Module Specifications	Student Registry & IS
April 2015	7	T		Publication of Draft Online Supplementary Regulations for 2014/15	Programme Specifications	Student Registry & IS
April 2015	9	TH		Module Build for 2014/15 for returning students	Module Enrolment	Timetabling Office & IS
April 2015	13	M		Print Attendance Card, Exam Papers	Examinations	Examinations Office
April 2015	13	M		Sent <b>Invigilation Duty</b> to Schools	Examinations	Examinations Office
April 2015	13	M		Printing and circulation to Schools of Module Entry Forms for Pre-Enrolment this week	Module Enrolment	Timetabling Office
April 2015	13	M		Email to students to do module pre-enrolment	Module Enrolment	Timetabling Office
April 2015	13	M		<b>Download activity templates, course structures, modules from Saturn into S+</b>	Teaching Timetable	Timetabling Office
April 2015	15	W		<b>Module Pre-enrolment for 2014/15 begins</b>	Module Enrolment	Timetabling Office
April 2015	29	W		Deadline for returning students to return their Module Entry Forms with choices for 2015/16	Module Enrolment	Timetabling Office
April 2015	29	W		<b>Registration (new students)- April 2015 Foundation</b>	Registration	Student Registry
April 2015	30	F		<b>Teaching Ends (Spring Semester)</b>	Calendar	
May 2015	5	T	3.00pm	<b>Transcript Channel switched off</b>	Channel	Examinations Office & IS
May 2015	5	T	3.00pm	<b>My Degree Channel switched off</b>	Channel	Examinations Office & IS
May 2015	5	T		- Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert - Foundation	Examinations	Examinations Office
May 2015	5	T		Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
May 2015	5	T		GSM reset to "Unknown" for all UG & PG students - for progression calculation in Exam Meeting Report	Saturn Marks Processing	Examinations Office
May 2015	5	T		Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
May 2015	8	F		Deadline for the completion of bulk data entry in Saturn of student module choices for 2015/16	Module Enrolment	Timetabling Office
May 2015	11	M		<b>Examinations begin - (Spring Semester)</b>	Examinations	Examinations Office
May 2015	11	M		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing	Module Enrolment	Timetabling Office

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May 2015	11	M		E-mail to students to check their modules in the portal	Module Enrolment	Timetabling Office
May 2015	15	F		Deadline for all changes to student module choices to be completed in Saturn	Module Enrolment	Timetabling Office
May 2015	18	M		Download of student and examination data from Saturn and Foundation Exam Timetable - April Intake	Examinations	Examinations Office
May 2015	18	M		Schedule the <b>DRAFT Examinations Timetable - Foundation (April Intake)</b>	Examinations	Examinations Office
May 2015	18	M		Prepare Recommendation Template to Schools	Saturn Marks Processing	Examinations Office
May 2015	18	M		Create/ populate recommendation templates (UG & PG) -export student data by course & year of SoS	Saturn Marks Processing	Examinations Office
May 2015	18	M		Download returning students and module choice from Saturn to S+	Teaching Timetable	Timetabling Office
May 2015	25	M		<b>Teaching Starts (Summer Semester)</b>	Calendar	
May 2015	25	M		Students (Master & Feb Intake) may begin adding/dropping optional modules for the 2014/2015 session.	Module Enrolment	Timetabling Office
May 2015	30	S		<b>Examination end - (Spring Semester)</b>	Examinations	Examinations Office
June 2015	1	M		Sent the <b>DRAFT Foundation (April Intake) Examinations Timetable</b> circulated to Schools for checking this week	Examinations	Examinations Office
June 2015	5	F		Sent the <b>Foundation (April Intake) Examinations Timetable to Schools together with Exam Docket</b>	Examinations	Examinations Office
June 2015	5	F		Deadline for students (Master & Feb Intake) to return their Add/Drop Forms with choices for 2014/15	Module Enrolment	Timetabling Office
June 2015	8	M		Send email to students and update website (Religious Observance Forms)	Examinations	Examinations Office
June 2015	8	M		Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert - <b>Summer Semester &amp; Resit Exam</b>	Examinations	Examinations Office
June 2015	8	M		Contact UK abd Ningbo (exam dates, shared paper exam dates...)	Examinations	Examinations Office
June 2015	10	W	3.00pm	<b>Exam Board meeting reports</b> available for printing	Saturn Marks Processing	Examinations Office
June 2015	10	W	9.00am	<b>Provisional marks</b> deadline	Saturn Marks Processing	Examinations Office
June 2015	12	F		Deadline for the completion of bulk data entry in Saturn of student module choices for 2014/15 (Master & Feb Intake students)	Module Enrolment	Timetabling Office
June 2015	15	M		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing (Master & Feb Intake students)	Module Enrolment	Timetabling Office
