Key Dates Calendar August 2023 - December 2024

Category:

Academic Calendar
Appeals & Extenuating Circumstances
International Ops & Student Recruitment
S3 Programme and Student Support (PASS) Team
Timetable Related Tasks
SHSC specific date
Global Online
S3 Student Administration
Business Planning & Intelligence
Students
S3 relevant team (Business & Leadership or PASS)
IS (includes Academic & Student Lifecycle Team)
Academic Colleagues

Acade	mic Year 2023/24	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Timetabling Activity 1	Timetabling Activity 2
×		Resit Assessment ENDS									
10	Sat 05/08/2023	(Transcript embargo period									
<u>Ľ</u>	Sun 06/08/2023	Online Designation took on one for	Cuitab an the antine antine			CO unload Eversination	Indiantica Datas COA may to	Empile antiquing students	Deleges Welsons West		
	Mon 07/08/2023	Online Registration task opens for continuing students	Switch on the online option task to check for 2023/24 Student Course Enrolment (SCE)			S3 upload Examination papers to sharepoint	Indicative Date: SQA results embargo period	Email continuing students with an eligible registration status (RM1) asking them to re-register for session 2022/3	Release Welcome Week Calendar to students through email advising calendar is available		
_	Tue 08/08/2023	Clearing main operation startsTBC				S3 upload Examination papers to sharepoint	Indicative Date: SQA results embargo period	SQA results day			
ek 1	Wed 09/08/2023	By 12noon - Academic Mark Submission for Resit results				S3 upload Examination papers to sharepoint					
TR3 - We	Thu 10/08/2023	By 5pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	Indicitive Resit Extenuating Retrospective Circumstances Deadline	Overnight - Cognos report		Student Admin upload to Exams Server					
	Fri 11/08/2023	By 11am - Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 12noon - Finalise any amended marks, have all marks confirmed and agreed in SITS	From noon - ASL run Central Calculation Report and confrims to S3 once process completed		Student Admin upload to Exams Server	Indicative Date: JCQ results embargo period				
	Sat 12/08/2023 Sun 13/08/2023										
	Mon 14/08/2023	Pre-Programme Assessment Board paper generation & mark- up	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators		By 5pm - SHSC Early Finishers only: Academic Mark Submission for TR2 results	Student Admin upload to Exams Server	Indicative Date: JCQ results embargo period				
	Tue 15/08/2023	Pre-Programme Assessment Board mark-up			Marks upload into SITS	Academics to check Exams Server	Indicative Date: JCQ results embargo period				
Week 12	Wed 16/08/2023	Pre-Programme Assessment Board mark-up			By 12noon - SHSC Early Finishers only: Finalise any amended mark and have all marks confirmed and agreed in SITS	Server Students check of Exams site	Indicative Date: JCQ results embargo period				
TR3 - \	Thu 17/08/2023	Pre-Programme Assessment Board Meetings			SHSC Early Finishers only: Pre-Assessment Board Printing	Students check of Exams site	Indicative Date: JCQ results embargo period				
	Fri 18/08/2023	Pre-Programme Assessment Board Meetings			SHSC Early Finishers only: Pre-Assessment Board Printing & Mark up	S3/Student Admin to help resolve any queries with Exams Server					
02212	Sat 19/08/2023	Trimester 3 Teaching ENDS ↑ (Transcript embargo period									
4	Sun 20/08/2023										
	Mon 21/08/2023	Resit Programme Assessment Boards	Four week window for academic colleagues to request their TR1 exam delivery i.e. on campus or online for session 2023/24		SHSC Early Finishers only: Pre-Assessment Board Mark up		Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance			Student Allocation TR1 (New Students)	
	Tue 22/08/2023	Resit Programme Assessment Boards	TIMILE ILII SESSIUI ZUZ VZA		SHSC Early Finishers only: Pre-Assessment Board Mark up		Run Registration Helpdesk	Email new students, with an Unconditional Firm offer, to complete the online registration process (RM3) (emails will be sent in batches)			
/eek 13	Wed 23/08/2023	Resit Post Board Processing			SHSC Early Finishers only: Pre-Assessment Board Meetings		Run Registration Helpdesk				
TR3 - W Exams	Thu 24/08/2023	By 9am - all Post Assessment Board Processing to be completed	10am - ASL run Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	SHSC Early Finishers only: Pre-Assessment Board Processing: final paper amendments, consider EC's and confirm hours completions with placements	From 9am - MS "Exam results issues report" generated by School's nominee for reassessment board and corrective action taken	Run Registration Helpdesk				
	Fri 25/08/2023			Tier 4 processing by S3	SHSC Early Finishers only: TR2 Programme Assessment Boards	By 5pm - MS "Exam results issues report" generated by School's nominee for reassessment board and corrective action taken	Run Registration Helpdesk				
	Sat 26/08/2023	Trimester 3 ENDS									
	Sun 27/08/2023										

Mon 28/08/2023	Resit Publication Date (Transcript embargo period ends)	Update results container in eStudentRecords to active	AM - Tier 4 Resit progression decisions entered	SHSC Early Finishers only: TR2 Post Board Processing		Run Registration Helpdesk		TR1 Individual Timetable Publication (New Students)	Student Allocation TR1 (New Students)
Tue 29/08/2023	Resit roll forward			SHSC Early Finishers only: TR2 Post Board Processing		Run Registration Helpdesk			
Wed 30/08/2023	Resit roll forward	Upskilling return 2 (exact date TBC)		SHSC Early Finishers only: Results letter sent through SITS		Run Registration Helpdesk			
Thu 31/08/2023	Resit roll forward			SHSC Early Finishers only: Results letter sent through SITS		Run Registration Helpdesk			
Fri 01/09/2023	Resit roll forward	TR3 Extenuating Retrospective Circumstances Deadline		SHSC Early Finishers only: Results letter sent through SITS		Run Registration Helpdesk			
Sat 02/09/2023 Sun 03/09/2023									
Mon 04/09/2023	By 12noon - Academic Mark Submission for TR3 results	By 2pm - Resit Academic Appeals Deadline	Trimester 1 BEGINS		Indicative Date: Run Registration Advice Centre rotating across all 3 campuses (exact dates to be	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
Tue 05/09/2023	Marks upload into SITS				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Wed 06/09/2023	By 2pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	2pm - ASL run 0/NA process ahead of Cognos report	Overnight - Cognos report		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Thu 07/09/2023	Academic mark confirmation	By 4pm - Any mark scaling to be approved by VP/HOLTA	From 4pm amend any marks and process marks as confirmed and agreed in SITS		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Fri 08/09/2023	By 12noon - Finalise any amended mark and have all marks confirmed and agreed in	From 1pm - ASL run Central Calculation Report and confrims to S3 once process	Extenuating Circumstances Outcome spreadsheet shared with Programme		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Sat 09/09/2023		completed	Administrators						
Sun 10/09/2023 Mon 11/09/2023	Pre-Assessment Board Printing &		Tier 4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) resit		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
T 40/00/0000	Pre-Assessment Board Mark up		publication date		Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global		
Tue 12/09/2023	Pro Assessment Board Mark up				Registration Advice Centre Indicative Date: Run	Run Registration Helpdesk	Mobility) Exchange Fest (Global		
Wed 13/09/2023	3				Registration Advice Centre		Mobility)		
Thu 14/09/2023	Pre-Assessment Board Meetings				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Fri 15/09/2023 Sat 16/09/2023	Pre-Assessment Board Meetings	Window closes for academic colleagues to request their exam delivery i.e. on campus or online for TR1 exams in session 2023/24	By 12noon - Global Online only: Academic Mark Submission for TR3 results		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Sun 17/09/2023									
Mon 18/09/2023			Global Online only: Marks uploaded and verification sheets produced		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
Tue 19/09/2023	TR3 Programme Assessment Boards		Global Online only: Marks uploaded and verification sheets produced		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Wed 20/09/2023	TR3 Programme Assessment Boards		By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Thu 21/09/2023	TR3 Programme Assessment Boards		By 12noon - Global Online only: ASL to centrally process C & Ps		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Fri 22/09/2023	TR3 Programme Assessment Boards OR Post Board Processing	Final decision date on exam delivery for TR1 modules session 2023/24.	Global Online only: Pre- Assessment Board Printing & Mark up	Last date for TRI 1 Registration	Indicative Date: Run Registration Advice Centre rotating across all 3 campuses (exact dates to be	Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	Exchange Fest (Global Mobility)		
Sat 23/09/2023 Sun 24/09/2023									
Mon 25/09/2023	TR3 Post Board Processing		Global Online only: Pre- Assessment Board Mark up	Student Administration identify and notify Schools of the students who have not fully completed the registration process by email/SharePoint			Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	
Tue 26/09/2023	TR3 Post Board Processing		Global Online only: Pre- Assessment Board Mark up	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)			Exchange Fest (Global Mobility)		
Wed 27/09/2023	By 5pm - all Post Assessment Board Processing to be completed		Global Online only: Pre- Assessment Board Meetings				Exchange Fest (Global Mobility)		

