

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
AWARDS: All remaining certificates posted EXAMS: Generic exam timetable released to students and on exam website ENROLMENT: Enrolment for 2016/17 begins	AWARDS: All remaining certificates posted	AWARDS: All remaining certificates posted	AWARDS: All remaining certificates posted HESA/MI: Key Information Sets initial sign off (noon)	AWARDS: All remaining certificates posted		
8	9	10	11	12	13	14
EXAMS: Off-campus exam papers delivered to 37/2083		EXAMS: Exam papers delivered to 37/2083			ADMISSIONS: GCE & Diploma results received from UCAS (2016 cycle)	ADMISSIONS: Confirmation Decisions are made in Faculty teams (2016 cycle)
15	16	17	18	19	20	21
ADMISSIONS: Confirmation Decisions are processed in Faculty teams (2016 cycle) EXAMS: Final student timetables released. Final timetable issued to faculties			ADMISSIONS: 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
EXAMS: Supplementary examinations	EXAMS: Supplementary examinations	EXAMS: Supplementary examinations	EXAMS: Supplementary examinations HESA/MI: Key Information Sets final submission and sign off (noon)	ADMISSIONS: Deadline for creation of CAS records for 16/17 starters (UF at Confirmation after A Level results) 2016 cycle EXAMS: Supplementary examinations	EXAMS: Supplementary examinations	
29	30	31	September 1	2	3	4
UNIVERSITY CLOSURE - BANK HOLIDAY	EXAMS: Supplementary examinations MODULE CHOICE: Online Option Choice opens for Entrants	ADMISSIONS: Deadline to meet academic conditions of offers; deadline for receipt of Adjustment decisions 2016 cycle EXAMS: Supplementary examinations				

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 29	30	31	September 1	2	3	4
			EXAMS: Supplementary examinations ADMISSIONS: Stops can be added to prevent RBD on 10 September	EXAMS: Supplementary examinations	RECRUITMENT & OUTREACH: University Open Day	RECRUITMENT & OUTREACH: University Open Day
5	6	7	8	9	10	11
ADMISSIONS: Applicants can submit applications via UCAS (2017 Cycle)		EXAMS: Deadline for marks 'exchange' between faculties			ADMISSIONS: Outstanding Confirmation decisions rejected by default except where stops have been received (2016 cycle)	
12	13	14	15	16	17	18
GOVERNANCE: Student Systems Board 14:00-16:00		AWARDS: Final marks check for students to be awarded on 15 Sep. Roll to academic history for non-referral marks	AWARDS: Approval of awards & release of marks/classification at 12:00; certificates posted HESA/MI: HESA Student Record initial return	ADMISSIONS: 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	ACADEMIC YEAR: International arrivals and induction starts	
19	20	21	22	23	24	25
EXAMS: SZAEXAM Banner form becomes available (Semester 1 exams) – until 14 Oct			ENROLMENT: International Registration Event (Building 58) HESA/MI: HESA Student Record initial commit	ENROLMENT: International Registration Event (B58) STUDENT RECORDS:: Deadline for supplementary progression updates to be completed for 2016/17	ACADEMIC YEAR: New intake arrivals start	AWARDS: 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
ENROLMENT: International Registration Event (Blg 58) AWARDS: Approval of awards & release of marks/classification at 12:00; certificates posted	ENROLMENT: International Registration Event (Building 58)	ENROLMENT: International Registration Event (Building 58)	ENROLMENT: International Registration Event (B58) ADMISSIONS: Close of Clearing vacancy information service 2016 cycle	ENROLMENT: International Registration Event (B58) MODULE CHOICE: Online Option Choice closes for Entrants HESA/MI: 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
GRADUATION: Applications go-live (students)			HESA/MI: Initial Teacher Training (ITT) In-Year Record test submission commit			
10	11	12	13	14	15	16
GOVERNANCE: Student Systems Board 14:00-16:00			HESA/MI: Aggregate Offshore Record initial commit	MODULE CHOICE: Deadline for semester 1 options to be changed EXAMS: SZAEXAM withdrawn (semester 1 exams)		
17	18	19	20	21	22	23
	ADMISSIONS: Deadline for Medicine applications (2017 cycle)		ADMISSIONS: All outstanding Confirmation decisions rejected by default including those with stops (2016 cycle)	ADMISSIONS: All outstanding replies form applicants declined by default (2016 cycle)	ADMISSIONS: Cycle for 2016 Entry closed	AWARDS: Marks upload and roll to academic history for students awarded on 24 October
24	25	26	27	28	29	30
AWARDS: Approval of awards, release of marks and classifications at 12:00				GRADUATION: Applications close (students) ENROLMENT: Deadline for enrolment chase (NS/WD). SLC confirmation of attendance HESA/MI: ITT record final submission commit		
31						
HESA/MI: HESA Student Record final submission						

