Programmes and Assessment

STUDENT SERVICES CENTRE

UNIVERSITY OF LEEDS

Timeline of Events & Communications for 2023/2024
(Including Forward Planner for 2024/2025)

Last updated 14 March 2024

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

		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Fri	1	**Deadline for Schools** to return Past Exam Papers form to A&P			**Curriculum** - Module enrolment opens for new UG & PG students
Sat	2				
Sun	3				
Mon	4			Registration opens for new September and October UG students	
Tue	5				
Wed	6				
Thu	7				
Fri	8				
Sat	9				
Sun	10				
Mon	11	**12:00 Deadline for Schools** to submit August re-assessment **Marks** to A&P		**17:00 Deadline for Schools** to complete Post-August Progression exercise and enter progression code 07 - **TBC**	
Tue	12				
Wed	13	▪ **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 27 Oct) ▪ A&P to email Schools with reminder to check 07 progression codes and to contact students (deadline 15 Sep)			
Thu	14		International Registration (09:00 – 17:00 daily)		
Fri	15	▪ Official award date (August resitters) ▪ August classifications available to Students on web ▪ **Deadline for Schools** to write to 07 progression code students			
Sat	16				
Sun	17				
		International Welcome Week, Session 2023/2024			
Mon	18			**Deadline for Schools** to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check	
Tue	19	**Deadline for Schools** to check 07 progression codes using SWRPRCD			
Wed	20	A&P to write to students with exhausted resit attempts (progression code 07) informing them they must permanently withdraw			
Thu	21				
Fri	22	**Deadline for Schools** to flag 2023/2024 1st attempts **with teaching** in Progression Tool SWAPRGT and notify A&P (UG students)			
Sat	23				
Sun	24				
		Freshers' Week, Session 2023/2024			
Mon	25		Registration Week (09:00-17:00 daily)		
Tue	26	Jan 2024 assessment schedules to Schools for checking (deadline 16 Oct)			
Wed	27				**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	28				
Fri	29	**Deadline for Schools** to complete Module Completion Codes exercise following July and August resits	Graduation schedule released by end of September		
Sat	30				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Sun	1				
		Teaching Week 1 (Semester 1)			
Mon	2	**Teaching begins**		Registration commences for November starters	
Tue	3				
Wed	4				
Thu	5				
Fri	6				**Curriculum** - Module Enrolment closes for all UG students (may be later for TP depending on School)
Sat	7				
Sun	8				
		Teaching Week 2 (Semester 1)			
Mon	9	Process run to identify permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval			
Tue	10				
Wed	11				
Thu	12				
Fri	13				
Sat	14				
Sun	15				
		Teaching Week 3 (Semester 1)			
Mon	16	**12:00 Deadline for Schools** to return Jan 2024 assessment schedules to A&P	Graduation registration opens for on-campus graduations (deadline 30 Oct)	▪ Early warning email sent to schools regarding EL Sep/Oct starters (deadline **30 Oct**) ▪ Early warning email sent to schools regarding Sep/Oct starters who haven't completed ID check (deadline **30 Oct**)	
Tue	17	Information about Module Completion Codes exercise emailed to A&P Mailman list			
Wed	18				
Thu	19				
Fri	20				
Sat	21				
Sun	22				
		Teaching Week 4 (Semester 1)			
Mon	23			Final warning to Sep/Oct starters regarding registration & ID check deadline 30 Oct	
Tue	24				
Wed	25		Reminder to register email sent by Communications		
Thu	26				
Fri	27	▪ **Deadline for Schools** to flag 1st attempts **without teaching** in Progression Tool SWAPRGT (UGs) ▪ **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 2024 assessment period ▪ **Deadline for Students** to submit evidence to Disability Services for Jan 2024 assessments			
Sat	28				
Sun	29				
		Teaching Week 5 (Semester 1)			
Mon	30	Results page on Student Services switched off (until 23 Nov)	Graduation registration closes	**Deadline for Sep/Oct Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	31				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Wed	1			▪ Registration begins for Dec starters – schools informed ▪ Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils	
Thu	2				
Fri	3				
Sat	4				
Sun	5				
		Teaching Week 6 (Semester 1)			
Mon	6	Assessment timetable data taken from Banner (Jan assessments)			
Tue	7				
Wed	8				
Thu	9				
Fri	10				
Sat	11				
Sun	12				
		Teaching Week 7 (Semester 1)			
Mon	13		**Deadline for students** to clear outstanding debts	**Deadline for Schools** to submit reinstatement request for Sep/Oct starters withdrawn due to failure to register/complete ID check.	
Tue	14				
Wed	15	**Deadline for Schools** to submit TP results to A&P			
Thu	16				
Fri	17	Draft Assessment Timetable (Jan 2024) published online and emailed to schools (12:00)			
Sat	18				
Sun	19				
		Teaching Week 8 (Semester 1)			
Mon	20			▪ Early warning email sent to schools regarding EL Nov starters (deadline 4 Dec) ▪ Early warning email sent to schools re. Nov starters who haven't completed ID check (deadline 4 Dec)	
Tue	21		Extra graduation tickets form opens (09:00)		
Wed	22				
Thu	23	▪ Official award date (mainly TP awards) ▪ TP Results released to students (12:00) (resit application deadline 29 Nov). ▪ Results page on Student Services switched on.	Extra tickets form closes (17:00)		
Fri	24	**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.			▪ **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	25				
Sun	26				
		Teaching Week 9 (Semester 1)			
Mon	27	**12:00 Deadline for Schools** to submit Jan 2024 Exam Papers	Gown hire deadline	Final warning to Nov starters regarding registration & ID check deadlines	
Tue	28	**Deadline for Schools** to flag 2023/2024 TP 1st attempts in Progression Tool SWAPRGT (TP students)			
Wed	29	▪ **Deadline for Schools** to request changes following publication of Draft Assessment Timetable. ▪ **Deadline for TP Students** to submit external resit applications (late fee applies thereafter) or accept fallback awards if eligible.			
Thu	30	▪ **Deadline for Disability Services** to finalise Assessment Access Arrangements on SWAMEDI			

