

AIMS (Academic Institutions Management Services):

- ◆ a Higher Education management support service, based at the University of Liverpool
- ◆ created more than thirty years ago specifically to serve the higher education sector
- ◆ until recently, use of the service was restricted to its member universities. Those services are now available to non-member institutions, who can take advantage of the specialist skills and knowledge of the AIMS consultants
- ◆ non-member institutions can apply for membership or associate membership of AIMS, or commission individual assignments
- ◆ for more information about the services of AIMS or for details about membership or the commissioning of assignments, please contact:

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telephone: 0151-794 3132

fax: 0151-794 3133

email: jlross@liv.ac.uk

website: <http://www.aims.ac.uk/>

Sheffield Hallam and Dundee opt for Trial Membership

Following the recruitment of Manchester Metropolitan University as an Associate Member of AIMS, we are pleased to announce that Sheffield Hallam University and the University of Dundee have now taken up our offer of trial membership. We have also very recently been involved in discussions with other universities, which have expressed considerable interest in the services offered by AIMS.

Two levels of trial membership are currently available: the higher level provides 40 days of consultancy for a subscription of £10,000; the lower level provides 20 days of consultancy for a subscription of £6,000.

Trial membership provides the complete range of services available to full members of AIMS including:

- ◆ the undertaking of reviews of policy, processes, systems and organisational structures
- ◆ the facilitation of internal reviews
- ◆ the co-ordination of benchmarking surveys
- ◆ the production of good practice guides
- ◆ networking with other member institutions
- ◆ the provision of *ad hoc* advice and guidance.

Trial Membership Offer Extended

Owing to a considerable level of interest, the very generous trial membership offer has been extended to the end of next month (30 September). Any enquiries made on or before that date that subsequently lead to applications for trial membership will secure the offer.

Applications should be sent to Lionel Ross, the Director of AIMS, by email or by faxing or posting the slip overleaf.

Computerised Timetabling Survey and Seminar

Every two years, since 1998, AIMS has co-ordinated a survey among UK HE institutions on the use of computerised timetabling. In 2000, the survey was followed by a one-day seminar.

The third survey has been carried out this year, to which more than 60 institutions have contributed. The information gathered from the survey is currently being analysed, after

which an up-dated version of our good practice guide will be published.

We are planning to hold a one-day seminar in late autumn of this year, to which all UK HE institutions will be invited. The seminar held in 2000 was well-attended and proved to be extremely successful.

The seminar will comprise presentations from leading suppliers of computerised timetabling systems and representatives of institutions that have implemented those systems. Delegates will be able

to update their knowledge on the availability of systems and their attributes and to learn from the experiences of other institutions in respect of their functionality and effectiveness.

Copies of the updated version of the good practice guide will be sent to each institution that participated in this year's survey.

Delegates to the seminar will also receive a copy of the guide. In addition, it will be available for purchase by non-participants.

* * * *Professional Support for University Management* * * *

RESPONSE SLIP

Visit the AIMS website: <http://www.aims.ac.uk>

To the Director of AIMS (please tick boxes below)

- Please keep me informed about the planned seminar on computerised timetabling
- Please visit me and tell me more about AIMS
- I am interested in membership of AIMS
- I am interested in the trial membership offer
- I am interested in commissioning an assignment
- Please send me more information about AIMS

Name: _____

Job Title: _____

Institution: _____

Address: _____

Post Code: _____

Telephone No: _____

Fax No: _____

Email address: _____

For more information, please contact the Director, Lionel Ross, on 0151-794 3132 or by email to jlross@liv.ac.uk or by sending this response slip to:
The Director, AIMS, 2b Cambridge Street, Liverpool L69 7ZU

For fast response, fax this slip to 0151-794 3133