

THE ACADEMIC CALENDAR, COURSE SCHEDULING AND TIMETABLING

Introduction

The Academic Calendar

1. The specific dates of the calendar are proposed by the Academic 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 held 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. 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.

General Principles

Course Scheduling and Timetabling

5. The components of Years and Terms 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 Years and/or Terms must either be set or approved by Registry Services before being created within the University Information System.
6. The academic timetable is published prior to Priority Registration week.
7. The timetable for Spring and Summer 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.
8. Students should be aware that formal, invigilated examinations have a separate timetable from the standard teaching timetable, and they are responsible for checking the day, time and location once publication has been announced. Failure to read the exams timetable will not be accepted as mitigating circumstances for missed exams.

Undergraduate

9. All undergraduate degree-seeking students will be taught in Fall and Spring semesters. There is no mandatory summer teaching for degree-seeking students.

Year One Entry – London

10. For students admitted to Year One Entry in London; the first semester timetable for Fall or Spring is 10 weeks including tutorial week and final exam week. Year One students complete a reduced credit load of 12 US credits for the first two semesters.
11. Typically, 4 US Credit undergraduate courses normally correspond to:
- a. 4.5 hours of timetabled classes per week, plus;
 - b. an additional 15 hours of untimetable guided learning throughout the semester, as advised in the syllabus.
12. On completion of the first semester of the 10-week timetable, students then assume a 15-week timetable for the duration of their studies, as detailed in Year Two Entry, below.

Year One Entry – Leeds

13. For students admitted to Year One Entry in Leeds; the first semester timetable for Fall and Spring follows the 15-week timetable for the duration of their studies, as detailed in Year Two Entry, below. Year One students complete a reduced credit load of 12 US credits for the first two semesters.

Year Two Entry – London and Leeds

14. From Year Two Entry, and subsequent semesters for the duration of studies, the Fall and Spring timetables for undergraduate teaching are 15 weeks including tutorial week and final exam week.
15. Typically, 4 US Credit undergraduate courses normally correspond to:
- a. Three hours of timetabled classes per week, plus;
 - b. an additional 15 hours of untimetable guided learning throughout the semester, as advised in the syllabus.

Postgraduate

16. All postgraduate degree-seeking students will be taught in the Fall and Spring semesters. While most programmes complete a research element in the summer semester, some programmes include mandatory summer teaching.

17. The Fall and Spring timetables for postgraduate teaching are 13 weeks including tutorial week and final exam week. Additional tuition runs throughout the semester to total the equivalent of a 15-week semester.
18. The University operates on the principle of the 50-minute class hour but holds longer classes to accommodate the contact hour requirements of the University's 13-week semester.
19. Typically, 4 US Credit postgraduate courses normally correspond to:
 - a. Three hours of timetabled classes per week, plus;
 - b. An additional 21 hours of untimetable guided learning will be delivered across the semester, as advised in the syllabus.
20. Typically, 2 US Credit postgraduate courses normally correspond to:
 - a. 13 weeks offering:
 - i. Two Hours of timetabled classes per week, plus;
 - ii. An additional four hours of untimetable guided learning will be delivered across the semester, as advised in the syllabus.
 - b. 6 weeks offering:
 - i. Three Hours of timetabled classes per week, plus;
 - ii. an additional 12 hours of untimetable guided learning will be delivered across the semester, as advised in the syllabus.
21. Occasionally, the University may run Postgraduate programmes in a block-taught format which differs from the standard 13-week semester. All programme dates are clearly published in the Academic Calendar.

Summer

22. The University offers 3 US credit undergraduate summer courses for study abroad students.
23. The Academic Calendar may include 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.
24. When offered, the first six-week summer session (Summer 1) runs concurrently with the first two three-week sessions (Summer A and B).
25. When offered, the second six-week summer session (Summer 2) runs concurrently with the second two three-week sessions (Summer C and D).
26. Due to the shorter semester, summer courses generally meet multiple times per week, for longer classes.

27. Undergraduate degree-seekers are not prohibited from taking summer courses, but additional fees will apply, and there may be an impact on your progression towards graduation.
28. Summer sessions are subject to confirmation in the semester preceding. Students wishing to learn more should contact Registry Services.

Undergraduate

29. Typically, 3 US Credit undergraduate courses for study-abroad students normally correspond to:
- a. Six weeks offering: 8 hours of timetabled classes per week
 - b. Three weeks offering: 15 Hours of timetabled classes per week

Postgraduate

30. Where postgraduate pre-sessional courses are offered, these normally correspond to 12 weeks of:
- a. 3 Hours of timetabled classes per week, plus;
 - i. an additional 21 hours of untimetabled guided learning will be delivered across the semester, as advised in the syllabus.

Changes to the Published Timetable

31. 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.
32. 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
004	Major changes to include guided learning hours for all courses, and 12-week semester for Year One first semester in London, updates to summer school courses.	June 2025	01 September 2025
005	Updated Academic Registrar title; clarified student responsibility re checking their separate exams timetable	July 2026	01 September 2026
006	Correct summer UG and PG offer and clarified timing of sessions	Aug 2026	01 September 2026
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	