		Py /nm International	Global Online only: Pre-		Post Board processing	From 9am - MS "Exam results	Exchange Fest (Global			
	passes to International Support	By 4pm - International Support undertake checks	Assessment Board Meetings		checks undertaken by	issues report" generated by	Mobility)			
Thu 28/09/2023		and send report to S3 for Tier			nominated school	School's nominee for TR3				
		4 processing				boards and corrective action taken				
Fri 29/09/2023	Tier 4 processing by §3		Global Online only: TR3	Exam Spreadsheet issued to		"Exam results issues report"	Exchange Fest (Global			
FII 29/09/2023			Programme Assessment Boards	Schools			Mobility)			
Sat 30/09/2023			Dog. Go							
Sun 01/10/2023	By 12noon - S3 to complete Tier 4		Global Online only: TR3	Planning & Business	Main application round for	"Exam results issues report"	Exchange Fest (Global	Deadline for Schools to inform	Timetable Data Entry	
Mon 02/10/2023	processing and return report		Post Board Processing	Intelligence - Student Number Reporting begins	2023/24 outgoing exchanges opens (Global Mobility)	ZXam recalle lecado report	Mobility)	Student Administration of the students not to be set to AX/AW as they have been engaging/attending	TR2/TR3	
Tue 03/10/2023	From 12noon - Degree checking by School teams	At 5pm - lose access to store in SAW & are asked to stop processing awards ahead of Confermant Process	By 12noon - Global Online only: TR3 Post Board Processing From 12noon - Degree checking by School teams		By 5pm each school nominated person completes the post Board processing checks	"Exam results issues report"	Exchange Fest (Global Mobility)			
Wed 04/10/2023	System Conferement Process Runs	Degree checking by School teams	Update results container in eStudentRecords to active	Non registered students to AX/AW	Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	"Exam results issues report"	Exchange Fest (Global Mobility)	Student Administration provide lists to ASL and Visa & International Support of students to be set to AX/AW		
Thu 05/10/2023	By 12noon - ASL complete Conferment Process					By 5pm - MS "Exam results issues report" generated by School's nominee for TR3 boards and corrective action taken	Exchange Fest (Global Mobility)			
Fri 06/10/2023	TR3 publication date (Transcript embargo period ends)		Prizes and Medal information entered in SITS				Exchange Fest (Global Mobility)	Deadline for Visa & International Support to inform the Home Office of students not engaging/attending		
Sat 07/10/2023										
Sun 08/10/2023					Deadline for Tier 4 non-				Timetable Data Entry	
Mon 09/10/2023					enrolment reporting Research				TR2/TR3	
Tue 10/10/2023					students	+				
Wed 11/10/2023		By 12noon - All degree checked & Any GRAD forms to be completed	Global Online only: Graduation deadline	From 12noon - Student Admin Graduation checking						
Thu 12/10/2023				Student Admin Graduation						
Fri 13/10/2023	By 2pm - TR3 Academic Appeals Deadline	Draft TR1 Exam timetable to Schools	Deadline for Tier 4 non- enrolment reporting - Research students	checking Deadline for Academic Staff to submit examination papers for trimester one to S3 for						
			Nesearch students	formatting						
Sat 14/10/2023 Sun 15/10/2023										
Mon 16/10/2023	S3 Campus Groups to format								Timetable Data Entry	
Tue 17/10/2023	Examination papers Examination papers - formatting	HEAR for Autumn graduates - link to spreadsheet indicating Quality or PASS activity needed to correct errors in SITS	PEG Convenor request that all Schools resolve inaccuracies highlighted by the spreadsheet at source (SITS).						TR2/TR3	
Wed 18/10/2023	Examination papers - formatting		Resolve SITS inaccuracies							
Thu 19/10/2023 Fri 20/10/2023	Examination papers - formatting Examination papers - formatting	Publication of TR1 Examination Timetable	Resolve SITS inaccuracies Resolve SITS inaccuracies		Tier 4 deadline to report sponsorship withdrawal to					
Sat 21/10/2023					UKVI (if no appeal)					
Sun 22/10/2023	Evereination name ()		Decelve OITO in a service						Timetable Oak adultura	
Mon 23/10/2023	Examination papers - formatting		Resolve SITS inaccuracies						Timetable Scheduling TR2/TR3	
Tue 24/10/2023	Examination papers - formatting		Resolve SITS inaccuracies	Autumn Graduation						
Wed 25/10/2023	Examination papers - formatting Examination papers - formatting	EE review of examination	Resolve SITS inaccuracies Resolve SITS inaccuracies	Autumn Graduation Autumn Graduation					+	
Thu 26/10/2023		papers				1				
Fri 27/10/2023	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies							
Sat 28/10/2023										
Sun 29/10/2023 Mon 30/10/2023	Examination papers - formatting	EE review of examination papers	PASS teams confirm SITS resolution of inaccuracies to PEG Convenor. PEG Convenor then sends	Generation of the HEAR	HESA Student Return – Final Submission Date				Timetable Scheduling TR2/TR3	
Tue 31/10/2023	Examination papers - formatting	EE review of examination papers	Confirmation to ASI. Team High-level student number targets agreed (exact date	Generation of the HEAR	Tuition Fee Forecast (Quarter 1) – Student activity inputs run					
Wed 01/11/2023	Examination papers - formatting	EE review of examination		Generation of the HEAR						
	Quality Check on Exam Papers and upload to Sharepoint - S3	papers		Generation of the HEAR						
Thu 02/11/2023	• · · · · · · · · · · · · · · · · · · ·		I							
Thu 02/11/2023 Fri 03/11/2023	Campus Groups Examination papers - checks			S3 advised once the HEARs						

Sat 04/11/2023 Sun 05/11/2023						
Mon 06/11/2023	Examination papers - checks		Upload Spreadsheet for all schools minus TBS for the TR2 online module selections identifier. From this S3 update and amend the spreadsheet to reflect programmes running in session 2022/23 to mark if online option module task is needed for TR2 option modules.	Spot checks in HEARs undertaken by PASS teams. Refer any accreditation error to school Quality team		Timetable Scheduling TR2/TR3
Tue 07/11/2023 Wed 08/11/2023 Thu 09/11/2023	Examination papers - checks Examination papers - checks Examination papers - checks			AM - PASS Managers send confirmation to PEG Convenor that spot checks have been undertaken and any amendments made that necessitate a re-run of the HEAR by ASL Team	By 12noon - PEG Convenor confirmation to ASL that all spot checks complete and link to any updates needed provided	
Fri 10/11/2023 Sat 11/11/2023	Student Admin upload to Exams Server		Tier 4 TR3 deadline to report sponsorship withdrawal to UKVI (if appeal)			
Sun 12/11/2023 Mon 13/11/2023	Examination papers - upload		Main application round for 2022/23 outgoing exchanges closes (Global Mobility)		HEAR Publication (announcement to students via Edinburgh Napier e-mail	TR2/3 Timetable Draft Module Timetable Available w/c 13th November
Tue 14/11/2023 Wed 15/11/2023 Thu 16/11/2023 Fri 17/11/2023 Sat 18/11/2023 Sun 19/11/2023	Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload				account)	
Mon 20/11/2023	Module Leaders/Examiners to Check Examination Moodle Site	S3 to send Academics outlook calendar reminder for TR1 Marks Submission Deadline				Timetable Module changes processed TR2/TR3
Tue 21/11/2023 Wed 22/11/2023 Thu 23/11/2023	Module Leaders/Examiners to Check Examination Moodle Site Module Leaders/Examiners to Check Examination Moodle Site S3/Student Admin to help resolve any queries with Exam Server	Deadine				
Fri 24/11/2023	S3/Student Admin to help resolve any queries with Exam Server					
Sat 25/11/2023 Sun 26/11/2023 Mon 27/11/2023	Student Check of Exam Server		By 5pm PASS teams update the DMD for programmes with a B and Occurrence intake, and A occurrence for TR2			TR2/3 Timetable Module Timetable Published (Declared) w/c 27th November
Tue 28/11/2023	Student Check of Exam Server	By noon each PASS Manager confirm the programmes that will be offering TR2 option selections for students in session 2022/3.			CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all	
Wed 29/11/2023	Student Check of Exam Server				CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all	
Thu 30/11/2023	S3/Student Admin to help resolve any queries with Exam Server				CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all	
Fri 01/12/2023	S3/Student Admin to help resolve any queries with Exam Server				OPT module eVision task launched for Occurrence B students in TBS, SAS, SoC, SACI and SAS	
Sat 02/12/2023 Sun 03/12/2023	Trimester 1 Teaching ENDS ↑					
Mon 04/12/2023	Update results container in eStudentRecords to suspended	SITS Test Upgrade	Registration task and welcome emails released to students with a UF offer for TR2			TR2/3 Timetable Student Allocation (Continuing Students)
Tue 05/12/2023 Wed 06/12/2023		SITS Test Upgrade SITS Test Upgrade				
Thu 07/12/2023 Fri 08/12/2023		SITS Test Upgrade SITS Test Upgrade				