November 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
October 31	November 1	2	3	4	5	6
	EXAMS: 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	EXAMS: Last date for students to notify Enabling Services for assessment/recommendations for S1 exams		
14	15	16	17	18	19	20
GRADUATION: PEGing report released to faculties; any specific scheduling requests to be returned by 18 November GOVERNANCE: Student Systems Board 11:00-13:00				TIMETABLING: Removal of draft status from Semester 2 timetables		AWARDS: Marks upload and roll to academic history for students awarded on 21 November
21	22	23	24	25	26	27
EXAMS: Generic exam timetable released to students; last upload for exam/student data AWARDS: 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
		EXAMS: 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>ADMISSIONS: All outstanding Delayed Confirmation decisions rejected by default (2016 cycle)</p> <p>EXAMS: Exam papers to B37 copy room (if printed by SAA faculty team)</p>						<p>AWARDS: Marks upload and roll to academic history for students awarded on 12 December</p>
12	13	14	15	16	17	18
<p>AWARDS: Approval of Awards and release of marks and classifications at 12:00; certificates posted</p> <p>HESA/MI: HESES submission, 12pm</p>	WINTER GRADUATION	WINTER GRADUATION	WINTER GRADUATION			<p>ACADEMIC YEAR: Winter vacation starts, autumn term ends</p>
19	20	21	22	23	24	25
		<p>EXAMS: 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
UNIVERSITY CLOSURE - BANK HOLIDAY	ACADEMIC YEAR: University re-opens EXAMS: Exam papers for off-campus exams to B37/2083	EXAMS: Batched exam papers to B37/2083 (if printed by SAA faculty team)				
9	10	11	12	13	14	15
ACADEMIC YEAR: Winter vacation ends, spring term starts EXAMS: Last upload of additional requirements students for Semester 1 (exc. Emergency cases)				ADMISSIONS: Application deadline for receipt of (non-Medicine) applications to be guaranteed equal academic considerations 2017 cycle HESA/MI: HESES sign off [TBC]		
16	17	18	19	20	21	22
EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams
23	24	25	26	27	28	29
EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	EXAMS: Semester 1 Exams	MODULE CHOICE: Curriculum Planning Begins ADMISSIONS: Deadline for UCAS to send applications received by 18 January - 2017 cycle EXAMS: Semester 1 Exams	ACADEMIC YEAR: Semester 1 ends EXAMS: Semester 1 Exams	ACADEMIC YEAR: Semester 2 starts AWARDS: Marks upload and roll to academic history for students awarded on 30 January
30	31	EXAMS: Exam creation form SZAEXAM available (Semester 2 exams)				
AWARDS: 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
				MODULE CHOICE: Deadline for semester 2 options to be changed ADMISSIONS: Deadline to notify UCAS of courses with Extra vacancies - 2017 cycle		
13	14	15	16	17	18	19
GOVERNANCE: Student Systems Board 11:00-13:00		EXAMS: Marks upload for 'exchange' between faculties				
20	21	22	23	24	25	26
		AWARDS: Final marks check and roll to academic history for students to be awarded on 23 February	ADMISSIONS: Extra starts - deadline to close non-Extra courses 2017 cycle AWARDS: Approval of Awards, release of marks (by email) and classifications at 12:00	EXAMS: 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
EXAMS: Draft exam timetable released for comments/checking (NOT TO BE RELEASED TO STUDENTS) Comments by 31 March		CURRICULUM: Curriculum Planning data returned to Curriculum & Timetabling Team in SAA Registry		GRADUATION: Summer schedule published on website		AWARDS: Marks upload and roll to academic history for students to be awarded on 20 March
20	21	22	23	24	25	26
AWARDS: Approval of Awards, release of marks and classifications at 12:00; certificates posted GOVERNANCE: Student Systems Board 11:00-13:00				ADMISSIONS: Deadline for decisions on apps received at UCAS by 18 January (2017 cycle)	ACADEMIC YEAR: 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
EXAMS: Last date for students to notify Enabling Services for assessment and recommendations for Semester 2 exams GRADUATION: Summer applications open		BANNER: Student Administration System Downtime, 17:00-21:00				
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
ACADEMIC YEAR: Easter vacation ends; summer term starts MODULE CHOICE: Online Option Choice opens for Continuing students at 08:00						GRADUATION: Summer applications close

May 2017

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

June 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 29	30	31	June 1	2	3	4
			EXAMS: Semester 2 Exams	EXAMS: Semester 2 Exams	EXAMS: Semester 2 Exams	
5	6	7	8	9	10	11
EXAMS: Semester 2 Exams	EXAMS: Semester 2 Exams	EXAMS: Semester 2 Exams	EXAMS: Semester 2 Exams ADMISSIONS: Outstanding replies from applicants declined by default where last decision was received at UCAS by 05 May (Except Extra apps) 2017 cycle	EXAMS: Semester 2 Exams		
12	13	14	15	16	17	18
EXAMS: Exam creation form SZAEXAM available (Supplementary Exams) GOVERNANCE: Student Systems Board 11:00-13:00		AWARDS: Marks upload for 'exchange' between faculties - finalists		TIMETABLING: Confirmation to Faculties of booked activities for Induction/ Freshers' week	ACADEMIC YEAR: Summer term ends	
19	20	21	22	23	24	25
		AWARDS: Marks upload for 'exchange' between faculties - continuers	AWARDS: Final marks check, roll to a.c. history for finalists 12:00. Release of marks for finalists (by email) 14:00 Award date for Dalian Students Only ADMISSIONS: Outstanding applicant replies declined by default where last decision was received at UCAS by 08 June 2017 cycle			
26	27	28	29	30	July 1	2
ADMISSIONS: Deadline for substitutions & additions & deadline for receipt of post-18 Jan applications at UCAS 2017 cycle			AWARDS: 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 Pre-sessional A Registration	Pre-sessional A Registration ADMISSIONS: 2017 entry applications received after 30 June are entered into Clearing		

