**St George’s Module and Timetabling Processes and Deadlines during 2024/5 for 2025/6**

Below are the deadlines against the event, responsibility and month details.

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| **Event** | **Follows/Dependencies** | **Details** | **Months** | **Responsibility** | **Deadline** |
| Plasma screens to show next academic year information. SWS/WRB links to be updated |  | Complete start of term tasks – Plasma screen URLs for the next year to be created. Repoint the SWS and WRB URL | August | CIS | Thurs 22 Aug 2024 |
| Creation of 2025/6 database on Dev | Approval from TT team, for Dev database work to go ahead | Creation of the 2025/6 database on Dev and testing (note 65 week database required for 25/26) | Nov | CIS  TT for testing | Tues 19 Nov 2024 |
| Timetable Roll forward and Data Clean Up on production database | Confirmation Dev database is approved by TT team | Creation of the 2025/6 production database (note 65 week database required for 25/26). A copy of 25/26 dataset plus splus.img blank image required on EN laptop for standalone modelling work. | Nov | CIS | Tues 26 Nov 2024 |
| Heads of Depts/Course Directors confirm modules running for next academic year and Module Leaders (ML) |  | Modules no longer to run to be marked "out of use" in **MOD** and where appropriate “Module Tutor” field updated.  New modules approved for 2025/6 to be created in **MOD**. | Nov to Dec | Ed Ops Programme Administrators | Fri 6 Dec 2024 |
| Modelling changes to modules |  | Changes to teaching delivery or cohort size which will impact the institutional timetable must be submitted via the programme modification form. Check the University website for this year’s deadline and process. | Dec to Jan | TT (CDs for prog mod form) | Weds 11 Dec 2024 to Weds 8 Jan 2025 |
| "In Use" MOD upload to Scientia including ML details | Confirmation of module runs and creation of “new” modules | SST provide timetabling team | Jan | SST/TT | Tues 14 Jan 2025 |
| Roll-over of SWS/WRB (Dev) |  | Roll-over of SWS/WRB on dev and Notifier configuration | Jan | CIS | Mon 20 Jan 2025 |
| Roll-over of SWS/WRB (Production) | Subject to outcome of Dev works | Roll-over of SWS/WRB on prod | Jan | CIS | Mon 27 Jan 2025 |
| Future year module runs (MAV)created including ML and requirement for VLE | Confirmation of module runs | Module runs created from scratch, in liaison with academic teams, using template.  Start and end dates and ML field details will need to be updated. | Jan to Feb | Ed Ops Programme Administrators | Fri 14 Feb 2025 |
| Build WDC dev site |  | Re-build 25/6 dataset and build WDC dev site. TT to sign off. | Feb | CIS/TT | Thurs 20 Feb 2025 |
| Open WDC on production | Subject to outcome of WDC dev build | Open WDC on production. TT to sign off. | Feb | CIS/TT | Fri 28 Feb 2025 |
| Review and create module diets | Creation of future year MAV records | Use of **DMD** | Jan to Feb | Ed Ops Programme Administrators | Fri 28 Feb 2025 |
| Room bookings for future year academic timetabled events open | Creation of future year MAV records | Course teams in liaison with academic teams enter events and rooming request onto **WDC** | Mar to April | Ed Ops Programme Administrators | Opens:  Mon 3 March2025  Closes:  12.00pm Tues 1 April 2025 |
| Dev prep of WDC plus recreation of import of live data into dev WDC | WDC production to close (12.00pm Weds 2 April) | Dev preparation of WDC and port/networks/comms/site check. Dev dataset re-create, import the live data into the dev WDC, perform import/export operations and allow the Timetabling team to test (extended day with out of hours work). | April | CIS | From 12.00pm Tues 1 April. |
| Scientia Import 1 | Subject to Dev prep work and approval from TT team – import to go ahead immediately. | Scheduling Process - WDC import into Scientia | April | CIS | 8.00am Thurs 3 April 2025 |
| WDC re-opens | Scientia import | Web Data Collection Tool re-opens. Amendment of erroneous data. Errors to be resolved by prog admin | April | CIS/TT/Ed Ops programme admin | Thurs 3 April (WDC reopens) to Thurs 24 April |
| Dev prep of WDC plus recreation of import of live data into dev WDC | WDC production to close (second and final time) | Dev preparation of WDC and port/networks/comms/site check. Dev dataset re-create, import the live data into the dev WDC, perform import/export operations and allow the Timetabling team to test (extended day with out of hours work). | April | CIS | 8.00am Thurs 24 April 2025 |
| Scientia Import 2 | Import 1 | Scheduling Process - WDC import into Scientia | April | CIS | 5.00pm Thurs 24 April 2025 |
| Scheduling Process | Subject to second import |  | April to June | TT | Mon 28 April to Tues 24 June 2025 |
| Register future year modules for continuing students | Creation of future year MAV records and review of module diets | Use of **GED** and **XSM** for bulk registration | April to May | Ed Ops Programme Administrators | Thurs 15 May 2025 |
| Draft Timetables Published |  | Scheduling completed and draft timetables distributed to Education Operations programme administrators |  | TT | Weds 25 June 2025 |
| Timetable Amendments/Negotiations | Draft timetable published | Timetabling Team hold meetings with Ed Ops admin | June/July | TT and Ed Ops programme admin | Weds 25 June  to  Fri 18 July 2025 |
| Confirm academic teaching team |  | Ensure ML details correct on MAV “tutor” field and associate other teaching staff (**MAV>MKR**) | May to July | Ed Ops Programme Administrators | Thurs 24 July 2025 |
| Final Timetable published |  |  | August | TT | Mon 28 July 2025 |
| Room booking open for ad hoc academic bookings | Final timetable published | Requests via Web Room Booking |  | All staff and SU | Weds 30 July 2025 |
| Amend module selections for non-progressing students and remove for withdrawn students | BoE publication of results | Use of **RSM** | Apr to Oct | Ed Ops Programme Administrators | Variable – Based on BoE dates for non-progressions and the start date of the course year |
| Generate module diets for new students |  | Auto-generate via ATR where diet exists otherwise **XSM** | Aug to Sept | Ed Ops Programme Administrators | Variable – Based on start date of course year |