

## Academic Calendar

<b>Approving authority</b>	Programs Committee
<b>Approval date</b>	4 August 2016 (6/2016 meeting)
<b>Advisor</b>	Kathy Grgic   Academic Registrar   Academic Administration academic-registrar@griffith.edu.au   (07) 373 57334
<b>Next scheduled review</b>	2021
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Academic%20Calendar.pdf">http://policies.griffith.edu.au/pdf/Academic Calendar.pdf</a>
<b>TRIM document</b>	2017/8006014
<b>Description</b>	This procedure describes the circumstances under which the University's academic calendar is approved to ensure dates important to non-award, undergraduate, postgraduate and higher degree research students are communicated in advance of their admission and enrolment.

### Related documents

[Student Administration Policy](#)

[Class Timetabling Policy](#)

[Class Timetabling Procedures](#)

[Course Catalogue, Coding and Other Course Attributes Policy.](#)

[End of Trimester Centrally Administered Examinations Policy and Procedures](#)

[Planning, Developing and Approving Transnational Programs Procedure](#)

[Program Approval and Review](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Definitions\]](#) [\[Development of the Academic Calendar\]](#) [\[Establishment of Campus Program Specific Academic Calendars\]](#) [\[Establishment of Calendars with other Providers and Partners\]](#) [\[Communication of Academic Calendars\]](#) [\[Establishment of Dynamically Dated Courses\]](#)

## 1. INTRODUCTION

The development and approval of the University's Academic Calendar ensures important dates are scheduled and published in advance of prospective students' acceptance of an admission offer and continuing students' enrolment for the next year.

## 2. SCOPE

The procedure applies to all programs and students (non-award, undergraduate, postgraduate and research) across all campuses, teaching locations and learning modes.

## 3. DEFINITIONS

### 3.1 Academic Calendar

#### 3.1.1 Trimester Calendar

The Academic Calendar of the University comprises trimesters referred to as Trimester 1, Trimester 2 and Trimester 3. The end of a trimester is designated by the last day of the examination period, not including the supplementary/deferred examination period. The trimester

dates include important dates for students such as orientation, teaching, study, examination weeks, and application closing dates, dates for enrolment and withdrawal from courses. Between each trimester there is a student vacation period.

### 3.2 Non-Standard Academic Calendar

Non-Standard Academic Calendars are those not comprised of trimesters.

#### 3.2.1 On-campus Program Specific Calendars

Such calendars are specific to:

- Bachelor of Midwifery
- Bachelor of Nursing
- Bachelor of Oral Health in Dental Science ]
- Bachelor of Oral Health in Dental Technology ]
- Graduate Diploma of Dentistry ] collectively referred to
- Master of Dental Prosthetics ] as the Dentistry Calendar
- Doctor of Clinical Dentistry ]
- Doctor of Medicine – referred to as the Medicine Calendar

#### 3.2.2 Transnational Program Calendars

Such calendars are specific to:

- Hong Kong
  - Bachelor of Business
  - Bachelor of Digital Media
  - Bachelor of Human Services
  - Bachelor of International Tourism and Hotel Management
- Singapore
  - Bachelor of Nursing
  - Graduate Certificate in Health Services Management
  - Master of Health Services Management

These calendars are developed and approved jointly between the transnational provider and the University.

#### 3.2.3 Online Program Calendars

Such calendars are specific to:

- programs offered in six week teaching periods referred to as the Six Week Teaching Calendar;

and include the following Academic Calendars developed and approved by Open Universities Australia:

- undergraduate programs offered in Open Universities Australia (OUA) Study Periods.
- postgraduate programs offered in Open Universities Australia (OUA) Session Dates.

**3.3 Standard Course** refers to courses that start in Week 1 of a Trimester, are greater than 10 weeks (70 days) in length and end on the last day of the examination period, not including the supplementary/deferred examination period. Courses that start in week 1 of a trimester and are longer than 140 days are established as year-long courses.

**3.4 Dynamically Dated Course** refers to Trimester 1, Trimester 2 and Trimester 3 courses with the following durations:

- Seven (7) days or less
- More than seven (7) days but less than two (2) weeks
- More than two (2) weeks but less than five (5) weeks

- More than five (5) weeks but less than ten (10) weeks
- Greater than the standard course but less than or equal to 20 weeks

Dynamically dated courses are assigned to a trimester. See *Course Catalogue, Coding and Other Course Attributes Policy*.

**3.5 Partner** refers to another institution or organisation that the University has selected for the purpose of collaboratively delivering its programs to students.

---

## 4. DEVELOPMENT OF THE ACADEMIC CALENDAR

It is the responsibility of the Academic Registrar to coordinate the preparation of the Academic Calendar and recommend the calendar to the Deputy Vice Chancellor (Academic) for approval.

The Academic Calendar will normally be developed in a skeletal form on a rolling five (5) year basis including as a minimum dates for the following:

- Orientation
- Teaching Weeks
- Study Week
- End of Trimester Examinations
- Student Vacation
- Public Holidays
- Days deemed to be Mondays as per 6.4 of [Class Timetabling Policy](#)
- Census date for each trimester in accordance with the Higher Education Support Act. - "...must not occur less than 20 per cent of the way between the course commencement and completion dates". This period includes mid-term break(s), study week(s) and formal examinations period(s) with the exception of deferred and supplementary examinations.

The Academic Calendar will normally be developed in a complete form two (2) years in advance.