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Fri	1	Assessment Timetable (without venues) for Jan 2024 published on web and emailed to schools (12:00)		Registration begins for Jan starters - schools informed	
Sat	2				
Sun	3				
		Teaching Week 10 (Semester 1)			
Mon	4			**Deadline for Nov Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	5	Modified exams papers information emailed to schools			
Wed	6				
Thu	7				
Fri	8		Digital Online Graduation for students who can't make it in person		
Sat	9				
Sun	10				
		Teaching Week 11 (Semester 1)			
Mon	11		**December On-campus Graduation Ceremonies (6 days)**		
Tue	12				
Wed	13				
Thu	14				
Fri	15	▪ Assessment Timetable with Venues for Jan 2024 published on web and emailed to schools (12:00) ▪ List of students with Assessment Access Arrangements emailed to schools ▪ **Teaching Ends**			
Sat	16				
Sun	17				
Mon	18	**Student vacation begins**		▪ **Deadline for Schools** to submit reinstatement request for Nov starters made withdrawn due to failure to register/complete ID check. ▪ Early warning email sent to schools regarding EL Dec starters (deadline 15 **Jan**) ▪ Early warning email sent to schools regarding Dec starters who haven't completed ID check (deadline 15 **Jan**)	
Tue	19	▪ List of students sitting exams overseas emailed to schools ▪ Timetables emailed to students sitting exams overseas and institutions hosting exams	Relaxed Graduation		
Wed	20				
Thu	21	▪ **Deadline for Schools** to complete Module Completion Codes exercise following November results. ▪ Information for schools about Jan 2024 assessment period emailed to Exams Mailman list			
Fri	22	*University Closed – Christmas and New Year*			
Sat	23				
Sun	24				
Mon	25	*University Closed*			
Tue	26	*University Closed*			
Wed	27	*University Closed*			
Thu	28	*University Closed*			
Fri	29	*University Closed*			
Sat	30				
Sun	31				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Mon	1	*University Closed*			
Tue	2			Registration begins for Feb starters – schools informed	
Wed	3				
Thu	4				
Fri	5				
Sat	6				
Sun	7				
Mon	8	Exam set-up		Final warning to Dec starters regarding registration & ID check deadlines	
Tue	9				
Wed	10				
Thu	11				
Fri	12				
Sat	13				
Sun	14				
Mon	15	**Jan 2024 Assessment Period** (09:00–12:00 and 14:00–17:00)		**Deadline for Dec Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	**Fees - Term 2 Start:** Returning students starting in January must have fees manually recalculated. Please provide Form R before this date.
Tue	16				**Fees -** Term 2 Tuition Fee Liability (Leavers on or after this date in term 2 will be charged for the full term)
Wed	17				
Thu	18				
Fri	19				
Sat	20	Assessments all day (if necessary)			
Sun	21				
Mon	22				
Tue	23				
Wed	24				
Thu	25				
Fri	26	Last day of Jan 2024 assessments			
Sat	27				
Sun	28				
		Teaching Week 1 (Semester 2)			
Mon	29	**Teaching Begins**		**Deadline for Schools** to submit reinstatement request for Dec starters made withdrawn due to failure to register/complete ID check.	
Tue	30				
Wed	31				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Thu	1			▪ Registration begins for Mar starters – schools informed ▪ Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils	
Fri	2				
Sat	3				
Sun	4				
		Teaching Week 2 (Semester 2)			
Mon	5				
Tue	6				
Wed	7				
Thu	8				
Fri	9				
Sat	10				
Sun	11				
		Teaching Week 3 (Semester 2)			
Mon	12	May/June 2024 assessment schedules sent to Schools for checking/ updating (deadline 26 Feb)		▪ Early warning email sent to schools regarding EL Jan starters (deadline **26 Feb**) ▪ Early warning email sent to schools regarding Jan starters who haven't completed ID checks (deadline **26 Feb**)	
Tue	13				
Wed	14				**Curriculum** - Module enrolment guidance sent to schools
Thu	15				
Fri	16				
Sat	17				
Sun	18				
		Teaching Week 4 (Semester 2)			
Mon	19			▪ Final warning to Jan starters regarding registration & ID check deadlines ▪ Early warning email sent to schools regarding EL Feb starters (deadline **04 Mar**) ▪ Early warning email sent to schools regarding Feb starters who haven't completed ID check (deadline **04 Mar**)	
Tue	20				
Wed	21				
Thu	22				
Fri	23	▪ **Deadline for Schools** to enter provisional Jan 2024 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 Students** to notify A&P of religious commitments during May/June 2024 assessment period ▪ **Deadline for Students** to submit evidence to Disability Services for May/June assessment period			
Sat	24				
Sun	25				
		Teaching Week 5 (Semester 2)			
Mon	26	**12:00 Deadline for Schools** to return checked and updated May/June 2024 assessment schedule to A&P		▪ **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	27				
Wed	28				
Thu	29				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Fri	1			Registration begins for Apr starters – schools informed	
Sat	2				
Sun	3				
		Teaching Week 6 (Semester 2)			
Mon	4	Assessment timetable data taken from Banner (May/June 2024 assessment period)		**Deadline for Feb Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	5				▪ **Curriculum** - Preparation for module enrolment begins ▪ **Curriculum** - Details of module/programme block checking exercise for 2024/2025 sent to schools. Dates requested for module enrolment.
Wed	6				
Thu	7				
Fri	8				
Sat	9				
Sun	10				
		Teaching Week 7 (Semester 2)			
Mon	11	July resit schedule sent to Schools for checking/updating (LLLC and SWJTU resits only) (deadline 18 Mar)		**Deadline for Schools** to submit reinstatement request for Jan starters made withdrawn due to failure to register/complete ID check.	
Tue	12				
Wed	13				**Curriculum** - Module enrolment guidance sent to schools
Thu	14				
Fri	15	Draft Assessment Timetable for May/June 2024 published on web and emailed to schools (12:00)			
Sat	16				
Sun	17				
		Teaching Week 8 (Semester 2)			
Mon	18	**Deadline for Schools** to return checked and updated July resit schedule to A&P (LLLC and SWJTU resits only)		▪ Early warning email sent to schools regarding EL Mar starters (deadline 08 **Apr**) ▪ Early warning email sent to schools regarding Mar starters who haven't completed ID check (deadline 08 **Apr**) ▪ **Deadline for Schools** to submit reinstatement request for Feb starters made withdrawn due to failure to register/complete ID check.	
Tue	19				
Wed	20				
Thu	21				
Fri	22	▪ **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. ▪ **Teaching finishes for Easter**			**Curriculum** - Quality Assurance approval deadline for new and amended modules/programmes of study
Sat	23				
Sun	24				
Mon	25	▪ **Student vacation begins** ▪ Modified exam papers information emailed to schools		Final warning to Mar starters regarding registration & ID check deadlines	
Tue	26				
Wed	27	**12:00 Deadline for Schools** to request changes to assessment timetable following publication of Draft Timetable			
Thu	28	*University Closed - Easter*			
Fri	29	*University Closed*			
Sat	30				
Sun	31				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Mon	1	*University Closed*			
Tue	2	*University Closed*			
Wed	3			▪ Registration begins for May starters – schools informed. ▪ Taught student records rolled forward to 2024/2025 ready for registration (Sep/Oct start dates rolled to 2024/2025)	**Curriculum - Deadline for Schools** to notify Curriculum of module/programme block changes for session 2024/2025 and to confirm dates for module enrolment
Thu	4	**Deadline for Disability Services** to finalise Assessment Access Arrangements on SWAMEDI			
Fri	5	Assessment Timetable (without venues) for May/June 2024 published on web and emailed to schools (12:00)			
Sat	6				
Sun	7				
Mon	8	**12:00 Deadline for Schools** to submit May/June 2024 exam papers to A&P		**Deadline for Mar Starters** to register and complete ID check (students) made withdrawn after this date – School emailed regarding action required)	
Tue	9				
Wed	10				
Thu	11				
Fri	12				
Sat	13				
Sun	14				
Mon	15			▪ Early warning email sent to schools regarding EL Apr starters (deadline **29 May**) ▪ Early warning email sent to schools regarding Apr starters who haven't completed ID check (deadline **29 May**)	
Tue	16				
Wed	17				
Thu	18				
Fri	19				
Sat	20				
Sun	21				
		Teaching Week 9 (Semester 2)			
Mon	22	**Teaching recommences after Easter break**		• **Deadline for Schools** to submit reinstatement request for Mar starters made withdrawn due to failure to register/complete ID check. • Final warning to Apr starters regarding registration & ID check deadlines	
Tue	23				
Wed	24				
Thu	25				
Fri	26	▪ Assessment Timetable with Venues for May/June 2024 published on web and emailed to schools (12:00) ▪ List of students with Assessment Access Arrangements emailed to schools			
Sat	27				
Sun	28				
		Teaching Week 10 (Semester 2)			
Mon	29	▪ List of students sitting exams overseas emailed to schools ▪ Timetables emailed to students sitting exams overseas and institutions hosting exams		**Deadline for Apr Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	**Fees** - Term 3 Tuition Fee Liability (Leavers on or after this date in term 3 will be charged for the full term)
Tue	30				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Wed	1			Registration begins for Jun starters – schools informed	
Thu	2	Information for schools about May/June 2024 assessment period emailed to Exams Mailman list			
Fri	3	Information for Schools about Module Completion Codes exercise emailed to Exams Mailman list			
Sat	4				
Sun	5				
Mon	6	*University Closed – May Day Bank Holiday*			**Curriculum** - Web catalogue publication for 2024/2025
		Teaching Week 11 (Semester 2)			
Tue	7				
We	8				
Thu	9				
Fri	10	**Semester 2 Teaching Ends**			
Sat	11				
Sun	12				
Mon	13	▪ Revision week ▪ May/June 2024 Exam set-up		**Deadline for Schools** to submit reinstatement request for Apr starters made withdrawn due to failure to register/complete ID check.	
Tue	14				**Curriculum** – Optional module enrolment opens for returning UG students (Year 3+)
Wed	15				**Curriculum** – Optional module enrolment opens for returning UG students (Year 2)
Thu	16				
Fri	17				
Sat	18				
Sun	19				
Mon	20	**May/June 2024 Assessment Period** (09:00–12:00 and 14:00–17:00)		▪ Early warning email sent to schools regarding EL May Starters (deadline 03 **Jun**) ▪ Early warning email sent to schools regarding May starters who haven't completed ID check (deadline **03 Jun**)	
Tue	21				
Wed	22				
Thu	23				
Fri	24				
Sat	25	Assessments all day (if necessary)			
Sun	26				
Mon	27	*University Closed – Spring Bank Holiday*			
Tue	28	*University Closed*			
Wed	29			Final warning to May starters regarding registration & ID check deadlines	
Thu	30				
Fri	31				

