

Key Dates Policy

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Rā Arotake Review Date	November 2025
Mana Whakaae Approval Authority	Deputy Vice-Chancellor (Academic)
Āpiha Whakapā Contact Officer	Dean (Academic Governance) – Office of the Deputy Vice-Chancellor (Academic)

Kupu Whakataki | Introduction

This policy identifies the Key Dates of the academic year and how they are set.

Kaupapa Here | Policy

The setting of the Key Dates of the University is a difficult task, as there are a number of competing and conflicting demands. This policy arises from the various discussions on this topic over recent years and distils the setting of the Key Dates to a few key principles.

The discussions included consideration of the following points:

- timing of school holidays,
- timing of statutory holidays and other cultural events,
- alignment with other New Zealand Universities,
- student and staff workload,
- natural university cycles including course approval and graduation,
- time for marking and moderation, and
- time for students to seek advice post examinations and to undertake course planning.

The Key Dates are determined using this policy document after confirmation of the main semester dates by the Deputy Vice-Chancellor (Academic).

Key Dates determined through this policy will be reported to Academic Board annually for the next two years. Academic Board may provide advice to the Deputy Vice-Chancellor on

any changes to dates which are unique to the year being considered due to school holidays, Easter, Matariki, or other dates which may move in a given year.

The delegated decision maker for the University Key Dates is the Deputy Vice-Chancellor (Academic).

An error in any application of this policy does not invalidate the published dates.

Main Semester Dates

- The start of Semester One ('S1') shall be on the Monday of the 8th International Standard's Organisation (ISO) Week.
- The start of Semester Two ('S2') shall be on the Monday of the 29th ISO Week.
- A semester consists of 12 weeks of teaching, a mid-semester break, and a study and examination period.
- The official end date of a semester course shall be on the Sunday after or including the last day of examinations.
- Where possible the mid-semester teaching break should occur so as to produce 2 teaching periods (terms) of equal duration.
- No term should normally be longer than 7 weeks in duration, however it is acknowledged that some terms, including those that align with compulsory education sector term dates, may be of a longer duration.
- Where possible the Easter break should be incorporated into the mid-semester break during S1.
- The combined duration of the Easter break and the mid-semester break, for S1, shall nominally be 3 weeks; these weeks may be used for field trips or all-day activities.
- The duration of the end of semester study period and examination period shall be 3 weeks.

Summer School Dates:

- Summer School ('SU2') shall start on the Monday of the 46th ISO Week and conclude on the Friday of the 50th ISO Week.
- Summer School ('SU1') shall start on Monday of the 2nd ISO Week and conclude on the Friday of the 6th ISO Week.
- Full Summer School ('SU') shall start on the Monday of the 46th ISO Week and conclude on the Friday of the 6th ISO Week.
- The summer school periods above, for taught courses, includes all assessments, including final examinations.

Faculty of Education - Teaching Programme Dates

The start and conclusion dates of courses shall be in alignment with the compulsory education-sector term dates as determined by the Ministry of Education. These dates shall be notified by the Academic Services Manager of the Faculty of Education to the Academic Quality Team by February the year prior to delivery.

UC Business School - MBA

The start and conclusion of courses shall be determined by the MBA Director and notified to the Academic Quality Team by February the year prior to delivery.

Other Course and Micro-credential Dates

The start and conclusion of other courses, such as block or anytime-start courses shall be determined by the relevant Associate Dean (Academic), Academic Services Manager or equivalent role and entered into the Student Management System prior to enrolment opening. The withdrawal dates will be computed according to the rules given below under the section titled 'Withdrawal Dates'.

The start and conclusion of micro-credentials shall be determined by the micro-credential proposer and approved by the relevant Head of School/Department and entered into the Student Management System. Information about the withdrawal dates for micro-credentials can be found on the [Micro-credentials provisions webpage \(University Micro-credential provisions website\)](#).

Last Day to Add a Course

The last day to add a course to a personal programme of study shall be:

- For a course that is less than 3 weeks in duration, up to 5 working days after the official start date of a course and dependant on the delivery of material.
- For a course of between 3 and 6 weeks in duration, the Sunday no less than 5 working days after (inclusive) the official start date of a course.
- For a course of 6 weeks or longer in duration, the Sunday no less than 10 working days after (inclusive) the official start date of a course.
- For placement courses, the last day to add a course may be before the first day of the course to ensure there is sufficient time to match students to their placements.

Withdrawal Dates

With Full Refund

The last day to withdraw with full refund from a course in a personal programme of study shall be a Sunday no later than

- For courses 6 weeks or less in duration, the last day to withdraw with full refund will be the Sunday closest to one sixth of the length of the course.
- 14 days after the official start date (inclusive) in the case of a course duration of longer than 6 weeks, but less than 21 weeks; or
- 21 days after the official start date (inclusive) in the case of a course duration of 21 weeks, but less than 31 weeks; or
- 28 days after the official start date (inclusive) in the case of a course duration greater than 31 weeks.
- For placement courses with contractual supervision, the last dates to withdraw with full refund may be before the start of the course.

Without Academic Remedy

The last day to withdraw from a course without academic penalty and without a refund shall be the Sunday closest to the completion of 75% of the standard teaching weeks of a course (i.e. before the study and excluding any non-teaching breaks).

