

## STATEMENT OF PRINCIPLES FOR SETTING THE ACADEMIC YEAR CALENDAR

### 1. PURPOSE

This Statement outlines the principles for setting the academic year calendar and associated academic year dates. The principles are approved by Academic Board as required.

This Statement further defines key terminology and cites all principles for setting the academic year calendar that have been previously considered/approved by Academic Board.

This Statement is to be read in conjunction with the [Standing Delegations of Authority](#) (in particular, Delegation 4.17).

### 2. DEFINITIONS

**Academic year calendar** means the framework for the UTS academic year, which sets out:

- the University's primary and other (ie non-primary) teaching sessions and the point in the academic year at which they commence
- the subdivision of primary and other teaching sessions into orientation and preparation weeks, Student vacation (StuVac) and final assessment weeks
- the activities that **are** to occur in the orientation and preparation weeks, StuVac and final assessment weeks
- the activities that are **not** to occur in the orientation and preparation weeks, StuVac and final assessment weeks.

**Academic year dates** are the specific dates related to the University's primary and other teaching sessions. Academic year dates are published in the UTS Handbook and are determined in accordance with Academic Board-approved principles for setting the academic year calendar. The Provost has authority to approve academic year dates (and any required changes to academic year dates), within the principles approved by Academic Board for setting the academic year calendar.

**Calendar B** means an alternative academic year calendar for use by specified courses in exceptional circumstances, as approved by Academic Board.

**Primary teaching sessions** means the Spring, Summer and Autumn teaching sessions of the University's primary calendar.

### 3. PRINCIPLES FOR SETTING THE ACADEMIC YEAR CALENDAR

Principles for setting the academic year calendar are approved by Academic Board, and form the basis for determining academic year dates, which are approved by the Provost in line with Delegation 4.17 of the [Standing Delegations of Authority](#).

Principles for setting the academic year calendar are unlikely to change from year to year, except in exceptional circumstances or where Academic Board approves courses using Calendar B, the alternative academic year calendar.

The principles for setting the academic year calendar are detailed under the headings below. In exceptional circumstances, the Provost has the authority to approve variations to the application of these principles (for example activity limitations or requirements). The Provost reports to Academic Board annually on such variations.

### **Primary teaching periods**

#### **Spring**

- Session officially starts on the Monday closest to the final week of July
- 16 weeks of learning, including:
  - 1 week mandatory Orientation and Preparation
  - 11 weeks of classes
  - 1 week StuVac mid session
  - 1 week StuVac at the end of classes
  - 2 weeks final assessment period after the final StuVac.

#### **Summer**

- Session officially starts on the Monday after the end of the final assessment period for Spring
- 15 weeks of learning, including:
  - 1 week mandatory Orientation and Preparation
  - 11 weeks of classes
  - 1 week StuVac mid session
  - 1 week StuVac at the end of classes
  - 1 week final assessment period after the final StuVac.

#### **Autumn**

- 1 week non-mandatory Orientation and Preparation prior to official Session start
- Session officially starts on the Monday one week after the end of the final assessment period for Summer
- 16 weeks of learning, including:
  - 1 week mandatory Orientation and Preparation
  - 11 weeks of classes
  - 1 week StuVac mid session
  - 1 week StuVac at the end of classes
  - 2 weeks final assessment period after the final StuVac.

### **Calendar B Teaching Periods**

#### **Spring**

- Session officially starts on the Monday closest to the final week of July
- 19 weeks of learning, including:

- 1 week mandatory Orientation and Preparation
- 14 weeks of classes
- 1 week StuVac mid session
- 1 week StuVac at the end of classes
- 2 weeks final assessment period after the final StuVac.

### **Autumn**

- Session officially starts on the Monday closest to the final week of February
- 19 weeks of learning, including:
  - 1 week mandatory Orientation and Preparation
  - 14 weeks of classes
  - 1 week StuVac mid session
  - 1 week StuVac at the end of classes
  - 2 weeks final assessment period after the final StuVac.

### **Summer**

- The same as the Primary Calendar.

