

# A Year in Student & Academic Administration 2016-2017



Enrolment



Management Information / HESA



Student Records



Recruitment and Outreach



Exams and Assessment



Graduation



Curriculum / Module Choice



Admissions



Awards



Timetabling



Governance

## August 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 1	2	3	4	5	6	7
<b>AWARDS:</b> All remaining certificates posted <b>EXAMS:</b> Generic exam timetable released to students and on exam website <b>ENROLMENT:</b> Enrolment for 2016/17 begins	<b>AWARDS:</b> All remaining certificates posted	<b>AWARDS:</b> All remaining certificates posted	<b>AWARDS:</b> All remaining certificates posted  <b>HESA/MI:</b> Key Information Sets initial sign off (noon)	<b>AWARDS:</b> All remaining certificates posted		
8	9	10	11	12	13	14
<b>EXAMS:</b> Off-campus exam papers delivered to 37/2083		<b>EXAMS:</b> Exam papers delivered to 37/2083			<b>ADMISSIONS:</b> GCE & Diploma results received from UCAS (2016 cycle)	<b>ADMISSIONS:</b> Confirmation Decisions are made in Faculty teams (2016 cycle)
15	16	17	18	19	20	21
<b>ADMISSIONS:</b> Confirmation Decisions are processed in Faculty teams (2016 cycle)  <b>EXAMS:</b> Final student timetables released. Final timetable issued to faculties			<b>ADMISSIONS:</b> Publication of GCE & Diploma results; English, Welsh & N. Irish Clearing vacancy lists published; Adjustment opens for registrations; Clearing & Confirmation hotline opens 2016 cycle			
22	23	24	25	26	27	28
<b>EXAMS:</b> Supplementary examinations	<b>EXAMS:</b> Supplementary examinations	<b>EXAMS:</b> Supplementary examinations	<b>EXAMS:</b> Supplementary examinations  <b>HESA/MI:</b> Key Information Sets final submission and sign off (noon)	<b>ADMISSIONS:</b> Deadline for creation of CAS records for 16/17 starters (UF at Confirmation after A Level results) 2016 cycle  <b>EXAMS:</b> Supplementary examinations	<b>EXAMS:</b> Supplementary examinations	
29	30	31	September 1	2	3	4
<b>UNIVERSITY CLOSURE - BANK HOLIDAY</b>	<b>EXAMS:</b> Supplementary examinations  <b>MODULE CHOICE:</b> Online Option Choice opens for Entrants	<b>ADMISSIONS:</b> Deadline to meet academic conditions of offers; deadline for receipt of Adjustment decisions 2016 cycle  <b>EXAMS:</b> Supplementary examinations				