10 11	Sun 10/12/2023							
<u> </u>			SITS Test Upgrade				TR2/3 Timetable Student	
eek	Mon 11/12/2023						Allocation (Continuing Students)	
X 0	Tue 12/12/2023 Wed 13/12/2023		SITS Test Upgrade SITS Test Upgrade					
Wee	Thu 14/12/2023	Early Statistics Return submission deadline (exact date TBC)	SITS Test Upgrade					
<u> </u>	Fri 15/12/2023	` ,	SITS Test Upgrade					
	Sat 16/12/2023	Trimester 1 ENDS ↑ (Transcript embargo period						
	Sun 17/12/2023	begins)						
							TR2/3 Timetable Individual Publication for Continuing	
	Mon 18/12/2023						Students w/c 18th December	
	Tue 19/12/2023	Deadline for entry of welcome						
	Wed 20/12/2023 Thu 21/12/2023	week Calendar						
▎▕⋝░∄	Fri 22/12/2023 Sat 23/12/2023							
STUE Winte	Sun 24/12/2023	Fixed Holiday: Winter Closure						
	Mon 25/12/2023 Tue 26/12/2023							
	Wed 27/12/2023 Thu 28/12/2023							
l l	Fri 29/12/2023 Sat 30/12/2023							
A S	Sun 31/12/2023 Mon 01/01/2024							
9	Tue 02/01/2024	Fixed Holiday: Winter Closure						
TER	Wed 03/01/2024	, , , , , , , , , , , , , , , , , , , ,					TR2/3 Timetable Student	
MES	Thu 04/01/2024	Indicitive TR1 Extenuating					Allocation (New Students)	
TRI ent w	Fri 05/01/2024	Retrospective Circumstances Deadline						
	Sat 06/01/2024 Sun 07/01/2024	Deadilite						
deve	Guii 6776 17262-4	Publication of Welcome Week Calendar		Run Registration Helpdes (run by Student	k		TR2/3 Timetable Individual Publication for New Students	
tion 8	Mon 08/01/2024	Caleridai		Administration/Visa & International Support and			w/c 8th January	
epara	Tue 09/01/2024			Finance Run Registration Helpdes				
g, p	Wed 10/01/2024	By 5pm - Academic Marks		Run Registration Helpdes Run Registration Helpdes	k			
Markir	Thu 11/01/2024	Submission for TR1 results By 5pm - Marks uploaded and		Run Registration Helpdes				
	Fri 12/01/2024	verification sheets produced. Any non-submission of marks reported		rta rtogioao.,pass				
		to HOSS for action						
	Sun 14/01/2024	9am - ASL runs 0/NA process	Overnight - Cognos report Trimester 2 BEC	S Run Registration Helpdes	k Window opens for academic		TR2/3 Timetable Student	
¥		ahead of Cognos report	/	Train region and riving	colleagues to request their TR2 exam delivery i.e. on campus or online for session 2023/24		Allocation (New Students)	
Icome Wee	Tue 16/01/2024	Academic mark confirmation process. Includes any exceptional scaling approved by VP/HOLTA	By 4pm - Any mark scaling to be approved by VP/HOLTA From 4pm amen and process mar confirmed and ag	as				
Week 1 We		By 12noon - Finalise any amended marks, have all marks confirmed and agreed in SITS	From 1pm - ASL run Central Calculation Report and confirm to S3 once process completed Extenuating Circulation Outcome spread with Programme Administrators		k			
TR2 - \		From 9am - Pre-Programme Assessment Board paper generation & mark-up		Run Registration Helpdes				
	Fri 19/01/2024	Pre-Programme Assessment Board mark-up		Run Registration Helpdes	k			
	Sat 20/01/2024 Sun 21/01/2024							
	101011 22/01/2024	Pre-Programme Assessment Board Meetings		Run Registration Helpdes			TR2/3 Timetable Student Allocation (New Students)	
	Tue 23/01/2024	Pre-Programme Assessment Board Meetings		Run Registration Helpdes				
Week	Med 24/01/2024	Pre-Programme Assessment Board Meetings		Run Registration Helpdes				
R2 - 1	Thu 25/01/2024	TR1 Programme Assessment Boards		Run Registration Helpdes				
	Fri 26/01/2024	TR1 Programme Assessment Boards		Run Registration Helpdes	K			
	Sat 27/01/2024 Sun 28/01/2024							

	N	Mon 29/01/2024	TR1 Programme Assessment			Run Registration Helpdesk				TR2/3 Timetable Student	
	-		Boards TR1 Post Board Processing	+	Upskilling return 1 (exact date	Run Registration Helpdesk	+	+	+	Allocation (New Students)	+
	<u> </u>	Tue 30/01/2024		F	TBC)		14 12 "=				
		↓	By 11am - all Post Programme Assessment Board Processing to	From 12noon - ASL run Tier 4 report and passes to	Tuition Fee Forecast (Quarter 2) – Student activity inputs run		From 11am - MS "Exam results issues report"				
	٧	Wed 31/01/2024	be completed	International Support	L, Stadont douvity inputs full		generated by School's				
			· —	•			nominee for TR1 boards and				
	<u>,</u>		By 10am - International Support	From 10am - Tier 4		Run Registration Helpdesk	Corrective action taken Matters arising from "Exam		+		
	χ Τ	Thu 01/02/2024	By 10am - International Support undertake checks and send report	processing by S3			results issues report"				
	ě M		to S3 Disable the 'undo' option from the	By 12noon - Complete Tier 4	Module Availability (MAV)	Run Registration Helpdesk	corrected By 5pm - MS "Exam results		+		
5	- KZ		online module task (thus requiring	checks and return	rollforward to create MAV for	(run by Student	issues report" completed by				
F	= F	Fri 02/02/2024	students to contact their PASS team to amend optional module	spreadsheet	session 2023-24 (provisional date)	Administration/Visa & International Support and	School's nominee for TR2 boards and all corrective				
			choice/s)		Judio)	Finance	action taken.				
	S	Sat 03/02/2024				1					
								NOTE: Curriculum			
								Management team will advise on MAV Roll Rorward dates			
	S	Sun 04/02/2024						closer to time and work with			
								affected areas			
		0-10-10-1		By 12 noon - SITS deadline	Update results container in /						
	M	Mon 05/02/2024	(Transcript embargo period ends)	for prizes and medals input	eStudentRecords to active						
								Tier 4 RESITS deadline to			
4	4 L	Tue 06/02/2024						report sponsorship withdrawal			
23/2	ğ L							to UKVI (if appeal)			
202		Wed 07/02/2024 Thu 08/02/2024									
ER 2	- KZ	1110 00/02/2024					Window closes for academic		+		
		Fri 00/02/2024					colleagues to request their				
TRIME	-	Fri 09/02/2024					TR2 exam delivery i.e. on campus or online for session				
TR		Dat 40/00/0004					2023/24				
		Sat 10/02/2024 Sun 11/02/2024									
		Mon 12/02/2024	By 2pm - TR1 Academic Appeals								
		Tue 13/02/2024	Deadline			+ +					
u		Wed 14/02/2024			Non registered students set to						
700	i keel				AX/AW	AX/AW	Final decision date on exam		+		
	<u>`</u> T	Thu 15/02/2024					delivery for TR2 modules				
	¥ ├	T 1 40/05/555	Exam Spreadsheet issued to	Trimester 1 Module Results		AX/AW students reported to	session 2023/24.		+		
		Fri 16/02/2024	Schools	Analysis completed		Home Office					
	9	Sat 17/02/2024 Sun 18/02/2024									
				SITS Upgrade to 10.5 TBC	T4 deadline to report						
	۵ ا	Mon 19/02/2024			sponsorship to withdrawal to UKVI (if no appeal) TR1						
	Š L	T 00/05/335			publication						
		Tue 20/02/2024 Wed 21/02/2024		SITS Upgrade to 10.5 TBC SITS Upgrade to 10.5 TBC		+			+		
j j	Z Y	Thu 22/02/2024		SITS Upgrade to 10.5 TBC							
		Fri 23/02/2024 Sat 24/02/2024		SITS Upgrade to 10.5 TBC							
	S	Sun 25/02/2024									
		Mon 26/02/2024 Tue 27/02/2024							+		
3	¥ ∑	Wed 28/02/2024									
	? $ extstyle ext$	Thu 29/02/2024	Deadline for exams spreadsheet			+			+		
	Y L	Fri 01/03/2024	to ASL								
		Sat 02/03/2024 Sun 03/03/2024									
	Ν	Mon 04/03/2024		Generate assessment holes							
2		Tue 05/03/2024 Wed 06/03/2024		Generate assessment holes		+			+		
		Thu 07/03/2024	,								
	; F	Fri 08/03/2024	Draft TR2 Exam Timetable to Schools								
	- <u> S</u>	Sat 09/03/2024	30110013								
		Sun 10/03/2024 Mon 11/03/2024									
		Tue 12/03/2024	S3 paper collation for Externals								
			S3 paper collation for Externals	Deadline for Tier 4 non-	T4 deadline to report						
	و ک	Wed 13/03/2024		enrolment reporting - Research students	sponsorship to withdrawal to UKVI (if appeal) TR1						
	_ ∧e		C2 and married to Fig. 1		nublication nublication						
	<u>;</u> т	Thu 14/03/2024	S3 sends papers to Externals for moderation								
	- 1	Fri 15/03/2024	Publication of TR2 Examination								
		Sat 16/03/2024	Timetable								
		Sun 17/03/2024	B III ()								
	I _M	Mon 18/03/2024	Deadline for Academic Staff to submit examination papers for								
		10/00/2024	submit examination papers for trimester two to S3 for formatting								
_											