June 2015	15	M		E-mail to students to check their modules in the portal (Master & Feb Intake student)	Module Enrolment	Timetabling Office
June 2015	19	F	12noon	Deadline for return of <b>recommendations (UG &amp; PG)</b>	Progression Outcomes	Examinations Office
June 2015	19	F	9.00am	Marks processing deadline for receipt of <b>definitive marks</b> for students UG & PG	Saturn Marks Processing	Examinations Office
June 2015	19	F		Deadline for Schools to revert back with Examinaton R	Examinations	Examinations Office
June 2015	19	F		We can get the data from the resit listing ( <b>Recommendation List</b> ) from school.	Examinations	Examinations Office
June 2015	19	F		Also provide the copy to Maryana to upload onto EMS (for generation of Exam Docket and exam timetable report)	Examinations	Examinations Office
June 2015	19	F		Deadline for all changes to student module choices to be completed in Saturn	Module Enrolment	Timetabling Office

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June 2015	19	F		GSM reset to "Unknown" for all UG & PG students - to prepare for portal channel	Saturn Marks Processing	Examinations Office
June 2015	22	M		<b>Download of student and examination data from Saturn</b> for <b>Summer</b> semester exams Exam Timetable	Examinations	Examinations Office
June 2015	22	M		Bulk change to UG & PG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office
June 2015	23	T		Run Saturn 3 export "Unsatisfactory with marks <40%"	Saturn Marks Processing	Examinations Office
June 2015	23	T		Student Registry to amend any exceptions to this manually in Saturn 3	Saturn Marks Processing	Examinations Office
June 2015	24	W	3.00pm	<b>My Degree Channel switched on (UG &amp; PG)</b>	Channel	Examinations Office & IS
June 2015	24	W	3.00pm	<b>Transcript Channel switched on (UG &amp; PG)</b>	Channel	Examinations Office & IS
June 2015	24	W	9.00am	Deadline for checking marks for graduating students (UG/PG)	Saturn Marks Processing	Examinations Office
June 2015	24	W		Deadline for confirming data on <b>reassessment &amp; first sit entries</b> for UG & PG students	Progression Outcomes	Examinations Office
June 2015	26	F		Deadline for submission of <b>Religious Observance Forms to School Examinations Officer</b>	Examinations	Examinations Office
June 2015	26	F		Issue draft 2015-16 timetable onto web for school checking purposes	Teaching Timetable	Timetabling Office
June 2015	26	F		Schools will have 2/3 weeks to check timetables in a static environment	Teaching Timetable	Timetabling Office
June 2015	29	M		Generate Resit Registration report to school for checking	Saturn Marks Processing	Examinations Office
July 2015	1	W		Generate Bulk Provisional Transcripts and save at Y drive	Saturn Marks Processing	Examinations Office
July 2015	3	F		<b>Download of student and examination data from Excel/ Saturn</b> for <b>Resit</b> semester exams Exam Timetable ***	Examinations	Examinations Office
July 2015	6	M		Schedule the <b>DRAFT Examinations Timetable - Resit &amp; Summer Semester</b>	Examinations	Examinations Office
July 2015	6	M		Get <b>Special Provision list</b> from Well Being Office (Also based on Website deadline)	Examinations	Well Being Office
July 2015	9	TH		Sent the <b>DRAFT Resit and Summer Semester Examinations Timetable</b> circulated to Schools for <b>checking</b> this week	Examinations	Examinations Office
July 2015	10	F		Deadline for submission of Resit and Summer <b>Examination Papers</b>	Examinations	Examinations Office
July 2015	13	M	3.00pm	<b>Assessment Channel switched on (Undergraduate and Postgraduate)</b>	Channel	Examinations Office & IS
July 2015	15	W		Deadline for Schools to revert back the <b>DRAFT Resit &amp; Summer Examinations Timetable to Examination Office</b>	Examinations	Examinations Office
July 2015	17	F		Deadline for submission of application form to take <b>September Resit Examinations Overseas</b>	Examinations	Examinations Office
July 2015	20	M		<b>Publication of Examination Timetable for Resit and Summer Semester Examinations</b>	Examinations	Examinations Office
July 2015	20	M		<b>Compilation of Examination Master Check list for Resit and Summer Semester Examinations</b>	Examinations	Examinations Office
July 2015	24	F		Issuance of <b>Exam Docket</b>	Examinations	Examinations Office
July 2015	24	F		<b>Add in the Special Provision List</b> in the Master Checklist - Convert time, set Venue, prepare exam docket	Examinations	Examinations Office
July 2015	24	F		Schedule the <b>Invigilation Duty</b>	Examinations	Examinations Office
July 2015	27	M		Send email to school to request for <b>Examination Requirement</b> and Exam Office to set deadlines to revert - Foundation (July Intake)	Examinations	Examinations Office
July 2015	29	W		Print Attendance Card, Exam Papers	Examinations	Examinations Office
