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	emic 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
- Wk	Sat 05/08/2023	Resit Assessment ENDS (Transcript embargo period begins)									
IR3 -	Sun 06/08/2023	(Transorpt Sinbargo porios Segino)									
-	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			
11 sek	Wed 09/08/2023	By 12noon - Academic Mark Submission for Resit results				S3 upload Examination papers to sharepoint					
TR3 - W6	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				
Veek 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	Students check of Exams site	Indicative Date: JCQ results embargo period				
TR3 - V	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					
2022/23	Sat 19/08/2023	Trimester 3 Teaching ENDS ↑ (Transcript embargo period begins)									
3 2	Sun 20/08/2023										
TRIMESTER	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			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)			
Veek 13	Wed 23/08/2023	Resit Post Board Processing			SHSC Early Finishers only: Pre- Assessment Board Meetings		Run Registration Helpdesk				
TR3 - V 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 team	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 Sun 27/08/2023	Trimester 3 ENDS									

week	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)
opment	Гue 29/08/2023	Resit roll forward			SHSC Early Finishers only: TR2 Post Board Processing		Run Registration Helpdesk			
& deve	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			
paration	Γhu 31/08/2023	Resit roll forward			SHSC Early Finishers only: Results letter sent through SITS		Run Registration Helpdesk			
king, pre	Fri 01/09/2023	Resit roll forward	TR3 Extenuating Retrospective Circumstances Deadline		SHSC Early Finishers only: Results letter sent through SITS		Run Registration Helpdesk			
Nar S	Sat 02/09/2023		Deadilite		3113					
S	Sun 03/09/2023									
N	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 confirmed)	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
Mee ⊤	Γue 05/09/2023	Marks upload into SITS				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Welcome	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)		
- Week 1	Γhu 07/09/2023	Academic mark confirmation process. Includes any exceptinal scaling approved by VP/HOLTA	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)		
F	Fri 08/09/2023	By 12noon - Finalise any amended mark and have all marks confirmed and agreed in SITS	From 1pm - ASL run Central Calculation Report and confrims to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
S	Sat 09/09/2023		Completed	Administrators						
	Sun 10/09/2023									
N	Mon 11/09/2023	Pre-Assessment Board Printing & Mark up		Tier 4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) resit publication date		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
Т	Tue 12/09/2023	Pre-Assessment Board Mark up				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
v Sek Z	Ned 13/09/2023	Pre-Assessment Board Mark up				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
¥ T	Γhu 14/09/2023	Pre-Assessment Board Meetings				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
F	Fri 15/09/2023	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)		
	Sat 16/09/2023									
	Sun 17/09/2023 Mon 18/09/2023	Pre-Assessment Board Meetings		Global Online only: Marks uploaded and verification		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
Т	Гue 19/09/2023	TR3 Programme Assessment Boards		sheets produced Global Online only: Marks uploaded and verification sheets produced		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
Veek 3	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)		
Τ <u>ξ</u> Τ	Γhu 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 confirmed)	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	
4 Xe	Гue 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)		

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TR1 - W	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)			
	Thu 28/09/2023	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		Post Board processing checks undertaken by nominated school	From 9am - MS "Exam results issues report" generated by School's nominee for TR3 boards and corrective action taken	Exchange Fest (Global Mobility)			
	Fri 29/09/2023	Tier 4 processing by 98		Global Online only: TR3 Programme Assessment Boards	Exam Spreadsheet issued to Schools		"Exam results issues report"	Exchange Fest (Global Mobility)			
	Sat 30/09/2023 Sun 01/10/2023										
	Mon 02/10/2023	By 12noon - S3 to complete Tier 4 processing and return report		Global Online only: TR3 Post Board Processing	Planning & Business Intelligence - Student Number Reporting begins	Main application round for 2023/24 outgoing exchanges opens (Global Mobility)	"Exam results issues report"	Exchange Fest (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	Timetable Data Entry 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)			
FR1 - Week 5	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		
F	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 Mon 09/10/2023					Deadline for Tier 4 non- enrolment reporting Research students				Timetable Data Entry TR2/TR3	
	Tue 10/10/2023		D. 10 and All dames	Olahad Oudina anda	From 40 and Observed Admin						
leek 6	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 checking						
TR1	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	Deadline for Academic Staff to submit examination papers for trimester one to S3 for formatting						
	Sat 14/10/2023 Sun 15/10/2023										
	Mon 16/10/2023	S3 Campus Groups to format								Timetable Data Entry TR2/TR3	
23/24 Week 7	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).							
: 1 20 TR1 -	Wed 18/10/2023	Examination papers - formatting		Resolve SITS inaccuracies							
TRIMESTER 1 2023/24 TRI - Wee	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 UKVI (if no appeal)					
TRI	Sat 21/10/2023 Sun 22/10/2023										
	Mon 23/10/2023	Examination papers - formatting		Resolve SITS inaccuracies						Timetable Scheduling	
80	Tue 24/10/2023	Examination papers - formatting		Resolve SITS inaccuracies	Autumn Graduation					TR2/TR3	
ek 8	Wed 25/10/2023	Examination papers - formatting		Resolve SITS inaccuracies	Autumn Graduation						
- We	Thu 26/10/2023	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies	Autumn Graduation		\exists			T	
TR1.	Fri 27/10/2023	Examination papers - formatting	EE review of examination	Resolve SITS inaccuracies						1	
	Sat 28/10/2023		papers								
	Sun 29/10/2023			DAGG # 5155	0	UEQA QUI LE E				T. (11 6 : : : :	
	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 confirmation to ASL Team	Generation of the HEAR	HESA Student Return – Final Submission Date				Timetable Scheduling TR2/TR3	
Veek 9	Tue 31/10/2023	Examination papers - formatting	EE review of examination papers	High-level student number targets agreed (exact date TBC)	Generation of the HEAR	Tuition Fee Forecast (Quarter 1) – Student activity inputs run					
V - V	Wed 01/11/2023	Examination papers - formatting	EE review of examination papers		Generation of the HEAR						

<u> </u>							
T _	Quality Check on Exam Papers			Generation of the HEAR			
Thu 02/11/2023	and upload to Sharepoint - S3						
	Campus Groups			00 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1			
Fri 03/11/2023	Examination papers - checks			S3 advised once the HEARs			
Sat 04/11/2023				have been generated			
Sun 05/11/2023							
	Examination papers - checks		Upload Spreadsheet for all	Spot checks in HEARs			Timetable Scheduling
			schools minus TBS for the TR2	undertaken by PASS teams.			TR2/TR3
			online module selections	Refer any accreditation error to			
			identifier. From this S3 update	school Quality team			
			and amend the spreadsheet to				
Mon 06/11/2023			reflect programmes running in				
			session 2022/23 to mark if online option module task is				
			needed for TR2 option				
			modules.				
10			modules.				