The Academic Registrar will normally submit both the skeletal (5 years in advance) and the complete (2 years in advance) Academic Calendar for approval by the Deputy Vice Chancellor (Academic) no later than April each year.

Requests for amendments to the Academic Calendar are to be submitted to the Academic Registrar for consideration and consultation with relevant parties prior to April each year.

Amendments to an approved complete Academic Calendar will be considered by the Deputy Vice Chancellor (Academic) on the recommendation of the Academic Registrar and only approved where it is considered essential.

Proposals for significant changes to the Academic Calendar (e.g. reduction in teaching weeks, study week, end of trimester examinations or student vacations) are to be considered by the Academic Committee, on the recommendation of the Academic Registrar, normally two (2) years in advance.

The timelines within the University's academic policies relate to the Academic Calendar unless otherwise specified.

---

## 5. ESTABLISHMENT OF ON-CAMPUS PROGRAM SPECIFIC CALENDARS

An Academic Group proposing the establishment of an on-campus program specific calendar makes a case to the Academic Registrar for:

- a new program during the Program Profile Planning process; and

- an existing program via the Dean (Learning and Teaching) normally no later than two years prior to the proposed date for implementation of the calendar.

The grounds upon which the Academic Registrar shall consider establishment of an on-campus program specific calendar include:

- where professional experience placement requirements do not fit within the University's trimester academic calendar.

Due to the administrative overheads of maintaining a range of Academic Calendars the Academic Registrar will only make a recommendation to the Deputy Vice Chancellor (Academic) to approve an on-campus program specific calendar if there are no other options in relation to the timing of students' professional experience placements.

In considering the case for such calendars the Academic Registrar shall address:

- the admission process and it's timing for the program
- an earlier commencement date for the program specific calendar so there is little to no impact on student participation in study weeks and the end of trimester examination periods.
- the establishment of year-long or intensive courses in the program.
- the administrative support for such programs in terms of end of trimester centrally administered examinations, publication of grades, grade lapse dates and academic standing processes.

Upon approval by the Academic Registrar of an on-campus program specific calendar it is the responsibility of the relevant Head of School to coordinate the preparation of the skeletal normally five (5) years in advance and complete normally two years (2) in advance for publication by Student Administration on the [Academic Calendar website](#).

## 6. ESTABLISHMENT OF CALENDARS WITH OTHER PROVIDERS AND PARTNERS

### 6.1 Transnational Program Calendars

An Academic Group proposing the establishment of or offering a transnational program shall develop with the transnational program provider a calendar for recommendation to the Academic Registrar and endorsement by the Deputy Vice Chancellor (Academic) no later than one (1) year prior to the implementation of the calendar.

It is the responsibility of the relevant Head of School to coordinate the preparation of the transnational program calendar with the relevant partner no later than one (1) year prior to the implementation of the calendar and to ensure it is communicated to students.

### 6.2 Online Program Calendars

#### 6.2.1 Six Week Teaching Calendar

It is the responsibility of the Academic Registrar to coordinate the preparation of the Six Week Teaching Calendar for endorsement by the partner. The Six Week Teaching Calendar will normally be developed in a skeletal form on a rolling five (5) year basis and in a complete form two (2) years in advance.

Proposals for significant changes to the Six Week Teaching Calendar (e.g. changes in teaching weeks, exam periods or student vacations) are to be considered by the partner, on the recommendation of the Academic Registrar. Following endorsement of the proposal by the partner the Academic Registrar shall recommend approval of the calendar to Academic Committee normally two years in advance of its implementation.

#### 6.2.2 Open Universities Australia Calendars

Open Universities Australia advises the University of the timing of Study Periods and Session Dates one year in advance of its implementation.

## 7. COMMUNICATION OF ACADEMIC CALENDARS

The University's [Academic Calendar website](#) is to include the following:

- Academic Calendar – past (5 years prior to the current calendar) , current and prospective (5 years in advance)
- On-Campus Program specific calendars – past (5 years prior to the current calendar), current and prospective (5 years in advance)
- Six week Teaching calendar – past (5 years prior to the current calendar), current and prospective (5 years in advance)

Student Administration is responsible for the publication of approved calendars on the [Academic Calendar website](#).

Academic Calendars, other than Transnational and Open Universities Australia calendars, not published on the [Academic Calendar website](#) are not approved calendars of the University.

The following calendars will be communicated to students via the University's partner:

- Transnational Program calendars – current and prospective (1 year in advance)
- Open Universities Australia Calendars – current and prospective (October prior to the year of implementation)

---

## 8. ESTABLISHMENT OF DYNAMICALLY DATED COURSES

Dynamically dated courses can be any length beginning on any date within a trimester and ending on the due date of the final assessment task or exam. A dynamically dated course creates a unique academic calendar for that course and administrative overheads as per Section 7.4 Student Administration Policy.

The case for establishment of dynamically dated courses in a new program is to be made in the Program Proposal and in an existing program as a Major Change Proposal. The grounds upon which the Programs Committee shall consider establishment of dynamically dated courses include where:

- The course is dependent on a third party provider for professional experience placement requirements, work integrated learning or course delivery.
- The course is dependent on the availability of specialised facilities or resources to conduct the course.
- The course is offered at an off-campus location.

Programs Committee in considering such proposals shall take account of the following:

- the timing of admission and commencement of the program in which the course is offered;
- the campus, location and learning mode of the program in which the course is offered;
- the requirements of the program in which the course is offered.