Newcastle University Timetable and Room Booking Policy

Procedures, Roles and Responsibilities
1. Purpose and scope

1.1. Senate and the University’s Executive Board have agreed the following principles for timetabling:

1.1.1. The University is committed to delivering a student focussed timetable
1.1.2. The University’s academic model is underpinned by degree programme structures and module offerings that result in an effective and student focussed timetable
1.1.3. The timetable should support a positive student experience
1.1.4. The University aspires to deliver an effective timetable for staff. Timetabling is a collective good and should be owned by staff
1.1.5. All teaching activities must be managed in the corporate database (Scientia Syllabus Plus) to facilitate effective management information
1.1.6. Sustained investment in the University’s teaching estate and infrastructure to ensure that it remains fit for purpose and accommodates the evolving needs of students and staff

2. Policy

2.1. Teaching times

2.1.1. The University’s term and semester dates are available at [www.ncl.ac.uk/regulations/docs/terms-semesters.html](http://www.ncl.ac.uk/regulations/docs/terms-semesters.html). Students must attend the University from the first day, some programme start dates may be different from the standard term and where this is the case, Schools will publish and notify students of the semester dates and any specific arrangements separately. The timetable database (Syllabus Plus) starts in September and weeks are numbered continuously from 1 to 52, because some teaching starts before the formal terms, we consider week 1 on the timetable database as the first week available to schedule in the teaching timetable. Because of this, and by the time the new academic year has started several weeks later in October, the first week of general University teaching is typically week 5 on the Syllabus Plus database, teaching week 2 is week 6, and so on. Teaching weeks vs. Timetable weeks are mapped in advance of each academic year¹.

2.1.2. University core teaching days and times are:
   - Monday to Thursday: 08.30 - 18.30
   - Friday: 08.30 – 17.30

2.1.3. Teaching for undergraduate students should not be scheduled after 13.00 on Wednesdays to allow for sports, volunteering and participatory activities unless exemptions are agreed.

2.1.4. Teaching on the main campus should start on the hour. Typically, classes should be scheduled in 1 hour units and comprise 50 minutes teaching starting at 5 minutes past the hour, and finishing 5 minutes to the hour to allow changeover time. Teaching on Science Central should start on the half-hour; classes should commence at 25 minutes to the hour and finish 25 minutes past the hour. Teaching sessions more than an hour in duration can utilise the changeover time for teaching.

2.1.5. The University seeks to allow one hour for lunch between 12.00 and 14.00 for each student and member of staff.

2.1.6. Non-teaching activity utilising unused slots in teaching rooms during core teaching hours shall adhere to the timings in 2.1.4 to avoid disruption to teaching.

2.2. Teaching Staff

2.2.1. The University policy is that full time teaching staff members are available for teaching throughout the core-teaching day and times with exceptions, such as agreed part time working or flexibility for childcare arrangements, approved upfront of the timetabling year (April) and by the Head of the Academic Unit.

¹ [www.ncl.ac.uk/timetable/services/S+Weeks.php](http://www.ncl.ac.uk/timetable/services/S+Weeks.php)
2.2.2. School Timetable Coordinators should notify Timetable Services of any changes to staff availability only after approval by Heads of Academic Units. Individual staff should not approach Timetable Services directly to change availability.

2.2.3. Every effort will be made to accommodate specific requests from academic units to allocate times in the week where staff can meet as a group to discuss learning and teaching, administration and research interests however, this should not unduly constrain the timetable and where possible Wednesday afternoon should be considered in the first instance.

2.2.4. Typically, teaching staff will have a minimum of one full day per week clear of classes so they may focus on research and administration, for the majority of staff the day should not be prescribed

2.3. Teaching Events

2.3.1. All teaching activities are managed via the University’s corporate database (Syllabus Plus) to ensure that timetables provided to staff and students are complete, and that clashes in resources are avoided.

2.3.2. Teaching should be defined as a Lecture, seminar, tutorial, practical, workshop, computing class or field trip.

2.3.3. Teaching events take priority over non-teaching events in teaching rooms regardless of room ownership (with the exception of University degree ceremonies). Teaching rooms are generally available for non-teaching activities on Wednesday’s from 13.00 for essential University business in the first instance (Open days and recruitment activity invited from March). All other requests for space should be submitted to Room-Bookings@ncl.ac.uk from May each year.

