

A Year in Student & Academic Administration 2015-2016



Enrolment



Management Information/HESA



Student Records



Recruitment and Outreach



Exams and Assessment



Graduation



Progression



Admissions



Awards



Timetabling



Governance



Curriculum / Module Choice

August 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
July 27	28	29	30	31	August 1	2
					ENROLMENT: Enrolment for 2015/16 begins	
3	4	5	6	7	8	9
					ADMISSIONS: GCE & Diploma results received from UCAS (2015 cycle)	ADMISSIONS: Confirmation Decisions are made in Faculty teams (2015 cycle)
10	11	12	13	14	15	16
ADMISSIONS: Confirmation Decisions are made in Faculty teams (2015 cycle)	ADMISSIONS: UCAS deadline for processing Confirmation Decisions (2015 cycle)		ADMISSIONS: Publication of GCE & Diploma results, English, Welsh & N. Irish Clearing vacancy lists published. Adjustment opens for registrations. Clearing and Confirmation hotline opens (2015 cycle)			
17	18	19	20	21	22	23
				ADMISSIONS: Deadline for creation of CAS records for 15/16 starters (UF at Confirmation after A Level results) (2015 cycle)		
24	25	26	27	28	29	30
31						
ADMISSIONS: Deadline to meet academic conditions of offers. Deadline for receipt of Adjustment decisions (15 cycle)						

September 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 31	September 1	2	3	4	5	6
					RECRUITMENT & OUTREACH: University Open Day	RECRUITMENT & OUTREACH: University Open Day
7	8	9	10	11	12	13
ADMISSIONS: Applicants can submit applications via UCAS (2016 Cycle)		AWARDS: Final marks check for students to be awarded on 10 Sep	ADMISSIONS: Outstanding Confirmation decisions rejected by default except where stops have been received (2015 cycle) AWARDS: Approval of awards & release of marks/ classification at 12:00			
14	15	16	17	18	19	20
GOVERNANCE: Student Systems Board Meeting 15:00-17:00	ENROLMENT: Registration Event (Building 58) HESA/MI: Return deadline for Student Return	ENROLMENT: Registration Event (Building 58)	ENROLMENT: Registration Event (Building 58)	ENROLMENT: Registration Event (Building 58)		AWARDS: Final marks check for students to be awarded on 21 Sep
21	22	23	24	25	26	27
ENROLMENT: Reg Event (B58) FRESHERS' WEEK ADMISSIONS: Deadline for receipt of apps (2015 entry) Deadline-creation of CAS records for pre-sessional pass students starting 15/16 AWARDS: Approval of awards & release of marks/class at 12:00	ENROLMENT: Registration Event (Building 58) FRESHERS' WEEK EXAMS: SZAEXAM Banner form becomes available (Sem 1 exams) -until 16 Oct HESA/MI: Commit deadline for Student Return	ENROLMENT: Registration Event (Building 58) FRESHERS' WEEK	START OF AUTUMN TERM ENROLMENT: Registration Event (Building 58) FRESHERS' WEEK	ENROLMENT: Registration Event (Building 58) FRESHERS' WEEK PROGRESSION: Deadline for supplementary prog to be completed and records updated		
28	29	30	October 1	2	3	4
START OF AUTUMN TERM		ADMISSIONS: Close of Clearing vacancy information service (2015 cycle)				

October 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September 28	29	30	October 1	2	3	4
			HESA/MI: Deadline for initial ITT submission			
5	6	7	8	9	10	11
				MODULE CHOICE: Deadline for semester 1 options to be changed		
12	13	14	15	16	17	18
GOVERNANCE: Student Systems Board Meeting 14:00-16:00			ADMISSIONS: Deadline for Medicine applications (2016 cycle)	EXAMS: SZAEXAM Banner form available (Semester 1 exams) - final day		AWARDS: Final marks check for students to be awarded on 19 Oct
19	20	21	22	23	24	25
AWARDS: Approval of awards & release of marks/classification at 12:00		ADMISSIONS: All outstanding Confirmation decisions rejected by default including those with stops (2015 cycle)	ADMISSIONS: All outstanding replies form applicants declined by default (2015 cycle)	ADMISSIONS: File for 2015 Entry closed HESA/MI: Final deadline for ITT Return		
26	27	28	29	30	31	November 1
ENROLMENT: Deadline for enrolment chase (NS/WD) - SLC confirmation of attendance.				SLC DATA: return of standard and non-standard dates term dates for 2015/16 to CTT	HESA/MI: Last submission date for Student Return	

