

Programmes and Assessment

STUDENT SERVICES CENTRE



UNIVERSITY OF LEEDS

Timeline of Events & Communications for 2016/17

(Including Forward Planner for 2017/18)

Last updated 15 March 2017

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Thur	1	August re-assessment marking period (2015/2016)		Welcome pack sent out to new UG UK students	
Fri	2		Deadline for Students to clear University debts for inclusion in Sept pass lists		
Sat	3				
Sun	4				
Mon	5		Primary PGCE registration 11:00 – 12:30		
Tue	6				
Wed	7				
Thur	8	Deadline for Schools to submit August marks and classifications to Exams	International Registration Week: 09:00 – 17:00 daily	Deadline for Schools to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Secretariat by noon on 12 Sept)	
Fri	9	Deadline for Schools to return Past Exam Papers form to Exams	<ul style="list-style-type: none"> Secondary PGCE registration 12:00 – 15:00 Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 16 Sep) 	17:00 Deadline for Schools to enter EOT Academic Standing code of 07	
Sat	10				
Sun	11				
Mon	12	<ul style="list-style-type: none"> Official award date (August resitters) August Results released to students (12:00) Internal and External Students able to apply online for Carried Module resits (deadline 21 Oct) Exams to write to students with exhausted opportunities 		<ul style="list-style-type: none"> 12:00 Deadline for Schools to submit referred student cases to Secretariat Deadline for Aug Starters to register Banner updated with Registration Hold for Aug Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Aug Starters who have not picked up ID advising them to collect by 26 Sep – list sent to schools 	
Tue	13	2016/2017 exam schedules sent to Schools for checking/ updating (deadline 11 Oct)			
Wed	14				
Thur	15				
Fri	16			Deadline for Schools to complete Post-August Progression exercise	<ul style="list-style-type: none"> Room allocations fixed Finalised timetable published to staff and students
Sat	17		ID Card Collection Event 11:00 – 17:00		
Sun	18		ID Card Collection Event 11:00 – 17:00		
Mon	19		Registration Week: 09:00 – 17:00 (Ziff Building/Great Hall) ID Card Collection Event: 09:00 – 17:00	Portal announcement to students reminding them to register	
Tue	20		Registration: 09:00 – 17:00 (Ziff Building/Great Hall) ID Card Collection Event: 09:00 – 17:00		
Wed	21	START OF SESSION 2016/2017	Registration: 09:00 – 17:00(Ziff Building/Great Hall) Discovery Themes Fair: 10:00 – 15:00		
Thur	22		Registration: 09:00 – 17:00 (Ziff Building/Great Hall)	Module Enrolment closes	
Fri	23	Deadline for Schools to flag 2016/17 1 st attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams (alternative forms of assessment for first attempts to be indicated on this report)	Registration: 09:00 – 17:00 (Ziff Building/Great Hall)		
Sat	24				
Sun	25				
Teaching Week 1 (Semester 1)					
Mon	26	Semester 1 Teaching begins, Session 2016/2017		<ul style="list-style-type: none"> Final deadline for Aug Starters to register. Schools emailed regarding action required. Final deadline for RE Aug Starters to obtain ID card – list sent to schools 	
Tue	27				
Wed	28			Schools emailed reminder to advise Operations of 'No Shows' (new students)	
Thur	29				
Fri	30		December Ceremonies Schedule published		

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Sat	1				
Sun	2				
Teaching Week 2 (Semester 1)					
Mon	3		Instructions on registering Graduation Choices sent to Finalists eligible to attend the Dec Ceremony via the Portal. (Awarded students will be contacted separately)	Registration begins for Nov starters – schools informed	
Tue	4				
Wed	5				
Thur	6				
Fri	7			<ul style="list-style-type: none"> Early warning email sent schools regarding EL Sep Starters (deadline 24 Oct) Email sent to RE Sep Starters who have not picked up ID advising them to collect by 7 Nov – list sent to schools 	
Sat	8				
Sun	9				
Teaching Week 3 (Semester 1)					
Mon	10				
Tue	11	Deadline for Schools to return 2016/2017 Examination schedules to Exams			
Wed	12		Graduation Registration opens for students eligible to attend in Dec 2016		Finalise any outstanding room allocations for Sem 2 teaching
Thur	13		<ul style="list-style-type: none"> Invitations sent to Dec Ceremony Presenters (deadline 11 Nov) Staff Gown Hire email sent to Academic Staff for Dec Ceremonies (deadline 24 Nov) 		
Fri	14				
Sat	15				
Sun	16				
Teaching Week 4 (Semester 1)					
Mon	17		Prize Notification Sheets sent to Schools (deadline 25 Nov)		
Tue	18				
Wed	19				
Thur	20				
Fri	21	<ul style="list-style-type: none"> Deadline for Students to add/drop semester 1 and semester 1&2 modules and be signed up in Schools (fee may apply thereafter) Deadline for Students to apply for Carried Module Resits (including External Resits) (late fee applies after this date) 			
Sat	22				
Sun	23				
Teaching Week 5 (Semester 1)					
Mon	24			<ul style="list-style-type: none"> Deadline for Sep Starters to register Banner updated with Registration Hold for Sep Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Sep Starters who have not picked up ID advising them to collect by 7 Nov – list sent to schools 	
Tue	25				
Wed	26				
Thur	27				
Fri	28	<ul style="list-style-type: none"> Deadline for Students to notify Exams of religious commitments during exam periods Module Grades page on Student Services switched off (until 17 Nov) 		<ul style="list-style-type: none"> Early warning email sent schools regarding EL Oct Starters (deadline 14 Nov) Email sent to RE Oct Starters who have not picked up ID advising them to collect by 28 Nov – list sent to schools 	
Sat	29				
Sun	30				
Teaching Week 6 (Semester 1)					
Mon	31	Exam timetable data taken from Banner (Semester 1 exams)			