₹ Tue 07/11/2023	Examination papers - checks						
♥ Wed 08/11/2023	Examination papers - checks						
<u> </u>	Examination papers - checks			AM - PASS Managers send	By 12noon - PEG Convenor		
FR				confirmation to PEG Convenor	confirmation to ASL that all		
				that spot checks have been undertaken and any	spot checks complete and link to any updates needed		
Thu 09/11/2023				amendments made that	provided		
				necessitate a re-run of the	provided		
				HEAR by ASL Team			
	Object Advisor Advisor E	_	Ties A TDC 1		1		
Fri 40/44/0000	Student Admin upload to Exams		Tier 4 TR3 deadline to report				
Fri 10/11/2023	Server		sponsorship withdrawal to UKVI (if appeal)				
Sat 11/11/2023			Orvi (ii appeal)				
Sun 12/11/2023							
2	Examination papers - upload		Main application round for		HEAR Publication		TR2/3 Timetable Draft Module
Mon 13/11/2023			2022/23 outgoing exchanges		(announcement to students via		Timetable Available w/c 13th
E WOI1 13/11/2023			closes (Global Mobility)		Edinburgh Napier e-mail		November
*				1	account)		
Tue 14/11/2023	Examination papers - upload		++	+			
Wed 15/11/2023	Examination papers - upload						
Thu 16/11/2023 Fri 17/11/2023	Examination papers - upload Examination papers - upload		+ + - +	+			
Sat 18/11/2023	Examination papers - upload						
Sun 19/11/2023							
	Module Leaders/Examiners to	S3 to send Academics outlook					Timetable Module changes
Mon 20/11/2023	Check Examination Moodle Site	calendar reminder for TR1					processed TR2/TR3
Wion 20/11/2023		Marks Submission Deadline					
Tue 21/11/2023	Module Leaders/Examiners to						
7 Tue 21/11/2023	Check Examination Moodle Site						
कू Wed 22/11/2023	Module Leaders/Examiners to Check Examination Moodle Site						
×	S3/Student Admin to help resolve						
Thu 23/11/2023	any queries with Exam Server						
¥	, 4						
	S3/Student Admin to help resolve						
Fri 24/11/2023	any queries with Exam Server						
0.405/44/2000							
Sat 25/11/2023							
Sun 26/11/2023	Student Check of Exam Server		By 5pm PASS teams update				TR2/3 Timetable Module
	Student Check of Exam Server		the DMD for programmes with				Timetable Published
Mon 27/11/2023			a B and Occurrence intake,				(Declared) w/c 27th November
			and A occurrence for TR2				(2001000) 11/0 27 11 110 1011000
	Student Check of Exam Server	By noon each PASS Manager			CMP module enrolments for		
		confirm the programmes that			Occurrence A students TR2 for		
T 20/44/2022		will be offering TR2 option			all schools minus TBS		
Tue 28/11/2023		selections for students in			(previously undertaken). CMP module enrolments for		
		session 2022/3.			Occurrence B students for all		
					schools		
					CMP module enrolments for		
	Student Check of Exam Server			1	Occurrence A students TR2 for	1 1	
13	Student Check of Exam Server						
¥	Student Check of Exam Server				all schools minus TBS		
Wed 29/11/2023	Student Check of Exam Server				all schools minus TBS (previously undertaken). CMP		
Wed 29/11/2023	Student Check of Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for		
Wed 29/11/2023	Student Check of Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all		
Wed 29/11/2023	Student Check of Exam Server S3/Student Admin to help resolve				all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools		
Wed 29/11/2023					all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all		
₩ed 29/11/2023	S3/Student Admin to help resolve				all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools CMP module enrolments for Occurrence A students TR2 for all schools minus TBS		
Wed 29/11/2023	S3/Student Admin to help resolve				all schools minus TBS (previously undertaken). CMP module enrolments for Occurrence B students for all schools CMP module enrolments for Occurrence A students TR2 for all schools minus TBS (previously undertaken). CMP		
₩ed 29/11/2023	S3/Student Admin to help resolve				all schools minus TBS (previously undertaken). CMP module enrolments for 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		
₩ed 29/11/2023	S3/Student Admin to help resolve				all schools minus TBS (previously undertaken). CMP module enrolments for 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		
₩ed 29/11/2023	S3/Student Admin to help resolve any queries with Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for 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		
Wed 29/11/2023	S3/Student Admin to help resolve any queries with Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for 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 OPT module eVision task		
₩ed 29/11/2023	S3/Student Admin to help resolve any queries with Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for 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 OPT module eVision task launched for Occurrence B		
Wed 29/11/2023	S3/Student Admin to help resolve any queries with Exam Server S3/Student Admin to help resolve any queries with Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for 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 OPT module eVision task		
Wed 29/11/2023	S3/Student Admin to help resolve any queries with Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for 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 OPT module eVision task launched for Occurrence B students in TBS, SAS, SoC,		
Wed 29/11/2023 Thu 30/11/2023 Fri 01/12/2023	S3/Student Admin to help resolve any queries with Exam Server S3/Student Admin to help resolve any queries with Exam Server				all schools minus TBS (previously undertaken). CMP module enrolments for 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 OPT module eVision task launched for Occurrence B students in TBS, SAS, SoC,		

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		Update results container in eStudentRecords to suspended	SITS Test Upgrade	Registration task and welcome emails released to students					TR2/3 Timetable Student
4 7	Mon 04/12/2023	estudentikecords to suspended		with a UF offer for TR2					Allocation (Continuing Students)
eek 14	99			mar a or oner ior rive					Classific)
Nee Nee	140 00/12/2020		SITS Test Upgrade						
- 8	Wed 06/12/2023 Thu 07/12/2023		SITS Test Upgrade SITS Test Upgrade						
TR1	Fri 08/12/2023		SITS Test Upgrade						+ +
	Sat 09/12/2023		one root opgicas						
	Sun 10/12/2023								
	Man 44/40/2022		SITS Test Upgrade						TR2/3 Timetable Student
	Mon 11/12/2023								Allocation (Continuing Students)
	Tue 12/12/2023		SITS Test Upgrade						Otdderits)
