

## **Programmes and Assessment**

STUDENT SERVICES CENTRE



**UNIVERSITY OF LEEDS**

---

# **Timeline of Events for 2015/16**

(Including Forward Planner for 2016/17)

*Last updated 18 May 2015*

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Tue	1	University Closed			
Wed	2	August Re-examination Marking Period (2014/2015)		<ul style="list-style-type: none"> <li>Online Registration and Module Enrolment begins for new UG students</li> <li>Online Registration Letters sent to new UG students</li> <li>Email sent to EL Aug Starters advising them of registration deadline of <b>14 Sep</b> – list sent to schools</li> <li>Email sent to RE Aug Starters who have not picked up ID advising them to collect by <b>28 Sep</b> – list sent to schools</li> </ul>	
Thur	3				
Fri	4		<b>Deadline for Students</b> to clear University debts for inclusion in Sept pass lists		
Sat	5				
Sun	6				
Mon	7				
Tue	8				
Wed	9				
Thur	10	<b>Deadline for Schools</b> to submit Re-examination marks and classifications to Exams	International Registration Week: 09:00 – 17:00 daily	<b>Deadline for Schools</b> to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Secretariat by noon on 14 Sept)	
Fri	11		PGCE registration (12:00 – 15:00)	<b>17:00 Deadline for Schools</b> to enter EOT Academic Standing code of 07	
Sat	12				
Sun	13				
Mon	14	<ul style="list-style-type: none"> <li>Official University Pass Lists published</li> <li>August Results released to Students on web (12:00)</li> <li>Internal and External Students able to apply online for Carried Module resits (deadline 23 Oct)</li> <li>Exams to write to students with exhausted opportunities</li> </ul>		<ul style="list-style-type: none"> <li><b>12:00 Deadline for Schools</b> to submit referred student cases to Secretariat</li> <li><b>Deadline for Aug Starters</b> to register online</li> <li>Banner updated with Registration Hold for Aug Starters who have failed to register</li> <li>Letters sent to EL returning Aug Starters / emails sent to RE students who have not yet picked up ID card</li> </ul>	<ul style="list-style-type: none"> <li>Room allocations fixed</li> <li>Finalised timetable published to staff and students</li> </ul>
Tue	15	2015/2016 exam schedules sent to Schools for checking/ updating (deadline 13 Oct)			
Wed	16				
Thur	17				
Fri	18			<b>Deadline for Schools</b> to complete Post-August Progression exercise	
Sat	19		ID Card Collection Event 11:00 – 17:00 (Parkinson Court)		
Sun	20		ID Card Collection Event 11:00 – 17:00 (Parkinson Court)		
Mon	21		Registration Week: 09:00 – 17:00 (Ziff Building) ID Card Collection Event: 09:00 – 17:00 (Parkinson Court)		
Tue	22		Registration: 09:00 – 17:00 (Ziff Building) ID Card Collection Event: 09:00 – 17:00 (Parkinson Court)		
Wed	23	<b>START OF SESSION 2015/2016</b>	Registration: 09:00 – 17:00 (Ziff Building) Discovery Themes Fair: 10:00 – 15:00		
Thur	24		Registration: 09:00 – 17:00 (Ziff Building)	Online Module Enrolment closes	
Fri	25	<b>Deadline for Schools</b> to flag 2015/16 1 <sup>st</sup> 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)		
Sat	26				
Sun	27				
<b>Teaching Week 1 (Semester 1)</b>					
Mon	28	<b>Semester 1 Teaching begins, Session 2015/2016</b>	<ul style="list-style-type: none"> <li>Instructions on registering Graduation Choices sent to Finalists eligible to attend the Dec Ceremony via the Portal. (Awarded students will be contacted separately)</li> <li>Dec Degree Ceremonies Schedule published</li> </ul>		
Tue	29				
Wed	30				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Thur	1			<ul style="list-style-type: none"> <li>Records rolled forward to prepare for Nov registrations / Online Registration available.</li> <li>Schools sent List of students expected to register.</li> </ul>	
Fri	2				
Sat	3				
Sun	4				
<b>Teaching Week 2 (Semester 1)</b>					
Mon	5			<ul style="list-style-type: none"> <li><b>Final deadline for Aug Starters</b> to register</li> <li><b>Final deadline for RE Aug Starters</b> to obtain ID card</li> </ul>	
Tue	6				
Wed	7				
Thur	8		Graduation Registration opens online for students eligible to attend in Dec 2015		
Fri	9			<ul style="list-style-type: none"> <li>Email sent to EL Sep Starters advising them of registration deadline <b>26 Oct</b> – list sent to schools</li> <li>Email sent to RE Sep Starters who have not picked up ID advising them to collect by <b>9 Nov</b> – list sent to schools</li> </ul>	
Sat	10				
Sun	11				
<b>Teaching Week 3 (Semester 1)</b>					
Mon	12				
Tue	13	<b>Deadline for Schools</b> to return 2015/2016 Examination schedules to Exams			
Wed	14				Finalise any outstanding room allocations for semester 2 teaching
Thur	15		<ul style="list-style-type: none"> <li>Invitations sent to Dec Ceremonies Presenters (deadline 13 Nov)</li> <li>Staff Gown Hire email sent to Academic Staff for Dec Ceremonies (deadline 27 Nov)</li> </ul>		
Fri	16				
Sat	17				
Sun	18				
<b>Teaching Week 4 (Semester 1)</b>					
Mon	19		Prize Notification Sheets sent to Schools (deadline 27 Nov)		
Tue	20				
Wed	21				
Thur	22				
Fri	23	<ul style="list-style-type: none"> <li><b>Deadline for Students</b> to add/drop semester 1 and semester 1&amp;2 modules and be signed up in Schools (fee may apply thereafter)</li> <li><b>Deadline for Students</b> to apply online for Carried Module Resits (including External Resits) (late fee applies after this date)</li> </ul>			
Sat	24				
Sun	25				
<b>Teaching Week 5 (Semester 1)</b>					
Mon	26			<ul style="list-style-type: none"> <li><b>Deadline for Sep Starters</b> to register online.</li> <li>Banner updated with Registration Hold for Sep Starters who have failed to register.</li> <li>Letters sent to EL returning Sep starters / emails sent to RE students who have not picked up ID card.</li> </ul>	
Tue	27				
Wed	28				
Thur	29				
Fri	30	<b>Deadline for Students</b> to notify Exams of religious commitments during exam periods		<ul style="list-style-type: none"> <li>EL Oct Starters emailed advising them of the registration deadline of <b>16 Nov</b> – list sent to schools.</li> <li>Email sent to RE Oct Starters who have not picked up ID advising them to collect by <b>30 Nov</b> – list sent to schools.</li> </ul>	
Sat	31				

