

Structure of the Academic Calendar

Contents

Background.....	1
Principles	1
General – Applicable to All Taught Courses	1
Undergraduate Courses	2
Taught Postgraduate Courses.....	3
Taught Postgraduate Courses – January Intake.....	3

Background

1. Teaching Committee's Terms of Reference include a requirement to "*Monitor and review ... the structure of the academic calendar*". Academic Council, as Teaching Committee's parent body, has overarching responsibility for approving this structure.
2. This document sets out the structure of the University's academic calendar.
3. For this purpose, 'academic calendar' is defined as the timing and sequencing of core student teaching, learning and assessment activities, and 'structure' is defined as the high-level principles governing that academic calendar. These principles are set out below.
4. The precise dates and times of the activities within the academic calendar, along with associated administrative activities and deadlines, are operational matters and as such will be determined by the University Executive Board, with day-to-day authority delegated to the Office of the Academic Registrar.

Principles

General – Applicable to All Taught Courses

5. For each academic year, term dates will be published for each of four course categories:
 - Undergraduate
 - Taught Postgraduate
 - Undergraduate January Start
 - Taught Postgraduate January Start
6. The University normally operates two teaching semesters of 12 weeks duration each. These semester dates are common for all four course categories.
7. There are a number of courses which operate non-standard term dates. The specific term dates for these courses need not be published alongside the published term dates. However, a list of these non-standard courses will be approved annually by Teaching Committee and published, and students advised to contact the course team for further information.

8. The first teaching day of Semester 1 will normally be no earlier than 21 September and no later than 27 September each year. Therefore, to ensure compliance with this principle, every five or six years (depending on when leap years fall) the calendar shall undergo a one week 'shift'.
9. There will be a three-week student **Christmas vacation**, immediately following the end of Semester 1.
10. There will be a two-week student **Spring vacation**, immediately following the end of Semester 2. Given the movement of Easter, in some academic years the Easter bank holiday weekend will fall during Semester 2 rather than during the Spring vacation.
11. There will be an examination period, of two weeks duration, after the Christmas vacation and before the start of Semester 2. During this period examinations (or other appropriate assessments) will be held for modules delivered and completed in Semester 1. This is known as the **Semester 1 Exam Period**.
12. There will be an examination period, of three weeks duration, immediately after the Spring vacation. During this period examinations (or other appropriate assessments) will be held for modules delivered in Semester 2, as well for year-long modules. This is known as the **Main Exam Period**.
13. Results of Semester 1, Semester 2 and year-long modules (along with progression and award decisions in the case of Undergraduate courses) will be published approximately five weeks after the end of the main exam period.
14. There will be an examination period, of up to two weeks duration, approximately two weeks after the publication of results. During this period examinations (or other appropriate assessments) will be held for students referred or deferred in Semester 1 modules, Semester 2 modules, and year-long modules. This is known as the **Resit Exam Period**.
15. Results of referred and deferred modules (along with progression and award decisions in the case of Undergraduate courses) will be published approximately 3 weeks after the end of the resit exam period.
16. These principles apply to all courses delivered by the University of Westminster. Courses leading to a University of Westminster award but delivered by collaborative partner providers under a franchise or validation arrangement may operate a modified academic calendar structure to suit local requirements, provided that any such structure is consistent with the agreed academic regulations. The partner provider, UoW liaison tutor and UoW Partnerships team will agree a structure and dates suitable for both parties.

Undergraduate Courses

17. There will be a one-week Arrivals Week, for the purpose of enrolment and arrival activities, immediately prior to the first teaching week of Semester 1¹ ².
18. One week of each semester (usually week 6 in Semester 1; week 18 in Semester 2) may be designated, at the discretion of the Course Team and approved by the College, as a

¹ Enrolment for some courses may start on the Friday and Saturday prior to Arrivals Week

² The international welcome programme, for overseas students, takes place the week prior to Arrivals Week

'Student Engagement Week'. Student Engagement Weeks should contain scheduled activities, and student participation and engagement is not optional.

Taught Postgraduate Courses

19. There will be a one-week Arrivals Week, for the purpose of enrolment and arrival activities, immediately prior to the first teaching week of Semester 1. For some courses and/ or students, enrolment and arrival may start in the week prior to Arrivals Week.
20. Work on dissertations and projects formally normally starts two weeks after the main exam period. The final deadline for submission of projects and dissertations is 16 weeks after the formal start week (at the discretion of the Course Leader, the submission deadline on some courses may be earlier than this).
21. Results of dissertations and projects, along with progression and award decisions, will be published approximately four weeks after the final project/dissertation submission deadline.

Taught Postgraduate Courses – January Intake

22. There will be a one-week Arrivals Week, for the purpose of enrolment and arrival activities, immediately prior to the first teaching week of Semester 2 (i.e. during the second week of the Semester 1 exam period).
23. Work on dissertations and projects may start two weeks after the main exam period. The final deadline for submission of projects and dissertations is the week after the Semester 1 exam period (at the discretion of the Course Leader, the submission deadline on some courses may be earlier than this). During the summer period, between the end of the main exam period and the start of Semester 1, activities will vary from course to course and may include summer schools, project tutorials and study skills workshops. Students will continue to undertake, and complete, their dissertation or project during Semester 1 alongside their Semester 1 taught modules.
24. Results of Semester 1 modules, dissertations and projects, along with progression and award decisions, will be published approximately six weeks after the final project/dissertation submission deadline.
25. Students referred or deferred in Semester 1 modules will undertake this outstanding assessment during the following resit exam period, rather than during the main exam period.

*Approved by Teaching Committee 11/11/20
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