

Teaching Timetable 2023/24

Arrangements for the collection of data and construction of the 2023/24 Teaching Timetable:

This document sets out the dates by which certain sets of data must be complete and accurate on the database.

It is essential for the data to be complete and as accurate as possible by the dates stated for us to produce a timetable that will best meet your needs. Changes or requests notified after the consultation period will only be made if essential and must fit around the published timetable.

Information required to construct the Teaching Timetable

Five key sets of data are required for us to be able to construct the teaching timetable;

1 Teaching Faculty Availability

We will be asking Heads of School to submit a form detailing any staff constraints they wish us to work around (this will not guarantee that we can meet that requirement). Timetablers have been asked not to work around any staff constraints other than those received via this mechanism. The form is not a mechanism to notify us of childcare issues which should be handled via the existing HR processes nor should it be used to request research days, faculty seminars or to work around travel arrangements.

2 Programme Structures;

In order to timetable year 1 UG programmes and all PG programmes it is necessary to have accurate programme structure information on the Programme Structures Database by the specified deadline. This information is used to create 'pathways' (all logical combinations of courses by those taking the Programme) which are then used in order to create clash free timetables for mandatory courses and optional courses on year 1 and PG on all programmes.

3 Programmes and Courses - Course Maintenance> Teaching Methods Screen

This is the data that describes the way in which teaching for a given course is to be delivered (e.g., 2 x 1-hour lectures per week and 1 x 2-hour seminar fortnightly). This data is held on the central database (Programmes and Courses - Course Maintenance> Teaching Methods screen) and is maintained by School/Departmental staff with appropriate access. Access to this system is removed immediately prior to the data being downloaded for the timetable to ensure that users are not making changes which they believe have been taken into account but which the timetablers would otherwise know nothing about.

NB: The central database is not dynamically linked to the timetabling software. Hence the need for a deadline at which point we take a snapshot of the data to timetable against.

4 Tutor Information;

If tutor information is not recorded on the central database (Courses> Tutors screen) by the specified deadline the timetable will be constructed without that information. This will mean that staff will need to be allocated to the courses where staff were not specified after the publication of the teaching timetable. The late notification of tutor names cannot be allowed to delay the timetabling process and should not cause the need for re-timetabling, and the delays to publication that this would imply.

We have no wish to timetable without tutor information and if this is available by the deadline the process for timetabling staff and school staff should be much simpler for everyone.

5 Student Course Choice for students returning to study in 2023/24 input to central database

For returning students the timetable will be constructed using their actual course choice for the 2023/24 session. It is therefore essential to have course choice data that is as complete and accurate as possible on the central database by the specified deadline. We appreciate that there may be changes to this data after the deadline but these should be kept to a minimum.

Teaching Groups

Once the timetable has been completed for the year and a period of consultation has closed, we export the timetable data to the central database to create teaching groups and teaching session and to allocate returning students to those groups where this information is available in the timetable.

After this initial data load, which will be a one-off data load for the whole year timetable, schools' users will continue to maintain the teaching groups and teaching sessions but should liaise with the timetablers in order to keep the timetable clash free.

Returning Undergraduate Students must **NOT** be allocated to teaching groups at this stage as the timetabling office will allocate students into teaching groups for all courses as part of the process of constructing the timetable.

1st Year UG Teaching Group Lists

The timetablers are unable to allocate 1st year UG students to teaching groups and sessions on CMS. This is because we do not have the 1st year student information at the time the timetable was constructed. The teaching groups lists are available on request at specific dates (see schedule for the production of the teaching timetable for academic year 23/24) from your Senior Timetabling Officer. These teaching group lists will allow you to allocate 1st Year UG students to seminars, workshops, and labs etc based on their degree programme.

6. Timetabling Support initiatives

The timetabling team will be running a series of support initiatives as part of the timetabling process at key points. These have been designed to build and develop working relationships, collaboration and resolving timetabling issues but more importantly to ensure that your teaching requirements are fully understood to deliver the best possible timetable for students and staff