

IMPERIAL

Completing ASK Timetabling Request Forms: User Guide

**Faculty of Medicine
Timetabling Team**

July 2025, Version 1.0

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1. Introduction

This user guide offers step-by-step instructions for completing the ASK online Timetabling Request Forms. These forms are used to submit teaching space requests for undergraduate and postgraduate taught courses to the Faculty of Medicine (FoM) Timetabling Team. For further details about the ASK system, please visit [ICT Service Desk](#)

2. Who should use the ASK Forms

This form should be completed by:

- Course admin and academic teaching staff responsible for the 6-year MBBS course.
- Course admin and academic teaching staff responsible for postgraduate taught courses.
- Course admin and academic teaching staff responsible for short courses.
- Non- FoM faculty and departments wanting to book FoM spaces.
- Staff who have queries about FoM centrally managed teaching spaces or any timetabling or room booking queries not covered by the forms.

3. Accessing ASK Online Forms

Go to [FoM ASK Imperial timetabling forms](#). There are 6 forms:

FEO Timetabling

[FEO Timetabling - general en...](#)

This form should be used to raise any queries about Medicine's centrally managed teaching spaces or timetabling and room booking processes.

View Details

[FoM Short Courses – Timeta...](#)

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

View Details

[Non-Medicine departments r...](#)

This form should be completed by non-Faculty of Medicine staff requesting to assign Medicine room(s) to non-Medicine teaching event(s).

View Details

[PG \(Taught\) – Timetabling Re...](#)

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

View Details

[Phase 1 – Timetabling Reque...](#)

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 1

View Details

[Phase 2 – Timetabling Reque...](#)

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2

View Details

[Phase 3 – Timetabling Reque...](#)

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

View Details

4. Completing the Forms

Detailed instructions are provided in the next sections to complete each of the above forms.

5. Phase 1 – Timetabling Request Form

The online form [Phase 1 – Timetabling Request Form - ASK Imperial](#) is intended for **course administrators** or **academic teaching staff** to submit timetabling requests related to **Phase 1** teaching events via the CELCAT system.

Use the form to request any of the following:

- **Creation** of new Phase 1 teaching events
- **Cancellation** or **amendment** of existing Phase 1 teaching events
- An **up-to-date teaching schedule** for Phase 1

Please ensure all required fields are completed accurately to avoid delays in processing your request. Fields marked with an asterisk (*) are **required**.

5.1 Initial details capture – figure 1

On behalf of:

Select whether you are submitting this request:

- **Myself** - if you are the person making the request (default).
- **Someone else** - if you are submitting the request on behalf of another staff member. You will be asked to provide details.

* Role / Position:

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of the course.
- **Course Lead** - Academic lead for the course, typically a module, domain or topic lead.
- **Teaching Coordinator** - Administrative staff usually based at clinical sites and responsible for placements - not applicable for Phase 1.
- **Please specify any additional information in the box below** – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

* What would you like to request?

Select the type of timetabling request you are submitting. Options include:

- **Create new teaching event(s):**
Choose this if you need to add a new lecture, seminar, or other teaching session that is not currently in the timetable.
- **Deletion or amendment of existing teaching event(s):**
Choose this if you need to delete or change an already scheduled teaching session — such as the time, location, or room.
- **Request for an up-to-date teaching schedule(s):**
Select this if you only need to view the current Phase 1 teaching schedule for a module.

Tip: Only select one option per request. If you need to make multiple types of requests, please submit separate forms for each teaching request type.

Phase 1 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 1

This form should be completed by course administrators or academic teaching staff to request:

- creation of new Phase 1 teaching event(s)
- cancellation or amendment of existing Phase 1 teaching event(s)
- up-to-date teaching schedule(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Create new teaching event(s)

-- None --

Create new teaching event(s)

Deletion or amendment of existing teaching event(s)

Request up-to-date teaching schedule(s)

Submit

Required information

Event details I confirm

Figure 1- On behalf of, Role and Request

5.2 Create new teaching event(s) – figures 2-7

Having selected to 'Create new teaching event(s)' in figure 1, you will be asked before you proceed, to follow these steps:

1. **Check Room Availability and Capacity**
Before proceeding you should ensure that the room(s) you require for your event are available using [CELCAAT Calendar](#) and have the necessary capacity [Rooms Information](#)
2. **Click "Add" to submit single or multiple requests**
After verifying the room details, click on the **Add** button to submit a request for one or multiple teaching events.

Figure 2 - Create new teaching event(s)

3. * Add Room Location (Campus)

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [Room Moveable Partitions video](#) on how to operate the partition wall.

Choose an option:

- Charing Cross
- Chelsea and Westminster
- Hammersmith
- South Kensington
- St Mary's
- White City
- Remote Room (Live online events)
- No room required (Guided Independent study events)

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

4. * **Select a Room Name** (from the drop-down list).
5. * **The partition walls are closed as default.** If you selected a room with partition walls, please indicate if the partitions should be open for this teaching session.
6. ***Select a Teaching event category** (from the drop-down list).
7. ***Select the course year for the teaching schedule** (from the drop-down list).
8. * **Select a Banner/CELCAT module code** (from the drop-down list).
9. * **Add a Student Group** (if applicable).
10. * **Select a CELCAT Team(s)** (from the drop-down list).
11. * **Select the event date** (format DD/MM/YYYY) from the calendar.
12. * **Add the start time of the event** (HH: MM 24 hr format).
13. * **Add the end time of the event** (HH: MM 24 hr format).
14. * **State the rationale for your request** (a brief explanation for the request).
15. When all required sections are completed, click on the **Add** button.

Add Row

Room Location (Campus)

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day.
The partition wall between in WCMUH 1202 and WCMUH 1203 is [self-service](#). Please watch [video](#) on how to operate the partition wall.

Charing Cross

Room Name (Please select single or multiple rooms)

CXRB 102 - Brian Drewe Lecture Theatre

The partition walls are closed as default. If you selected a room with partition walls, please indicate if the partitions should be open for this teaching session

-- None --

If you selected CXLB 721A/B or CXLB 722 A/B, please indicate whether the curtains are needed

Not applicable

Teaching event category

(A: Assessment, M: Miscellaneous, O: Organisation and T: Teaching)

T - Lecture

Please select the course year for the teaching schedule

Phase 1a

Please select the Banner code(s) / Celcat module(s)

MED140001 - Principles of Medicine

Student group(s)

Please type the group names in text box below

Please type the group names in text box below

MBBS AII-Y1

Please indicate the Celcat Team(s)

1a Genetics

Please select the event date below

03/11/2025

Please provide event start time

09:00

Please provide event end time

9:50

Please state the rationale for your request below

Modes of Inheritance lecture for all students

Cancel Add

Figure 3 - Adding event details

Tip: You can add multiple requests. To add multiple requests, select the **Add** button and you will repeat the cycle above for each request.

Once all requests have been added you will be prompted to confirm that you have checked the room availability via [CELCAT Calendar](#) and the room capacity on the [FEO timetabling website](#) and the number of attendees to not exceed the capacity of the required rooms(s). You can also add any attachments at this point.

16. After completing this section choose the **Submit** button to submit your request.

Create new teaching event(s)

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

* Event details

AddRemove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed at
	Charing Cross	CXRB 102 - Brian Drewe Lecture Theatre	Not applicable

I have checked the room availability via [CELCAT Calendar](#) and capacity on the [TTFEO website](#) and the number of attendees do not exceed the capacity of the required room(s).

☒ * I confirm

Add attachments

Submit

Figure 4 – Submit request

Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 4). At this point you can add any additional information about your request.

The screenshot displays a web application interface for managing requests. At the top, a breadcrumb trail shows 'Home > My Request - CS0705785'. Below this, a header section contains the request number 'CS0705785', creation and update timestamps ('Created 18m ago', 'Updated 18m ago'), and a 'New' status. A blue title bar reads 'Phase 1 - Timetable Change requests: Create new teaching event(s)' with an 'Actions' dropdown. Below the title bar, a status bar shows 'Priority 4 - Low' and the user 'Internal User Michele Foot'. A tabbed interface includes 'Activity' (selected), 'Case summary', 'Attachments', and 'Update Watchlist'. The 'Activity' tab features a rich text editor with a toolbar and a text area containing the instruction: 'Add any additional information here if needed, otherwise leave this section blank.' A 'Send' button is located to the right of the text area. Below the editor, a list of activity items is shown. The first item, from 'Michele Foot' 18m ago, contains detailed event information. The second item, also from 'Michele Foot' 18m ago, shows the text 'CS0705785 Created', which is highlighted with a red box.

Home > My Request - CS0705785

Number
CS0705785

Created 18m ago Updated 18m ago State New

Phase 1 - Timetable Change requests: Create new teaching event(s) Actions

Priority 4 - Low Internal User Michele Foot

Activity Case summary Attachments Update Watchlist

Paragraph Paragraph Add any additional information here if needed, otherwise leave this section blank.

Send

Michele Foot 18m ago • Work notes
New event details: Campus: Charing Cross Room name(s): CXRB 102 - Brian Drewe Lecture Theatre Partitions: Not applicable Curtains: Not applicable Teaching event category: Lecture Course year: Phase 1a Banner code(s): MED40001 - Principles of Medicine Student group: Please type the group names in text box below Group names (if applicable): MBBS All-Y1 Teaching team(s): 1a Genetics Event date: 03/11/2025 Event start time: 09:00 Event finish time: 9:50 Please state the rational for your request below: Modes of Inheritance lecture for all students

Michele Foot 18m ago
CS0705785 Created

Figure 5 – Confirmation of request submitted

Home > My Request - CS0705785

Number	Created	Updated	State
CS0705785	32m ago	32m ago	New

Phase 1 - Timetable Change requests: Create new teaching event(s)

Actions ▾

Priority
4 - Low

Internal User
Michele Foot

Activity Case summary Attachments Update Watchlist

Paragraph ▾ A ▾ B I U

Send

Michele Foot 12m ago • Additional comments

Add any additional information here if needed, otherwise leave this section blank.

