

Calendar of Key Events and Operation Dates 2016/2017

DATE	BUSINESS AREA	SUB AREA	KEY ACTIVITY	Key Event or Key Operation
01 August 2016	Admissions		The latest date E&A will accept online applications from prospective international/non-EU students will be Friday 1 st August	Key Operation
01 August 2016	Timetabling		2016/2017 teaching timetable to be published to students	Key Operation
15 August 2016	Enrolment		Online enrolment opens	Key Operation
22 August 2016	Assessment	Assessment Boards	Latest date for module results for Resit Subject Assessment Boards to be input on Quercus	Key Operation
23 August 2016	Assessment	Assessment Boards	Earliest date for Resit Subject Assessment Boards	Key Operation
25 August 2016	Assessment	Assessment Boards	Latest date for Resit Subject Assessment Boards	Key Operation
29 August 2016	Term dates and holidays	Holidays	August Bank Holiday	Key Event
31 August 2016	Assessment	Assessment Boards	Earliest date for Resit Progression and Award Assessment Boards	Key Operation
02 September 2016	Assessment	Assessment Boards	Latest date for Resit Progression and Award Assessment Boards	Key Operation
02 September 2016	Graduation	Graduation December	List of Potential Graduands for December Graduation Ceremonies to be circulated to check and confirm eligibility	Key Operation
05 September 2016	Assessment	Post Assessment boards	Latest date for Student End of Year Rollover second sitting success – to be completed. <i>This moves students who have passed at the second sitting and are returning, into the pre-registered status for the forthcoming session.</i>	Key Operation
06 September 2016	Assessment	Results day	University Results Day – results from September Assessment Boards to be released by all Faculties	Key Operation
09 September 2016	Admissions		The latest date E&A will accept online applications from prospective home/EU applicants is Friday 9th September	Key Operation
09 September 2016	Reporting		HESA Student Return for 2015/2016 to pass stage 1 of validation.	Key Operation
13 September 2016	Open Days		Undergraduate Open Day	Key Operation
16 September 2016	Reporting		SAPI upload for 2014/15 and 2015/16	Key Operation

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16 September 2016	Reporting		HESA Student Return for 2015/2016 to pass commit stage of validation	Key Operation
16 September 2016	Reporting		Course Digest released	
19 September 2016	SLC		Census Date 1 - September Start Courses	Key Operation
19 September 2016	Term dates and holidays	Term dates	Autumn Term Begins - Enrolment Week	Key Event
19 September 2016	Term dates and holidays	Term dates	Semester One starts - City	Key Event
20 September 2016	University Secretary's Office		Latest date for the submission of Stage 1 Appeals from September Assessment Boards	Key Operation
23 September 2016	Graduation	Graduation December	Latest date to return checked and confirmed lists of Potential Graduands to Assessment and Awards Office, Student Administration Services to allow planning of Ceremonies	Key Operation
26 September 2016	Examinations	Examination timetable	Latest date for Faculties / ASAQS to ensure that Module Assessment Structures for 2016/2017 entry are correct	Key Operation
26 September 2016	Timetabling		Main Teaching begins	Key Event
03 October 2016	Examinations	Examination timetable	Latest date for the Assessment and Awards Unit, Student Administration Services to extract the student and module information from Quercus for students that are being formally examined during the 16/17 academic session. The activity is to gather the planning data for Main, Resit and ad hoc examinations for the whole session. This activity will no longer be repeated for each session. Circulate request for examination planning data liaising with local Campus teams and Faculties.	Key Operation
07 October 2016	Enrolment		Online enrolment Closes.	Key Operation
07 October 2016	Enrolment		Deadline for overseas students to be physically on campus and engaged with the enrolment process is the same as UK/EU students, i.e. Friday 7 th October 2016.	Key Operation
10 October 2016	Timetabling		Earliest date for Room Utilisation Survey (Monday 10 October – Friday 18 November 2016 inclusive)	Key Operation
12 October 2016	Reporting		Faculties latest date for confirmation of the NSS sample list to SAMI	Key Operation
12 October 2016	SLC		Campus admin teams to process their withdrawals/suspensions/transfers by 12th October 2016, before the 1st liability file is submitted to the SLC.	Key Operation
13 October 2016	SLC		1st liability period 'attendance file' to be submitted (by 13th October 2016 at the latest to ensure payment is received on time first Wednesday of November.)	Key Operation

