

Programmes and Assessment

STUDENT SERVICES CENTRE



UNIVERSITY OF LEEDS

Timeline of Events & Communications for 2021/2022

(Including Forward Planner for 2022/2023)

Last updated 17 December 2021

		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Wed	1	● August re-assessment marking period	Dec 2021 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 24 Sep)	<ul style="list-style-type: none"> Registration and Module Enrolment begins for new UG Students Deadline for Aug Starters to register and complete ID check (students made withdrawn after this date – Schools emailed regarding action required) Registration begins for Oct starters – schools informed 	
Thu	2				
Fri	3	<ul style="list-style-type: none"> September exams set up (Cohort 5) Deadline for Schools to return Past Exam Papers form to A&P 	Deadline for Students to clear debts for inclusion in Sept pass lists		
Sat	4				
Sun	5				
Mon	6	● September Assessment Period (Cohort 5) (09:00–12:00 and 14:00–17:00)			
Tue	7				
Wed	8				
Thu	9		● International Registration (09:00 – 17:00 daily)		
Fri	10				
Sat	11	Assessments all day (if necessary)			
Sun	12				
International Welcome Week, Session 2021/2022					
Mon	13	<ul style="list-style-type: none"> 12:00 Deadline for Schools to submit August re-assessment results to A&P Dissertation Submissions (Cohort 3) (13 Sep – 24 Oct) 		<ul style="list-style-type: none"> Deadline for Schools to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check. 17:00 Deadline for Schools to complete Post-August Progression exercise and enter progression code 07 	
Tue	14				
Wed	15	<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 22 Oct) A&P to email Schools with reminder to check 07 progression codes and to contact students (deadline 17 Sep) 			
Thu	16				
Fri	17	<ul style="list-style-type: none"> Deadline for Schools to flag 2021/22 1st attempts with teaching in Progression Tool and submit SWRPRFA report to A&P (UG students) Deadline for Schools to write to 07 progression code students 	<ul style="list-style-type: none"> Deadline for Schools to return Dec ceremony schedule to Events 		
Sat	18				
Sun	19				
Freshers' Week, Session 2021/2022					
Mon	20	<ul style="list-style-type: none"> Start of Semester 3 (Cohort 5 - Projects and Writing up) (20 Sep – 30 Oct) Cohort 5: Schools marking week 	<ul style="list-style-type: none"> Registration Week (09:00-17:00 daily) Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 24 Sep) 		
Tue	21	<ul style="list-style-type: none"> Jan 2022 assessment schedules to Schools for checking (deadline 12 Oct) Deadline for Schools to check 07 progression codes using SWRPRCD 			
Wed	22	A&P to write to students with exhausted resit attempts (progression code 07) informing them they must permanently withdraw			Fees - Session/Term Start: Tuition fees charged from start date if registration and ID check completed. Non-standard start dates will be charged from their Banner start date.
Thu	23				
Fri	24		<ul style="list-style-type: none"> Deadline for Schools to notify Events of concerns re. Provisional Schedule for Dec Ceremonies 		
Sat	25				
Sun	26				
Teaching Week 1 (Semester 1)					
Mon	27	<ul style="list-style-type: none"> Teaching begins (Sem 1 Sep starters / Sem 2 Cohort 4) Cohort 5 Assessment Boards 			
Tue	28				
Wed	29	Deadline for Schools to complete Module Completion Codes exercise following July and August resits			
Thu	30				

*A separate timeline for Timetabling processes is available at <http://ses.leeds.ac.uk/timetable/timelines>

**Tuition instalment plan payment dates vary depending on student type, residency and funding source. More details can be found at http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fee_payment_schedule

		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Fri	1		December Ceremonies Schedule published	Module Enrolment closes for all UG students (may be later for TP depending on School)	
Sat	2				
Sun	3				
Teaching Week 2 (Semester 1)					
Mon	4	Process run to identify permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval		Registration commences for November starters	
Tue	5	12:00 Deadline for Schools to enter provisional TP marks in Banner for modules re-assessed in January 2022 (Cohorts 5 & 6)			
Wed	6				
Thu	7				
Fri	8				
Sat	9				
Sun	10				
Teaching Week 3 (Semester 1)					
Mon	11		Instructions on registering Graduation Choices sent to Finalists eligible to attend the Dec Ceremony via Minerva and email. (Awarded students will be contacted separately by post)	<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Sep starters (deadline 25 Oct) Early warning email sent to schools regarding Sep starters who haven't completed ID check (deadline 25 Oct) 	
Tue	12	<ul style="list-style-type: none"> Deadline for Schools to return Jan 2022 assessment schedules to A&P Information about Module Completion Codes exercise emailed to A&P Mailman list 			
Wed	13		Graduation Registration opens for students eligible to attend in Dec 2021		
Thu	14		<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 25 Nov) 		
Fri	15				
Sat	16				
Sun	17				
Teaching Week 4 (Semester 1)					
Mon	18			Final warning to Sep starters regarding registration & ID check deadline 25 Oct	
Tue	19			<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Oct starters (deadline 01 Nov) Early warning email sent to schools regarding Oct starters who haven't completed ID check (deadline 01 Nov) 	
Wed	20				
Thu	21				
Fri	22	<ul style="list-style-type: none"> Deadline for Schools to flag 1st attempts without teaching in Progression Tool and submit SWRPRFA report to A&P (UGs & Cohort 5) Deadline for Students to add/drop modules taught this semester 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) Deadline for Students to notify A&P of religious commitments during Jan 2022 assessment period Deadline for Students to submit evidence to Disability Services for Jan 2022 assessments Deadline for TP Students to apply for January 2022 re-sits (late fee applies after this date) (Cohort 5 & 6) 			
Sat	23				
Sun	24				
Teaching Week 5 (Semester 1)					
Mon	25			<ul style="list-style-type: none"> Deadline for Sep Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). Final warning to Oct starters regarding registration & ID check deadlines 	
Tue	26				