1 1 5	Wed 13/12/2023		SITS Test Upgrade						
leek Week	Ž	Early Statistics Return submission	SITS Test Upgrade						
× 4	Thu 14/12/2023	deadline (exact date TBC)							
돈	Fri 15/12/2023		SITS Test Upgrade						
-		Trimester 1 ENDS ↑							
	Sat 16/12/2023	(Transcript embargo period begins)							
	Sun 17/12/2023								+
	Sull 17/12/2023								TR2/3 Timetable Individual
	Man 40/40/2022								Publication for Continuing
	Mon 18/12/2023								Students w/c 18th December
	Tuo 40/40/0000		+	+	+		 		
	Tue 19/12/2023	Deadline for entry of welcome	+	+	+		+ + + + + + + + + + + + + + + + + + + +		+ +
	Wed 20/12/2023	week Calendar	<u> </u>	<u> </u>	<u> </u>		<u> </u>		
ν ,	Thu 21/12/2023								
IN S	Fri 22/12/2023								
	Sat 23/12/2023 Sun 24/12/2023								
STUDI		Fixed Holiday: Winter Closure							
	Mon 25/12/2023								
	Tue 26/12/2023								
	Wed 27/12/2023								
	Thu 28/12/2023 Fri 29/12/2023								
	Sat 30/12/2023								
¥	Sun 31/12/2023								
RE	Mon 01/01/2024								
BR	Tue 02/01/2024								
~	Wed 03/01/2024	Fixed Holiday: Winter Closure							
STER 1									TR2/3 Timetable Student
ES.	Thu 04/01/2024								Allocation (New Students)
I Wee		Indicitive TR1 Extenuating							
늘 글	Fri 05/01/2024	Retrospective Circumstances							
l l e	Sat 06/01/2024	Deadline							
	Sun 07/01/2024								
l l s	0411 0170 17202 1	Publication of Welcome Week			Run Registration Helpdesk				TR2/3 Timetable Individual
8		Calendar			(run by Student				Publication for New Students
ioi	Mon 08/01/2024				Administration/Visa &				w/c 8th January
arat					International Support and Finance				
l e	Tue 09/01/2024				Run Registration Helpdesk				
, p	Wed 10/01/2024				Run Registration Helpdesk				
king	Thu 11/01/2024	By 5pm - Academic Marks			Run Registration Helpdesk				
Mark		Submission for TR1 results By 5pm - Marks uploaded and	+		Run Registration Helpdesk	+	+ ++-	+	+ +
	Fr: 40/04/0004	verification sheets produced. Any							
	Fri 12/01/2024	non-submission of marks reported							
	Cat 40/04/0004	to HOSS for action							
	Sat 13/01/2024 Sun 14/01/2024								
	3uii 14/01/2024	9am - ASL runs 0/NA process	Overnight - Cognos report	Trimester 2 BEGINS	Run Registration Helpdesk	Window opens for academic		 	TR2/3 Timetable Student
		ahead of Cognos report	a comignia a cignica cop em		The state of the s	colleagues to request their TR2			Allocation (New Students)
	Mon 15/01/2024		7			exam delivery i.e. on campus			
					<u> </u>	or online for session 2023/24			
Week		A contraction of the contraction	Du tana t		Dun Danisi di Uli i		+ + + + + + + + + + + + + + + + + + + +		
×		Academic mark confirmation process. Includes any exceptional	By 4pm - Any mark scaling to be approved by VP/HOLTA	From 4pm amend any marks	Run Registration Helpdesk				
Je e	Tue 16/01/2024	scaling approved by VP/HOLTA	approved by VF/HOLIA	and process marks as confirmed and agreed in SITS		[[[
5		,g approved at 1		• ag. 555 ii. 5116					
Wel		By 12noon - Finalise any amen ded	From 1pm - ASL run Central	Extenuating Circumstances	Run Registration Helpdesk	++	+ + + + + + + + + + + + + + + + + + + +		+ +
1 5	Wed 17/01/2024	marks, have all marks confirmed	Calculation Report and confirm	Outcome spreadsheet shared		[[[
ee ×	Wed 17/01/2024	and agreed in SITS	to S3 once process completed	with Programme Administrators		[[[
		From Oom Dra Dragon		Administrators	Dun Dogistration Habitata	+	 		
R2	Thu 18/01/2024	From 9am - Pre-Programme Assessment Board paper			Run Registration Helpdesk	[[[
	1110 10/01/2024	generation & mark-up				[[[
	Fri 19/01/2024	Pre-Programme Assessment			Run Registration Helpdesk				
		Board mark-up							
	Sat 20/01/2024 Sun 21/01/2024								
		Pre-Programme Assessment			Run Registration Helpdesk				TR2/3 Timetable Student
	Mon 22/01/2024	Board Meetings			<u> </u>				Allocation (New Students)
	· ·								

8	Tue	ie 23/01/2024	Pre-Programme Assessment Board Meetings			Run Registration Helpdesk					
ek 2	<u> </u>	ed 24/01/2024	Pre-Programme Assessment			Run Registration Helpdesk					
M M	:		Board Meetings TR1 Programme Assessment			Run Registration Helpdesk					
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	Fri	i 26/01/2024	TR1 Programme Assessment Boards			Run Registration Helpdesk					
		at 27/01/2024									
		un 28/01/2024 on 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)	
	Tue	ie 30/01/2024			TBC)						
	We	ed 31/01/2024	By 11am - all Post Programme Assessment Board Processing to be completed	From 12noon - ASL run Tier 4 report and passes to International Support	Tuition Fee Forecast (Quarter 2) – Student activity inputs run	Run Registration Helpdesk	From 11am - MS "Exam results issues report" generated by School's nominee for TR1 boards and corrective action taken				
/eek 3	Thu	nu 01/02/2024	By 10am - International Support undertake checks and send report to S3	From 10am - Tier 4 processing by S3		Run Registration Helpdesk	Matters arising from "Exam results issues report" corrected				
TR2 - W	Fri	i 02/02/2024	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)	By 12noon - Complete Tier 4 checks and return spreadsheet	Module Availability (MAV) rollforward to create MAV for session 2023-24 (provisional date)	Run Registration Helpdesk (run by Student Administration/Visa & International Support and Finance	By 5pm - MS "Exam results issues report" completed by School's nominee for TR2 boards and all corrective action taken.				
	Sat	at 03/02/2024									
	Sur	ın 04/02/2024						NOTE: Curriculum Management team will advise on MAV Roll Rorward dates closer to time and work with affected areas			
	Мо	on 05/02/2024	TR1 Publication Date (Transcript embargo period ends)	By 12 noon - SITS deadline for prizes and medals input	Update results container in eStudentRecords to active						
3/24 3/ 4	Tue	ue 06/02/2024						Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)			
2023 Wee		ed 07/02/2024									
R 2		nu 08/02/2024	+		/		Window closes for academic				
TRIMESTE	Fri	i 09/02/2024					colleagues to request their TR2 exam delivery i.e. on campus or online for session 2023/24				
		at 10/02/2024									
		ın 11/02/2024	By 2pm - TR1 Academic Appeals								
		on 12/02/2024 ue 13/02/2024	Deadline								
2		ed 14/02/2024			Non registered students set to AX/AW	Non registered students set to					
/eek	ž VV	eu 14/02/2024			AX/AW	AX/AW	Final decision date on exam				
TR2 - W	<u> </u>	nu 15/02/2024	Exam Spreadsheet issued to	Trimester 1 Module Results		AX/AW students reported to	delivery for TR2 modules session 2023/24.				