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18 October 2016	Enrolment		Latest date for all modules to be attached to a student curriculum	Key Operation
18 October 2016	SLC		Latest date for students to transfer course.	Key Operation
19 October 2016	Graduation	Graduation December	Graduation Ceremony online system go live	Key Operation
21 October 2016	Assessment	Assessment Boards	Latest date to consider awarding non returners a lower award and enter onto Quercus	Key Operation
21 October 2016	Examinations	Examination timetable - January & February	Latest date for Assessment and Awards Unit, Student Administration Services to receive completed examination planning data.	Key Operation
21 October 2016	Reporting		Latest date for faculties to inform Student and Management Information Unit (SAMI) of all additional expected enrolments up to the end of the academic year 2016/2017	Key Operation
21 October 2016	Reporting		Latest date for the last submission to HESA for end of year student return for 2015/2016	Key Operation
21 October 2016	SLC		Latest date for faculties to return Change of Circumstances forms to Student Administration Services for students transferring course	Key Operation
22 October 2016	Open Days		Undergraduate Open Day	Key Operation
27 October 2016	Reporting		Census date for the Higher Education Student Early Statistics (HESES) return (providing initial enrolment figures and forecasts of future enrolments and withdrawals.) Used by HEFCW to allocate funding for the following academic year.	Key Operation
31 October 2016	Admissions		Updated information on full-time undergraduate courses to be offered in 2017/2018 required for UCAS publications	Key Operation
31 October 2016	Assessment	Assessment Boards	Earliest date fo Subject Assessment Boards	Key Operation
31 October 2016	Reporting		1 st payment to collaborative partner colleges for HEFCW funded credits	Key Operation
02 November 2016	Assessment	Assessment Boards	Latest date for Subject Assessment Boards	Key Operation
04 November 2016	Graduation	Graduation December	Latest date for Stage Parties, Stewards and Marshalls and all staff academic dress requirements to be completed by Student Administration Services, and gown order to be submitted to Ede and Ravenscroft	Key Operation
04 November 2016	Reporting		Latest date for Student Administration Services to submit student numbers and credits information to Finance for revised budgets	Key Operation

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DATE	BUSINESS AREA	SUB AREA	KEY ACTIVITY	Key Event or Key Operation
07 November 2016	Examinations	Examination timetable - January & February	Latest date for Assessment and Awards Unit, Student Administration Services to provide the Draft Examination Timetable for checking and confirmation	Key Operation
09 November 2016	Assessment	Assessment Boards	Earliest date for Progression and Award Assessment Boards	Key Operation
11 November 2016	Assessment	Assessment Boards	Latest date for Progression and Award Assessment Boards	Key Operation
11 November 2016	Graduation	Graduation December	Latest date for notifying the Assessment and Awards Office of final year students who have been awarded prizes to be entered in the Graduation brochures and HEAR document	Key Operation
11 November 2016	Reporting		Presumed response date for the Higher Education Students Early Statistics Survey 2016/17	Key Operation
11 November 2016	Reporting		Presumed latest date for the submission of the End of Year Monitoring Verification for 2015/16	
14 November 2016	Examinations	Examination timetable - January & February	Latest date to return comments on Draft Examination Timetable to Assessment and Awards Unit, Student Administration Services	Key Operation
14 November 2016	Graduation	Graduation December	Latest date for students to request deferred attendance at the Graduation Ceremonies.	Key Operation
14 November 2016	Graduation	Graduation December	Latest date to notify the Assessment and Awards Office of students to be invited to the December Graduation Ceremonies (both taught and research programmes)	Key Operation
14 November 2016	SLC		Request list of courses (from SAMI) that are running in next AY for the SLC course database.	Key Operation
15 November 2016	Assessment	Results day	University Results Day – Results from November Assessment Boards to be released	Key Operation
16 November 2016	Examinations	Examination timetable - January & February	Latest date for Assessment and Awards Unit, Student Administration Services to publish the Final Examination Timetable to both the University and Partner Colleges - without examination venues	Key Operation
18 November 2016	Graduation	Graduation December	Latest date for changes to overall grades (changes to Award Assessment Board Results) for final year students wishing to attend the December Graduation Ceremonies to be received by Student Administration Services (Deadline 12 noon)	Key Operation
18 November 2016	Quality		Faculties must complete the annual monitoring process	Key Operation
18 November 2016	Reporting		SAPI upload 2014/15 (Final) and 2015/16	Key Operation
18 November 2016	Timetabling		Latest date for Room Utilisation Survey (Monday 14 October – Friday 18 November 2015 inclusive)	Key Operation