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Sat	1	Assessments all day (if necessary)			
Sun	2				
Mon	3			**Deadline for May Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required) Registration begins for Jul starters – schools informed	
Tue	4				
Wed	5	Process run to identify permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval			
Thu	6				
Fri	7	▪ **Last day of May/June 2024 assessments** ▪ Results page on Student Services switched off (until 8 Jul)			
Sat	8				
Sun	9				
Mon	10	▪ Schools Marking Week ▪ LLLC/SWJTU schools to release provisional marks to students ▪ LLLC/SWJTU students start applying for July resits (deadline 5 Jul)			
Tue	11				
Wed	12			Progression instructions sent to Schools - **TBC**	
Thu	13				
Fri	14				
Sat	15				
Sun	16				
Mon	17	Assessment Boards and Moderation Week		▪ Progression Tool SWAPRGT made available to Schools - **tbc** ▪ **Deadline for Schools** to submit reinstatement request for May starters made withdrawn due to failure to register/complete ID check. ▪ Early warning email sent to schools regarding EL Jun starters (deadline 01 **Jul**) ▪ Early warning email sent to schools regarding Jun starters who haven't completed ID check (deadline **01 Jul**)	
Tue	18				
Wed	19	**Deadline for Schools** to submit July resit papers to A&P			
Thu	20				
Fri	21	**END OF SESSION**			
Sat	22				
Sun	23				
Mon	24			Schools sent information on 2024/2025 registration - **tbc**	
Tue	25	▪ **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			
Wed	26	Progression and Award Boards			
Thu	27				
Fri	28				
Sat	29				
Sun	30				

