Programmes and Assessment

STUDENT SERVICES CENTRE

UNIVERSITY OF LEEDS

Timeline of Events & Communications for 2017/18
(Including Forward Planner for 2018/19)

Last updated 12 February 2018

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Fri	1	August re-assessment marking period (2016/2017)	**Deadline for Students** to clear University debts for inclusion in Sept pass lists		
Sat	2				
Sun	3				
Mon	4				
Tue	5				
Wed	6				
Thur	7	**Deadline for Schools** to submit Re-examination results to Exams	International Registration (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 11 Sept)	
Fri	8	**Deadline for Schools** to return Past Exam Papers form to Exams	**Deadline for Schools** to return Dec ceremony schedule to Events	**17:00 Deadline for Schools** to enter EOT Academic Standing code of 07	
Sat	9				
Sun	10				
		International Welcome Week, Session 2017/2018			
Mon	11	▪ 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 opportunities		▪ **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 sent to Schools for checking/ updating (deadline 10 Oct)			
Wed	13				
Thur	14				
Fri	15			**Deadline for Schools** to complete Post-August Progression exercise	▪ Room allocations fixed ▪ Finalised timetable published to staff and students
Sat	16				
Sun	17				
		Freshers' Week, Session 2017/2018			
Mon	18		▪ Registration Week (09:00 – 17:00 daily, Ziff Building/Great Hall) ▪ Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 22 Sep)	Online announcement to students reminding them to register	
Tue	19				
Wed	20	START OF SESSION 2017/2018	Discovery Themes Fair (11:00 – 14:00, Parkinson Court)		
Thur	21			Module Enrolment closes	
Fri	22	**Deadline for Schools** to flag 2017/18 1st 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)	**Deadline for Schools** to notify Events of concerns re. Provisional Schedule for Dec Ceremonies		
Sat	23				
Sun	24				
		Teaching Week 1 (Semester 1)			
Mon	25	Semester 1 Teaching begins, Session 2017/2018		▪ **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 reminder to advise Operations of 'No Shows' (new students)	
Thur	28				
Fri	29		December Ceremonies Schedule published		
Sat	30				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Sun	1				
		Teaching Week 2 (Semester 1)			
Mon	2			Registration begins for Nov starters – schools informed	
Tue	3				
Wed	4				
Thur	5				
Fri	6			▪ Early warning email sent schools regarding EL Sep Starters (deadline **23 Oct**) ▪ List of students who have not completed ID check emailed to Schools (deadline **23 Oct**)	
Sat	7				
Sun	8				
		Teaching Week 3 (Semester 1)			
Mon	9		Instructions on registering Graduation Choices sent to Finalists eligible to attend the Dec Ceremony via Minerva. (Awarded students will be contacted separately)		
Tue	10	**Deadline for Schools** to return 2017/2018 Examination schedules to Exams			
Wed	11		Graduation Registration opens for students eligible to attend in Dec 2017		Finalise any outstanding room allocations for Semester 2 teaching
Thur	12		▪ Invitations sent to Dec Ceremony Presenters (deadline 10 Nov) ▪ Staff Gown Hire email sent to Academic Staff for Dec Ceremonies (deadline 24 Nov)		
Fri	13				
Sat	14				
Sun	15				
		Teaching Week 4 (Semester 1)			
Mon	16		Prize Notification Spreadsheet sent to Schools (deadline 24 Nov)		
Tue	17				
Wed	18				
Thur	19				
Fri	20	▪ **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	21				
Sun	22				
		Teaching Week 5 (Semester 1)			
Mon	23			**Deadline for Sep Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	24				
Wed	25				
Thur	26				
Fri	27	▪ **Deadline for Students** to notify Exams of religious commitments during exam periods ▪ Results page on Student Services switched off (until 16 Nov)		▪ Early warning email sent schools regarding EL Oct Starters (deadline **13 Nov**) ▪ List of students who have not completed ID check emailed to Schools (deadline **13 Nov**)	
Sat	28				
Sun	29				
		Teaching Week 6 (Semester 1)			
Mon	30	Exam timetable data taken from Banner (Semester 1 exams)			
Tue	31				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Wed	1		Debt emails sent to Dec Ceremony attendees owing money to the university (deadline 10 Nov)	▪ Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils ▪ Registration begins for Dec starters – schools informed	
Thur	2				
Fri	3				
Sat	4				
Sun	5				
		Teaching Week 7 (Semester 1)			
Mon	6			**Deadline for Schools** to submit reinstatement request for Sep starters made withdrawn due to failure to register/complete ID check.	
Tue	7				
Wed	8	**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	9				
Fri	10	Draft Exam Timetable for Semester 1 published on web and emailed to schools (12:00)	▪ **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	11				
Sun	12				
		Teaching Week 8 (Semester 1)			
Mon	13			**Deadline for Oct Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	14				
Wed	15				
Thur	16	▪ Official award date (mainly TP awards) ▪ Results released to students (mainly TP) (12:00) (resit applications deadline 22 Nov)			
Fri	17	**End of Week 8** – Students temporarily withdrawing after this date will be expected to complete Semester 1 assessments.	Degree Certificates and DSTs produced		
Sat	18				
Sun	19				
		Teaching Week 9 (Semester 1)			
Mon	20				
Tue	21				
Wed	22	▪ **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	23		**Deadline for Students** to Register for Graduation		
Fri	24	Exam Timetable (without venues) for Semester 1 published on web and emailed to schools (12:00)	▪ **Deadline for Schools** to Return of Prize Notification Spreadsheet ▪ **Deadline for Staff and Student** Gown Hire	▪ Early warning email sent schools regarding EL Nov Starters (deadline **11 Dec**) ▪ List of students who have not completed ID check emailed to Schools (deadline **11 Dec**)	