November 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
October 26	27	28	29	30	31	November 1
2	3	4	5	6	7	8
	HESA/MI: Sign-off deadline for Student Return				HESA/MI: Last submission date for Aggregate Offshore Return	
9	10	11	12	13	14	15
GOVERNANCE: Student Systems Board Meeting 14:00-16:00	HESA/MI: Sign-off deadline for Aggregate Offshore Return					AWARDS: Final marks check for students to be awarded on 16 Nov
16	17	18	19	20	21	22
AWARDS: Approval of awards & release of marks/classification at 12:00						
23	24	25	26	27	28	29
30						

December 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
November 30	December 1	2	3	4	5	6
	HESA/MI: HEFCE census date for HESES		ADMISSIONS: All outstanding Delayed Confirmation decisions rejected by default (2015 cycle)			AWARDS: Final marks check for students to be awarded on 07 Dec
7	8	9	10	11	12	13
AWARDS: Approval of awards & release of marks/classification at 12:00			HESA/MI: HESES Return deadline		END OF AUTUMM TERM	
14	15	16	17	18	19	20
GOVERNANCE: Student Systems Board Meeting 14:00-16:00	WINTER GRADUATION	WINTER GRADUATION	WINTER GRADUATION			
21	22	23	24	25	26	27
			UNIVERSITY CLOSURE	UNIVERSITY CLOSURE - BANK HOLIDAY		
28	29	30	31	January 1	2	3
UNIVERSITY CLOSURE - BANK HOLIDAY	UNIVERSITY CLOSURE	UNIVERSITY CLOSURE	UNIVERSITY CLOSURE			

January 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
December 28	29	30	31	January 1	2	3
				UNIVERSITY CLOSURE - BANK HOLIDAY		
4	5	6	7	8	9	10
START OF SPRING TERM						
11	12	13	14	15	16	17
EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	ADMISSIONS: Application deadline for receipt of (non-Medicine) applications to be guaranteed equal academic considerations 2016 cycle EXAMS: Semester 1 exams	EXAMS: Semester 1 examinations	
18	19	20	21	22	23	24
EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	EXAMS: SZAEXAM Banner form becomes available (Semester 1 exams) - until 22 Feb EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	EXAMS: Semester 1 examinations	AWARDS: Final marks check for students to be awarded on 25 Jan
25	26	27	28	29	30	31
AWARDS: Approval of awards & release of marks/classification at 12:00				MODULE CHOICE: Programme and Module Data Management (Curriculum Planning) begins ADMISSIONS: Deadline for UCAS to send applications received by 15 January - 2016 cycle		

February 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February 1	2	3	4	5	6	7
				MODULE CHOICE: Deadline for semester 2 options to be changed		
8	9	10	11	12	13	14
GOVERNANCE: Student Systems Board Meeting 14:00-16:00				ADMISSIONS: Deadline to notify UCAS of courses with Extra vacancies - 2016 cycle		
15	16	17	18	19	20	21
		AWARDS: Final marks check for students to be awarded on 18 Feb	AWARDS: Approval of awards & release of marks/classification at 12:00			
22	23	24	25	26	27	28
EXAMS: SZAEXAM Banner form available (Semester 1 exams) - final day			ADMISSIONS: Extra starts - deadline to close non-Extra courses 2016 cycle			
29	March 1	2	3	4	5	6

March 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February 29	March 1	2	3	4	5	6
7	8	9	10	11	12	13
						AWARDS: Final marks check for students to be awarded on 14 Mar
14	15	16	17	18	19	20
<p>CURRICULUM PLANNING: Updates to Online Programme Catalogue completed</p> <p>GOVERNANCE: Student Systems Board Meeting 14:00-16:00</p> <p>AWARDS: Approval of awards & release of marks/class 12:00</p>					END OF SPRING TERM	
21	22	23	24	25	26	27
			<p>ADMISSIONS: Deadline for decisions on apps received at UCAS by 15 Jan. All Change at Confirmation offers received before 10 March declined by default (2016 cycle)</p>	<p>UNIVERSITY CLOSURE - BANK HOLIDAY</p>		
28	29	30	31	April 1	2	3
<p>UNIVERSITY CLOSURE - BANK HOLIDAY</p>						

April 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
March 28	29	30	31	April 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
START OF SUMMER TERM MODULE CHOICE: Online Option Choice opens for Continuing students						
25	26	27	28	29	30	May 1