X		▼ S3 Campus Groups to format	External Moderation							
ee	Tue 19/03/2024	examination papers/EE to review								
	Wod 20/02/2024	examination papers								
3	Wed 20/03/2024 Thu 21/03/2024	Examination papers - formatting Examination papers - formatting							+	
	Fri 22/03/2024	Examination papers - formatting								
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		Examination papers - formatting	External Examiners				+	1		
	Thu 28/03/2024	Taxamination papers formatting	Moderation Deadline							
	Fri 29/03/2024	Fixed Holiday: Spring Closure								
	Sat 30/03/2024									
	Sun 31/03/2024	Fixed Heliday, Spring Clasure								
	Mon 01/04/2024	Fixed Holiday: Spring Closure								
		Examination papers - formatting	HE-BCI return submission	Window opens for academic						
		Taxammanen papere Termaning	deadline (exact date tbc)	colleagues to request their						
X	Tue 02/04/2024		, , , , , , , , , , , , , , , , , , , ,	TR3 exam delivery i.e. on			1			
REAK				campus or online for session						
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ER 2 -		Quality Check on Exam Papers and upload to Sharepoint - S3	Programme spreadsheets posted for online module			Programme spreadsheets to be amended to reflect				
		Campus Groups	enrolment task based on			programmes running in				
ST STL	Wed 03/04/2024	Campus Groups	previous year			session 2023/24 and to mark				
	VVeu 03/04/2024		provided year			if online option module task is				
본						needed (TR1 & 2 for TBS and				
						TR1 only for remaining				
		Examination papers - checks	TR3 CMP module enrolments	+		achaola)	+		+	+
		LAMINICATION PAPOIS SUITEDAS	for SACI, SoC, SEBE and							
	Thu 04/04/2024		SHSC. TBS and SAS				1			
			undertake enrolments						1	
		Evonsing tion is a real of the second of the	manually	+	_		+		+	+
		Examination papers - checks	TR3 CMP module enrolments							
	Fri 05/04/2024		for SACI, SoC, SEBE and SHSC. TBS and SAS							
	111100/04/2024		undertake enrolments							
			manually							
	Sat 06/04/2024									
	Sun 07/04/2024	5								
	Mon 08/04/2024	Examination papers - checks	Enterprise Upgrade to 3.17							Timetable Data Collection
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	T 00/04/0004	Server			S3 to send Academics outlook calendar reminder for					
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Week 1					outlook calendar reminder for					
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- Week 14 TR2 - Week 13 TR2 - Week	Wed 10/04/2024 Thu 11/04/2024 Fri 12/04/2024 Sat 13/04/2024 Mon 15/04/2024 Tue 16/04/2024 Tue 16/04/2024 Thu 18/04/2024 Fri 19/04/2024 Sat 20/04/2024 Sat 20/04/2024 Mon 22/04/2024 Tue 23/04/2024 Thu 25/04/2024	Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server Academics to check Exams Server S3/Student Admin to help resolve any queries with Exams Server S3/Student Admin to help resolve any queries with Exams Server Students check of Exams site Students check of Exams site S3/Student Admin to help resolve any queries with Exam Server S3/Student Admin to help resolve any queries with Exam Server Timester 2 Teaching ENDS Tuition Fee Forecast (Quarter 3) —	Enterprise Upgrade to 3.17 Enterprise Upgrade to 3.17 Enterprise Upgrade to 3.17 Clearing aplication round for TR2 2023/24 outgoing exchanges opens (Global Mobility) IS check Exam Site Update results container in eStudentRecords to	delivery for TR3 modules	outlook calendar reminder for TR2 Marks Submission					Timetable Data Collection TR1 Timetable Data Collection TR1 Timetable Data Collection
- Week 14 TR2 - Week 13 TR2 - Week	Wed 10/04/2024 Thu 11/04/2024 Fri 12/04/2024 Sat 13/04/2024 Sun 14/04/2024 Mon 15/04/2024 Tue 16/04/2024 Thu 18/04/2024 Thu 18/04/2024 Fri 19/04/2024 Sat 20/04/2024 Sun 21/04/2024 Tue 23/04/2024 Thu 25/04/2024	Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server Academics to check Exams Server S3/Student Admin to help resolve any queries with Exams Server S3/Student Admin to help resolve any queries with Exams Server Students check of Exams site Students check of Exams site S3/Student Admin to help resolve any queries with Exam Server S3/Student Admin to help resolve any queries with Exam Server Timester 2 Teaching ENDS Tuition Fee Forecast (Quarter 3) —	Enterprise Upgrade to 3.17 Enterprise Upgrade to 3.17 Enterprise Upgrade to 3.17 Clearing aplication round for TR2 2023/24 outgoing exchanges opens (Global Mobility) IS check Exam Site Update results container in eStudentRecords to		outlook calendar reminder for TR2 Marks Submission					Timetable Data Collection TR1 Timetable Data Collection TR1 Timetable Data Collection
- Week 14 TR2 - Week 13 TR2 - Week	Wed 10/04/2024 Thu 11/04/2024 Fri 12/04/2024 Sat 13/04/2024 Mon 15/04/2024 Tue 16/04/2024 Tue 16/04/2024 Thu 18/04/2024 Fri 19/04/2024 Sat 20/04/2024 Sat 20/04/2024 Mon 22/04/2024 Tue 23/04/2024 Thu 25/04/2024	Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server Academics to check Exams Server S3/Student Admin to help resolve any queries with Exams Server S3/Student Admin to help resolve any queries with Exams Server Students check of Exams site Students check of Exams site S3/Student Admin to help resolve any queries with Exam Server S3/Student Admin to help resolve any queries with Exam Server Timester 2 Teaching ENDS Tuition Fee Forecast (Quarter 3) —	Enterprise Upgrade to 3.17 Enterprise Upgrade to 3.17 Enterprise Upgrade to 3.17 Clearing aplication round for TR2 2023/24 outgoing exchanges opens (Global Mobility) IS check Exam Site Update results container in eStudentRecords to	delivery for TR3 modules	outlook calendar reminder for TR2 Marks Submission					Timetable Data Collection TR1 Timetable Data Collection TR1 Timetable Data Collection