Michele Foot 32m ago • Work notes

New event details: Campus: Charing Cross Room name(s): CXRB 102 - Brian Drewe Lecture Theatre Partitions: Not applicable Curtains: Not applicable Teaching event category: Lecture Course year: Phase 1a Banner code(s): MEDI40001 - Principles of Medicine Student group: Please type the group names in text box below Group names (if applicable): MBBS All-Y1 Teaching team(s): 1a Genetics Event date: 03/11/2025 Event start time: 09:00 Event finish time: 9:50 Please state the rational for your request below: Modes of Inheritance lecture for all students

Michele Foot 32m ago


CS0705785 Created

Figure 6 – Adding additional info (if needed)

- The next step is to select the **Send** button. This updates your request with any additional information submitted (see “Additional comments”).

When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the ‘CS’ case ticket number of your request.

Case CS0705785 opened - Phase 1 - Timetable Change requests: Create new teaching event(s)



ASK Imperial

To ● Foot, Michele

😊

↩ Reply

↩ Reply All

➡ Forward

📧

⋮

Wed 20/08/2025 07:5

IMPERIAL

Case CS0705785 opened - Phase 1 - Timetable Change requests: Create new teaching event(s)

Dear Michele Foot,

Thank you for your [enquiry](#). We will be in contact with you as soon as we are able.

Thank you,

FEO Timetabling Team

Imperial College London

[Faculty of Medicine - Timetabling FEO | Faculty of Medicine | Imperial College London](#)

Ref:MSG12499714_WtieZ4Nv5zvfJsa8wgn

Figure 7 – Confirmation of request submitted with the ‘CS’ ticket case number

5.3 Deletion or amendment of existing teaching event(s)

Having selected 'Deletion or amendment of existing teaching events' in figure 1, before proceeding with your amendment request, you will be asked to check that is possible using [CELCAT Calendar](#).

5.3.1 Delete an existing teaching event – figure 8

- State the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) to find the session event ID.
- You will be prompted to state the rationale for your request, **confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT.

Phase 1 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 1

This form should be completed by course administrators or academic teaching staff to request:

- creation of new Phase 1 teaching event(s)
- cancellation or amendment of existing Phase 1 teaching event(s)
- up-to-date teaching schedule(s)

On behalf of

☒ Myself ☐ Someone else

*Role / position

Course Administrator

*What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT.

*What would you like to do?

Delete

*Please state the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)].

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT


4567891

*Please state the rationale for your request below

This seminar is being removed from the timetable.

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ I confirm

 Add attachments

Submit

Figure 8 – Deleting an event

As per figure 5 above, once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' ticket case number (see top left and bottom left of the next screen, figure 4). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

5.3.2 Amend an existing teaching event – figure 9

- State the CELCAT event id(s) of the event(s) you wish to amend and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) to find the session event ID.
- You will be prompted to state the rationale for your request, **confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Phase 1 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 1

This form should be completed by course administrators or academic teaching staff to request:

- creation of new Phase 1 teaching event(s)
- cancellation or amendment of existing Phase 1 teaching event(s)
- up-to-date teaching schedule(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT.

* What would you like to do?

Amend

* Please state the CELCAT event id(s) and all the changes you wish to make (i.e. session title(s), date(s), time(s) (HH:MM), remove/add/replace rooms etc.) in the box below.


Change Event Id 4567891 from 10-12 to 11-1pm

* Please state the rationale for your request below

Amending to allow an earlier session to be added to the timetable

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ *I confirm

 Add attachments

Submit

Figure 9 – Amending an event

As per figure 5 above, once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 4). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

5.4 Request up-to-date teaching schedule(s) – figure 10

- Complete this form for an up-to-date teaching schedule for a phase 1 module, by selecting a Banner code from the drop down list.
- You will be prompted to **submit** your request.

Phase 1 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 1

This form should be completed by course administrators or academic teaching staff to request:

- creation of new Phase 1 teaching event(s)
- cancellation or amendment of existing Phase 1 teaching event(s)
- up-to-date teaching schedule(s)

* Indicates required

On behalf of
☒ Myself ☐ Someone else

* Role / position
 Course Administrator

* What would you like to request?
 Request up-to-date teaching schedule(s)

* Please select the Banner code(s) which should be listed in schedule

MEDI40001 - Principles of Medicine
 MEDI40002 - Bioregulatory Systems 1a
 MEDI40003 - Clinical and Scientific Integration 1a
 MEDI40004 - Patients, Communities and Healthcare 1a
 MEDI40005 - Lifestyle Medicine and Prevention 1a
 MEDI50001 - Bioregulatory Systems 1b
 MEDI50002 - Clinical and Scientific Integration 1b

Submit

Required information
 Please select the Banner code(s) which should be listed in schedule

Figure 10 – Request up-to-date teaching schedule

- As per figure 5 above, once you once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 4). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

6. Phase 2 – Timetabling Request Form

The online [Phase 2 – Timetabling Request Form](#) is intended for **BSc pathway administrators** or **teaching support staff** to submit timetabling requests related to **Phase 2** teaching events via the CELCAT system.

Use the form to request any of the following:

- Creation of new Phase 2 teaching event(s)
- Cancellation or amendment of existing Phase 2 teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

Please ensure all required fields are completed accurately to avoid delays in processing your request. Fields marked with an asterisk (*) are **required**.

6.1 Initial details capture – figure 1

The screenshot shows the 'Phase 2 – Timetabling Request Form' interface. At the top, it states: 'This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2'. Below this, a light blue box contains the text: 'This form should be completed by course administrators or academic teaching staff to request:' followed by a bulleted list: '- Creation of new Phase 2 teaching event(s)', '- Cancellation or amendment of existing Phase 2 teaching event(s)', '- Up-to-date teaching schedule(s)', and '- Submit timetabling data collection form(s)'. Below the list, there is a section for 'On behalf of' with two radio buttons: 'Myself' (selected) and 'Someone else'. Below this is a section for 'Role / position' with a dropdown menu showing '-- None --'. Below that is a section for 'What would you like to request?' with a dropdown menu also showing '-- None --'. At the bottom right, there is a paperclip icon and the text 'Add attachments'.

Figure 1 - Role/ Position, request type

On behalf of:

Select whether you are submitting this request for:

- **Myself** - if you are the person making the request (default).
- **Someone else** - if you are submitting the request on behalf of another staff member. You will be asked to provide details.

* Role / Position:

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of the course.
- **Course Lead** - Academic lead for the course
- **Teaching Coordinator** - Administrative staff usually based at clinical sites and responsible for placements - not applicable for Phase 2
- **Please specify any additional information in the box below** – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

*** What would you like to request?**

Select the type of timetabling request you are submitting. Options include:

- **Create new teaching event(s):**
Choose this if you need to add a new lecture, seminar, or other teaching session that is not currently in the timetable.
- **Deletion or amendment of existing teaching event(s):**
Choose this if you need to delete or change an already scheduled teaching session — such as the time, date or room(s).
- **Request for an up-to-date teaching schedule(s):**
Select this if you only need to view the current Phase 2 teaching schedule for a module. BSc pathway admins should download excel reports of their modules directly from CELCAT live.
- **Submit timetabling data collection form(s):**
Use this option to upload your data collection form(s) via the attachments button.

Tip: Only select one option per request. If you need to make multiple types of requests, please submit separate forms for each teaching request type.

6.2 Create new teaching event(s) – figures 2-7

*What would you like to request?

Create new teaching event(s) ▼

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

* Event details

Add Remove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed as

I have checked the room availability via [CELCAT Calendar](#) and capacity on the [TT FEO website](#) and the number of attendees do not exceed the capacity of the required room(s).

☐ * I confirm

Add attachments

Figure 2 - Create new teaching event(s)

Having selected to 'Create new teaching event(s)' in figure 1, you will be asked before you proceed, to follow these steps (figure 2):

1. **Check Room Availability and Capacity**

Before proceeding you should ensure that the room(s) you require for your event are available using [CELCAT Calendar](#) and have the necessary capacity via [Rooms Information](#)

2. **Click "Add" to submit single or multiple requests**

After verifying the room details, click on the **Add** button to submit a request for one or multiple teaching events.

3. *** Add Room Location (Campus) – figure 3**

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [Room Moveable Partitions video](#) on how to operate the partition wall.

Add Row
✕

*Room Location (Campus) ?

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. ✕

The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [video](#) on how to operate the partition wall.

-- None --

-- None --
Charing Cross
Chelsea and Westminster
Hammersmith
South Kensington
St Mary's
White City

Figure 3 - Campus selection

Choose an option:

- Charing Cross
- Chelsea and Westminster
- Hammersmith
- South Kensington
- St Mary's
- White City
- Remote Room (Live online events)
- No room required (Guided Independent study events)

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

4. *** Select a Room Name** (from the drop-down list).
5. *** The partition walls are closed as default.** If you've selected a room with partition walls, please indicate if the partitions should be open for this teaching session.
6. ***Select a Teaching event category** (from the drop-down list).
7. *** Select a Banner/CELCAT module code** (from the drop-down list).
8. *** Add a Student Group** (if applicable).
9. ***Indicate your total number of attendees for the session**
10. *** Select the event date** (format DD/MM/YYYY) from the calendar.
11. *** Add the start time of the event** (HH: MM 24 hr format).
12. *** Add the end time of the event** (HH: MM 24 hr format).
13. Provide the name of the staff member you'd like added as a CELCAT resource. If they're not on the database, BSc admins should contact CTSO to add them. After the event is created, managing staff resources is the responsibility of the BSc pathway administrator.
14. When all required sections are completed, click on the **Add** button.

Add Row

Room Location (Campus) ?

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day.

The partition wall between in WCMUH 1202 and WCMUH 1203 is [self-service](#). Please watch [video](#) on how to operate the partition wall.

Charing Cross

Room Name (Please select single or multiple rooms)

CXGH 1.14 - Glenister Lecture Theatre

The partition walls are closed as default. If you selected a room with partition walls, please indicate if the partitions should be open for this teaching session

N/A

Teaching event category

Academic Tutorial

Banner code

MEDI60001 - Topics in Global Health

Student group

MBBS BSc GH

Please indicate total number of attendees (staff and students) for this teaching session

20

Please select the event date below ?

Date cannot be in the past

06/10/2025

Please provide event start time

09:00

Please provide event end time

12:00

Name of the staff delivering the teaching event (the event will be published to the staff IC Outlook calendar)

Cancel Add

Figure 4 - Adding event details

Tip: You can add multiple requests. To add multiple requests, select the **Add** button and you will repeat the cycle above for each request.

