

# Principal Dates Policy

## Section 1 - Overview & Scope

- (1) This Policy provides the framework for the development, approval and publication of the University's principal dates.
- (2) This Policy applies to UNE Representatives involved in the development, approval and publication of the principal dates.
- (3) Within this Policy:
- a. Part A covers the academic calendar; and
  - b. Part B covers principal dates.

### Part A - Academic Calendar

- (4) UNE's academic calendar primarily consists of three trimesters comprising:
- a. 11 weeks teaching;
  - b. a 2 week mid-trimester intensive school period (Trimester 3 also includes the end-of-year break); and
  - c. a 2 week end-of trimester assessment and intensive period.
- (5) UNE's academic calendar also includes other teaching periods including:
- a. Year Long Periods – 2 trimesters in length teaching and a 2 week end-of trimester assessment and intensive period;
  - b. Year Long Honours – 39 weeks teaching; and
  - c. Blocks – 6 weeks teaching and a 1 week end-of trimester assessment and intensive period.
- (6) Some courses and individual units (because of factors such as accreditation and placement requirements) adopt a different teaching structure within teaching periods or the academic year. These different teaching structures are approved through the course and unit approval process.
- (7) Parallel academic calendars (e.g. the Joint Medical Program) are negotiated separately in accordance with the applicable agreements but approved through the approval process in Part B of this Policy.

### Part B - Principal Dates

#### Key dates

- (8) The Principal Dates shall include the following:
- a. Teaching Period start and end.
  - b. Intensive School period start and end.

- c. Enrolment variation deadlines: must allow for what is considered academically reasonable for a late commencement to learning and for organisational stability.
- d. Census Dates: in accordance with the [Higher Education Support Act 2003](#), census dates must be no earlier than 20% of the way through the teaching period in which the unit is being undertaken. A student who is enrolled in a unit on the census date is deemed to be legally enrolled, and is liable for applicable fees and charges.
- e. Last date for withdrawal without academic penalty: dates will be set in accordance with the following:
  - i. Trimester 1 and 2 units: first working day of week 10 of the trimester.
  - ii. Trimester 3 units: first working day of week 7 of the trimester.
  - iii. Year Long units: same day as the deadline for units in the second consecutive trimester.
  - iv. Year Long Honours units: for full time students, first working day of week 32 in the first year of candidature. For part-time students, first working day of week 32 in the second year of candidature (i.e. the second year long honours period).
  - v. Block units: first working day of week 3 of the period.
- f. End-of-trimester assessment and intensive period start and end.
- g. Final date for release of unit results.
- h. Graduation ceremonies: Graduation ceremonies are normally held in April, August and December each year. Ceremonies for each faculty will be scheduled on alternate days from one year to the next.
- i. Orientation programs start and end.
- j. Open Day: will normally be the first Friday in May.
- k. NSW public holidays: where possible, teaching will not occur on NSW public holidays.

(9) Other dates may be added to the Principal Dates on application of the Executive Principal Education Futures (EP Ed Futures) and endorsement by Academic Board and approval by Council.

## **Development and approval**

(10) Education Futures is responsible for development of the principal dates for each academic year. Where possible, principal dates for each academic year should be drafted and approved no later than twenty months before the commencement of that academic year.

(11) Once developed, draft dates for each year must be circulated to the following key stakeholders for twenty working days for comment:

- a. Deputy Vice-Chancellor (DVC);
- b. Deputy Vice-Chancellor Research (DVCR);
- c. Executive Principals;
- d. Deans;
- e. Heads of School;
- f. Director International, Research Services, Residential System, UNE Life, Library Services;
- g. Members of Academic Board and Teaching and Learning Committee; and
- h. Secretary to Council.

(12) The final draft dates are submitted to Academic Board for endorsement and Council for approval. Once approved, Education Futures is responsible for the publication of the approved dates on the UNE website.

