

THE ACADEMIC CALENDAR, COURSE SCHEDULING AND TIMETABLING

The Academic Calendar

1. The specific dates of the calendar are proposed by the Registrar and recommended annually by the Academic Board to the University Board for approval.
2. Two years of the University calendar are published as an appendix to each annual set of academic policies. While the University makes every effort to prevent changes to the published calendar, it reserves the right to do so.
3. Additional sessions may be set at the University's discretion.
4. The Academic Calendars in the University's additional location in Leeds may differ from that of the London sites.
5. Contact and credit hour expectations remain the same, and the calendar dates must be sent to Registry Services for entry into the record system and for timetabling purposes.

Course Scheduling and Timetabling

6. The components of Year / Term / Session (YTS) form the basis of the Academic Calendar. Used in combination, these three fields are used to define individual semesters and academic sessions and allow the university to define and distinguish amongst them, even when they run concurrently. Individual YTSs must either be set or approved by Registry Services before being created within the University Information System.
7. The academic timetable is published prior to Priority Registration week.
8. The timetable for Spring and Summer and is published in the Fall semester that immediately precedes them, and the timetable for Fall is published in the Spring semester that immediately precedes it.

Fall and Spring Semesters

9. The Fall and Spring timetables for Undergraduate teaching are 15 weeks including a tutorial week and final exam week.
10. The Fall and Spring timetables for Postgraduate teaching are 13 weeks with additional classes throughout the semester to total the equivalent of a 15 week semester.

11. Occasionally, the University may run Postgraduate programmes in a block-taught format which differs from the standard 15 week semester. All programme dates are clearly published on the Academic Calendar.
12. The University operates on the principle of the 50-minute class hour but holds longer sessions to accommodate the contact hour requirements of the University's 15-week semester.

Typically, undergraduate courses normally correspond to classroom hours as follows:

 - a. FHEQ L3-5, 3 US Credit Course – 3 hours of timetabled classes per week
 - b. FHEQ L3-5, 4 US Credit Course – 4 hours of timetabled classes per week
 - c. FHEQ L6, 4 US Credit Course – 3 Hours of timetabled classes per week. An additional 1 hour of untimetabled guided learning per week will be delivered on these courses.

Typically, postgraduate courses normally correspond to classroom hours as follows:

 - d. FHEQ L7, 4 US Credit Courses - 3 Hours of timetabled classes per week. An additional 21 hours of untimetabled guided learning will be delivered across the semester, as advised in the syllabus.
 - e. FHEQ L7, 2 US Credit Courses - 2 Hours of timetabled classes per week. An additional 4 hours of untimetabled guided learning will be delivered across the semester, as advised in the syllabus.

Summer Sessions

13. The Academic Calendar normally includes the following summer sessions:
 - a. Summer 1 and Summer 2: two 6-week intensive summer sessions
 - b. Summer A, B, C, and D: four separate 3-week intensive summer sessions.
14. The first six-week summer session (Summer 1) runs concurrently with the first two three-week sessions (Summer A and B).
15. The second six-week summer session (Summer 2) runs concurrently with the second two three-week sessions (Summer C and D).
16. A course held in summer sessions meets for the same amount of time as a Fall or Spring class but due to the shorter semester, the classes generally meet multiple times per week, for longer sessions.
17. In the summer sessions, the add/drop period is the first two days of the six-week session, and the first day of a three-week session.

Changes to the Published Timetable

18. While every effort is made to ensure that the content of courses corresponds with their published descriptions, some variation may take place. The instructor's detailed course syllabus describes the exact content and methodology of a particular course authoritatively.

19. The University reserves the right to cancel or replace courses for which there is insufficient enrolment. Schools and Academic Advisors work with students to find appropriate substitute courses to ensure that student's progression is not affected.

VERSION MANAGEMENT

Responsible Department: RAQA			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed Italy from locations. Removal of week-by-week detail duplicated in Academic Calendar. Added condensed PG semester. Added block-taught semester	May 2022	01 September 2022
003	Updated semester weeks, total timetabled and guided hours, and summer delivery	June 2024	01 September 2024
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	