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23 November 2016	Examinations	Examination timetable - January & February	Latest date for Assessment and Awards Unit, Student Administration Services to provide timetable to Print Services	Key Operation
29 November 2016	Quality		Latest date for submission of Subject External Examiner reports from November Assessment Boards	Key Operation
29 November 2016	University Secretary's Office		Latest date for the submission of Stage 1 Appeals from November Assessment Boards	Key Operation
03 December 2016	Open Days		Undergraduate Open Day	Key Operation
09 December 2016	Quality		Latest date for submission of Award External Examiner reports from November Assessment Boards	Key Operation
09 December 2016	Student Records		Latest date for Edexcel Registrations	Key Operation
12 December 2016	Examinations	Examination timetable - January & February	Latest date for Assessment and Awards Unit, Student Administration Services to publish the Final Examination Timetable to Faculties - including examination venues	Key Operation
12 December 2016	Quality		FQAC chairpersons submit their annual monitoring reports to QAC Secretary	Key Operation
14 December 2016	Open Days		Undergraduate Open Day (Creative Industries courses only) TBC	Key Operation
15 December 2016	Graduation	Graduation December	Graduation Ceremonies (USW all campus students) (Thursday 15 December 2016 to Friday 16 December 2016 inclusive) Location: Treforest Campus	Key Event
16 December 2016	Graduation	Graduation December	Graduation Ceremonies (USW all campus students) (Thursday 15 December 2016 to Friday 16 December 2016 inclusive) Location: Treforest Campus	Key Event
16 December 2016	Term dates and holidays	Term dates	Autumn Term ends	Key Event
24 December 2016	Term dates and holidays	Holidays	University Christmas Closure (Thursday 24 December 2015 at 12 noon – Friday 1 January 2016 inclusive) TBC	Key Event
04 January 2017	Graduation	Graduation July	List of Potential Graduands for July Graduation Ceremonies sent by Student Administration Services to check and confirm eligibility	Key Operation
06 January 2017	Examinations	Examination timetable - May	Latest date for the Assessment and Awards Unit, Student Administration Services to extract the student and module information from Quercus for students that are being formally examined. Circulate request for examination planning data from Campuses (liaising with Faculties).	Key Operation

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09 January 2017	Examinations	Examination period	January Examination period begins	Key Event
09 January 2017	SLC		Census Date 1 – January Start Courses	Key Operation
09 January 2017	SLC		Census Date 2 – September Start Courses	Key Operation
09 January 2017	Term dates and holidays	Term dates	Spring Term begins	Key Event
12 January 2017	Admissions		UCAS UCEG (Big Guide) 2015 final approval date	Key Operation
13 January 2017	Examinations	Examination timetable - May	Latest date for Campuses (liaising with Faculties) to provide Assessment and Awards Unit, Student Administration Services with examination planning data.	Key Operation
13 January 2017	Examinations	Examination period	January Examination period ends	Key Event
18 January 2017	Open Days		Part-time and Postgraduate Open Evening TBC	Key Operation
19 January 2017	Enrolment		Letters to be sent by Faculties to all students for attendance monitoring and, unless already completed, confirmation of modules (<i>Process can be through Blackboard, etc rather than letters</i>)	Key Operation
20 January 2017	Enrolment		Faculties to complete data cleansing exercise no later than this date	Key Operation
20 January 2017	Quality		Latest date for submission of validation documentation for a September 2017 start	Key Operation
26 January 2017	SLC		2nd liability period attendance file to be submitted (by 26 Jan 2017 at the latest to ensure payment received on time the first Wednesday of February)	Key Operation
26 January 2017	Student Records		Latest date for withdrawing Edexcel students to avoid fees	Key Operation
27 January 2017	Graduation	Graduation July	Latest date to return checked and confirmed lists of Potential Graduands to Assessment and Awards Office, Student Administration Services to allow planning of Ceremonies	Key Operation
27 January 2017	Timetabling	To be confirmed	Latest date for timetabling to send rollover teaching data to faculties. Faculties to check and provide new teaching information by 3rd April.	Key Operation
30 January 2017	Enrolment		Start date for International Students joining programmes in the period January - March 2016	Key Operation
30 January 2017	Quality		QAC commences its thematic audit of faculties	Key Operation
03 February 2017	SLC		Census Date 1 – February start Courses	Key Operation
06 February 2017	Enrolment		Enrolment	Key Event

