**Programmes and Assessment**
STUDENT SERVICES CENTRE

UNIVERSITY OF LEEDS

# Timeline of Events & Communications for 2018/19
(Including Forward Planner for 2019/20)

*Last updated 30 January 2019*

| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Sat | 1 | | | | |
| Sun | 2 | | | | |
| Mon | 3 | ▪ August re-assessment marking period (2017/2018) | | **Deadline for Schools** to submit reinstatement request for Jul starters made withdrawn due to failure to register/complete ID check | |
| Tue | 4 | | | | |
| Wed | 5 | | | | |
| Thur | 6 | | | **Deadline for Schools** to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Student Cases by noon on 10 Sept) | |
| Fri | 7 | **Deadline for Schools** to return Past Exam Papers form to Exams | | **17:00 Deadline for Schools** to enter EOT Academic Standing code of 07 | |
| Sat | 8 | | | | |
| Sun | 9 | | | | |
| Mon | 10 | **12:00 Deadline for Schools** to submit Re-examination results to Exams | | ▪ **12:00 Deadline for Schools** to submit referred student cases to Student Cases ▪ **Deadline for Aug Starters** to register and complete ID check (students made withdrawn after this date – Schools emailed regarding action required) | |
| Tue | 11 | 2018/2019 exam schedules sent to Schools for checking/ updating (deadline 16 Oct) | | | |
| Wed | 12 | ▪ Official award date (August resitters) ▪ August Results released to students on web (12:00) ▪ Internal and External Students able to apply online for Carried Module resits (deadline 26 Oct) | | | |
| Thur | 13 | | | | |
| Fri | 14 | Exams to write to students with exhausted resit attempts informing them they must permanently withdraw | | | |
| Sat | 15 | | | | |
| Sun | 16 | | | | |
| | | *International Welcome Week, Session 2018/2019* | | | |
| Mon | 17 | Process run to identify semester 2 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval | International Registration (09:00 – 17:00 daily) | | |
| Tue | 18 | | | | |
| Wed | 19 | | | | |
| Thur | 20 | | | | |
| Fri | 21 | **Deadline for Schools** to flag 2018/19 1st attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams | **Deadline for Schools** to return Dec ceremony schedule to Events | **Deadline for Schools** to complete Post-August Progression exercise | |
| Sat | 22 | | | | |
| Sun | 23 | | | | |
| | | *Freshers' Week, Session 2018/2019* | | | |
| Mon | 24 | | ▪ Registration Week (09:00-17:00 daily, Great Hall) ▪ Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 28 Sep) | **Deadline for Schools** to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check. | |
| Tue | 25 | | | | |
| Wed | 26 | | Discovery Themes Fair (11:00 – 16:00) | | **Session / Term 1 Start** - Students charged tuition fees from start date if registration and ID check completed. Students with non-standard start dates will be charged from their Banner start date. |
| Thur | 27 | | | Module Enrolment closes | |
| Fri | 28 | | **Deadline for Schools** to notify Events of concerns re. Provisional Schedule for Dec Ceremonies | | |
| Sat | 29 | | | | |
| Sun | 30 | | | | |
| | | *Teaching Week 1 (Semester 1)* | | | |

A separate timeline for Timetabling processes is available at http://ses.leeds.ac.uk/timetable/timelines
*Tuition instalment plan payment dates vary depending on student type, residency and funding source.  More details can be found at http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fee_payment_schedule

| | | **Exams & Progress** | **Events** | **Operations** | **Fees*** |
|---|---|---|---|---|---|
| | | *Teaching Week 1 (Semester 1)* | | | |
| Mon | 1 | **Semester 1 Teaching begins, Session 2018/2019** | | Registration begins for Nov starters – schools informed | |
| Tue | 2 | | | | |
| Wed | 3 | | | | |
| Thur | 4 | | | | |
| Fri | 5 | | December Ceremonies Schedule published | | |
| Sat | 6 | | | | |
| Sun | 7 | | | | |
| | | *Teaching Week 2 (Semester 1)* | | | |
| Mon | 8 | | | | |
| Tue | 9 | | | | |
| Wed | 10 | | | | |
| Thur | 11 | | | | |
| Fri | 12 | | | ▪ Early warning email sent to schools regarding EL Sep starters (deadline **29 Oct**) <br> ▪ Early warning email sent to schools regarding Sep starters who haven't completed ID check (deadline **29 Oct**) | |
| Sat | 13 | | | | |
| Sun | 14 | | | | |
| | | *Teaching Week 3 (Semester 1)* | | | |
| Mon | 15 | | Instructions on registering Graduation Choices sent to Finalists eligible to attend the Dec Ceremony via Minerva and email. (Awarded students will be contacted separately by post) | | |
| Tue | 16 | **Deadline for Schools** to return 2018/2019 Examination schedules to Exams | | | |
| Wed | 17 | | Graduation Registration opens for students eligible to attend in Dec 2018 | | |
| Thur | 18 | | ▪ Invitations sent to Dec Ceremony Presenters (deadline 14 Nov) <br> ▪ Staff Gown Hire email sent to Academic Staff for Dec Ceremonies (deadline 28 Nov) | | |
| Fri | 19 | | | | |
| Sat | 20 | | | | |
| Sun | 21 | | | | |
| | | *Teaching Week 4 (Semester 1)* | | | |
| Mon | 22 | | Prize Notification Spreadsheet sent to Schools (deadline 28 Nov) | Final warning to students regarding registration & ID check deadlines | |
| Tue | 23 | | | | |
| Wed | 24 | | | | |
| Thur | 25 | | | | |
| Fri | 26 | ▪ **Deadline for Students** to add/drop semester 1 and semester 1&2 modules and be signed up in Schools (fee may apply thereafter) <br> ▪ **Deadline for Students** to apply for Carried Module Resits (including External Resits) (late fee applies after this date) <br> ▪ **Deadline for Students** to notify Exams of religious commitments during semester 1 exam period | | ▪ Early warning email sent to schools regarding EL Oct starters (deadline **12 Nov**) <br> ▪ Early warning email sent to schools regarding Oct starters who haven't completed ID check (deadline **12 Nov**) | |
| Sat | 27 | | | | |
| Sun | 28 | | | | |
| | | *Teaching Week 5 (Semester 1)* | | | |
| Mon | 29 | | | **Deadline for Sep Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 30 | | | | |
| Wed | 31 | | | Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils | |

A separate timeline for Timetabling processes is available at http://ses.leeds.ac.uk/timetable/timelines

*Tuition instalment plan payment dates vary depending on student type, residency and funding source.  More details can be found at http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fee_payment_schedule

| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Thur | 1 | | | Registration begins for Dec starters – schools informed | |
| Fri | 2 | Results page on Student Services switched off (until 22 Nov) | | | |
| Sat | 3 | | | | |
| Sun | 4 | | | | |
| | | *Teaching Week 6 (Semester 1)* | | | |
| Mon | 5 | Exam timetable data taken from Banner (Semester 1 exams) | Debt emails sent to Dec Ceremony attendees owing money to the university (deadline 14 Nov) | | |
| Tue | 6 | | | | |
| Wed | 7 | | | Email sent to International external candidates regarding visa implications and the need to return home | |
| Thur | 8 | | | | |
| Fri | 9 | | | | |
| Sat | 10 | | | | |
| Sun | 11 | | | | |
| | | *Teaching Week 7 (Semester 1)* | | | |
| Mon | 12 | | | ▪ **Deadline for Schools** to submit reinstatement request for Sep starters made withdrawn due to failure to register/complete ID check. <br> ▪ **Deadline for Oct Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 13 | | | | |
| Wed | 14 | **Deadline for Schools** to submit TP results to Exams | ▪ **Deadline for Students** to clear university debts for inclusion in Dec ceremonies (Students owing money are removed from the Dec Ceremony List) <br> ▪ **Deadline for Presenter Replies** for Dec Ceremonies | | |
| Thur | 15 | | | | |
| Fri | 16 | Draft Exam Timetable for Semester 1 published on web and emailed to schools (12:00) | | | |
| Sat | 17 | | | | |
| Sun | 18 | | | | |
| | | *Teaching Week 8 (Semester 1)* | | | |
| Mon | 19 | | | | |
| Tue | 20 | | | | |
| Wed | 21 | | Degree Certificates and DSTs produced | | |
| Thur | 22 | ▪ Official award date (mainly TP awards) <br> ▪ Results released to students (mainly TP) (12:00) (resit applications deadline 28 Nov) | **Deadline for Students** to Register for Graduation | | |
| Fri | 23 | **End of Week 8** – Students wishing to withdraw temporarily after this date require permission from Student Cases and will be expected to complete Semester 1 assessments. | | ▪ Early warning email sent to schools regarding EL Nov starters (deadline **10 Dec**) <br> ▪ Early warning email sent to schools regarding Nov starters who haven't completed ID check (deadline **10 Dec**) | ▪ Students with a PG student loan excluded for non-payment on this date. <br> ▪ Students registered on the strength of a tuition agreement form, who haven't resolved student finance issues, excluded for non-payment on this date. |
| Sat | 24 | | | | |
| Sun | 25 | | | | |
| | | *Teaching Week 9 (Semester 1)* | | | |
| Mon | 26 | | ▪ Dec ceremony programmes produced and formatted for Print and Copy Bureau <br> ▪ Missing award checking in Exams for Dec ceremonies | **Deadline for Schools** to submit reinstatement request for Oct starters made withdrawn due to failure to register/complete ID check. | |
| Tue | 27 | | Seat Numbers allocated to Dec ceremony attendees | | |
| Wed | 28 | ▪ **Deadline for Schools** to request changes following publication of Draft Exam Timetable <br> ▪ **Deadline for TP Students** to submit external resit applications (late fee applies thereafter) | ▪ **Deadline for Schools** to Return of Prize Notification Spreadsheet <br> ▪ **Deadline for Staff and Student** Gown Hire | | |
| Thur | 29 | | | | |
| Fri | 30 | Exam Timetable (without venues) for Semester 1 published on web and emailed to schools (12:00) | Prize Winners list produced for Dec ceremony programmes | | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Sat | 1 | | | | |
| Sun | 2 | | | | |
| | | *Teaching Week 10 (Semester 1)* | | | |
| Mon | 3 | **12:00 Deadline for Schools** to submit Semester 1 Exam Papers | | Registration begins for Jan starters – schools informed | |
| Tue | 4 | Modified exams papers information emailed to schools | | | |
| Wed | 5 | | Events begins marking up December Ceremony programmes with manual additions | | |
| Thur | 6 | | Programmes to final print (NB: Only students awarded before this date will be included in the programme) | | |
| Fri | 7 | | | | |
| Sat | 8 | | | | |
| Sun | 9 | | | | |
| | | *Teaching Week 11 (Semester 1)* | | | |
| Mon | 10 | | | **Deadline for Nov Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 11 | | | | |
| Wed | 12 | | | | |
| Thur | 13 | | **December Degree Ceremonies** | | |
| Fri | 14 | ▪ Exam Timetable with Venues for Semester 1 published on web and emailed to schools (12:00)<br>▪ List of Special Circs exam candidates emailed to schools<br>▪ **Semester 1 Teaching Ends** | | | |
| Sat | 15 | | | | |
| Sun | 16 | | | | |
| Mon | 17 | | | | |
| Tue | 18 | ▪ List of students sitting exams overseas emailed to schools<br>▪ Timetables emailed to students sitting exams overseas and institutions hosting exams | | | |
| Wed | 19 | | | | |
| Thur | 20 | | Certificates and Diploma Supplements sent to students to be conferred *in absentia* following Nov 2018 awards. | | |
| Fri | 21 | | Student records of ceremony attendees updated in Banner | | |
| Sat | 22 | | | | |
| Sun | 23 | | | | |
| Mon | 24 | *University Closed* | | | |
| Tue | 25 | *University Closed* | | | |
| Wed | 26 | *University Closed* | | | |
| Thur | 27 | *University Closed* | | | |
| Fri | 28 | *University Closed* | | | |
| Sat | 29 | | | | |
| Sun | 30 | | | | |
| Mon | 31 | *University Closed* | | | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Tue | 1 | *University Closed* | | | |
| Wed | 2 | Information for schools about Semester 1 exam period emailed to Exams Mailman list | | ▪ Registration begins for Feb starters – schools informed<br>▪ **Deadline for Schools** to submit reinstatement request for Nov starters made withdrawn due to failure to register/complete ID check. | |
| Thur | 3 | | | | |
| Fri | 4 | | | ▪ Early warning email sent to schools regarding EL Dec starters (deadline **21 Jan**)<br>▪ Early warning email sent to schools regarding Dec starters who haven't completed ID check (deadline **21 Jan**) | |
| Sat | 5 | | | | |
| Sun | 6 | | | | |
| Mon | 7 | Exam set-up | | | |
| Tue | 8 | | | | |
| Wed | 9 | | | | |
| Thur | 10 | | | | |
| Fri | 11 | | Letters sent to Dec Ceremony Absentees requesting alternative graduation choice (deadline Fri 15 Feb) | | |
| Sat | 12 | | | | |
| Sun | 13 | | | | |
| Mon | 14 | **Semester 1 Examination/Assessment Period** (09:00–12:00 and 14:00–17:00) | ▪ July 2019 Degree Ceremony information updated on web<br>▪ July 2019 Degree Ceremony Schedule**:** Requests for dates and times sent to Deans of Faculty, Heads of School and Ceremony School Contacts (deadline Fri 25 Jan) | | **Term 2 Start -** Returning students starting in January must have fees manually recalculated. Please provide Form R before this date. |
| Tue | 15 | | | | Term 2 Tuition Fee Liability (Leavers on or after this date in term 2 will be charged for the full term) |
| Wed | 16 | | | | |
| Thur | 17 | | | | |
| Fri | 18 | | | | |
| Sat | 19 | Exams all day (if necessary) | | | |
| Sun | 20 | | | | |
| Mon | 21 | | Pending Finalists created in Banner | **Deadline for Dec Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 22 | | | | |
| Wed | 23 | | | | |
| Thur | 24 | | | | |
| Fri | 25 | **Last day of semester 1 exams** | **Deadline for Schools** to submit July Ceremony Schedule Requests (NB: We will not be able to take requests after this date due to tight schedule for publishing the Schedule) | ▪ Early warning email sent to schools regarding EL Jan starters (deadline **11 Feb**)<br>▪ Early warning email sent to schools regarding Jan starters who haven't completed ID checks (deadline **11 Feb**) | |
| Sat | 26 | | | | |
| Sun | 27 | | | | |
| | | *Teaching Week 1 (Semester 2)* | | | |
| Mon | 28 | **Semester 2 Teaching Begins** | | | |
| Tue | 29 | | | | |
| Wed | 30 | | July Degree Ceremony Schedule: Student numbers run to produce schedule along with the School request list | | |
| Thur | 31 | | | Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils | |

