

# Timetabling, Attendance Monitoring and Graduations

The Timetabling, Attendance Monitoring and Graduations Team are one of three cross-institutional teams within the Registry. The team works closely with academic and programme support colleagues to ensure effective operation of the attendance monitoring and timetabling systems, production and publication of teaching (academic) and examination timetables for staff and students, along with arranging specific accommodations for students with disabilities and specific learning difficulties during examinations, training and allocation of invigilators, production and distribution of University degree certificates and the planning and organisation of the University's Academic Award Ceremonies (graduations).

The team are based on the first floor of the Gateway Building, City Campus and consist of eight team members and one Team Manager. Five members of the team have specific responsibility for timetabling and attendance monitoring functions, 2 members have specific responsibility for graduations and certificates and 1 member provides admin support in all areas.

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