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06 February 2017	Examinations	Examination period	February Examination period begins	Key Event
08 February 2017	Quality		QAC considers reports of FQAC chairpersons	Key Operation
08 February 2017	Quality		QAC considers reports of the annual monitoring exercise	Key Operation
10 February 2017	Examinations	Examination period	February Examination period ends	Key Event
10 February 2017	Reporting		Invoice collaborative partner colleges for Edexcel registration fees	Key Operation
15 February 2017	Examinations	Examination timetable - May	Latest date for Assessment and Awards Unit, Student Administration Services to provide the Draft Examination Timetable for checking and confirmation	Key Operation
17 February 2017	Reporting		SAPI upload 2015/16	Key Operation
20 February 2017	Student Administration Services		Latest date for module rollover	Key Operation
22 February 2017	Admissions		UCAS Directory 2017 final approval	Key Operation
23 February 2017	Reporting		2 nd payment to collaborative partner colleges for HEFCW funded credits	Key Operation
24 February 2017	Reporting		Presumed latest date for verification of HEFCW Premium Funding data for 2015/16	
01 March 2017	Examinations	Examination timetable - May	Latest date to return comments on Draft Examination Timetable to Assessment and Awards Unit, Student Administration Services	Key Operation
01 March 2017	Quality		Academic Board considers the QAC report on annual monitoring	Key Operation
01 March 2017	SLC		Payment of Welsh National Bursary to students who have been paid in previous years	Key Operation
02 March 2017	Assessment	Assessment Boards	Earliest date for Subject Assessment Boards	Key Operation
02 March 2017	Examinations	Examination timetable - May	Latest date for Assessment and Awards Unit, Student Administration Services to provide a copy of the timetable to Print Services	Key Operation
03 March 2017	Examinations	Examination papers - May / August	Final deadline for signed off examination papers to be received by the Assessment and Awards Unit, Student Administration Services - for 17/18 assessment	Key Operation
03 March 2017	Training		Possible date for External Examiner Training Event – Conference Centre TBC	Key Operation

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06 March 2017	Assessment	Assessment Boards	Latest date for Subject Assessment Boards	Key Operation
13 March 2017	Assessment	Assessment Boards	Earliest date for Progression and Award Assessment Boards	Key Operation
15 March 2017	Assessment	Assessment Boards	Latest date for Progression and Award Assessment Boards	Key Operation
15 March 2017	Examinations	Examination timetable - May	Latest date for Assessment and Awards Unit, Student Administration Services to publish the Final Examination Timetable to both the University and Partner Colleges - without examination venues	Key Operation
17 March 2017	Assessment	Post Assessment boards	University Results Day – results from March Assessment Boards to be released	Key Operation
23 March 2017	Student Administration Services		Latest date for course rollover	Key Operation
30 March 2017	Quality		Latest date for all validation events for a September 2017 start to be completed	Key Operation
30 March 2017	Quality		Latest date for submission of Subject External Examiner reports from March Assessment Boards	Key Operation
13 April 2017	Quality		Latest date for submission of Award External Examiner reports from March boards	Key Operation
31 March 2017	Graduation	Graduation July	Graduation Ceremony online system go live	Key Operation
31 March 2017	University Secretary's Office		Latest date for the submission of Stage 1 Appeals from March Assessment Boards	Key Operation
03 April 2017	Examinations	Examination papers - May / August	Deadline for the Assessment and Awards Unit, Student Administration Services to provide examination papers to Partner Colleges	Key Operation
03 April 2017	Timetabling	To be confirmed	Deadline for academic staff to return all check/amended teaching information	Key Operation
06 April 2017	Examinations	Examination timetable - May	Latest date for Assessment and Awards Unit, Student Administration Services to publish the Final Examination Timetable to Faculties including examination venues	Key Operation
06 April 2017	Reporting		SAPI upload 2015/16	Key Operation
07 April 2017	Term dates and holidays	Term dates	Spring Term ends	Key Event