## September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 29	30	31	September 1	2	3	4
			<b>EXAMS:</b> Supplementary examinations  <b>ADMISSIONS:</b> Stops can be added to prevent RBD on 10 September	<b>EXAMS:</b> Supplementary examinations	<b>RECRUITMENT &amp; OUTREACH:</b> University Open Day	<b>RECRUITMENT &amp; OUTREACH:</b> University Open Day
5	6	7	8	9	10	11
<b>ADMISSIONS:</b> Applicants can submit applications via UCAS (2017 Cycle)		<b>EXAMS:</b> Deadline for marks 'exchange' between faculties			<b>ADMISSIONS:</b> Outstanding Confirmation decisions rejected by default except where stops have been received (2016 cycle)	
12	13	14	15	16	17	18
<b>GOVERNANCE:</b> Student Systems Board 14:00-16:00		<b>AWARDS:</b> Final marks check for students to be awarded on 15 Sep. Roll to academic history for non-referral marks	<b>AWARDS:</b> Approval of awards & release of marks/classification at 12:00; certificates posted  <b>HESA/MI:</b> HESA Student Record initial return	<b>ADMISSIONS:</b> Deadline for receipt of apps for 2015 entry. Deadline for creation of CAS records for pre-sessional pass students starting in 15/16 2016 cycle	<b>ACADEMIC YEAR:</b> International arrivals and induction starts	
19	20	21	22	23	24	25
<b>EXAMS:</b> SZAEXAM Banner form becomes available (Semester 1 exams) – until 14 Oct			<b>ENROLMENT:</b> International Registration Event (Building 58)  <b>HESA/MI:</b> HESA Student Record initial commit	<b>ENROLMENT:</b> International Registration Event (B58)  <b>STUDENT RECORDS::</b> Deadline for supplementary progression updates to be completed for 2016/17	<b>ACADEMIC YEAR:</b> New intake arrivals start	<b>AWARDS:</b> Final marks check for students to be awarded on 26 Sep. Roll to academic history for non-referral marks
26	27	28	29	30	October 1	2
<b>ENROLMENT:</b> International Registration Event (Blg 58)  <b>AWARDS:</b> Approval of awards & release of marks/classification at 12:00; certificates posted	<b>ENROLMENT:</b> International Registration Event (Building 58)	<b>ENROLMENT:</b> International Registration Event (Building 58)	<b>ENROLMENT:</b> International Registration Event (B58)  <b>ADMISSIONS:</b> Close of Clearing vacancy information service 2016 cycle	<b>ENROLMENT:</b> International Registration Event (B58)  <b>MODULE CHOICE:</b> Online Option Choice closes for Entrants <b>HESA/MI:</b> Aggregate Offshore Record initial return		

## October 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September 26	27	28	29	30	October 1	2
3	4	5	6	7	8	9
<b>GRADUATION:</b> Applications go-live (students)			<b>HESA/MI:</b> Initial Teacher Training (ITT) In-Year Record test submission commit			
10	11	12	13	14	15	16
<b>GOVERNANCE:</b> Student Systems Board 14:00-16:00			<b>HESA/MI:</b> Aggregate Offshore Record initial commit	<b>MODULE CHOICE:</b> Deadline for semester 1 options to be changed  <b>EXAMS: SZAEXAM</b> withdrawn (semester 1 exams)		
17	18	19	20	21	22	23
	<b>ADMISSIONS:</b> Deadline for Medicine applications (2017 cycle)		<b>ADMISSIONS:</b> All outstanding Confirmation decisions rejected by default including those with stops (2016 cycle)	<b>ADMISSIONS:</b> All outstanding replies form applicants declined by default (2016 cycle)	<b>ADMISSIONS:</b> Cycle for 2016 Entry closed	<b>AWARDS:</b> Marks upload and roll to academic history for students awarded on 24 October
24	25	26	27	28	29	30
<b>AWARDS:</b> Approval of awards, release of marks and classifications at 12:00				<b>GRADUATION:</b> Applications close (students) <b>ENROLMENT:</b> Deadline for enrolment chase (NS/WD). SLC confirmation of attendance <b>HESA/MI:</b> ITT record final submission commit		
31						
<b>HESA/MI:</b> HESA Student Record final submission						

## November 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
October 31	November 1	2	3	4	5	6
	<b>EXAMS:</b> Draft exam timetable released for comments/checking (NOT FOR RELEASE TO STUDENTS)		HESA/MI: HESA Student Record sign off			
7	8	9	10	11	12	13
HESA/MI: Aggregate Offshore Record final submission			HESA/MI: Aggregate Offshore Record sign off			
14	15	16	17	18	19	20
<b>GRADUATION:</b> PEGing report released to faculties; any specific scheduling requests to be returned by 18 November <b>GOVERNANCE:</b> Student Systems Board 14:00-16:00				<b>TIMETABLING:</b> Removal of draft status from Semester 2 timetables <b>EXAMS:</b> Last date for students to notify Enabling Services for assessment/recommendations for S1 exams		<b>AWARDS:</b> Marks upload and roll to academic history for students awarded on 21 November
21	22	23	24	25	26	27
<b>EXAMS:</b> Generic exam timetable released to students; last upload for exam/student data <b>AWARDS:</b> Approval of awards, release of marks & classification at 12:00						HESA/MI: NSS sample data upload (IPSOS MORI)
28	29	30	December 1	2	3	4
		<b>EXAMS:</b> Repeat year, not attending students to advise Exams team if they want to take exams off campus				

