# Academic Calendar Approval Procedure

# Section 1 - Introduction

(1) The development and publication of multi-year academic calendars enables students, academics, and staff to have information about important academic dates. It will assist staff across the University of Newcastle (University) to coordinate the scheduling of academic and non-academic events and ensure offer dates for future terms in admissions processes are correct.

(2) This Procedure supports the University's Timetabling Policy and Timetabling Procedure and should be read in conjunction with those documents.

# Section 2 - Intent

(3) This document establishes the process for the development and approval of the Academic Calendar to ensure that important academic dates are scheduled in advance.

# Section 3 - Instructions

(4) The Senior Deputy Vice-Chancellor (Academic & Global) and Pro Vice-Chancellor Education Innovation have delegated authority to approve standard and non-standard term dates.

### Standard Terms

(5) The University Academic Calendar officially comprises two semesters and three trimesters, as well as three Singapore trimesters, in a calendar year. The Academic Calendar also includes a number of non-standard terms.

(6) The University Academic Calendar and any subsequent amendments will be approved, where possible, in advance by a relevant delegate on a rolling five (5) year basis.

(7) The Academic Division General Manager and Academic Registrar is responsible for coordinating the preparation of the University’s Academic Calendar and to recommend the dates for the University Academic Calendar for approval following consultation with the University community.

(8) Amendments to the approved University Academic Calendar will only be granted where it is considered essential.

(9) Requests for amendments must be submitted to the Academic Division General Manager and Academic Registrar for consideration and consultation with relevant parties.

(10) Amendments which are deemed essential may be approved by a relevant delegate on the recommendation of the Academic Division General Manager and Academic Registrar, with the University community to be advised accordingly.

### Non-Standard Terms

(11) Non-standard terms will be approved at least one year in advance by the Senior Deputy Vice-Chancellor

(Academic & Global), normally in conjunction with the University Academic Calendar. Non-standard terms include: Summer School, Singapore Block Terms, Winter School and ELICOS terms.

(12) As the Singapore Trimester terms will be approved, where possible, in advance by the Academic Senate on a rolling five (5) year basis, the Senior Deputy Vice-Chancellor (Academic & Global) would normally approve the non-standard Singapore block terms at the same time.

(13) Due to the University-wide administrative overheads associated with maintaining terms, approval for any non-standard terms will only be granted where it is considered essential.

(14) Any requests for non-standard terms, or requests for variations to dates for existing non-standard terms, must be submitted to the Academic Division General Manager and Academic Registrar for consideration and consultation with relevant parties.

(15) Any requested amendments which are deemed essential or additions to the approved schedule of non-standard terms may be approved under delegated authority on the recommendation of the Academic Division General Manager and Academic Registrar, with the University community to be advised accordingly.

### Non-Standard Terms - Joint Medical Program

(16) The Clinical Placement requirements for the Joint Medical Program do not fit within the standard terms for other University programs. This applies particularly to Years 4 and 5 of the program.

(17) The non-standard terms for the Joint Medical Program will be approved at least one year in advance, normally in conjunction with the University Academic calendar.

# Section 4 - Roles and Responsibilities

(18) The Senior Deputy Vice-Chancellor (Academic & Global) or Pro Vice-Chancellor Education Innovation may approve standard and non-standard term dates.

(19) The Academic Division General Manager and Academic Registrar coordinates the preparation of the University's Academic Calendar, and following consultation with the University community recommends the dates for the University Academic Calendar to the Senior Deputy Vice-Chancellor (Academic & Global) for consideration.

(20) The Academic Division General Manager and Academic Registrar coordinates any amendments to University's Academic Calendar, and following consultation with the University community recommends the dates for the University Academic Calendar to the Senior Deputy Vice-Chancellor (Academic & Global) for consideration.

(21) The Academic Division General Manager and Academic Registrar coordinates notifications to the University community when University Academic Calendar dates are approved or amended.

## Status and Details

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| **Status** | Current |
| **Effective Date** | 23rd May 2023 |
| **Review Date** | 23rd May 2026 |
| **Approval Authority** | Deputy Vice-Chancellor (Academic) and Vice President |
| **Approval Date** | 15th May 2023 |
| **Expiry Date** | Not Applicable |
| **Responsible Executive** | Belinda Yourn<br>Senior Deputy Vice-Chancellor (Academic & Global) |
| **Enquiries Contact** | John Radvan<br>Senior Manager, Academic Governance & Compliance<br><br>Student Central |

## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Term"** - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

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