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UNIVERSITY OF HERTFORDSHIRE

OUTLINE CALENDAR FOR THE ACADEMIC YEAR 2011-2012

DATES OF TERMS

AUTUMN	MONDAY 26 SEPTEMBER 2011 - FRIDAY 16 DECEMBER 2011 (Term 12 weeks) (Christmas vacation 3 weeks)
SPRING	MONDAY 9 JANUARY 2012 – FRIDAY 30 MARCH 2012 (Term 12 weeks) (Easter vacation 2 weeks)
SUMMER	MONDAY 16 APRIL 2012 - FRIDAY 25 MAY 2012 (Term 6 weeks) (Summer vacation 17 weeks)

DATES OF SEMESTERS

SEMESTER A	MONDAY 26 SEPTEMBER 2011 - FRIDAY 20 JANUARY 2012 (17 weeks, integral vacation 3 weeks) <i>There will be examinations on Saturday 21 January 2012 for certain students. Relevant staff and all students must be available to attend exams on this day.</i>
SEMESTER B	MONDAY 23 JANUARY 2012 – FRIDAY 25 MAY 2012 (18 weeks, integral vacation 2 weeks) <i>There will be examinations on Saturday 5 May 2012 and Saturday 12 May 2012 for certain students. Relevant staff and all students must be available to attend exams on this day.</i>

PUBLIC HOLIDAYS

Christmas	Sunday 25 December 2011 Monday 26 December 2011
Substitute Bank Holiday	Tuesday 27 December 2011
New Year	Sunday, 1 January 2012
Substitute Bank Holiday	Monday 2 January 2012
Easter	Friday 6 April 2012 Monday 9 April 2012
May Day	Monday 7 May 2012
Spring Bank Holiday	Monday 4 June 2012
Queen's Diamond Jubilee	Tuesday 5 June 2010
Summer Bank Holiday	Monday 27 August 2012

UNIVERSITY HOLIDAYS

The University will be closed from 16.00 hours on Friday 23 December 2011 until 08.30 hours on Tuesday 3 January 2012.

The University will also be closed on Tuesday 28 August 2012.

With effect from 2009-2010 the Easter vacation has been aligned with Hertfordshire County Council school vacation.

START OF ACADEMIC YEAR 2012-2013

Monday 24 September 2012 (Sunday 23 September 2012 for residential students)

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STRUCTURE OF THE UNIVERSITY'S ACADEMIC CYCLE – 2011-2012

Semester A

Week	Month	Monday	Activity
1	Sep 11	26	IND
2	Oct 11	3	T-1
3		10	T-2
4		17	T-3
5		24	T-4
6		31	T-5
7	Nov 11	7	T-6
8		14	T-7
9		21	T-8
10		28	T-9
11	Dec 11	5	T-10
12		12	T-11
13		19	V
14		26	V
15	Jan 12	2	V
16		9	T-12
17		16	EX

The total number of weeks in the academic cycle (including integral vacations) is **35**

Autumn term

Spring term

Summer term

Key:

IND = Induction T = Teaching
V = Vacation Ex = Examination
REV = Revision

Semester A:

1 week induction
12 weeks teaching
1 week examinations
3 weeks integral vacation
17 weeks **total**

Semester B

Week	Month	Monday	Activity
18	Jan 12	23	T-1
19	Feb 12	30	T-2
20		6	T-3
21		13	T-4
22		20	T-5
23	Mar 12	27	T-6
24		5	T-7
25		12	T-8
26		19	T-9
27	Apr 12	26	T-10
28		2	V
29		9	V
30	May 12	16	T-11
31		23	T-12
32		30	EX
33	May 12	7	EX
34		14	EX
35		21	EX

Semester B:

12 weeks teaching
4 weeks examinations
2 weeks integral vacation
18 weeks **total**

Remainder of 2011-2012

Week	Month	Monday	Activity
36	May 12	28	V
37	Jun 12	4	V
38		11	V
39		18	V/EX
40		25	V/EX
41	Jul 12	2	V
42		9	V
43		16	V
44		23	V
45		30	V
46	Aug 12	6	V
47		13	V
48		20	V
49		27	V
50	Sep 12	3	V
51		10	V
52		17	V

