

2016/2017 TIMETABLING UNIT SCHEDULE

Month and Year	Date	Day	Time	Event	Process	Contact
August 2016	12	F		Deadline for all changes to module specifications. Saturn Course Maintenance and Saturn Module Maintenance closed to direct editing by Schools for 2016/17 records.	Programme Specifications and Module Specifications	Timetabling Office
September 2016	19	M		Publication of definitive online Supplementary Regulations, Programme Specifications and Module Specification for 2016/17	Programme Specifications and Module Specifications	Timetabling Office & IS
September 2016	26	M		Teaching Starts (Autumn Semester)	Calendar	
October 2016	14	F		Roll over Courses & Modules (hold facility) to 2017/2018 for editing for 2017/2018 academic year	Programme Specifications	Timetabling Office & IS
November 2016	7	M		Saturn Module Maintenance open for editing Module Specifications (including Catalogue of Modules Information) for 2016/2017	Module Specifications	Timetabling Office
November 2016	7	M		Saturn Course Maintenance open for editing Programme Specifications (including Supplementary Regulations) for 2016/2017	Programme Specifications	Timetabling Office
December 2016	16	F		Teaching Ends (Autumn Semester)	Calendar	
January 2017	3	M		Create intakes and semester in EMS Cobra (2018-19)	Programme Specifications	Timetabling Office
February 2017	6	M		Teaching Starts (Spring Semester)	Calendar	
March 2017	11	F		Deadline for the completion of amendments/additions to Module Specifications in Saturn Module Maintenance for April draft publication/module pre-registration	Module Specifications	Timetabling Office

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March 2017	11	F		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	Programme Specifications	Timetabling Office
April 2017	3	M		Deadline to approve all module changes	Module Specifications	Timetabling Office
April 2017	3	M		Deadline to check all programme specification esp. course structure before the publication & module built.	Programme Specifications	Timetabling Office
April 2017	4	T		Publication of Draft Online Catalogue of Module Specifications for 2017/18	Module Specifications	Timetabling Office & IS
April 2017	4	T		Publication of Draft Online Supplementary Regulations for 2017/18	Programme Specifications	Timetabling Office & IS
April 2017	28	F		Teaching Ends (Spring Semester)	Calendar	
May 2017	28	M		Teaching Starts (Summer Semester)	Calendar	
July/August 2017				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	Timetabling Office
August 2017	18	F		Teaching Ends (Summer Semester)	Calendar	
August 2017	18	F		Deadline for all final changes to taught course structures for 2017/18 before the module build (process which automatically enrolls students on their compulsory module enrolments)	Programme Specifications	Timetabling Office
August 2017	18	F		Deadline for all changes to module specifications. Saturn Course Maintenance and Saturn Module Maintenance closed to direct editing by Schools for 2017/18 records.	Programme Specifications and Module Specifications	Timetabling Office
September 2017	15	F		Publication of definitive online Supplementary Regulations, Programme Specifications and Module Specification for 2017/18	Programme Specifications and Module Specifications	Timetabling Office & IS