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Wed	27			Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils	
Thu	28				
Fri	29	Results page on Student Services switched off (until 18 Nov)			
Sat	30				
Sun	31				

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Teaching Week 6 (Semester 1)					
Mon	1	<ul style="list-style-type: none"> Assessment timetable data taken from Banner (Jan 2022) Boards and Marking begins (Cohorts 2, 3, 5 & 6) 	<ul style="list-style-type: none"> Debt emails sent to Dec Ceremony attendees owing money to the university (deadline 10 Nov) Prize Notification Spreadsheet set to Schools (deadline 19 Nov) 	<ul style="list-style-type: none"> Deadline for Oct Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required) Registration begins for Dec starters – schools informed 	
Tue	2				
Wed	3				
Thu	4				
Fri	5				
Sat	6				
Sun	7				
Teaching Week 7 (Semester 1)					
Mon	8			Deadline for Schools to submit reinstatement request for Sep starters withdrawn due to failure to register/complete ID check.	
Tue	9				
Wed	10	Deadline for Schools to submit TP results to A&P (Cohorts 2 & 3)	<ul style="list-style-type: none"> Deadline for Students to clear university debts for inclusion in Dec ceremonies (Students owing money removed from Ceremony List) Deadline for Presenter Replies for Dec Ceremonies 		
Thu	11				
Fri	12	Draft Assessment Timetable (Jan 2022) published online and emailed to schools (12:00)			
Sat	13				
Sun	14				
Teaching Week 8 (Semester 1)					
Mon	15			Deadline for Schools to submit reinstatement request for Oct starters withdrawn due to failure to register/complete ID check.	
Tue	16			<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Nov starters (deadline 29 Nov) Early warning email sent to schools re. Nov starters who haven't completed ID check (deadline 29 Nov) 	
Wed	17				
Thu	18	<ul style="list-style-type: none"> Official award date (mainly TP awards) TP Results released to students (12:00) (resit application deadline 24 Nov) 	Deadline for Students to Register for Graduation		
Fri	19	End of Week 8 – Students wishing to withdraw temporarily after this date require permission from Student Cases and will be expected to complete assessments from this semester.	<ul style="list-style-type: none"> Degree Certificates and DSTs produced Deadline for Schools to Return of Prize Notification Spreadsheet 		<ul style="list-style-type: none"> Fees - Students with PG student loan excluded for non-payment on this date. Fees - Students registered on strength of tuition agreement form, who haven't resolved finance issues, excluded for non-payment on this date.
Sat	20				
Sun	21				
Teaching Week 9 (Semester 1)					
Mon	22	12:00 Deadline for Schools to submit Jan 2022 Exam Papers	<ul style="list-style-type: none"> Dec ceremony programmes prepared for PCB Missing award checking in A&P for Dec ceremonies 	Final warning to Nov starters regarding registration & ID check deadlines	
Tue	23	Deadline for Schools to flag 2021/22 TP 1 st attempts in Progression Tool SWAPRGT and submit SWRPRFA report to A&P (TP students)	Seat Numbers allocated to Dec ceremony attendees		
Wed	24	<ul style="list-style-type: none"> Deadline for Schools to request changes following publication of Draft Assessment Timetable. Deadline for TP Students to submit external resit applications (<u>late fee applies thereafter</u>) or accept fallback awards if eligible. 	Deadline for Staff and Student Gown Hire		
Thu	25	Deadline for Disability Services to finalise Assessment Access Arrangements on SWAMEDI			
Fri	26	Assessment Timetable (without venues) for Jan 2022 published on web and emailed to schools (12:00)	Prize Winners list produced for Dec ceremony programmes		
Sat	27				
Sun	28				
Teaching Week 10 (Semester 1)					
Mon	29		Events begins marking up December Ceremony programmes with manual additions	Deadline for Nov Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	30	Modified exams papers information emailed to schools			