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Tue	1			<ul style="list-style-type: none"> Registration begins for Dec starters – schools informed Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils 	
Wed	2		Debt emails sent to Dec Ceremony attendees owing money to the university (deadline 11 Nov)		
Thur	3				
Fri	4				
Sat	5				
Sun	6				
Teaching Week 7 (Semester 1)					
Mon	7			<ul style="list-style-type: none"> Final deadline for Sep Starters to register. Schools emailed regarding action required. Final deadline for RE Sep Starters to obtain ID card – list sent to schools 	
Tue	8				
Wed	9	Deadline for Schools to submit TP results to Exams		Email sent to International external candidates regarding visa implications and the need to return home	
Thur	10				
Fri	11	Draft Exam Timetable for Semester 1 published on web and emailed to schools (12:00)	<ul style="list-style-type: none"> Deadline for Students to clear university debts for inclusion in Dec ceremonies (Students owing money are removed from the Dec Ceremony List) Deadline for Presenter Replies for Dec Ceremonies 		
Sat	12				
Sun	13				
Teaching Week 8 (Semester 1)					
Mon	14			<ul style="list-style-type: none"> Deadline for Oct Starters to register Registration Hold added for Oct Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Oct Starters who have not picked up ID advising them to collect by 28 Nov – list sent to schools 	
Tue	15				
Wed	16				
Thur	17	<ul style="list-style-type: none"> Official award date (mainly TP awards) Results released to students (mainly TP) (12:00) (resit applications deadline 23 Nov) 			
Fri	18	End of Week 8 – Students temporarily withdrawing after this date will be expected to complete Semester 1 assessments.	Degree Certificates and DSTs produced		
Sat	19				
Sun	20				
Teaching Week 9 (Semester 1)					
Mon	21				
Tue	22				
Wed	23	<ul style="list-style-type: none"> Deadline for Schools to request changes following publication of Draft Exam Timetable Deadline for TP Students to submit external resit applications (late fee applies thereafter) 			
Thur	24		<ul style="list-style-type: none"> Deadline for Staff and Student Gown Hire Deadline for Students to Register for Graduation 		
Fri	25	Exam Timetable (without venues) for Semester 1 published on web and emailed to schools (12:00)	Deadline for Schools to Return of Prize Notification Sheets (must be signed by Faculty Finance Manager)	<ul style="list-style-type: none"> Early warning email sent schools regarding EL Nov Starters (deadline 12 Dec) Email sent to RE Nov Starters who have not picked up ID advising them to collect by 9 Jan – list sent to schools 	
Sat	26				
Sun	27				
Teaching Week 10 (Semester 1)					
Mon	28	12:00 Deadline for Schools to submit Semester 1 Exam Papers	<ul style="list-style-type: none"> Dec ceremony programmes produced and formatted for Print and Copy Bureau Missing award checking in Exams for Dec ceremonies 	<ul style="list-style-type: none"> Final deadline for Oct Starters to register. Schools emailed regarding action required. Final deadline for RE Oct Starters to obtain ID card – list sent to schools 	
Tue	29	Modified exams papers information emailed to schools	Prize Winners list produced for Dec ceremony programmes		
Wed	30		Seat Numbers allocated to Dec ceremony attendees		