Sat	25				
Sun	26				
		Teaching Week 10 (Semester 1)			
Mon	27	**12:00 Deadline for Schools** to submit Semester 1 Exam Papers	▪ Dec ceremony programmes produced and formatted for Print and Copy Bureau ▪ Missing award checking in Exams for Dec ceremonies	**Deadline for Schools** to submit reinstatement request for Oct starters made withdrawn due to failure to register/complete ID check.	
Tue	28	Modified exams papers information emailed to schools	Prize Winners list produced for Dec ceremony programmes		
Wed	29		Seat Numbers allocated to Dec ceremony attendees		
Thur	30				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Fri	1			Registration begins for Jan starters – schools informed	
Sat	2				
Sun	3				
		Teaching Week 11 (Semester 1)			
Mon	4		Events begins marking up December Ceremony programmes with manual additions		
Tue	5		Programmes to final print (NB: Only students awarded before this date will be included in the programme)		
Wed	6				
Thur	7				
Fri	8	▪ 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	9				
Sun	10				
Mon	11		**December Degree Ceremonies**	**Deadline for Nov Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	12				
Wed	13				
Thur	14				
Fri	15		Certificates and Diploma Supplements sent to students to be conferred *in absentia* following Nov 2017 awards.		
Sat	16				
Sun	17				
Mon	18	Information for schools about Semester 1 exam period emailed to Exams Mailman list			
Tue	19		Student records of ceremony attendees updated in Banner		
Wed	20				
Thur	21				
Fri	22	*University Closed – Christmas and New Year*			
Sat	23				
Sun	24				
Mon	25	*University Closed*			
Tue	26	*University Closed*			
Wed	27	*University Closed*			
Thur	28	*University Closed*			
Fri	29	*University Closed*			
Sat	30				
Sun	31				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Mon	1	*University Closed*			
Tue	2	Exam set-up		Registration begins for Feb starters – schools informed	
Wed	3				
Thur	4				
Fri	5		Letters sent to Dec Ceremony Absentees requesting alternative graduation choice (deadline Fri 9 Feb)	▪ Early warning email sent schools regarding EL Dec Starters (deadline **22 Jan**) ▪ List of students who have not completed ID check emailed to Schools (deadline **22 Jan**)	
Sat	6				
Sun	7				
Mon	8	**Semester 1 Examination/Assessment Period** (09:00–12:00 and 14:00–17:00)	▪ July 2018 Degree Ceremony information updated on web ▪ July 2018 Degree Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and Ceremony School Contacts (deadline Fri 19 Jan)	**Deadline for Schools** to submit reinstatement request for Nov starters made withdrawn due to failure to register/complete ID check.	
Tue	9				
Wed	10		Prize Spreadsheet sent to Schools for checking and updating (deadline 6 Apr)		
Thur	11				
Fri	12				
Sat	13	Exams all day (if necessary)			
Sun	14				
Mon	15		Pending Finalists created in Banner		
Tue	16				
Wed	17				
Thur	18				
Fri	19	**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	20				
Sun	21				
		Teaching Week 1 (Semester 2)			
Mon	22	**Semester 2 Teaching Begins**		**Deadline for Dec Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	23				
Wed	24		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	25				
Fri	26			▪ Early warning email sent schools regarding EL Jan Starters (deadline **12 Feb**) ▪ List of students who have not completed ID check emailed to Schools (deadline **12 Feb**)	
Sat	27				
Sun	28				
		Teaching Week 2 (Semester 2)			
Mon	29				
Tue	30				
Wed	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
Thur	1			▪ Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils ▪ Registration begins for Mar starters – schools informed	
Fri	2				
Sat	3				
Sun	4				
		Teaching Week 3 (Semester 2)			
Mon	5	▪ Semester 2 exam schedules sent to Schools for checking/ updating (deadline 19 Feb) ▪ Process run to identify semester 1 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval		**Deadline for Schools** to submit reinstatement request for Dec starters made withdrawn due to failure to register/complete ID check.	
Tue	6				
Wed	7				
Thur	8				
Fri	9		**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	10				
Sun	11				
		Teaching Week 4 (Semester 2)			
Mon	12		▪ 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 16 Feb)	**Deadline for Jan Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	Previous year's timetable data rolled forward and new database for the 2018/2019 teaching year created
Tue	13				
Wed	14			Module enrolment guidance sent to schools	
Thur	15				
Fri	16	**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	17				
Sun	18				
		Teaching Week 5 (Semester 2)			
Mon	19	**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	20				
Wed	21				▪ Timetable database for 2018/2019 released ▪ Timetablers commence data collection
Thur	22				
Fri	23			▪ Early warning email sent schools regarding EL Feb Starters (deadline **12 Mar**) ▪ List of students who have not completed ID check emailed to Schools (deadline **12 Mar**)	
Sat	24				
Sun	25				
		Teaching Week 6 (Semester 2)			
Mon	26	Exam timetable data taken from Banner (Semester 2 exams)		**Deadline for Schools** to submit reinstatement request for Jan starters made withdrawn due to failure to register/complete ID check.	
Tue	27		Request for May Discovery Theme Fair Requirements sent to Theme Leaders (deadline 29 March)		Updated module and programme data uploaded from Banner and Daily Update Process commences
Wed	28		School contacts emailed and told to contact the Theme Leaders about the arrangements for the Discovery Theme Fair		