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Mon	1	Targeted emailing to students begins, giving notice of dates and times that results will be available online. Schools also informed.		**Deadline for Jun Starters** to register and complete ID check (students made withdrawn after this date – Schools emailed re. action required) ■ Registration begins for Aug starters – schools informed	
Tue	2	**17:00 Deadline for Schools** to submit classifications to A&P and confirm approval via the Notification of Confirmed Classifications form			
Wed	3	Reminder sent to Schools to check 05 progression codes and to contact students (deadline 9 Jul)		**Deadline for Schools** to submit Special Cases to Student Cases where outcome may allow graduation in July - **TBC**	
Thu	4				
Fri	5	■ Official award date (mainly UG) ■ **Deadline for Schools** to enter July resit applications into Banner			
Sat	6				
Sun	7				
Mon	8	■ Official Results Day: Final marks & awards published ■ Resit Information put online for Students (until 17 Jul) ■ August resit schedules sent to Schools (deadline 15 Jul) ■ **Deadline for Students** to apply for July resits (LLLC and SWJTU students only)		**17:00 Deadline for Schools** to complete progression exercise - **TBC**	
Tue	9	**Deadline for Schools** to check 05 progression codes are correct using SWRPRCD			
Wed	10	■ Past Exam Papers requests sent to schools (deadline 1 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	11				
Fri	12	■ **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 flag Aug 1st attempts in Progression Tool SWAPRGT (UG Finalists only) ■ **Deadline for Students** to submit evidence to Disability Services for August resits			
Sat	13				
Sun	14				
Mon	15	■ **12:00 Deadline for Schools** to return August re-assessment schedules ■ **12:00 Deadline for Schools** to submit re-assessment papers ■ **July Resit Period** (LLLC and SWJTU students only)	**July Degree Ceremonies (10 days)**	■ **Deadline for Schools** to submit reinstatement request for Jun starters withdrawn due to failure to register/complete ID check. ■ Early warning email sent to schools regarding EL Jul starters (deadline 29 Jul) ■ Early warning email sent to schools regarding Jul starters who haven't completed ID check (deadline 29 Jul)	
Tue	16	**Deadline for Schools** to flag Aug 1st attempts in Progression Tool SWAPRGT (Non-finalists & TPs)			
Wed	17	■ **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			
Thu	18	August Resit timetable data taken from Banner		Schools sent information on 2024/2025 registration - **TBC**	
Fri	19				
Sat	20				
Sun	21				
Mon	22			Final warning to Jul starters regarding registration & ID check deadlines	
Tue	23				**Curriculum** - Discovery module enrolment opens for returning UG students
Wed	24	**Deadline for Schools** to complete Module Completion Code exercise following June results			
Thu	25				
Fri	26				
Sat	27				
Sun	28				
Mon	29	August Re-assessment Timetable with venues published on web and emailed to schools (12:00)		**Deadline for Jul Starters** to register and complete ID check (students made withdrawn after this date – Schools emailed regarding action required)	
Tue	30	■ 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			
Wed	31	Information for schools about August resit period information emailed to Exams Mailman list			