	0									
	Sat 04/05/2024 Sun 05/05/2024									
	Mon 06/05/2024 Tue 07/05/2024								Timetable Data Entry TR1	
k 15	Wed 08/05/2024									
Week	Thu 09/05/2024 Fri 10/05/2024									
	Sat 11/05/2024	Trimester 2 ENDS ↑ (Transcript embargo period begins)								
	Sun 12/05/2024									
S	Mon 13/05/2024	My Programme template made available to Programme Leaders and assistance in completion given							Timetable Data Entry TR1	
week	Tue 14/05/2024 Wed 15/05/2024	(IIVEI)								
lent	Thu 16/05/2024									
BREAK	Fri 17/05/2024	Indicitive TR2 Extenuating Retrospective Circumstances Deadline								
% de	Sat 18/05/2024 Sun 19/05/2024									
DOF TE	Mon 20/05/2024	Clearing aplication round for TR2 2023/24 outgoing exchanges closes (Global Mobility)	Indicative Date: MKR Roll Forward. Bulletin announcement will confirm	Welcome Week Database opened for Schools to enter induction timetable data					Timetable Data Entry TR1	
EN 3, pre	Tue 21/05/2024	,	when complete							
arkinę	Wed 22/05/2024	By 12noon - Academic Mark								
Ĕ	Thu 23/05/2024 Fri 24/05/2024	Submission for TR2 results								
	Sat 25/05/2024	Marks upload into SITS								
	Sun 26/05/2024	By 12noon - Marks uploaded and	12 noon - ASL run 0/NA	Overnight - Cognos report	Trimester 3 BEGINS				Timetable Scheduling TR1	
	Mon 27/05/2024	verification sheets produced. Any	process ahead of Cognos	▶						
	Tue 28/05/2024	Academic marks confirmation								
- Week 1	Wed 29/05/2024	process By 4pm - Any mark scaling to be approved by VP/HOLTA	By 5pm finalise any amended marks and process marks as confirmed and agreed in SITS	submission deadline (exact						
TR3	Thu 30/05/2024	From 8am -ASL run Central Calculation Report and confirm to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators							
	Fri 31/05/2024	Pre-Programme Assessment Board paper generation & mark-		Exam Spreadsheet issued to Schools						
	Sat 01/06/2024	MV								
	Sun 02/06/2024 Mon 03/06/2024	Pre-Programme Assessment		Exam Spreadsheet issued to					Timetable Scheduling TR1	
		Board mark-up Pre-Programme Assessment		Schools						
	Tue 04/06/2024	Board mark-up or Meeting								
K 2	Wed 05/06/2024	Pre-Programme Assessment Board Meetings								
Wee	Thu 06/06/2024	Board Meetings Pre-Programme Assessment Board Meetings								
TR3 -	Fri 07/06/2024	Pre-Programme Assessment Board Meetings		Return of Exam Spreadsheet to ASL	Deadline for changes to new student web pages and registration FAQ's to be submitted to Student					
	Sat 08/06/2024				Administration					
	Sun 09/06/2024 Mon 10/06/2024	TR2 Programme Assessment							Timetable Scheduling TR1	
	Tue 11/06/2024	Boards TR2 Programme Assessment						<u> </u>		
		Boards TR2 Programme Assessment					By 5pm - Schools confirm to			
ж 3	Wed 12/06/2024	Boards					PEG Convenor that DMDs correct on SITS and ready for online option module task to			
(3 - Weel	Thu 13/06/2024	TR2 Programme Assessment Boards OR Post Board Processing								
TR	Fri 14/06/2024	By 3pm - all Post Programme Assessment Board Processing to be completed	From 4pm - ASL runs Tier 4 report and passes to International Support	Draft Resit and TR3 exam timetable available to schools	From 3pm - MS "Exam results issues report" generated by School's nominee for TR2 boards and corrective action taken	Deadline for programme spreadsheets to be amended to reflect programmes expected to run in session 2023/24 and to mark if online option module task is needed				
	Sat 15/06/2024									
	Sun 16/06/2024									

		Oam International Current	Dy Enga International		Mottoro origina from "Evans					TD4 Droft Madula Timetable
	Mon 17/06/2024	9am - International Support receives Tier 4 report for review	By 5pm - International Support passes report to S3		Matters arising from "Exam results issues report"					TR1 Draft Module Timetable available to staff for review
		T4 report checking by S3	5pm - S3 teams lose access		corrected Matters arising from "Exam	Disable the 'undo' option from				
		The report encouning by ee	to store in SAW & are asked		results issues report"	the online module task (thus				
	Tue 18/06/2024		to stop processing awards ahead of Confermant Process		corrected	requiring students to contact their PASS team to amend				
			anead of Comemiant Flocess			optional module choice/s)				
		12noon - S3 to complete Tier 4	ASL Conferment Process	Prizes and Medal list to Grads	Matters arising from "Exam					
Wee	Wed 19/06/2024	processing and return report	Runs	team	results issues report"					
3-		AM - International Support enter	By 12noon - ASL complete	From 12noon - Degree	corrected Matters arising from "Exam	Deadline for new student web				
4	Thu 20/06/2024	TR2 progression decisions	Conferment Process	checking by School's PASS	results issues report"	pages and registration FAQ's				
	1110 20/00/2024			team	corrected	to be updated on My Napie				
4		Publication of Resit and TR3		Degree checking by School's	Matters arising from "Exam	Tier 4 RESITS deadline to	By 11am - PEG Convenor to			
3/27	Fri 21/06/2024	Examination Timetable		PASS team continue	results issues report"	report sponsorship withdrawal	ASLTeam that DMD signed			
202					corrected	to UKVI (if appeal)	off as correct			
TRIMESTER 3 2023/24	Sat 22/06/2024 Sun 23/06/2024									
STE	Sui 23/00/2024	By 12noon - All degree checked &	From 12noon - Student Admin	By 5pm each school	By 5pm - MS "Exam results					TR1 Timetabling module
ME	Mon 24/06/2024	Any GRAD forms to be completed	Graduation checking	nominated person completes	issues report" completed by					changed processed
I	10011 24/00/2024			the post Board processing checks	School's nominee for TR2 boards and all corrective					
			Ctudent Admin Creduction		action taken				December to require	
	T 05/00/0004	TR2 Publication Date (Transcript embargo period ends)	Student Admin Graduation checking	Update results container in eStudent Records to active	CMP and OPT module enrolments for all students				Reception: to request students in reassessment	
	Tue 25/06/2024		Ĭ		TR1 for all Schools and TBS				listing from planning	
9 X 5		S3 to send Academics outlook		Deadline for Exam Question	for TR1 and TR2 Module enrolments		+			
We	Wed 26/06/2024	calendar reminder for Resit Marks		Papers from Academics to						
33-		Submission Deadline	+	School Administrators S3 Campus Groups to format	Module enrolments	Clearing user access updates				
=	Thu 27/06/2024			examination papers/EE to		in SITS				
				review examination papers						
				S3 Campus Groups to format	Module enrolments	Clearing user access updates				
	Fri 28/06/2024			examination papers/EE to review examination papers		in SITS				
				Teview examination papers						
	Sat 29/06/2024 Sun 30/06/2024									
	0411 00/00/2021	HEAR for Summer graduates -	Resolve at source (SITS) the	S3 Campus Groups to format	First student record roll	Clearing user access updates		Student Administration start	Reception: phoning students	TR1 Module Timetable
		link to spreadsheet indicating Quality or PASS activity needed to	inaccuracies highlighted by the spreadsheet	examination papers/EE to review examination papers	forward through which a new enrolment record (SCE) in	in SITS		to send welcome emails to September entry students	in reassessment	published (declared) to staff and students
	Mon 01/07/2024		lile spreadsheet	review examination papers						and students
	WOT 0 1/07/2024	correct errors in SITS			next academic session on			with an Unconditional Firm		
	WIOTI 01/01/2024	correct errors in SITS	i		appropriate stage is created			(UF) offer (emails will be		
	NIOIT 01/07/2024				appropriate stage is created for progressing students			the state of the s		
	NIOIT 01/07/2024	By 2pm - TR2 Academic Appeals	Provide the link to SharePoint	S3 upload Examination	appropriate stage is created	By 11am - Open the online	By 12noon - PEG Convenor	(UF) offer (emails will be	Reception: phoning students	
	NIOIT 01/07/2024		Provide the link to SharePoint spreadsheet that lists Summer graduates eligible for	S3 upload Examination papers to sharepoint	appropriate stage is created for progressing students	By 11am - Open the online option module task & confirm to PEG Convenor this is	By 12noon - PEG Convenor confirms to Schools that task has launched	(UF) offer (emails will be	Reception: phoning students in reassessment	
sek 6	Tue 02/07/2024	By 2pm - TR2 Academic Appeals	spreadsheet that lists Summer graduates eligible for a HEAR for whom there		appropriate stage is created for progressing students	option module task & confirm	confirms to Schools that task has launched By 4pm - S3 to email students	(UF) offer (emails will be		
. Week 6		By 2pm - TR2 Academic Appeals	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs		appropriate stage is created for progressing students	option module task & confirm to PEG Convenor this is	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online	(UF) offer (emails will be		
R3 - Week 6		By 2pm - TR2 Academic Appeals	spreadsheet that lists Summer graduates eligible for a HEAR for whom there		appropriate stage is created for progressing students	option module task & confirm to PEG Convenor this is	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be		
TR3 - Week 6	Tue 02/07/2024	By 2pm - TR2 Academic Appeals	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs		appropriate stage is created for progressing students	option module task & confirm to PEG Convenor this is	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open	(UF) offer (emails will be		
TR3 - Week 6		By 2pm - TR2 Academic Appeals Deadline	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected	papers to sharepoint	appropriate stage is created for progressing students Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be	in reassessment	
TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024	By 2pm - TR2 Academic Appeals Deadline	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected	papers to sharepoint	appropriate stage is created for progressing students Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be	in reassessment Reception: phoning students	
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TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies	papers to sharepoint Examination papers - checks	appropriate stage is created for progressing students Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on	Reception: phoning students in reassessment Reception: phoning students	
TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students in reassessment	
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TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	TR1 Student Allocation (Continuing Students)
TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students in reassessment Reception: phoning students in reassessment	TR1 Student Allocation (Continuing Students)
TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	
k 7 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students	
Veek 7 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	
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TR3 - Week 7 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC)	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	
TR3 - Week 7 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Wed 10/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students	
TR3 - Week 7	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Wed 10/07/2024 Thu 11/07/2024 Fri 12/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies PASS teams confirm all	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students	
TR3 - Week 7	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Wed 10/07/2024 Thu 11/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies PASS teams confirm all	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students	
TR3 - Week 7	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Wed 10/07/2024 Thu 11/07/2024 Fri 12/07/2024 Sat 13/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date PEG Convenor sends	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies PASS teams confirm all	Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Academics to check Exams	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students in reassessment	(Continuing Students) TR1 Student Allocation
TR3 - Week 7	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Wed 10/07/2024 Thu 11/07/2024 Fri 12/07/2024 Sat 13/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date PEG Convenor sends confirmation to ASL that checks	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Passive SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Passive SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	(Continuing Students)
TR3 - Week 7	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Tue 09/07/2024 Wed 10/07/2024 Thu 11/07/2024 Fri 12/07/2024 Sat 13/07/2024 Sat 13/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date PEG Convenor sends	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Pasolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Generation of the HEAR	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	(Continuing Students) TR1 Student Allocation
TR3 - Week 7 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Tue 09/07/2024 Wed 10/07/2024 Thu 11/07/2024 Fri 12/07/2024 Sat 13/07/2024 Sat 13/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date PEG Convenor sends confirmation to ASL that checks completed and SITS updated as	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Passive SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Passive SITS inaccuracies	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server Academics to check Exams	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students in reassessment	(Continuing Students) TR1 Student Allocation
3ek 8 TR3 - Week 7 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Thu 11/07/2024 Fri 12/07/2024 Sat 13/07/2024 Sun 14/07/2024 Tue 16/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date PEG Convenor sends confirmation to ASL that checks completed and SITS updated as	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Pasolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies Generation of the HEAR	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment	(Continuing Students) TR1 Student Allocation
- Week 8 TR3 - Week 6	Tue 02/07/2024 Wed 03/07/2024 Thu 04/07/2024 Fri 05/07/2024 Sat 06/07/2024 Sun 07/07/2024 Mon 08/07/2024 Tue 09/07/2024 Thu 11/07/2024 Fri 12/07/2024 Sat 13/07/2024 Sat 13/07/2024 Mon 15/07/2024	By 2pm - TR2 Academic Appeals Deadline Summer Graduations Summer Graduations Applications after this date become clearing T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR2 publication date PEG Convenor sends confirmation to ASL that checks completed and SITS updated as needed	spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Resolve SITS inaccuracies Pass teams confirm all inaccuracies corrected Generation of the HEAR Generation of the HEAR	Examination papers - checks Examination papers - checks Examination papers - checks Examination papers - checks Student Admin upload to Exams Server Examination papers - upload Examination papers - upload Examination papers - upload Examination papers - upload Academics to check Exams Server Academics to check Exams Server	appropriate stage is created for progressing students Student record roll forward Student record roll forward Student record roll forward Student record roll forward Student record roll forward	option module task & confirm to PEG Convenor this is complete National Student Survey results release and reporting (exact date TBC) Deadline for student to complete online module	confirms to Schools that task has launched By 4pm - S3 to email students highlighting that the online option module task is open and selections to be made by	(UF) offer (emails will be sent in batches) ASL to switch on automation of welcome	Reception: phoning students in reassessment Reception: phoning students in reassessment	(Continuing Students) TR1 Student Allocation

