

STATEMENT OF PRINCIPLES FOR SETTING THE LEARNING CALENDAR

1. PURPOSE

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

These principles apply to the online postgraduate calendar from 2020 and the other learning calendars from 2021.

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

2. DEFINITIONS

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

- the university's teaching sessions and the point in the academic year at which they commence
- the subdivision of 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 teaching sessions. Academic year dates are published in the UTS Handbook and are determined in accordance with Academic Board-approved principles for setting the learning 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 learning calendar.

3. PRINCIPLES FOR SETTING THE LEARNING CALENDAR

Principles for setting the learning 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 [Delegations](#).

The principles for setting the learning 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.

Main Calendar

Most undergraduate and postgraduate courses will be delivered using the Main Calendar. Other specific calendars will be used for courses with extensive professional placement requirements.

Autumn

- Session starts on the third Monday of February
- 17 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 3 weeks final assessment period after the final StuVac.

Spring

- Session starts on the last Monday of July or first Monday of August
- 17 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 3 weeks final assessment period after the final StuVac.

Summer

- Session starts on first Monday of December
- 11 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - one-week StuVac mid-session
 - there is no formal assessment period for the Summer session.

Health Undergraduate Calendar

Autumn

- Session starts on the third Monday of February
- 17 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 3 weeks final assessment period after the final StuVac.

Spring

- Session starts on the last Monday of July or first Monday of August
- 17 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 3 weeks final assessment period after the final StuVac.

Teacher Education Undergraduate and Postgraduate Calendar

Autumn

- Session starts on the third Monday of February
- 19 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - 6 weeks for professional placements
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 2 weeks final assessment period after the final StuVac.

Spring

- Session starts on the third Monday of July
- 19 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - 6 weeks for professional placements
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 2 weeks final assessment period after the final StuVac.

Summer

- Teacher Education currently has no Summer offering. However, if required, Summer study can be held in the January and/or February short sessions.

Health — Extended Teaching Calendar

Autumn

- Session starts on the third Monday of February
- 18 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - 14 weeks of classes
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 2 weeks final assessment period after the final StuVac.

Spring

- Session starts on the fourth Monday of July
- 18 weeks of learning, including:
 - Week 1 as a mandatory preparation week
 - 14 weeks of classes
 - one-week StuVac mid-session
 - one-week StuVac at the end of classes
 - 2 weeks final assessment period after the final StuVac.

Summer

- Summer study will be held in the January and/or February short sessions. December short session will have limited use.

Online Postgraduate Calendar

- 6 sessions per year
- Session 1 starts on the third Monday of January (or next business day if Monday is a public holiday)
- Each session is 7 consecutive teaching weeks
- One week between each session
- No StuVac or final assessment periods.

UTS Parallel Calendar

- 6 sessions per year
- Session 1 starts on the third Monday of January (or next business day if Monday is a public holiday)

- Each session is 7 consecutive teaching weeks
- One week between each session
- No StuVac or final assessment periods.

Short Session Calendar

- A short session will be scheduled every month
- No StuVac or final assessment periods.

Higher Degree Research Calendar

- Session 1 runs 1 January to 30 June
- Session 2 runs 1 July to 31 December.

Offshore Calendar

- Offshore sessions are scheduled according to the requirements of offshore education delivery.

Preparation Week

Each faculty will determine its Preparation Week strategy. However, no summative assessment is allowed in Week 1.

StuVac — mid-Session

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

In the mid-session StuVac:

- there will be 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 field trips, 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

Students must only be required to undertake normal study patterns in StuVac week, 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.

In the final StuVac:

- there will be 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

Central exams will be scheduled in final assessment periods 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.

Rescheduled and alternative exams period

Rescheduled and alternative examination will be held as soon as possible after the final assessment period at a time approved by the Director, Student Administration.

The rescheduled and alternative exams period may be used for:

- rescheduled centrally conducted examinations for students as approved by the Director, Student Administration
- faculty based examinations for students as approved by their subject coordinator.