2.3.4. Schools are responsible for the timely and successful design of a module including how it will be delivered. Module leaders are responsible for providing accurate information to their school timetable contact by the dates published in the annual schedule for module approval, student pre-selection and production of the academic timetable².

2.3.5. Academic managers and module leaders should consider timetabling consequences in curriculum design and ensure that the delivery of teaching is not over-complicated and common to other teaching within the subject area and degree programme, so to not cause disorder in the delivery of teaching on related modules and degree programmes.

2.4. Accessibility for Students and Staff

2.4.1. Timetable Services will meet with the Student Wellbeing Service and Academic Units ahead of each timetable exercise to consider the individual needs of prospective and continuing students with disabilities. Where student mobility issues are considerable and transfer to an evacuation chair in the case of an emergency is not possible, teaching related to a student’s registered modules will where feasible be allocated ground floor accommodation that may not be within the subject’s acceptable teaching zone. Where ground floor teaching rooms are not available or access to specialist facilities required, in the event of an emergency requiring evacuation, refuge areas are provided in all stairway landings in buildings with lift access to higher floors. Each refuge area is provided with a communication unit specifically designed for emergency use by both disabled persons and those assisting.

2.4.2. Timetable Services will work with Academic Units and staff, to ensure teaching staff with a disability are allocated appropriate teaching spaces and timetables that positively support their work and studies within the University.

2.5. Teaching Spaces

2.5.1. All teaching and learning space regardless of ownership should be recorded in Syllabus Plus

2.5.2. A policy covering the governance, management and support of common user teaching and learning spaces is available at www.ncl.ac.uk/estates/ourcampus/TandL/index.htm.

2.5.3. Non-common user teaching and learning spaces are managed locally by school and faculty support.

3. Procedures

² www.ncl.ac.uk/timetable/services/Quality_Timetabling_Schedule.pdf
3.1. The production of academic timetables

3.1.1. The Timetable Services Team, in consultation with key stakeholders, sets and publishes annually a schedule for module approval, student pre-selection and production of the academic timetable\(^3\). A simplified schedule of events is illustrated in Table.1.

3.1.2. Data collection, validation and input:

i. School and Academic Unit Timetable Coordinators should manage data collection in a timely and accurate manner in order to provide timetable requirements for all programmes and modules under the Schools responsibility by the dates published in the Timetable Schedule in 3.1.1.

ii. The format of data collection is specific to each subject area but will usually be in the form of electronic questionnaires completed or edited by individual academic members of staff, database exports and spreadsheets.

iii. Timetable requirements should detail exactly the number and type of activities required to deliver a module, what and how many students should attend, staffing, durations of activities, their week patterns, audio visual, teaching equipment and facility requirements and any further information essential to successful delivery of teaching.

iv. It is the responsibility of School Timetable Coordinators to validate the accuracy of timetable teaching requirements and ensure information is gathered for all modules running in the new academic year.

v. The Scientia Syllabus Plus database is updated annually in May with new and revised programme of study and module information from SAP Student Lifecycle Management; it is the responsibility of School Timetable Coordinators to verify that all programme and module data for the new academic year is present, and the mandatory and optional module structures are correct.

vi. Academic schools not entering teaching data directly into Syllabus Plus must provide data collection forms or data exports by the deadlines stipulated in the quality and timetabling schedule (see 3.1.1.). Where Schools are involved in direct data entry to Syllabus Plus, copies of teaching information should be provided no later than the 1 June to the Timetable Services Team. Training on the use of Syllabus Plus and direct data entry is available in March and mandatory for all new users of the system.

vii. It is the responsibility of Schools and Academic Units to provide actual or accurate and realistic estimations of student numbers for modules and programme stages and individual teaching activities where appropriate.

viii. School Timetable Coordinators should provide with data collection forms details of activities requiring priority scheduling, failing this, all timetable activities are scheduled in sequence\(^3\).