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ACADEMIC CYCLE – 2011-2012– Notes

Exams for Semester C Assessment and approved non-standard programmes only

Thursday 1 September 2011 – Friday 9 September 2011

Overseas orientation week:

Monday 19 September 2011 – Friday 23 September 2011

Local teaching arrangements

Faculties/Schools may make whatever arrangements are necessary or desirable to schedule teaching by their **own** staff, provided that:

- i any teaching by groups/schools (departments) outside the parent Faculty is by mutual agreement, it being understood that these groups/schools (departments) need feel under no obligation to take on a commitment;
- ii the interests of the different groups of students sharing the same modules and examinations, etc are not thereby prejudiced.

Semester A 2011-2012

Week	Month	Monday	Activity	Notes
1	Sep 11	26	IND	Induction week
2	Oct 11	3	T-1	Teaching
3		10	T-2	Teaching
4		17	T-3	Teaching Last date for students on standard Academic Year programmes to notify changes in their choice of semester A and B modules: Friday 21 October 2011
5		24	T-4	Teaching
6		31	T-5	Teaching Download of data taken for Sem A exam timetabling: Monday 31 October 2011
7	Nov 11	7	T-6	Teaching
8		14	T-7	Teaching <i>Awards Ceremonies (St Albans) for research and undergraduate awards gained in 2010-2011:</i> <i>Tuesday 15 November 2011 – Friday 18 November 2011</i>
9		21	T-8	Teaching
10		28	T-9	Teaching View of initial Semester A examination timetable: Monday 28 November 2011 Deadline for reporting Semester A examination timetable difficulties to the Examinations Office: Friday 2 December 2011
11	Dec 11	5	T-10	Teaching Semester A examination and re-sit papers to be received by Examinations Office: Friday 9 December 2011
12		12	T-11	Teaching Publication of final Semester A examination timetable: Monday 12 December 2011
13		19	V	Vacation
14		26	V	Vacation
15	Jan 12	2	V	Vacation
16		9	T-12	Teaching
17		16	EX	Semester A Examinations Monday 16 January 2012 – Saturday 21 January 2012 (including Saturday 21 January 2012) Formal, centrally-run examinations are held during Week 17 only. Faculties are reminded that not more than one third of the total number of modules offered in Semester A may be formally examined at the end of Semester A. Relevant staff and all students must be available to attend exams throughout this whole period.

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Semester B 2011 - 2012

Week	Month	Monday	Activity	Notes
18	Jan 12	23	T-1	Teaching
19		30	T-2	Teaching Examination Boards for Semester A examinations
20	Feb 12	6	T-3	Teaching
21		13	T-4	Teaching
22		20	T-5	Teaching Assessment panels held, Module Boards completed and results issued to students by Friday 24 February 2012
23		27	T-6	Teaching Download of data taken for Sem B exam timetabling: Monday 27 February 2012
24	Mar 12	5	T-7	Teaching Deadline for submission of appeals Friday 9 March 2012
25		12	T-8	Teaching
26		19	T-9	Teaching View of initial Semester B examination timetable: Monday 19 March 2012 Deadline for reporting Semester B examination timetable difficulties to the Examinations Office: Friday 23 March 2012
27		26	T-10	Teaching Semester B examination and re-sit papers to be received by Examinations Office: Friday 30 March 2012 Publication of final Semester B examination timetable: Friday 30 March 2012
28	Apr 12	2	V	Vacation
29		9	V	Vacation
30		16	T-11	Teaching
31		23	T-12	Teaching
32	May 12	30	EX	Examinations Semester B examinations Monday 30 April 2012 – Friday 25 May 2012 (including Saturday 5 May 2012 and Saturday 12 May 2012) All formal, centrally-run examinations should be contained within weeks 32-34. Any requests, because of exceptional circumstances, to hold formal examinations at any other time must be approved by the Assistant Registrar (Examinations and Conferments). Relevant staff and all students must be available to attend exams throughout this whole period. (Week 35: the majority of exams will be timetabled in weeks 32-34 with examinations for exempt programmes only in week 35) Marking takes place , (for coursework submission and exams)
33		7	EX	Examinations BANK HOLIDAY: Monday 7 May 2012 Semester B examinations Monday 30 April 2012 – Friday 25 May 2012 (including Saturday 5 May 2012 and Saturday 12 May 2012) All formal, centrally-run examinations should be contained within weeks 32-34. Any requests, because of exceptional circumstances, to hold formal examinations at any other time must be approved by the Assistant Registrar (Examinations and Conferments). Relevant staff and all students must be available to attend exams throughout this whole period. (Week 35: the majority of exams will be timetabled in weeks 32-34 with examinations for exempt programmes only in week 35) Marking takes place , (for coursework submission and exams)