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		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Thu	1			Registration starts for New TP/Returning Sep Students	
Fri	2	▪ **Deadline for Schools** to submit July resit results to A&P ▪ July resit results published to students on web			
Sat	3				
Sun	4				
Mon	5				
Tue	6				
Wed	7				
Thu	8				
Fri	9	Exam set-up			
Sat	10				
Sun	11				
Mon	12	Exam set-up		**Deadline for Schools** to submit reinstatement request for Jul starters made withdrawn due to failure to register/complete ID check.	
Tue	13	**August Re-assessment Period** (09:00–12:00 and 14:00–17:00)			
Wed	14				
Thu	15				
Fri	16				
Sat	17	Assessments all day (if necessary)			
Sun	18				
Mon	19			▪ Early warning email sent to schools regarding EL Aug starters (deadline 2 **Sep**) ▪ Early warning email sent to schools regarding Aug starters who haven't completed ID check (deadline 2 **Sep**)	
Tue	20				
Wed	21				
Thu	22				
Fri	23	▪ Results page on Student Services switched off (until 11 Sep) ▪ **Last day of re-assessments**			
Sat	24				
Sun	25				
Mon	26	*University Closed – August Bank Holiday*			
Tue	27	*University Closed*			
Wed	28	Re-assessment Marking Period		▪ Final warning to Aug starters regarding registration & ID check deadlines Progression Tool SWAPRGT made available to Schools for August Progression Exercise - **TBC** ▪ Registration Letters sent to new UG students (ongoing) - **TBC**	
Thu	29				
Fri	30	**Deadline for Schools** to return Past Exam Papers form to A&P		Progression instructions sent to schools – **TBC**	**Curriculum** - Module enrolment opens for new UG & PG students
Sat	31				