3.1.3. Programme and student pathways

i. Pathways generated for stage one of study of undergraduate and first year of postgraduate study are based on approved programme regulations\(^4\). Where the number of optional modules offered at stage one of a programme exceeds that feasible to timetable effectively, then only compulsory modules will be incorporated pathways and scheduled clash free. It is the responsibility of the School Timetable Coordinators to provide information on guaranteed or preferred pathways within programmes (if this information is not published alongside programme regulations).

ii. Continuing students are required to pre-register for optional modules in April each year and the data used to guide the scheduling of stages II, III and IV of undergraduate programmes. In order to construct a functional timetable for the majority of students, scheduling decisions may be taken that require a small number of students to make alternate module choices at the start of the new academic year. Students wishing to change optional module choices may do so at the start of the new academic year and subject to timetabled availability.

iii. Changes in student module options will be maintained in Syllabus Plus on a daily basis from pre-registration through to students re-registering with the University. Timetable Services will report clashes

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\(^3\) [www.ncl.ac.uk/timetable/services/Quality_Timetabling_Schedule.pdf](www.ncl.ac.uk/timetable/services/Quality_Timetabling_Schedule.pdf)

\(^4\) [www.ncl.ac.uk/regulations/docs](www.ncl.ac.uk/regulations/docs)
arising from the change of optional modules after publication of the final timetable to Schools, and students must choose alternate modules available and subject to the academic timetable.

iv. A module clash report will be available to schools in addition to draft timetables in August.

v. Timetable Services will make every effort to reduce the number of compulsory/optional module and optional/optional module clashes. The following terminology will be used to defined clashes, ‘soft’ where events clash in three or less weeks and it may be acceptable for the student to continue with the module combination, and ‘hard’ where clashes in events occur more than three times and students are advised to choose a more compatible module option. In all cases, tutors and directors of degrees should be consulted.

3.1.4. Scheduling and allocation of space and teaching slots will consider the following criteria:
   i. Individual requirements of students and staff with a disability
   ii. Matching of specialist facilities as detailed in the module teaching information
   iii. Local ownership of space
   iv. Timetabling should allow students to get from one teaching session to another in the permitted turnaround time. This means that zoning is important, even if it reduces efficiency. Being taught as much as possible within one zone enhances the student experience.
   v. Matching of class size to room size; the sequence of scheduling of the majority of teaching will follow a size down approach
   vi. Never knowingly timetable a group of students into a space which isn’t large enough for the entire cohort, unless this is unavoidable
   vii. Avoid timetabling small group teaching into large teaching spaces
   viii. Teaching that follows a regular pattern of delivery takes priority over that delivered in ad-hoc or non-regular weeks
   ix. Priority scheduling information provided by School Timetable Coordinators

3.2. Publishing the academic timetable

3.2.1 A draft version of the academic timetable is available in mid-August and Module Leaders, Programme Directors and School Administrative staff informed by email to check teaching information for their areas of responsibility, a minimum of three weeks is available for consultation.

3.2.2 The academic timetable will be published and considered final four weeks before the start of semester 1. Change requests received after this time will only be processed if essential to the successful delivery of a module or programme or where the student experience affected negatively (see 3.3.2).

3.2.3 The academic timetable is available to view on the web\(^5\) for both staff at draft stage and teaching staff can subscribe to their personal timetable\(^6\). All students can view and subscribe to an individual timetable after it has been published as final, individual or personal timetables will show which seminar, cluster, lab or workshop group they have been allocated to, this may not be complete until the first week of teaching.

3.3. Requests for changes to the academic timetable

3.3.1. Changes to the provisional timetable within the draft consultation period are collated at Academic Unit level and batch sent daily to Timetable-services@ncl.ac.uk.

3.3.2. Changes to the final timetable will only be made for the following reasons and where critical to the successful delivery of teaching or where the student and/or staff experience is negatively affected:
   i. Staff clash
   ii. Student clash (in the case of compulsory modules)
   iii. Room not large enough
   iv. Room unsuitable for purpose (fault or lacking essential teaching equipment)
   v. Time slot or session no longer required
   vi. Accessibility

\(^5\) www.ncl.ac.uk/timetable

\(^6\) Staff must visit https://crypt.ncl.ac.uk/controlpanels/timetable/ and subscribe to their personal teaching timetable annually
vii. Change in staff availability as a result of external factors not under the individual’s or University control e.g. attendance at research project, national meetings and conferences, or other academic related business.