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Thur	1			Registration begins for Apr starters – schools informed	
Fri	2				
Sat	3				
Sun	4				
		Teaching Week 7 (Semester 2)			
Mon	5		July Degree Ceremony Schedule produced and published at http://students.leeds.ac.uk/graduation		
Tue	6		July Degree Ceremonies created in Banner	▪ Preparation for module enrolment begins ▪ Dates requested for module enrolment. Details of process for 2018/2019 sent to schools.	
Wed	7				
Thur	8				
Fri	9	Draft Exam Timetable for semester 2 published on web and emailed to schools (12:00)			
Sat	10				
Sun	11				
		Teaching Week 8 (Semester 2)			
Mon	12			**Deadline for Feb Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	13				
Wed	14			Students notified of module enrolment opening times via Minerva and social media	
Thur	15				
Fri	16	▪ **End of Week 8 –** Any student temporarily withdrawing after this date will be expected to complete sem 2 assessments. ▪ **Semester 2 Teaching finishes for Easter**			
Sat	17				
Sun	18				
Mon	19				
Tue	20				
Wed	21	**12:00 Deadline for Schools** to request changes to exam timetable following publication of Draft Timetable			
Thur	22				
Fri	23	▪ Exam Timetable (without venues) for semester 2 published on web and emailed to schools (12:00)		▪ Early warning email sent schools regarding EL Mar Starters (deadline **16 Apr**) ▪ List of students who have not completed ID check emailed to Schools (deadline **16 Apr**)	
Sat	24				
Sun	25				
Mon	26	Modified exam papers information emailed to schools			
Tue	27				
Wed	28				
Thur	29	*University Closed (p.m. only) - Easter*	**Deadline for Theme Leaders** to return May Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	**Deadline for Schools** to submit proposals for new and amended modules/programmes of study	
Fri	30	*University Closed*			
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	*University Closed*			
Wed	4			▪ Registration begins for May starters – schools informed ▪ **Deadline for Schools** to submit reinstatement request for Feb starters made withdrawn due to failure to register/complete ID check. ▪ Taught student records rolled forward to 2018/2019 ready for registration (Sep/Oct start dates rolled to 2018/2019)	Existing students rolled forward and attached to compulsory blocks in Banner (completed by 27 April)
Thur	5				
Fri	6		**Deadline for Schools** to submit checked and updated Prize Spreadsheet	**Deadline for Schools** to update information on modules and programmes for session 2018/2019 and dates for module enrolment	
Sat	7				
Sun	8				
Mon	9	**Deadline for Schools** to submit semester 2 exam papers to Exams			
Tue	10				
Wed	11				
Thur	12				
Fri	13	▪ 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			
Sat	14				
Sun	15				
		Teaching Week 9 (Semester 2)			
Mon	16	**Semester 2 Teaching recommences after Easter break**		**Deadline for Mar Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	17				
Wed	18				
Thur	19				
Fri	20				
Sat	21				
Sun	22				
		Teaching Week 10 (Semester 2)			
Mon	23				
Tue	24			Schools emailed about Discovery Themes Fair	▪ Returning student data transferred from Banner into S+ ▪ Daily process to allocate students to core compulsory lectures and other single activities commences
Wed	25				
Thur	26				
Fri	27			▪ Early warning email sent schools regarding EL Apr Starters (deadline **14 May**) ▪ List of students who have not completed ID check emailed to Schools (deadline **14 May**)	Roll forward of existing students completed in Banner
Sat	28				
Sun	29				
Mon	30			**Deadline for Schools** to submit reinstatement request for Mar starters made withdrawn due to failure to register/complete ID check.	