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

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Tue	1		List of Prize Winners produced for the Degree Ceremonies Programmes	Records rolled forward to prepare for Jan registrations. Schools emailed with list of students expected to register.	
Wed	2		Seat Numbers allocated to December Degree Ceremony attendees		
Thur	3				
Fri	4				
Sat	5				
Sun	6				
<b>Teaching Week 11 (Semester 1)</b>					
Mon	7		Events to begin marking up December Ceremony programmes with manual additions		
Tue	8		Programmes to final print (NB: Only students awarded before this date will be included in the programme)		
Wed	9				
Thur	10				
Fri	11		<ul style="list-style-type: none"> <li>▪ Exam Timetable for Sem 1 (with venues) published on web (12:00)</li> <li>▪ <b>Semester 1 Teaching Ends</b></li> </ul>		
Sat	12				
Sun	13				
Mon	14		<p><b>December Degree Ceremonies</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Deadline for Nov Starters</b> to register online</li> <li>▪ Banner updated with Registration Hold for Nov Starters who have failed to register</li> <li>▪ Letters sent to EL returning Nov starters / emails sent to RE students who have not yet picked up ID card</li> </ul>	
Tue	15				
Wed	16				
Thur	17				
Fri	18		Certificates and Diploma Supplements sent to students to be conferred <i>in absentia</i> following Nov 2015 awards.		
Sat	19				
Sun	20				
Mon	21				
Tue	22		Student records of ceremony attendees updated in Banner		
Wed	23				
Thur	24	<i>University Closed – Christmas and New Year</i>			
Fri	25	<i>University Closed</i>			
Sat	26				
Sun	27				
Mon	28	<i>University Closed</i>			
Tue	29	<i>University Closed</i>			
Wed	30	<i>University Closed</i>			
Thur	31	<i>University Closed</i>			