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		Assessment & Progress	Events (TBC)	Operations	Timetabling & Fees*
Wed	1			Registration begins for Jan starters - schools informed	
Thu	2		Programmes to final print (NB: Only students awarded before this date will be included in the programme)		
Fri	3				
Sat	4				
Sun	5				
Teaching Week 11 (Semester 1)					
Mon	6	<ul style="list-style-type: none"> Last week of term (Cohorts 1, 2, 3 & 4) Deadline for Schools to submit Cohort 5 & 6 results (marks and classifications) to A&P 			
Tue	7				
Wed	8				
Thu	9				
Fri	10	<ul style="list-style-type: none"> Assessment Timetable with Venues for Jan 2022 published on web and emailed to schools (12:00) List of students with Assessment Access Arrangements emailed to schools Teaching Ends (Cohorts 1, 2, 3 & 4) 			
Sat	11				
Sun	12				
Mon	13	Student vacation begins	December Degree Ceremonies	Deadline for Schools to submit reinstatement request for Nov starters made withdrawn due to failure to register/complete ID check.	
Tue	14				
Wed	15				
Thu	16			Module enrolment temporarily closes for Jan postgraduate starters whilst university closed for Christmas	
Fri	17	<ul style="list-style-type: none"> Deadline for Schools to complete Module Completion Codes exercise following September/October/November results. Information for schools about Jan 2022 assessment period emailed to Exams Mailman list 	<ul style="list-style-type: none"> Certificates and Diploma Supplements sent to students to be conferred <i>in absentia</i> following Nov 2021 awards. Student records of ceremony attendees updated in Banner 		
Sat	18				
Sun	19				
Mon	20	University Closed – Christmas and New Year			
Tue	21	University Closed			
Wed	22	University Closed			
Thu	23	University Closed			
Fri	24	University Closed			
Sat	25				
Sun	26				
Mon	27	University Closed			
Tue	28	University Closed			
Wed	29	University Closed			
Thu	30	University Closed			
Fri	31	University Closed			

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Sat	1				
Sun	2				
Mon	3	University Closed			
Tue	4	Exam set-up		<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Dec starters (deadline 17 Jan) Early warning email sent to schools regarding Dec starters who haven't completed ID check (deadline 17 Jan) Registration begins for Feb starters – schools informed Module enrolment re-opens for Jan postgraduates 	
Wed	5				
Thu	6				
Fri	7				
Sat	8				
Sun	9				
Mon	10	<ul style="list-style-type: none"> Jan 2022 Assessment Period (09:00–12:00 and 14:00–17:00) Award date (Cohort 5&6) Results and awards released to students (12:00) (Cohort 5&6) 	<ul style="list-style-type: none"> July 2022 Degree Ceremony information updated on web July 2022 Degree Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and Ceremony School Contacts (deadline Fri 21 Jan) 	Final warning to Dec starters regarding registration & ID check deadlines	Fees - Term 2 Start: Returning students starting in January must have fees manually recalculated. Please provide Form R before this date.
Tue	11				Fees - Term 2 Tuition Fee Liability (Leavers on or after this date in term 2 will be charged for the full term)
Wed	12				
Thu	13				
Fri	14		Letters sent to Dec Ceremony Absentees requesting alternative graduation choice (deadline Fri 11 Feb)		
Sat	15	Assessments all day (if necessary)			
Sun	16				
Mon	17		Pending Finalists created in Banner	Deadline for Dec Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	18				
Wed	19				
Thu	20				
Fri	21	Last day of Jan 2022 assessments	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	22				
Sun	23				
Teaching Week 1 (Semester 2)					
Mon	24	<ul style="list-style-type: none"> Teaching Begins Schools marking period (Cohorts 4, 5 & 6) 			
Tue	25				
Wed	26		July Degree Ceremony Schedule: Student numbers run to produce schedule along with the School request list		
Thu	27			Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils	
Fri	28				
Sat	29				
Sun	30				
Teaching Week 2 (Semester 2)					
Mon	31		Prize Spreadsheet sent to Schools for checking and updating (deadline 19 Mar)	<ul style="list-style-type: none"> Deadline for Schools to submit reinstatement request for Dec starters made withdrawn due to failure to register/complete ID check. 	