		i 16/02/2024	Schools	Analysis completed		Home Office					
		at 17/02/2024 un 18/02/2024									
ek 6		on 19/02/2024		SITS Upgrade to 10.5 TBC	T4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) TR1 publication						
- We		ed 21/02/2024		SITS Upgrade to 10.5 TBC SITS Upgrade to 10.5 TBC							
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M - 3	•	i 08/03/2024	Draft TR2 Exam Timetable to								
TR.	<u> </u>	at 09/03/2024	Schools								
	Sur	ın 10/03/2024									
		on 11/03/2024 ne 12/03/2024	S3 paper collation for Externals		<u> </u>			<u> </u>			
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		S3 paper collation for Externals	Deadline for Tier 4 non- enrolment reporting - Research	T4 deadline to report sponsorship to withdrawal to					
e ye	Wed 13/03/2024		students	UKVI (if appeal) TR1					
× ×		OO and a second a Fotomala for		publication		-	1		
K2	Thu 14/03/2024	S3 sends papers to Externals for moderation							
=	Fri 15/03/2024	Publication of TR2 Examination							
	Sat 16/03/2024	Timetable							
	Sun 17/03/2024								
	Man 40/02/2024	Deadline for Academic Staff to							
	Mon 18/03/2024	submit examination papers for trimester two to S3 for formatting							
k 10		S3 Campus Groups to format	External Moderation						
Wee	Tue 19/03/2024	examination papers/EE to review examination papers							
, i	Wed 20/03/2024	Examination papers - formatting							
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		Fixed Holiday: Spring Closure	Moderation Deadline						
	Fri 29/03/2024	xou rioliday. Opring Glosure							
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EN 2	Wed 03/04/2024	Quality Check on Exam Papers and upload to Sharepoint - S3	Programme spreadsheets posted for online module			Programme spreadsheets to be amended to reflect			
	מ	Campus Groups	enrolment task based on	+	 	programmes running in			
ST ST	Wed 03/04/2024		previous year			session 2023/24 and to mark if online option module task is			
꼴						needed (TR1 & 2 for TBS and			
-						TR1 only for remaining			
		Examination papers - checks	TR3 CMP module enrolments			schools)	+		
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	Thu 04/04/2024		SHSC. TBS and SAS						
			undertake enrolments manually						
		Examination papers - checks	TR3 CMP module enrolments						
	Fri 05/04/2024		for SACI, SoC, SEBE and SHSC. TBS and SAS						
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ee X	Tue 09/04/2024				Marks Submission Deadline				
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e X		S3/Student Admin to help resolve					+	+ +	
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유 7	Wed 24/04/2024	Students check of Exams site							
ESTER	Thu 25/04/2024	S3/Student Admin to help resolve	IS check Exam Site						
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Summer Graduations Resolve at source (SITS) the inaccuracies highlighted by the spreadsheet indicating Quality needed to correct errors in SITS Provide the link to SharePoint spreadsheet with an unconditional papers. E to review examination papers adamts seasion on appropriate stage is created for progressing students Provide the link to SharePoint spreadsheet with an unconditional Firm of the progressing students in reassessment Provide the link to SharePoint spreadsheet that lists Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward or forward Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward or forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Resolve SITS inaccuracies Examination papers - checks Student record roll forward Resolve SITS inaccuracies Resolve SI							review examination papers			20, 00, 202 .	
HEAR for Summer graduates - International pages of the provided the inflictional pages of the provided the inflictional pages of the provided the pr											
Ink to spreadsheet indicating Qualty or PASS activity needed to correct errors in SITS Indicates the provided that is a preadsheet in the spreadsheet in dealing output or PASS activity needed to correct errors in SITS Indicates the provided that is a preadsheet in the spreadsheet in the spreadsh	TR1 Module Timetable	Reception: phoning students in	Student Administration start		Clearing user access undates	First student record roll forward	S3 Campus Groups to format	Resolve at source (SITS) the	HEAR for Summer graduates -	Sun 30/06/2024	
Wed 03/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Fin 05/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward National Student Survey results release and reporting (exact date TBC) ASL to switch on automation of welcome emails ASL to switch on automation of welcome emails Recoption: phoning students in reassessment	published (declared) to staff		to send welcome emails to			through which a new	examination papers/EE to	inaccuracies highlighted by the	link to spreadsheet indicating		
appropriate stage is created for progressing students By 2pm - TR2 Academic Appeals Deadline Provide the link to SharePoint spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Wed 03/07/2024 Wed 03/07/2024 Summer Graduations Resolve SITS inaccuracies Resolve SITS inaccuracies Examination papers - checks Student record roll forward National Student Survey results release and reporting (exact date TBC) ASL to switch on automation of welcome emails Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward National Student Survey results release and reporting (exact date TBC) ASL to switch on automation of welcome emails Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward Student record roll forward ASL to switch on automation of welcome emails Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward ASL to switch on automation of welcome emails reassessment Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward ASL to switch on automation of welcome emails reassessment Reception: phoning students in reassessment	and students						review examination papers	spreadsheet	Quality or PASS activity needed to	Mon 01/07/2024	
Provide the link to SharePoint spreadsheet that lists Summer graduates eligible for a HEAR for whom there appears an error that needs corrected Wed 03/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward National Student Survey results release and reporting (exact date TBC) Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward National Student Survey results release and reporting (exact date TBC) ASL to switch on automation of welcome emails Reception: phoning students in reassessment									COLLECT GLIOLO III OLLO	01/01/2024	
Tue 02/07/2024 Tue 02/07/2024	_										
Tue 02/07/2024	 +					Student record roll forward					ŀ
Tue 02/07/2024 Tue 02/07/2024		reassessment					to sharepoint		Deadline		
Resolve SITS inaccuracies Examination papers - checks Student record roll forward Fri 05/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward National Student Survey results release and reporting (exact date TBC) ASL to switch on automation of welcome emails Reception: phoning students in reassessment Reception: phoning students in phoning students in phoning students in phoning students in phoning										Fue 02/07/2024	9 4
Selections to be made by following Sunday Wed 03/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Thu 04/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward Fri 05/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward Fri 05/07/2024 Summer Graduations Resolve SITS inaccuracies Examination papers - checks Student record roll forward Student record roll forward Reception: phoning students in reassessment				highlighting that the online						1 UG UZ/UI/ZUZ4	Nee
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Wed 03/07/2024 Summer Graduations Thu 04/07/2024 Fri 05/07/2024 Summer Graduations Reception: phoning students in reassessment Resolve SITS inaccuracies Examination papers - checks Student record roll forward Fri 05/07/2024 Summer Graduations Reception: phoning students in reassessment Reception: phoning students in reassessment Reception: phoning students in reassessment Sat 06/07/2024 Sum of 07/07/2024 Sum of 07/	 +	Pacantion: phoning students :-			National Student Survey	Student record roll forward	Evamination papers shocks	Pacalya SITS inaggiraging	Summer Graduations		TR
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Fit 05/07/2024 reassessment state of the control of	 +	Recention: phoning students in				Student record roll forward	Evamination papers, checks	Resolve SITS inaccuracios	Summer Graduations		ļ