(13) UNE reserves the right to change a principal date (but not a statutory date) after it has been published. Any change should be made no later than the first day enrolments open for the relevant teaching period. Changes to principal dates must be endorsed by Academic Board and approved by Council.

(14) The Executive Principal Education Futures (EP Ed Futures) is authorised to make typographical corrections to the published dates.

### Summary of Roles and Responsibilities

Education Futures	Responsible for the development and publication of the principal dates
Executive Principal Education Futures (EP Ed Futures)	Authorises typographical corrections to the published dates
Academic Board	Endorses final draft of the principal dates and any changes to the published dates
Council	Approves final draft of the principal dates and any changes to the published dates

## Section 2 - Authority and Compliance

### Authority

(15) The Vice-Chancellor and Chief Executive Officer (VC&CEO), consistent with the [Vice-Chancellor Functions Rule](#), makes this Policy.

(16) The Executive Principal Education Futures (EP Ed Futures) is authorised to make procedures and processes for the effective implementation and operation of this Policy, and to publish as associated documents any tool that will assist with compliance.

(17) The Policy Administrator for this Policy is the Director Governance and University Secretary who is authorised to make minor administrative updates to this Policy.

### Compliance

(18) UNE Representatives must observe this Policy.

(19) This Policy operates as and from the Effective Date.

(20) Previous Policies on principal dates are replaced and have no further operation from the Effective Date of this Policy.

(21) Notwithstanding other provisions of this Policy, the VC&CEO may approve an exception to this Policy where the VC&CEO determines the application of this Policy would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the VC&CEO under this clause must:

- a. be documented in writing;
- b. state the reason for the exception; and
- c. be registered in the approved UNE electronic Records Management System in accordance with the [Records Management Rule](#).

## Status and Details

Status	Current
Effective Date	5th January 2023
Review Date	5th January 2025
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	20th December 2022
Expiry Date	To Be Advised
Unit Head	Suzanne Crew Executive Principal Education Futures secrew@une.edu.au
Author	Ryan Young Senior Manager (Projects) 67731982
Enquiries Contact	Education Futures

## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Assessment"** - Is the process whereby evaluative judgements are made in relation to a student's achievements against the learning outcomes of a unit of study.

**"In Writing"** - Means by letter, email or fax.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Working Day"** - Means Monday to Friday, excluding Public Holidays and the University Christmas break.

**"Intensive School"** - Is a mode of teaching and learning that brings students together at a particular physical or virtual location for a period of intensive interactive learning experiences. This term encompasses all types of Intensive School, whether held on or off campus or online.

**"Placement"** - Is a clinical placement, practicum, internship and any other like form of professional, industrial or vocational experience included in a course or required for a program.

**"Normally"** - Where the word 'normally' is used in a rule, policy, procedure or guideline, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Rule Administrator acting reasonably.

**"Course"** - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

**"Unit"** - Is a part of a course with a code, title and credit point value for which a result is recorded on a student's

academic record.

**"Census Date"** - Means a date within each trimester specified in the Principal Dates on which a student's enrolment in a unit is officially recorded and reported and the final date by which tuition fees or the student contribution is incurred or any other fee or charge that is applicable.

**"Principal Dates"** - The official list of dates for University activities approved by the UNE Council and published annually on the University website. The list includes the official dates of teaching periods, examination periods, graduation days and the deadlines for enrolment in, and withdrawal from, unit and courses.

**"Trimester"** - the period over which a unit is usually taught. The majority of coursework units are one trimester in length.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"Faculty"** - An organisational unit consisting of a group of related Schools, which is responsible for coordinating the management and quality of the teaching and research conducted by those Schools.

**"Release"** - Granted by a Provider via PRISMS to allow a student to transfer from one institution to another. (international Student Transfer Rule)

**"Approval"** - A statement to indicate the official acceptance of a proposal, recommendation, or other matter. It is a function of the role/committee with delegated authority to do so.

**"Teaching Period"** - The time period (including examination period) in which a unit is being offered.