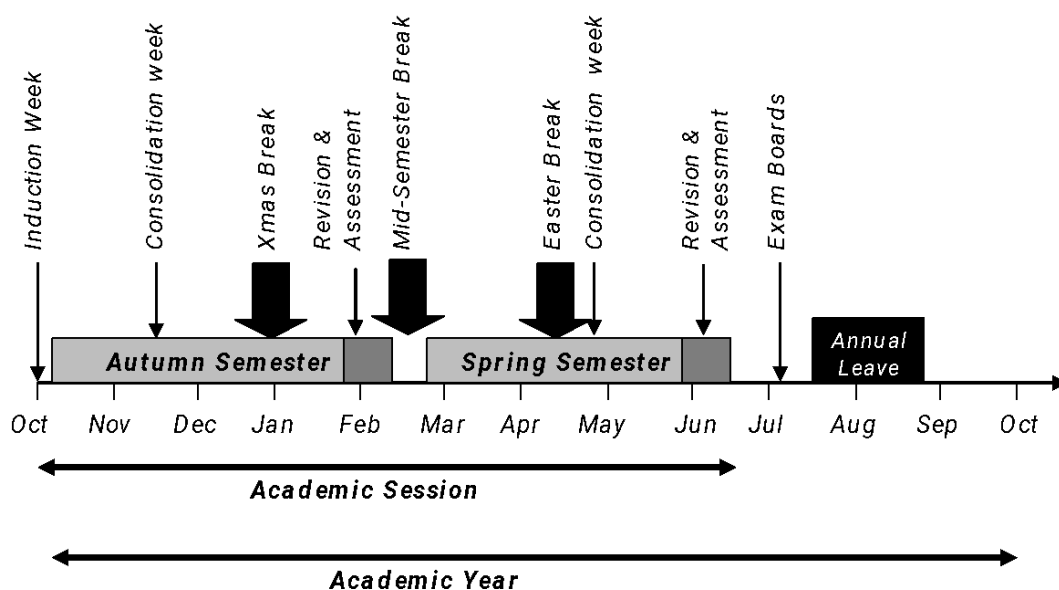


R2. Regulation on Academic Calendar

CITY ULE delivers programmes with two different modes of teaching: (a) semester programmes, and (b) yearly programmes. The Academic Calendars are developed six months in advance and published on the CITY ULE website.

1. Semester Programmes

Academic Session means a period of two consecutive semesters, named Autumn (or Semester 1) and Spring (or Semester 2). Academic Sessions normally start at the 2nd week of October (start of Autumn Semester) and last until middle of June (end of Spring Semester).



The Academic Session consists of two semesters (Autumn and Spring) of 15 weeks each. Week 11 of the Autumn Semester may begin just before or just after Christmas break. The Spring Semester Consolidation week is determined according to Easter Break since it directly precedes or follows the Easter break, but it can never be earlier than week 6 or later than week 9.

There are 15 weeks per semester, numbered 1 - 15, divided as follows:

- 10 Formal Lecturing weeks: Weeks 1, 2, 3, 4, 5, 6 and 8, 9, 10, 11 (Autumn Semester) and Weeks 1, 2, 3, 4, 5, three of the weeks 6,7,8,9 and 10,11 (Spring Semester)
- 1 Consolidation week
- 1 Revision/Reading week
- 3 Revision and Assessment weeks

One Consolidation Week is introduced in the middle of both semesters. The purpose of the Consolidation Week is revised frequently. The Consolidation Week is not a week off neither for students nor for staff. The schedule of the Consolidation Week will be the responsibility of each Department; it will be fixed and announced at the beginning of each semester. Student attendance is obligatory. The consolidation week is scheduled along the following principles:

- Departments should create a different class (revision) schedule for Consolidation Week which should be included in the semester class schedule;

- The Consolidation Week activities should take place within the first three days of the week (Monday, Tuesday and Wednesday), while Thursday and Friday should remain free from any formal activities;
- No new material should be introduced in the Consolidation Week classes, unless it is deemed necessary by the Department;
- The Consolidation Week offers an opportunity to schedule mid-term examinations of any type and/or other activities (e.g. extra seminars, tutoring, supervision etc.);
- Coursework submission deadlines should be normally scheduled towards the end of the Consolidation Week;

The Consolidation Week also offer an opportunity for Departments and academic staff to:

- Organise staff development seminars/workshops;
- Schedule away-days;
- Conduct Student-Staff Fora;
- Schedule Departmental Boards and Committees, etc.

One Revision/Reading week is introduced at week 12 of each semester. For Revision/Reading weeks the same issues as in Consolidation Week apply. No new material is going to be introduced during the revision/reading weeks unless there is a need for make-up classes for previously missed classes due to national holidays. The schedule of the revision/reading week will be the responsibility of each Department; it will be fixed and announced at the middle of each semester. Student attendance is obligatory. The revision/reading week will be also useful for oral examinations, poster sessions, presentations etc.

The Revision and Assessment weeks are set during weeks 13, 14 and 15. The last assessment component of each module is arranged to take place within these three weeks. Exceptionally examinations may take place at the end of week 12 or after week 15. The exact schedule of the examinations will be the responsibility of each Department; it will be fixed and announced at the middle of each semester in collaboration with the central Student Services Office. Resit examinations will take place in the first week of September and will normally last two weeks.

The Resit Assessment weeks begin normally in the last week of August and should finish by the 12th of September (absolute final date).

2. Yearly Programmes

“Academic Year” means a period of a full calendar year, which normally starts together with the Academic Session but extends until the beginning of the next academic session.

There are programmes which do not follow the semester structure. These programmes are delivered in block teaching mode, usually during weekends either face-to-face, online or blended.

Each Department should decide for each of these programmes:

- The total number of teaching hours per module
- The sequence of modules taught
- The weekends of module delivery
- The revision and assessment dates (including any formal examinations).

The Resit Assessment weeks begin normally in the last week of August and should finish by the 12th of September (absolute final date).

