

Key dates for the building and publication of the 2025/6 timetable

The timeline below was agreed by CILT in 2023/4 when decisions were being taken about splitting the publication of the timetable into two Semesters as a result of the change to the academic year structure and related operational changes e.g. module selection for new students.

The timeline is presented below for approval for 2025/6.

N.B. all activities take place in 2025.

| Date | Activity |
|---------------------------|---|
| 8 January | CQSD deadline for final amendments to all 2025/6 MDFs: <ol style="list-style-type: none"> 1. Requesting changes to key module information for the 2025/6 academic year. 2. Requesting modules to be taken out of use or put back in use for the 2025/6 academic year. 3. Requesting the creation of new modules for the 2025/6 academic year (new module setup request forms). |
| January and February | Schools to work with Support Centres to build programme diets for all Parts |
| 24 February to 14 March | Schools to consider their workload allocation and gather together their timetabling requirements for all module and programme activities for 2025/6. Schools must ensure timely communication with Departments with whom modules are shared. |
| 14 March | The deadline for: <ol style="list-style-type: none"> 1. Requesting changes to the content of an existing module description for the 2025/6 academic year. 2. Providing completed module description templates for new modules created by 8 January 2025 deadline. |
| 14 March | Deadline to submit timetabling requirements for all module and programme activities for 2025/6 to the Timetabling Team |
| 11 April | Deadline for Heads of Schools to return staff availability information for inclusion in scheduling |
| 7 April to 2 May | Browsing and module selection takes place for returning undergraduate students |
| 23 June to 11 July | Whole year timetable available in draft format for Schools to review |
| 11 July | Deadline for return of comments on the draft timetable |
| 20 August | Semester 1 timetable published to programmes with early start dates |
| 3 September | Semester 1 timetable published to all returning students and all staff |
| 15 to 26 September | New students (undergraduate and PGT) allocated to compulsory modules. Semester 1 timetables will be complete for compulsory modules ahead of the first week of teaching. |
| 29 September to 3 October | New students (undergraduate and PGT) allocated to optional modules. |
| 27 October to 14 November | Browsing and module selection takes place for semester 2 for Part 0 Foundation Year and Part 1 students [This line needs checking with the Support Centres] |
| 27 October to 7 November | Semester 2 timetable available in draft format for Schools to review |
| 7 November | Deadline for return of comments on the Semester 2 draft timetable |
| 10 December | Semester 2 timetable published to all students and all staff |