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

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Tue	1			Registration begins for Mar starters – schools informed	
Wed	2				
Thu	3				
Fri	4				
Sat	5				
Sun	6				
Teaching Week 3 (Semester 2)					
Mon	7	<ul style="list-style-type: none"> May/June 2022 assessment schedules sent to Schools for checking/ updating (deadline 21 Feb) Assessment boards (Cohorts 4, 5 & 6) 		<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Jan starters (deadline 21 Feb) Early warning email sent to schools regarding Jan starters who haven't completed ID checks (deadline 21 Feb) 	
Tue	8				
Wed	9			Module enrolment guidance sent to schools	
Thu	10				
Fri	11		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	12				
Sun	13				
Teaching Week 4 (Semester 2)					
Mon	14	Progression and Award Boards (Cohorts 4, 5 & 6)	<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 18 Feb) 	<ul style="list-style-type: none"> Final warning to Jan starters regarding registration & ID check deadlines Early warning email sent to schools regarding EL Feb starters (deadline 28 Feb) Early warning email sent to schools regarding Feb starters who haven't completed ID check (deadline 28 Feb) 	
Tue	15				
Wed	16				
Thu	17				
Fri	18	<ul style="list-style-type: none"> Deadline for Schools to enter provisional Jan 2022 marks into Banner Deadline for Students to add or drop modules taught this semester and be signed up in Schools (fee may apply thereafter) Deadline for Cohort 5&6 Students to apply for resits Deadline for Students to notify A&P of religious commitments during May/June 2022 assessment period Deadline for Students to submit evidence to Disability Services for May/June assessment period Results page turned off (until 1 Mar) 	Deadline for Schools to submit July Ceremony provisional schedule amendment requests		
Sat	19				
Sun	20				
Teaching Week 5 (Semester 2)					
Mon	21	<ul style="list-style-type: none"> Deadline for Schools to return checked and updated May/June 2022 assessment schedule to A&P Deadline for Schools to submit results (marks and awards) to A&P (Cohorts 4, 5 & 6) 	<ul style="list-style-type: none"> List of Healthcare students eligible for July Ceremonies sent to Healthcare contact List of School of Medicine students eligible for July Ceremonies sent to Medicine contact 	<ul style="list-style-type: none"> Deadline for Jan Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). Final warning to Feb starters regarding registration & ID check deadlines 	
Tue	22				
Wed	23				
Thu	24				
Fri	25	Information for Schools about Module Completion Codes exercise emailed to A&P Mailman list (Cohorts 3 & 4)			
Sat	26				
Sun	27				
Teaching Week 6 (Semester 2)					
Mon	28	Assessment timetable data taken from Banner (May/June 2022 assessment period)		<ul style="list-style-type: none"> Deadline for Feb Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). 	

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Tue	1	<ul style="list-style-type: none"> Award date (Cohort 4) Award date following resits (Cohorts 5 & 6) Results and awards released to students (12:00) (Cohorts 4, 5 & 6) 	Request for May Discovery Theme Fair Requirements sent to Theme Leaders (deadline 6 April)	<ul style="list-style-type: none"> Registration begins for Apr starters – schools informed Preparation for module enrolment begins Details of module/programme block checking exercise for 2022/2023 sent to schools. Dates requested for module enrolment. 	
Wed	2				
Thu	3				
Fri	4				
Sat	5				
Sun	6				
Teaching Week 7 (Semester 2)					
Mon	7	<ul style="list-style-type: none"> July resit schedule sent to Schools for checking/updating (LLLC and SWJTU resits only) (deadline 21 Mar) Deadline for Cohort 4, 5 & 6 Students to apply for May 2022 resits Deadline for Schools to flag May 2022 1st attempts in Progression Tool and submit SWRPRFA report to A&P (Cohorts 4, 5 & 6) 	July Degree Ceremony Schedule produced and published at http://students.leeds.ac.uk/graduation	Deadline for Schools to submit reinstatement request for Jan starters made withdrawn due to failure to register/complete ID check.	
Tue	8		July Degree Ceremonies created in Banner		
Wed	9				
Thu	10				
Fri	11	Draft Assessment Timetable for May/June 2022 published on web and emailed to schools (12:00)			
Sat	12				
Sun	13				
Teaching Week 8 (Semester 2)					
Mon	14			<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Mar starters (deadline 28 Mar) Early warning email sent to schools regarding Mar starters who haven't completed ID check (deadline 28 Mar) Deadline for Schools to submit reinstatement request for Feb starters made withdrawn due to failure to register/complete ID check. 	
Tue	15				
Wed	16			Students notified of module enrolment opening times via Minerva and social media	
Thu	17				
Fri	18	End of Week 8 – Students wishing to withdraw temporarily after this date require permission from Student Cases and will be expected to complete assessments from this semester.	Deadline for Schools to submit checked and updated Prize Spreadsheet		
Sat	19				
Sun	20				
Teaching Week 9 (Semester 2)					
Mon	21	Deadline for Schools to return checked and updated July resit schedule to A&P (LLLC and SWJTU resits only)		Final warning to Mar starters regarding registration & ID check deadlines	
Tue	22				
Wed	23	12:00 Deadline for Schools to request changes to assessment timetable following publication of Draft Timetable			
Thu	24	Deadline for Disability Services to finalise Assessment Access Arrangements on SWAMEDI			
Fri	25	<ul style="list-style-type: none"> Assessment Timetable (without venues) for May/June 2022 published on web and emailed to schools (12:00) Teaching finishes for Easter 			
Sat	26				
Sun	27				
Mon	28	<ul style="list-style-type: none"> Modified exam papers information emailed to schools Student vacation begins 		Deadline for Mar Starters to register and complete ID check (students made withdrawn after this date – School emailed regarding action required)	
Tue	29				
Wed	30			Deadline for Schools to submit proposals for new and amended modules/programmes of study	
Thu	31				

