

Timetable and Room Allocation Process 2026-27

Roles and Responsibilities Matrix

		Local Area Point of Contact										Course Lead / Convenor		Senior Academic (Prog Director, HoSub etc)		Teaching Staff		Academic Advisor / Disability Coordinator		Deans L&T/HoPS/HoS		Local Space Managers		SMTT		IS		PIA		MSPI		PS		Start Date	Deadline
January		List of course convenors for AY 2026-27 courses confirmed pre-process.																																	
Stage 1		1.1 AY26/27 class timetabling dataset created (AY25/26 class timetable roll forward).																											19-Jan-26	23-Jan-26					
Pre-Planning		1.2 Produce course size estimate (CSE) dataset - UG & PG course and subgroup size estimates.																											19-Jan-26	23-Jan-26					
		1.3 SMTT validate and review AY26/27 class timetabling dataset and validate CSE dataset to confirm quality assurance before IS upload.																											19-Jan-26	23-Jan-26					
		1.4 Disseminate CSE dataset to IS (for CMIS upload) and PoC (for further dissemination ahead of any local planning meetings).																											19-Jan-26	23-Jan-26					
		1.5 Upload CSE dataset to timetabling system.																											19-Jan-26	23-Jan-26					
		1.6 Timetabling & Teaching Planning Group.																											12-Jan-26	31-Jul-26					
		1.7 Local/School planning meetings - Timetabling Partner (SMTT) consulted.																											02-Feb-26	24-Apr-26					
		1.8 Disseminate student accessibility data (cont. students with TT-related adjustments) to SMTT and Local Area PoC.																											10-Feb-26						
		1.9 Review student accessibility data (cont. students with TT-related adjustments).																											10-Feb-26	24-Apr-26					
February - April		2.1 Consult course colleagues via Talk the Timetable process to review and manage course requirements.																											10-Feb-26	24-Apr-26					
Stage 2		2.2 Confirm staff accessibility timetabling requirements.																											10-Feb-26	24-Apr-26					
Timetable Editing & Preparation		2.3 Coordinate gathering of continuing student (accessibility) 2026-27 course and class choice data and cross-college requirements.																											10-Feb-26	24-Apr-26					
		2.4 Sign off continuing student (accessibility) course and class choice data and share with SMTT.																											24-Apr-26						
		2.5 Update and complete Teaching AY 2026-27 Data Collection in Timetables and Room Bookings.																											10-Feb-26	24-Apr-26					
		2.6 Review cross-course impact, competing demands and class sizes estimates.																											10-Feb-26	24-Apr-26					
		2.7 Edit data on timetabling systems.																											10-Feb-26	24-Apr-26					
		2.8 Review & Update Data Quality, Inactive Course & Changed Ownership in Timetables and Room Bookings.																											10-Feb-26	24-Apr-26					
		2.9 Online booking for non-teaching local spaces opens for local space managers.																											10-Feb-26	16-Jun-26					
May-June		3.1 Central and local space allocations made and events confirmed.																											12-Jun-26						
Stage 3		3.2 Data validation on timetabled staff and continuing student accessibility requirements.																											16-Jun-26						
Central Rooming		3.3 Review staff accessibility timetabling requirements.																											16-Jun-26						
		3.4 Advised timetable ready online and including schedule of un-roomed events.																											16-Jun-26						
		3.5 Commence reporting on 2026-27 intake data (Admissions forecasts).																											15-May-26	14-Aug-26					
		3.6 Check timetabled events for continuing student accessibility requirement suitability.																											16-Jun-26						

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June-July															
Stage 4															
Un-Roomed Period															
	4.1 Un-roomed resolution period begins.	R			C		R							16-Jun-26	
	4.2 Schools review own local space allocations.	A			I	I								16-Jun-26	04-Aug-26
	4.3 Online booking for non-teaching local spaces opens for all users.	I	I											16-Jun-26	
	4.4 Schools distribute timetables, check room allocations and address unroomed events.	R	I	I										16-Jun-26	
	4.5 Update lecturer details and manage lecture recording opt out.	R	I	I										16-Jun-26	
	4.6 Limited class timetable change request opens.	I												16-Jun-26	
	4.7 Submit change requests to resolve course and accessibility requirements.	R	C	C	C	R								16-Jun-26	
July - September															
Stage 5															
Pre-Teaching															
	5.1 2026-27 Automatic Class updates and 2026-27 Automatic Meetings updates to MyCampus.	I			I		C	R		C				14-Jun-26	
	5.2 Uplift of lecturer recording data from CMIS to Echo360 system.	I	I				C	R						10-Aug-26	
	5.3 Full class timetable change request opens.	R	C		C	C								14-Jul-26	
	5.4 Submit change requests to resolve course and accessibility (incoming and continuing students) requirements.	R	A				I							14-Jul-26	
	5.5 Lecturer details amended ('Update Lecturer').	R					R							03-Aug-26	
	5.6 Check timetabled events for student accessibility (continuing and incoming students) requirement suitability.	I	I											10-Aug-26	
	5.7 Student study spaces booking system available for 2026-27. <i>Registration and Enrolment opens.</i>	I	I											03-Aug-26	
	5.8 Online booking for non-teaching requests in teaching spaces opens to all users.	I	I											04-Aug-26	
	5.9 Mobile Timetabling 2026-27 available.	I	I											12-Aug-26	
September - July															
Stage 6															
Teaching															
	6.1 Class timetable change requests continue - unplanned changes.	R	A		I		R							14-Sep-26	
	6.2 SMTT check enrolled sizes against room sizes.	C	C		C		R	C						14-Sep-26	
	6.3 Review data quality and efficacy of process to inform planning for 2027-28 process.	I	C				R		R	R				05-Oct-26	
	6.4 Planning for 2027-28 process begins.	I	C		C		R	C						05-Oct-26	

Full details of roles and responsibilities are detailed in the policy.

Space Management and Timetabling

Estates Directorate

Status: Version 1 23/01/2026

R	Responsible - to do the work to achieve the tasks
A	Accountable - for the correct and thorough completion
C	Consulted - opinion sought, two way communication
I	Informed - those who are kept up-to-date

*To be confirmed by IS
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