		Exams & Progress	Events	Operations	**Timetabling** – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
				Teaching Week 11 (Semester 2)	
Tue	1	Information for schools about Semester 2 exam period emailed to Exams Mailman list		▪ Web modules and programme catalogues go live ▪ 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	2			Targeted module enrolment announcements posted/emailed to students throughout May	
Thur	3				
Fri	4	**Semester 2 Teaching Ends**			First draft timetable (with times but not rooms) published on web to assist students in making clash-free optional module choices.
Sat	5				
Sun	6				
Mon	7	*University Closed – May Day Bank Holiday*			
Tue	8	▪ Revision week ▪ Exam set-up	Email sent to Taught Pending Finalists with instructions on how to register Graduation Choices and informing them of all deadlines for July Ceremonies (Debts, Gown Hire, Checking Awards etc) and asking them to ensure their Legal Name is correct	Module Enrolment exercise begins for returning students - Year 3 and above - Optional modules only (Discovery modules available from 3 July)	
Wed	9			Module Enrolment exercise begins for returning students - Year 2 and above - Optional modules only (Discovery modules available from 3 July)	
Thur	10		Discovery Themes Fair (Parkinson Court) - times tbc		
Fri	11		Graduation Registration opens for students eligible to attend in July 2018		
Sat	12				
Sun	13				
Mon	14	**Semester 2 Examination/Assessment Period** (09:00–12:00 and 14:00–17:00)	▪ Staff Gown Hire email sent to Academic Staff for July Ceremonies (deadline 21 Jun). ▪ Invitations sent to July Degree Ceremonies Presenters (deadline Fri 15 June)	**Deadline for Apr Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	15				
Wed	16				
Thur	17				
Fri	18				
Sat	19	Exams all day (if necessary)			
Sun	20				
Mon	21				
Tue	22				
Wed	23		Prize Notification Spreadsheet sent to Schools asking for confirmation of prize winners (deadline 22 Jun)		
Thur	24				
Fri	25			▪ Early warning email sent schools regarding EL May Starters (deadline **11 Jun**) ▪ List of students who have not completed ID check emailed to Schools (deadline **11 Jun**)	
Sat	26	Exams all day (if necessary)			
Sun	27				
Mon	28	*University Closed – Spring Bank Holiday*			
Tue	29	*University Closed*			
Wed	30		Request for September Discovery Theme Fair Requirements sent to Theme Leaders (deadline 30 Jul)		
Thur	31		School contacts emailed and told to contact the Theme Leaders about the arrangements for the Discovery Theme Fair		

