



Timetabling query resolution guide

Query: I have a clash in my timetable

This should only be relevant for major/minor and visiting students

Step 1

Are you a major/minor student?

- If yes, go to **Step 2**.
- If no, go to **Step 3**.

Step 2

It is sometimes the case that there are unavoidable clashes of teaching sessions on major/minor courses.

If there is such a clash, at least one of those sessions will be automatically recorded via Lecture Capture. You should therefore attend any sessions that are not automatically recorded (seminars/tutorials etc.), and use Lecture Capture to catch up on the sessions that are recorded.

[A list of activities that are automatically recorded via Lecture Capture can be found here.](#)

Your personal tutor and your school Administration Team can provide further advice should you require.

Step 3

Email your school's [Timetabling Coordinator](#) as soon as possible and they will investigate the clash for you. You will need to provide the following details:

- Your name
- Your student number
- Days, times and module codes of the clashing teaching sessions