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Fri	1	University Closed			
Sat	2				
Sun	3				
Mon	4	Exam set-up	July 2016 Degree Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and Ceremony School Contacts (deadline Fri 15 Jan)	Records rolled forward to prepare for Feb registrations. Schools emailed with list of students expected to register.	
Tue	5				
Wed	6				
Thur	7				
Fri	8		Letters sent to Dec Ceremony Absentees requesting alternative graduation choice (deadline Fri 12 Feb)	<ul style="list-style-type: none"> <li>Email sent to EL Dec Starters advising them of the registration deadline <b>25 Jan</b> – list sent to schools</li> <li>Email sent to RE Dec Starters who have not picked up ID advising them to collect by <b>8 Feb</b> – list sent to schools</li> </ul>	
Sat	9				
Sun	10				
Mon	11	Semester 1 Examination/Assessment Period (09:30–12:30 and 14:00–17:00)	July 2016 Degree Ceremony information updated on web	<ul style="list-style-type: none"> <li>Final deadline for Nov Starters to register</li> <li>Final deadline for RE Nov Starters to obtain ID card.</li> </ul>	
Tue	12				
Wed	13		Prize Lists sent to Schools for checking and updating (deadline 8 Apr)		
Thur	14				
Fri	15		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	16	Exams all day (if necessary)			
Sun	17				
Mon	18		Pending Finalists created in Banner		
Tue	19				
Wed	20				
Thur	21				
Fri	22	Last day of semester 1 exams			
Sat	23				
Sun	24				
<b>Teaching Week 1 (Semester 2)</b>					
Mon	25	Semester 2 Teaching Begins		<ul style="list-style-type: none"> <li>Deadline for Dec Starters to register online.</li> <li>Banner updated with Registration Hold for Dec Starters who have failed to register</li> <li>Letters sent to EL returning Dec starters / emails sent to RE students who have not yet picked up ID card.</li> </ul>	
Tue	26				
Wed	27		July Degree Ceremony Schedule: Student numbers run to produce schedule along with the School request list		
Thur	28				
Fri	29			<ul style="list-style-type: none"> <li>Email sent to EL Jan Starters advising them of registration deadline of <b>15 Feb</b> – list sent to schools</li> <li>Email sent to RE Jan Starters who have not yet picked up ID advising them to collect by <b>29 Feb</b> – list sent to schools</li> </ul>	
Sat	30				
Sun	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 <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
<b>Teaching Week 2 (Semester 2)</b>					
Mon	1			Records rolled forward to prepare for March registrations. Schools emailed with list of students expected to register.	
Tue	2				
Wed	3			Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils.	
Thur	4				
Fri	5				
Sat	6				
Sun	7				
<b>Teaching Week 3 (Semester 2)</b>					
Mon	8	Semester 2 exams schedules sent to Schools for checking/ updating (deadline 22 Feb)		<ul style="list-style-type: none"> <li>Final deadline for Dec starters to register</li> <li>Final deadline for RE Dec Starters to obtain ID card</li> </ul>	Previous year's timetable data rolled forward and new database for the 2016/2017 teaching year created
Tue	9				
Wed	10				
Thur	11				
Fri	12		<b>Deadline for Dec Ceremony Absentees.</b> 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	13				
Sun	14				
<b>Teaching Week 4 (Semester 2)</b>					
Mon	15		<ul style="list-style-type: none"> <li>Certificates and Diploma Supplement Transcripts sent to December Ceremony Absentees and awarded students who failed to make a graduation choice</li> <li>Provisional Schedule for July Degree Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 19 Feb)</li> </ul>	<ul style="list-style-type: none"> <li>Deadline for Jan Starters to register online.</li> <li>Banner updated with Registration Hold for Jan Starters who have failed to register.</li> <li>Letters sent to EL returning Jan starters / RE students who have not yet picked up ID card.</li> </ul>	
Tue	16				
Wed	17				
Thur	18				
Fri	19	<b>Deadline for Students</b> to add or drop any modules taught in semester 2 and to be signed up in Schools (fee may apply thereafter)	<b>Deadline for Schools</b> to submit July Ceremony provisional schedule amendment requests		
Sat	20				
Sun	21				
<b>Teaching Week 5 (Semester 2)</b>					
Mon	22	<b>Deadline for Schools</b> 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	23				
Wed	24				<ul style="list-style-type: none"> <li>Timetable database for 2016/2017 released</li> <li>Timetablers commence data collection</li> </ul>
Thur	25				
Fri	26		July Degree Ceremony Schedule produced and published at <a href="http://students.leeds.ac.uk/graduation">http://students.leeds.ac.uk/graduation</a>	<ul style="list-style-type: none"> <li>Email sent to EL Feb Starters advising them of registration deadline of <b>14 Mar</b> – list sent to schools</li> <li>Email sent to RE Feb Starters who have not picked up ID advising them to collect by <b>4 Apr</b> – list sent to schools</li> </ul>	
Sat	27				
Sun	28				
<b>Teaching Week 6 (Semester 2)</b>					
Mon	29	Exam timetable data taken from Banner (Semester 2 exams)	July Degree Ceremonies created in Banner	<ul style="list-style-type: none"> <li>Preparation for online module enrolment begins.</li> <li>Dates requested for online module enrolment. Details of process for 2016/2017 sent to schools.</li> <li>Final deadline for Jan Starters to register</li> <li>Final deadline for RE Jan Starters to obtain ID card.</li> </ul>	