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Thur	1			Registration begins for Jan starters – schools informed	
Fri	2				
Sat	3				
Sun	4				
Teaching Week 11 (Semester 1)					
Mon	5		Events begins marking up December Ceremony programmes with manual additions		
Tue	6		Programmes to final print (NB: Only students awarded before this date will be included in the programme)		
Wed	7				
Thur	8				
Fri	9	<ul style="list-style-type: none"> ▪ Exam Timetable with Venues for Semester 1 published on web and emailed to schools (12:00) ▪ List of Special Circs exam candidates emailed to schools ▪ List of students sitting exams overseas emailed to schools ▪ Timetables emailed to students sitting exams overseas and institutions hosting exams ▪ Semester 1 Teaching Ends 			
Sat	10				
Sun	11				
Mon	12		<p>December Degree Ceremonies</p>	<ul style="list-style-type: none"> ▪ Deadline for Nov Starters to register ▪ Registration Hold added for Nov Starters who have failed to register. Schools emailed regarding action required. ▪ Email sent to RE Nov Starters who have not picked up ID advising them to collect by 9 Jan – list sent to schools 	
Tue	13				
Wed	14				
Thur	15				
Fri	16		<p>Certificates and Diploma Supplements sent to students to be conferred <i>in absentia</i> following Nov 2016 awards.</p>		
Sat	17				
Sun	18				
Mon	19	Information for schools about Semester 1 exam period emailed to Exams Mailman list			
Tue	20		Student records of ceremony attendees updated in Banner		
Wed	21				
Thur	22				
Fri	23	<i>University Closed – Christmas and New Year</i>			
Sat	24				
Sun	25				
Mon	26	<i>University Closed</i>			
Tue	27	<i>University Closed</i>			
Wed	28	<i>University Closed</i>			
Thur	29	<i>University Closed</i>			
Fri	30	<i>University Closed</i>			
Sat	31				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Sun	1				
Mon	2	University Closed			
Tue	3	Exam set-up	July 2017 Degree Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and Ceremony School Contacts (deadline Fri 20 Jan)	Registration begins for Feb starters – schools informed	
Wed	4				
Thur	5				
Fri	6		Letters sent to Dec Ceremony Absentees requesting alternative graduation choice (deadline Fri 10 Feb)	<ul style="list-style-type: none"> Early warning email sent schools regarding EL Dec Starters (deadline 23 Jan) Email sent to RE Dec Starters who have not picked up ID advising them to collect by 6 Feb – list sent to schools 	
Sat	7				
Sun	8				
Mon	9	Semester 1 Examination/Assessment Period (09:00–12:00 and 14:00–17:00)	July 2017 Degree Ceremony information updated on web	<ul style="list-style-type: none"> Final deadline for Nov Starters to register. Schools emailed regarding action required. Final deadline for RE Nov Starters to obtain ID card – list sent to schools 	
Tue	10				
Wed	11		Prize Lists sent to Schools for checking and updating (deadline 7 Apr)		
Thur	12				
Fri	13				
Sat	14	Exams all day (if necessary)			
Sun	15				
Mon	16		Pending Finalists created in Banner		
Tue	17				
Wed	18				
Thur	19				
Fri	20	Last day of semester 1 exams	Deadline for Schools to submit July Ceremony Schedule Requests (NB: We will not be able to take requests after this date due to tight schedule for publishing the Schedule)		
Sat	21				
Sun	22				
Teaching Week 1 (Semester 2)					
Mon	23	Semester 2 Teaching Begins		<ul style="list-style-type: none"> Deadline for Dec Starters to register Registration Hold added for Dec Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Dec Starters who have not picked up ID advising them to collect by 6 Feb – list sent to schools 	
Tue	24				
Wed	25		July Degree Ceremony Schedule: Student numbers run to produce schedule along with the School request list	Schools reminded to sign up to Ops Mailman list if not already done so	
Thur	26				
Fri	27			<ul style="list-style-type: none"> Early warning email sent schools regarding EL Jan Starters (deadline 13 Feb) Email sent to RE Jan Starters who have not picked up ID advising them to collect by 27 Feb – list sent to schools 	
Sat	28				
Sun	29				
Teaching Week 2 (Semester 2)					
Mon	30				
Tue	31				

Also during January: Main Student Loan Company (SLC) Attendance report submitted. Data provided is used to pay tuition fees to the University.

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Wed	1			<ul style="list-style-type: none"> Registration begins for Mar starters – schools informed Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils 	
Thur	2				
Fri	3				
Sat	4				
Sun	5				
Teaching Week 3 (Semester 2)					
Mon	6	<ul style="list-style-type: none"> Semester 2 exam schedules sent to Schools for checking/ updating (deadline 20 Feb) Process run to identify semester 1 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval 		<ul style="list-style-type: none"> Final deadline for Dec Starters to register. Schools emailed regarding action required. Final deadline for RE Dec Starters to obtain ID card – list sent to schools 	
Tue	7				
Wed	8				
Thur	9				
Fri	10		Deadline for Dec Ceremony Absentees. NB Students who have not provided an alternate graduation choice by this deadline will be sent out their certificate and be given no further opportunity to attend a Degree Ceremony.		
Sat	11				
Sun	12				
Teaching Week 4 (Semester 2)					
Mon	13		<ul style="list-style-type: none"> Certificates and Diploma Supplement Transcripts sent to Dec Ceremony Absentees and awarded students who failed to make a graduation choice Provisional Schedule for July Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 17 Feb) 	<ul style="list-style-type: none"> Deadline for Jan Starters to register Registration Hold added for Jan Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Jan Starters who have not picked up ID advising them to collect by 27 Feb – list sent to schools 	Previous year's timetable data rolled forward and new database for the 2017/2018 teaching year created
Tue	14				
Wed	15			Module enrolment guidance sent to schools	
Thur	16				
Fri	17	Deadline for Students to add or drop any modules taught in semester 2 and be signed up in Schools (fee may apply thereafter)	Deadline for Schools to submit July Ceremony provisional schedule amendment requests		
Sat	18				
Sun	19				
Teaching Week 5 (Semester 2)					
Mon	20	Deadline for Schools to return checked and updated Semester 2 exam schedule to Exams	List of Healthcare students eligible for the July Degree Ceremonies sent to Healthcare contact		
Tue	21				
Wed	22				<ul style="list-style-type: none"> Timetable database for 2017/2018 released Timetablers commence data collection
Thur	23				
Fri	24		July Degree Ceremony Schedule produced and published at http://students.leeds.ac.uk/graduation	<ul style="list-style-type: none"> Early warning email sent schools regarding EL Feb Starters (deadline 13 Mar) Email sent to RE Feb Starters who have not picked up ID advising them to collect by 3 Apr – list sent to schools 	
Sat	25				
Sun	26				
Teaching Week 6 (Semester 2)					
Mon	27	Exam timetable data taken from Banner (Semester 2 exams)	July Degree Ceremonies created in Banner	<ul style="list-style-type: none"> Final deadline for Jan Starters to register. Schools emailed regarding action required. Final deadline for RE Jan Starters to obtain ID card – list sent to schools 	
Tue	28		Request for Discovery Theme Fair Requirements sent to School contacts (deadline 31 March)		Updated module and programme data uploaded from Banner and Daily Update Process commences