Sun 07/07/2024						Student record foll follward	Livarrillation papers - criecks	ixesoive Siris inaccuracies	Summer Graduations	ri 05/07/2024	
Mon 08/07/2024 Applications after this date become Reception: phoning students in TR1 Student Admin upload to Student record roll forward Reception: Phoning students in TR1 Student Admin upload to Students of S						Student record roll forward		Resolve SITS inaccuracies	Applications after this date become		
reassessment (Continuing Students)	 (Continuing Students)									VIO11 U0/U1/2U24	L

		T4 deadline to report sponsorship	Resolve SITS inaccuracies	Examination papers - upload	Student record roll forward	1 1		1	Reception: phoning students in	1	11
_	Tue 09/07/2024	to withdrawal to UKVI (if no appeal) TR2 publication date			•				reassessment		
Week	Wed 10/07/2024		Resolve SITS inaccuracies	Examination papers - upload					Reception: phoning students in reassessment		
R3 - /	Thu 11/07/2024		Resolve SITS inaccuracies	Examination papers - upload					Reception: phoning students in reassessment		
	Fri 12/07/2024	/	PASS teams confirm all inaccuracies corrected	Examination papers - upload		Deadline for student to complete online module selection			Reception: phoning students in reassessment		
	Sat 13/07/2024 Sun 14/07/2024	A				GGIGGIGH					
	Mon 15/07/2024	PEG Convenor sends confirmation to ASL that checks completed and SITS updated as needed	Generation of the HEAR	Academics to check Exams Server					Reception: phoning students in reassessment	TR1 Student Allocation (Continuing Students)	
	Tue 16/07/2024		Generation of the HEAR	Academics to check Exams Server					Reception: phoning students in reassessment		
- Week	Wed 17/07/2024	Graduate Outcomes Survey results release and reporting (exact date TBC)	Generation of the HEAR	Students check of Exams site					Todocockinoria		
TR3	Thu 18/07/2024		Generation of the HEAR	Students check of Exams site							
	Fri 19/07/2024		Generation of the HEAR	S3/Student Admin to help resolve any queries with Exams Server		Clearing officially opens					
	Sat 20/07/2024 Sun 21/07/2024			Ziamo Gorroi							
	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 all				
eek 9	Wed 24/07/2024						induction timetable data on the Welcome Week Calendar				
TR3 - W	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						
xams	Fri 26/07/2024 Sat 27/07/2024										
381	Sun 28/07/2024						Indication Date: 004 months			TD4 ledicided Time (able	
ž	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 Indicative Date: SQA results				
ek 10	Wed 31/07/2024	T4 deadline to report sponsorship					embargo period Indicative Date: SQA results				
TR3 - Wee	Thu 01/08/2024	to withdrawal to UKVI (if appeal) TR2 publication date					embargo period				
	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 begins)									
	Sun 04/08/2024 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			
ek 11	Wed 07/08/2024	By 12noon - Academic Mark Submission for Resit results				S3 upload Examination papers to sharepoint					
- We		By 5pm - Marks uploaded and verification sheets produced. Any	Indicitive Resit Extenuating Retrospective Circumstances	Overnight - Cognos report		Student Admin upload to Exams Server					
TR3	Thu 08/08/2024	non-submission of marks reported to HOSS for action By 11am - Academic mark	Deadline By 12noon - Finalise any	From 12noon - ASL run		Student Admin upload to		Indicative Date: JCQ results			
	Fri 09/08/2024	confirmation process. Includes any exceptinal scaling approved by VP/HOLTA	amended marks, have all marks confirmed and agreed in SITS	Central Calculation Report and confrims to S3 once process		Exams Server		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			

					T	<u> </u>		M		
24 12 12	Tue 13/08/2024	Pre-Programme Assessment Board mark-up				Academics to check Exams Server		Indicative Date: JCQ results embargo period		
023/ Wee	Wed 14/08/2024	Pre-Programme Assessment Board mark-up				Students check of Exams site		Indicative Date: JCQ results embargo period		
3 3 2 R3 -	Thu 15/08/2024	Pre-Programme Assessment				Students check of Exams site		Indicative Date: JCQ results		
TRIMESTER 3 2023/24 TR3 - Week 1	Fri 16/08/2024	Board Meetings Pre-Programme Assessment Board Meetings				S3/Student Admin to help resolve any queries with		▼ embargo period		
TRIM		Trimester 3 Teaching ENDS ↑				Exams Server				
	Sat 17/08/2024 Sun 18/08/2024									
	Mon 19/08/2024	Resit Programme Assessment								
	Tue 20/08/2024	Boards Resit Programme Assessment Boards				Email new students, with an Unconditional Firm offer, to complete the online registration process (RM3) (emails will be sent in batches)			TR1 Student Allocation (New Students)	
	Wed 21/08/2024	Resit Post Board Processing								
. Week 13 ns Week	Thu 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					
Fxar				processing	corrective action taken					
	Fri 23/08/2024			Tier 4 processing by S3	By 5pm - MS "Exam results issues report" completed by School's nominee for reassessment boards and all corrective action taken.	Disable the 'undo' option from the online module task (thus requiring students to contact their PASS team to amend optional module choice/s)				
	Sat 24/08/2024	Trimester 3 ENDS (Transcript								
	Sun 25/08/2024	embargo period begins)								
	Mon 26/08/2024	Resit Publication Date (Transcript embargo period ends for students in reassessment)	Update results container in eStudentRecords to active	AM - Tier 4 Resit progression decisions entered			Run Registration Helpdesk		TR1 Individual Timetable Publication (New Students)	Student Allocation TR1 (New Students)
	Tue 27/08/2024 Wed 28/08/2024	Resit roll forward Resit roll forward				Tier 4 RESITS deadline to report sponsorship withdrawal to UKVI (if appeal)	Run Registration Helpdesk Run Registration Helpdesk			
δ	Thu 29/08/2024	Resit roll forward		Upskilling return 2 (exact date			Run Registration Helpdesk			
ant wee		Resit roll forward	TR3 Extenuating	TBC) Final Figures Return– census date	1		Run Registration Helpdesk			
on & developme	Fri 30/08/2024 Sat 31/08/2024		Retrospective Circumstances Deadline	date						
deve	Sun 01/09/2024	By 12noon - Academic Mark	Dy 2nm Posit Academia				Pun Pogistration Holadosk		Timetable Data Collection	Student Allocation TR1 (New
on &	Mon 02/09/2024	Submission for TR3 results	By 2pm - Resit Academic Appeals Deadline				Run Registration Helpdesk		TR2/TR3	Students)
END OF preparati	Tue 03/09/2024	Marks upload into SITS By 2pm - Marks uploaded and	2pm - ASL runs 0/NA process	Overnight - Cognos report			Run Registration Helpdesk Run Registration Helpdesk	 		
ENI rking, prep	Wed 04/09/2024	verification sheets produced. Any non-submission of marks reported to HOSS for action	ahead of Cognos report	→			, i			
Ma	Thu 05/09/2024	Academic mark confirmation process. Includes any exceptinal scaling approved by VP/HOLTA	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			Run Registration Helpdesk			
	Fri 06/09/2024	By 12noon - Finalise any amended mark and have all marks confirmed and agreed in SITS	From 12noon - ASL run Central Calculation Report and confrims to S3 once process completed	Extenuating Circumstances Outcome spreadsheet shared with Programme Administrators			Run Registration Helpdesk			
	Sat 07/09/2024 Sun 08/09/2024									
Veek	Mon 09/09/2024	Pre-Assessment Board Printing & Mark up	Trimester 1 BEGINS	Tier 4 deadline to report sponsorship to withdrawal to UKVI (if no appeal) resit publication date		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)	Timetable Data Collection TR2/TR3	Student Allocation TR1 (New Students)
ome V	Tue 10/09/2024	Pre-Assessment Board Mark up		- Samuel Galler		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
2024/25 c 1 Welco	Wed 11/09/2024	Pre-Assessment Board Mark up				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
20 <u>2</u> ek 1	Thu 12/09/2024	Pre-Assessment Board Meetings				Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
TR1 - We	Fri 13/09/2024	Pre-Assessment Board Meetings	Final Figures Return - submission deadline (exact date TBC)	By 12noon - Global Online only: Academic Mark Submission for TR3 results		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)		
	Sat 14/09/2024 Sun 15/09/2024									
