

Academic Calendar Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Higher Education Support Act 2003 \(Cth\)](#)

Strategic Plan Theme: [Learning and Student Experience](#)

2. PURPOSE

To specify the creation and approval of the University's Academic Calendar.

3. POLICY STATEMENT

- 3.1 The Academic Registrar will approve study period structures and key dates other than those for Semester 1, Semester 2 and Summer School on a rolling 3-year basis or as required.
- 3.2 The Academic Registrar will recommend Semester 1, Semester 2 and Summer School structures and key dates to Academic Board for approval. These will be approved in advance on a rolling 3-year basis.
- 3.3 Amendments required for compliance purposes to approved dates for Semester 1, Semester 2 and Summer School may be approved by the Academic Registrar.
- 3.4 Amendments to approved dates for study periods other than those listed in clause 3.2 may be approved by the Academic Registrar (or nominee).
- 3.5 The calendar structure of Semester 1, Semester 2 and Summer School will include the following elements:
 - (a) for Semester 1 and 2 only, an Orientation week immediately preceding the start of classes;
 - (b) an approved number of teaching weeks;
 - (c) at least one tuition free week, coinciding, where possible, with public holidays in order to minimise the loss of teaching days;
 - (d) a study week immediately prior to the commencement of the examination period; and
 - (e) a two-week examination period for Semester 1 and 2 and a one-week examination period for Summer School.
- 3.6 Excluding those study periods listed in clause 3.5, the structure of a study period may or may not include elements other than teaching weeks. This may include a defined examination period, an orientation week, study week and/or tuition free week.
- 3.7 New study periods will only be approved where this is considered essential in order to deliver approved programs. In determining dates for study periods, the following criteria will be observed as applicable:
 - (a) alignment of examination periods will be a primary objective;
 - (b) study periods that have unaligned examination periods (and therefore create a requirement for separate examination papers to be written) will only be approved in exceptional circumstances following consultation with all affected teaching areas;
 - (c) teaching will commence on or after the defined commencement date and within the first two weeks of the study period;
 - (d) teaching commencing after the first two weeks of the study period will require the approval of the Academic Registrar (or nominee); and
 - (e) the 20% minimum requirement for setting census dates under the *Higher Education Support Act 2003 (Cth)*.
- 3.8 Open Universities Australia (OUA) study periods are prescribed by OUA.
- 3.9 Transnational offshore teaching will be in accordance with any approved collaborative agreements.

4. SCOPE OF POLICY

This policy applies to all staff, University Associates, students and Curtin University campuses and Education Centres within Australia and overseas.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Examination Period

The designated period, generally one or two weeks at the end of a study period in which centrally scheduled examinations and other assessment activities will take place. Where it is necessitated by the available facilities, the examination period may commence on a Saturday.

Orientation Week

The week immediately preceding the first teaching week of the study period. Campuses other than Bentley may only require the allocation of part of the week.

Study Week

The week preceding the examination period during which students are expected to prepare for examination and assessment activities.

Teaching area

Used in these procedures as the generic term for an academic area, and covers faculties and schools.

Teaching weeks

A study period week not including, orientation week, tuition free and study weeks or the examination period, where teaching and assessment activities may be scheduled.

Tuition Free week/s

Designated week within the commencement and conclusion dates of the study period where teaching and assessment activities are not scheduled.

6. SUPPORTING PROCEDURES

Nil

7. RELATED DOCUMENTS/LINKS

[Assessment and Student Progression – Policy and Procedures](#)

[Class Scheduling Procedure](#)

[Class Scheduling Policy](#)

[Open Universities Australia](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	31/05/2019	Academic Board	AB 74/19	Attachment A to Item 11.2