Once all requests have been added you will be prompted to confirm that you have checked the room availability via [CELCAT Calendar](#) and the room capacity on the [FEO timetabling website](#) and the number of attendees to not exceed the capacity of the required room(s). You can also add any attachments at this point.

15. After completing this section choose the **Submit** button to submit your request (figure 5).

*Role / position

Course Administrator

*What would you like to request?

Create new teaching event(s)

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

*Event details

Add Remove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed as
✕	Charing Cross	CXGH 1.14 - Glenister Lecture Theatre	N/A

Submit

Required information

I confirm

Figure 5 - Submit request

16. Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 6). At this point you can add any additional information about your request.

Number
CS0716664

Created just now Updated just now State New

Phase 2 - Timetable Change requests: Create new teaching event(s) Actions -

Priority 4 - Low Internal User Allyson Chan

Activity Case summary Attachments Update Watchlist

Send

Allyson Chan just now • Work notes

New event details: Campus: Charing Cross Room name(s): CXGH 1.14 - Glenister Lecture Theatre Partitions: N/A Curtains: undefined Teaching event category: Academic Tutorial Banner code(s): MEDI60001 - Topics in Global Health Student group: MBBS BSc GH Please indicate total number of attendees (staff and students) for this teaching session: 20 Event date: 06/10/2025 Event start time: 09:00 Event finish time: 12:00 Name of the staff delivering the teaching event:

Allyson Chan just now

CS0716664 Created

Figure 6 - Confirmation of request submission

17. Any additional information you wish to add can be submitted via the free text box above (figure 6). The next step is to select the **Send** button. This updates your request with any additional information submitted.
18. When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the 'CS' case ticket number of your request (figure 7).

IMPERIAL

Case CS0716664 opened - Phase 2 - Timetable Change requests: Create new teaching event(s)

Dear Allyson Chan,

Thank you for your [enquiry](#). We will be in contact with you as soon as we are able.

Thank you,

FEO Timetabling Team
Imperial College London
[Faculty of Medicine - Timetabling FEO | Faculty of Medicine | Imperial College London](#)

Ref:MSG12700678_3PwxosRJqJhHbEurLjD

Figure 7 - Confirmation email request submission

6.3 Deletion or amendment of existing teaching event(s)

Phase 2 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 2 teaching event(s)
- Cancellation or amendment of existing Phase 2 teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of
☒ Myself ☐ Someone else

* Role / position
Course Administrator

* What would you like to request?
Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CEL CAT Calendar](#)

* What would you like to do?
-- None --
Delete
Amend

Figure 8 - Deletion or amendment requests

Having selected 'Deletion or amendment of existing teaching events' (figure 8), before proceeding with your amendment request, you will be asked to check availability using [CELCAT Calendar](#).

6.3.1 Delete an existing teaching event – figure 9

- State the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) or live to find the session event ID.
- **Confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) but keep the event(s) in CELCAT.

Phase 2 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 2 teaching event(s)
- Cancellation or amendment of existing Phase 2 teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

Role / position

Course Administrator

What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

What would you like to do?

Delete

Please state the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)].

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT

ID 5617724 - 25/01/26, 0900 - 1200

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ I confirm

Add attachments

Figure 9 - Details of deletion

As per figure 6 above, once you once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

6.3.2 Amend an existing teaching event – figure 10

- State the CELCAT event id(s) of the event(s) you wish to amend and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) or live to find the session event ID.
- **Confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Phase 2 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 2 teaching event(s)
- Cancellation or amendment of existing Phase 2 teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

* What would you like to do?

Amend

* Please state the CELCAT event id(s) and all the changes you wish to make (i.e. session title(s), date(s), time(s) (HH:MM), remove/add /replace rooms etc.) in the box below.

Move ID 4185253 to 17th October 2026, start 0930, end 1030, relocate to WEC SR III.

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ * I confirm


 Add attachments

Figure 10 - Amending an event

As per figure 6 above, once you once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

6.4 Request up-to-date teaching schedules (**academic staff only**) – figure 11

- Complete this form for an up-to-date teaching schedule for a phase 2 module, by selecting a Banner code from the drop-down list.
- You will be prompted to **submit** your request.

Phase 2 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 2 teaching event(s)
- Cancellation or amendment of existing Phase 2 teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Request up-to-date teaching schedule(s)

* Please select the Banner code(s) which should be listed in schedule

- MEDI60001 - Topics in Global Health
- MEDI60002 - Topics in Molecular and Translational Haematology
- MEDI60003 - Topics in Anaesthesia and Critical Care
- MEDI60004 - Topics in Cancer Frontiers**
- MEDI60005 - Topics in Cardiovascular Sciences

Figure 11 - Requesting up-to-date teaching schedule

***Note – Excel reports are static and do not update in real time. The data shown reflects information only up to the time the report was generated. ***

As per figure 6 above, once you once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

6.5 Submit data collection form(s) – figure 12

- Complete this form to submit your data collection form(s) as an attachment by clicking on the 'add attachment' button on the bottom right hand corner (highlighted in figure 2)
- Use the free text box to provide any further information you would like to include
- You will be prompted to **submit** your request.

Phase 2 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 2

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 2 teaching event(s)
- Cancellation or amendment of existing Phase 2 teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Submit timetabling data collection form(s) (termly timetabling process only)

* Please use the free text box below to provide any additional information about your timetabling data collection form(s)

Add attachments

Figure 12 – submit timetabling data collection form via the 'add attachments' button

As per figure 6 above, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

7. Phase 3 – Timetabling Request Form

The online [Phase 3 – Timetabling Request Form](#) is intended for **academic teaching or teaching support staff** to submit timetabling requests related to **Phase 3** teaching events via the CELCAT system.

Use the form to request any of the following:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

Please ensure all required fields are completed accurately to avoid delays in processing your request. Fields marked with an asterisk (*) are **required**.

7.1 Initial details capture – figure 1

Phase 3 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

-- None --

* What would you like to request?

-- None --

Add attachments

Figure 1 - Role/ Position, request type

On behalf of:

Select whether you are submitting this request for:

- **Myself** - if you are the person making the request (default).
- **Someone else** - if you are submitting the request on behalf of another staff member. You will be asked to provide details.

* Role / Position:

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of the course.
- **Course Lead** - Academic lead for the course
- **Teaching Coordinator** - Administrative staff usually based at clinical sites and responsible for placements

- **Please specify any additional information in the box below** – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

*** What would you like to request?**

Select the type of timetabling request you are submitting. Options include:

- **Create new teaching event(s):**
Choose this if you need to add a new lecture, seminar, or other teaching session that is not currently in the timetable.
- **Deletion or amendment of existing teaching event(s):**
Choose this if you need to delete or change an already scheduled teaching session — such as the time, date or room(s).
- **Request for an up-to-date teaching schedule(s):**
Select this if you only need to view the current Phase 3a or 3b teaching schedule for specific rotation
- **Submit timetabling data collection form(s):**
Use this option to upload your data collection form(s) via the attachments button.

Tip: Only select one option per request. If you need to make multiple types of requests, please submit separate forms for each teaching request type.

7.2 Create new teaching event(s) – figures 2-7

*What would you like to request?

Create new teaching event(s) ▼

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

* Event details

Add Remove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed as

I have checked the room availability via [CELCAT Calendar](#) and capacity on the [TT FEO website](#) and the number of attendees do not exceed the capacity of the required room(s).

☐ * I confirm


 Add attachments

Figure 2 - Create new teaching event(s)

Having selected to 'Create new teaching event(s)' in figure 1, you will be asked before you proceed, to follow these steps (figure 2):

- 1. Check Room Availability and Capacity**

Before proceeding you should ensure that the room(s) you require for your event are available using [CELCAT Calendar](#) and have the necessary capacity via [Rooms Information](#)

- 2. Click "Add" to submit single or multiple requests**

After verifying the room details, click on the **Add** button to submit a request for one or multiple teaching events.

- 3. * Add Room Location (Campus) – figure 3**

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [Room Moveable Partitions video](#) on how to operate the partition wall.

Add Row
✕

*Room Location (Campus) ?

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. ✕
The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [video](#) on how to operate the partition wall.

-- None --

🔍

-- None --
Charing Cross
Chelsea and Westminster
Hammersmith
South Kensington
St Mary's
White City

Figure 3 - Campus selection

Choose an option:

- Charing Cross
- Chelsea and Westminster
- Hammersmith
- South Kensington
- St Mary's
- White City
- Remote Room (Live online events)
- No room required (Guided Independent study events)

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

4. *** Select a Room Name** (from the drop-down list).
5. *** The partition walls are closed as default.** If you've selected a room with partition walls, please indicate if the partitions should be open for this teaching session.
6. ***Select a Teaching event category** (from the drop-down list).
7. ***Select course year (phase 3a or 3b)** (from the drop-down list)
8. *** Select a Banner/CELCAT module code** (from the drop-down list).
9. Add a Student Group (**for use by 3a Pathology only**).
10. ***Select a CELCAT team(s)** (from the drop-down list).
11. ***Indicate your total number of attendees for the session**
12. *** Select the event date** (format DD/MM/YYYY) from the calendar.
13. *** Add the start time of the event** (HH: MM 24 hr format).
14. *** Add the end time of the event** (HH: MM 24 hr format).
15. When all required sections are completed, click on the **Add** button.

Add Row

* Room Location (Campus)

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day.

The partition wall between in WCMUH 1202 and WCMUH 1203 is [self-service](#). Please watch [video](#) on how to operate the partition wall.

Charing Cross

* Room name

CXGH 1.14 - Glenister Lecture Theatre

* The partition walls are closed as default. If you selected a room with partition walls , please indicate if the partitions should be open for this teaching session

Not applicable

If you selected CXLB 721A/B or CXLB 722 A/B, please indicate whether the curtains are needed

Not applicable

* Teaching event category

Academic Tutorial

* Please select the course year for the teaching schedule

Phase 3a

* Please select the Banner code(s) / Celcat Module(s)

MEDI70034 - Patients, Communities and Healthcare 3a

Student group(s)

-- None --

* Please indicate the Celcat Team(s)

3a General Practice

* Please indicate total number of attendees (staff and students) for this teaching session

25

Please select the event date below

13/10/2025

* Please provide event start time

09:00

* Please provide event end time

12:00

Cancel

Add

Figure 4 – Adding event details

Tip: You can add multiple requests. To add multiple requests, select the **Add** button and you will repeat the cycle above for each request.