	Mon 16/09/2024	Pre-Assessment Board Meetings		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 17/09/2024	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)		

	TR3 Programme Assessment		By 12noon - Global Online		Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global			
Wed 18/09/2024	Boards		only: Finalise any amended mark and have all marks		Registration Advice Centre		Mobility)			
Wed 16/09/2024			confirmed and agreed in SITS							
			Ü							
Th 40/00/0004	TR3 Programme Assessment		By 12noon - Global Online		Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global			
Thu 19/09/2024	Boards		only: ASL to centrally process C & Ps		Registration Advice Centre		Mobility)			
	TR3 Programme Assessment		Global Online only: Pre-		Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global			
	Boards OR Post Board Processing		Assessment Board Printing &		Registration Advice Centre	(run by Student	Mobility)			
Fri 20/09/2024			Mark up			Administration/Visa &				
						International Support and				
Sat 21/09/2024						Finance				
Sun 22/09/2024										
	TR3 Post Board Processing		Global Online only: Pre-		Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global		Timetable Data Collection	Student Allocation TR1 (Nev
Mon 23/09/2024			Assessment Board Mark up		Registration Advice Centre	(run by Student	Mobility)		TR2/TR3	Students)
WI011 23/09/2024						Administration/Visa & International Support and				
						Finance				
Tue 24/09/2024	TR3 Post Board Processing		Global Online only: Pre-		Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global			
. 40 2 1/ 00/202 1	Du Fam all Doct Accessment		Assessment Board Mark up		Registration Advice Centre	Dun Desistration Haladeel	Mobility)	++		
Wed 25/09/2024	By 5pm - all Post Assessment Board Processing to be completed		Global Online only: Pre- Assessment Board Meetings		Indicative Date: Run Registration Advice Centre	Run Registration Helpdesk	Exchange Fest (Global Mobility)			
VVCu 25/05/2024	Board 1 roccssing to be completed		Assessment Board Weetings		registration Advice Serial		(Vicionity)			
		By 4pm - International Support	Global Online only: Pre-	From 9am - MS "Exam results	Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global			
	passes to International Support	undertake checks and send	Assessment Board Meetings	issues report" generated by	Registration Advice Centre		Mobility)			
Thu 26/09/2024		report to S3 for Tier 4		School's nominee for TR3						
		processing		boards and corrective action taken						
	Tier 4 processing by S3		Global Online only: TR3	Matters arising from "Exam	Indicative Date: Run	Run Registration Helpdesk	Exchange Fest (Global	Last date for TRI 1 Registration	Disable the 'undo' option from	Exam Spreadsheet issued to
			Programme Assessment	results issues report" corrected	Registration Advice Centre	,	Mobility)		the online module task (thus	Schools
Fri 27/09/2024			Boards		rotating across all 3 campuses				requiring students to contact	
					(exact dates to be confirmed)				their PASS team to amend	
									optional module choice/s)	
Sat 28/09/2024										
Sun 29/09/2024										
	By 12noon - S3 to complete Tier 4 processing and return report	Planning & Business Intelligence - Student Number	Global Online only: TR3 Post Board Processing	Matters arising from "Exam results issues report" corrected	Main application round for 2023/24 outgoing exchanges		Exchange Fest (Global Mobility)	Student Administration identify and notify Schools of the	Timetable Data Entry TR2/TR3	
	processing and return report	Reporting begins	Board Processing	results issues report corrected	opens (Global Mobility)		(Viobility)	students who have not fully		
Mon 30/09/2024		reporting begins			openie (Global Mobility)			completed the registration		
								using AX/AW Task		
	From 10man, Dames abanking by	A4 5 mm . In an annual to atom	D. 40 Olah al Gulia	Matters suising from "Evens			Frehamma Fast (Clahal			
	From 12noon - Degree checking by School teams	At 5pm - lose access to store in SAW & are asked to stop	By 12noon - Global Online only: TR3 Post Board	Matters arising from "Exam results issues report" corrected			Exchange Fest (Global Mobility)			
Tue 01/10/2024	Ceriodi tearris	processing awards ahead of	Processing	results issues report corrected			(Violanty)			
		Confermant Process								
	ASL run Conferment Process	Degree checking by School teams		Matters arising from "Exam results issues report" corrected	Tier 4 RESITS deadline to		Exchange Fest (Global			
Wed 02/10/2024		leams		results issues report corrected	report sponsorship withdrawal to UKVI (if appeal)		Mobility)			
			 							
					to citti (ii appeal)					
	▶ By 12noon - ASL complete	▶ By 12noon - All degree	From 12noon - Student Admin		to Crevi (ii appeal)		Exchange Fest (Global			
Thu 02/10/2024	By 12noon - ASL complete Conferment Process	checked & Any GRAD forms to		issues report" completed by	to ever (ii appear)		Exchange Fest (Global Mobility)			
Thu 03/10/2024		V		issues report" completed by School's nominee for TR3	le Green (in appeals)		The second secon			
Thu 03/10/2024		checked & Any GRAD forms to		issues report" completed by	le Green (ii appeal)		The second secon			
Thu 03/10/2024		checked & Any GRAD forms to be completed Prizes and Medal information		issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all	S3 to update and amend the	Update results container in	Mobility) Exchange Fest (Global			
Thu 03/10/2024	Conferment Process	checked & Any GRAD forms to be completed	Graduation checking	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2	S3 to update and amend the spreadsheet to reflect	Update results container in eStudentRecords to active	Mobility)			
	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	S3 to update and amend the spreadsheet to reflect programmes running in		Mobility) Exchange Fest (Global			
Thu 03/10/2024 Fri 04/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2	S3 to update and amend the spreadsheet to reflect programmes running in session 2024/25 to mark if		Mobility) Exchange Fest (Global			
	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	S3 to update and amend the spreadsheet to reflect programmes running in		Mobility) Exchange Fest (Global			
Fri 04/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	S3 to update and amend the spreadsheet to reflect programmes running in session 2024/25 to mark if online option module task is		Mobility) Exchange Fest (Global			
Fri 04/10/2024 Sat 05/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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		Mobility) Exchange Fest (Global			
Fri 04/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules	eStudentRecords to active	Mobility) Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TP3	
Fri 04/10/2024 Sat 05/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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		Mobility) Exchange Fest (Global		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-	Deadline for Schools to inform Student Administration of the students not to be set to	Mobility) Exchange Fest (Global Mobility) Exchange Fest (Global Exchange Fest (Global		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been	Mobility) Exchange Fest (Global Mobility) Exchange Fest (Global Exchange Fest (Global		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to	Mobility) Exchange Fest (Global Mobility) Exchange Fest (Global Exchange Fest (Global		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been	Mobility) Exchange Fest (Global Mobility) Exchange Fest (Global Exchange Fest (Global		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation checking	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	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) Exchange Fest (Global Mobility) Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation checking Global Online only:	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation checking	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	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) Exchange Fest (Global Mobility) Exchange Fest (Global Mobility) Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation checking Global Online only:	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024	Conferment Process TR3 publication date	checked & Any GRAD forms to be completed Prizes and Medal information	