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Fri	1				
Sat	2				
Sun	3				
Mon	4	17:00 Deadline for Schools to submit May/June 2022 exam papers to A&P			
Tue	5				
Wed	6		Deadline for Theme Leaders to return May Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)	Registration begins for May starters – schools informed	
Thu	7				
Fri	8			Deadline for Schools to notify Ops of module/programme block changes for session 2022/2023 and to confirm dates for module enrolment	
Sat	9				
Sun	10				
Mon	11		Degree ceremonies (Cohort 4, 5 & 6)	<ul style="list-style-type: none"> Deadline for Schools to submit reinstatement request for Mar starters made withdrawn due to failure to register/complete ID check. Taught student records rolled forward to 2022/2023 ready for registration (Sep/Oct start dates rolled to 2022/2023) 	
Tue	12				
Wed	13				
Thu	14	University Closed (p.m. only) - Easter			
Fri	15	University Closed			
Sat	16				
Sun	17				
Mon	18	University Closed			
Tue	19	University Closed			
Wed	20			<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Apr starters (deadline 03 May) Early warning email sent to schools regarding Apr starters who haven't completed ID check (deadline 03 May) 	
Thu	21				
Fri	22	<ul style="list-style-type: none"> Assessment Timetable with Venues for May/June 2022 published on web and emailed to schools (12:00) List of students with Assessment Access Arrangements emailed to schools 			
Sat	23				
Sun	24				
Teaching Week 10 (Semester 2)					
Mon	25	Teaching recommences after Easter break		Final warning to Apr starters regarding registration & ID check deadlines	Fees - Term 3 Tuition Fee Liability (Leavers on or after this date in term 3 will be charged for the full term)
Tue	26	<ul style="list-style-type: none"> List of students sitting exams overseas emailed to schools Timetables emailed to students sitting exams overseas and institutions hosting exams 			
Wed	27				
Thu	28	Information for schools about May/June 2022 assessment period emailed to Exams Mailman list			
Fri	29	Information for Schools about Module Completion Codes exercise emailed to Exams Mailman list			
Sat	30			Web modules and programme catalogues go live for 2022/2023	

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Sun	1				
Mon	2	University Closed – May Day Bank Holiday			
Teaching Week 11 (Semester 2)					
Tue	3			<ul style="list-style-type: none"> Registration begins for Jun starters – schools informed Deadline for Apr Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). 	
Wed	4		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		
Thu	5		Graduation Registration opens for students eligible to attend in July 2022		
Fri	6	Teaching Ends			
Sat	7				
Sun	8				
Mon	9	<ul style="list-style-type: none"> Revision week May/June 2022 Exam set-up 			
Tue	10			Module Enrolment exercise begins for returning students - Year 3 and above - Optional modules only (Discovery modules available from July)	
Wed	11			Module Enrolment exercise begins for returning students - Year 2 and above - Optional modules only (Discovery modules available from July)	
Thu	12				
Fri	13			<ul style="list-style-type: none"> Early warning email sent to schools regarding EL May Starters (deadline 01 Jun) Early warning email sent to schools regarding May starters who haven't completed ID check (deadline 01 Jun) 	
Sat	14				
Sun	15				
Mon	16	<ul style="list-style-type: none"> May/June 2022 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 30 Jun). Invitations sent to July Degree Ceremonies Presenters (deadline Fri 17 Jun) 	Deadline for Schools to submit reinstatement request for Apr starters made withdrawn due to failure to register/complete ID check.	
Tue	17				
Wed	18				
Thu	19				
Fri	20				
Sat	21	Assessments all day (if necessary)			
Sun	22				
Mon	23			Final warning to May starters regarding registration & ID check deadlines	
Tue	24				
Wed	25				
Thu	26				
Fri	27		Prize Notification Spreadsheet sent to Schools asking for confirmation of prize winners (deadline 01 Jul)		
Sat	28	Assessments all day (if necessary)			
Sun	29				
Mon	30				
Tue	31				