3.4. Room Bookings

3.4.1. All requests by Newcastle University staff for room bookings and room bookings made direct by via the Web Room Booking system must be for the sole purpose of Newcastle University Business. Room booking requests by staff for non-business related activities must be declared at the point of booking and will be directed to the University conference office (conference-team@ncl.ac.uk) where charges may apply. External room bookings and all internal events attracting a fee for attendance are dealt with by the University Conference Office (www.ncl.ac.uk/conferenceteam).

3.4.2. Event or meeting organisers who invite an external speaker who is not a student or staff member of Newcastle University or the Students’ Union as part of a Newcastle University organised or co-organised conference or event on or off campus must consult and follow the Newcastle University’s Policy for External Speakers\(^7\) before allowing an event to go ahead. In considering whether or not to permit an event or activity to go ahead, the named organiser who must be a member of staff, or student of the University who will be responsible for ensuring compliance with the obligations placed upon them under this policy, will complete an External Speaker booking form which will include a risk assessment.

3.4.3. When catering is offered during an event, the organiser must ensure appropriate support is available at the end to clear away left over food into black plastic bags, and disposable items into clear bags, both provided by catering. All items must be repackaged into the crates provided which should be left in an easy to access location, not doing so can disrupt subsequent events using the space.

3.4.4. Teaching takes priority in all teachings spaces during teaching times; general room bookings in teaching space will be refused until the teaching timetable has been published as final (see 3.1.1). Time slots in teaching spaces not required for teaching may be booked for ad-hoc purposes following the publication of the timetable.

3.4.5. Room bookings in non-teaching space before the teaching timetable has been finalised can be requested/made but not normally for dates 18 months or more in the future.

3.4.6. Activities relating to essential University events and functions, including Congregations, Examinations, Student Recruitment and Engagement and meetings of Court, Council and Senate are allocated rooms before general room bookings are invited.

3.4.7. The University Web Room Bookings system should be used for all general requests for space (www.ncl.ac.uk/timetable/room ). Locations or dates not available to book using the web system should be requested by email to Room-bookings@ncl.ac.uk.

3.4.8. The event organiser arranges related services for room bookings direct with the service provider. Where an event or activity is scheduled outside of a buildings normal operational hours, Estates Support Service must be notified\(^8\) to ensure the building is open, accessible and suitable for use.

3.4.9. Timetable Services cannot accept room-booking requests from individual students; such requests are made to the school support office. Ratified Newcastle University Students’ Union society and clubs may use the room booking service in accordance with the policy in section 3.5.

3.5. Student Society and Club Room Bookings

3.5.1. Only societies and clubs recognised by the Newcastle University Students’ Union\(^9\), its officers and part-time officers and the Unions School and Faculty representatives can request general teaching space for their activities.

3.5.2. The president or nominee of a recognised society or club or other representative listed in 3.5.1 may request a room by completing the NUSU Room Booking Request form\(^10\) giving at least two working days’ notice. If

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7 [https://my.ncl.ac.uk/staff/assets/documents/3.ExternalSpeakerPolicy.pdf](https://my.ncl.ac.uk/staff/assets/documents/3.ExternalSpeakerPolicy.pdf)
8 Requests for portering, access and heating should be direct to [https://apps.ncl.ac.uk/esshelpdesk/](https://apps.ncl.ac.uk/esshelpdesk/)
9 A full list of societies and clubs is at [www.nusu.co.uk/soc](http://www.nusu.co.uk/soc)
10
you intend to invite an external speaker or attract an audience from outside the University’s Students and Staff, you must give at least 10 working days’ notice (further action is also required, see 3.5.10.).

3.5.3. Room booking requests for events or social activities cannot be received from individual students or groups of students who do not meet the criteria in 3.5.1.