**Also during January:** Main Student Loan Company (SLC) Attendance report submitted. Data provided is used to pay tuition fees to the University.

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Fri | 1 | | | Registration begins for Mar starters – schools informed | |
| Sat | 2 | | | | |
| Sun | 3 | | | | |
| | | *Teaching Week 2 (Semester 2)* | | | |
| Mon | 4 | | | **Deadline for Schools** to submit reinstatement request for Dec starters made withdrawn due to failure to register/complete ID check. | |
| Tue | 5 | | | | |
| Wed | 6 | | | | |
| Thur | 7 | | | | |
| Fri | 8 | | | | |
| Sat | 9 | | | | |
| Sun | 10 | | | | |
| | | *Teaching Week 3 (Semester 2)* | | | |
| Mon | 11 | ▪ Semester 2 exam schedules sent to Schools for checking/ updating (deadline 25 Feb)<br>▪ Process run to identify semester 1 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval | | **Deadline for Jan Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 12 | | | | |
| Wed | 13 | | Prize Spreadsheet sent to Schools for checking and updating (deadline 12 Apr) | Module enrolment guidance sent to schools | |
| Thur | 14 | | | | |
| Fri | 15 | | **Deadline for Dec Ceremony Absentees**. NB Students who have not provided an alternate graduation choice by this deadline will be sent out their certificate and be given no further opportunity to attend a Degree Ceremony. | | |
| Sat | 16 | | | | |
| Sun | 17 | | | | |
| | | *Teaching Week 4 (Semester 2)* | | | |
| Mon | 18 | | ▪ Certificates and Diploma Supplement Transcripts sent to Dec Ceremony Absentees and awarded students who failed to make a graduation choice<br>▪ Provisional Schedule for July Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 22 Feb) | | |
| Tue | 19 | | | | |
| Wed | 20 | | | | |
| Thur | 21 | | | | |
| Fri | 22 | ▪ **Deadline for Students** to add or drop any modules taught in semester 2 and be signed up in Schools (fee may apply thereafter)<br>▪ **Deadline for Students** to notify Exams of religious commitments during semester 2 exam period | **Deadline for Schools** to submit July Ceremony provisional schedule amendment requests | ▪ Early warning email sent to schools regarding EL Feb starters (deadline **11 Mar**)<br>▪ Early warning email sent to schools regarding Feb starters who haven't completed ID check (deadline **11 Mar**) | |
| Sat | 23 | | | | |
| Sun | 24 | | | | |
| | | *Teaching Week 5 (Semester 2)* | | | |
| Mon | 25 | **Deadline for Schools** to return checked and updated Semester 2 exam schedule to Exams | ▪ List of Healthcare students eligible for July Ceremonies sent to Healthcare contact<br>▪ List of School of Medicine students eligible for July Ceremonies sent to Medicine contact | **Deadline for Schools** to submit reinstatement request for Jan starters made withdrawn due to failure to register/complete ID check. | |
| Tue | 26 | | | | |
| Wed | 27 | | | | |
| Thur | 28 | | | | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Fri | 1 | | | Registration begins for Apr starters – schools informed | |
| Sat | 2 | | | | |
| Sun | 3 | | | | |
| | | *Teaching Week 6 (Semester 2)* | | | |
| Mon | 4 | Exam timetable data taken from Banner (Semester 2 exams) | | | |
| Tue | 5 | | Request for May Discovery Theme Fair Requirements sent to Theme Leaders (deadline 4 April) | ▪ Preparation for module enrolment begins<br>▪ Dates requested for module enrolment.  Details of process for 2019/2020 sent to schools. | |
| Wed | 6 | | School contacts emailed and told to contact the Theme Leaders about the arrangements for the Discovery Theme Fair | | |
| Thur | 7 | | | | |
| Fri | 8 | | | | |
| Sat | 9 | | | | |
| Sun | 10 | | | | |
| | | *Teaching Week 7 (Semester 2)* | | | |
| Mon | 11 | | July Degree Ceremony Schedule produced and published at http://students.leeds.ac.uk/graduation | **Deadline for Feb Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 12 | | July Degree Ceremonies created in Banner | | |
| Wed | 13 | | | | |
| Thur | 14 | | | | |
| Fri | 15 | Draft Exam Timetable for semester 2 published on web and emailed to schools (12:00) | | | |
| Sat | 16 | | | | |
| Sun | 17 | | | | |
| | | *Teaching Week 8 (Semester 2)* | | | |
| Mon | 18 | | | | |
| Tue | 19 | | | | |
| Wed | 20 | | | Students notified of module enrolment opening times via Minerva and social media | |
| Thur | 21 | | | | |
| Fri | 22 | **End of Week 8 –** Students wishing to withdraw temporarily after this date require permission from Student Cases and will be expected to complete Semester 2 assessments. | | ▪ Early warning email sent to schools regarding EL Mar starters (deadline **15 Apr**)<br>▪ Early warning email sent to schools regarding Mar starters who haven't completed ID check (deadline **15 Apr**) | |
| Sat | 23 | | | | |
| Sun | 24 | | | | |
| | | *Teaching Week 9 (Semester 2)* | | | |
| Mon | 25 | **Deadline for Schools** to return checked and updated July resit schedule to Exams | | **Deadline for Schools** to submit reinstatement request for Feb starters made withdrawn due to failure to register/complete ID check | |
| Tue | 26 | | | | |
| Wed | 27 | **12:00 Deadline for Schools** to request changes to exam timetable following publication of Draft Timetable | | | |