TR3	Thu 18/07/2024		Generation of the HEAR	Students check of Exams site						
	111u 16/07/2024		Generation of the HEAR	S3/Student Admin to help		Clearing officially opens				
	Fri 19/07/2024			resolve any queries with Exams Server						
	Sat 20/07/2024 Sun 21/07/2024									
	Mon 22/07/2024	Resit Assessment BEGINS	S3 advised once the HEARs have been generated	Spot checks in HEARs undertaken by PASS teams. Refer accreditation error to Quality team	S3 to send Academics outlook calendar reminder for TR3 Marks Submission Deadline	Switch results to suspended pending resit assessment boards				TR1 Student Allocation (Continuing Students)
	Tue 23/07/2024			HEARs spot checks HEARs spot checks			Deadline for School to enter			
ek 9	Wed 24/07/2024						all induction timetable data on the Welcome Week Calendar			
ms TR3 - W6	Thu 25/07/2024			AM - PASS Manager email confirmation to PEG Convenor that spot checks have been undertaken and any amendments made that necessitate a re-run of the HEAR by ASL Team	By 12noon - S3 send confirmation to ASL that all spot checks complete and link to any updates needed provided					
Еха	Fri 26/07/2024 Sat 27/07/2024									
Resit	Sun 28/07/2024 Mon 29/07/2024				Hear Publication for Summer graduates		Indicative Date: SQA results embargo period			TR1 Individual Timetable Publication (Continuing Students)
	Tue 30/07/2024						Indicative Date: SQA results embargo period			
c 10	Wed 31/07/2024						Indicative Date: SQA results embargo period			
3 - Week	Thu 01/08/2024	T4 deadline to report sponsorship to withdrawal to UKVI (if appeal) TR2 publication date					Indicative Date: SQA results embargo period			
F	Fri 02/08/2024	Deadline for entry of welcome week Calendar					Indicative Date: SQA results embargo period			
	Sat 03/08/2024	Resit Assessment ENDS ↑ (Transcript embargo period					embargo penod			
	Sun 04/08/2024	begins)								
	Mon 05/08/2024	Online Registration task opens for continuing students	Switch on the online option task to check for 2023/24 Student Course Enrolment (SCE)			S3 upload Examination papers to sharepoint	Indicative Date: SQA results embargo period	Email continuing students with an eligible registration status (RM1) asking them to re-register for session 2022/3	Release Welcome Week Calendar to students. Student Administration to send email advising that calendar is available	
_	Tue 06/08/2024		Clearing main operation starts TBC			S3 upload Examination papers to sharepoint	Indicative Date: SQA results embargo period	SQA results day		
3ek 1	Wed 07/08/2024	By 12noon - Academic Mark Submission for Resit results				S3 upload Examination papers to sharepoint				
TR3 - We	Thu 08/08/2024	By 5pm - Marks uploaded and verification sheets produced. Any non-submission of marks reported to HOSS for action	Indicitive Resit Extenuating Retrospective Circumstances Deadline	Overnight - Cognos report		Student Admin upload to Exams Server				
	Fri 09/08/2024	By 11am - Academic mark confirmation process. Includes any exceptinal scaling approved by VP/HOLTA	By 12noon - Finalise any amended marks, have all marks confirmed and agreed in SITS	From 12noon - ASL run Central Calculation Report and confrims to S3 once		Student Admin upload to Exams Server		Indicative Date: JCQ results embargo period		
	Sat 10/08/2024 Sun 11/08/2024									
	Mon 12/08/2024	Pre-Programme Assessment Board paper generation & mark-up	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators			Student Admin upload to Exams Server	SHSC Early Finishers only: Board dates for August 23 to be finalised between SHSC & SST & added to the Key Dates Calendar thereafter	Indicative Date: JCQ results embargo period		
k 12	Tue 13/08/2024	Pre-Programme Assessment Board mark-up				Academics to check Exams Server		Indicative Date: JCQ results embargo period		
/24 Week	Wed 14/08/2024	Pre-Programme Assessment				Students check of Exams site		Indicative Date: JCQ		
2023/ R3 - 1	Thu 15/08/2024	Board mark-up Pre-Programme Assessment				Students check of Exams site		results embargo period Indicative Date: JCQ		
RIMESTER 3.2	Fri 16/08/2024	Board Meetings Pre-Programme Assessment Board Meetings				S3/Student Admin to help resolve any queries with Exams Server		results embargo period		
RIME	Sat 17/08/2024	Trimester 3 Teaching ENDS ↑				27.56.110 501 701				
F	Sun 18/08/2024 Mon 19/08/2024	Resit Programme Assessment Boards					Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance			
	Tue 20/08/2024	Resit Programme Assessment Boards				Email new students, with an Unconditional Firm offer, to complete the online registration process (RM3) (emails will be sent in	Run Registration Helpdesk			TR1 Student Allocation (New Students)
~	Wed 21/08/2024	Resit Post Board Processing				hatches)	Run Registration Helpdesk			