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Wed	1	<ul style="list-style-type: none"> Process run to identify permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval <ul style="list-style-type: none"> Results page on Student Services switched off (until 4 Jul) Last day of May/June 2022 assessments 	Debt emails sent to July Ceremony attendees owing money to the university (deadline 18 Jun)	<ul style="list-style-type: none"> Registration begins for Jul starters – schools informed Deadline for May Starters to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required) 	
Thu	2	University Closed – Spring Bank Holiday			
Fri	3	University Closed			
Sat	4				
Sun	5				
Mon	6	<ul style="list-style-type: none"> Schools Marking Week <ul style="list-style-type: none"> LLLC/SWJTU schools to release provisional marks to students LLLC/SWJTU students start applying for July resits (deadline 30 Jun) 			
Tue	7				
Wed	8			Progression instructions sent to Schools	
Thu	9				
Fri	10				
Sat	11				
Sun	12				
Mon	13	Assessment Boards and Moderation Week		Progression Tool SWAPRGT made available to Schools	
Tue	14				
Wed	15	Deadline for Schools to submit July resit papers to A&P		Deadline for Schools to submit reinstatement request for May starters made withdrawn due to failure to register/complete ID check.	
Thu	16		Graduation Registration for the July ceremonies closes		
Fri	17	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 		
Sat	18				
Sun	19				
Mon	20		July Ceremony Programmes produced and formatted for Media Services	<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Jun starters (deadline 27 Jun) Early warning email sent to schools regarding Jun starters who haven't completed ID check (deadline 27 Jun) Schools sent information on 2022/2023 registration 	
Tue	21	<ul style="list-style-type: none"> 12:00 Deadline for Schools to release final marks to A&P and confirm approval via the Notification of Confirmed Module Marks form Deadline for Schools to enter provisional TP marks in Banner for modules re-assessed in August 	Programmes sent to Print Copy Bureau		
Wed	22	Progression and Award Boards	Seat Numbers allocated to July Ceremony attendees		
Thu	23		Deadline for Students to submit legal name amendments		
Fri	24				
Sat	25				
Sun	26				
Mon	27	Targeted emailing to students begins, giving notice of dates and times that results will be available online. Schools also informed.		<ul style="list-style-type: none"> Deadline for Jun Starters to register and complete ID check (students made withdrawn after this date – Schools emailed re. action required) (deadline 4 Jul) Final warning to Jun starters regarding registration & ID check deadlines 	
Tue	28	17:00 Deadline for Schools to submit classifications to A&P and confirm approval via the Notification of Confirmed Classifications form			
Wed	29	Reminder sent to Schools to check 05 progression codes and to contact students (deadline 05 Jul)		<ul style="list-style-type: none"> Deadline for Schools to submit Special Cases to Student Cases where outcome may allow graduation in July 	
Thu	30	Deadline for Students to apply for July resits (LLLC and SWJTU students only).	Deadline for Staff and Students to submit gown hire order (Student orders received after this will be processed on day of ceremony at a small extra cost)		

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Fri	1	<ul style="list-style-type: none"> Official award date (mainly UG) Deadline for Schools to enter July resit applications into Banner. 	<ul style="list-style-type: none"> Degree Certificates and DSTs produced for July Ceremonies Missing award check begins in A&P for July Ceremonies Deadline for Schools to return Prize Notification Spreadsheet 	Registration begins for Aug starters – schools informed	
Sat	2				
Sun	3				
Mon	4	<ul style="list-style-type: none"> Official Results Day: Final marks & awards published Resit Information put online for Students (until 15 Jul) August resit schedules sent to Schools (deadline 11 Jul) 	Prize Winners list produced for July Ceremony Programmes	17:00 Deadline for Schools to complete progression exercise	
Tue	5	Deadline for Schools to check 05 progression codes are correct using SWRPRCD	Programmes sent to final print (NB: Only students awarded before this date will be included in the programme)	Module Enrolment for Returning Students – discovery modules now available.	
Wed	6	<ul style="list-style-type: none"> Past Exam Papers requests sent to schools (deadline 2 Sep) July resit timetable published on web and emailed to schools A&P to write to students with exhausted resit attempts (progression code 05) informing them they must permanently withdraw 			
Thu	7		Events begins marking up and making manual additions to July Ceremony programmes		
Fri	8	<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 A&P if they wish to accept award of Ordinary degree 12:00 Deadline for Schools to submit SWRPRFA 1st attempt report to A&P (UG Finalists only) Deadline for Students to submit evidence to Disability Services for August resits 		Deadline for Schools to submit reinstatement request for Jun starters withdrawn due to failure to register/complete ID check.	
Sat	9				
Sun	10				
Mon	11	<ul style="list-style-type: none"> Deadline for Schools to complete Module Completion Code exercise following June results Deadline for Schools to return August re-assessment schedules July Resit Period (LLLC and SWJTU students only) 	<ul style="list-style-type: none"> July Degree Ceremonies 		
Tue	12				
Wed	13				
Thu	14	Deadline for Schools to submit SWRPRFA report to A&P (Non-finalists & TPs)		Schools sent information on 2022/2023 registration	
Fri	15	<ul style="list-style-type: none"> Deadline for Non-Finalist & TP Students to apply for August resits (late fee applies after this date) Deadline for Students to notify A&P of religious commitments during August reassessment period 			
Sat	16				
Sun	17				
Mon	18	<ul style="list-style-type: none"> Deadline for Schools to submit re-assessment papers August Resit timetable data taken from Banner 		<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Jul starters (deadline 01 Aug) Early warning email sent to schools regarding Jul starters who haven't completed ID check (deadline 01 Aug) 	
Tue	19				
Wed	20				
Thu	21				
Fri	22				
Sat	23				
Sun	24				
Mon	25		Banner records of July Ceremony Attendees updated	Final warning to Jul starters regarding registration & ID check deadlines	
Tue	26				
Wed	27		Certificates and DSTs sent to students to be conferred <i>in absentia</i> following July awards		
Thu	28				
Fri	29	<ul style="list-style-type: none"> Deadline for Schools to submit July resit results to A&P July resit results published to students on web 			
Sat	30				
Sun	31				