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10 April 2017	SLC		Census Date 2 – January Start Courses	Key Operation
10 April 2017	SLC		Census Date 3 – September Start Courses	Key Operation
10 May 2017	Quality		QAC considers the reports of faculties thematic audits	Key Operation
14 April 2017	Term dates and holidays	Holidays	Good Friday Holiday	Key Event
17 April 2017	Term dates and holidays	Holidays	Easter Monday/Tuesday Holiday	Key Event
18 April 2017	Term dates and holidays	Holidays	Easter Monday/Tuesday Holiday	Key Event
21 April 2017	Timetabling	To be confirmed	Phase 1 scheduling for all teaching taking place in weeks 1-10	Key Operation
24 April 2017	SLC		Census Date 2 – February start Courses	Key Operation
25 April 2017	Reporting		Final payment to collaborative partner colleges	Key Operation
27 April 2017	SLC		3rd liability period attendance file to be submitted (by 27th April 2017 at the latest to ensure payment received on time, the first Wednesday of May)	Key Operation
01 May 2017	Term dates and holidays	Term dates	Summer Term starts	Key Event
01 May 2017	Term dates and holidays	Holidays	Bank Holiday	Key Event
02 May 2017	Examinations	Examination period	May Examination period begins	Key Event
30 May 2017	Quality		All responses to conditions set during validations must be met	Key Operation
19 May 2017	Examinations	Examination period	May Examination period ends	Key Event
23 May 2017	Assessment	Extenuating circumstances	Latest date for submission of extenuating circumstances	Key Operation
23 May 2017	Assessment	Extenuating circumstances	Latest date for Extenuating Circumstances Panels	Key Operation
24 May 2017	Assessment	Pre Assessment Boards	Latest date for assessment/module results for Subject Assessment Boards to be input to Quercus	Key Operation

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26 May 2017	Graduation	Graduation July	Latest date for Campuses / Faculties can notify the Assessment and Awards Office of students to be invited to the July Graduation Ceremonies (both taught and research programmes)	Key Operation
26 May 2017	Graduation	Graduation July	Latest date for notifying the Assessment and Awards Office of confirmed Prize Awards for final year students to be entered in the Graduation brochures and HEAR document (to allow translation and entry on both systems)	Key Operation
29 May 2017	Term dates and holidays	Holidays	Bank Holiday	Key Event
31 May 2017	Quality		Latest date for external examiners to be replaced where their tenure ends in September 2017	Key Operation
31 May 2017	Assessment	Assessment Boards	Earliest date for Subject Assessment Boards	Key Operation
02 June 2017	Term dates and holidays	Term dates	Summer Term ends	Key Event
05 June 2017	Assessment	Assessment Boards	Latest date for Subject Assessment Boards <i>(Confirmation of all module results, in advance of Progression and Award Assessment Board preparation)</i>	Key Operation
05 June 2017	SLC		Census Date 3 – January and February Start Courses	Key Operation
09 June 2017	Graduation	Graduation July	Latest date for students to request deferred attendance at the Graduation Ceremonies.	Key Operation
09 June 2017	Graduation	Graduation July	Latest date for Stage Parties, Stewards and Marshalls and all staff academic dress requirements to be completed by Student Administration Services, and gown order to be submitted to Ede and Ravenscroft	Key Operation
12 June 2017	Assessment	Pre Assessment Boards	Latest date for progression and classification results from Progression and Award Assessment Boards to be input on Quercus by Faculties / Campuses	Key Operation
13 June 2017	Assessment	Assessment Boards	Earliest date for Progression and Award Assessment Boards	Key Operation
19 June 2017	Assessment	Assessment Boards	Latest date for Progression and Award Assessment Boards	Key Operation
20 June 2017	Assessment	Post Assessment boards	Latest date for Faculties to notify Assessment and Awards Office that Award Assessment Board reports are ready for downloading	Key Operation
20 June 2017	Graduation	Assessment Boards	Latest date for the Research Office to notify Assessment and Awards Office of awards for Research students potential graduands	Key Operation
20 June 2017	Graduation	Graduation July	Latest date for notifying the Assessment and Awards Office of final year students who have been awarded prizes to be entered in the Graduation brochures and HEAR document	Key Operation