Mon 02/09/20724	TR3 - Week	Exams Me	u 22/08/2024	By 9am - all Post Assessment Board Processing to be completed	10am - ASL runs Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	From 9am - MS "Exam results issues report" generated by School's nominee for reassessment boards and corrective action taken		Run Registration Helpdesk			
Mark Company of the Company Company of the Company Company of the Company Company of the Company Company of the Co		Fri	23/08/2024			Tier 4 processing by S3	issues report" completed by School's nominee for reassessment boards and all	the online module task (thus requiring students to contact their PASS team to amend	Run Registration Helpdesk			
March Marc		Sa	nt 24/08/2024									
March 2019/10 Part		Su	ın 25/08/2024		Lindata results container in	AM Tior 4 Posit progression			Pun Pogistration Haladask		TP1 Individual Timotable	Student Allegation TP1 (New
Part March Control		Мо	on 26/08/2024	(Transcript embargo period ends	·				Run Registration Helpdesk			•
March 2007-000 Marc		Tu	e 27/08/2024					Tion 4 DECITE deadline to				
Part		W€	ed 28/08/2024	Resit foil forward				report sponsorship withdrawal				
Part		Th	u 29/08/2024	Resit roll forward					Run Registration Helpdesk			
Wide Management 19	t weekS		+	Resit roll forward	Retrospective Circumstances	Final Figures Return– census			Run Registration Helpdesk			
Part	K				Deadillie							
We Section of the Control of the Con	OF TR3 - BRE/ ation & develop			Submission for TR3 results		Trimester 1 BEGINS		Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed)				Student Allocation TR1 (New Students)
West 145000000000000000000000000000000000000	ND (Tu	e 03/09/2024	Marks upload into SITS					Run Registration Helpdesk			
multiposes includes any exception process. Includes any exception of the control	E Marking, pre	δ We	ed 04/09/2024	verification sheets produced. Any non-submission of marks reported		Overnight - Cognos report		Indicative Date: Run	Run Registration Helpdesk			
and recording marks and have all marks and have all marks and have all marks and processors and an according and agreed and according according according according according and according accordin	П	Th	u 05/09/2024	process. Includes any exceptinal		and process marks as			Run Registration Helpdesk			
Set 07/09/2024 Per Assessment Board Mark up	П	Fri	06/09/2024	amended mark and have all marks confirmed and agreed in	Central Calculation Report and confrims to S3 once	Outcome spreadsheet shared with Programme			Run Registration Helpdesk			
Pre-Assessment Board Methods Pre-Assessment B												
Pre-Assessment Board Mark up Pre-Assessment B	Week		ĺ			sponsorship to withdrawal to UKVI (if no appeal) resit			Run Registration Helpdesk	· · · · · · · · · · · · · · · · · · ·		Student Allocation TR1 (New Students)
Wed 11/09/2024 Pre-Assessment Board Mak up	me	Tu	e 10/09/2024	Pre-Assessment Board Mark up					Run Registration Helpdesk	` '		
Thu 12/09/2024 Pre-Assessment Board Meetings Thu 12/09/2024 Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline (exact date TBC) Pre-Assessment Board Meetings Final Figures Return - submission deadline Registration Helpdesk Run Run Run Registration Helpdesk Run Run R	/25 /elco	We	ed 11/09/2024	Pre-Assessment Board Mark up				Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global		
Pre-Assessment Board Meetings Fin 13/03/2024 Sat 14/09/2024 Sat 14/09/2024 Sat 14/09/2024 The 17/09/2024 The 17	2024 < 1 W	: 		Pre-Assessment Board Meetings				Registration Advice Centre Indicative Date: Run	Run Registration Helpdesk	Mobility) Exchange Fest (Global		
Sut 14/09/2024 Sun 15/09/2024 Fre-Assessment Board Meetings Mon 16/09/2024 Fre-Assessment Board Meetings Mon 16/09/2024 Tue 17/09/2024 Tue 17/09/2024 True 17/09/2024 T	-	Fri		Pre-Assessment Board Meetings	submission deadline (exact	only: Academic Mark		Indicative Date: Run		Mobility) Exchange Fest (Global		
Sun 15/09/2024 Pre-Assessment Board Meetings Mon 16/09/2024 Pre-Assessment Board Meetings Mon 16/09/2024 Pre-Assessment Board Meetings Timetable Data Collection TR2/TR3 Sudent Allocation T Students) Sudent Allocation T Sudents Indicative Date: Run Registration Helpdesk Mobility) Sudent Allocation T Sudents Sudent Allocation Allocat	T X	Sa			date IBC)	Supmission for TR3 results						
Tue 17/09/2024 Tra3 Programme Assessment Boards Undicative Date: Run Registration Helpdesk Run Registration Helpdesk Mobility) Tray Programme Assessment Boards Undicative Date: Run Registration Advice Centre Run Registration Helpdesk Run Registration Helpdesk Run Registration Helpdesk Mobility) Tray Programme Assessment Boards Undicative Date: Run Registration Advice Centre Run Registration Run Registration Run Registration Helpdesk (Global Mobility) Transport Run Registration Helpdesk Run Run Run Registration Helpdesk Run		Su	ın 15/09/2024	Pre-Assessment Board Meetings		uploaded and verification			Run Registration Helpdesk	• · · · · · · · · · · · · · · · · · · ·		Student Allocation TR1 (New Students)
TR3 Programme Assessment Boards By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS Thu 19/09/2024 TR3 Programme Assessment Boards By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed and agreed in SITS By 12noon - Global Online only: Finalise any amended mark and have all marks confirmed in Advice Centre rotating across all 3 campuses (exact dates to be confirmed) By 12noon - Global Online only: Finalise any amended marks and have all marks confirmed in Advice Centre rotating across all 3 campuses (exact dates to be confirmed) By 12noon - Global Online only: Finalise any amended marks and have all marks confirmed in Advice Centre rotating across all 3 campuses (exact dates to be confirmed) By 12noon - Global Online only: Finalise any amended marks and have all marks confirmed in Advice Centre rotating across all 3 campuses (exact dates to be confirmed) By 12noon - G		Tu	e 17/09/2024			Global Online only: Marks uploaded and verification			Run Registration Helpdesk	` '		
Thu 19/09/2024 Boards Only: ASL to centrally process C & Ps TR3 Programme Assessment Board Printing & Global Online only: Pre-Assessment Board Printing & Mark up TR3 Programme Assessment Board Printing & Fri 20/09/2024 Processing TR3 Programme Assessment Board Printing & Last date for TRI 1 Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed) Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed) Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed)	Neek 2	We	ed 18/09/2024	<u> </u>		By 12noon - Global Online only: Finalise any amended mark and have all marks			Run Registration Helpdesk	• ` `		
Fri 20/09/2024 TR3 Programme Assessment Board Printing & Assessment Board Printing & Mark up TR3 Programme Assessment Board Printing & Last date for TRI 1 Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed) TR3 Programme Assessment Board Printing & Last date for TRI 1 Registration Advice Centre rotating across all 3 campuses (exact dates to be confirmed) TR3 Programme Assessment Board Printing & Last date for TRI 1 Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	TR1 - V	Th	u 19/09/2024	<u> </u>		only: ASL to centrally process			Run Registration Helpdesk	` '		
Sat 21/09/2024		Fri	20/09/2024	Boards OR Post Board		Global Online only: Pre- Assessment Board Printing &		Registration Advice Centre rotating across all 3 campuses (exact dates to be	(run by Student Administration/Visa & International Support and	• ` `		
Sun 22/09/2024									I WALLE			

Mon 23/09/2024	TR3 Post Board Processing		Global Online only: Pre- Assessment Board Mark up	Student Administration identify and notify Schools of the students who have not fully completed the registration process by email/SharePoint			Exchange Fest (Global Mobility)		Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
Tue 24/09/2024	TR3 Post Board Processing		Global Online only: Pre-				Exchange Fest (Global Mobility)			
Wed 25/09/2024	By 5pm - all Post Assessment Board Processing to be completed		Assessment Board Mark up Global Online only: Pre- Assessment Board Meetings				Exchange Fest (Global Mobility)			
Thu 26/09/2024	9am - ASL run Tier 4 report and passes to International Support	By 4pm - International Support undertake checks and send report to S3 for Tier 4 processing	Global Online only: Pre- Assessment Board Meetings	From 9am - MS "Exam results issues report" generated by School's nominee for TR3 boards and corrective action			Exchange Fest (Global Mobility)			
Fri 27/09/2024	Tier 4 processing by S3		Global Online only: TR3 Programme Assessment Boards	Matters arising from "Exam results issues report" corrected	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)	Exam Spreadsheet issued to Schools	Exchange Fest (Global Mobility)			
Sat 28/09/2024 Sun 29/09/2024										
Mon 30/09/2024	By 12noon - S3 to complete Tier 4 processing and return report	Planning & Business Intelligence - Student Number Reporting begins	Global Online only: TR3 Post Board Processing	Matters arising from "Exam results issues report" corrected	Main application round for 2023/24 outgoing exchanges opens (Global Mobility)	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Tue 01/10/2024	From 12noon - Degree checking by School teams	At 5pm - lose access to store in SAW & are asked to stop processing awards ahead of Confermant Process	By 12noon - Global Online only: TR3 Post Board Processing	Matters arising from "Exam results issues report" corrected			Exchange Fest (Global Mobility)			
Wed 02/10/2024	ASL run Conferment Process	Degree checking by School teams		Matters arising from "Exam results issues report" corrected	Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	Non registered students to AX/AW	Exchange Fest (Global Mobility)	Student Administration provide lists to ASL and Visa & International Support of students to be set to AX/AW		
Thu 03/10/2024	By 12noon - ASL complete Conferment Process	By 12noon - All degree checked & Any GRAD forms to be completed	From 12noon - Student Admin Graduation checking	By 5pm MS "Exam results issues report" completed by School's nominee for TR3 boards and all corrective action taken			Exchange Fest (Global Mobility)			
Fri 04/10/2024	TR3 publication date (Transcript embargo period ends)	Prizes and Medal information entered in SITS	Student Admin Graduation checking	Upload Spreadsheet for all schools minus TBS for the TR2 online module selections identifier	S3 to update and amend the spreadsheet to reflect programmes running in session 2024/25 to mark if online option module task is needed for TR2 option	Update results container in eStudentRecords to active	Exchange Fest (Global Mobility)	Deadline for Visa & International Support to inform the Home Office of students not engaging/attending		
Sat 05/10/2024					modulos					
Sun 06/10/2024					Deadline for Tier 4 non-		Exchange Fest (Global		Timetable Data Entry	
Mon 07/10/2024 Tue 08/10/2024					enrolment reporting - Research students		Mobility) Exchange Fest (Global		TR2/TR3	
			Global Online only:				Mobility) Exchange Fest (Global			
Wed 09/10/2024			Graduation deadline				Mobility)			
Thu 10/10/2024							Exchange Fest (Global Mobility)			
Fri 11/10/2024	Deadline for Academic Staff to submit examination papers for trimester one to S3 for formatting	Draft TR1 Exam timetable to Schools	By 2pm - TR3 Academic Appeals Deadline				Exchange Fest (Global Mobility)			
Sat 12/10/2024 Sun 13/10/2024										
Mon 14/10/2024	S3 Campus Groups to format								Timetable Data Entry	
Tue 15/10/2024	examination papers Examination papers - formatting	HEAR for Autumn graduates - link to spreadsheet indicating Quality or PASS activity needed to correct errors in SITS	PEG Convenor request that all Schools resolve inaccuracies highlighted by the spreadsheet at source (SITS).						TR2/TR3	
Wed 16/10/2024 Thu 17/10/2024 Fri 18/10/2024	Examination papers - formatting Examination papers - formatting Examination papers - formatting	Publication of TR1 Examination Timetable	Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies		Tier 4 deadline to report sponsorship withdrawal to					
Sat 19/10/2024					UKVI (if no appeal)					
Sun 20/10/2024	Examination papers - formatting		Resolve SITS inaccuracies						Timetable Scheduling	
Mon 21/10/2024									TR2/TR3	
Tue 22/10/2024 Wed 23/10/2024 Thu 24/10/2024	Examination papers - formatting Examination papers - formatting Examination papers - formatting	EE review of examination	Resolve SITS inaccuracies Resolve SITS inaccuracies Resolve SITS inaccuracies	Autumn Graduation Autumn Graduation						
Fri 25/10/2024	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies							