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Wed	1		Module Theme leaders emailed re Module Fair Event in May	Registration begins for Apr starters – schools informed	
Thur	2				
Fri	3				
Sat	4				
Sun	5				
Teaching Week 7 (Semester 2)					
Mon	6				
Tue	7			<ul style="list-style-type: none"> Preparation for module enrolment begins Dates requested for module enrolment. Details of process for 2017/2018 sent to schools. 	
Wed	8				
Thur	9				
Fri	10	Draft Exam Timetable for semester 2 published on web and emailed to schools (12:00)			
Sat	11				
Sun	12				
Teaching Week 8 (Semester 2)					
Mon	13			<ul style="list-style-type: none"> Deadline for Feb Starters to register Registration Hold added for Feb Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Feb Starters who have not picked up ID advising them to collect by 3 Apr – list sent to schools 	
Tue	14				
Wed	15			Students notified of module enrolment opening times via Portal and social media	
Thur	16				
Fri	17	End of Week 8 – Any student temporarily withdrawing after this date will be expected to complete sem 2 assessments.			
Sat	18				
Sun	19				
Teaching Week 9 (Semester 2)					
Mon	20				
Tue	21				
Wed	22	12:00 Deadline for Schools to request changes to exam timetable following publication of Draft Timetable			
Thur	23				
Fri	24	<ul style="list-style-type: none"> Exam Timetable (without venues) for semester 2 published on web and emailed to schools (12:00) Semester 2 Teaching finishes for Easter 			
Sat	25				
Sun	26				
Mon	27	Modified exam papers information emailed to schools			
Tue	28				
Wed	29				
Thur	30				
Fri	31		Deadline for Schools to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	<ul style="list-style-type: none"> Deadline for Schools to submit proposals for new and amended modules/programmes of study Early warning email sent schools regarding EL Mar Starters (deadline 24 Apr) Email sent to RE Mar Starters who have not picked up ID advising them to collect by 15 May – list sent to schools 	