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21 June 2017	Assessment	Results day	University Results Day Graduating Students – results from June Assessment Boards to be released	Key Operation
22 June 2017	Assessment	Results day	University Results Day Non Graduating Students – results from June Assessment Boards to be released	Key Operation
23 June 2017	Enrolment		Latest date by which Faculties must notify Student Administration Services of early enrolments for 2015/16	Key Operation
26 June 2017	Reporting		Faculties to notify the Invoicing Manager in Finance and the SAMI Manager in Student Administration Services of any students that are enrolled for 2015/16, or that have modules added to their curriculum after this date. For any students enrolled after this date, Faculties will need to raise a requisition to enable manual invoicing for fees.	Key Operation
26 June 2017	Timetabling	To be confirmed	Web timetable released to staff. Faculties to check scheduled data and advise Timetabling Officers of any amendments prior to timetable being published to students by 21/07/17, for further guidance https://thehub.southwales.ac.uk/Interact/Pages/Content/Document.aspx?id=2869	Key Operation
27 June 2017	Graduation	Graduation July	Latest date for changes to overall grades (changes to Award Assessment Board Results) for final year students wishing to attend the July Graduation Ceremonies to be received by Student Administration Services (Deadline 12 noon)	Key Operation
28 June 2017	Examinations	Examination timetable - August	Latest date for the Assessment and Awards Unit, Student Administration Services to extract the student and module information from Quercus for students that are being formally examined. Circulate request for examination planning data	Key Operation
30 June 2017	Examinations	Examination timetable - August	Latest date to provide Assessment and Awards Unit, Student Administration Services with examination planning data.	Key Operation
03 July 2017	Quality		Latest date for submission of Subject External Examiner reports from June Assessment Boards	Key Operation
05 July 2017	University Secretary's Office		Latest date for the submission of Stage 1 Appeals for graduating students from June Assessment Boards	Key Operation
06 July 2017	Graduation	Graduation July	Graduation Ceremonies (USW Cardiff based students) Location: St David's Hall, Cardiff	Key Event
06 July 2017	University Secretary's Office		Latest date for the submission of Stage 1 Appeals for non graduating students from June Assessment Boards	Key Operation
07 July 2017	Reporting		SAPI upload 2015/16 and 1 st upload for 2016/17	Key Operation
10 July 2017	Examinations	Examination timetable - August	Latest date for Assessment and Awards Unit, Student Administration Services to provide the Draft Examination Timetable for checking and confirmation	Key Operation