| Thur | 28 | | | **Deadline for Schools** to submit proposals for new and amended modules/programmes of study | |
| Fri | 29 | ▪ Exam Timetable (without venues) for semester 2 published on web and emailed to schools (12:00)<br>▪ **Semester 2 Teaching finishes for Easter** | | | |
| Sat | 30 | | | | |
| Sun | 31 | | | | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Mon | 1 | Modified exam papers information emailed to schools | | Registration begins for May starters – schools informed | |
| Tue | 2 | | | Taught student records rolled forward to 2019/2020 ready for registration (Sep/Oct start dates rolled to 2019/2020) | |
| Wed | 3 | | | | |
| Thur | 4 | | **Deadline for Theme Leaders** to return May Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met) | | |
| Fri | 5 | | | | |
| Sat | 6 | | | | |
| Sun | 7 | | | | |
| Mon | 8 | **Deadline for Schools** to submit semester 2 exam papers to Exams | | | |
| Tue | 9 | | | | |
| Wed | 10 | | | | |
| Thur | 11 | | | | |
| Fri | 12 | | **Deadline for Schools** to submit checked and updated Prize Spreadsheet | **Deadline for Schools** to update information on modules and programmes for session 2019/2020 and dates for module enrolment | |
| Sat | 13 | | | | |
| Sun | 14 | | | | |
| Mon | 15 | | | **Deadline for Mar Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 16 | | | | |
| Wed | 17 | | | | |
| Thur | 18 | *University Closed (p.m. only) - Easter* | | | |
| Fri | 19 | *University Closed* | | | |
| Sat | 20 | | | | |
| Sun | 21 | | | | |
| Mon | 22 | *University Closed* | | | |
| Tue | 23 | *University Closed* | | | |
| Wed | 24 | | | Students emailed about Discovery Themes Fair | |
| Thur | 25 | | | | |
| Fri | 26 | ▪ Exam Timetable with Venues for semester 2 published on web and emailed to schools (12:00) <br> ▪ List of Special Circs exam candidates emailed to schools | | ▪ Early warning email sent to schools regarding EL Apr starters (deadline **13 May**) <br> ▪ Early warning email sent to schools regarding Apr starters who haven't completed ID check (deadline **13 May**) | |
| Sat | 27 | | | | |
| Sun | 28 | | | | |
| | | *Teaching Week 10 (Semester 2)* | | | |
| Mon | 29 | **Semester 2 Teaching recommences after Easter break** | | **Deadline for Schools** to submit reinstatement request for Mar starters made withdrawn due to failure to register/complete ID check. | Term 3 Tuition Fee Liability (Leavers on or after this date in term 3 will be charged for the full term) |
| Tue | 30 | ▪ List of students sitting exams overseas emailed to schools <br> ▪ Timetables emailed to students sitting exams overseas and institutions hosting exams | | Registration begins for Jun starters – schools informed | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Wed | 1 | | | ▪ Web modules and programme catalogues go live<br>▪ Targeted module enrolment announcements posted/emailed to students throughout May | |
| Thur | 2 | | | | |
| Fri | 3 | | | | |
| Sat | 4 | | | | |
| Sun | 5 | | | | |
| | | *Teaching Week 11 (Semester 2)* | | | |
| Mon | 6 | *University Closed – May Day Bank Holiday* | | | |
| Tue | 7 | Information for schools about Semester 2 exam period emailed to Exams Mailman list | | | |
| Wed | 8 | | | | |
| Thur | 9 | | | | |
| Fri | 10 | **Semester 2 Teaching Ends** | | | |
| Sat | 11 | | | | |
| Sun | 12 | | | | |
| Mon | 13 | ▪ Revision week<br>▪ Exam set-up | | **Deadline for Apr Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). | |
| Tue | 14 | | Email sent to Taught Pending Finalists with instructions on how to register Graduation Choices and informing them of all deadlines for July Ceremonies (Debts, Gown Hire, Checking Awards etc) and asking them to ensure their Legal Name is correct | Module Enrolment exercise begins for returning students - Year 3 and above - Optional modules only (Discovery modules available from 9 July) | |
| Wed | 15 | | Graduation Registration opens for students eligible to attend in July 2019 | Module Enrolment exercise begins for returning students - Year 2 and above - Optional modules only (Discovery modules available from 9 July) | |
| Thur | 16 | | Discovery Themes Fair (Parkinson Court) - times tbc | Module enrolment – School of History | |
| Fri | 17 | | | | |
| Sat | 18 | | | | |
| Sun | 19 | | | | |
| Mon | 20 | **Semester 2 Examination/Assessment Period**<br>(09:00–12:00 and 14:00–17:00) | ▪ Staff Gown Hire email sent to Academic Staff for July Ceremonies (deadline 27 Jun).<br>▪ Invitations sent to July Degree Ceremonies Presenters (deadline Fri 21 June) | | |
| Tue | 21 | | | | |
| Wed | 22 | | | | |
| Thur | 23 | | | | |
| Fri | 24 | | | ▪ Early warning email sent to schools regarding EL May Starters (deadline **10 Jun**)<br>▪ Early warning email sent to schools regarding May starters who haven't completed ID check (deadline **10 Jun**) | |
| Sat | 25 | Exams all day (if necessary) | | | |
| Sun | 26 | | | | |
| Mon | 27 | *University Closed – Spring Bank Holiday* | | | |
| Tue | 28 | *University Closed* | | | |
| Wed | 29 | | Prize Notification Spreadsheet sent to Schools asking for confirmation of prize winners (deadline 1 July) | **Deadline for Schools** to submit reinstatement request for Apr starters made withdrawn due to failure to register/complete ID check. | |
| Thur | 30 | | | | |
| Fri | 31 | | | | |