JUNE 2018

		Exams & Progress	**Events**	**Operations**	**Timetabling** – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Fri	1	▪ Results page on Student Services switched off (until 2 Jul) ▪ **Last day of semester 2 exams**	Debt emails sent to July Ceremony attendees owing money to the university (deadline 15 Jun)	Registration begins for Jul starters – schools informed	
Sat	2				
Sun	3				
Mon	4	Schools Marking Week		**Deadline for Schools** to submit reinstatement request for Apr starters made withdrawn due to failure to register/complete ID check.	
Tue	5				
Wed	6				
Thur	7				
Fri	8			Progression instructions sent to Schools	
Sat	9				
Sun	10				
Mon	11	Internal Boards and Moderation Week		▪ Progression Tool SWAPRGT made available to Schools ▪ **Deadline for May Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required)	
Tue	12				
Wed	13				
Thur	14		Graduation Registration for the July ceremonies closes		
Fri	15	**END OF SESSION**	▪ **Deadline for July Graduands** to clear University debts ▪ **Deadline for Presenter Replies** for the July Ceremonies		
Sat	16				
Sun	17				
Mon	18		July Ceremony Programmes produced and formatted for Media Services	Schools sent information on 2018/2019 registration	
Tue	19	▪ **17:00 Deadline for Schools** to submit marks* ▪ **Deadline for Schools** to enter provisional TP marks in Banner for modules re-assessed in August	Programmes sent to Print Copy Bureau		
Wed	20	Exam Boards and Classification Meetings	Seat Numbers allocated to July Ceremony attendees		
Thur	21		▪ **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	22		**Deadline for Schools** to return Prize Notification Spreadsheet		
Sat	23				
Sun	24				
Mon	25	Targeted emailing to students begins, giving notice of dates and times that results will be available online. Schools also informed.		▪ **Deadline for Schools** to submit reinstatement request for May starters made withdrawn due to failure to register/complete ID check. ▪ **Deadline for Schools** to enter EOT Academic Standing code of 06 (referred student cases must be submitted to Secretariat by noon 2 Jul)	
Tue	26	**17:00 Deadline for Schools** to submit classifications*			
Wed	27			**Deadline for Schools** to submit Special Cases to Secretariat where outcome may allow graduation in July	
Thur	28				
Fri	29	Official award date (mainly UG awards)	▪ Degree Certificates and DSTs produced for July Ceremonies ▪ Missing award check begins in Exams for July Ceremonies	▪ Early warning email sent schools regarding EL Jun Starters (deadline **16 Jul**) ▪ List of students who have not completed ID check emailed to Schools (deadline **16 Jul**)	
Sat	30				

* 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
Sun	1				
Mon	2	▪ Official Results Day: Final marks & awards published ▪ Resit Information put online for Students (until 13 Jul) ▪ August exam schedules sent to Schools (deadline 9 Jul)	Prize Winners list produced for July Ceremony Programmes	▪ 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	3		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	4				
Thur	5		Events begins marking up and making manual additions to July Ceremony programmes		
Fri	6	▪ **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	7				
Sun	8				
Mon	9	**Deadline for Schools** to return August exam schedules	**July Degree Ceremonies**		
Tue	10				
Wed	11	Past Exam Papers requests sent to schools (deadline 9 Sep)			
Thur	12	**Deadline for Schools** to submit SWRPRFA 1st attempt report to Exams (Non-finalists & TPs)		Schools sent information on 2018/2019 registration	
Fri	13	**Deadline for Non-Finalist & TP Students** to apply for August resits (late fee applies after this date)		**17:00 Deadline for Schools** to complete progression exercise and to enter EOT Academic Standing code of 05	
Sat	14				
Sun	15				
Mon	16	August Resit Exam timetable data taken from Banner		▪ Module Enrolment closes for Returning Students (date can be extended on Schools' request) ▪ **Deadline for Jun Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required)	
Tue	17				
Wed	18				
Thur	19	Exams to write to students with exhausted resit attempts informing them they must permanently withdraw			
Fri	20				
Sat	21				
Sun	22				
Mon	23	**Deadline for Schools** to submit Re-Examination Papers	Banner records of July Ceremony Attendees updated		
Tue	24				
Wed	25		Certificates and DSTs sent to students to be conferred *in absentia* following July awards		
Thur	26				
Fri	27			▪ Early warning email sent schools regarding EL Jul Starters (deadline **13 Aug**) ▪ List of students who have not completed ID check emailed to Schools (deadline **13 Aug**)	
Sat	28				
Sun	29				
Mon	30	▪ 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 hosting institutions	**Deadline for Theme Leaders** to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	**Deadline for Schools** to submit reinstatement request for Jun starters made withdrawn due to failure to register/complete ID check.	
Tue	31	▪ 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 17 Aug)		