Graduation checking Student Admin Graduation checking Global Online only:	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024 Thu 10/10/2024	TR3 publication date (Transcript embargo period ends) Deadline for Academic Staff to submit examination papers for	checked & Any GRAD forms to be completed Prizes and Medal information entered in SITS	Graduation checking Student Admin Graduation checking Global Online only: Graduation deadline	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to AX/AW Deadline for Visa & International Support to inform	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024	TR3 publication date (Transcript embargo period ends) Deadline for Academic Staff to	Checked & Any GRAD forms to be completed Prizes and Medal information entered in SITS Draft TR1 Exam timetable to	Graduation checking Student Admin Graduation checking Global Online only: Graduation deadline By 2pm - TR3 Academic	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to AX/AW Deadline for Visa & International Support to inform the Home Office of students	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024 Thu 10/10/2024	TR3 publication date (Transcript embargo period ends) Deadline for Academic Staff to submit examination papers for	Checked & Any GRAD forms to be completed Prizes and Medal information entered in SITS Draft TR1 Exam timetable to	Graduation checking Student Admin Graduation checking Global Online only: Graduation deadline By 2pm - TR3 Academic	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to AX/AW Deadline for Visa & International Support to inform	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024 Thu 10/10/2024 Fri 11/10/2024	TR3 publication date (Transcript embargo period ends) Deadline for Academic Staff to submit examination papers for	Checked & Any GRAD forms to be completed Prizes and Medal information entered in SITS Draft TR1 Exam timetable to	Graduation checking Student Admin Graduation checking Global Online only: Graduation deadline By 2pm - TR3 Academic	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to AX/AW Deadline for Visa & International Support to inform the Home Office of students	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3	
Fri 04/10/2024 Sat 05/10/2024 Sun 06/10/2024 Mon 07/10/2024 Tue 08/10/2024 Wed 09/10/2024 Thu 10/10/2024	TR3 publication date (Transcript embargo period ends) Deadline for Academic Staff to submit examination papers for	Checked & Any GRAD forms to be completed Prizes and Medal information entered in SITS Draft TR1 Exam timetable to	Graduation checking Student Admin Graduation checking Global Online only: Graduation deadline By 2pm - TR3 Academic	issues report" completed by School's nominee for TR3 boards and all corrective action taken. Upload Spreadsheet for all schools minus TBS for the TR2 online module selections	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 modules Deadline for Tier 4 non-enrolment reporting - Research	Deadline for Schools to inform Student Administration of the students not to be set to AX/AW as they have been engaging/attending Non registered students to AX/AW Deadline for Visa & International Support to inform the Home Office of students	Exchange Fest (Global Mobility)		Timetable Data Entry TR2/TR3 Timetable Data Entry TR2/TR3	

		Examination papers - formatting	HEAR for Autumn graduates - link to spreadsheet indicating	PEG Convenor request that all Schools resolve inaccuracies			1			
	T 45/40/0004		Quality or PASS activity	highlighted by the spreadsheet						
8 9	Tue 15/10/2024		needed to correct errors in	at source (SITS).						
Nee			SITS							
1-1	Wed 16/10/2024	Examination papers - formatting		Resolve SITS inaccuracies	+	1	1			
T.	Thu 17/10/2024	Examination papers - formatting		Resolve SITS inaccuracies						
	Fri 18/10/2024	Examination papers - formatting	Publication of TR1 Examination Timetable	Resolve SITS inaccuracies			Tier 4 deadline to report sponsorship withdrawal to			
	11110/10/2024		Examination Timetable				UKVI (if no appeal)			
	Sat 19/10/2024									
	Sun 20/10/2024	Examination papers - formatting		Resolve SITS inaccuracies					Timetable Scheduling	
	Mon 21/10/2024								TR2/TR3	
k 7	Tue 22/10/2024 Wed 23/10/2024	Examination papers - formatting Examination papers - formatting		Resolve SITS inaccuracies Resolve SITS inaccuracies			+			
Vee	Thu 24/10/2024	Examination papers - formatting	EE review of examination	Resolve SITS inaccuracies						
-	111u 24/10/2024	5 1 11 1 1	papers	D. I. OITO:						
TR1	Fri 25/10/2024	Examination papers - formatting	EE review of examination papers	Resolve SITS inaccuracies			1			
	Sat 26/10/2024		papers							
_	Sun 27/10/2024	Every institute and the formatting	EE various of assessination	DACC tooms confirm CITC	Consisting of the LIEAD	LIECA Childrent Datum. Final			Time stable Cabaduling	
10		Examination papers - formatting	EE review of examination papers	PASS teams confirm SITS resolution of inaccuracies to	Generation of the HEAR	HESA Student Return – Final Submission Date			Timetable Scheduling TR2/TR3	
:4/5	Mon 28/10/2024		 '	PEG Convenor. PEG					· []	
202				Convenor then sends confirmation to ASL Team						
7		Examination papers - formatting	EE review of examination	High-level student number	Generation of the HEAR	Tuition Fee Forecast (Quarter	Autumn Graduation			
SYE 8 8	Tue 29/10/2024		papers	targets agreed (exact date		1) – Student activity inputs run				
Wee		Examination papers - formatting	EE review of examination	TBC)	Generation of the HEAR	Student Retention KPI updated	Autumn Graduation			
[R] - 1	Wed 30/10/2024		papers			oludoni Notoniion Ni Tupuateu				
<u> </u>	Th.: 24/40/0004	Quality Check on Exam Papers			Generation of the HEAR		Autumn Graduation			
	Thu 31/10/2024	and upload to Sharepoint - S3 Campus Groups								
	Fri 01/11/2024	Examination papers - checks			S3 advised once the HEARs					
					have been generated					
	Sat 02/11/2024 Sun 03/11/2024									
		Examination papers - checks			Spot checks in HEARs				Timetable Scheduling	
	Mon 04/11/2024				undertaken by PASS teams. Refer any accreditation error to				TR2/TR3	
					school Quality team					
	Tue 05/11/2024	Examination papers - checks								
	Wed 06/11/2024	Examination papers - checks Examination papers - checks			AM - PASS Managers send	By 12noon - PEG Convenor	+			
9					confirmation to PEG Convenor	confirmation to ASL that all				
Wee	Thu 07/11/2024			l	that spot checks have been	spot checks complete and link				
-	111u 07/11/2024				undertaken and any amendments made that	to any updates needed provided				
TR1					necessitate a re-run of the	<u> </u>				
		Student Admin upload to Exams		Tier 4 deadline to report	HEAR by ASL Team	+	+ ++	+		
	Fri 08/11/2024	Server		sponsorship withdrawal to						
	F11 06/1 1/2024			UKVI (if appeal) for TR3			1			
	Sat 09/11/2024			publication date						
	Sun 10/11/2024									
		Examination papers - upload		Main application round for		HEAR Publication (announcement to students via			TR2/3 Timetable Draft Module Timetable Available	
10	Mon 11/11/2024			2022/23 outgoing exchanges closes (Global Mobility)		Edinburgh Napier e-mail			Timetable Available	
A Y	T 40// / / 22 - 1			. "		account)	1			
We	Tue 12/11/2024 Wed 13/11/2024	Examination papers - upload Examination papers - upload			+		+		 	
٦ <u>.</u>	Thu 14/11/2024	Examination papers - upload								
=	Fri 15/11/2024 Sat 16/11/2024	Examination papers - upload								
	Sat 16/11/2024 Sun 17/11/2024									
		Module Leaders/Examiners to	S3 to send Academics outlook						Timetable Module changes	
	Mon 18/11/2024	Check Examination Moodle Site	calendar reminder for TR1 Marks Submission Deadline						processed TR2/TR3	
			warks Subinission Deauline	<u> </u>	<u> </u>	<u> </u>	<u> </u>			
	Tue 19/11/2024	Module Leaders/Examiners to	SITS Test Upgrade							
		Check Examination Moodle Site Module Leaders/Examiners to	SITS Test Upgrade	+	+	+	+ ++	++		
(11	Wed 20/11/2024	Check Examination Moodle Site								
/eek	Thu 24/44/0004	\$3/Student Admin to help resolve	SITS Test Upgrade							
, W	Thu 21/11/2024	any queries with Exam Server								
TR1		S3/Student Admin to help resolve	SITS Test Upgrade	By noon each PASS Manager						
		any queries with Exam Server		confirm to ASL the						
	Fri 22/11/2024			programmes that will be offering TR2 option selections						
				for students in session 2022/3.						
