ULSTER UNIVERSITY Paper No CPF/19/17

COLLABORATIVE PARTNERSHIPS FORUM Agenda Item 15

2 October 2019

CALENDAR OF EVENTS 2019/20

To receive the Calendar of Events for Partner Institutions 2019/20.

ACTION

For information.

**CPF/19/17**

**ULSTER UNIVERSITY**

**PARTNER INSTITUTIONS 2019/2020**

|  |  |  |  |
| --- | --- | --- | --- |
| Examinations and Associated Activities | |  | Academic Session 2019/2020 |
| **General** | |  |  |
| Last date for submitting nominations of external examiners to Academic Office (for all semester examinations) for academic year 2020/21 | |  | Friday 29 May 2020 |
| **Semester One (Monday 23 September 2019 – Friday 24 January 2020)** | | | |
| Last date for submission to external examiners of examination papers for approval | |  | Friday 11 October 2019 |
| Last date for return to College Examinations Office of examinations timetabling information | |  | Noon on Friday 18 October 2019 |
| Last date for submission to College Examinations Office of approved examination papers for printing | |  | Noon on Friday 15 November 2019 |
| Examination Period | |  | Monday 6 – Saturday 18 January 2020 |
| 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 7 February 2020  Monday 10 February 2020 |
| Last date for: | |  |  |
| (a) | Course Directors to communicate with students required to withdraw from their course |  | Tuesday 11 February 2020 |
| (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 11 February 2020 |
| (c) | Lodging a copy of each Progress Decision with the College Examinations Office |  | Tuesday 11 February 2020 |
| (d) | Returning signed copies of course results sheets to the College Examinations Office and the Collaborative Courses Unit |  | Tuesday 11 February 2020 |
|  | |  |  |
| Last date for receipt of student appeals against academic decisions | |  | Thursday 20 February 2020 |
| Last date for Course Directors to inform College Examinations Office of students wishing to defer first sit examinations to August | |  | Friday 21 February 2020 |
| Last date for consideration of student appeals against academic decisions | |  | Thursday 27 February 2020 |
| Last date for completed appeals forms to be lodged with College Examinations Office | |  | Friday 28 February 2020 |
| **Semester Two (Monday 27 January – Friday 29 May 2020)** | | | |
| Last date for return to College Examinations Office of examinations timetabling information | |  | Noon on Monday 10 February 2020 |
| Last date for submission to external examiners of examination papers for approval | |  | Friday 14 February 2020 |
| Last date for submission to College Examinations Office of approved examination papers for printing | |  | Noon on Friday 20 March 2020 |
| Last date for submission to College Examinations Office of agreed dates for Boards of Examiners' meetings | |  | Friday 10 April 2020 |
| Examination Period | |  | Monday 11 - Saturday 23 May 2020  (with possible extension to Tuesday 26 May if required by Examinations Office to  schedule first sit examinations) |
| Last date for holding meetings of Boards of Examiners | |  | Thursday 11 June 2020 |
| Last date for return of signed course results sheets to the Collaborative Courses Unit | |  | Thursday 18 June 2020 |
| 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 24 June 2020 |
| Last date for consideration of student appeals against academic decisions | |  | Tuesday 30 June 2020 |
| Last date for completed appeals forms to be lodged with College Examinations Office | |  | Wednesday 1 July 2020 |
| Summer Conferment | |  | Monday 29 June 2020 |
| **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 19 June 2020 |
| Last date for submission of coursework | |  | Noon on Thursday 30 July 2020 |
| Examination Period | |  | Wednesday 5 August – Thursday 13 August 2020 |
| Meetings of Boards of Examiners  Last date for return of signed course results sheets to the Collaborative Courses Unit | |  | Monday 17 August – Friday 21 August 2020  Tuesday 25 August 2020 |
| Last date for receipt of student appeals against academic decisions | |  | Thursday 3September 2020 |
| Last date for consideration of student appeals against academic decisions | |  | Thursday 10 September 2020 |
| Last date for completed appeals forms to be lodged with College Examinations Office | |  | Friday 11 September 2020 |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | |  | | | **Summer Semester Two-Year Three-Semester Part-Time Courses** | | | | | | | Teaching begins | |  | | Monday 1 June 2020 (ends Friday 21 August) | | | Examination Period | |  | | Monday 31 August - Friday 4 September 2020 | | | Summer Semester ends | |  | | Friday 4 September 2020 | | | Meetings of Boards of Examiners | |  | | Monday 7 September – Friday 11 September 2020 | | | | | |

**CALENDAR FOR AMENDMENTS TO THE MODULE DATABASE 2019/20**

**ACTIVITY DATE PERSON RESPONSIBLE**

Course Directors/Partnership Managers receive print-out reflecting current position. January/February

Print-outs returned to the Module Office indicating minor changes. 31 March (At the latest) Course Director/Partnership Manager

CA3 (CMS) Forms returned to Alan Faulkner, Academic Office, with major changes.

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

undergone course revalidation/evaluation and submitted through CMS.

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 Module Office having been submitted through CMS. After eval/reval date

Print-out of modules by school including co-ordinator sent to Head of School. End of September

Print-out of modules by course for the following academic year available from the Beginning of May

School Office.

Any changes of Module Co-ordinator from the above print-out to be forwarded to 1st day of Semester 1 Head of School

the Module Office.

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 (CMS) 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 (CMS) form no later than the dates listed.