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Sat	1				
Sun	2				
Mon	3			<ul style="list-style-type: none"> Registration begins for May starters – schools informed Final deadline for Feb Starters to register. Schools emailed regarding action required. Final deadline for RE Feb Starters to obtain ID card – list sent to schools 	
Tue	4				
Wed	5			Taught student records rolled forward to 2017/2018 ready for registration (Sep/Oct start dates rolled to 2017/2018)	Existing students rolled forward and attached to compulsory blocks in Banner (completed by 28 April)
Thur	6				
Fri	7		Deadline for Schools to submit checked and updated Prize Lists	Deadline for Schools to update information on modules and programmes for session 2017/2018 and dates for module enrolment	
Sat	8				
Sun	9				
Mon	10	Deadline for Schools to submit semester 2 exam papers to Exams			
Tue	11				
Wed	12				
Thur	13	<ul style="list-style-type: none"> Exam Timetable with Venues for semester 2 published on web and emailed to schools (12:00) List of Special Circs exam candidates emailed to schools List of students sitting exams overseas emailed to schools Timetables emailed to students sitting exams overseas and institutions hosting exams <i>University Closed (p.m. only) - Easter</i>			
Fri	14	<i>University Closed</i>			
Sat	15				
Sun	16				
Mon	17	<i>University Closed</i>			
Tue	18	<i>University Closed</i>			
Wed	19				
Thur	20				
Fri	21				
Sat	22				
Sun	23				
Teaching Week 10 (Semester 2)					
Mon	24	Semester 2 Teaching recommences after Easter break	Instructions on how to register Graduation Choices sent to Final Year Students eligible to attend July Degree Ceremony via the Student Portal. (Awarded students will be contacted separately)	<ul style="list-style-type: none"> Deadline for Mar Starters to register Registration Hold added for Mar Starters who have failed to register. Schools emailed regarding action required. Email sent to RE Mar Starters who have not picked up ID advising them to collect by 15 May – list sent to schools 	
Tue	25			Schools emailed about Discovery Themes Fair	<ul style="list-style-type: none"> Returning student data transferred from Banner into S+ Daily process to allocate students to core compulsory lectures and other single activities commences
Wed	26				
Thur	27				
Fri	28			Web modules and programme catalogues go live	Roll forward of existing students completed in Banner
Sat	29				
Sun	30				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Teaching Week 11 (Semester 2)					
Mon	1	University Closed – May Day Bank Holiday			
Tue	2	Information for schools about Semester 2 exam period emailed to Exams Mailman list		Registration begins for Jun starters – schools informed	Deadline for Schools: Data collection. All schools to have completed timetable data submission in readiness for room allocation and module enrolment.
Wed	3			Targeted module enrolment announcements posted/emailed to students throughout May	
Thur	4				
Fri	5	Semester 2 Teaching Ends		<ul style="list-style-type: none"> Early warning email sent schools regarding EL Apr Starters (deadline 22 May) Email sent to RE Apr Starters who have not picked up ID advising them to collect by 5 Jun – list sent to schools 	First draft timetable (with times but not rooms) published on web to assist students in making clash-free optional module choices.
Sat	6				
Sun	7				
Mon	8	<ul style="list-style-type: none"> Revision week Exam set-up 	Email sent to Taught Pending Finalists informing them of all deadlines for July Ceremonies (Debts, Gown Hire, Checking Awards etc) and asking them to ensure their Legal Name is correct (deadline 22 Jun)		
Tue	9			Module Enrolment exercise begins for returning students - Year 3 and above - Optional modules only (Discovery modules available from 4 July)	
Wed	10		Graduation Registration opens for students eligible to attend in July 2017	Module Enrolment exercise begins for returning students - Year 2 and above - Optional modules only (Discovery modules available from 4 July)	
Thur	11				
Fri	12				
Sat	13				
Sun	14				
Mon	15	Semester 2 Examination/Assessment Period (09:00–12:00 and 14:00–17:00)	<ul style="list-style-type: none"> Staff Gown Hire email sent to Academic Staff for July Ceremonies (deadline 23 Jun). Invitations sent to July Degree Ceremonies Presenters (deadline Fri 16 June) 	<ul style="list-style-type: none"> Final deadline for Mar Starters to register. Schools emailed regarding action required. Final deadline for RE Mar Starters to obtain ID card – list sent to schools 	
Tue	16				
Wed	17				
Thur	18				
Fri	19				
Sat	20	Exams all day (if necessary)			
Sun	21				
Mon	22			<ul style="list-style-type: none"> Deadline for Apr Starters to register Registration Hold added for Apr Starters who have failed to register. Schools emailed regarding action required Email sent to RE Apr Starters who have not picked up ID advising them to collect by 5 Jun – list sent to schools 	
Tue	23				
Wed	24		Prize Notification Sheets sent to Schools asking for confirmation of prize winners (deadline 23 Jun)		
Thur	25				
Fri	26			<ul style="list-style-type: none"> Early warning email sent schools regarding EL May Starters (deadline 12 Jun) Email sent to RE May Starters who have not picked up ID advising them to collect by 26 Jun – list sent to schools 	
Sat	27	Exams all day (if necessary)			
Sun	28				
Mon	29	University Closed – Spring Bank Holiday			
Tue	30	University Closed			
Wed	31		Request for Discovery Theme Fair Requirements sent to School contacts (deadline 31 Jul)		

