Academic Calendar Procedure

Section 1 - Purpose and Scope

(1) This Procedure establishes the requirements for the development and approval of the Academic Calendar. This Procedure enacts the Admission Policy.

Section 2 - Process and Key Controls

(2) The Academic Calendar of The University of Queensland is published on UQ Events and internal resources such as wall planners. Dates are determined with regard to the Higher Education Support Act 2003 and advice provided by Universities Australia.

(3) Approved variations to the Academic Calendar and teaching periods are published on myUQ.

(4) Enrolment deadlines approved under this Procedure are published:

a. in the Academic Calendar (for semesters, trimesters, research quarters and teaching periods);
b. on my.UQ (for teaching periods and approved course-specific variations); and
c. on mySI-net for flexibly scheduled courses.

Section 3 - Key Requirements

Academic Calendar

(5) The Academic Calendar is approved by the Vice-Chancellor and comprises of:

a. three semesters (Semester 1, Semester 2 and Summer Semester):
    i. commencement dates;
    ii. revision and examination periods;
    iii. mid-semester breaks, end of semester breaks, and public holidays.
b. an orientation week preceding the commencement of Semester 1 and Semester 2.
c. graduation periods following Semesters 1 and 2.

(6) A semester is a standard study period.

(7) Student Enrolments and Fees is responsible for preparing the Academic Calendar, normally two years in advance of the applicable academic year it takes effect. Following consultation with key stakeholders, the draft Academic Calendar is endorsed by the Deputy Director, Academic Services Division and referred to the Committee for Academic Programs Policy (CAPP) and the Academic Board for advice and recommendation. The proposal, together with the recommendations from CAPP, the Academic Board and the Deputy Vice-Chancellor (Academic), is referred to the Vice-Chancellor for approval.

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(8) The Academic Registrar may authorise variations to the start and/or end dates for a semester in the approved Academic Calendar, for specific cohorts of students. Faculties may submit variations for approval by completing the Calendar Variations Form. When determining variations, the Academic Registrar may consult the CAPP.

(9) Study periods in an academic year, additional to semesters set in the Academic Calendar, are approved by the Academic Registrar. Student Enrolments and Fees is responsible for preparing the schedule of additional study periods, normally in the preceding year. Following consultation with relevant stakeholders, the schedule is submitted to the Academic Registrar for approval.

Enrolment Dates

(10) A study period comprises the following enrolment dates as prescribed by the Academic Registrar:

a. the final date for addition of courses or alteration of enrolment;
b. the census date; and
c. the final date for cancellation of enrolment without incurring academic penalty (but financial liability remains).

(11) In addition to clause 10, the Academic Registrar may also prescribe:

a. closing dates for enrolment in a study period; and/or
b. closing dates for enrolments for:
    i. specific programs or courses (including flexibly-scheduled courses); and/or
    ii. specific classes of students.

(12) Student Enrolments and Fees is responsible for preparing the enrolment dates for the approval of the Academic Registrar, normally undertaken concurrently with the approval of the Academic Calendar or schedule of additional study periods as relevant.

(13) Subsequent amendments to enrolment dates are approved by the Academic Registrar and must be displayed on the UQ website at least two months prior to the date taking effect.

Section 4 - Roles, Responsibilities and Accountabilities

Position	Responsibility
Vice-Chancellor	• Approve the Academic Calendar and subsequent amendments as required.
Committee for Academic Programs Policy	• Provide advice to the Academic Board and Deputy Vice-Chancellor (Academic) on the Academic Calendar.
Academic Registrar	• Approve this Procedure and oversee implementation and compliance. • Approve applications for variations to the Academic Calendar. • Approve enrolment dates for a study period, including for a specific program, course, and/or class of students. • Monitor compliance and review this Procedure as required
Student Enrolments and Fees	• Prepare the draft Academic Calendar in consultation with key stakeholders for the endorsement of the Deputy Director, Academic Services Division and referral through the approval process.
Students	• Observe and comply with enrolment deadlines and key dates in the Academic Calendar.

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Section 5 - Monitoring, Review and Assurance

(14) This Procedure is monitored and reviewed by the Academic Registrar.

Section 6 - Recording and Reporting

(15) The records of all proposals initiated through this Procedure shall be managed in accordance with the Information Management Policy and recorded in the University's records management system.

Section 7 - Appendix

Essential Criteria for Variations

(16) Requested variation/s MUST meet the following criteria:

a. Study period must not exceed six months, as specified in the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code).
b. 20% of study period must elapse prior to the census date (see DESE requirements, and Higher Education Support (Administration) Guidelines 2022 - Part 6, section 25).
c. Variation must include at least one week of revision in each semester.
d. Variation must not impact on the scheduling of central examinations.
e. Variation must allow student to undertake deferred or supplementary assessment.
f. Variation must allow for results to be finalised prior to the commencement of the next semester.
g. If affecting final year courses, the variation must allow students to graduate at the prescribed July/December ceremony for their relevant faculty.

Definitions, Terms and Acronyms

Term	Definition
Academic year	Commences on the first Monday of Semester 1 and ends with the Sunday before the corresponding Monday of the following year.
Flexibly-scheduled course	A course where key dates are calculated by system logic, based on the class start date.
Census Date	Means the last date to drop a course without financial liability; it is also the date by which enrolment must be finalised for a study period.
Study Period	A semester, trimester, research quarter or teaching period.

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Status and Details

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Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Academic Services Division

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