## December 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
November 28	29	30	December 1	2	3	4
			HESA/MI: HESES census date			
5	6	7	8	9	10	11
<p><b>ADMISSIONS:</b> All outstanding Delayed Confirmation decisions rejected by default (2016 cycle)</p> <p><b>EXAMS:</b> Exam papers to B37 copy room (if printed by SAA faculty team)</p>				HESA/MI: HESES submission (noon) [TBC]		<p><b>AWARDS:</b> Marks upload and roll to academic history for students awarded on 12 December</p>
12	13	14	15	16	17	18
<p><b>AWARDS:</b> Approval of Awards and release of marks and classifications at 12:00; certificates posted</p> <p><b>GOVERNANCE:</b> Student Systems Board 14:00-16:00</p>	WINTER GRADUATION	WINTER GRADUATION	WINTER GRADUATION			<p><b>ACADEMIC YEAR:</b> Winter vacation starts, autumn term ends</p>
19	20	21	22	23	24	25
		<p><b>EXAMS:</b> Publish final timetable to students on personal SUSSED accounts. Issue final timetable to faculties (including locations)</p>		UNIVERSITY CLOSURE		
26	27	28	29	30	31	January 1
UNIVERSITY CLOSURE - BANK HOLIDAY	UNIVERSITY CLOSURE - BANK HOLIDAY	UNIVERSITY CLOSURE	UNIVERSITY CLOSURE	UNIVERSITY CLOSURE		

# January 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
December 26	27	28	29	30	31	January 1
2	3	4	5	6	7	8
<b>UNIVERSITY CLOSURE - BANK HOLIDAY</b>	<b>ACADEMIC YEAR:</b> University re-opens  <b>EXAMS:</b> Exam papers for off-campus exams to B37/2083	<b>EXAMS:</b> Batched exam papers to B37/2083 (if printed by SAA faculty team)				
9	10	11	12	13	14	15
<b>ACADEMIC YEAR:</b> Winter vacation ends, spring term starts  <b>EXAMS:</b> Last upload of additional requirements students for Semester 1 (exc. Emergency cases)				<b>ADMISSIONS:</b> Application deadline for receipt of (non-Medicine) applications to be guaranteed equal academic considerations 2017 cycle  <b>HESA/MI:</b> HESES sign off [TBC]		
16	17	18	19	20	21	22
<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams
23	24	25	26	27	28	29
<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>EXAMS:</b> Semester 1 Exams	<b>MODULE CHOICE:</b> Curriculum Planning Begins  <b>ADMISSIONS:</b> Deadline for UCAS to send applications received by 18 January - 2017 cycle	<b>ACADEMIC YEAR:</b> Semester 1 ends  <b>EXAMS:</b> Semester 1 Exams	<b>ACADEMIC YEAR:</b> Semester 2 starts  <b>AWARDS:</b> Marks upload and roll to academic history for students awarded on 30 January
30	31	<b>EXAMS:</b> Exam creation form SZAEXAM available (Semester 2 exams)		<b>EXAMS:</b> Semester 1 Exams		
<b>AWARDS:</b> Approval of Awards, release of marks and classifications at 12:00						