Once all requests have been added you will be prompted to confirm that you have checked the room availability via [CELCAT Calendar](#) and the room capacity on the [FEO timetabling website](#) and the number of attendees to not exceed the capacity of the required rooms(s). You can also add any attachments at this point.

16. After completing this section choose the **Submit** button to submit your request (figure 5).

*Role / position
Course Administrator

*What would you like to request?
Create new teaching event(s)

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

*Event details

Add Remove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed as
	Charing Cross	CXGH 114 - Glenister Lecture Theatre	N/A

I confirm

Figure 5 - Submit request

17. Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 6). At this point you can add any additional information about your request.

Number
CS0716746

Created just now Updated just now State New

Phase 3 - Timetable Change requests: Create new teaching event(s) Actions +

Priority 4 - Low Internal User Allyson Chan

Activity Case summary Attachments Update Watchlist

Paragraph

Send

Allyson Chan just now • Work notes
New event details: Campus: Charing Cross Room name(s): CXGH 114 - Glenister Lecture Theatre Partitions: Not applicable Curtains: Not applicable Teaching event category: Academic Tutorial Course year: Phase 3a Banner code(s): MED170034 - Patients, Communities and Healthcare 3aundefined Student group(s): Group names (if applicable): Teaching team(s): 3a General Practice Please indicate total number of attendees (staff and students) for this teaching session: 25 Event date: 13/10/2025 Event start time: 09:00 Event finish time: 12:00

Allyson Chan just now
CS0716746 Created

Figure 6 – Confirmation of request submission

18. Any additional information you wish to add can be submitted via the free text box above (figure 6). The next step is to select the **Send** button. This updates your request with any additional information submitted.
19. When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the

IMPERIAL

Case CS0716746 opened - Phase 3 - Timetable Change requests: Create new teaching event(s)

Dear Allyson Chan,

Thank you for your [enquiry](#). We will be in contact with you as soon as we are able.

Thank you,

FEO Timetabling Team
Imperial College London
[Faculty of Medicine - Timetabling FEO | Faculty of Medicine | Imperial College London](#)

Ref:MSG12702066_TXbv6WU4C0Lw5Fp27mM

Figure 7 – Confirmation email of request submission

7.3 Deletion or amendment of existing teaching event(s)

Phase 3 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

* What would you like to do?

-- None --

-- None --

Delete

Amend

Figure 8 - Deletion or amendment requests

Having selected 'Deletion or amendment of existing teaching events' (figure 8), before proceeding with your amendment request, you will be asked to check availability using [CELCAT Calendar](#).

7.3.1 Delete an existing teaching event – figure 9

- State the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) to find the session event ID.
- **Confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) but keep the event(s) in CELCAT.

Phase 3 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

* What would you like to do?

Delete

* Please state the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. ?

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT ✖

Delete ID 5402413, 14th October 2026, 0900 - 1200.

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ I confirm

Figure 9 - Details of deletion

As per figure 6 above, once you once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom

left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

7.3.2 Amend an existing teaching event – figure 10

- State the CELCAT event id(s) of the event(s) you wish to amend and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) to find the session event ID.
- **Confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Phase 3 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

* What would you like to do?

Amend

* Please state the CELCAT event id(s) and all the changes you wish to make (i.e. session title(s), date(s), time(s) (HH:MM), remove/add /replace rooms etc.) in the box below.

Move ID 5424125 to CXRB 116B, change start time to 10:00

☒ * I confirm


 Add attachments

Figure 10 - Amending an event

As per figure 6 above, once you once you have submitted your request, you will be provided with a summary, and your request will be allocated a ‘CS’ ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request

(figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

7.4 Request up-to-date teaching schedule(s) – figure 11

- Complete this form for an up-to-date teaching schedule for a specific phase 3 rotation
- Select the relevant course year (phase 3a or 3b)
- Provide details of your request
- You will be prompted to **submit** your request.

Phase 3 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Request up-to-date teaching schedule(s)

Please select the course year for the teaching schedule (report is static DOES NOT update live with CELCAT)

* Please select the course year for the teaching schedule

Phase 3a

* Please provide details of your request below

Please send an excel spreadsheet of all autumn 2026/27 3a Population Health sessions.

☒ * I confirm

Add attachments

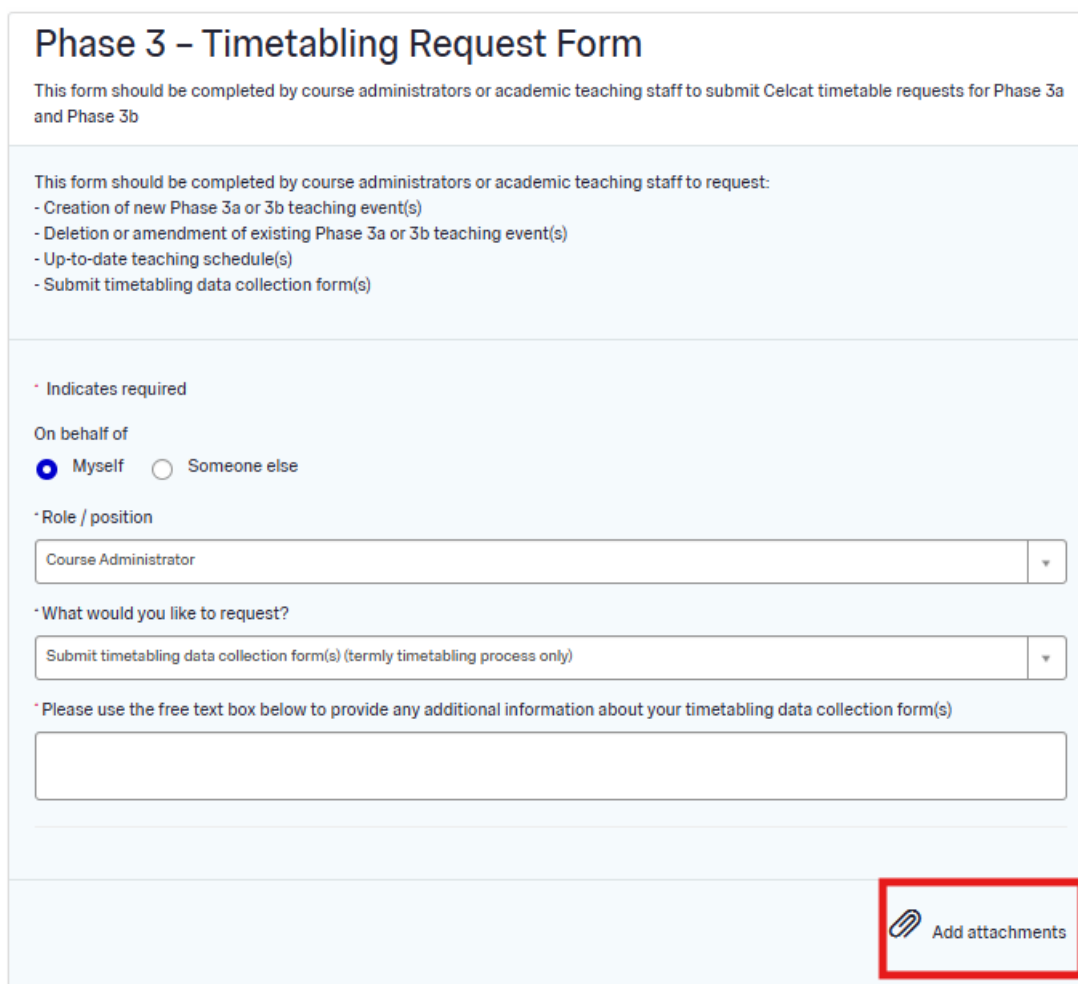
Figure 11 - Requesting up-to-date teaching schedule

***Note – Excel reports are static and do not update in real time. The data shown reflects information only up to the time the report was generated. ***

As per figure 6 above, once you once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

7.5 Submit data collection form(s) – figure 12

- Complete this form to submit your data collection form(s) as an attachment by clicking on the 'add attachment' button on the bottom right hand corner (highlighted in figure 2)
- Use the free text box to provide any further information you would like to include
- You will be prompted to **submit** your request.



Phase 3 – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for Phase 3a and Phase 3b

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new Phase 3a or 3b teaching event(s)
- Deletion or amendment of existing Phase 3a or 3b teaching event(s)
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Submit timetabling data collection form(s) (termly timetabling process only)

* Please use the free text box below to provide any additional information about your timetabling data collection form(s)


 Add attachments

Figure 12 – submit timetabling data collection form via the 'add attachments' button

As per figure 6 above, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in figure 6). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

8. Postgraduate (Taught) – Timetabling Request Form

The online [PG\(Taught\) – Timetabling Request Form](#) is intended for **PGT programme administrators** or **teaching support staff** to submit timetabling requests related to **PGT** teaching events via the CELCAT system.

Use the form to request any of the following:

- **Creation** of new PGT teaching events
- **Deletion** or **amendment** of existing PGT teaching events and allocated rooms.

Please ensure all required fields are completed accurately to avoid delays in processing your request. Fields marked with an asterisk (*) are **required**.

8.1 Initial details capture – Figure 8.1

The screenshot shows the 'PG (Taught) – Timetabling Request Form' interface. At the top, there is a breadcrumb trail: Home > All Catalogs > Service Catalogue > Faculty of Medicine > FEO Timetabling >. To the right is a search bar labeled 'Search Catalog' with a magnifying glass icon. Below the breadcrumb is the title 'PG (Taught) – Timetabling Request Form'. The main content area has a heading 'PG (Taught) – Timetabling Request Form' followed by a sub-heading 'This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes'. Below this, a list of request types is provided: 'Creation of new PGT teaching event(s)', 'Deletion or amendment of existing PGT teaching event(s)', 'Management of Celcat resources or Programme View', 'Up-to-date teaching schedule(s)', and 'Submit timetabling data collection form(s)'. To the right of the main form, there is a 'Submit' button and a 'Required information' section with two red boxes: 'Role / position' and 'What would you like to request?'. The main form has a section for 'On behalf of' with radio buttons for 'Myself' (selected) and 'Someone else'. Below this is a dropdown menu for 'Role / position' with a value of '-- None --'. Another dropdown menu for 'What would you like to request?' also shows '-- None --'. At the bottom right of the form is an 'Add attachments' button with a paperclip icon.