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Tue	1		Request for Discovery Theme Fair Requirements sent to School contacts (deadline 1 April)	Records rolled forward to prepare for April registrations. Schools emailed with list of students expected to register.	<ul style="list-style-type: none"> <li>Updated module and programme data uploaded from Banner and Daily Update Process commences</li> </ul>
Wed	2				
Thur	3				
Fri	4				
Sat	5				
Sun	6				
<b>Teaching Week 7 (Semester 2)</b>					
Mon	7				
Tue	8				
Wed	9				
Thur	10				
Fri	11	Draft Exam Timetable for semester 2 published on web (12:00)			
Sat	12				
Sun	13				
<b>Teaching Week 8 (Semester 2)</b>					
Mon	14			<ul style="list-style-type: none"> <li><b>Deadline for Feb Starters</b> to register online.</li> <li>Banner updated with Registration Hold for Feb Starters who have failed to register.</li> <li>Letters sent to EL returning Feb Starters / emails sent to RE students who have not yet picked up ID card.</li> </ul>	
Tue	15				
Wed	16				
Thur	17				
Fri	18	<ul style="list-style-type: none"> <li><b>Semester 2 Teaching finishes for Easter</b></li> <li><b>End of Week 8</b> – Any student temporarily withdrawing after this date will be expected to complete semester 2 exams and assessed work.</li> </ul>			
Sat	19				
Sun	20				
Mon	21				
Tue	22	<b>12:00 Deadline for Schools</b> to request changes to exam timetable following publication of Draft Timetable			
Wed	23				
Thur	24	<ul style="list-style-type: none"> <li>Exam Timetable for semester 2 (without venues) published on web (12:00)</li> <li><i>University Closed (p.m. only) - Easter</i></li> </ul>			
Fri	25	<i>University Closed</i>			
Sat	26				
Sun	27				
Mon	28	<i>University Closed</i>			
Tue	29	<i>University Closed</i>			
Wed	30				
Thur	31			<b>Deadline for Schools</b> to submit proposals for new and amended modules/programmes of study	Existing students rolled forward and attached to compulsory blocks in Banner (completed by 29 April)



		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Fri	1		<b>Deadline for Schools</b> to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	<ul style="list-style-type: none"> <li>Email sent to EL March Starters advising them of registration deadline of <b>18 Apr</b> – list sent to schools</li> <li>Email sent to RE Mar Starters who have not picked up ID advising them to collect by <b>3 May</b> – list sent to schools</li> </ul>	
Sat	2				
Sun	3				
Mon	4			<ul style="list-style-type: none"> <li>Records rolled forward to prepare for May registrations. Schools emailed with list of students expected to register.</li> <li><b>Final deadline for Feb starters</b> to register</li> <li><b>Final deadline for RE Feb Starters</b> to obtain ID card.</li> </ul>	
Tue	5				
Wed	6			Taught student records rolled forward to 2016/2017 ready for registration (Sep/Oct start dates rolled to 2016/2017)	
Thur	7				
Fri	8		<b>Deadline for Schools</b> to submit checked and updated Prize Lists	<b>Deadline for Schools</b> to update information on modules and programmes for session 2016/2017 and dates for online module enrolment.	
Sat	9				
Sun	10				
Mon	11	<b>Deadline for Schools</b> to submit semester 2 exam papers to Exams			
Tue	12				
Wed	13				
Thur	14				
Fri	15	Exam Timetable for semester 2 (with venues) published on web (12:00)			
Sat	16				
Sun	17				
<b>Teaching Week 9 (Semester 2)</b>					
Mon	18	<b>Semester 2 Teaching recommences after Easter break</b>		<ul style="list-style-type: none"> <li><b>Deadline for March Starters</b> to register online.</li> <li>Banner updated with Registration Hold for March Starters who have failed to register.</li> <li>Letters sent to EL returning March starters / emails sent to RE students who have not yet picked up ID card</li> </ul>	
Tue	19				
Wed	20				
Thur	21				
Fri	22				
Sat	23				
Sun	24				
<b>Teaching Week 10 (Semester 2)</b>					
Mon	25		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)		
Tue	26				<ul style="list-style-type: none"> <li>Returning student data transferred from Banner into S+</li> <li>Daily process to allocate students to core compulsory lectures and other single activities commences</li> </ul>
Wed	27				
Thur	28				
Fri	29				Roll forward of existing students completed in Banner
Sat	30				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Sun	1			Web modules and programme catalogues go live	
<b>Teaching Week 11 (Semester 2)</b>					
Mon	2	University Closed – May Day Bank Holiday			
Tue	3			<ul style="list-style-type: none"> <li>Email sent to EL Apr Starters advising them of registration deadline of <b>16 May</b> – list sent to schools.</li> <li>Email sent to RE Apr Starters who have not picked up ID advising them to collect by <b>1 Jun</b> – list sent to schools.</li> <li><b>Final deadline for March Starters</b> to register</li> <li><b>Final deadline for RE March Starters</b> to obtain ID card.</li> </ul>	<b>Deadline for Schools:</b> Data collection. All schools to have completed timetable data submission in readiness for room allocation and online enrolment.
Wed	4			Records rolled forward to prepare for June registrations. Schools emailed with list of students expected to register.	
Thur	5				
Fri	6	<b>Semester 2 Teaching Ends</b>			
Sat	7				First draft timetable (with times but not rooms) published on web to assist students in making clash-free optional module choices.
Sun	8				
Mon	9	<ul style="list-style-type: none"> <li>Revision week</li> <li>Exam set-up</li> </ul>	<ul style="list-style-type: none"> <li>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 Fri 24 Jun)</li> <li>Graduation Registration opens online for students eligible to attend in July 2016</li> </ul>		
Tue	10			Online Module Enrolment exercise starts for returning students - Year 3 and above - Optional modules only (Discovery modules available from 5 July)	
Wed	11			Online Module Enrolment exercise starts for returning students - Year 2 and above - Optional modules only (Discovery modules available from 5 July)	
Thur	12				
Fri	13				
Sat	14				
Sun	15				
Mon	16	<ul style="list-style-type: none"> <li><b>Semester 2 Examination/Assessment Period</b> (09:00–12:00 and 13:00–16:00 with 17:00–19:00 if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>Staff Gown Hire email sent to Academic Staff for July Ceremonies (deadline 24 Jun).</li> <li>Invitations sent to July Degree Ceremonies Presenters (deadline Fri 17 June)</li> </ul>	<ul style="list-style-type: none"> <li><b>Deadline for April Starters</b> to register online.</li> <li>Banner updated with Registration Hold for April Starters who have failed to register.</li> <li>Letters sent to EL returning April starters / emails sent to RE students who have not yet picked up ID card.</li> </ul>	
Tue	17				
Wed	18				
Thur	19				
Fri	20				
Sat	21	Exams all day (if necessary)			
Sun	22				
Mon	23				
Tue	24				
Wed	25		Prize Notification Sheets sent to Schools asking for confirmation of prize winners (deadline 24 Jun)		
Thur	26				
Fri	27			<ul style="list-style-type: none"> <li>Email sent to EL May Starters advising them of registration deadline of <b>13 Jun</b> – list sent to schools</li> <li>Email sent to RE May Starters who have not picked up ID advising them to collect by <b>27 Jun</b> – list sent to schools</li> </ul>	
Sat	28				
Sun	29				
Mon	30	University Closed – Spring Bank Holiday			
Tue	31	University Closed			