## February 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January 30	31	February 1	2	3	4	5
				HESA/MI: Initial Teacher Training In-Year Record (ITT) resubmission (NCTL update)		
6	7	8	9	10	11	12
				<b>MODULE CHOICE:</b> Deadline for semester 2 options to be changed  <b>ADMISSIONS:</b> Deadline to notify UCAS of courses with Extra vacancies - 2017 cycle		
13	14	15	16	17	18	19
<b>GOVERNANCE:</b> Student Systems Board 14:00-16:00		<b>EXAMS:</b> Marks upload for 'exchange' between faculties				
20	21	22	23	24	25	26
		<b>AWARDS:</b> Final marks check and roll to academic history for students to be awarded on 23 February	<b>ADMISSIONS:</b> Extra starts - deadline to close non-Extra courses 2017 cycle  <b>AWARDS:</b> Approval of Awards, release of marks (by email) and classifications at 12:00	<b>EXAMS:</b> Exam creation form SZAEXAM withdrawn (Semester 2 exams)		
27	28	March 1	2	3	4	5



## March 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February 27	28	March 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
<b>EXAMS:</b> Draft exam timetable released for comments/checking (NOT TO BE RELEASED TO STUDENTS) Comments by 31 March				<b>CURRICULUM:</b> Curriculum Planning data returned to Curriculum & Timetabling Team in SAA Registry  <b>GRADUATION:</b> Summer schedule published on website		<b>AWARDS:</b> Marks upload and roll to academic history for students to be awarded on 20 March
20	21	22	23	24	25	26
<b>AWARDS:</b> Approval of Awards, release of marks and classifications at 12:00; certificates posted <b>GOVERNANCE:</b> Student Systems Board 14:00-16:00				<b>ADMISSIONS:</b> Deadline for decisions on apps received at UCAS by 18 January (2017 cycle)	<b>ACADEMIC YEAR:</b> Easter vacation starts; spring term ends	
27	28	29	30	31	April 1	2

## April 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
March 27	28	29	30	31	April 1	2
3	4	5	6	7	8	9
<p><b>EXAMS:</b> Last date for students to notify Enabling Services for assessment and recommendations for Semester 2 exams</p> <p><b>GRADUATION:</b> Summer applications open</p>						
10	11	12	13	14	15	16
			UNIVERSITY CLOSURE	UNIVERSITY CLOSURE - BANK HOLIDAY	UNIVERSITY CLOSURE	UNIVERSITY CLOSURE
17	18	19	20	21	22	23
UNIVERSITY CLOSURE - BANK HOLIDAY	UNIVERSITY CLOSURE					
24	25	26	27	28	29	30
<p><b>ACADEMIC YEAR:</b> Easter vacation ends; summer term starts</p> <p><b>MODULE CHOICE:</b> Online Option Choice opens for Continuing students</p>						<p><b>GRADUATION:</b> Summer applications close</p>

## May 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 1	2	3	4	5	6	7
<b>UNIVERSITY CLOSURE - BANK HOLIDAY</b>				<b>ADMISSIONS:</b> Outstanding replies from apps declined by default, where the last decision was received at UCAS by 30 Mar except for Extra applicants (2017 cycle) <b>EXAMS:</b> Exam papers for off-campus exams to B37/2083	<b>ADMISSIONS:</b> Outstanding decisions rejected by default for applications by 18 January (2017 cycle)	<b>AWARDS:</b> Marks upload and roll to academic history for students to be awarded on 08 May
8	9	10	11	12	13	14
<b>EXAMS:</b> Student timetables released online. Final timetable issued to faculties (including locations) <b>AWARDS:</b> Approval of Awards, release of marks and classifications at 12:00		<b>EXAMS:</b> Exam papers delivered to 37/2083 (if faculties printing and batching)				
15	16	17	18	19	20	21
<b>MODULE CHOICE:</b> Online Option Choice closes for Continuing students  <b>EXAMS:</b> Last upload of additional requirements for Semester 2 (except emergency cases)						
22	23	24	25	26	27	28
<b>EXAMS:</b> Semester 2 Exams	<b>EXAMS:</b> Semester 2 Exams	<b>EXAMS:</b> Semester 2 Exams	<b>EXAMS:</b> Semester 2 Exams	<b>EXAMS:</b> Semester 2 Exams  <b>TIMETABLING:</b> Return of Faculty Business Critical and Fresher's week requirements	<b>EXAMS:</b> Semester 2 Exams	
29	30	31	June 1	2	3	4
<b>UNIVERSITY CLOSURE - BANK HOLIDAY</b>	<b>EXAMS:</b> Semester 2 Exams	<b>EXAMS:</b> Semester 2 Exams				