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
	ADMISSIONS: Deadline for applicants to refer themselves through Extra 2017 cycle	ADMISSIONS: 2017 entry Clearing opens International Baccalaureate results published				
10	11	12	13	14	15	16
GOVERNANCE: Student Systems Board 11:00-13:00	AWARDS: Marks upload and roll to academic history for students to be awarded on 12 July	AWARDS: Approval of Awards, release of marks and classifications at 12:00; certificates posted EXAMS: Exam creation form SZAEXAM withdrawn (Supplementary Exams)		TIMETABLING: Draft online 17/18 timetable released to staff ADMISSIONS: BTEC results received; Clearing numbers available on Track for applicants to refer themselves for Clearing vacancies; Clearing decisions begin 2017		
17	18	19	20	21	22	23
ADMISSIONS: Outstanding decisions rejected by default for apps received by 26 Jun & on Extra referrals. Deadline for amended decisions if no reply received 2017 cycle		SUMMER GRADUATION BANNER: Student Administration System Downtime, 17:00-21:00	SUMMER GRADUATION	SUMMER GRADUATION		
24	25	26	27	28	29	30
SUMMER GRADUATION EXAMS: Draft exam timetable released for comments/ checking (NOT TO BE RELEASED TO STUDENTS)	SUMMER GRADUATION	SUMMER GRADUATION BANNER: Student Administration System Downtime, 17:00-21:00	SUMMER GRADUATION AWARDS: Roll to academic history for students to be awarded on 28 July Pre-sessional B Registration	AWARDS: Approval of Awards STUDENT RECORDS: Deadline for progression updates to be completed for 2017/18 Pre-sessional B Registration		
31						
EXAMS: 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
	AWARDS: All remaining certificates posted this week	BANNER: Student Administration System Downtime, 17:00-21:00				
7	8	9	10	11	12	13
EXAMS: Off-campus exam papers delivered to 37/2083		EXAMS: Exam papers delivered to 37/2083			ADMISSIONS: GCE & Diploma results received from UCAS (2017 cycle)	ADMISSIONS: Confirmation Decisions are made in Faculty teams (2017 cycle)
14	15	16	17	18	19	20
ADMISSIONS: Confirmation Decisions are processed in Faculty teams (2017 cycle) EXAMS: Last upload of additional requirements (Supplementary exams) except emergency cases Final student timetables released and issued to faculties			ADMISSIONS: 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
EXAMS: Supplementary exam period	EXAMS: Supplementary exam period	EXAMS: Supplementary exam period	EXAMS: Supplementary exam period	EXAMS: Supplementary exam period ADMISSIONS: Deadline for creation of CAS records for 2017 starters (UF at Confirmation after A Level results) 2017 cycle	EXAMS: Supplementary exam period	
28	29	30	31	September 1	2	3
UNIVERSITY CLOSURE - BANK HOLIDAY	EXAMS: Supplementary exam period MODULE CHOICE: Online Option Choice opens for Entrants	EXAMS: Supplementary exam period	EXAMS: Supplementary exam period ADMISSIONS: 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
				EXAMS: Supplementary exam period		
4	5	6	7	8	9	10
TIMETABLING: 2017/18 Online Timetable published to staff and students ADMISSIONS: Applicants can submit applications via UCAS (2018 Cycle)		EXAMS: Deadline for marks 'exchange' between faculties BANNER: Student Administration System Downtime, 17:00-21:00		ADMISSIONS: Outstanding Confirmation decisions rejected by default except where stops have been received (2017 cycle)		
11	12	13	14	15	16	17
		AWARDS: Final marks check for students to be awarded on 14 Sep. Roll to academic history for non-referral marks	AWARDS: Approval of awards & release of marks/classification at 12:00; certificates posted	ADMISSIONS: Deadline for receipt of apps for 2017 entry. Deadline for creation of CAS records for pre-sessional pass students starting in 2017	ACADEMIC YEAR: International arrivals and induction starts	
18	19	20	21	22	23	24
EXAMS: Exam creation form SZAEXAM available (Semester 1 exams)			International Registration	International Registration	ACADEMIC YEAR: New intake arrivals start	AWARDS: 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
AWARDS: Approval of awards & release of marks/classification at 12:00; certificates posted International Registration	International Registration	International Registration	International Registration	MODULE CHOICE: Online Option Choice closes for Entrants ADMISSIONS: Close of Clearing vacancy info service 2017 cycle International Registration		