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Wed	1		Request for Discovery Theme Fair Requirements sent to School contacts (deadline 1 Aug)	<ul style="list-style-type: none"> <li>Records rolled forward to prepare for July registrations. Schools emailed with list of students expected to register.</li> <li><b>Final deadline</b> for April starters to register</li> <li><b>Final deadline</b> for RE April Starters to obtain ID card</li> </ul>	
Thur	2			Progression instructions sent to Schools	
Fri	3	● <b>Last day of semester 2 exams</b>	Debt emails sent to July Ceremony attendees owing money to the university (deadline 17 Jun)		
Sat	4				
Sun	5				
Mon	6	● Schools Marking Week			
Tue	7				
Wed	8				
Thur	9				
Fri	10				
Sat	11				
Sun	12				
Mon	13	● Internal Boards and Moderation Week		<ul style="list-style-type: none"> <li>Progression Tool SWAPRGT made available to Schools</li> <li><b>Deadline for May Starters</b> to register online.</li> <li>Banner updated with Registration Hold for May Starters who have failed to register.</li> <li>Letters sent to EL returning May starters / emails sent to RE students who have not yet picked up ID card</li> </ul>	
Tue	14				
Wed	15				
Thur	16				
Fri	17	↓ <b>END OF SESSION</b>	<ul style="list-style-type: none"> <li><b>Deadline for Students</b> to clear University debts for inclusion in July ceremonies</li> <li><b>Deadline for Presenter Replies</b> for the July Ceremonies</li> </ul>		
Sat	18				
Sun	19				
Mon	20				
Tue	21	<ul style="list-style-type: none"> <li><b>17:00 Deadline for Schools</b> to submit marks*</li> <li><b>Deadline for Schools</b> to enter provisional TP marks in Banner for modules re-assessed in August</li> </ul>			
Wed	22	● Exam Boards and Classification Meetings			
Thur	23				
Fri	24	↓	<ul style="list-style-type: none"> <li><b>Deadline for Students</b> to submit legal name amendments.</li> <li><b>Deadline for Schools</b> to return Prize Notification Sheets (signed by Faculty Finance Manager)</li> <li><b>Deadline for Staff and Students</b> to submit gown hire order (Student orders received after this date will be processed on day of ceremony at a small extra cost)</li> <li>Graduation Registration for the July ceremonies closes</li> </ul>	<ul style="list-style-type: none"> <li>Email sent to EL June Starters advising them of registration deadline of <b>11 Jul</b> – list sent to schools</li> <li>Email sent to RE Jun Starters who have not picked up ID advising them to collect by <b>25 Jul</b> – list sent to schools</li> </ul>	
Sat	25				
Sun	26				
Mon	27		July Ceremony Programmes produced and formatted for Media Services	<ul style="list-style-type: none"> <li>Online Registration Documentation sent to Schools.</li> <li><b>Final deadline for May Starters</b> to register</li> <li><b>Final deadline for RE May Starters</b> to obtain ID card.</li> <li><b>Deadline for Schools</b> to enter EOT Academic Standing code of 06 (referred student cases must be submitted to Secretariat by noon 4 Jul)</li> </ul>	
Tue	28	● <b>17:00 Deadline for Schools</b> to submit classifications*	Programmes sent to Print Copy Bureau		
Wed	29		Seat Numbers allocated to July Ceremony attendees	<b>Deadline for Schools</b> to submit Special Cases to Secretariat where outcome may allow graduation in July.	
Thur	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 <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Fri	1	Official award date (mainly UG awards)	<ul style="list-style-type: none"> <li>Degree Certificates and DSTs produced for Jul Ceremonies</li> <li>Missing award check begins in Exams for Jul Ceremonies</li> </ul>	Records rolled forward to prepare for August registrations. Schools emailed with list of students expected to register.	
Sat	2				
Sun	3				
Mon	4	<ul style="list-style-type: none"> <li>Official Results Day: Final marks and awards published online</li> <li>Resit Information put online for Students (until 15 Jul)</li> <li>August exam schedules sent to Schools (deadline 11 Jul)</li> </ul>	List of Prize Winners produced for July Ceremonies Programmes	<b>12:00 Deadline for Schools</b> to submit referred student cases to Office of Academic Appeals and Regulation	Allocation of students to tutorials and seminar groups begins
Tue	5		Programmes sent to final print (NB: Only students awarded before this date will be included in the programme)	Online Module Enrolment for Returning Students – optional/discovery modules available	
Wed	6				
Thur	7		Events begins marking up and making manual additions to July Ceremonies programmes		
Fri	8	<ul style="list-style-type: none"> <li><b>12:00 Deadline for UG Finalists</b> to apply for August resits</li> <li><b>12:00 Deadline for Students</b> eligible for Ordinary award and registered on Honours programme to inform Exams if they wish to accept award of Ordinary degree</li> </ul>			
Sat	9				
Sun	10				
Mon	11	<b>Deadline for Schools</b> to return August exam schedules	<b>July Degree Ceremonies</b>	<ul style="list-style-type: none"> <li><b>Deadline for June Starters</b> to register online.</li> <li>Banner updated with Registration Hold for June Starters who have failed to register.</li> <li>Letters sent to EL returning June starters / emails sent to RE students who have not yet picked up ID card</li> </ul>	
Tue	12				
Wed	13				
Thur	14	<b>17:00 Deadline for Schools</b> to flag August 1 <sup>st</sup> attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams (alternative forms of assessment for first attempts must be indicated on this report).			
Fri	15	<b>17:00 Deadline for Non-Finalist &amp; PG Students</b> to apply for August resits online (late applications must be made by email to Exams (late fee applies)		<b>17:00 Deadline for Schools</b> to complete progression exercise and to enter EOT Academic Standing code of 05	
Sat	16				
Sun	17				
Mon	18	August Resit Exam timetable data taken from Banner		Online Module Enrolment closes for Returning Students (date can be extended on Schools' request)	
Tue	19				
Wed	20				
Thur	21	Exams to write to students with exhausted resit attempts informing them they must permanently withdraw			
Fri	22			<ul style="list-style-type: none"> <li>Email sent to EL July Starters advising them of registration deadline of <b>8 Aug</b> – list sent to schools</li> <li>Email sent to RE July Starters who have not picked up ID advising them to collect by <b>22 Aug</b> – list sent to schools</li> </ul>	
Sat	23				
Sun	24				
Mon	25	<b>Deadline for Schools</b> to submit Re-Examination Papers	Banner records of July Ceremony Attendees updated	<ul style="list-style-type: none"> <li><b>Final deadline for June Starters</b> to register</li> <li><b>Final deadline for RE June Starters</b> to obtain ID card</li> </ul>	
Tue	26				
Wed	27		Certificates and DSTs sent to students to be conferred <i>in absentia</i> following July awards		
Thur	28				
Fri	29				
Sat	30				
Sun	31				

