# Academic Timetable Timeline 2022-23

Deadline for module & scheme approval process (Parts 1 & 2)

Monday 28 February 2022

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Departmental Timetable Officers collect departmental teaching data and populate Scientia teaching activity data screen on Apex

Monday 14 March - Friday 29 April 2022

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BIS imports departmental teaching data from Apex to Scientia (signed off activity templates only)

Tuesday 3 May - Friday 6 May 2022

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Departmental Timetable Officers inform Timetabling of pre-registration student numbers

Tuesday 3 May - Friday 27 May 2022

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Timetable preparation and scheduling phase

Monday 9 May - Friday 8 July 2022

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**Draft timetable released to Departmental Timetable Officers**

**Monday 11 July 2022**

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Academic departments submit feedback on draft timetable

Monday 11 July - Friday 29 July 2022

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Timetable Office processes departmental feedback

Monday 1 August - Friday 26 August 2022

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**Final timetable released to Departmental Timetable Officers (Semesters 1 and 2)**

**Lockdown of timetable changes - Friday 26 August 2022**

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**Final timetable released to returning students via online student record (Semesters 1 and 2)**

**Monday 29 August 2022**

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**Deadline for final adjustments to semester two timetable**

**Friday 4 November 2022**