

**General**

Last date for submitting nominations of external examiners to Academic Office (for all semester examinations) for academic year 2018/19

Friday 25 May 2018

**Semester One (Monday 25 September 2017 – Friday 26 January 2018)**

Last date for submission to external examiners of examination papers for approval

Friday 13 October 2017

Last date for return to Examinations Office of examination timetabling information

Noon on Friday 20 October 2017

Last date for submission to Examinations Office of approved examinations papers for printing

Noon on Friday 17 November 2017

Examination Period

Monday 8 – Saturday 20 January 2018

Input of provisional module results

All marks required for meetings of Course/ Subject Committees/Boards of Examiners must be input at least twenty-four hours before the time when the results sheets are required. Academic staff should ensure that marks are submitted to the School Office (Student Services Centre at Belfast for Faculty of Arts, Humanities and Social Sciences) to allow sufficient time for inputting to be completed.

Last date for meetings of Subject Committees for Combined Honours degrees (Semester 1 performance review) – *Subject Committees must meet at least 48 hours before the meeting of the Campus Progress and Award Board on Monday 12 February*

Thursday 8 February 2018

Last date for the input of mark amendments by Schools following Subject Committees

Friday 9 February 2018 by 11.00 am (Subject Directors should ensure that amendments are submitted to School Offices to allow sufficient time for inputting to be completed).

Last date for meetings of Course Committees and Subject Committees for

Friday 9 February 2018

Single Honours degrees (Semester One performance review)

Special meetings of Faculty Boards to consider recommendations in respect of students required to withdraw from the course Monday 12 February 2018

Meetings of Campus Progress and Award Board (Combined Honours degrees) Monday 12 February 2018

Last date for:

(a) Course/Subject Directors/Directors of Combined Studies to communicate with students required to withdraw from their course Tuesday 13 February 2018

(b) Course/Subject Directors/Directors of Combined Studies to communicate decisions to students permitted to take first sit of Semester One examinations and/or first submission of coursework in May/June or August Tuesday 13 February 2018

(c) Lodging a copy of each Communication of Progress Decision form with the Examinations Office Tuesday 13 February 2018

(d) Returning signed copies of results sheets to the Examinations Office Tuesday 13 February 2018

Provisional marks published Thursday 15 February 2018

Last date for receipt of student appeals against academic decisions Thursday 22 February 2018

Last date for Course/Subject Directors to inform Examinations Office of students wishing to defer first sit examinations to August Friday 23 February 2018

Last date for consideration of student appeals against academic decisions Thursday 1 March 2018

Last date for Faculties to lodge completed SA1 forms with Examinations Office Friday 2 March 2018

### **Semester Two (Monday 29 January – Friday 1 June 2018)**

Last date for return to Examinations Office of examination timetabling information Noon on Monday 12 February 2018

Last date for submission to external examiners of examination papers for approval	Friday 16 February 2018
Last date for submission to Examinations Office of approved examination papers for printing	Noon on Friday 23 March 2018
Last date for submission to Examinations Office of agreed dates for Boards of Examiners' meetings including Campus Progress and Award Boards	Friday 13 April 2018
Examination Period	Monday 14 - Saturday 26 May 2018 (with possible extension to Tuesday 29 May if required by Examinations Office to schedule first sit examinations)
Input of provisional module results	All marks required for meetings of Course/Subject Boards of Examiners must be input at least twenty-four hours before the time when the results sheets are required. Academic staff should ensure that marks are submitted to the School Office (Student Services Centre at Belfast for Faculty of Arts, Humanities and Social Sciences) to allow sufficient time for inputting to be completed. The twenty-four hour deadline also applies to the submission of Semester One first sit marks.
Last date for meetings of Subject Boards of Examiners for Combined Honours degrees – <i>Subject Boards must meet at least 48 hours before the meeting of the Campus Progress and Award Board</i>	Tuesday 12 June 2018
Last date for the input of mark amendments by Schools following Subject Boards	Wednesday 13 June 2018 by 11.00 am (Subject Directors should ensure that amendments are submitted to School Offices to allow sufficient time for inputting to be completed).
Last date for meetings of course and Single Honours Boards of Examiners and Campus Progress and Award Boards	Thursday 14 June 2018
Last date for receipt of student appeals against academic decisions	Within seven working days of the publication date of the Board of Examiner's decision through the Portal.

Meeting of Senate to receive recommendations from Boards of Examiners	Wednesday 27 June 2018
Last date for consideration of student appeals against academic decisions	Tuesday 3 July 2018
Last date for Faculties to lodge completed SA1 forms with Examinations Office	Wednesday 4 July 2018
Graduation	Monday 2 July – Tuesday 10 July 2018

### **Supplementary Examinations (Semesters 1 and 2)**

Last date for submission to Examinations Office of approved examination papers for printing	Noon on Friday 22 June 2018
Last date for submission of coursework to school offices	Noon on Thursday 2 August 2018
Examination Period	Wednesday 15 – Thursday 23 August 2018
Deadline for submission of provisional module results	Friday 24 August 2018
Meetings of Boards of Examiners	Monday 27 August - Friday 31 August 2018
Last date for meetings of Subject Boards for Combined Honours degrees – <i>Subject Boards must meet at least 48 hours before the meeting of the Campus Progress and Award Board on 31 August</i>	Wednesday 29 August 2018
Last date for the input of mark amendments by Schools following Subject Boards	Thursday 30 August 2018 by 11.00 am (Subject Directors should ensure that amendments are submitted to School Offices to allow sufficient time for inputting to be completed).
Campus Progress and Award Boards	Friday 31 August 2018
Last date for receipt of student appeals against academic decisions	Thursday 13 September 2018
Last date for consideration of student appeals against academic decisions	Thursday 20 September 2018
Last date for Faculties to lodge completed SA1 forms with Examinations Office	Friday 21 September 2018