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Semester B 2011-2012 continued

34	May 12	14	EX	<p>Examinations</p> <p>Semester B examinations Monday 30 April 2012 – Friday 25 May 2012 (including Saturday 5 May 2012 and Saturday 12 May 2012) All formal, centrally-run examinations should be contained within weeks 32-34. Any requests, because of exceptional circumstances, to hold formal examinations at any other time must be approved by the Assistant Registrar (Examinations and Conferments).</p> <p>Relevant staff and all students must be available to attend exams throughout this whole period. (Week 35: the majority of exams will be timetabled in weeks 32-34 with examinations for exempt programmes only in week 35)</p> <p>Marking takes place, (for coursework submission and exams)</p>
35		21	EX	<p>Examinations</p> <p>Semester B examinations Monday 30 April 2012 – Friday 25 May 2012 (including Saturday 5 May 2012 and Saturday 12 May 2012) All formal, centrally-run examinations should be contained within weeks 32-34. Any requests, because of exceptional circumstances, to hold formal examinations at any other time must be approved by the Assistant Registrar (Examinations and Conferments).</p> <p>Relevant staff and all students must be available to attend exams throughout this whole period. (Week 35: the majority of exams will be timetabled in weeks 32-34 with examinations for exempt programmes only in week 35)</p> <p>Marking takes place, (for coursework submission and exams)</p> <p>End of Term 25 May 2012</p>

Summer period 2012

Week	Month	Monday	Activity	Notes
36		28	V	Module Boards of Examiners Monday 28 May 2012 – Friday 1 June 2012.
37	Jun 12	4	V/REV	<p>BANK HOLIDAY: Monday 4 June 2012 QUEENS' DIAMOND JUBILEE holiday: Tuesday 5 June 2012 Vacation and revision week for students taking referred/deferred examinations in weeks 39 and 40. Download of referral grades taken for Ref/Def exam timetabling: Wednesday 6 June 2012 after 5.00pm Examination Board results, including referrals/deferrals must be issued to students by Thursday 7 June 2012</p>
38		11	V/REV	<p>Vacation and revision week for students taking referred/deferred examinations in weeks 39 and 40 Publication of resit examination timetable: Tuesday 12 June 2012</p>
39		18	EX	<p>Examinations Referred/deferred examinations for Semesters A and B 2011/2012 Tuesday 19 June 2012 – Friday 29 June 2012 Assessment Panels held Deadline for submission of appeals Friday 22 June 2012 Marking takes place, (for coursework submission and exams)</p>
40		25	EX	<p>Examinations Referred/deferred examinations for Semesters A and B 2011/2012 Tuesday 19 June 2012 – Friday 29 June 2012 Assessment Panels held Marking takes place, (for coursework submission and exams)</p>

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41	Jul 12	2	V	Vacation Marking takes place , (for coursework submission and exams)
42		9	V	Vacation Boards of Examiners to be held and results to be published to students Assessment Panels held
43		16	V	Vacation Boards of Examiners to be held and results to be published to students.
44		23	V	Vacation. Examination Board results must be issued to students by Friday 27 July 2012.
45	Aug 12	30	V	Vacation Progression deadline Friday 3 August 2012
46		6	V	Vacation Deadline for submission of appeals Friday 10 August 2012
47		13	V	Vacation
48		20	V	Vacation
49		27	V/EX	Examinations for Semester C Assessment and approved non-standard programmes only Thursday 30 August 2012– Friday 7 September 2012
50	Sept 12	3	V/EX	Examinations for Semester C Assessment and approved non-standard programmes only Thursday 30 August 2012– Friday 7 September 2012
51		10	V	Vacation
52		17	V	Vacation