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*Tuition instalment plan payment dates vary depending on student type, residency and funding source.  More details can be found at http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fee_payment_schedule

| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Sat | 1 | Exams all day (if necessary) | | | |
| Sun | 2 | | | | |
| Mon | 3 | | | Registration begins for Jul starters – schools informed | |
| Tue | 4 | | | | |
| Wed | 5 | | Request for September Discovery Theme Fair Requirements sent to Theme Leaders (deadline 5 Aug) | | |
| Thur | 6 | | School contacts emailed and told to contact the Theme Leaders about the arrangements for the Discovery Theme Fair | | |
| Fri | 7 | ▪ Results page on Student Services switched off (until 8 Jul)<br>▪ **Last day of semester 2 exams** | Debt emails sent to July Ceremony attendees owing money to the university (deadline 21 Jun) | | |
| Sat | 8 | | | | |
| Sun | 9 | | | | |
| Mon | 10 | ▪ Schools Marking Week<br>▪ IFY/LLLC/SWJTU students to start applying for July resits (deadline 4 Jul) | | **Deadline for May Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required) | |
| Tue | 11 | | | | |
| Wed | 12 | | | Progression instructions sent to Schools | |
| Thur | 13 | | | | |
| Fri | 14 | | | | |
| Sat | 15 | | | | |
| Sun | 16 | | | | |
| Mon | 17 | Internal Boards and Moderation Week | | Progression Tool SWAPRGT made available to Schools | |
| Tue | 18 | | | | |
| Wed | 19 | | | | |
| Thur | 20 | | Graduation Registration for the July ceremonies closes | | |
| Fri | 21 | ▪ **END OF SESSION**<br>▪ **Deadline for Schools** to submit July resit papers to Exams | ▪ **Deadline for July Graduands** to clear University debts<br>▪ **Deadline for Presenter Replies** for the July Ceremonies | | |
| Sat | 22 | | | | |
| Sun | 23 | | | | |
| Mon | 24 | | July Ceremony Programmes produced and formatted for Media Services | ▪ Schools sent information on 2019/2020 registration<br>▪ **Deadline for Schools** to submit reinstatement request for May starters made withdrawn due to failure to register/complete ID check. | |
| Tue | 25 | ▪ **17:00 Deadline for Schools** to release final marks to Exams and confirm approval<br>▪ **Deadline for Schools** to enter provisional TP marks in Banner for modules re-assessed in August | Programmes sent to Print Copy Bureau | | |
| Wed | 26 | Exam Boards and Classification Meetings | Seat Numbers allocated to July Ceremony attendees | | |
| Thur | 27 | | **Deadline for Students** to submit legal name amendments | | |
| Fri | 28 | | | ▪ Early warning email sent to schools regarding EL Jun starters (deadline **15 Jul**)<br>▪ Early warning email sent to schools regarding Jun starters who haven't completed ID check (deadline **15 Jul**) | |
| Sat | 29 | | | | |
| Sun | 30 | | | | |