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see http://ses.leeds.ac.uk/timetable/timelines
Wed	1			Registration starts for New TP/Returning Students - Letters sent to new TP UK students (ongoing)	
Thur	2				
Fri	3				
Sat	4				
Sun	5				
Mon	6				
Tue	7				
Wed	8				
Thur	9				
Fri	10	Exam set-up			Final draft timetable published for sem 1 (including details of room allocations)
Sat	11				
Sun	12				
Mon	13	Exam set-up		**Deadline for Jul Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required)	
Tue	14	**August Re-Examination Period** (09:00–12:00 and 14:00–17:00)			
Wed	15				
Thur	16				
Fri	17		**Deadline for July Ceremony Absentees** to inform Events of alternative graduation choice		
Sat	18	Exams all day (if necessary)			
Sun	19				
Mon	20			Progression Tool SWAPRGT made available to Schools for August Progression Exercise	
Tue	21				
Wed	22		Certificates and Diploma Supplements mailed to July Ceremony Absentees and awarded students who failed to make a graduation choice		
Thur	23				
Fri	24	▪ Results page on Student Services switched off (until 10 Sep) ▪ **Last day of resit exams**		▪ Early warning email sent schools regarding EL Aug Starters (deadline **10 Sep**) ▪ List of students who have not completed ID check emailed to Schools (deadline **10 Sep**)	
Sat	25				
Sun	26				
Mon	27	*University Closed – August Bank Holiday*			
Tue	28	*University Closed*			
Wed	29	Re-Examination Marking Period	Dec 2018 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 21 Sep)	▪ Registration and Module Enrolment begins for new UG Students ▪ Registration Letters sent to new UG students (ongoing) ▪ Welcome pack sent out to new UG UK students	
Thur	30				
Fri	31		▪ **Deadline for Students** to clear University debts for inclusion in Sept pass lists ▪ Dec 2018 Ceremony information updated on web		

		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	Process run to identify semester 2 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval		**Deadline for Schools** to submit reinstatement request for Jul starters made withdrawn due to failure to register/complete ID check.	
Tue	4				
Wed	5				
Thur	6			**Deadline for Schools** to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Secretariat by noon 10 Sept)	
Fri	7	**Deadline for Schools** to return Past Exam Papers form to Exams		**17:00 Deadline for Schools** to enter EOT Academic Standing code of 07	
Sat	8				
Sun	9				
Mon	10	**12:00 Deadline for Schools** to submit Re-examination results to Exams		▪ **12:00 Deadline for Schools** to submit referred student cases to Secretariat ▪ **Deadline for Aug Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required)	
Tue	11	2018/2019 exam schedules to Schools for checking (deadline 11 Oct)			
Wed	12	▪ 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 19 Oct) ▪ Exams to write to students with exhausted resit attempts informing them they must permanently withdraw			
Thur	13		International Registration Week: 09:00 – 17:00 daily		
Fri	14				
Sat	15				
Sun	16				
		International Welcome Week, Session 2018/2019			
Mon	17				
Tue	18				
Wed	19				
Thur	20				
Fri	21	**Deadline for Schools** to flag 2018/19 1st 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).	**Deadline for Schools** to return schedule for Dec ceremonies to Events	**Deadline for Schools** to complete Post-August Progression exercise	▪ Room allocations fixed ▪ Finalised timetable published to staff and students
Sat	22				
Sun	23				
		Freshers' Week, Session 2018/2019			
Mon	24		▪ Registration Week (09:00 – 17:00 daily, Ziff building) ▪ Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 28 Sep)	**Deadline for Schools** to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check.	
Tue	25				
Wed	26		Discovery Themes Fair (11:00 – 14:00)		
Thur	27			Module Enrolment closes	
Fri	28		**Deadline for Schools** to return schedule for Dec ceremonies to Events		
Sat	29				
Sun	30				
		Teaching Week 1 (Semester 1), Session 2018/2019			