May 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
April 25	26	27	28	29	30	May 1
2	3	4	5	6	7	8
UNIVERSITY CLOSURE - BANK HOLIDAY AWARDS: Final marks check for students to be awarded on 03 May	AWARDS: Approval of awards & release of marks/classification at 12:00			ADMISSIONS: Outstanding replies from apps declined by default, where the last decision was received at UCAS by 30 Mar except for Extra applicants (2016 cycle)	ADMISSIONS: Outstanding decisions rejected by default for applications by 14 January (2016 cycle)	
9	10	11	12	13	14	15
GOVERNANCE: Student Systems Board Meeting 14:00-16:00				MODULE CHOICE: Online Option Choice for continuing students closes		
16	17	18	19	20	21	22
EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations		
23	24	25	26	27	28	29
EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	
30	31					
UNIVERSITY CLOSURE - BANK HOLIDAY						

June 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 30	31	June 1	2	3	4	5
		EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	EXAMS: Semester 2 examinations	ADMISSIONS: Outstanding replies from applicants declined by default where last decision was received at UCAS by 09 May (Except Extra apps) 2016 cycle EXAMS: Semester 2 exams	
6	7	8	9	10	11	12
					END OF SUMMER TERM	
13	14	15	16	17	18	19
EXAMS: SZAEXAM Banner form becomes available (Supplementary) - until 11 July GOVERNANCE: Student Systems Board Meeting 14:00-16:00			AWARDS: 12:00 - Final marks upload/check: Finalists 14:00 - Release of marks/classification: Finalists			
20	21	22	23	24	25	26
		AWARDS: Approval of awards & release of marks/classification at 12:00	AWARDS: 12:00 - Deadline for approval of awards 12:00 - Final marks upload/check: Continuers 14:00 - Release of marks: Continuers	ADMISSIONS: Outstanding applicant replies declined by default where last decision was received at UCAS by 7 June 2016 cycle		
27	28	29	30	July 1	2	3
ADMISSIONS: Deadline for substitutions & additions & deadline for receipt of post-14 Jan applications at UCAS 2016 cycle						

July 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
June 27	28	29	30	July 1	2	3
				ADMISSIONS: Deadline for applicants to refer themselves through Extra 2016 cycle		
4	5	6	7	8	9	10
	AWARDS: Final marks check for students to be awarded on 06 Jul	AWARDS: Approval of awards & release of marks/classification at 12:00		RECRUITMENT & OUTREACH: University Open Day	RECRUITMENT & OUTREACH: University Open Day	
11	12	13	14	15	16	17
EXAMS: SZAEXAM Banner form available (Supplementary) - final day GOVERNANCE: Student Systems Board Meeting 14:00-16:00		SUMMER GRADUATION	SUMMER GRADUATION	SUMMER GRADUATION ADMISSIONS: BTEC results received; Int. Baccalaureate results published; Clearing numbers available on Track for applicants to refer themselves for Clearing vacancies; Clearing decisions begin 2016 cycle		
18	19	20	21	22	23	24
SUMMER GRADUATION TIMETABLING: Draft Timetable published ADMISSIONS: Outstanding decisions rejected by default for apps received by 29 Jun & on Extra referrals. Deadline for amended decisions if no reply received 2016 cycle	SUMMER GRADUATION	SUMMER GRADUATION	SUMMER GRADUATION			
25	26	27	28	29	30	31
			AWARDS: Final marks check for students to be awarded on 29 Jul	PROGRESSION: Deadline for updates to be completed for next academic year AWARDS: Approval of awards & release of marks/class at 12:00		

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 1	2	3	4	5	6	7
8	9	10	11	12	13	14
					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)			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
MODULE CHOICE: Online Option Choice opens for Entrants EXAMS: Supplementary examinations	EXAMS: Supplementary examinations	EXAMS: Supplementary examinations	EXAMS: Supplementary examinations	ADMISSIONS: Deadline for creation of CAS records for 15/16 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	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	RECRUITMENT & OUTREACH: University Open Day EXAMS: Supplementary examinations	RECRUITMENT & OUTREACH: University Open Day	
5	6	7	8	9	10	11
ADMISSIONS: Applicants can submit applications via UCAS (2017 Cycle)				ADMISSIONS: Outstanding Confirmation decisions rejected by default except where stops have been received (2016 cycle)		
12	13	14	15	16	17	18
		AWARDS: Final marks check for students to be awarded on 15 Sep	AWARDS: Approval of awards & release of marks/classification at 12:00	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		
19	20	21	22	23	24	25
EXAMS: SZAEXAM Banner form becomes available (Semester 1 exams) – until 14 Oct				MODULE CHOICE: Online Option Choice closes for entrants and students repeating their year of study		AWARDS: Final marks check for students to be awarded on 26 Sep
26	27	28	29	30	October 1	2
AWARDS: Approval of awards & release of marks/classification at 12:00			ADMISSIONS: Close of Clearing vacancy information service 2016 cycle			