



In drawing up the following timelines, we have taken into account the ICCM experience of the last few years, and the many other activities that staff are involved in throughout the period in question. We have also reflected on the late delivery of the 2011 University timetable and the impact that that had on this year's Registration season. The delayed closure of the timetable had a knock-on impact on the Programme verification process, which increased risks of error during student registration.

Our primary goals for the coming year are to enable Schools and Programmes to manage their curriculum, and to bring about an earlier delivery of timetabling information thereby facilitating Programme verification. This will allow us to be confident in our curriculum and timetabling build is reflected accurately in all systems. An earlier closure of the whole process will better enable us to deal with the inevitable and unavoidable changes that sometimes occur later in the summer.

Key Dates

- The Curriculum Management System will open on **Thursday, 9 February 2012**. At this point, all curricular information for 2012/13 can be edited.
- The Module Descriptor element of the Curriculum Management System will close on **Thursday, 5 April 2012**. This date of closure remains consistent with 2011, and is intended to support the closure of programme structures, which cannot conclude until the suite of available modules is clear.
- The **Major and Minor Screens** of the Curriculum Management System will close on **Thursday, 3 May 2012**. Stable Programme structures are required to build Programme Timetables; this is intended to support that goal.
- The goal for **Programme Timetable closure** is earlier than last year – **Tuesday, 17 May 2012**. The ideal is that timetabling information is submitted over a period of time, and not all at once. It is vital that Programmes view this timeline as a deadline for *completion* rather than a submission deadline; otherwise, there will be inevitable bottlenecks and delays, with a further knock-on impact throughout the summer.

Other points to note:

- **New module requests** for 2012/13 can be made from 9 February onwards, acknowledging that staff appointments are not clarified until later in the year. It is important to note that new module requests should not be left to the last minute, as this creates extra pressure and often means that module descriptors remain incomplete.
- The **Module List Management** page, by which Schools can change module coordinators, semesters and manage capacity of modules, will remain open continuously from 9 February until early August 2012.
- The module descriptor opens later in the summer to facilitate changes to description, workload, and assessment of existing modules, also catering for those modules which were not created until later in the summer. In addition, we intend to facilitate some changes to semester 2/3 modules at the end of semester 1 (2012/13), as has been enabled for a couple of years.



ICCM Timelines 2012-13

Month	Module Coordinator	School	Programme
January	Curriculum Management System opens for changes to summer/semester 3 (2011/2012) modules: Tuesday January 24 to Tuesday 31 January 2012.	Curriculum Management System opens for changes to summer/semester 3 (2011/2012) modules: Tuesday January 24 to Tuesday 31 January 2012.	❖ Tuesday 24 January – Submission date for February UUPB/UGPB
February	❖ 09 February 2012: Curriculum Management System opens for edits to 2012/13 information <ul style="list-style-type: none"> Ensure School is aware of requirement for any new modules 	❖ 09 February 2012: Curriculum Management System open for new module requests and for updating module/major/minor information <ul style="list-style-type: none"> Work with module coordinators on programme/major/minor changes 	❖ 09 February 2012: Curriculum Management System opens <ul style="list-style-type: none"> Changes to programmes made via the Curriculum Management System
March	<ul style="list-style-type: none"> Coordinators talk with their timetabling colleagues in their School and/or Programme 	<ul style="list-style-type: none"> Coordination with Programmes (& other Schools who use your modules) on Timetabling 	<ul style="list-style-type: none"> Timetabling underway; dialogue with Schools on timetabling issues
April	❖ Thursday 5 April: Module Descriptor screens close; all module information complete and submitted by coordinators	<ul style="list-style-type: none"> Coordination with Programmes (& other Schools who use your modules) on Timetabling 	<ul style="list-style-type: none"> Throughout April & May: Timetabling information being submitted for entry into timetabling system.
May	<ul style="list-style-type: none"> End-May: Timetabling information for 2012-13 available online for review 	❖ Thursday May 3: Changes to Majors and Minors complete – CMS closed for further edits to Programmes & Majors. <ul style="list-style-type: none"> End-May: Timetabling information for 2012-13 available online for review 	❖ May 3rd Programme Structures complete. Curriculum Management System closed for edits to programmes and majors 17 May: Programme Timetable submission complete for 2012/13
June	❖ 27 June: Module descriptor opens for updates to certain fields <ul style="list-style-type: none"> Note: no changes to dependencies at this point 	<ul style="list-style-type: none"> Review of Timetabling information online continues Module List Management Page remains available Mid June: Timetable review complete 	<ul style="list-style-type: none"> Review of Timetabling information online Mid June: Timetable review complete Programme verification begins
July	❖ 11 July: Module Descriptor closes	<ul style="list-style-type: none"> Module Management page still open to allow for changes to module coordinator and capacity. 	❖ Mid July: Programme verification complete
August		❖ 2 August: Module Management Page closes	❖ Mid-August: Registration 2012 season start