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Thur	1		Module Theme leaders emailed re Module Fair Event in May	Registration begins for Jul starters – schools informed	
Fri	2	<ul style="list-style-type: none"> Module Grades page on Student Services switched off (until 3 Jul) Last day of semester 2 exams 	Debt emails sent to July Ceremony attendees owing money to the university (deadline 16 Jun)		
Sat	3				
Sun	4				
Mon	5	Schools Marking Week		<ul style="list-style-type: none"> Final deadline for Apr Starters to register. Schools emailed regarding action required Final deadline for RE Apr Starters to obtain ID card – list sent to schools 	
Tue	6				
Wed	7				
Thur	8				
Fri	9			Progression instructions sent to Schools	
Sat	10				
Sun	11				
Mon	12	Internal Boards and Moderation Week		<ul style="list-style-type: none"> Progression Tool SWAPRGT made available to Schools Deadline for May Starters to register Registration Hold added for May Starters who have failed to register. Schools emailed regarding action required Email sent to RE May Starters who have not picked up ID advising them to collect by 26 Jun – list sent to schools 	
Tue	13				
Wed	14				
Thur	15		Graduation Registration for the July ceremonies closes		
Fri	16	END OF SESSION	<ul style="list-style-type: none"> Deadline for July Graduands to clear University debts Deadline for Presenter Replies for the July Ceremonies 	Schools sent information on 2017/2018 registration	
Sat	17				
Sun	18				
Mon	19				
Tue	20	<ul style="list-style-type: none"> 17:00 Deadline for Schools to submit marks* Deadline for Schools to enter provisional TP marks in Banner for modules re-assessed in August 			
Wed	21	Exam Boards and Classification Meetings			
Thur	22		<ul style="list-style-type: none"> Deadline for Students to submit legal name amendments Deadline for Staff and Students to submit gown hire order (Student orders received after this date will be processed on day of ceremony at a small extra cost) 		
Fri	23		Deadline for Schools to return Prize Notification Sheets (signed by Faculty Finance Manager)		
Sat	24				
Sun	25				
Mon	26	Targeted emailing to students begins, giving notice of dates and times that results will be available online. Schools also informed.	July Ceremony Programmes produced and formatted for Media Services	<ul style="list-style-type: none"> Online Registration Documentation sent to Schools Final deadline for May Starters to register. Schools emailed regarding action required Final deadline for RE May Starters to obtain ID card – list sent to schools Deadline for Schools to enter EOT Academic Standing code of 06 (referred student cases must be submitted to Secretariat by noon 3 Jul) 	
Tue	27	17:00 Deadline for Schools to submit classifications*	Programmes sent to Print Copy Bureau		
Wed	28		Seat Numbers allocated to July Ceremony attendees	Deadline for Schools to submit Special Cases to Secretariat where outcome may allow graduation in July	
Thur	29				
Fri	30	Official award date (mainly UG awards)	<ul style="list-style-type: none"> Degree Certificates and DSTs produced for July Ceremonies Missing award check begins in Exams for July Ceremonies 	<ul style="list-style-type: none"> Early warning email sent schools regarding EL Jun Starters (deadline 17 Jul) Email sent to RE Jun Starters who have not picked up ID advising them to collect by 31 Jul – list sent to schools 	

* Marks/Classifications to be uploaded into Banner and released to Exams & Progress; mark/classification sheets bearing Internal Examiner signature(s) to be submitted to Exams & Progress along with evidence of the External Examiner's approval, e.g. a signed memo or an email (hard copy with signature can follow).

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Sat	1				
Sun	2				
Mon	3	<ul style="list-style-type: none"> Official Results Day: Final marks & awards published Resit Information put online for Students (until 14 Jul) August exam schedules sent to Schools (deadline 10 Jul) 	Prize Winners list produced for July Ceremony Programmes	<ul style="list-style-type: none"> Registration begins for Aug starters – schools informed 12:00 Deadline for Schools to submit referred student cases to Secretariat 	Allocation of students to tutorials and seminar groups begins
Tue	4		Programmes sent to final print (NB: Only students awarded before this date will be included in the programme)	Module Enrolment for Returning Students – optional/ discovery modules available. Students emailed.	
Wed	5				
Thur	6		Events begins marking up and making manual additions to July Ceremony programmes		
Fri	7	<ul style="list-style-type: none"> 12:00 Deadline for UG Finalists to apply for Aug resits 12:00 Deadline for Students eligible for Ordinary award and registered on Honours programme to inform Exams if they wish to accept award of Ordinary degree 12:00 Deadline for Schools to submit SWRPRFA 1st attempt report to Exams (UG Finalists only) 			
Sat	8				
Sun	9				
Mon	10	Deadline for Schools to return August exam schedules	July Degree Ceremonies		
Tue	11				
Wed	12	Past Exam Papers requests sent to schools (deadline 8 Sep)			
Thur	13	Deadline for Schools to submit SWRPRFA 1 st attempt report to Exams (Non-finalists & TPs)		Schools sent information on 2017/2018 registration	
Fri	14	Deadline for Non-Finalist & TP Students to apply for August resits (late applications must be made by email to Exams – late fee applies)		17:00 Deadline for Schools to complete progression exercise and to enter EOT Academic Standing code of 05	
Sat	15				
Sun	16				
Mon	17	August Resit Exam timetable data taken from Banner		<ul style="list-style-type: none"> Module Enrolment closes for Returning Students (date can be extended on Schools' request) Deadline for Jun Starters to register Registration Hold added for Jun Starters who have failed to register. Schools emailed regarding action required Email sent to RE Jun Starters who have not picked up ID advising them to collect by 31 Jul – list sent to schools 	
Tue	18				
Wed	19				
Thur	20	Exams to write to students with exhausted resit attempts informing them they must permanently withdraw			
Fri	21				
Sat	22				
Sun	23				
Mon	24	Deadline for Schools to submit Re-Examination Papers	Banner records of July Ceremony Attendees updated		
Tue	25				
Wed	26		Certificates and DSTs sent to students to be conferred <i>in absentia</i> following July awards		
Thur	27				
Fri	28			<ul style="list-style-type: none"> Early warning email sent schools regarding EL Jul Starters (deadline 14 Aug) Email sent to RE Jul Starters who have not picked up ID advising them to collect by 30 Aug – list sent to schools 	
Sat	29				
Sun	30				
Mon	31	<ul style="list-style-type: none"> August Re-examination Timetable with venues published on web and emailed to schools (12:00) List of Special Circs exam candidates emailed to schools List of students sitting exams overseas emailed to schools Timetables emailed to students sitting exams overseas and institutions hosting exams 	Deadline for Schools to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	<ul style="list-style-type: none"> Final deadline for Jun Starters to register. Schools emailed regarding action required Final deadline for RE Jun Starters to obtain ID card – list sent to schools 	