	Sat 23/11/2024		SITS Test Upgrade							
	Sun 24/11/2024		on o root opgrade							
					·	•				

		Student Check of Exam Server		By 5pm PASS teams update				TR2/3 Timetable Module	
				the DMD for programmes with				Timetable Published	
	Mon 25/11/2024			a B and Occurrence intake,				(Declared)	
				and A occurrence for TR2					
		Student Check of Exam Server		CMP module enrolments for			-		
		Classiff Siles of Exam Server		Occurrence A students TR2 for					
				all schools minus TBS					
	Tue 26/11/2024			(previously undertaken). CMP					
				module enrolments for					
				Occurrence B students for all schools					
		Student Check of Exam Server		CMP module enrolments for					
TR1 - Week 12				Occurrence A students TR2 for					
				all schools minus TBS					
	Wed 27/11/2024			(previously undertaken). CMP module enrolments for					
				Occurrence B students for all					
				schools					
		S3/Student Admin to help resolve	Programme-level targets	CMP module enrolments for					
		any queries with Exam Server	agreed by Schools (exact date	Occurrence A students TR2 for					
	Thu 28/11/2024		TBC)	all schools minus TBS					
	1110 20/11/2024			(previously undertaken). CMP module enrolments for					
				Occurrence B students for all					
		00/00/10/10 10 10 10 10 10 10 10 10 10 10 10 10 1	Forth Oloffinia But	schools			1		
	Fri 29/11/2024	▼ S3/Student Admin to help resolve	Early Statistics Return census point						
	1 11 23/11/2024	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 welcome					TR2/3 Timetable Student	
	Mon 02/12/2024	eStudentRecords to suspended	emails released to students					Allocation (Continuing	
¢ 13			with a UF offer for TR2					Students)	
9	Tue 03/12/2024	+							
\$	Wed 04/12/2024								
TR	Thu 05/12/2024								
T K	Fri 06/12/2024								
		++							
	Sat 07/12/2024								
	Sat 07/12/2024 Sun 08/12/2024							TR2/3 Timetable Student	
	Sat 07/12/2024							Allocation (Continuing	
	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024								
	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024							Allocation (Continuing	
k 14 eek	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024	Early Statistics Return submission						Allocation (Continuing	
	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024	Early Statistics Return submission deadline (exact date TBC)						Allocation (Continuing	
- Week 14 ams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024	deadline (exact date TBC)						Allocation (Continuing	
- Week 14 ams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024	deadline (exact date TBC) Deadline for entry of welcome						Allocation (Continuing	
- Week 14 ams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar						Allocation (Continuing	
TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024	deadline (exact date TBC) Deadline for entry of welcome						Allocation (Continuing	
TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing	
TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students)	
TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Sun 15/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual	
TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Sun 15/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students)	
TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Sun 15/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
Week 15 TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Mon 16/12/2024 Tue 17/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
- Week 15 TR1 - Week 14 ams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Thu 12/12/2024 Tue 17/12/2024 Tue 17/12/2024 Thu 19/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
TR1 - Week 15 TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 18/12/2024 Thu 19/12/2024 Thu 19/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sat 21/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
TR1 - Week 15 TR1 - Week 14 Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Thu 19/12/2024 Thu 19/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sun 22/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
TR1 - Week 15 TR1 - Week 14 Exams Week Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Thi 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Sat 14/12/2024 Sat 14/12/2024 Sat 32/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sat 21/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
TR1 - Week 15 TR1 - Week 14 Exams Week Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Thu 19/12/2024 Thu 19/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sat 21/12/2024 Sun 22/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
TR1 - Week 15 TR1 - Week 14 Exams Week Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Thi 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Tue 17/12/2024 Wed 18/12/2024 Thu 19/12/2024 Tiue 17/12/2024 Sat 21/12/2024 Tiue 22/12/2024 Tiue 24/12/2024 Tiue 24/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
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TR1 - Week 15 TR1 - Week 14 Exams Week Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Sat 21/12/2024 Sat 21/12/2024 Tue 24/12/2024 Tue 24/12/2024 Tue 24/12/2024 Tue 24/12/2024 Sat 21/12/2024 Sat 21/12/2024 Tue 24/12/2024 Tue 31/12/2024 Tue 31/12/2024 Tue 31/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
STUDENTS TR1 - Week 15 TR1 - Week 14 Christmas Break Exams Week Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Thi 13/12/2024 Fri 13/12/2024 Sun 15/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 22/12/2024 Tue 24/12/2024 Tue 31/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	
STUDENTS TR1 - Week 15 TR1 - Week 14 Christmas Break Exams Week Exams Week	Sat 07/12/2024 Sun 08/12/2024 Mon 09/12/2024 Tue 10/12/2024 Wed 11/12/2024 Thu 12/12/2024 Thu 12/12/2024 Fri 13/12/2024 Sat 14/12/2024 Mon 16/12/2024 Mon 16/12/2024 Tue 17/12/2024 Tue 17/12/2024 Tue 17/12/2024 Sat 21/12/2024 Sat 21/12/2024 Tue 24/12/2024 Tue 24/12/2024 Tue 24/12/2024 Tue 24/12/2024 Sat 21/12/2024 Sat 21/12/2024 Tue 24/12/2024 Tue 31/12/2024 Tue 31/12/2024 Tue 31/12/2024	deadline (exact date TBC) Deadline for entry of welcome week Calendar Trimester 1 ENDS ↑ (Transcript embargo period begins)						Allocation (Continuing Students) TR2/3 Timetable Individual Publication for Continuing	

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

TR2/3 Timetable Student Allocation (New Students)