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*Tuition instalment plan payment dates vary depending on student type, residency and funding source.  More details can be found at http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fee_payment_schedule

| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Mon | 1 | Targeted emailing to students begins, giving notice of dates and times that results will be available online. Schools also informed. | **Deadline for Schools** to return Prize Notification Spreadsheet | ▪ Registration begins for Aug starters – schools informed<br>▪ **Deadline for Schools** to enter EOT Academic Standing code 06 (referred cases must be submitted to Student Cases by noon 8 Jul) | |
| Tue | 2 | **17:00 Deadline for Schools** to submit signed classifications | | | |
| Wed | 3 | | | **Deadline for Schools** to submit Special Cases to Student Cases where outcome may allow graduation in July | |
| Thur | 4 | **Deadline for Students** to apply for July resits (IFY, LLLC and SWJTU students only). | **Deadline for Staff and Students** to submit gown hire order (Student orders received after this will be processed on day of ceremony at a small extra cost) | | |
| Fri | 5 | ▪ Official award date (mainly UG)<br>▪ **Deadline for Schools** to enter July resit applications into Banner. | ▪ Degree Certificates and DSTs produced for July Ceremonies<br>▪ Missing award check begins in Exams for July Ceremonies | | |
| Sat | 6 | | | | |
| Sun | 7 | | | | |
| Mon | 8 | ▪ Official Results Day: Final marks & awards published<br>▪ Resit Information put online for Students (until 17 Jul)<br>▪ August exam schedules sent to Schools (deadline 15 Jul) | Prize Winners list produced for July Ceremony Programmes | **12:00 Deadline for Schools** to submit referred cases to Student Cases | |
| Tue | 9 | | Programmes sent to final print (NB: Only students awarded before this date will be included in the programme) | Module Enrolment for Returning Students – discovery modules now available. Students emailed. | |
| Wed | 10 | ▪ Past Exam Papers requests sent to schools (deadline 6 Sep)<br>▪ July resit timetable published on web and emailed to schools | | | |
| Thur | 11 | | Events begins marking up and making manual additions to July Ceremony programmes | | |
| Fri | 12 | ▪ **12:00 Deadline for UG Finalists** to apply for Aug resits<br>▪ **12:00 Deadline for Students** eligible for Ordinary award and registered on Honours programme to inform Exams if they wish to accept award of Ordinary degree<br>▪ **12:00 Deadline for Schools** to submit SWRPRFA 1st attempt report to Exams (UG Finalists only) | | | |
| Sat | 13 | | | | |
| Sun | 14 | | | | |
| Mon | 15 | ▪ **Deadline for Schools** to return August exam schedules<br>▪ **July Re-Examination Period** (IFY, LLLC and SWJTU students only) | **July Degree Ceremonies** | **Deadline for Jun Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed re. action required) | |
| Tue | 16 | **Deadline for Schools** to submit SWRPRFA 1st attempt report to Exams (Non-finalists & TPs) | | | |
| Wed | 17 | **Deadline for Non-Finalist & TP Students** to apply for August resits (late fee applies after this date) | | | |
| Thur | 18 | August Resit Exam timetable data taken from Banner | | Schools sent information on 2019/2020 registration | |
| Fri | 19 | | | **17:00 Deadline for Schools** to complete progression exercise and to enter EOT Academic Standing code of 05 | |
| Sat | 20 | | | | |
| Sun | 21 | | | | |
| Mon | 22 | ▪ **Deadline for Schools** to submit Re-Examination Papers<br>▪ IFY and SWJTU Special Cases Committees meet | | Module Enrolment closes for Returning Students (date can be extended on Schools' request) | |
| Tue | 23 | | | | |
| Wed | 24 | | | | |
| Thur | 25 | Exams to write to students with exhausted resit attempts informing them they must permanently withdraw | | | |
| Fri | 26 | | | ▪ Early warning email sent to schools regarding EL Jul starters (deadline **12 Aug**)<br>▪ Early warning email sent to schools regarding Jul starters who haven't completed ID check (deadline **12 Aug**) | |
| Sat | 27 | | | | |
| Sun | 28 | | | | |
| Mon | 29 | ▪ August Re-examination Timetable with venues published on web and emailed to schools (12:00) | Banner records of July Ceremony Attendees updated | **Deadline for Schools** to submit reinstatement request for Jun starters withdrawn due to failure to register/complete ID check. | |
| Tue | 30 | ▪ List of Special Circs exam candidates emailed to schools<br>▪ List of students sitting exams overseas emailed to schools<br>▪ Timetables emailed to students sitting exams overseas and hosting institutions<br>▪ Modified exam papers information emailed to schools | | | |
| Wed | 31 | Information for schools about August exam period information emailed to Exams Mailman list | Certificates and DSTs sent to students to be conferred *in absentia* following July awards | | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Thur | 1 | | | Registration starts for New TP/Returning Students - Letters sent to new TP UK students (ongoing) | |
| Fri | 2 | ▪ **Deadline for Schools** to submit July resit results to Exams<br>▪ July resit results published to students on web | | | |
| Sat | 3 | | | | |
| Sun | 4 | | | | |
| Mon | 5 | | **Deadline for Theme Leaders** to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met) | | |
| Tue | 6 | | Events to write to July Ceremony Absentees requesting alternate graduation choice (deadline Fri 23 Aug) | | |
| Wed | 7 | | | | |
| Thur | 8 | | | | |
| Fri | 9 | Exam set-up | | | |
| Sat | 10 | | | | |
| Sun | 11 | | | | |
| Mon | 12 | Exam set-up | | **Deadline for Jul Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required) | |
| Tue | 13 | **August Re-Examination Period** (09:00–12:00 and 14:00–17:00) | | | |
| Wed | 14 | | | | |
| Thur | 15 | | | | |
| Fri | 16 | | | | |
| Sat | 17 | Exams all day (if necessary) | | | |
| Sun | 18 | | | | |
| Mon | 19 | | | | |
| Tue | 20 | | | | |
| Wed | 21 | | | | |
| Thur | 22 | | | | |
| Fri | 23 | ▪ Results page on Student Services switched off (until 11 Sep)<br>▪ **Last day of resit exams** | **Deadline for July Ceremony Absentees** to inform Events of alternative graduation choice | ▪ Early warning email sent to schools regarding EL Aug starters (deadline **9 Sep**)<br>▪ Early warning email sent to schools regarding Aug starters who haven't completed ID check (deadline **9 Sep**) | |
| Sat | 24 | | | | |
| Sun | 25 | | | | |
| Mon | 26 | *University Closed – August Bank Holiday* | | | |
| Tue | 27 | *University Closed* | | | |
| Wed | 28 | Re-Examination Marking Period | Certificates and Diploma Supplements mailed to July Ceremony Absentees and awarded students who failed to make a graduation choice | ▪ Progression Tool SWAPRGT made available to Schools for August Progression Exercise<br>▪ **Deadline for Schools** to submit reinstatement request for Jul starters made withdrawn due to failure to register/complete ID check.<br>▪ Registration and Module Enrolment begins for new UG Students<br>▪ Registration Letters sent to new UG students (ongoing)<br>▪ Welcome pack sent out to new UG UK students | |
| Thur | 29 | | | | |
| Fri | 30 | | Dec 2019 Ceremony information updated on web | | |
| Sat | 31 | | | | |