Figure 8.1 - Role/ Position, request type

On behalf of:

Select whether you are submitting this request for:

- **Myself** - if you are the person making the request (default).
- **Someone else** - if you are submitting the request on behalf of another staff member. You will be asked to provide details.

* Role / Position:

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of the programme
- **Teaching Staff** – Academics, Teaching Fellows, and Teaching Staff for the specific PGT programme/module(s)
- **Teaching Coordinator** - Administrative staff responsible for supporting Course Administrators and the delivery of the programmes
- **Please specify any additional information in the box below** – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

*** What would you like to request?**

Select the type of timetabling request you are submitting. Options include:

- **Create new teaching event(s):**
Choose this if you need to add a new lecture, seminar, or other teaching session that is not currently in the timetable.
- **Deletion or amendment of existing teaching event(s):**
Choose this if you need to delete or change an already scheduled teaching session - such as the time, date, or room(s).
- **Management of Celcat resources or Programme View** - in the current Celcat database
- **Request for an up-to-date teaching schedule(s):**
Select this if you only need to view the current PGT teaching schedule for specific banner codes (modules). PGT programme administrators should download Excel reports of their modules directly from CELCAT Live.
- **Submit timetabling data collection form(s)** – termly timetabling process only

Tip: Only select one option per request. If you need to make multiple types of requests, please submit separate forms for each teaching request type.

8.2 Create new teaching event(s) – Figures 8.2-8.7

*What would you like to request?

Create new teaching event(s) ▼

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

*Event details

Add Remove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed as

I have checked the room availability via [CELCAT Calendar](#) and capacity on the [TT FEO website](#) and the number of attendees do not exceed the capacity of the required room(s).

☐ *I confirm


 Add attachments

Figure 8.2 - Create new teaching event(s)

Having selected to 'Create new teaching event(s)' in Figure 8.1, you will be asked before you proceed to follow these steps (Figure 8.2):

19. Check Room Availability and Capacity

Before proceeding, you should ensure that the room(s) you require for your event are available using [CELCAT Calendar](#) and have the necessary capacity via [Rooms Information](#)

20. Click "Add" to submit single or multiple requests

After verifying the room details, click on the **Add** button to submit a request for one or multiple teaching events.

21. * Add Room Location (Campus) – Figure 8.3

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [Room Moveable Partitions video](#) on how to operate the partition wall.

Add Row x

*Room Location (Campus) ?

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. x

The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [video](#) on how to operate the partition wall.

-- None --

q

-- None --

Charing Cross

Chelsea and Westminster

Hammersmith

South Kensington

St Mary's

White City

Figure 8.3 - Campus selection

Choose an option:

- Charing Cross
- Chelsea and Westminster
- Hammersmith
- South Kensington
- St Mary's
- White City

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

22. * **Select a Room Name** (from the drop-down list).
23. * **The partition walls are closed by default.** If you've selected a room with partition walls, please indicate if the partitions should be open for this teaching session.
24. ***Select a Teaching event category** (from the drop-down list).
25. * **Select a Banner/CELCAT module code** (from the drop-down list).
26. * **Add a Student Group** (if applicable).
27. ***Indicate your total number of attendees for the session**
28. * **Select the event date** (format DD/MM/YYYY) from the calendar.
29. * **Add the start time of the event** (HH: MM 24 hr format).
30. * **Add the end time of the event** (HH: MM 24 hr format).
31. Provide the name of the staff member you'd like added as a CELCAT resource. If they're not on the database, PGT programme administrators should contact CTSO to add them. After the event is created, managing staff resources is the responsibility of the PGT programme administrators.
32. When all required sections are completed, click on the **Add** button.

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. ✕
The partition wall between in WCMUH 1202 and WCMUH 1203 is [self-service](#). Please watch [video](#) on how to operate the partition wall.

South Kensington

* Room Name (Please select single or multiple rooms)

✕ RCS1 310A - Teaching Room 3A (partition wall with RCS1 310B) ✕ RCS1 310B - Teaching Room 3B (partition wall with RCS1 310A)

* The partition walls are closed as default. If you selected a room with partition walls, please indicate if the partitions should be open for this teaching session

Open partition(s)

* Teaching event category

Class

* Please select department

WS Department of Surgery & Cancer

* Banner module code and name

✕ SURG70005 - Sensing, Perception and Neuroergonomics

Student group(s)

* Please indicate total number of attendees (staff and students) for this teaching session

65

* Please select the event date below ?

09/10/2025

* Please provide event start time

10:00

* Please provide event end time

11:30

Cancel

Add

Figure 8.4 - Adding event details

Tip: You can add multiple requests. To add multiple requests, select the **Add** button and you will repeat the cycle above for each request.

Once all requests have been added you will be prompted to confirm that you have checked the room availability via [CELCAT Calendar](#) and the room capacity on the [FEO timetabling website](#) and the number of attendees to not exceed the capacity of the required room(s). You can also add any attachments at this point.

33. After completing this section, choose the **Submit** button to submit your request (Figure 8.5).

PG (Taught) – Timetabling Request Form

☒ Myself
 ☐ Someone else

* Role / position

* What would you like to request?

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

* Event details

Add

Remove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed as
<input type="checkbox"/> <input type="checkbox"/>	South Kensington	RCS1 310A - Teaching Room 3A (partition wall with RCS1 310B), RCS1 310B - Teaching Room 3B (partition wall with RCS1 310A)	Open partition(s)

I have checked the room availability via [CELCAT Calendar](#) and capacity on the [TT FEO website](#) and the number of attendees do not exceed the capacity of the required room(s).

☐ * I confirm

Add attachments

Submit

Required information
☒ I confirm

Figure 8.5 - Submit request

34. Once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, Figure 8.6). At this point, you can add any additional information about your request.

Home > My Request - CS0717073

Number
CS0717073

Created
just now
Updated
just now
State
New

PG (Taught) Teaching Request Form Actions ▾

Priority
4 - Low
Internal User
LH Ludmilla Holmes

Activity Case summary Attachments Update Watchlist

Paragraph ▾
A ▾
B I U
List
Link
Table
Image

Send

LH Ludmilla Holmes just now • Work notes
New event details: Campus: South Kensington Room name(s): RCS1 310A - Teaching Room 3A (partition wall with RCS1 310B), RCS1 310B - Teaching Room 3B (partition wall with RCS1 310A) Partitions: Open partition(s) Curtains: Teaching event category: Class Banner code(s): SURG70005 - Sensing, Perception and Neuroergonomics Banner module code and name details when not listed: Student group: Please indicate total number of attendees (staff and students) for this teaching session: 65 Event date: 09/10/2025 Event start time: 10:00 Event finish time: 11:30

LH Ludmilla Holmes just now
CS0717073 Created

Figure 8.6 - Confirmation of request submission

35. Any additional information you wish to add can be submitted via the free-text box above (Figure 8.6). The next step is to select the **Send** button. This updates your request with any additional information submitted.
36. When you **submit** your request, you will receive an email, and any additional information added using the **send** button will trigger an update email, containing the 'CS' case ticket number of your request (Figure 8.7).

Case CS0717073 opened - PG (Taught) Teaching Request Form

Dear Ludmilla Holmes,

Thank you for your [enquiry](#). We will be in contact with you as soon as we are able.

Thank you,

FEO Timetabling Team

Imperial College London

[Faculty of Medicine - Timetabling FEO | Faculty of Medicine | Imperial College London](#)

Ref:MSG12709123_vKhXJ5kZU4OgmDsP7z

Figure 8.7 - Confirmation email request submission

8.3 Deletion or amendment of existing teaching event(s)

[Home](#) > [All Catalogs](#) > [Service Catalogue](#) > [Faculty of Medicine](#) >

Search Catalog

PG (Taught) – Timetabling Request Form

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Requesting up-to-date teaching schedule(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT.

* What would you like to do?

Amend

* Please state the CELCAT event id(s) and all the changes you wish to make (i.e. session title(s), date(s), time(s) (HH:MM), remove/add /replace rooms etc.) in the box below.

Submit

Required information

Please state the CELCAT event id(s) and all the changes you wish to make (i.e. session title(s), date(s), time(s) (HH:MM), remove/add /replace rooms etc.) in the box below.

Figure 8.8 - Deletion or amendment requests

Having selected 'Deletion or amendment of existing teaching events' (Figure 8.8), before proceeding with your amendment request, you will be asked to check availability using [CELCAT Calendar](#).

8.3.1 Delete an existing teaching event – Figure 8.9

- State the CELCAT event ID (s) of the event(s) you wish to delete and include other information [i.e., session title(s), date(s), time(s) (HH: MM)]. Use [the CELCAT Calendar](#) or live to find the session event ID.
- **Confirm** that you have carefully checked the details provided and add any attachments, then select the **Submit** button.

Note: Delete means to remove the event(s) from CELCAT, and De-room means to remove the room from the event(s) but keep the event(s) in CELCAT.

Home > All Catalogs > Service Catalogue > Faculty of Medicine >

Search Catalog

PG (Taught) – Timetabling Request Form

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Requesting up-to-date teaching schedule(s)

On behalf of

☒ Myself ☐ Someone else

• Role / position

Course Administrator

• What would you like to request?

Deletion or amendment of existing teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT.

• What would you like to do?

Delete

• Please state the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)].

Please delete the following events for META70024:
ID 4848578 on 10/10/25 13:30-14:30
ID 4848579 on 10/10/25 14:30-15:30

Add attachments

Submit

Figure 8.9 - Details of deletion

As per the first example in Figure 8.6, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in Figure 8.6). At this point, you can add any additional information about your request (Figure 8.6). After selecting the **Send** button, you will be sent an email confirming your request (and any further updates).

8.3.2 Amend an existing teaching event – Figure 8.10

- State the CELCAT event ID (s) of the event(s) you wish to amend and include other information [i.e., session title(s), date(s), time(s) (HH: MM)]. Use [the CELCAT Calendar](#) or live to find the session event ID.
- **Confirm** that you have carefully checked the details provided and add any attachments, then select the **Submit** button.