3.5.4. Society and club bookings are accepted from Monday, Week 1 of each new academic year and in all teaching weeks thereafter, assessment weeks are excluded (www.ncl.ac.uk/timetable/services/5+Weeks.php). Timetable Services will consider term-long bookings on condition that rooms are not left empty on any occasion; all cancellations must be submitted using the NUSU Room Booking Request form at least two working days before the event.

3.5.5. During teaching weeks, bookings are normally expected to commence outside of teaching hours and should be restricted to Monday, Tuesday, Thursday and Friday 18.00 – 21.00 and Wednesday 13.00- 21.00. Requests for space during the core-teaching day should be made to the Newcastle University Students’ Union.

3.5.6. It is the event organisers responsibility to ensure they and other room users familiarise themselves with Emergency evacuation procedures detailed in the room.

3.5.7. Bookings should commence at five minutes past the hour and rooms must be vacated by the times specified in the room booking confirmation allowing five minutes for changeover at the end of the session.

3.5.8. Space is limited and only rooms in buildings normally operationally open outside of the teaching day are available for society and club activity; rooms will be allocated on a first come first serve basis.

3.5.9. Teachings rooms are not available for general society bookings when the University is closed, including weekends.

3.5.10. Societies, clubs and representative listed in section 3.5.1 when organising an event on the University Campus (including the Union Building) that will feature an external speaker or attract an “external element” to the audience, must do so in accordance with the University’s Code of Practice for Freedom of Speech11. Presidents should also bring the event to the attention of the Newcastle University Students’ Union Membership & Democratic Services12. Societies may make provisional bookings for such event venues but it is the responsibility of the Students’ Union principle organiser to confirm the booking in a timely manner after appropriate assessment of event content in relation to the University Code of Practice for Freedom of Speech.

3.5.11. Extraordinary Events. Requests for rooms for activities falling outside the hours defined in 1.1.5, large events, or society related conferences requiring large numbers of rooms and spaces will be referred to the NUSU Activities Officer for appropriate risk assessment and approval. Bookings will be confirmed only after NUSU approval has been received.

3.6. Room bookings for activity relating to students formal and private study

3.6.1. Students may request group study facilities or teaching spaces outside of provision made in the University libraries and social learning spaces when they asked do to so as part of their studies to undertake group work or practice presentations. Request should be within normal teaching hours (see 2.1.2) and made directly to their School Office helpdesk.

3.6.2. Students may use teaching computer cluster spaces and general teaching rooms for private study if the room is available and has not been booked for a formal teaching activity. Students must ensure they vacate rooms in adequate time as to not delay the start of the next schedule teaching activity as determined by the rooms online or paper timetable and must leave the room in a clean and orderly state. Students should observe any signage that states a room is in use for teaching, and must not disturb closed teaching sessions in teaching computer clusters.

3.7. Responsible room usage

10 http://forms.ncl.ac.uk/view.php?id=2051" title="NUSU Room Bookings Request">NUSU Room Bookings Request</a>
11 www.ncl.ac.uk/foi/publication-scheme/policies/freedomofspeech.htm
12 Form http://www.jotformpro.com/form/30762092332953 should be complete as part of the room booking process.
3.7.1. Only space specified in the room booking confirmation can be used and for the purpose for which it has been booked and for the specified dates and times.

3.7.2. The principle organiser must ensure that the persons permitted to attend will not exceed the stated capacity of a space as detailed on doors and room signage.

3.7.3. If furniture is moved in any room it MUST be put back to its original layout after the event, furniture must not be removed from rooms or block fire escapes.

3.7.4. Noise levels must be kept to a minimum at all times and events in neighbouring rooms and offices must be considered at all times.

3.7.5. Rooms must be left free of rubbish and personal belongings and in a condition suitable for its primary use.

3.7.6. Drinking water or drinks from bottles or capped containers is allowed but please refrain from eating in teaching spaces where possible and ensure all rubbish is recycled or disposed of correctly.

3.7.7. Alcohol may not be bought, sold or consumed under any circumstances in any teaching or social learning space.

3.7.8. Room usage must comply with the Common User teaching and learning spaces management policy.

4. Roles and Responsibilities

4.1. Timetable Services

4.1.1. Will deliver timetables promptly and with appropriate attention to detail, proactively mediating or adjudicating instances of difficulty and disagreement between key parties.