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Mon	1	August Re-assessment Timetable with venues published on web and emailed to schools (12:00)		<ul style="list-style-type: none"> Registration starts for New TP/Returning Sep Students Deadline for Jul Starters to register and complete ID check (students made withdrawn after this date – Schools emailed regarding action required) 	
Tue	2	<ul style="list-style-type: none"> List of students with Assessment Access Arrangements emailed to schools List of students sitting exams overseas emailed to schools Timetables emailed to students sitting exams overseas and hosting institutions Modified exam papers information emailed to schools 	Events to write to July Ceremony Absentees requesting alternate graduation choice (deadline Fri 19 Aug)		
Wed	3	Information for schools about August resit period information emailed to Exams Mailman list			
Thu	4				
Fri	5				
Sat	6				
Sun	7				
Mon	8				
Tue	9				
Wed	10				
Thu	11				
Fri	12	Exam set-up			
Sat	13				
Sun	14				
Mon	15	Exam set-up		<ul style="list-style-type: none"> Early warning email sent to schools regarding EL Aug starters (deadline 31 Aug) Early warning email sent to schools regarding Aug starters who haven't completed ID check (deadline 31 Aug) 	
Tue	16	<ul style="list-style-type: none"> August Re-assessment Period (09:00–12:00 and 14:00–17:00) 			
Wed	17			Deadline for Schools to submit reinstatement request for Jul starters made withdrawn due to failure to register/complete ID check.	
Thu	18				
Fri	19		Deadline for July Ceremony Absentees to inform Events of alternative graduation choice		
Sat	20	Assessments all day (if necessary)			
Sun	21				
Mon	22		Certificates and Diploma Supplements mailed to July Ceremony Absentees and awarded students who failed to make a graduation choice	Final warning to Aug starters regarding registration & ID check deadlines	
Tue	23				
Wed	24			<ul style="list-style-type: none"> Progression Tool SWAPRGT made available to Schools for August Progression Exercise Registration Letters sent to new UG students (ongoing) 	
Thu	25				
Fri	26	<ul style="list-style-type: none"> Results page on Student Services switched off (until 14 Sep) Last day of re-assessments 	Dec 2022 Ceremony information updated on web	Progression instructions sent to schools	
Sat	27				
Sun	28				
Mon	29	<i>University Closed – August Bank Holiday</i>			
Tue	30	<i>University Closed</i>			
Wed	31	<ul style="list-style-type: none"> Re-assessment Marking Period 	Dec 2022 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 23 Sep)	<ul style="list-style-type: none"> Registration and Module Enrolment begins for new UG Students Deadline for Aug Starters to register and complete ID check (students made withdrawn after this date – Schools emailed regarding action required) 	

