

A Message from Frank Coton and Moira Fischbacher-Smith on the Timetable for AY23/24

Research Strategy and Innovation

Following a particularly difficult timetabling and room allocation period for the 22/23 academic session, the University has launched a dedicated Timetabling Project, sponsored by Moira and I, as a direct response to support timetabling for 23/24 and beyond.

Our priority for 2023/24 is to accommodate all core teaching on campus and not to rely on external venues. As a result, and endorsed by the Senior Management Group, the University is taking a **minimal change** approach for the next academic year.

What does this mean?

For Research Strategy and Innovation this means ensuring all Research Skills/Researcher Development courses (course codes RSnnxxx) can be accommodated in the designated ARC space.

Your designated Timetabler (STT) should update CMIS (where the AY23/24 dataset is now available) in respect of:

- New Courses approved through PIP – building the course structure and events
- Class sizes where there is a known change
- Events for which there is no course code.

The Space Management and Timetabling Team (SMTT) will be in touch to schedule meetings over the next week to discuss plans for next academic year and the required timetabling activity.

SMTT will confirm the room allocations during May and work with you to resolve any issues arising from this.

Additional Information

Several activities will not be changing, and you should continue preparations as usual. This includes:

- Administration around course and programme approval, including Boards of Studies
- Workload planning
- Process and timescales for requesting central space for non-teaching events
- Allocation of central space to teaching events
- Publication of the timetable and room allocations
- Local space allocation

Any new courses which are planned to be offered in AY23/24 must be approved, uploaded, and built in CMIS no later than 28th April to be included in the 23/24 timetable. Further information on the timetabling and room allocations process for AY23/24 will be provided to key individuals involved in this process directly via the project team.

Thank you in advance for your cooperation. If you have any questions, please contact the Timetabling Project Team at: TimetablingProject@glasgow.ac.uk

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