**ULSTER UNIVERSITY**

**PARTNER INSTITUTIONS 2020/2021**

|  |  |  |
| --- | --- | --- |
| Examinations and Associated Activities |  | Academic Session 2020/2021 |
| **General** |  |  |
| Last date for submitting nominations of external examiners to Academic Office (for all semester examinations) for academic year 2021/22 |  | Friday 28 May 2021 |
| **Semester One (Monday 21 September 2020 – Friday 22 January 2021)** |
| Last date for submission to external examiners of examination papers for approval if exam format being used |  | Friday 9 October 2020 |
| Examination Period (No on campus exams) |  | Monday 5 – Saturday 16 January 2021 |
| Last date for meetings of Course CommitteesSpecial meetings of Boards to consider recommendations in respect of students required to withdraw from the course  |  | Friday 5 February 2021Monday 8 February 2021 |
| Last date for:  |  |  |
| (a) | Course Directors to communicate with students required to withdraw from their course |  | Tuesday 9 February 2021 |
| (b) | Course Directorsto communicate decisions to students permitted to take first sit of Semester One examinations and/or first submission of coursework in May/June or August |  | Tuesday 9 February 2021 |
| (c) | Lodging a copy of each Progress Decision with the College Examinations Office |  | Tuesday 9 February 2021 |
| (d) | Uploading signed copies of course results sheets to the College Examinations Office and the Collaborative Courses Unit SharePoint |  | Tuesday 9 February 2021 |
|  |  |  |
| Last date for receipt of student appeals against academic decisions |  | Thursday 18 February 2021 |
| Last date for Course Directors to inform College Examinations Office of students wishing to defer first sit examinations to August |  | Friday 19 February 2021 |
| Last date for consideration of student appeals against academic decisions |  | Thursday 25 February 2021 |
| Last date for completed appeals forms to be lodged with College Examinations Office |  | Friday 26 February 2021 |
| **Semester Two (Monday 25 January – Friday 28 May 2021) Following dates subject to a return to campus, formal exams taking place and Covid-19 restrictions** |
| Last date for return to College Examinations Office of examinations timetabling information |  | Noon on Monday 8 February 2021 |
| Last date for submission to external examiners of examination papers for approval |  | Friday 12 February 2021 |
| Last date for submission to College Examinations Office of approved examination papers for printing |  | Noon on Friday 19 March 2021 |
| Last date for submission to College Examinations Office of agreed dates for Boards of Examiners' meetings  |  | Friday 9 April 2021 |
| Examination Period |  | Monday 10 - Saturday 22 May 2021(with possible extension to Tuesday 25 May if required by Examinations Office to schedule first sit examinations) |
| Last date for holding meetings of Boards of Examiners |  | Thursday 10 June 2021 |
| Last date for return of signed course results sheets to the Collaborative Courses Unit SharePoint |  | Thursday 17 June 2021 |
| Last date for receipt of student appeals against academic decisions |  | Within seven working days of the publication date of the pass list |
| Meeting of Senate to receive recommendations from Boards of Examiners |  | Wednesday 23 June 2021 |
| Last date for consideration of student appeals against academic decisions |  | Tuesday 29 June 2021 |
| Last date for completed appeals forms to be lodged with College Examinations Office |  | Wednesday 30 June 2021 |
| Summer Conferment |  | Monday 28 June 2021 |
| **Supplementary Examinations (Semesters 1 and 2) – VALIDATED PROGRAMMES** |
| Last date for submission to College Examinations Office of approved examination papers for printing |  | Noon on Friday 18 June 2021 |
| Last date for submission of coursework |  | Noon on Thursday 29 July 2021 |
| Examination Period |  | Wednesday 4 August – Thursday 12 August 2021 |
| Meetings of Boards of ExaminersLast date for return of signed course results sheets to the Collaborative Courses Unit SharePoint |  | Monday 16 August – Friday 20 August 2021Tuesday 24 August 2021 |
| Last date for receipt of student appeals against academic decisions |  | Thursday 2September 2021 |
| Last date for consideration of student appeals against academic decisions |  | Thursday 9 September 2021 |
| Last date for completed appeals forms to be lodged with College Examinations Office |  | Friday 10 September 2021 |
|

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Summer Semester Part-Time and HLA Courses**  |
| Teaching begins |  | Monday 30 May 2021 (ends Friday 20 August) |
| Examination Period |  | Monday 30 August - Friday 3 September 2021 |
| Summer Semester ends |  | Friday 3 September 2021 |
| Meetings of Boards of Examiners |  | Monday 6 September – Friday 10 September 2021 |

 |

**CALENDAR FOR AMENDMENTS TO THE MODULE DATABASE 2020/21**

**ACTIVITY DATE PERSON RESPONSIBLE**

CA3 Forms forwarded to Alan Faulkner, Academic Office, with major changes. 31 March (At the latest) Course Director/Partnership Manage r

Course documents submitted to the Academic Office for those courses that have 30 April (At the latest) Course Director/Partnership Manager

undergone course revalidation/evaluation.

Course documents for courses whose revalidation/evaluation is scheduled for a later No later than two weeks Course Director/Partnership Manager

date should be forwarded to the Academic Office. after eval/reval date

Print-out of modules by school including co-ordinator sent to Colleges. September

Changes to modules recommended by an External Examiner to be forwarded to the 25 August for Semester 1 Course Director/Partnership Manager

Academic Office on a CA3 form no later than the dates listed. 22 December for Semester 2

 25 June for Semester 3

New modules created as a consequence of long-term illness, departure of an 30 June for Semester 1 Course Director/Partnership Manager

existing member of staff, the appointment of a new member of staff or in 31 October for Semester 2

response to a request from an external organisation to be submitted to the 30 April for Semester 3

Academic Office on a CA3 form no later than the dates listed.