		Assessment & Progress	Events (TBC)	Operations	Curriculum & Fees*
Sun	1				
Mon	2			▪ Registration begins for Oct starters – schools informed ▪ 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)	**Curriculum** – Online enrolment opens for new UG/TP students **Curriculum** – Online enrolment closes for returning UG students
Tue	3				
Wed	4				
Thu	5				
Fri	6				
Sat	7				
Sun	8				
Mon	9	**12:00 Deadline for Schools** to submit August re-assessment **Marks** to A&P			
Tue	10				
Wed	11	▪ **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 25 Oct) ▪ A&P to email Schools with reminder to check 07 progression codes and to contact students (deadline 17 Sep)			
Thu	12		International Registration Week: 09:00 – 17:00 daily		
Fri	13	▪ Official award date (August Resitters) ▪ August Classifications available to Students on web ▪ **Deadline for Schools** to write to students with progression code 07			
Sat	14				
Sun	15				
		International Welcome Week, Session 2024/2025			
Mon	16			▪ **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 - **TBC**	
Tue	17	**Deadline for Schools** to check 07 progression codes using SWRPRCD			
Wed	18	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	19				
Fri	20	**Deadline for Schools** to flag 2024/2025 1st attempts **with teaching** in Progression Tool SWAPRGT and notify A&P			
Sat	21				
Sun	22				
		Freshers' Week, Session 2024/2025			
Mon	23		Registration Week (09:00 – 17:00 daily)		
Tue	24	Jan 2025 assessment schedules to Schools for checking (deadline 14 Oct)			
Wed	25	**Deadline for Schools** to complete Module Completion Codes exercise following August resits			
Thu	26				
Fri	27				**Curriculum** – Online enrolment closes for new UG students
Sat	28				
Sun	29				
Mon	30	*Teaching Week 1 (Semester 1)*			