July 2015	29	W		Sent <b>Invigilation Duty</b> to Schools	Examinations	Examinations Office
July 2015	29	W		<b>Download of student and examination data from Saturn</b> and <b>Foundation Exam Timetable - July Intake</b>	Examinations	Examinations Office
July 2015	30	TH		Schedule the <b>DRAFT Examinations Timetable - Foundation (July Intake)</b>	Examinations	Examinations Office



Month and Year	Date	Day	Time	Event	Process	Contact
July/August 2015				Student Registry audit new/amended Programme Specifications from June-August to ensure compliance with University Regulations/Quality Manual and may contact Schools with any queries	Programme Specifications	Student Registry
August 2015	3	M		Sent the <b>DRAFT Foundation (July Intake) Examinations Timetable</b> circulated to Schools for <b>checking</b> this week	Examinations	Examinations Office
August 2015	7	F		Sent the <b>Foundation (July Intake) Examinations Timetable to Schools together with Exam Docket</b>	Examinations	Examinations Office
August 2015	10	M		Marksheets for Summer Semester and Resit assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
August 2015	10	M		Marksheets for Spring Semester assessments generated and saved to shared drive for Schools to access	Saturn Marks Processing	Examinations Office
August 2015	14	F	3.00pm	<b>Transcript Channel switched off (Undergraduate and Postgraduate)</b>	Channel	Examinations Office & IS
August 2015	14	F		<b>Teaching Ends (Summer Semester)</b>	Calendar	
August 2015	14	F		Deadline for all final changes to taught course structures for 2014/15 before the module build (process which automatically enrolls students on their compulsory module enrolments)	Programme Specifications	Student Registry
August 2015	14	F		Deadline for all changes to module specifications. Saturn Course Maintenance and Saturn Module Maintenance closed to direct editing by Schools for 2014/15 records.	Programme Specifications and Module Specifications	Student Registry
August 2015	17	M		<b>Re-sit examinations begin</b>	Examinations	Examinations Office
August 2015	17	M		Create/ populate recommendation templates (UG) (GSM 'unsatisfactory') -export student data by course & year of SoS	Saturn Marks Processing	Examinations Office
August 2015	17	M		Definitive teaching timetable for 2015-16 issued onto the web	Teaching Timetable	Timetabling Office
August 2015	24	M		<b>Summer examinations begin</b>	Examinations	Examinations Office
August 2015	24	M		<b>Prepare Recommendation Template</b> to Schools	Saturn Marks Processing	Examinations Office
August 2015	24	M		Send amended text for My Module Enrollment Channel 15/16	Channel	Timetabling Office & IS
August 2015	31	M	9.00am	<b>Assessment channel switched off</b>	Channel	Examinations Office & IS
September 2015	1	T		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office
September 2015	7	M		<b>Re-sit Examinations end</b>	Examinations	Examinations Office
September 2015	7	M		<b>Summer Examinations end</b>	Examinations	Examinations Office
September 2015	7	M		Publication of Add/Drop - Module Enrolment Website for 2015/2016	Module Enrolment	Timetabling Office
September 2015	11	F	9.00am	Deadline for submission of <b>provisional September marks</b> to SATURN	Saturn Marks Processing	Examinations Office
September 2015	11	M		GSM reset to "Unknown" for all UG Resit students (GSM 'unsatisfactory') - to prepare for portal channel	Saturn Marks Processing	Examinations Office
September 2015	14	M		Generate Resit Registration report to school for checking after resit exam	Saturn Marks Processing	Examinations Office
September 2015	15	T	9.00am	Deadline for submission of <b>definitive September marks</b> to SATURN	Saturn Marks Processing	Examinations Office
September 2015	15	T		Undergraduate recommendations returned to Student Registry	Progression Outcomes	Examinations Office

Month and Year	Date	Day	Time	Event	Process	Contact
September 2015	15	T		Deadline for confirming data on <b>reassessment &amp; first sit entries</b> for UG students	Progression Outcomes	Examinations Office
September 2015	18	F	3.00pm	<b>My Transcript Channel switched on (Undergraduate only)</b>	Channel	Examinations Office & IS
September 2015	18	F	3.00pm	<b>Assessment channel switched on (Undergraduate only)</b>	Channel	Examinations Office & IS
September 2015	18	F		Publication of definitive online Supplementary Regulations, Programme Specifications and Module Specification for 2014/15	Programme Specifications and Module Specifications	Student Registry & IS
September 2015	18	F		Bulk change to UG students' GSM - list of 'progressing' and 'not progressing' send to UK to upload in the system	Saturn Marks Processing	Examinations Office
September 2015	18	F		Student Registry to enter resit registration module in Saturn 3	Saturn Marks Processing	Examinations Office