## June 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 29	30	31	June 1	2	3	4
			<b>EXAMS: Semester 2 Exams</b>	<b>EXAMS: Semester 2 Exams</b> <b>ADMISSIONS:</b> Outstanding replies from applicants declined by default where last decision was received at UCAS by 09 May (Except Extra apps) 2017 cycle	<b>EXAMS: Semester 2 Exams</b>	
5	6	7	8	9	10	11
<b>EXAMS: Semester 2 Exams</b>	<b>EXAMS: Semester 2 Exams</b>	<b>EXAMS: Semester 2 Exams</b>	<b>EXAMS: Semester 2 Exams</b>	<b>EXAMS: Semester 2 Exams</b>		
12	13	14	15	16	17	18
<b>EXAMS:</b> Exam creation form SZAEXAM available (Supplementary Exams)  <b>GOVERNANCE:</b> Student Systems Board 14:00-16:00		<b>AWARDS:</b> Marks upload for 'exchange' between faculties - finalists		<b>TIMETABLING:</b> Confirmation to Faculties of booked activities for Induction/ Freshers' week	<b>ACADEMIC YEAR:</b> Summer term ends	
19	20	21	22	23	24	25
		<b>AWARDS:</b> Marks upload for 'exchange' between faculties - continuers	<b>AWARDS:</b> Final marks check, roll to academic history for finalists 12:00. Release of marks for finalists (by email) 14:00  Award date for Dalian Students Only	<b>ADMISSIONS:</b> Outstanding applicant replies declined by default where last decision was received at UCAS by 2 June 2017 cycle		
26	27	28	29	30	July 1	2
<b>ADMISSIONS:</b> Deadline for substitutions & additions & deadline for receipt of post-18 Jan applications at UCAS 2017 cycle			<b>AWARDS:</b> Final marks check, roll to academic history for continuers (and outstanding finalists) 12:00. Release of marks for continuers (by email) 14:00. Approval of Awards - LAST AWARD DATE FOR SUMMER GRADUATION ELIGIBILITY			

## July 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
June 26	27	28	29	30	July 1	2
3	4	5	6	7	8	9
				<b>ADMISSIONS:</b> Deadline for applicants to refer themselves through Extra 2017 cycle		
10	11	12	13	14	15	16
<b>GOVERNANCE:</b> Student Systems Board 14:00-16:00	<b>AWARDS:</b> Marks upload and roll to academic history for students to be awarded on 12 July	<b>AWARDS:</b> Approval of Awards, release of marks and classifications at 12:00; certificates posted  <b>EXAMS:</b> Exam creation form SZAEXAM withdrawn (Supplementary Exams)		<b>TIMETABLING:</b> Draft online 17/18 timetable released to staff  <b>ADMISSIONS:</b> BTEC results received; Int. Bacc results published; Clearing numbers available on Track for applicants to refer themselves for Clearing vacancies; Clearing decisions begin 2017 cycle		
17	18	19	20	21	22	23
<b>ADMISSIONS:</b> Outstanding decisions rejected by default for apps received by 26 Jun & on Extra referrals. Deadline for amended decisions if no reply received 2017 cycle		<b>SUMMER GRADUATION</b>	<b>SUMMER GRADUATION</b>	<b>SUMMER GRADUATION</b>		
24	25	26	27	28	29	30
<b>SUMMER GRADUATION</b> <b>EXAMS:</b> Draft exam timetable released for comments/ checking (NOT TO BE RELEASED TO STUDENTS)	<b>SUMMER GRADUATION</b>	<b>SUMMER GRADUATION</b>	<b>SUMMER GRADUATION</b>  <b>AWARDS:</b> Roll to academic history for students to be awarded on 28 July	<b>AWARDS:</b> Approval of Awards  <b>STUDENT RECORDS::</b> Deadline for progression updates to be completed for 2017/18		
31						
<b>EXAMS:</b> Generic exam timetable released to students and website						