For placement courses, the withdrawal from a course may require evidence of being unable or unfit to continue.

Examination Dates

As stated above the main examination periods shall be 3 weeks in duration, inclusive of the study period. The deadlines for the submission of examination papers and grade results are specified to ensure final quality assurance and printing requirements can be met.

- The last date for submission of examination scripts shall be the Monday closest to 10 days prior to the end-of-semester study period.
- The last date to release grade results to Records for the mid-year examination period shall be 2 days prior to the official release of results.
- The dates for the release of grade results to Records for the end-of-year examination period differs across Faculties, Schools and Departments and are set annually by Examinations Office. The dates for release shall be between the Wednesday of the 48th ISO Week and the Wednesday of the 49th ISO Week. The dates for the release of grade results for the end-of-year examinations are communicated on the Exams intranet site.
- Earlier dates may be set to stagger submissions so as to manage the workload within the Examinations Office.

Release of Results

The official release of results shall be:

- Tuesday ISO Week 8 for the SU1 teaching period, (*Start of S1*).
- Monday ISO Week 28 for S1 teaching period, (*S1 Results, approx. 1 week before start of S2*).

- Monday ISO Week 49 for S2 and W teaching periods, (*S2 Results, approx. 3 weeks after last exam*).
- 20 working days after the official last day of the course for all other courses not listed above, except research (thesis) courses.

University Council Key Dates

The University Council shall determine the dates of:

- Council meetings;
- Council sub-committee meetings;
- Graduation celebration dates are set for the Semester Breaks but actual dates will be confirmed by the University Council.

Academic Board Key Dates

The Academic Board shall determine its own key dates including:

- Dates of Academic Board meetings;
- Dates of the Academic Board sub-committee meetings;
- Academic Board meetings are usually on the second Friday of the month, beginning at 2pm.

University Holidays

- The University shall observe all statutory holidays, including the Provincial holiday for the campus in question.
- The University has also determined the following days to be holidays:
 - The Tuesday following Easter Monday.
 - The 24th of December or the first working day preceding the 24th of December should this date fall on a non-working day.
 - All ordinary non-statutory working days between the 25th December and the 2nd January.

Key Dates Web Pages

Key Dates will be published on the University website. The Academic Quality Team is responsible for the maintenance and approval of the Key Dates web pages.

A consequence of setting the major Key Dates in this policy is to trigger the setting of a number of other important dates including

- enrolment dates,

- course management dates, and
- major events.

Tautuhinga | Definitions

Course Duration (Enrolment Period) – an enrolment period for a course, being from the official start date of course until the official end date of the course. Course dates are those noted in the Student Management System.

Key dates – are the official dates for the academic year published on the University’s website at the Key Dates site.

International Standards Organisation (ISO) – an organisation that develops voluntary, consensus-based, market relevant International Standards that support innovation and provide solutions to global challenges. Official dates follow the International Standards Organisation’s (ISO) Standard 8601.

Placement Course – courses where students are matched to outside organisations.

Teaching Period – for the purposes of this policy, a teaching period means a time within the course duration where there is active interactive teaching with the students (e.g., lectures). A teaching period need not be contiguous (i.e., could be punctuated by a mid-semester break).

He korero anō | Related Documents and Information

Whakaturetanga | Legislation

- [Holidays Act 2003 \(New Zealand Legislation website\)](#)

Ngā Waeture | UC Regulations

- [Academic Administration Regulations \(University Regulations website\)](#)
- [Admission Regulations \(University Regulations website\)](#)
- [Enrolment Regulations \(University Regulations website\)](#)
- [Taught and Project Course Regulations \(University Regulations website\)](#)

Te Pātaka Kaupapa Here | UC Policy Library

- [Allocation of Academic Activities and Establishing Academic Staff Workload Policy \(PDF, 166KB\)](#)
- [Course Timetabling Principles and Guidelines \(PDF, 193KB\)](#)
- [Examinations – Principles and Procedures \(PDF, 473KB\)](#)

Te Pae Tukutuku me te Ipurangirotu o UC | UC website and intranet

- [Micro-credentials provisions webpage \(University Micro-credential provisions website\)](#)

Mōwaho | External

- [International Standards Organisation's \(ISO\) Standard 8601 \(International Organization for Standardization website\)](#)
- [Tertiary Education Commission: Student Achievement Component Funding – Level 1 and 2 \(Tertiary Education Commission website\)](#)
- [Tertiary Education Commission: Student Achievement Component Funding – Level 3 and above \(Tertiary Education Commission website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.00	Document creation and deposit into the UCPL	Deputy Vice-Chancellor	June 2019
1.01	Date changes to “Summer school dates” sub-heading	Policy Unit	August 2019
1.02	Minor change to “withdrawal dates” sub-heading content.	Policy Unit	Sep 2020
2.00	Scheduled review, minor changes inclusion of micro-credential start dates	Deputy Vice-Chancellor (Academic)	October 2021
2.01	Minor amendments to role titles and definition of ISO	Policy Unit	October 2021
3.0	Scheduled review, changes to timeframes and dates	Deputy Vice-Chancellor (Academic)	Feb 2024

This policy remains in force until it is updated.