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Mon	1	August Re-examination Timetable with venues published on web (12:00)	<b>Deadline for Schools</b> to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	Online Registration starts for New TP/Returning Students - Letters sent to new TP students (ongoing)	
Tue	2		Events to write to July Ceremony Absentees requesting alternate graduation choice (deadline Fri 19 Aug)		
Wed	3				
Thur	4				
Fri	5		Dec 2016 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline Friday 26 Aug)		
Sat	6				
Sun	7				
Mon	8			<ul style="list-style-type: none"> <li>▪ <b>Deadline for July Starters</b> to register online.</li> <li>▪ Banner updated with Registration Hold for July Starters who have failed to register.</li> <li>▪ Letters sent to EL returning July starters / emails sent to RE students who have not yet picked up ID card.</li> </ul>	
Tue	9				
Wed	10				
Thur	11				
Fri	12	Exam set-up			Final draft timetable published for sem 1 (including details of room allocations)
Sat	13				
Sun	14				
Mon	15	Exam set-up			
Tue	16	<ul style="list-style-type: none"> <li>• <b>August Re-Examination Period</b> (09:30–12:30 and 14:00–17:00)</li> </ul>			
Wed	17				
Thur	18				
Fri	19		<b>Deadline for July Ceremony Absentees</b> to inform Events of alternative graduation choice.		
Sat	20	Exams all day (if necessary)			
Sun	21				
Mon	22			<ul style="list-style-type: none"> <li>▪ <b>Final deadline for July Starters</b> to register</li> <li>▪ <b>Final deadline for RE July Starters</b> to obtain ID card.</li> </ul>	
Tue	23				
Wed	24		Certificates and Diploma Supplements mailed to July Ceremony Absentees and awarded students who failed to make a graduation choice		
Thur	25			Progression Tool SWAPRGT made available to Schools for August Progression Exercise	
Fri	26	<b>Last day of resit exams</b>	<ul style="list-style-type: none"> <li>▪ Dec 2016 Ceremony information updated on web</li> <li>▪ <b>Deadline for Schools</b> to return schedule for Dec ceremonies to Events</li> </ul>		
Sat	27				
Sun	28				
Mon	29	<i>University Closed – August Bank Holiday</i>			
Tue	30	<i>University Closed</i>			
Wed	31	Re-Examination Marking Period		<ul style="list-style-type: none"> <li>▪ Online Registration and Module Enrolment begins for new UG Students</li> <li>▪ Online Registration Letters sent to new UG students (ongoing)</li> <li>▪ Email sent to EL Aug Starters advising them of registration deadline of <b>12 Sep</b> – list sent to schools</li> <li>▪ Email sent to RE Aug Starters who have not picked up ID advising them to collect by <b>26 Sep</b> – list sent to schools</li> </ul>	

