

## Timetable for Subject Coordinator

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| <b>Main Programme</b>   |  |
| Mid-January – February  | Initial contact with leaders/tutors to invite/encourage courses for following year.<br>Send out Course Proposal Forms for following year                 |
| January – March         | Check forms as they are returned to you (dates, details etc.)<br>If a venue needs to be booked, send a copy of the form to the Venues Coordinator        |
| 3rd week in March       | Final date for return of Course Proposal Forms to you  |
| Mid-April               | Final date for return of Course Proposal form to Director of Studies   |
| Early May               | Proof read   |
| <b>Summer Programme</b> |  |
| Mid-January – February  | Contact leaders/tutors about the possibility of their offering something<br>Explain the procedure  |
| 1st week in March       | Final date for submissions from leaders/tutors to Summer Programme Coordinator.  |
| <b>Winter Extras</b>    |  |
| August – September      | Contact leaders to see if they will offer any Winter Extras for the period January to April.<br>Send them a proposal form to complete and return to you. |
| Early October           | Send checked details to Director of Studies  |