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Tue	1	<ul style="list-style-type: none"> Modified exam papers information emailed to schools Information for schools about August exam period emailed to Exams Mailman list 	Events to write to July Ceremony Absentees requesting alternate graduation choice (deadline Fri 18 Aug)	Registration starts for New TP/Returning Students - Letters sent to new TP UK students (ongoing)	
Wed	2				
Thur	3				
Fri	4				
Sat	5				
Sun	6				
Mon	7				
Tue	8				
Wed	9				
Thur	10				
Fri	11	Exam set-up			Final draft timetable published for sem 1 (including details of room allocations)
Sat	12				
Sun	13				
Mon	14	Exam set-up		<ul style="list-style-type: none"> Deadline for Jul Starters to register Registration Hold added for Jul Starters who have failed to register. Schools emailed regarding action required Email sent to RE Jul Starters who have not picked up ID advising them to collect by 30 Aug – list sent to schools 	
Tue	15	<ul style="list-style-type: none"> August Re-Examination Period (09:00–12:00 and 14:00–17:00) 			
Wed	16				
Thur	17				
Fri	18		Deadline for July Ceremony Absentees to inform Events of alternative graduation choice	Progression Tool SWAPRGT made available to Schools for August Progression Exercise	
Sat	19	Exams all day (if necessary)			
Sun	20				
Mon	21	Process run to identify semester 2 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval	Dec 2017 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 8 Sep)		
Tue	22				
Wed	23		Certificates and Diploma Supplements mailed to July Ceremony Absentees and awarded students who failed to make a graduation choice		
Thur	24				
Fri	25	<ul style="list-style-type: none"> Module Grades page on Student Services switched off (until 11 Sep) Last day of resit exams 	Dec 2017 Ceremony information updated on web	<ul style="list-style-type: none"> Early warning email sent schools regarding EL Aug Starters (deadline 11 Sep). Email sent to RE Aug Starters who have not picked up ID advising them to collect by 25 Sep – list sent to schools 	
Sat	26				
Sun	27				
Mon	28	<i>University Closed – August Bank Holiday</i>			
Tue	29	<i>University Closed</i>			
Wed	30	Re-Examination Marking Period		<ul style="list-style-type: none"> Final deadline for Jul Starters to register. Schools emailed regarding action required. Final deadline for RE Jul Starters to obtain ID card – list sent to schools. Registration and Module Enrolment begins for new UG Students Registration Letters sent to new UG students (ongoing) 	
Thur	31			Welcome pack sent out to new UG UK students	

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Fri	1		Deadline for Students to clear University debts for inclusion in Sept pass lists		
Sat	2				
Sun	3				
Mon	4		Primary PGCE registration 11:00 – 12:30		
Tue	5				
Wed	6				
Thur	7	Deadline for Schools to submit Re-examination results to Exams	International Registration Week: 09:00 – 17:00 daily	Deadline for Schools to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Secretariat by noon 11 Sept)	
Fri	8	Deadline for Schools to return Past Exam Papers form to Exams	<ul style="list-style-type: none"> Secondary PGCE registration 12:00 – 15:00 Deadline for Schools to return schedule for Dec ceremonies to Events 	17:00 Deadline for Schools to enter EOT Academic Standing code of 07	
Sat	9				
Sun	10				
Mon	11	<ul style="list-style-type: none"> Official award date (August Resitters) August Results released to Students on web (12:00) Internal and External Students able to apply online for Carried Module resits (deadline 20 Oct) Exams to write to students with exhausted resit attempts informing them they must permanently withdraw 		<ul style="list-style-type: none"> 12:00 Deadline for Schools to submit referred student cases to Secretariat Deadline for Aug Starters to register Registration Hold added for Aug Starters who have failed to register. Schools emailed regarding action required Email sent to RE Aug Starters who have not picked up ID advising them to collect by 25 Sep – list sent to schools 	
Tue	12	2017/2018 exam schedules to Schools for checking (deadline 10 Oct)	Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 22 Sep)		
Wed	13				
Thur	14				
Fri	15			Deadline for Schools to complete Post-August Progression exercise	<ul style="list-style-type: none"> Room allocations fixed Finalised timetable published to staff and students
Sat	16		ID Card Collection Event 11:00 – 17:00		
Sun	17		ID Card Collection Event 11:00 – 17:00		
Mon	18		Registration Week <ul style="list-style-type: none"> Registration: 09:00 – 17:00 (Ziff Building) ID Card Collection Event: 09:00 – 17:00 		
Tue	19		Registration: 09:00 – 17:00 (Ziff Building) ID Card Collection Event: 09:00 – 17:00		
Wed	20	START OF SESSION 2017/2018	Registration: 09:00 – 17:00 (Ziff Building) Discovery Themes Fair: 10:00 – 15:00		
Thur	21		Registration: 09:00 – 17:00 (Ziff Building)	Module Enrolment closes	
Fri	22	Deadline for Schools to flag 2017/18 1 st attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams (alternative forms of assessment for first attempts to be indicated on this report).	<ul style="list-style-type: none"> Registration: 09:00 – 17:00 (Ziff Building) Deadline for Schools to return schedule for Dec ceremonies to Events 		
Sat	23				
Sun	24				
Teaching Week 1 (Semester 1), Session 2017/2018					
Mon	25	Semester 1 Teaching begins, Session 2017/2018	Instructions on registering Graduation Choices sent to Finalists eligible to attend the Dec Ceremony via the Portal. (Awarded students will be contacted separately)	<ul style="list-style-type: none"> Final deadline for Aug Starters to register. Schools emailed regarding action required Final deadline for RE Aug Starters to obtain ID card – list sent to schools 	
Tue	26				
Wed	27			Schools emailed asking to inform of any new taught students who have withdrawn or deferred	
Thur	28				
Fri	29		December Ceremonies Schedule published		
Sat	30				