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| | | Exams & Progress | Events | Operations | Fees* |
|---|---|---|---|---|---|
| Sun | 1 | | | | |
| Mon | 2 | | Dec 2019 Ceremony Schedule:  Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 27 Sep) | | |
| Tue | 3 | | | | |
| Wed | 4 | | | | |
| Thur | 5 | | | **Deadline for Schools** to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Student Cases by noon 10 Sept) | |
| Fri | 6 | **Deadline for Schools** to return Past Exam Papers form to Exams | **Deadline for Students** to clear University debts for inclusion in Sept pass lists | **17:00 Deadline for Schools** to enter EOT Academic Standing code of 07 | |
| Sat | 7 | | | | |
| Sun | 8 | | | | |
| Mon | 9 | **12:00 Deadline for Schools** to submit Re-examination results to Exams | | ▪ **12:00 Deadline for Schools** to submit referred student cases to Student Cases <br> ▪ **Deadline for Aug Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required) | |
| Tue | 10 | | | | |
| Wed | 11 | ▪ Official award date (August Resitters) <br> ▪ August Results released to Students on web (12:00) <br> ▪ Internal and External Students able to apply online for Carried Module resits (deadline 25 Oct) | | | |
| Thur | 12 | | International Registration Week: 09:00 – 17:00 daily | | |
| Fri | 13 | Exams to write to students with exhausted resit attempts informing them they must permanently withdraw | | | |
| Sat | 14 | | | | |
| Sun | 15 | | | | |
| | | | *International Welcome Week, Session 2019/2020* | | |
| Mon | 16 | | | | |
| Tue | 17 | 2019/2020 exam schedules to Schools for checking (deadline 15 Oct) | | | |
| Wed | 18 | | | | |
| Thur | 19 | | | | |
| Fri | 20 | **Deadline for Schools** to flag 2019/2020 1st attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams | **Deadline for Schools** to return schedule for Dec ceremonies to Events | **Deadline for Schools** to complete Post-August Progression exercise | |
| Sat | 21 | | | | |
| Sun | 22 | | | | |
| | | | *Freshers' Week, Session 2019/2020* | | |
| Mon | 23 | Process run to identify semester 2 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval | ▪ Registration Week (09:00 – 17:00 daily) <br> ▪ Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 28 Sep) | **Deadline for Schools** to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check. | |
| Tue | 24 | | | | |
| Wed | 25 | | Discovery Themes Fair (11:00 – 16:00) | | Session / Term 1 Start – Students charged tuition fees from start date if registration and ID check completed. Students with non-standard start dates will be charged from their Banner start date. |
| Thur | 26 | | | Module Enrolment closes | |
| Fri | 27 | | **Deadline for Schools** to return schedule for Dec ceremonies to Events | | |
| Sat | 28 | | | | |
| Sun | 29 | | | | |
| | | | *Teaching Week 1 (Semester 1), Session 2019/2020* | | |
| Mon | 30 | | | | |