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10 July 2017	Graduation	Graduation July	Graduation Ceremonies (USW Pontypridd and Newport City based students) (Monday 10 July 2017 to Friday 21 July 2017 inclusive) Location: TBC	Key Event
12 July 2017	Examinations	Examination timetable - August	Latest date to return comments on Draft Examination Timetable to Assessment and Awards Unit, Student Administration Services	Key Operation
14 July 2017	Enrolment		Latest date by which all students whose courses have started in the 2015/16 academic year must be enrolled on Quercus, with all their modules attached. The credits for any HEFCW funded students added after this date will not be included in the End of Year Monitoring return and will not therefore count for funding purposes.	Key Operation
17 July 2017	Examinations	Examination timetable - August	Latest date for Assessment and Awards Unit, Student Administration Services to publish the Final Examination Timetable to Faculties and Partner Colleges without examination venues	Key Operation
17 July 2017	Examinations	Examination timetable - August	Latest date for Assessment and Awards Unit, Student Administration Services to provide a copy of the timetable to Print Services	Key Operation
17 July 2017	Quality		Latest date for submission of Award External Examiner reports from June Assessment Boards	Key Operation
21 July 2017	Graduation	Graduation July	Graduation Ceremonies (USW Pontypridd and Newport City based students) (Monday 17 July 2017 to Friday 21 July 2017 inclusive) Location: TBC	Key Event
24 July 2017	Enrolment		Quercus default academic session to be set to 2016. All enrolments from this date onwards to relate to the 2017/18 academic session. All students enrolled from this date onwards will be allocated '17' enrolment numbers.	Key Operation
24 July 2017	Reporting		First submission of End of Year WfA data to Student Administration Services	Key Operation
25 July 2017	Assessment	Post Assessment boards	Post Assessment Board Review Meeting (to be held at 10.00 am)	Key Operation
25 July 2017	Enrolment		Student End of Year Rollover first sitting success - Latest date This moves students who have passed at the first sitting and are returning, into the pre-registered status for the forthcoming session.	Key Operation
28 July 2017	Examinations	Examination timetable - August	Latest date for Assessment and Awards Unit, Student Administration Services to publish the Final Examination Timetable to Faculties including examination venues	Key Operation
31 July 2017	Assessment	Pre Assessment Boards	Latest date for Faculties / ASAQS to complete module assessment structure on Quercus for modules running in 2016/17 (enter new or update existing)	Key Operation
31 July 2017	Enrolment		Rollover to Academic Year 2016 as default on Quercus	Key Operation

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31 July 2017	Enrolment		University Calendar updated on Quercus with new session start and end dates and term dates for new academic year	Key Operation
31 July 2017	Examinations	Examination papers - May / August	Deadline for submission of internally moderated examination paper - for 17/18 assessment	Key Operation
31 July 2017	Reporting		Presumed latest date for submission of HEFCW corporate Strategy Targets and Strategic Forecasts	Key Operation
01 August 2017	Timetabling	To be confirmed	2017/18 timetable to be published to students via UniLife	Key Operation
02 August 2017	Assessment	Pre Assessment Boards	Latest date for submission of referral coursework	Key Operation
02 August 2017	Enrolment		Module fees to be loaded on to Quercus. Faculties to notify the Invoicing Manager in Finance of any 2015/16 enrolments taking place between 31st July and 12th August and to provide the module codes to enable the module fees to be input manually.	Key Operation
02 August 2017	Reporting		Presumed Latest date for the submission of the End of Year Monitoring Return	Key Operation
02 August 2017	Reporting		Presumed latest date for the submission of the End of Year Monitoring Return	Key Operation
03 August 2017	Examinations	Examination period	August examination period starts	Key Event
04 August 2017	Assessment	Post Assessment boards	Last date for Student End of Assessment Rollover to be complete on Quercus. <i>This prepares student records for the Resit Assessment Boards</i>	Key Operation
04 August 2017	Timetabling	To be confirmed	Deadline for main induction week bookings to be returned to Central Room Bookings	Key Operation
07 August 2017	Admissions		A-level results received. (Not for public use). Confirmation of student places for 2016 entry begins	Key Operation
07 August 2017	Reporting		First submission of End of Year WfA data to DCELLS	Key Operation
09 August 2017	Enrolment		Course fees to be loaded on to Quercus. Faculties to notify Invoicing Manager in Finance of any 2016/17 enrolments taking place 1-20 August and provide details of courses/course instances to enable course fees to be input manually.	Key Operation
10 August 2017	Admissions		A level results published; first day of Clearing	Key Operation
11 August 2017	Examinations	Examination period	August examination period ends	Key Event
15 August 2017	Timetabling	To be confirmed	Rooms to be released for ad-hoc bookings	Key Operation