The screenshot shows a web interface for the 'PG (Taught) – Timetabling Request Form'. At the top, there is a navigation bar with links: Home > All Catalogs > Service Catalogue > Faculty of Medicine >. To the right is a search bar labeled 'Search Catalog' with a magnifying glass icon. Below the navigation bar, the page title 'PG (Taught) – Timetabling Request Form' is displayed. The main content area is divided into two columns. The left column contains the form fields, and the right column has a blue 'Submit' button. The form fields include: a heading 'PG (Taught) – Timetabling Request Form', a sub-heading 'This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes', a paragraph 'This form should be completed by course administrators or academic teaching staff to request:', a list of request types (Creation of new PGT teaching event(s), Deletion or amendment of existing PGT teaching event(s), Requesting up-to-date teaching schedule(s)), a section 'On behalf of' with radio buttons for 'Myself' (selected) and 'Someone else', a dropdown for 'Role / position' (set to 'Course Administrator'), a dropdown for 'What would you like to request?' (set to 'Deletion or amendment of existing teaching event(s)'), a note about checking the CELCAT Calendar, a dropdown for 'What would you like to do?' (set to 'Amend'), a paragraph asking for the CELCAT event ID and changes, and a text box containing 'Please update the start time of the event ID 4851868 from 09:45 to 09:00. Thank you.' At the bottom right of the form is an 'Add attachments' button with a paperclip icon.

Figure 8.10 - Amending an event

As per the first example in Figure 8.6, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in Figure 8.6). At this point, you can add any additional information about your request (Figure 8.6). After selecting the **Send** button, you will be sent an email confirming your request (and any further updates).

8.5 Management of Celcat Resources or Programme View in the current Celcat database – Figure 8.11

There are currently two options for managing Celcat resources:

- Add, amend, or delete Celcat Resource(s)
- Create new or edit the current Programme View structure

Home > All Catalogs > Service Catalogue > Faculty of Medicine > FEO Timetabling >

Search Catalog

PG (Taught) – Timetabling Request Form

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Management of Celcat resources or Programme View
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Manage Celcat resources or Programme View in the current Celcat database

* What would you like to do?

-- None --

Add attachments

Submit

Required information

What would you like to do?

Figure 8.11 - Requesting to manage Celcat resources

8.5.1 Add, amend or delete Celcat Resource(s) – Figure 8.12 and Figure 8.13

- In the free-text box, please state the Resource(s) you wish to add, amend, or delete, and include all relevant information.
- Celcat Resources are – core teaching banner code(s), departmental Ad-Hoc module or student group(s)
- **Confirm** that you have carefully checked the details provided and add any attachments (relevant template(s)), then select the **Submit** button.

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Management of Celcat resources or Programme View
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

-- None --

*What would you like to request?

Manage Celcat resources or Programme View in the current Celcat database

*What would you like to do?

Add, amend or delete Celcat Resource(s)

*Please provide PGT programme name, and details of the Celcat resource(s) that you want to add, amend or delete

New programme MRes Experimental Biomolecular Sciences start in Spring term 2026 - please can the following banner records be created in the current Celcat database:
 IMMU70009 - Experimental Biomolecular Laboratory Skills
 IMMU70010 - Advanced Research Biomolecular Techniques
 IMMU70011 - Mini-Research Project
 IMMU70012 - Experimental Biomolecular Sciences Research Project
 Thank you.

Submit

Required information

Role / position

Figure 8.12 - Requesting to create new Celcat resources – banner codes

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Management of Celcat resources or Programme View
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

-- None --

*What would you like to request?

Manage Celcat resources or Programme View in the current Celcat database

*What would you like to do?

Add, amend or delete Celcat Resource(s)

*Please provide PGT programme name, and details of the Celcat resource(s) that you want to add, amend or delete

MRes in Experimental Neuroscience - please can the following student group records be removed/deleted in the current Celcat database:
 WB MSC Trans Neuro Stream 1
 WB MSC Trans Neuro Stream 2
 Thank you.

Submit

Required information

Role / position

Figure 8.13 - Requesting to delete Celcat resource(s) – Student groups

As per the first example in Figure 8.6, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in Figure 8.6). At this point, you can add any additional information about your request (Figure 8.6). After selecting the **Send** button, you will be sent an email confirming your request (and any further updates).

8.5.2 Create new or edit current Programme View structure – Figure 8.14

- In the free-text box, please provide instructions about your programme(s), including all core teaching banner codes, elective modules banner codes, and logistics of programme delivery for the new structure. Or what you wish to add, amend, or delete in the current programme view structure. Please include all relevant information.
- **Confirm** that you have carefully checked the details provided and add any attachments (relevant template(s)), then select the **Submit** button.

Home > All Catalogs > Service Catalogue > Faculty of Medicine >

Search Catalog

PG (Taught) – Timetabling Request Form

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Requesting up-to-date teaching schedule(s)

On behalf of

☒ Myself ☐ Someone else

Role / position

Course Administrator

What would you like to request?

Manage Celcat resources or Programme View in the current Celcat database

What would you like to do?

Create new or edit current Programme View structure

Please provide PGT programme name, and Banner module code(s) and names that should be associated with or removed from this programme

Please amend the programme view for MRes Biomedical research, i.e., add the banner module below:
META70007 - Grant Writing Exercise
Thank you.

Add attachments

Figure 8.14 - Requesting to update the current Programme View

As per the first example in Figure 8.6, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in Figure 8.6). At this point, you can add any additional information about your request (Figure 8.6). After selecting the **Send** button, you will be sent an email confirming your request (and any further updates).

8.6 Request up-to-date teaching schedules (**academic staff only**) –

Figure 8.15

- Complete this form for an up-to-date teaching schedule for a PGT module(s) by providing the full banner code name(s).
- You will be prompted to **submit** your request.

Home > All Catalogs > Service Catalogue > Faculty of Medicine >

Search Catalog

PG (Taught) – Timetabling Request Form

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Requesting up-to-date teaching schedule(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Teaching Staff

* What would you like to request?

Request up-to-date teaching schedule(s)

* Please enter the full Banner code(s) (e.g. SURG70025 - Cancer Biology) which should be listed in schedule

SURG70098 - Surgical Data Science and AI

Add attachments

Submit

Figure 8.15 - Requesting an up-to-date teaching schedule

***Note – Excel reports are static and do not update in real time. The data shown reflects information only up to the time the report was generated. ***

As per the first example in Figure 8.6, once you have submitted your request, you will be provided with a summary, and your request will be allocated a 'CS' ticket case number (see top left and bottom left of screen in Figure 8.6). At this point, you can add any additional information about your request (Figure 8.6). After selecting the **Send** button, you will be sent an email confirming your request (and any further updates).

8.7 Submit timetabling data collection form(s) – Figure 8.16

- Complete this form to submit your data collection form(s) as an attachment by clicking on the ‘add attachment’ button on the bottom right-hand corner (highlighted in Figure 8.16)
- Use the free text box to provide any further information you would like to include
- You will be prompted to **submit** your request.

Home > All Catalogs > Service Catalogue > Faculty of Medicine > FEO Timetabling >

Search Catalog

PG (Taught) – Timetabling Request Form

PG (Taught) – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for PGT programmes

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new PGT teaching event(s)
- Deletion or amendment of existing PGT teaching event(s)
- Management of Celcat resources or Programme View
- Up-to-date teaching schedule(s)
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position


Course Administrator

*What would you like to request?

Submit timetabling data collection form(s) (termly timetabling process only)

*Please use the free text box below to provide any additional information about your timetabling data collection form(s)

Please find attached the Data Collection form for MRes Biomedical Research (BMR; DS and MHD streams)

 Add attachments

Submit

Figure 8.16 – Submitting data collection

Similar to the first example in Figure 8.6, once you have submitted your request, you will be provided with a summary, and your request will be allocated a ‘CS’ ticket case number (see top left and bottom left of screen in Figure 8.6). At this point, you can add any additional information about your request (Figure 8.6). After selecting the **Send** button, you will be sent an email confirming your request (and any further updates).

9. FEO Timetabling – General Enquiries Form

The online Timetabling – General Enquiries form [FEO Timetabling - general enquiries form - ASK Imperial](#) should be used to raise any queries about Medicine's centrally managed teaching spaces or timetabling and room booking processes.

Complete the following details:

* **Name** – add your name

* **IC email address** – add your Imperial College email address

* **Role / Position:**

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of a course.
- **Course Lead** - Academic lead for a course, typically a module, domain or topic lead.
- **Teaching Coordinator** - Administrative staff usually based at clinical sites and responsible for placements.
- **Other** – please specify

If 'Other' you will be prompted to any additional information in a box below – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

* **Please provide as much information about your query in the box below.**

Complete this section with details of your query.

You can add attachments if required.

FEO Timetabling - general enquiries form

This form should be used to raise any queries about Medicine's centrally managed teaching spaces or timetabling and room booking processes.

Requester's details


* Name

* IC email address

* Role / position

* Please specify any additional information in the box below

* Please provide as much information about your query in the box below

 Add attachments

Submit

Figure 1 - On behalf of, Role and Request

Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 2). At this point you can add any additional information about your request.

[Home](#) > **My Request - CS0768086**

Number
CS0768086

Created
3m ago
Updated
3m ago
State
New

General enquiries - Timetable change requests

Actions -

Priority
4 - Low

MF

Internal User
Michele Foot

Activity
Case summary
Attachments
Update Watchlist

↶ ↷
Paragraph
A
B
I
U
Text alignment icons
List icons
Link icon
More options

Add any further info here ...

Send

MF

Michele Foot
CS0768086 Created

3m ago

Figure 2 – Figure 2 – Confirmation of request submitted with optional additions comments (if needed)

The next step is to select the **Send** button. This updates your request with any additional information submitted (see “Additional comments”).

When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the ‘CS’ case ticket number of your request.

10. Non-Medicine Depts Room Request Form

The online Timetabling – General Enquiries form [Non-Medicine departments room request form - ASK Imperial](#) should be used by non-Faculty of Medicine staff requesting to assign Medicine room(s) to non-Medicine teaching event(s).

Complete the following details:

* **Name** – add your name.

* **IC email address** – add your Imperial College email address.

* **Department** – will be auto completed.