4.1.2. Will maintain effective working relationships with schools and key stakeholders and manage processes leading to the production of academic timetables for students that are accurate and support a positive learning experience.

4.1.3. Will ensure the University timetable is produced in accordance with the University Timetable Policy. The Timetable Manager is responsible for developing and maintaining the Timetable Policy in consultation with key stakeholders, leading the development of optimum working practices, policies and processes across the University, implementing improved ways of working to ensure maximum efficiency in timetabling exercises and in the utilisation of space.

4.1.4. Will in consultation with key stakeholders, set and publish annually a schedule for module approval, student pre-selection and production of the academic timetable.

4.1.5. Maintain and develop the University’s timetabling and room bookings systems, and associated web sites and services so they are fit for purpose and positively support the student and staff experience.

4.1.6. Will ensure there are effective lines of communication within the Timetabling community at Newcastle University and publish a communication strategy supporting this aim.

4.1.7. Timetable coordinators will work with Schools to develop an understanding of programme structures, specialist requirements of subject areas and ensure the scheduling of teaching is conducive to individual School’s learning and teaching policies. Timetable coordinators will provide advice and guidance on timetabling, including training on timetabling systems, conducting user evaluation and feedback exercises and advising schools on the timetabling and space impact of options for new modules and regulations.

4.1.8. Provide a timely and professional room booking service to staff and students of the University and promote the use of University systems to manage in-house meeting and function space.

4.2. Heads of Schools

4.2.1. Will ensure staff with appropriate levels of authority within their School, are delegated responsibility to oversee and manage academic and administrative business process related to academic timetabling in accordance with the University Timetabling Policy. This should normally be:

i. An academic owner or champion for timetabling, e.g. Director of learning and Teaching, with the authority to make decisions relating to academic policy

ii. Management of timetabling, e.g. School Administrator or Manager

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13 http://www.ncl.ac.uk/estates/ourcampus/TandL/index.htm
iii. School Timetable Coordinator, typically will be the local user of Syllabus Plus, coordinator for the collection of teaching data and administrator/assistant for learning and teaching.

4.2.2. To ensure that staff availability to teach is managed in accordance with the Timetable Policy and University Policies and procedures on Flexible Arrangements for Parents and Carers, and that any restrictions on the availability to teach are essential and do not unduly affect delivery of the academic timetable

4.3. Degree Programme Directors
4.3.1. Should consider timetabling consequences in curriculum design and ensure that patterns of delivery on all modules offered on a programme are compatible.
4.3.2. Are responsible for checking draft timetables of programmes for their area of responsibility and report errors within the published timescales to the School Timetable Coordinator

4.4. Teaching Staff
4.4.1. Should advise Heads of Schools of reasonable adjustments they require arising from their:
   i. Parental or carer responsibilities
   ii. Disabilities
   iii. Religious beliefs
   iv. Essential research needs
4.4.2. Should not overbook teaching slots and only request space for teaching as specified in the module outline form
4.4.3. Are responsible for providing accurate information for modules and teaching they are responsible for to school timetable coordinators by the requested dates.
4.4.4. Module leaders are responsible for ensuring that the delivery of teaching is not over-complicated and common to other teaching within the subject area, so to not cause disorder in the delivery of teaching on related modules and degree programmes.
4.4.5. Should check draft timetables when requested and report errors within the published timescales to the School Timetable Coordinator
4.4.6. Start and finish teaching sessions promptly and in accordance with section 2.1
4.4.7. Should ensure white boards are cleaned at the end of each session, furniture is returned back to the standard configuration for the space and that students are reminded to leave the space in a clean and tidy state
4.4.8. Should adhere to the published timetable and only use timeslots and rooms allocated accordingly.
4.4.9. Should inform School Timetable immediately if their availability changes as a result of external factors not under their or the University’s control and teaching requires re-scheduling accordingly.
4.4.10. Inform School Timetable coordinators immediately if teaching is to be cancelled so timetable may be adjusted, resources released and students informed of the change.