2017/2018 Forward Planner

	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018						
Thu					1	1							Thu					
Fri			1		2	2			1)				Fri					
Sat			2		3	3			2			1	Sat					
Sun	1		3		4	4	1		3	1		2	Sun					
Mon	2	2	4	11	5	3	5	7	2	4	2 Results day	3	Mon					
Tue	3		5		6	6	3	1	5	3		4	Tue					
Wed	4	1	6		7	7	4	2	11	6	4	1	5	Wed				
Thu	5	2	7		8	8	5	3	7	7	5	2	6 Results D/L	Thu				
Fri	6	3	8		9	9	6	4	8	8	6 Aug Resit D/L*	3	7	Fri				
Sat	7	4	9		10	10	7	5	9	9	7	4	8	Sat				
Sun	8	5	10		11	11	8	6	10	10	8	5	9	Sun				
Mon	9	3	6	7	11]	8)	12	4	12	8	9 Papers D/L	7	11	9]	6	10 Results day	Mon	
Tue	10		7		12]	9)	13		13	10	8 o	12	10]	7	11	11	Tue	
Wed	11		8 Results D/L		13]	10)	14		14	11	9 o	13	11]	8	12	12	Wed	
Thu	12		9		14]	11)	15		15	12	10 o	14	12]	9	13	13	Thu	
Fri	13		10		15]	12)	16 CoM D/L		16	13	11 o	15 Session end	13] Aug Resit D/L**	10 o	Fri		Thu	
Sat	14		11		16	13)	17		17	14	12	16	14	11	15	16	Sat	
Sun	15		12		17	14)	18		18	15	13	17	15	12	16	17	Sun	
Mon	16	4	13	8	18	15)	19	5	19	16	9	14)	18	16]	13 o	17 >	Mon	
Tue	17		14		19	16)	20		20	17	15)	19 Marks D/L	17]	14))	18 >	18 >	Tue	
Wed	18		15		20	17)	21		21	18	16)	20	18]	15))	19 > 2018/19		Wed	
Thu	19		16 Results day		21	18)	22		22	19	17)	21	19]	16))	20 >		Thu	
Fri	20 CoM D/L		17		22	19)	23		23	20	18)	22	20]	17))	21 >		Fri	
Sat	21		18		23	20)	24		24	21	19)	23	21	18))	22		Thu	
Sun	22		19		24	21)	25		25	22	20)	24	22	19))	23		Sun	
Mon	23	5	20	9	25	22	1	26	6	26	23	21)	25	23 Papers D/L	20))	24	1	Mon
Tue	24		21		26	23		27		27	24	10	22)	26 Awards D/L	24	21))	25	Tue
Wed	25		22		27	24		28		28	25		23)	27	25	22))	26	Wed
Thu	26		23		28	25				29	26		24)	28	26	23))	27	Thu
Fri	27		24		29	26				30	27		25)	29	27	24))	28	Fri
Sat	28		25		30	27				31	28		26	30	28	25	29	Sat
Sun	29		26		31	28					29		27		29	26	30	Sun
Mon	30	6	27 Papers D/L10		29	2				30	28			30	27			Mon
Tue	31		28		30						29			31	28			Tue
Wed			29		31						30)			29				Wed
Thu			30								31)			30				Thu
Fri														31				Fri

Key:
■ = Teaching
 ■ = University closed
 ■ = Weekend
 ○ = Exam set up
) = Examinations
] = Degree ceremonies
 > = Registration week
 CoM = Change of module
 D/L = Deadline
 *Finalist
 **Non-Finalist/TP