		Exams & Progress	Events	Operations	Timetabling – for more detailed information on timetabling see <a href="http://ses.leeds.ac.uk/timetable/timelines">http://ses.leeds.ac.uk/timetable/timelines</a>
Thur	1				
Fri	2		<b>Deadline for Students</b> to clear University debts for inclusion in Sept pass lists		
Sat	3				
Sun	4				
Mon	5		Primary PGCE registration 13:00 – 15:00		
Tue	6				
Wed	7				
Thur	8	<b>Deadline for Schools</b> to submit Re-examination results to Exams	International Registration Week: 09:00 – 17:00 daily	<b>Deadline for Schools</b> to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Secretariat by noon 14 Sept)	
Fri	9		<ul style="list-style-type: none"> <li>Secondary PGCE registration 12:00 – 15:00</li> <li>Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 26 Aug)</li> </ul>	<b>17:00 Deadline for Schools</b> to enter EOT Academic Standing code of 07	
Sat	10				
Sun	11				
Mon	12	<ul style="list-style-type: none"> <li>Official University Pass Lists published</li> <li>August Results released to Students on web (12:00)</li> <li>Internal and External Students able to apply online for Carried Module resits (deadline 21 Oct)</li> <li>Exams to write to students with exhausted resit attempts informing them they must permanently withdraw</li> </ul>		<ul style="list-style-type: none"> <li><b>12:00 Deadline for Schools</b> to submit referred student cases to Secretariat</li> <li><b>Deadline for Aug Starters</b> to register online</li> <li>Banner updated with Registration Hold for Aug Starters who have failed to register</li> <li>Letters sent to EL returning Aug Starters / emails sent to RE students who have not yet picked up ID card</li> </ul>	<ul style="list-style-type: none"> <li>Room allocations fixed</li> <li>Finalised timetable published to staff and students</li> </ul>
Tue	13	2016/2017 exam schedules to Schools for checking (deadline 11 Oct)			
Wed	14				
Thur	15				
Fri	16			<b>Deadline for Schools</b> to complete Post-August Progression exercise	
Sat	17		ID Card Collection Event 11:00 – 17:00		
Sun	18		ID Card Collection Event 11:00 – 17:00		
Mon	19		Registration Week Registration: 09:00 – 17:00 (Ziff Building) ID Card Collection Event: 09:00 – 17:00		
Tue	20		Registration: 09:00 – 17:00 (Ziff Building) ID Card Collection Event: 09:00 – 17:00		
Wed	21	<b>START OF SESSION 2016/2017</b>	Registration: 09:00 – 17:00 (Ziff Building) Discovery Themes Fair: 10:00 – 15:00		
Thur	22		Registration: 09:00 – 17:00 (Ziff Building)	Online Module Enrolment closes	
Fri	23	<b>Deadline for Schools</b> to flag 2016/17 1 <sup>st</sup> 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)		
Sat	24				
Sun	25				
<b>Teaching Week 1 (Semester 1), Session 2016/2017</b>					
Mon	26	<b>Semester 1 Teaching begins, Session 2016/2017</b>		<ul style="list-style-type: none"> <li><b>Final deadline for Aug Starters</b> to register</li> <li><b>Final deadline for RE Aug Starters</b> to obtain ID card.</li> </ul>	
Tue	27				
Wed	28				
Thur	29				
Fri	30		Dec Ceremonies Schedule published		

