**ULSTER UNIVERSITY**

**PARTNER INSTITUTIONS 2020/2021**

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| 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 Committees  Special meetings of Boards to consider recommendations in respect of students required to withdraw from the course | |  | Friday 5 February 2021  Monday 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 Examiners  Last date for return of signed course results sheets to the Collaborative Courses Unit SharePoint | |  | Monday 16 August – Friday 20 August 2021  Tuesday 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.