### **Activities in Orientation and Preparation**

Each teaching session will have a one- or two-week period for orientation and preparation activities. This will incorporate orientation activities and faculties may also provide academic preparation activities.

Orientation and Preparation may include:

- orientation activities
- study preparation activities
- provision of course/subject information in non-class settings, eg podcasts, etc.

Orientation and Preparation must not include:

- formal teaching and learning activities
- course/subject assessment.

### **StuVac — Mid Session**

One week in the middle of each teaching session will be allocated to StuVac. Students will not be required to undertake normal study patterns in this week except, where catch-up classes are scheduled for missed classes earlier in the teaching period due to public holidays or emergencies. Faculties may schedule activity-based learning activities in this period. Students on professional practice placements during this scheduled review week will not be eligible for StuVac.

The mid-session StuVac:

- will include one day on which classes may be scheduled to make up for those missed due to public holidays or University emergencies in the first half of the session.
- Faculties must not schedule classes.
- Faculties must not schedule assessment submission deadlines or examinations in this period.
- Faculties may schedule activity-based learning such as fieldtrips, etc., in this period.
- Students must be advised of such activities at the beginning of the teaching session, as part of the subject outline. Faculties must have a process for managing activity-based learning clashes.
- Students on professional experience placements in the scheduled mid-session StuVac are not eligible for StuVac.

### **StuVac — End of Session**

One week at the end of each teaching session will be allocated to StuVac. Students will not be required to undertake normal study patterns in this week, except where catch-up classes are scheduled for missed classes earlier in the teaching period due to public holidays or emergencies. Faculties may schedule review sessions for students but attendance will not be compulsory. No new material can be introduced to students in the final StuVac. Students on professional practice placements during this scheduled StuVac will not be eligible for StuVac.

The final StuVac:

- will include one day on which classes may be scheduled to make up for those missed due to public holidays or University emergencies in the second half of the teaching session.
- Faculties must not schedule classes.
- Faculties must not schedule assessment deadlines in this period.
- Faculties may schedule non-compulsory review/revision sessions for students. Faculties must not introduce any new material in this week (with the exception of the catch-up class schedule).
- Students on professional experience placements in the scheduled final StuVac are not eligible for StuVac.

### **Final Assessment Period**

A one or two week final assessment period will be scheduled for each teaching session. Central exams will be scheduled in this period and faculties may also use this period to finalise other forms of assessment.

The final assessment period may be used for:

- centrally conducted examinations
- completion of project and other major assessment works; faculty-based assessments.

Faculties must have a process for managing central examinations and faculty-based examination/assessment clashes.

### Use of Calendar B

In exceptional circumstances, and with the approval of Academic Board, certain courses may use Calendar B.

The list of courses using Calendar B is published in the academic year dates section of the UTS Handbook.

Effective date	Version	Resolution no. (date)	Amendment
Autumn teaching period 2016	1	AB/15-4/57.2 (29/07/2015)	This new statement has been drafted to consolidate the academic year calendar principles approved by Academic Board between October 2014 and April 2015, within which the academic year dates must be set. The Statement collects in one place, for ease of reference, principles for the academic year calendar and associated academic year dates that have been previously considered/ approved by Academic Board.
30/03/2016	2	AB/16-1/10.5 (30/03/2016)	In 2015, the Academic Year Calendar 2016 Steering Group approved new nomenclature for the calendar: <ul style="list-style-type: none"> <li>• ‘orientation/transition to study’ changed to ‘orientation and preparation’</li> <li>• ‘formal classes’ changed to ‘classes’</li> <li>• ‘review week’ changed to ‘StuVac’, and</li> <li>• ‘teaching period’ changed to ‘teaching session’ or ‘session’.</li> </ul> Amendments are proposed to the Statement of Principles for Setting the Academic Year Calendar to reflect the new nomenclature.
01/11/2016	3	AB/16-4/71.2 (07/09/2016)	Amendments made to clarify that one week of Orientation and Preparation activities is part of the official session in Spring, Summer and Autumn, and is therefore mandatory for students.