	Sun 27/10/2024	Examination papers - formatting	EE review of examination	▶ PASS teams confirm SITS	Generation of the HEAR	HESA Student Return – Final	Timetable Scheduling
TR1 - Week 8	Mon 28/10/2024	g	papers	resolution of inaccuracies to PEG Convenor. PEG Convenor then sends confirmation to ASI. Team		Submission Date	TR2/TR3
ek 8	Tue 29/10/2024	Examination papers - formatting	EE review of examination papers	High-level student number targets agreed (exact date	Generation of the HEAR	Tuition Fee Forecast (Quarter 1) – Student activity inputs run	
1 - We	Wed 30/10/2024	Examination papers - formatting	EE review of examination papers	TBC)	Generation of the HEAR	Student Retention KPI updated	
TR	Thu 31/10/2024	Quality Check on Exam Papers and upload to Sharepoint - S3	Paporo		Generation of the HEAR		
ŀ	Fri 01/11/2024	Campus Groups Examination papers - checks			S3 advised once the HEARs		
	Sat 02/11/2024 Sun 03/11/2024				have been generated		
	Mon 04/11/2024	Examination papers - checks			Spot checks in HEARs undertaken by PASS teams. Refer any accreditation error to school Quality team		Timetable Scheduling TR2/TR3
	Tue 05/11/2024 Wed 06/11/2024	Examination papers - checks			to school Quality team		
eek 9	Thu 07/11/2024	Examination papers - checks Examination papers - checks			AM - PASS Managers send confirmation to PEG Convenor that spot checks have been undertaken and any amendments made that necessitate a re-run of the	By 12noon - PEG Convenor confirmation to ASL that all spot checks complete and link to any updates needed provided	
-	Fri 08/11/2024	Student Admin upload to Exams Server		Tier 4 deadline to report sponsorship withdrawal to UKVI (if appeal) for TR3	HEAD by ASI Toom		
	Sat 09/11/2024 Sun 10/11/2024			publication date			
	Mon 11/11/2024	Examination papers - upload		Main application round for 2022/23 outgoing exchanges closes (Global Mobility)		HEAR Publication (announcement to students via Edinburgh Napier e-mail	TR2/3 Timetable Draft Module Timetable Available
/eek	Tue 12/11/2024	Examination papers - upload		· · · · · · · · · · · · · · · · · · ·		account)	
1 - V	Wed 13/11/2024 Thu 14/11/2024	Examination papers - upload Examination papers - upload					
	Fri 15/11/2024 Sat 16/11/2024	Examination papers - upload					
	Sun 17/11/2024	Module Leaders/Examiners to	S3 to send Academics				Timetable Module changes
_	Mon 18/11/2024	Check Examination Moodle Site	outlook calendar reminder for TR1 Marks Submission Deadline				processed TR2/TR3
	Tue 19/11/2024	Module Leaders/Examiners to Check Examination Moodle Site	SITS Test Upgrade				
ek 11	Wed 20/11/2024	Module Leaders/Examiners to Check Examination Moodle Site S3/Student Admin to help resolve	SITS Test Upgrade SITS Test Upgrade				
1 - Wee	Thu 21/11/2024	any queries with Exam Server	SITS Test Opgrade				
TR	Fri 22/11/2024	S3/Student Admin to help resolve any queries with Exam Server	SITS Test Upgrade	By noon each PASS Manager confirm to ASL the programmes that will be offering TR2 option selections for students in session			
	Sat 23/11/2024		SITS Test Upgrade	2022/3			
	Sun 24/11/2024 Mon 25/11/2024	Student Check of Exam Server		By 5pm PASS teams update the DMD for programmes with a B and Occurrence intake, and A occurrence for TR2			TR2/3 Timetable Module Timetable Published (Declared)
	Tue 26/11/2024	Student Check of Exam Server		CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all			
R1 - Week 12	Wed 27/11/2024	Student Check of Exam Server		CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for			
F	Thu 28/11/2024	S3/Student Admin to help resolve any queries with Exam Server	Programme-level targets agreed by Schools (exact date TBC)	Occurrence B students for all schools CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools			

		▼ S3/Student Admin to help resolve	Early Statistics Return census					
	Fri 29/11/2024	any queries with Exam Server	point					
		,						
	Sat 30/11/2024	Trimester 1 Teaching ENDS ↑						
	Sun 01/12/2024							
		Update results container in	Registration task and				TR2/3 Timetable Student	
		eStudentRecords to suspended	welcome emails released to				Allocation (Continuing	
13	Mon 02/12/2024		students with a UF offer for				Students)	
X			TR2				Otadomo)	
9	Tue 03/12/2024		1102					
	Wed 04/12/2024							
7	Thu 05/12/2024							
T K	Fri 06/12/2024							
	Sat 07/12/2024							
	Sun 08/12/2024							
							TR2/3 Timetable Student	
	Mon 09/12/2024						Allocation (Continuing	
							Students)	
	Tue 10/12/2024							
4 7	Wed 11/12/2024							
	Wed 11/12/2024 Thu 12/12/2024	Early Statistics Return submission						
ee	Thu 12/12/2024	deadline (exact date TBC)						
	<u> </u>	(**************************************						
	Fr: 40/40/0004	Deadline for entry of welcome						
<u> </u>	Fri 13/12/2024	week Calendar						
		Trimester 1 ENDS ↑						
	Sat 14/12/2024	(Transcript embargo period						
		begins)						
	Sun 15/12/2024							
							TR2/3 Timetable Individual	
10 .	Mon 16/12/2024						Publication for Continuing	
							Students	
	Mon 16/12/2024 Tue 17/12/2024 Wed 18/12/2024 Thu 19/12/2024							
	Wed 18/12/2024							
	Thu 19/12/2024							
\F\;	Fri 20/12/2024							
	Sat 21/12/2024							
	Sun 22/12/2024							
	Mon 23/12/2024							
	Tue 24/12/2024	Fixed Holiday: Winter Closure						
X	106 24/12/2024							
E -	Wed 25/12/2024							
မြူ မြ	Thu 26/12/2024							
	Fri 27/12/2024							
SE SE	Sat 28/12/2024							
	Sun 29/12/2024							
EST STU	Mon 30/12/2024							
$ \mathbf{Z} $	Tue 31/12/2024							
1 X	Wed 01/01/2025							
		▼ Fixed Holiday: Winter Closure						
	Thu 02/01/2025							

SHSC has early finishers Assessment Board that is arranged by the School

TR2/3 Timetable Student Allocation (New Students)