* **Role / Position:**

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of a course.
- **Course Lead** - Academic lead for a course, typically a module, domain or topic lead.
- **Teaching Coordinator** - Administrative staff usually based at clinical sites and responsible for placements.
- **Other** – please specify

If 'Other' you will be prompted to any additional information in a box below – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

* **Please provide an event ID and all necessary space relevant information**

Complete this section with the event ID details you are requesting to be assigned, amended and deleted.

* **Tick to confirm:** I confirm that I have checked the room capacity on the TT FEO website and the number of attendees does not exceed the capacity of the required room(s)

You can add attachments if required.

Non-Medicine departments room request form

This form should be completed by non-Faculty of Medicine staff requesting to assign Medicine room(s) to non-Medicine teaching event(s).

Submit

Requester's details

Name

Michele Foot

X

▼

IC email address

m.foot@imperial.ac.uk

Department

Faculty of Medicine Centre

X

▼

Role / position

Other - please specify

▼

Please specify any additional information in the box below

FEO Admin

Before proceeding, please first check the [availability](#) and [capacity](#) of the required teaching space(s).

Please provide an event ID and all necessary space relevant information

Please add [SAF 119](#) to Event ID 123456.

Please indicate total number of attendees (staff and students) for this teaching session

50

☒

I confirm that I have checked the room capacity on the TT FEO website and the number of attendees does not exceed the capacity of the required room(s)

Add attachments

Figure 1 - On behalf of, Role and Request

Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 2). At this point you can add any additional information about your request.

Non-Medicine departments room request Actions -

Figure 2 – Confirmation of request submitted with optional additions comments (if needed)

The next step is to select the **Send** button. This updates your request with any additional information submitted (see “Additional comments”).

When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the 'CS' case ticket number of your request.

11. Short Courses – Timetabling Request Form

The online form [FoM Short Courses – Timetabling Request Form - ASK Imperial](#) is intended for **course administrators, course leads or teaching coordinators** to submit timetabling requests related to **Short Course** teaching events via the CELCAT system.

Use the form to request any of the following:

- **Creation** of new FoM Short Courses teaching events
- **Cancellation or amendment** of existing FoM Short Course teaching events
- An **up-to-date teaching schedule** for a Short Course
- Submit timetabling data collection form(s)

Please ensure all required fields are completed accurately to avoid delays in processing your request. Fields marked with an asterisk (*) are **required**.

11.1 Initial details capture – figure 1

On behalf of:

Select whether you are submitting this request:

- **Myself** - if you are the person making the request (default).
- **Someone else** - if you are submitting the request on behalf of another staff member. You will be asked to provide details.

* Role / Position:

Select the role that best describes your current position from the dropdown list:

- **Course Administrator** - Administrative staff responsible for supporting the delivery of the course.
- **Course Lead** - Academic lead for the course, typically a module, domain or topic lead.
- **Teaching Coordinator** - Administrative staff usually based at clinical sites and responsible for placements - not applicable for Phase 1.
- **Please specify any additional information in the box below** – Select this option if your role does not exactly match one of the listed options. Provide further details in the additional information section.

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

* What would you like to request?

Select the type of timetabling request you are submitting. Options include:

- **Creation of new FoM Short Courses teaching event(s):**
Choose this if you need to add a new lecture, seminar, or other teaching session that is not currently in the timetable.
- **Cancellation or amendment of existing teaching event(s):**
Choose this if you need to delete or change an already scheduled teaching session — such as the time, location, or room.
- **Request for an up-to-date teaching schedule(s):**
Select this if you only need to view the current teaching schedule for a Short Course.
- **Submit timetabling data collection form(s)** (termly timetabling process only).

Tip: Only select one option per request. If you need to make multiple types of requests, please submit separate forms for each teaching request type.

FoM Short Courses – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new FoM Short Courses teaching event(s)
- Cancellation or amendment of existing FoM Short Courses teaching event(s)
- Up-to-date teaching schedules
- Submit timetabling data collection form(s)

* Indicates required

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?

Creation of new FoM Short Courses teaching event(s)

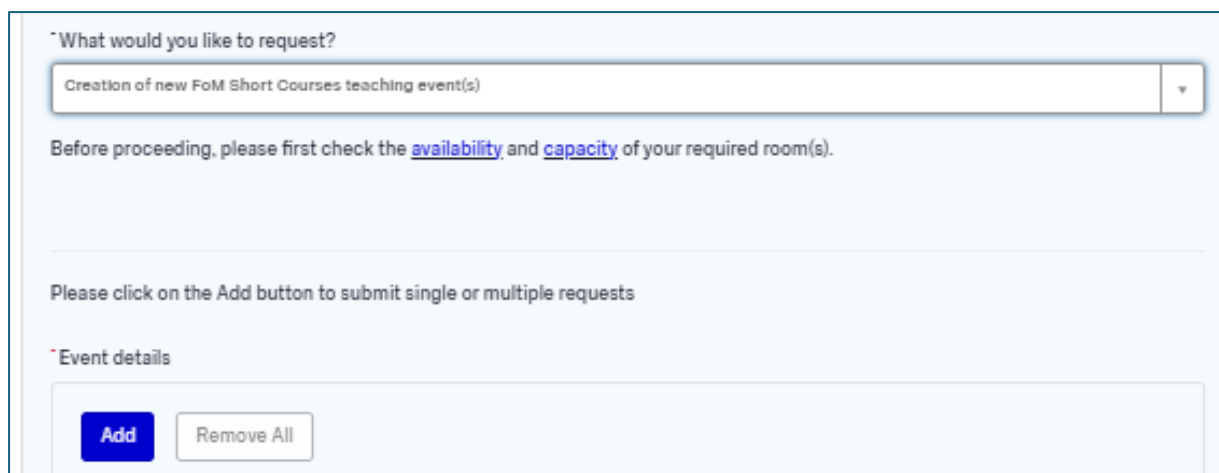
Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Figure 1 - On behalf of, Role and Request

11.2 Create new teaching event(s) – figures 2-7

Having selected to 'Create new teaching event(s)' in figure 1, you will be asked before you proceed, to follow these steps:

1. **Check Room Availability and Capacity**
Before proceeding you should ensure that the room(s) you require for your event are available using [CELCAAT Calendar](#) and have the necessary capacity [Rooms Information](#)
2. **Click "Add" to submit single or multiple requests**
After verifying the room details, click on the **Add** button to submit a request for one or multiple teaching events.



What would you like to request?

Creation of new FoM Short Courses teaching event(s)

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests

Event details

Add Remove All

Figure 2 - Create new teaching event(s)

3. * Add Room Location (Campus)

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day. The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [Room Moveable Partitions video](#) on how to operate the partition wall.

Choose an option:

- Charing Cross
- Chelsea and Westminster
- Hammersmith
- South Kensington
- St Mary's
- White City
- Remote Room (Live online events)
- No room required (Guided Independent study events)

Tip: Selecting '-- None --' will prevent the form from being submitted. Choose an appropriate option.

4. * **Select a Room Name** (from the drop-down list).
5. * **The partition walls are closed as default.** If you selected a room with partition walls, please indicate if the partitions should be open for this teaching session.
6. * **Select a Teaching event category** (from the drop-down list).
7. * **Select the course year for the teaching schedule** (from the drop-down list).
8. * **Select a Banner/CELCAT module code** (from the drop-down list).
9. * **Add a Student Group** (if applicable).
10. * **Select a CELCAT Team(s)** (from the drop-down list).
11. * **Select the event date** (format DD/MM/YYYY) from the calendar.
12. * **Add the start time of the event** (HH: MM 24 hr format).
13. * **Add the end time of the event** (HH: MM 24 hr format).
14. * **State the rationale for your request** (a brief explanation for the request).
15. When all required sections are completed, click on the **Add** button.

Add Row

Room Location (Campus)

Please note that the Faculty of Medicine can use WCMUH level 12 spaces on Wednesdays PM and Thursdays and Fridays all day.

The partition wall between in WCMUH 1202 and WCMUH 1203 is self-service. Please watch [video](#) on how to operate the partition wall.

South Kensington

Room Name (Please select single or multiple rooms)

SAFB 119 - Seminar Room (partition wall with SAFB 120)

The partition walls are closed as default. If you selected a room with partition walls, please indicate if the partitions should be open for this teaching session

N/A

Teaching event category

(A: Assessment, M: Miscellaneous, O: Organisation and T: Teaching)

T - Lecture

Celcat module(s)

SM - MISC - PG Summer School

Please indicate total number of attendees (staff and students) for this teaching session

45

Please select the event date below

Date cannot be in the past

12/12/2025

Please provide event start time

09:00

Please provide event end time

10:00

Cancel Add

Figure 3 - Adding event details

Tip: You can add multiple requests. To add multiple requests, select the **Add** button and you will repeat the cycle above for each request.

Once all requests have been added you will be prompted to confirm that you have checked the room availability via [CELCAT Calendar](#) and the room capacity on the [FEO timetabling website](#) and the number of attendees to not exceed the capacity of the required rooms(s). You can also add any attachments at this point.

16. After completing this section choose the **Submit** button to submit your request.

FoM Short Courses – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new FoM Short Courses teaching event(s)
- Cancellation or amendment of existing FoM Short Courses teaching event(s)
- Up-to-date teaching schedules
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

* Role / position

Course Administrator

* What would you like to request?


Creation of new FoM Short Courses teaching event(s)

Before proceeding, please first check the [availability](#) and [capacity](#) of your required room(s).

Please click on the Add button to submit single or multiple requests


* Event details

AddRemove All

Actions	Room Location (Campus)	Room Name (Please select single or multiple rooms)	The partition walls are closed a
 x	South Kensington	SAFB 119 - Seminar Room (partition wall with SAFB 120)	N/A

I have checked the room availability via [CELCAT Calendar](#) and capacity on the [TT FEO website](#) and the number of attendees do not exceed the capacity of the required room(s).

☒ * I confirm

 Add attachments

Submit

Figure 4 – Submit request

Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 5). At this point you can add any additional information about your request.