## August 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
July 31	August 1	2	3	4	5	6
	<b>AWARDS:</b> All remaining certificates posted this week					
7	8	9	10	11	12	13
<b>EXAMS:</b> Off-campus exam papers delivered to 37/2083		<b>EXAMS:</b> Exam papers delivered to 37/2083			<b>ADMISSIONS:</b> GCE & Diploma results received from UCAS (2017 cycle)	<b>ADMISSIONS:</b> Confirmation Decisions are made in Faculty teams (2017 cycle)
14	15	16	17	18	19	20
<b>ADMISSIONS:</b> Confirmation Decisions are processed in Faculty teams (2017 cycle)  <b>EXAMS:</b> Last upload of additional requirements (Supplementary exams) except emergency cases Final student timetables released and issued to faculties			<b>ADMISSIONS:</b> Publication of GCE & Diploma results; English, Welsh & N. Irish Clearing vacancy lists published; Adjustment opens for registrations; Clearing & Confirmation hotline opens 2017 cycle			
21	22	23	24	25	26	27
<b>EXAMS:</b> Supplementary exam period	<b>EXAMS:</b> Supplementary exam period	<b>EXAMS:</b> Supplementary exam period	<b>EXAMS:</b> Supplementary exam period	<b>EXAMS:</b> Supplementary exam period <b>ADMISSIONS:</b> Deadline for creation of CAS records for 2017 starters (UF at Confirmation after A Level results) 2017 cycle	<b>EXAMS:</b> Supplementary exam period	
28	29	30	31	September 1	2	3
<b>UNIVERSITY CLOSURE - BANK HOLIDAY</b>	<b>EXAMS:</b> Supplementary exam period  <b>MODULE CHOICE:</b> Online Option Choice opens for Entrants	<b>EXAMS:</b> Supplementary exam period	<b>EXAMS:</b> Supplementary exam period <b>ADMISSIONS:</b> Deadline to meet academic conditions of offers; deadline for receipt of Adjustment decisions 2017 cycle			

## September 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 28	29	30	31	September 1	2	3
				<b>EXAMS:</b> Supplementary exam period		
4	5	6	7	8	9	10
<p><b>TIMETABLING:</b> 2017/18 Online Timetable published to staff and students</p> <p><b>ADMISSIONS:</b> Applicants can submit applications via UCAS (2018 Cycle)</p>		<b>EXAMS:</b> Deadline for marks 'exchange' between faculties		<b>ADMISSIONS:</b> Outstanding Confirmation decisions rejected by default except where stops have been received (2017 cycle)		
11	12	13	14	15	16	17
		<b>AWARDS:</b> Final marks check for students to be awarded on 14 Sep. Roll to academic history for non-referral marks	<b>AWARDS:</b> Approval of awards & release of marks/classification at 12:00; certificates posted	<b>ADMISSIONS:</b> Deadline for receipt of apps for 2016 entry. Deadline for creation of CAS records for pre-sessional pass students starting in 2017	<b>ACADEMIC YEAR:</b> International arrivals and induction starts	
18	19	20	21	22	23	24
<b>EXAMS:</b> Exam creation form SZAEXAM available (Semester 1 exams)					<b>ACADEMIC YEAR:</b> New intake arrivals start	<b>AWARDS:</b> Final marks check for students to be awarded on 27 Sep. Roll to academic history for non-referral marks
25	26	27	28	29	30	October 1
<b>AWARDS:</b> Approval of awards & release of marks/classification at 12:00; certificates posted				<p><b>MODULE CHOICE:</b> Online Option Choice closes for Entrants</p> <p><b>ADMISSIONS:</b> Close of Clearing vacancy information service 2017 cycle</p>		