### **Third Semester (Monday 23 July – Friday 14 September 2018)**

Last date for submission to external examiners of examination papers for approval	Friday 29 June 2018
Last date for return to Examinations Office of examination timetabling information	Noon on Wednesday 11 July 2018
Last date for submission to Examinations Office of approved examination papers for printing	Noon on Monday 23 July 2018
Examination Period	Monday 3 September - Friday 7 September 2018
Input of provisional module results	Provisional module results should be input by noon on Wednesday 12 September 2018
Meetings of Boards of Examiners	Monday 17 - Friday 21 September 2018
Last date for receipt of student appeals against academic decisions	Thursday 4 October 2018
Last date for consideration of student appeals against academic decisions	Thursday 11 October 2018
Last date for Faculties to lodge completed SA1 forms with Examinations Office	Friday 12 October 2018
<b>Other Activities</b>	
Last date for meetings of Boards of Examiners for Masters courses to enable awards to be presented to Senate	Tuesday 23 October 2018
Date for Chair's action on behalf of Senate for recommendations from Boards of Examiners (Winter Conferment)	Wednesday 28 November 2018
Graduation	Monday 10 – Thursday 13 December 2018
Boards of Examiners' meetings outside normal approved periods	Examinations Office to be advised at least three weeks in advance of meeting

**EXAMINATIONS AND ASSOCIATED ACTIVITIES: KEY DATES FOR 2017/18**

<b>ACTIVITY</b>	<b>DATE</b>	<b>PERSON RESPONSIBLE</b>
<u>SEMESTER ONE: 25 SEPTEMBER 2017 – 26 JANUARY 2018</u>		
Last date for submission of examination papers to the external examiner for approval	Friday 13 October 2017	Course/Subject Director
Last date for return to Examinations Office of examination timetabling information	Noon on Friday 20 October 2017	Head of School
Last date for submission to Examinations Office of approved examination papers for printing	Noon on Friday 17 November 2017	Head of School
Input of provisional module results	All marks required for meetings of Course/Subject Committees/Boards of Examiners must be input at least twenty-four hours before the time when the results sheets are required. Academic staff should ensure that marks are submitted to the School Office to allow sufficient time for inputting to be completed.	Module Co-Ordinator
<u>SEMESTER TWO: 29 JANUARY – 1 JUNE 2018</u>		
Last date for return to Examinations Office of examination timetabling information	Noon on Monday 12 February 2018	Head of School
Last date for submission to external examiner of examination papers for approval	Friday 16 February 2018	Course/Subject Director
Last date for submission to Examinations Office of approved examination papers for printing	Noon on Friday 23 March 2018	Head of School
Input of provisional module results	All marks required for meetings of Course/Subject Boards of Examiners must be input at least twenty-four hours before the time when the results sheets are required. Academic staff should ensure that marks are submitted to the School Office to allow sufficient time for inputting to be completed.	Module Co-Ordinator
<u>SUPPLEMENTARY EXAMINATIONS (SEMESTER ONE AND TWO): 15 – 23 AUGUST 2018</u>		
Last date for submission to Examinations Office of approved examination papers for printing	Noon on Friday 22 June 2018	Head of School
Last date for return of provisional module results	Friday 24 August 2018	Module Co-Ordinator
<u>SEMESTER THREE: 23 JULY – 14 SEPTEMBER 2018</u>		
Last date for submission to external examiner of examination papers for approval	Friday 29 June 2018	Course/Subject Director
Last date for submission to Examinations Office of approved examination papers for printing	Noon on Monday 23 July 2018	Head of School
Input of provisional module results	Noon on Wednesday 12 September 2018	Module Co-Ordinator

## CALENDAR FOR AMENDMENTS TO THE MODULE DATABASE 2017/18

ACTIVITY	DATE	PERSON RESPONSIBLE
Course/Subject Directors/Subject Partnership Managers receive print-out reflecting current position.	January/February	
Print-outs returned to the Module Office indicating minor changes. CA3 (CMS) Forms returned to Alan Faulkner, Academic Office, with major changes.	31 March (At the latest)	Course Director/Subject Director/Subject Partnership Manager
Course documents submitted to the Module Office for those courses that have undergone course revalidation/evaluation and submitted through CMS.	30 April (At the latest)	Course Director/Subject Director/Subject Partnership Manager
Course documents for courses whose revalidation/evaluation is scheduled for a later date should be forwarded to the Module Office having been submitted through CMS.	No later than two weeks after Eval/Reval date	Course Director/Subject Director/Subject Partnership Manager
Print-out of modules by school including co-ordinator sent to Head of School.	Beginning of September	
Print-out of modules by course for the following academic year available from the School Office.	Beginning of May	
Any changes of Module Co-ordinator from the above print-out to be forwarded to the Module Office.	1 <sup>st</sup> day of Semester 1	Head of School
Changes to modules recommended by an External Examiner to be forwarded to the Academic Office on a CA3 (CMS) form no later than the dates listed.	25 August for Semester 1 22 December for Semester 2 25 June for Semester 3	Course Director/ Subject Director/Subject Partnership Manager
New modules created as a consequence of long-term illness, departure of an existing member of staff, the appointment of a new member of staff or in response to a request from an external organisation to be submitted to the Academic Office on a CA3 (CMS) form no later than the dates listed.	30 June for Semester 1 31 October for Semester 2 30 April for Semester 3	Course Director/Subject Director