## 2016/2017 Forward Planner

	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017									
Wed					1	1							Wed								
Thu			1		2	2			1 )				Thu								
Fri			2		3	3			2 )			1	Fri								
Sat	1		3		4	4	1		3	1		2	Sat								
Sun	2		4	1	5	5	2		4	2		3	Sun								
Mon	3	2	5	11	2	6	3	6	7	3	1	5	3 Results day	4	Mon						
Tue	4	1	6	3	7	7	4	2	11	6	4	1	5	5	Tue						
Wed	5	2	7	4	8	8	5	3	7	5	2	6	6	6	Wed						
Thu	6	3	8	5	9	9	6	4	8	6	3	7	7 Results D/L	7	Thu						
Fri	7	4	9	6	10	10	7	5	9	7	Aug Resit D/L*	4	8	8	Fri						
Sat	8	5	10	7	11	11	8	6	10	8	5	9	9	9	Sat						
Sun	9	6	11	8	12	12	9	7	11	9	6	10	10	10	Sun						
Mon	10	3	7	7	12 ]	9 )	13	4	13	8	10 Papers D/L	8	10	10 ]	7	11 Results day	Mon				
Tue	11	8	13 ]	10 )	14	14	11	9	13	11 ]	8	12	12	12	Tue						
Wed	12	9 Results D/L	14 ]	11 )	15	15	12	10	14	12 ]	9	13	13	13	Wed						
Thu	13	10	15 ]	12 )	16	16	13	11	15	13 ]	10	14	14	14	Thu						
Fri	14	11	16	13 )	17 CoM D/L	17	14	12	16 Session end	14 ] Aug Resit D/L**	11	15	15	15	Fri						
Sat	15	12	17	14 )	18	18	15	13	17	15	12	16	16	16	Sat						
Sun	16	13	18	15	19	19	16	14	18	16	13	17	17	17	Sun						
Mon	17	4	14	8	19	16 )	20	5	20	9	17	15 )	19	17 ]	14	15	18 >	Mon			
Tue	18	15	20	17 )	21	21	18	16 )	20 Marks D/L	18 ]	15 )	19 >	19	19 ]	16 )	20 > 2017/18	20	19 >	Tue		
Wed	19	16	21	18 )	22	22	19	17 )	21	19 ]	16 )	20 > 2017/18	20	20 ]	17 )	21 >	21	20 > 2017/18	Wed		
Thu	20	17 Results day	22	19 )	23	23	20	18 )	22	20 ]	17 )	21 >	21	21 ]	18 )	22 >	22	21 >	Thu		
Fri	21 CoM D/L	18	23	20 )	24	24	21	19 )	23	21 ]	18 )	22 >	22	22 ]	19 )	23	22 >	23	22 >	Fri	
Sat	22	19	24	21	25	25	22	20 )	24	22	19 )	23	23	23	20	24	23	24	23	Thu	
Sun	23	20	25	22	26	26	23	21	25	23	20	24	24	24	21	25	24	23	24	Sun	
Mon	24	5	21	9	26	23	1	27	6	27	24	10	22 )	26	24 Papers D/L	21 )	25	1	25	1	Mon
Tue	25	22	27	24	28	28	25	23 )	27 Awards D/L	25	22 )	26	26	26	23 )	27	26	27	26	Tue	
Wed	26	23	28	25		29	26	24 )	28	26	23 )	27	27	27	24 )	28	27	28	27	Wed	
Thu	27	24	29	26		30	27	25 )	29	27	24 )	28	28	28	25 )	29	28	29	28	Thu	
Fri	28	25	30	27		31	28	26 )	30	28	25 )	29	29	29	26 )	30	29	30	29	Fri	
Sat	29	26	31	28			29	27		29	26	30	30	30	27	28	29	30	30	Sat	
Sun	30	27		29			30	28		30	27	31	31	31	28	29	30	31	31	Sun	
Mon	31	6	28 Papers D/L10	30	2			29			31	28	29	29	28	29	30	31	31	Mon	
Tue		29		31				30			31	29	30	30	29	30	31	31	31	Tue	
Wed		30						31 )				30	31	31	30	31	32	32	32	Wed	
Thu												31	32	32	31	32	33	33	33	Thu	

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