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16 August 2017	Assessment	Extenuating circumstances	Latest date for submission of extenuating circumstances	Key Operation
16 August 2017	Assessment	Extenuating circumstances	Latest date for Extenuating Circumstance Panels	Key Operation
18 August 2017	Reporting		Final submission of End of Year WfA data to Student Administration Services	Key Operation
20 August 2017	Assessment	Pre Assessment Boards	Latest date for module results for Resit Subject Assessment Boards to be input on Quercus	Key Operation
21 August 2017	Assessment	Assessment Boards	Earliest date for Resit Subject Assessment Boards	Key Operation
22 August 2017	SLC		Start confirming SLC Registration for Full time students and part time students that are enrolled on at least 50% intensity. Those that are not on 50%, send a fee choc to SLC explaining this	Key Operation
23 August 2017	Assessment	Assessment Boards	Latest date for Resit Subject Assessment Boards	Key Operation
23 August 2017	Quality		Latest date for submission of Subject External Examiner reports from July Assessment Boards	Key Operation
25 August 2017	Quality		Latest date for submission of Award External Examiner reports from August Assessment Boards	Key Operation
28 August 2017	Term dates and holidays	Holidays	Bank Holiday	Key Event
29 August 2017	Assessment	Pre Assessment Boards	Latest date for progression and classification results for Progression and Award Assessment Boards to be input on Quercus	Key Operation
30 August 2017	Assessment	Assessment Boards	Earliest date for Resit Progression and Award Assessment Boards	Key Operation
30 August 2017	Examinations	Examination papers - May / August	Deadline for providing external examiners with internally moderated examination paper - for 17/18 assessment	Key Operation
01 September 2017	Assessment	Assessment Boards	Latest date for Resit Progression and Award Assessment Boards	Key Operation
01 September 2017	Graduation	Graduation December	List of Potential Graduands for December Graduation Ceremonies sent by Student Administration Services to check and confirm eligibility	Key Operation
01 September 2017	Reporting		Final submission of End of Year WfA to DCELLS	Key Operation

Calendar of Key Events and Operation Dates 2016/2017

DATE	BUSINESS AREA	SUB AREA	KEY ACTIVITY	Key Event or Key Operation
04 September 2017	Assessment	Post Assessment boards	Student End of Year Rollover second sitting success – to be completed. <i>This moves students who have passed at the second sitting and are returning, into the pre-registered status for the forthcoming session</i>	Key Operation
05 September 2017	Assessment	Results day	University Results Day – results from September Assessment Boards to be released	Key Operation
08 September 2017	Reporting	(subject to change)	HESA end of year student return for 2015/2016 to pass stage 1 of validation	Key Operation
15 September 2017	Reporting	(subject to change)	HESA end of year student return for 2016/2017 to pass commit stage of validation	Key Operation
15 September 2017	Reporting		SAPI upload 2015/16 and 2016/17	Key Operation
18 September 2017	Enrolment		Enrolment	Key Event
19 September 2017	University Secretary's Office		Latest date for the submission of Stage 1 Appeals from September Assessment Boards	Key Operation
21 September 2017	Quality		Latest date for submission of Subject External Examiner reports from Re-sit Assessment Boards	Key Operation
25 September 2017	Timetabling		Main Teaching begins	Key Operation
29 September 2017	Quality		Latest date for submission of Award External Examiner reports from Re-sit boards	Key Operation
30 September 2017	Examinations	Examination papers - May / August	Deadline for external examiners to complete examination paper moderation - for 17/18 assessment	Key Operation
28 October 2017	Reporting		Census date for return of FE data to DCELLS	Key Operation
11th May	Timetabling	To be confirmed	Weeks 1-10 released for ad-hoc bookings	
22/05/2017 - 09/06/2017	Timetabling	To be confirmed	Phase 3 Scheduling for activities with unrestricted timeslots	Key Operation
25/04/2017 - 28/04/2017	Timetabling	To be confirmed	Phase 2 Scheduling for activities with restricted timeslots e.g. part time	Key Operation
April 2017 TBC	Training		Award and Subject Board Chairs and Secretaries Training New Chairs and Secretaries - To be confirmed	Key Operation
April 2017 TBC	Training		Award and Subject Board Chairs and Secretaries Training – faculties/RWCMD - To be confirmed	Key Operation
July 2017 TBC	Open Days		Undergraduate Open Day TBC	Key Operation

Calendar of Key Events and Operation Dates 2016/2017

DATE	BUSINESS AREA	SUB AREA	KEY ACTIVITY	Key Event or Key Operation
May 2017 To be confirmed	Training		Award and Subject Board Chairs and Secretaries Training 'Mop Up'	Key Operation
October 2017 TBC	Open Days		Undergraduate Open Day TBC	Key Operation
September 2017 TBC	Open Days		Undergraduate Open Day TBC	Key Operation