[Home](#) > [My Request - CS0776047](#)

Number
CS0776047


Created
3m ago

Updated
3m ago

State
New

FoM Short Courses - Timetabling Request: Creation of new FoM Short Courses teaching event(s)
Actions -

Priority
4 - Low

Internal User
 Michele Foot

Activity
Case summary
Attachments
Update Watchlist

↶ ↷

Paragraph

A B I U

List icons


Link icons

Table icons

{+}


Add any additional information here if needed, otherwise leave this section blank

Send

 Michele Foot

3m ago • Work notes

New event details: Campus: South Kensington Room name(s): SAFB 119 - Seminar Room (partition wall with SAFB 120) Partitions: N/A Curtains: undefined Teaching event category: T - Lecture Celcat module(s): SM - MISC - PG Summer School Please indicate total number of attendees (staff and students) for this teaching session: 45 Event date: 12/12/2025 Event start time: 09:00 Event finish time: 10:00

 Michele Foot

3m ago

CS0776047 Created

Figure 5 – Confirmation of request submitted

Home > My Request - CS0776047

Number CS0776047 Created 7m ago Updated 7m ago State **New**

FoM Short Courses - Timetabling Request: Creation of new FoM Short Courses teaching event(s) Actions ▾

Priority 4 - Low Internal User MF Michele Foot

Activity Case summary Attachments Update Watchlist

Paragraph ▾ A ▾ B I U [Text alignment icons] [List icons] [Link icon] [Image icon] [Table icon] [Code icon]

Send

MF Michele Foot 2m ago • Additional comments

Add any additional information here if needed, otherwise leave this section blank.

MF Michele Foot 7m ago • Work notes

New event details: Campus: South Kensington Room name(s): SAFB 119 - Seminar Room (partition wall with SAFB 120) Partitions: N/A Curtains: undefined Teaching event category: T - Lecture Celcat module(s): SM - MISC - PG Summer School Please indicate total number of attendees (staff and students) for this teaching session: 45 Event date: 12/12/2025 Event start time: 09:00 Event finish time: 10:00

MF Michele Foot 7m ago

CS0776047 Created

Figure 6 – Adding additional info (if needed)

- The next step is to select the **Send** button. This updates your request with any additional information submitted (see “Additional comments”).

When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the ‘CS’ case ticket number of your request.

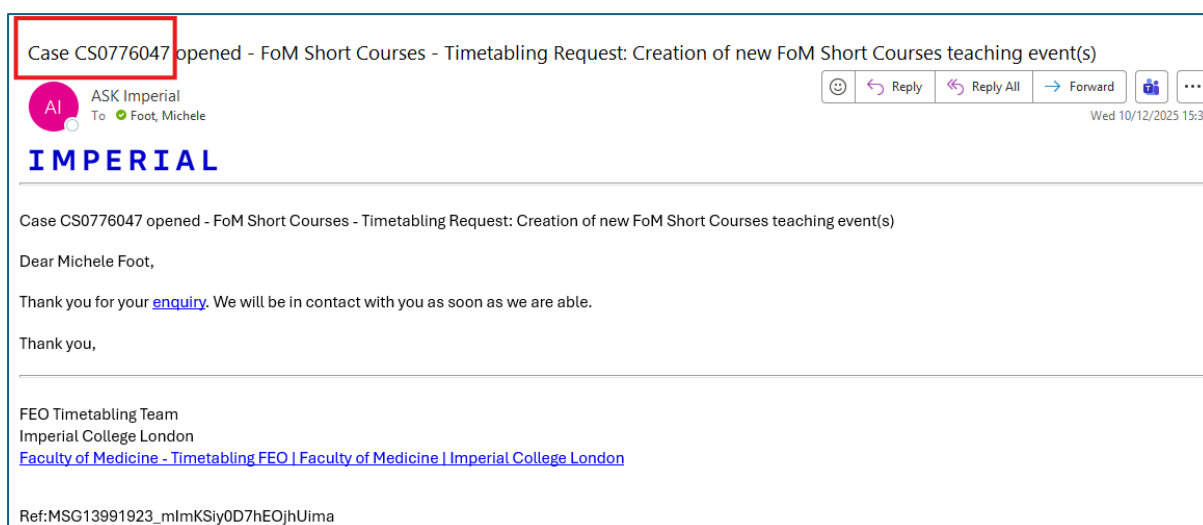


Figure 7 – Confirmation of request submitted with the ‘CS’ ticket case number

11.3 Cancellation or amendment of existing teaching event(s)

If selecting to cancel or amend an existing teaching event(s), before proceeding with your amendment request, you will be asked to check that is possible using [CELCAT Calendar](#).

11.3.1 Cancelling an existing teaching event – figure 8

- State the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) to find the session event ID.
- You will be prompted to state the rationale for your request, **confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT.

FoM Short Courses – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new FoM Short Courses teaching event(s)
- Cancellation or amendment of existing FoM Short Courses teaching event(s)
- Up-to-date teaching schedules
- Submit timetabling data collection form(s)

On behalf of

☒ Myself ☐ Someone else

*Role / position

Course Administrator

*What would you like to request?

Cancellation or amendment of existing FoM Short Courses teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

*What would you like to do?

Delete


*Please state the CELCAT event id(s) of the event(s) you wish to delete and include other information [i.e. session title(s), date(s), time(s) (HH:MM)].

Note: Delete means to remove the event(s) from CELCAT and De-room means to remove the room from the event(s) and keep the event(s) in CELCAT

4567891

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ I confirm

 Add attachments

Submit

Figure 8 – Deleting an event

Once you have submitted your request you will be provided with a summary, and your request will be allocated a ‘CS’ ticket case number (see top left and bottom left of figure 5 above). At this point you can add any additional information about your request (see figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

11.3.2 Amend an existing teaching event – figure 9

- State the CELCAT event id(s) of the event(s) you wish to amend and include other information [i.e. session title(s), date(s), time(s) (HH:MM)]. Use [CELCAT Calendar](#) to find the session event ID.
- You will be prompted to state the rationale for your request, **confirm** that you have carefully checked the details provided and add any attachments then select the **Submit** button.

FoM Short Courses – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new FoM Short Courses teaching event(s)
- Cancellation or amendment of existing FoM Short Courses teaching event(s)
- Up-to-date teaching schedules
- Submit timetabling data collection form(s)

On behalf of

☒ Myself
 ☐ Someone else

*Role / position

Course Administrator

*What would you like to request?

Cancellation or amendment of existing FoM Short Courses teaching event(s)

Before proceeding with your amendment request, please first check that it is possible by using [CELCAT Calendar](#).

*What would you like to do?


Amend

*Please state the CELCAT event id(s) and all the changes you wish to make (i.e. session title(s), date(s), time(s) (HH:MM), remove/add /replace rooms etc.) in the box below.

Please change Event ID 4567899 from 9-10am to 10-11am

I have carefully checked the details I have provided and checked that amendments are possible by using [CELCAT Calendar](#).

☒ *I confirm

 Add attachments

Submit

Figure 9 – Amending an event

Once you have submitted your request you will be provided with a summary, and your request will be allocated a ‘CS’ ticket case number (see top left and bottom left of figure 5 above). At this point you can add any additional information about your request (figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

11.4 Request up-to-date teaching schedule(s) – figure 10

- Complete this form for an up-to-date teaching schedule for a phase 1 module, by selecting a Banner code from the drop-down list.
- You will be prompted to **submit** your request.

FoM Short Courses – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new FoM Short Courses teaching event(s)
- Cancellation or amendment of existing FoM Short Courses teaching event(s)
- Up-to-date teaching schedules
- Submit timetabling data collection form(s)

On behalf of

☒ Myself
 ☐ Someone else

* Role / position


Course Administrator

* What would you like to request?

Request up-to-date teaching schedules

* Please select the Celcat module(s) which should be listed in schedule

☒ SM - MISC - PG Summer School

 Add attachments

Submit

Figure 10 – Request up-to-date teaching schedule

Once you have submitted your request you will be provided with a summary, and your request will be allocated a ‘CS’ ticket case number (see top left and bottom left of figure 5 above). At this point you can add any additional information about your request (see figure 6), then after choosing the **Send** button you will be sent an email confirming your requests (and any further updates).

11.5 Submit timetabling data collection form(s) – termly process only

– figure 11

Having selected to ‘Submit timetabling data collection form(s)’ in figure 11, you will be asked before you proceed, to follow use the free text box to provide any additional information about your timetabling data collection form(s). You will also be prompted to add the data collection forms following the ‘**add attachments**’ button. Once you have selected to add an attachment(s), it will be displayed on the form the attachment(s)

FoM Short Courses – Timetabling Request Form

This form should be completed by course administrators or academic teaching staff to submit Celcat timetable requests for FoM Short Courses

This form should be completed by course administrators or academic teaching staff to request:

- Creation of new FoM Short Courses teaching event(s)
- Cancellation or amendment of existing FoM Short Courses teaching event(s)
- Up-to-date teaching schedules
- Submit timetabling data collection form(s)

On behalf of

☒ Myself
 ☐ Someone else

* Role / position


Course Administrator


* What would you like to request?

Submit timetabling data collection form(s) (termly timetabling process only)

* Please use the free text box below to provide any additional information about your timetabling data collection form(s)

Add text here as needed


PG-Summer-School Data Collection Form.xlsx (8.6 KB)
just now
✕

 Add attachments

Submit

Figure 11 – Request up-to-date teaching schedule

Once you have submitted your request you will be provided with a summary and your request will be allocated a 'CS' case ticket number (see top left and bottom left of the next screen, figure 12). At this point you can add any additional information about your request.

Number
CS0776270

Created
2m ago

Updated
2m ago

State
New

FoM Short Courses - Timetabling Request: Submit timetabling data collection form(s) (termly timetabling process only)

Actions -

Priority
4 - Low

Internal User
Michele Foot

Activity

Case summary

Attachments

Update Watchlist

Paragraph
A
B
I
U
List
Link
Table
Image

Add any additional information here if needed, otherwise leave this section blank

Send

Michele Foot
PG-Summer-School Data Collection Form.xlsx
8.62 KB
5m ago

Michele Foot
CS0776270 Created
2m ago

Figure 12 – Confirmation of request submitted

The next step is to select the **Send** button. This updates your request with any additional information submitted (see “Additional comments”).

When you **submit** your request, you will receive an email and any further additional information added using the **send** button will trigger an update email, containing the ‘CS’ case ticket number of your request.

12. ASK Terminology

Case tickets ('CS' numbers) are used in customer service (ICT and non-ICT) to communicate with the customers and discuss their requirements (there may be a back-and-forth email exchange).

13. For queries and help

For any queries or help using this guide, please [contact](#) the Faculty of Medicine Timetabling Team.