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		Assessment & Progress	Events (TBC)	Operations	Timetabling* & Fees**
Thu	1			Registration begins for Oct starters – schools informed	
Fri	2	Deadline for Schools to return Past Exam Papers form to A&P	Deadline for Students to clear University debts for inclusion in Sept pass lists		
Sat	3				
Sun	4				
Mon	5				
Tue	6				
Wed	7				
Thu	8				
Fri	9				
Sat	10				
Sun	11				
Mon	12	12:00 Deadline for Schools to submit August re-assessment marks to A&P		<ul style="list-style-type: none"> Deadline for Schools to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check. 17:00 Deadline for Schools to complete Post-August Progression exercise and enter progression code 07 	
Tue	13				
Wed	14	<ul style="list-style-type: none"> 12:00 Deadline for Schools to submit August re-assessment classifications to A&P August marks released to Students on web (12:00) Internal and External Students can apply online for Carried Module resits (deadline 21 Oct) A&P to email Schools with reminder to check 07 progression codes and to contact students (deadline 16 Sep) 			
Thu	15		International Registration Week: 09:00 – 17:00 daily		
Fri	16	<ul style="list-style-type: none"> Official award date (August Resitters) August classifications available to Students on web Deadline for Schools to flag 2022/2023 1st attempts with teaching in Progression Tool SWAPRGT and submit SWRPRFA report to A&P Deadline for Schools to write to students with progression code 07 	Deadline for Schools to return schedule for Dec ceremonies to Events		
Sat	17				
Sun	18				
International Welcome Week, Session 2022/2023					
Mon	19		Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 24 Sep)		
Tue	20	Deadline for Schools to check 07 progression codes using SWRPRCD			
Wed	21	A&P to write to students with exhausted resit attempts (progression code 07) informing them they must permanently withdraw			Fees - Session / Term Start: Students charged tuition fees from start date if registration & ID check completed. Non-standard start dates will be charged from their Banner start date.
Thu	22			Module Enrolment closes	
Fri	23		Deadline for Schools to notify Events of concerns re. Provisional Schedule for Dec Ceremonies		
Sat	24				
Sun	25				
Freshers' Week, Session 2022/2023					
Mon	26		Registration Week (09:00 – 17:00 daily)		
Tue	27	Jan 2023 assessment schedules to Schools for checking (deadline 11 Oct)			
Wed	28	Deadline for Schools to complete Module Completion Codes exercise following August resits			
Thu	29				
Fri	30		December Ceremonies Schedule published		

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2022/2023 Forward Planner (dates to be confirmed)

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023							
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	1	5	10	2	6	2	6	6	3	1	5)	3	Mon					
Tue	4	1	6		3	7	2	7	7	4	2	10	6)	4 Awards D/L	1	5	Tue		
Wed	5	2	7		4	8		8	8	5	3	7)	7	5	2	6	Wed		
Thu	6	3	8		5	9		9	9	6	4	8)	8	6	3	7	Thu		
Fri	7	4	9		6	10		10	10	7	5	9)	9	7	4	8	Fri		
Sat	8	5	10		7	11		11	11	8	6	10	10	8	5	9	Sat		
Sun	9	6	11		8	12		12	12	9	7	11	11	9	6	10	Sun		
Mon	10	2	7	6	12	11	9	13	3	13	7	10	8	11	12	10 Results day	7	11 Marks D/L	Mon
Tue	11	8	13		10	14		14	14	11	9	13	13	11	11	8	12	Tue	
Wed	12	9	14		11	15		15	15	12	10	14	14	12	9	13 Awards D/L	Wed		
Thu	13	10	15]		12	16		16	16	13	11	15	15	13	10	14	Thu		
Fri	14	11	16]		13	17 CoM D/L		17	17	14	12	16	16	14	11	15	Fri		
Sat	15	12	17		14	18		18	18	15	13	17	17	15	12	16	Sat		
Sun	16	13	18		15	19		19	19	16	14	18	18	16	13	17	Sun		
Mon	17	3	14	7	19]		16)	20	4	20	8	17	15	19	17]	14	18 >	Mon	
Tue	18	15	20]		17)		21	21		18	16	20	18]	15)	19 >	Tue			
Wed	19	16 TP Results D/L	21]		18)		22	22		19	17	21	19]	16)	20 >	Wed			
Thu	20	17	22		19)		23	23		20	18	22	20]	17)	21 >	Thu			
Fri	21	18	23		20)		24	24		21	19	23 Session end	21]	18)	22 >	Fri			
Sat	22	19	24		21)		25	25		22	20	24	22	19	23	Sat			
Sun	23	20	25		22		26	26		23	21	25	23	20	24	Sun			
Mon	24	4	21	8	26		23)	27	5	27	9	24	22)	26	24]	21)	25 >>	Mon	
Tue	25	22	27		24)		28	28		25	23)	27 Marks D/L	25]	22)	26 >>	Tue			
Wed	26	23	28		25)			29		26	24)	28	26]	23)	27 >>	Wed			
Thu	27	24 TP Results day	29		26)			30		27	25)	29	27]	24)	28 >>	Thu			
Fri	28 CoM D/L	25	30		27)			31		28	26)	30	28]	25)	29 >>	Fri			
Sat	29	26	31		28			29		27)		29	26	30	Sat				
Sun	30	27			29			30		28		30	27		Sun				
Mon	31	5	28	9	30	1				29		31	28	29	Mon				
Tue		29			31					30			29		Tue				
Wed		30								31)			30		Wed				
Thu													31		Thu				

Key:
■ = Teaching
 ■ = University closed
) = Assessment period
 > = Internat. welcome week
 CoM = Change of module
 D/L = Deadline
■ = Weekend
] = Degree ceremonies
)) = Re-assessment period
 >> = Freshers' week