4.5. School Timetable Coordinators
4.5.1. Should liaise with teaching staff to collate required teaching information and submit to Timetable Services in-line with published dates for the production of timetables
4.5.2. Should attend Syllabus Plus training appropriate to their level of involvement in the data entry of teaching requirements
4.5.3. Should inform Timetable Services immediately of any necessary changes to teaching requirements, to minimise disruption to scheduling and timetables
4.5.4. For the purpose of updating individual student timetables and maintaining a ‘live’ data timetabling system, coordinators will collate information relating to continuing students changing groups (for seminars, workshops, labs etc.) and forward to Timetable Services (for those schools that have opted for individual student timetables)
4.5.5. Will generally be responsible for informing students of any relevant changes to timetables after the final timetable has been published

4.6. Students
4.6.1. Should read and check the accuracy of their timetable as instructed by their school or academic service and advise School Office Staff of clashes and errors in module and teaching data.
4.6.2. Check the on-line timetables and their University email account regularly for changes that may affect their University programme (locations, times etc.).
4.6.3. Abide by the University’s General Regulations\textsuperscript{14}

\textsuperscript{14} www.ncl.ac.uk/regulations/docs/
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<tr>
<th>MONTH</th>
<th>TASK</th>
<th>WHO</th>
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<td>September</td>
<td>Creation of new Scientia Syllabus Plus timetable database and teaching templates rolled over from current academic timetable</td>
<td>Timetable Services</td>
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<tr>
<td>October</td>
<td>Modules rolled forward in the Module Database (MOFS) and Student Lifecycle Management (SLcM) to create new academic year versions</td>
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<td>October</td>
<td>Schools create new modules and revise existing modules and programme regulations for consideration at Boards of Studies</td>
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<tr>
<td>January</td>
<td>New and revised modules are submitted for Faculty approval</td>
<td>Cross Faculty/HaSS and SAgE Schools only</td>
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<td>February</td>
<td>New and revised modules are submitted for Faculty approval</td>
<td>FMED Schools only</td>
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<td>February</td>
<td>Teaching request questionnaires emailed by Timetable Services to Academic Units for completion</td>
<td>Timetable Services</td>
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<tr>
<td>February</td>
<td>Revised programme regulations to be submitted for Faculty approval</td>
<td>Cross Faculty/HaSS and SAgE Schools only</td>
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<tr>
<td>March</td>
<td>Compulsory/optional modules linked to programmes on SLcM from revised regulations updated</td>
<td>Faculty</td>
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<td>March</td>
<td>Annual communication to students and staff on the module choice process and S3P</td>
<td>ISS/SPS</td>
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<td>April</td>
<td>Syllabus Plus training courses delivered to School Timetable Coordinators where</td>
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<td>April</td>
<td>Module records in MOFS finalised and uploaded to SLcM</td>
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<td>April</td>
<td>Compulsory/optional modules linked to programmes on SLcM</td>
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<td>Postgraduate, Medical and Dental teaching requests returned</td>
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<td>May</td>
<td>Continuing students choose module options online</td>
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<td>May</td>
<td>School of Biomedical Sciences submit teaching requests for new academic year</td>
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<td>Download of Programme of Study data and Modules from SLcM to Syllabus Plus</td>
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<td>May</td>
<td>Syllabus Plus database released to schools (Enterprise)</td>
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<tr>
<td>May</td>
<td>Module approval of student pre-registration</td>
<td>Schools</td>
</tr>
<tr>
<td>May</td>
<td>Upload of student pre-registration data from SLcM to Syllabus Plus</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>June</td>
<td>Syllabus Plus database closed to Schools</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>June</td>
<td>Pathways, student sets and joint teaching generated</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>June</td>
<td>Scheduling of Lab/practical/cluster/priority/block teaching sessions</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>July</td>
<td>Scheduling of large lectures</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>July</td>
<td>Start of general timetabling for remaining activities (by size groups)</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>August</td>
<td>Draft timetable available for 3 week consultation period (available also in MS Outlook by subscription)</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>September</td>
<td>Published teaching timetable available</td>
<td>Timetable Services</td>
</tr>
<tr>
<td>October</td>
<td>Semester 1 teaching starts</td>
<td></td>
</tr>
</tbody>
</table>