2018/2019 Forward Planner

Day	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Day
Fri					1	1							Fri
Sat			1		2	2			1)				Sat
Sun			2		3	3			2			1	Sun
Mon	1 1		3 Papers D/L 10		4 2	4 6	1		3)	1		2	Mon
Tue	2		4	1	5	5	2		4)	2 Awards D/L		3	Tue
Wed	3		5	2	6	6	3	1	5)	3		4	Wed
Thu	4	1	6	3	7	7	4	2	6)	4	1	5	Thu
Fri	5	2	7	4	8	8	5	3	7)	5	2	6	Fri
Sat	6	3	8	5	9	9	6	4	8	6	3	7	Sat
Sun	7	4	9	6	10	10	7	5	9	7	4	8	Sun
Mon	8 2	5 6	10 11	7	11 3	11 7	8	6	10	8 Results day	5	9 Results D/L	Mon
Tue	9	6	11	8	12	12	9	7 11	11	9	6	10	Tue
Wed	10	7	12	9	13	13	10	8	12	10	7	11 Results day	Wed
Thu	11	8	13]	10	14	14	11	9	13	11	8	12	Thu
Fri	12	9	14]	11	15	15	12 Papers D/L	10	14	12 Aug Resit D/L*	9	13	Fri
Sat	13	10	15	12	16	16	13	11	15	13	10	14	Sat
Sun	14	11	16	13	17	17	14	12	16	14	11	15	Sun
Mon	15 3	12 7	17]	14)	18 4	18 8	15	13	17	15]	12))	16 >	Mon
Tue	16	13	18]	15)	19	19	16	14	18	16]	13))	17 >	Tue
Wed	17	14 Results D/L	19]	16)	20	20	17	15	19	17] Aug Resit D/L**	14))	18 >	Wed
Thu	18	15	20	17)	21	21	18	16	20	18]	15))	19 >	Thu
Fri	19	16	21	18)	22 CoM D/L	22	19	17	21 Session end	19]	16))	20 >	Fri
Sat	20	17	22	19)	23	23	20	18	22	20	17	21	Sat
Sun	21	18	23	20)	24	24	21	19	23	21	18	22	Sun
Mon	22 4	19 8	24	21)	25 5	25 9	22	20)	24	22]	19))	23 >>	Mon
Tue	23	20	25	22)	26	26	23	21)	25 Marks D/L	23]	20))	24 >>	Tue
Wed	24	21	26	23)	27	27	24	22)	26	24]	21))	25 >>	Wed
Thu	25	22 Results day	27	24)	28	28	25	23)	27	25]	22))	26 >>	Thu
Fri	26 CoM D/L	23	28	25)		29	26	24)	28	26]	23))	27 >>	Fri
Sat	27	24	29	26		30	27	25)	29	27	24	28	Sat
Sun	28	25	30	27		31	28	26)	30	28	25	29	Sun
Mon	29 5	26 9	31	28 1			29 10	27		29 Papers D/L	26	30 2019/20 1	Mon
Tue	30	27		29			30	28		30	27		Tue
Wed	31	28		30				29)		31	28		Wed
Thu		29		31				30)			29		Thu
Fri		30						31)			30		Fri
Sat											31		Sat

Key:

- = Teaching
- = Weekend
- = University closed
-] = Degree ceremonies
-) = Examinations
-)) = Re-examinations
- > = Internat. welcome week
- >> = Freshers' week
- CoM = Change of module
- D/L = Deadline
- *UG Finalist
- **Non-Finalist/TP