

Name of Policy	Policy on the Construction and Application of the Common Academic Calendar
Description of Policy	This Policy provides the framework for the setting of the Common Academic Calendar and Study Periods at ACU to ensure that important academic dates are scheduled in advance. It provides direction for the planning and offering of courses and units at ACU.
Policy 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
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	Amendment to Section 4.3.1

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	15 February 2017
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. Policy Statement

This Policy provides the framework for the setting of the Common Academic Calendar and Study Periods at ACU to ensure that important academic dates are scheduled in advance. It provides direction for the planning and offering of courses and units at ACU.

2. Policy Scope

This Policy applies to all ACU campuses, academic programs, staff and students.

3. Definitions

The terms used in this policy are consistent with the ACU Glossary of Terms.

4. Construction of the Common Academic Calendar

4.1 The Common Academic Calendar will operate as the baseline against which the Academic Regulations, Timetabling Policy and Examinations Policy are applied.

4.2 The Common Academic Calendar will be developed with consideration to the calendars of the majority of other Australian universities in the states and territory where ACU has a campus presence, particularly in relation to the starting date of standard study periods.

4.3 The Common Academic Calendar will consist of:

4.3.1 Two standard study periods (semesters) of seventeen weeks each consisting of:

- a) twelve weeks of teaching/class contact;
- b) a one week mid-semester recess or study week, in line with the Universities Australia common vacation week schedule;
- c) a one week pre-examination study week
- d) a maximum three week official examination period

4.3.2 A five week recess between Semesters one and two, one week of which should also coincide with the Universities Australia common vacation week schedule.

4.3.3 Non-standard study periods, described as:

- a) Summer Term
- b) Winter Term
- c) Professional Terms 1 to 8
- d) Research Terms A, B, C and D
- e) International (offshore) Trimesters 1, 2 and 3
- f) ELICOS Terms 1 to 9

4.3.4 Dates for Orientation, International Orientation and the Universities Australia Common Vacation Weeks.

4.4 There will be two administrative reporting periods being:

- a) First Half-Year Period (incorporating Summer Term, Winter Term Professional Terms 1 to 4 and Semester One); and
- b) Second Half-Year Period (incorporating Professional Terms 5 to 8 and Semester Two).

5. Application of the Common Academic Calendar

5.1 The Common Academic Calendar will apply to all academic programs delivered by ACU regardless of location or study mode.

5.2 Any variation from the Common Academic Calendar must be approved in advance by the Academic Registrar.

5.3 Should a Faculty/School wish to propose a variation from the approved Common Academic Calendar, it must justify the necessity for doing so:

- a) in the case of new courses or courses under review, at the time of course development and/or review; *or*
- b) in the case of existing courses, to the Academic Registrar through the Academic Calendar Committee by 31 July, for courses to be offered in the following year.

6. Timeline

The Common Academic Calendar will normally be developed two years in advance.

7. Approval Authority

Academic Board will be the approving authority for the Common Academic Calendar based on the recommendation of the Academic Administrative Committee.

8. Publication

- 8.1 The Common Academic Calendar will be published via the ACU website.
- 8.2 Extracts from the Common Academic Calendar will be provided to Universities Australia for inclusion in its published list of principal academic dates for its member Universities.

9. Related policies, procedures and guidelines

Academic Regulations
Assessment Policy and Assessment Procedures
Examinations Policy and Procedures
Timetabling Policy and Procedures
Procedures for the Application of the Common Academic Calendar
Guidelines for Offering Units