*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

2024/2025 Forward Planner (dates to be confirmed)

Day	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Day
Sat					1	1							Sat
Sun			1		2	2			1				Sun
Mon			2 10		3 2	3 6			2)			1	Mon
Tue	1 1		3		4	4	1		3)	1 Awards D/L		2	Tue
Wed	2		4	1	5	5	2		4)	2		3	Wed
Thu	3		5	2	6	6	3	1	5)	3		4	Thu
Fri	4	1	6	3	7	7	4	2	6)	4	1	5	Fri
Sat	5	2	7	4	8	8	5	3	7	5	2	6	Sat
Sun	6	3	8	5	9	9	6	4	8	6	3	7	Sun
Mon	7 2	4 6	9 11	6	10 3	10 7	7	5	9	7 Results day	4	8 Marks D/L	Mon
Tue	8	5	10	7	11	11	8	6 11	10	8	5	9	Tue
Wed	9	6	11	8	12	12	9	7	11	9	6	10 Awards D/L	Wed
Thu	10	7	12	9	13	13	10	8	12	10	7	11	Thu
Fri	11	8	13	10	14	14	11	9	13	11	8	12	Fri
Sat	12	9	14	11	15	15	12	10	14	12	9	13	Sat
Sun	13	10	15	12	16	16	13	11	15	13	10	14	Sun
Mon	14 3	11 7	16]	13)	17 4	17 8	14	12	16	14]	11	15 >	Mon
Tue	15	12	17]	14)	18	18	15	13	17	15]	12))	16 >	Tue
Wed	16	13 TP Results D/L	18]	15)	19	19	16	14	18	16]	13))	17 >	Wed
Thu	17	14	19]	16)	20	20	17	15	19	17]	14))	18 >	Thu
Fri	18	15	20]	17)	21 CoM D/L	21	18	16	20 Session end	18]	15))	19 >	Fri
Sat	19	16	21	18)	22	22	19	17	21	19	16	20	Sat
Sun	20	17	22	19)	23	23	20	18	22	20	17	21	Sun
Mon	21 4	18 8	23	20)	24 5	24 9	21	19)	23	21]	18))	22 >>	Mon
Tue	22	19	24	21)	25	25	22	20)	24 Marks D/L	22]	19))	23 >>	Tue
Wed	23	20	25	22)	26	26	23	21)	25	23]	20))	24 >>	Wed
Thu	24	21 TP Results day	26	23)	27	27	24	22)	26	24]	21))	25 >>	Thu
Fri	25 CoM D/L	22	27	24)	28	28	25	23)	27	25]	22))	26 >>	Fri
Sat	26	23	28	25		29	26	24)	28	26	23	27	Sat
Sun	27	24	29	26		30	27	25	29	27	24	28	Sun
Mon	28 5	25 9	30	27 1		31	28 10	26	30	28	25	29	Mon
Tue	29	26	31	28			29	27		29	26	30	Tue
Wed	30	27		29			30	28)		30	27		Wed
Thu	31	28		30				29)		31	28		Thu
Fri		29		31				30)			29		Fri
Sat		30						31)			30		Sat
Sun											31		Sun

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