

ACADEMIC ADMINISTRATIVE TASKS

The following month-by-month timeline highlights some of the key actions during the academic year. There are also additional key timings to be aware of for PGT which are at specified times of the year:

- Placement allocation
- Placement progress meetings
- PSRB reporting
- Module and intermediate assessment boards
- Placement/module and intermediate reassessment boards
- Final reassessment board

AUGUST	<ul style="list-style-type: none"> ➤ Deadline for submission of module outlines for forthcoming academic year ➤ UG and PGT Reassessment Examination series ➤ Identify any replacement external examiners ➤ Completion of student/course handbooks ➤ Publish programme specifications ➤ Finalise induction information ➤ Schedule students to timetables
SEPTEMBER	<ul style="list-style-type: none"> ➤ PGT on-line module enrolment ➤ Schedule students to timetables ➤ UG Reassessment examination boards ➤ Student Registration and Induction ➤ Adviser allocation ➤ Provision to LTS of marker/moderator information for each module ➤ Dissertations marking
OCTOBER	<ul style="list-style-type: none"> ➤ Dissertation marking continues ➤ Exam papers for January MSc exam series and December MBA exam series to be submitted to Local Support Team (first week of October) ➤ Responses made to UG external examiner reports ➤ UG and PGT Board of Examiner Appointments ➤ LTS to run absence monitoring reports & email students to see advisers in weeks 5 & 8 of each semester*
NOVEMBER	<ul style="list-style-type: none"> ➤ Final Exam Boards ➤ Completion of UG and PGT Module Monitoring and Course Review process ➤ UG and PGT Module update process for following academic year ➤ Online module enrolment process for semester two MSc ➤ Module enrolment process for Executive MBA Year 2 ➤ Completion of MSc Module Monitoring and Course Review (within two weeks of Final Board) ➤ *Absence monitoring reports
DECEMBER	<ul style="list-style-type: none"> ➤ Gather coursework deadlines & module outlines for semester 2 ➤ Online module evaluation process for MSc semester one modules ➤ Online module evaluation process for MBA semester one modules ➤ UG and PGT Module update process for next academic year ➤ Planning for registration/induction events for full-time and part-time MBA programmes in January ➤ MBA examination series ➤ Submission and consideration of PGT Module Monitoring forms for modules taken July-December

JANUARY	<ul style="list-style-type: none"> ➤ MSc Semester one examination series ➤ Exam papers for May/June UG & PGT exam series to be submitted to Local Support ➤ Consideration of PGT external examiner reports ➤ MBA Final Examination Board ➤ UG Student Progress Board ➤ Completion of Full-time MBA courses Module Monitoring and Course Review (within two weeks of Final Board) ➤ Course & Programme Specification update
FEBRUARY	<ul style="list-style-type: none"> ➤ Timetabling process begins ➤ Course Profile and Programme Specification updates by Course Directors ➤ MSc Autumn Semester Examination Board (plus consideration of semester 3 reassessments from previous academic year) ➤ *Absence monitoring reports
MARCH	<ul style="list-style-type: none"> ➤ Continuing UG students complete online module enrolment choices for next academic year. Module choice advice and guidance to be provided to students by School e.g. briefings, Adviser meetings ➤ UG students complete online module evaluation ➤ Responses to External Examiner comments from coursework samples ➤ Reassessment dissertation marking ➤ *Absence monitoring
APRIL	<ul style="list-style-type: none"> ➤ EXAMS PERIOD ➤ Teaching allocation for next academic year from HoS ➤ Planning for registration/induction events for UG to ensure entry as room requests ➤ Completion of Executive MBA Module Monitoring and Course Review (within two weeks of Final Board) ➤ Timetable requirements for following year ➤ Provide contact details for examinations
MAY	<ul style="list-style-type: none"> ➤ EXAMS PERIOD ➤ Planning registration/induction ➤ CW and exams marking
JUNE	<ul style="list-style-type: none"> ➤ Timetabling set up queries from LTS to Module Organisers ➤ UG and PGT Examination Boards
JULY	<ul style="list-style-type: none"> ➤ UG and PGT Examination Boards & Congregation ➤ Queries on timetables/room bookings ➤ Provide CW reassessment titles ➤ Inform LTS of any study leave and covering staff ➤ Handbook information to be updated