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## 2019/2020 Forward Planner (dates to be confirmed)

| Day | Oct 2019 | Nov 2019 | Dec 2019 | Jan 2020 | Feb 2020 | Mar 2020 | Apr 2020 | May 2020 | Jun 2020 | Jul 2020 | Aug 2020 | Sep 2020 | Day |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat |  |  |  |  | 1 |  |  |  |  |  | 1 |  | Sat |
| Sun |  |  | 1 |  | 2 | 1 |  |  |  |  | 2 |  | Sun |
| Mon |  |  | 2 Papers D/L 10 |  | 3   2 | 2   6 |  |  | 1 ) |  | 3 |  | Mon |
| Tue | 1   1 |  | 3 |  | 4 | 3 |  |  | 2 ) |  | 4 | 1 | Tue |
| Wed | 2 |  | 4 | 1 | 5 | 4 | 1 |  | 3 ) | 1 | 5 | 2 | Wed |
| Thu | 3 |  | 5 | 2 | 6 | 5 | 2 |  | 4 ) | 2 | 6 | 3 | Thu |
| Fri | 4 | 1 | 6 | 3 | 7 | 6 | 3 Papers D/L | 1 | 5 ) | 3 | 7 | 4 | Fri |
| Sat | 5 | 2 | 7 | 4 | 8 | 7 | 4 | 2 | 6 | 4 | 8 | 5 | Sat |
| Sun | 6 | 3 | 8 | 5 | 9 | 8 | 5 | 3 | 7 | 5 | 9 | 6 | Sun |
| Mon | 7   2 | 4   6 | 9   11 | 6 | 10   3 | 9   7 | 6 | 4 | 8 | 6 Results day | 10 | 7 | Mon |
| Tue | 8 | 5 | 10 | 7 | 11 | 10 | 7 | 5   11 | 9 | 7 | 11 | 8 | Tue |
| Wed | 9 | 6 | 11 | 8 | 12 | 11 | 8 | 6 | 10 | 8 | 12 | 9 Results D/L | Wed |
| Thu | 10 | 7 | 12 | 9 | 13 | 12 | 9 | 7 | 11 | 9 | 13 | 10 | Thu |
| Fri | 11 | 8 | 13 | 10 | 14 | 13 | 10 | 8 | 12 | 10 Aug Resit D/L* | 14 | 11 | Fri |
| Sat | 12 | 9 | 14 | 11 | 15 | 14 | 11 | 9 | 13 | 11 | 15 | 12 | Sat |
| Sun | 13 | 10 | 15 | 12 | 16 | 15 | 12 | 10 | 14 | 12 | 16 | 13 | Sun |
| Mon | 14   3 | 11   7 | 16 ] | 13 ) | 17   4 | 16   8 | 13 | 11 | 15 | 13 ] | 17 | 14 > | Mon |
| Tue | 15 | 12 | 17 ] | 14 ) | 18 | 17 | 14 | 12 | 16 | 14 ] | 18 )) | 15 > | Tue |
| Wed | 16 | 13 Results D/L | 18 ] | 15 ) | 19 | 18 | 15 | 13 | 17 | 15 ] | 19 )) | 16 > Results day | Wed |
| Thu | 17 | 14 | 19 ] | 16 ) | 20 | 19 | 16 | 14 | 18 | 16 ] | 20 )) | 17 > | Thu |
| Fri | 18 | 15 | 20 ] | 17 ) | 21 CoM D/L | 20 | 17 | 15 | 19 Session end | 17 ] Aug Resit D/L** | 21 )) | 18 > | Fri |
| Sat | 19 | 16 | 21 | 18 ) | 22 | 21 | 18 | 16 | 20 | 18 | 22 | 19 | Sat |
| Sun | 20 | 17 | 22 | 19 | 23 | 22 | 19 | 17 | 21 | 19 | 23 | 20 | Sun |
| Mon | 21   4 | 18   8 | 23 | 20 ) | 24   5 | 23   9 | 20 | 18 ) | 22 | 20 ] | 24 )) | 21 >> | Mon |
| Tue | 22 | 19 | 24 | 21 ) | 25 | 24 | 21 | 19 ) | 23 Marks D/L | 21 ] | 25 )) | 22 >> | Tue |
| Wed | 23 | 20 | 25 | 22 ) | 26 | 25 | 22 | 20 ) | 24 | 22 ] | 26 )) | 23 >> | Wed |
| Thu | 24 | 21 Results day | 26 | 23 ) | 27 | 26 | 23 | 21 ) | 25 | 23 ] | 27 )) | 24 >> | Thu |
| Fri | 25 CoM D/L | 22 | 27 | 24 ) | 28 | 27 | 24 | 22 ) | 26 | 24 ] | 28 )) | 25 >> | Fri |
| Sat | 26 | 23 | 28 | 25 | 29 | 28 | 25 | 23 ) | 27 | 25 | 29 | 26 | Sat |
| Sun | 27 | 24 | 29 | 26 |  | 29 | 26 | 24 | 28 | 26 | 30 | 27 | Sun |
| Mon | 28   5 | 25   9 | 30 | 27   1 |  | 30 | 27   10 | 25 | 29 | 27 Papers D/L | 31 | 28 2020/21   1 | Mon |
| Tue | 29 | 26 | 31 | 28 |  | 31 | 28 | 26 | 30 Awards D/L | 28 |  | 29 | Tue |
| Wed | 30 | 27 |  | 29 |  |  | 29 | 27 ) |  | 29 |  | 30 | Wed |
| Thu | 31 | 28 |  | 30 |  |  | 30 | 28 ) |  | 30 |  |  | Thu |
| Fri |  | 29 |  | 31 |  |  |  | 29 ) |  | 31 |  |  | Fri |
| Sat |  | 30 |  |  |  |  |  | 30 ) |  |  |  |  | Sat |
| Sun |  |  |  |  |  |  |  | 31 |  |  |  |  | Sun |

**Key:**

| | | |
|---|---|---|
| = Teaching | ) = Examinations | > = Internat. welcome week |
| = Weekend | )) = Re-examinations | >> = Freshers' week |
| = University closed | ] = Degree ceremonies | |

CoM = Change of module  
D/L = Deadline  
*UG Finalist  
**Non-Finalist/TP