

Guide to Viewing the Timetable for Students

Timetables can be accessed via MyTimetable (for personalised or self-build timetables) or online via the timetabling web pages

1. MyTimetable – to access personalised timetables

Students on programmes that are part of the Personalised Timetables project from September 2020 will be able to view & subscribe to their own timetables just by logging into MyTimetable:

<https://mytimetable.city.ac.uk/>

Academic colleagues may also view their personal timetables in this way

2. MyTimetable – to access self-build timetables

Students on all programmes can use the same link to access the Self-Build Timetable function. Companion notes may be accessed [here](#).

3. Online via the Timetabling web pages

You can access the timetables directly (<https://sws.city.ac.uk/>) or from the information bar at the top right of the Student Portal, [City Current Student Intranet](#) (you will need a City login) or from the external [City website](#). You may need to enable pop-ups to view the timetables.

Searching by Module

If you know part of a module's name or code you can search for its specific timetable.

<p>View Timetables By</p> <p>Department</p> <p>Programme</p> <p>Module</p> <p>Student Set</p> <p>Cohort (Nursing and Midwifery)</p> <p>Staff</p> <p>Other</p> <p>Rooms</p>	<p>Module Timetables:</p> <p>Select your Department then select your Module from the list, or you can type part of your Module name into the search box, click SEARCH and select it from the list.</p> <p>Department <input type="text" value="Please Select..."/></p> <p><i>You may refine your search by typing (part of) a Module name OR description into the textbox:</i></p> <p>Module(s) <input type="text" value="micro"/> <input type="button" value="search"/></p> <p>AS0005 Introduction to Microsoft Office Suite BS1107 Introduction to Microeconomics CE1556 Microsoft Office EC1003 Topics in Applied Microeconomics EC1008 Introduction to Microeconomics EC2013 Intermediate Microeconomics 1</p>
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Weeks/Teaching Pattern: Day-to-day it is easier to check the specific week, but for an overview pick the term your module is in.

Week(s)

Autumn Term (standard): ranging w/c 28 Sep - w/c 7 Dec 2020
Autumn Term (non-standard): ranging w/c 24 Aug - w/c 14 Dec 2020
MSc Business School Autumn Term 1: w/c 28 Sept - w/c 7 Dec 2020

Some programmes run out of the 'standard' term dates, so there are 'standard' and 'non-standard' options to choose from.

Timetable Style/'Type of Report' Options

There are many different ways of looking at the timetables. For a standard module running weekly at the same time/day we suggest looking at '*Module List (By Day)*' or '*Grid Timetable*'.

For a more complicated timetable it is worth finding a style that works for your needs.

- Module List (By Day)
- Module List (By Weeks)
- Grid Timetable
- Event Sheet (Without Student Sets)
- Event Sheet (With Student Sets)
- Master Module

When you click **View Timetable** you will see the details of the module including time of the day, room and lecturer:

Tuesday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description	Joint between...	No. of Students	Room	Lecturer
14:30	15:50	05/10/20-26/10/20, 09/11/20-07/12/20	AE2400	AE2400 Design II: Aeronautical/Tutorial 1/01 LEAD	Joint with EE3705	AE2400,EE3705	76	Online - Synchronous	Jagadeesh, Chetan Jagadeesh, Chetan

Searching by Programme of Study

You can search for all modules available to your specific programme of study by searching by **Programme**.

When you click **View Timetable** you will see the details of all of the modules included in that Programme of Study; this includes their times of the day, rooms and lecturers. This may have too much information to be useful to you.

Please contact your course officer or check Moodle to find out which tutorial/lab you have been assigned to if more than one exists per module.

Schedule For Mathematics and Finance BSc 2/3 for week commencing Mon 28 Sep 2020-13 Dec 2020

Each of the tables below shows activities taking place on a specific day as defined in the table headings. Please check the dates carefully.

Monday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description	Joint between...	No. of Students	Room	Lecturer
9:00	9:50	26/09/20-26/10/20, 29/11/20-07/12/20	MA2016	MA2016 Real and Complex Analysis/Lecture 1/01			110	Online - Synchronous	Linckelmann, M Prof
10:00	11:50	23/09/20	MA2016	MA2016 Real and Complex Analysis/Bootcamp Lecture 1/01			110	Online - Synchronous	
11:00	11:50	09/10/20-26/10/20, 29/11/20-07/12/20	MA2016	MA2016 Real and Complex Analysis/Tutorial 1/01			62	Online - Synchronous	
13:00	13:50	23/09/20	MA2016	MA2016 Real and Complex Analysis/Bootcamp Lecture 1/02			110	Online - Synchronous	
14:00	14:50	05/10/20-07/12/20	AS2114	AS2114 Fundamentals of Finance/Tutorial 1/01	Weeks 2-11		28	C307	Appadu, Naresh V L

Tuesday

Start Time	Finish Time	Week Commencing	Module Code	Activity	Description	Joint between...	No. of Students	Room	Lecturer
10:00	12:50	28/09/20	MA2016	MA2016 Real and Complex Analysis/Bootcamp Lecture 1/02			110	Online - Synchronous	

Searching by Cohort or Student Set

Nursing and Midwifery students can view their **Cohort's** timetable for an overview.

View Timetables By

[Department](#)

[Programme](#)

[Module](#)

[Student Set](#)

[Cohort \(Nursing and Midwifery\)](#)

Nursing and Midwifery: Cohort Timetables:

Select the desired cohort(s), the week(s) to cover and the style of timetable, then click on View Timetable.

Cohort(s)

Law LLB 1/3 groups 1-14
Law LLB 1/3 groups 15-28
March 2015 PG Dip Midwifery
March 2016 PG Dip Midwifery
March 2017 PG Dip Midwifery
Public Health/September 2016
September 2014 BSc Midwifery

Students who have been assigned to a specific group (such as Nursing and Law (excluding LLB3 and GELLB2)) can view their **Student Set**'s timetable; this shows which session their specific group has been assigned it.

[Student Set](#)

[Cohort \(Nursing and Midwifery\)](#)

[Staff](#)

Other

[Rooms](#)

[Facilities Management](#)

[Excel Calendars](#)

Department:

You can refine your search by typing (part of) a Student Set name into the textbox:

Student Set(s)

- Law GDL 1/1 Group M
- Law GDL 1/1 Group N
- Law GELLB 1/2 Group 1
- Law GELLB 1/2 Group 2
- Law LLB 1/3 Group 01
- Law LLB 1/3 Group 02**
- Law LLB 1/3 Group 03

Further Guidance/Queries

If you have any queries about your timetable, please contact your course officer. Their contact details are provided within your Induction Pack. If you are unsure of their details, City's [Student Centre](#) may be able to assist (+44 (0)20 7040 7040).