

Name of Procedure	Procedures for the Construction and Application of the Common Academic Calendar
Governing Policy	Policy on the Construction and Application of the Common Academic Calendar
Description of Procedure	These procedures outline the process to be followed in setting of the Common Academic Calendar and Study Periods at ACU. They provide direction for the planning and offering of courses and units at ACU.
Procedure applies to	<input checked="" type="checkbox"/> University-wide <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Procedure Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	New procedures. Replaces <i>Guidelines for the Construction of the Common Academic Calendar and Study Periods and Guidelines for Offering of Units</i>

Approval Authority	Academic Board
Governing Authority	Academic Board
Responsible Officer	Academic Registrar

Approval Date	16 July 2014
Effective Date	16 July 2014
Date of Last Revision	
Date of Policy Review*	July 2019

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Academic Regulations Assessment Policy and Assessment Procedures Examinations Policy and Procedures Guidelines for Offering Units Procedures for the Construction and Application of the Common Academic Calendar Timetabling Policy and Procedures
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1. Governing Policy

These procedures are governed by the *Policy on the Construction and Application of the Common Academic Calendar*.

2. Development of the Common Academic Calendar

- 2.1 The Common Academic Calendar will be developed by the Office of the Academic Registrar, in consultation with the Academic Calendar Committee.
- 2.2 Where possible, and subject to Section 4.2 of the Policy, the Academic Calendar Committee will follow the methodology of Universities Australia for determining Week 1 of the first standard study period.
- 2.3 Common vacation weeks will be set in accordance with the dates published by Universities Australia.
- 2.4 Study periods will be allocated dates in accordance with Section 4.3 of the Policy.
- 2.5 Study periods will be allocated codes by Student Systems.
- 2.6 A census date will be set for each study period in accordance with the *Higher Education Support Act*, that is, "...no less than 20% of the way through the period during which the unit is undertaken". This period includes mid-term break(s), study week(s) and formal examinations period(s).
- 2.7 For standard study periods the census dates will be set at 31 March and 31 August.
- 2.8 For non-standard standard study periods, the census date will normally be the Monday of Week 6 of the study period.
- 2.9 Student administration will allocate the following key dates for each study period:
 - a) Last date to enrol, consistent with the Academic Regulations
 - b) Earliest commencing date
 - c) Usual commencing date (in the case of standard study periods)
 - d) Latest commencing date
 - e) Latest finishing date
- 2.9 The Common Academic Calendar will be produced in the format set out at Schedule 1 to these Procedures and published on the ACU website.
- 2.10 Details of study periods and associated key dates will be produced in the format set out at Schedule 1 to these Procedures and published on the ACU website.
- 2.11 Units will be allocated against study periods in accordance with the *Guidelines for Offering Units*.

3. Variation from the Common Academic Calendar

- 3.1 Variations from the Common Academic Calendar will be considered in accordance with Section 5 of the Policy.
- 3.2 Normally, variation from the Common Academic Calendar will only be approved where necessitated by professional experience placement requirements, in recognition of the centrality of such requirements to the discipline and to associated registration/ accreditation requirements.
- 3.3 Where it is approved that a course requires a standard study period of greater than seventeen weeks, commencement of that course specific study period should, where feasible, be brought forward, in advance of the usual commencement date, so as not to impact on the study period end date or examination period. Any such variation must be approved in accordance with Section 5.3 of the Policy.
- 3.4 Where such a variation is approved, the Common Academic Calendar will still provide the relevant timeline for application of the Academic Regulations and other University requirements.

- 3.5 In the case of a course that has professional experience placements, or other requirements which impact on the ability of students to study units in other disciplines which adhere to the Common Academic Calendar;
- 3.5.1 where such a course includes core or elective units from other disciplines:
- a) it is the responsibility of the respective Heads of School, through consultation, to ensure that students can complete all educational requirements of the units offered according to the Common Academic Calendar, notwithstanding the professional experience placement or other such requirements.
 - b) consideration should be given to restricting elective choices or to providing advice on recommended electives, whose requirements can be appropriately managed.
- 3.5.2 in all such courses, the Course Coordinator must counsel students regarding the selection of units outside the discipline. Particular attention should be paid to the situation of students undertaking double degrees, where one of the courses has field/practical/clinical requirements which impact on students' ability to study units in other disciplines during particular study periods.
- 3.6 Where a course/unit which does not adhere to the Common Academic Calendar, or a course/unit taught in intensive mode, requires classes to be conducted during the central examination period, use of facilities for central examination purposes takes precedence.

Schedule 1

Format for Common Academic Calendar

	Start	End
International Orientation		
Orientation		
Semester 1		
UA common vacation week		
Examinations period		
Winter recess		
Orientation		
Semester 2		
UA common vacation week		
Examinations period		

Format for Study Periods

Standard Study Periods

Study Period	Code	Latest Date to Enrol	Earliest Commencing Date	Usual Commencing Date	Latest Commencing Date	Latest Finishing Date	Census Date
Semester 1							
Semester 2							

Summer, Winter and Professional Terms

Study Period	Code	Latest Date to Enrol	Earliest Commencing Date	Latest Commencing Date	Latest Finishing Date	Census Date

Research Terms, International (offshore) Trimesters,

Study Period	Code	Commencing – Finishing Dates	Census Date