UNIVERSITY OF LEEDS

Timeline of Events & Communications for 2019/20
(Including Forward Planner for 2020/21)

Last updated 16 June 2020

		Exams & Progress	Events	Operations	Fees*
Sun	1				
Mon	2	August re-assessment marking period (2018/2019)	Dec 2019 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 13 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 on 9 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		
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student cases to Student Cases ▪ **Deadline for Aug Starters** to register and complete ID check (students made withdrawn after this date – Schools emailed regarding action required)	
Tue	10	2019/2020 exam schedules sent to Schools for checking/ updating (deadline 15 Oct)			
Wed	11	▪ 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 25 Oct)			
Thur	12		International Registration (09:00 – 17:00 daily)		
Fri	13		**Deadline for Schools** to return Dec ceremony schedule to Events		
Sat	14				
Sun	15				
		International Welcome Week, Session 2019/2020			
Mon	16				
Tue	17				
Wed	18				
Thur	19				
Fri	20	**Deadline for Schools** to flag 2019/20 1st attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams		**Deadline for Schools** to complete Post-August Progression exercise (including code of 07 for students with exhausted resit attempts)	
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) ▪ Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 27 Sep)	**Deadline for Schools** to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check.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	Exams to write to students with exhausted resit attempts (EOT Academic Standing code 07) informing them they must permanently withdraw	**Deadline for Schools** to notify Events of concerns re. Provisional Schedule for Dec Ceremonies		
Sat	28				
Sun	29				
		Teaching Week 1 (Semester 1)			
Mon	30	**Semester 1 Teaching begins, Session 2019/2020**		Registration begins for Nov starters – schools informed	

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*
Tue	1				
Wed	2				
Thur	3				
Fri	4		December Ceremonies Schedule published		
Sat	5				
Sun	6				
		Teaching Week 2 (Semester 1)			
Mon	7				
Tue	8				
Wed	9				
Thur	10				
Fri	11			▪ Early warning email sent to schools regarding EL Sep starters (deadline **28 Oct**) ▪ Early warning email sent to schools regarding Sep starters who haven't completed ID check (deadline **28 Oct**)	
Sat	12				
Sun	13				
		Teaching Week 3 (Semester 1)			
Mon	14		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	15	**Deadline for Schools** to return 2019/2020 Examination schedules to Exams			
Wed	16		Graduation Registration opens for students eligible to attend in Dec 2019		
Thur	17		▪ Invitations sent to Dec Ceremony Presenters (deadline 13 Nov) ▪ Staff Gown Hire email sent to Academic Staff for Dec Ceremonies (deadline 27 Nov)		
Fri	18			▪ Early warning email sent to schools regarding EL Oct starters (deadline **04 Nov**) ▪ Early warning email sent to schools regarding Oct starters who haven't completed ID check (deadline **04 Nov**)	
Sat	19				
Sun	20				
		Teaching Week 4 (Semester 1)			
Mon	21			Final warning to Sep starters regarding registration & ID check deadlines	
Tue	22				
Wed	23				
Thur	24				
Fri	25	▪ **Deadline for Students** to add/drop semester 1 and semester 1&2 modules and be signed up in Schools (fee may apply thereafter) ▪ **Deadline for Students** to apply for Carried Module Resits (including External Resits) (late fee applies after this date) ▪ **Deadline for Students** to notify Exams of religious commitments during semester 1 exam period			
Sat	26				
Sun	27				
		Teaching Week 5 (Semester 1)			
Mon	28			▪ **Deadline for Sep Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). ▪ Final warning to Oct starters regarding registration & ID check deadlines	
Tue	29				
Wed	30			Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils	
Thur	31				

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		Exams & Progress	Events	Operations	Fees*
Fri	1	Results page on Student Services switched off (until 21 Nov)		Registration begins for Dec starters – schools informed	
Sat	2				
Sun	3				
		Teaching Week 6 (Semester 1)			
Mon	4	Exam timetable data taken from Banner (Semester 1 exams)	▪ Debt emails sent to Dec Ceremony attendees owing money to the university (deadline 13 Nov) ▪ Prize Notification Spreadsheet set to Schools (deadline 22 Nov)	**Deadline for Oct Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	5				
Wed	6				
Thur	7				
Fri	8				
Sat	9				
Sun	10				
		Teaching Week 7 (Semester 1)			
Mon	11			**Deadline for Schools** to submit reinstatement request for Sep starters made withdrawn due to failure to register/complete ID check.	
Tue	12				
Wed	13	**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) ▪ **Deadline for Presenter Replies** for Dec Ceremonies		
Thur	14				
Fri	15	Draft Exam Timetable for Semester 1 published on web and emailed to schools (12:00)		▪ Early warning email sent to schools regarding EL Nov starters (deadline **2 Dec**) ▪ Early warning email sent to schools regarding Nov starters who haven't completed ID check (deadline 2 **Dec**)	
Sat	16				
Sun	17				
		Teaching Week 8 (Semester 1)			
Mon	18			**Deadline for Schools** to submit reinstatement request for Oct starters made withdrawn due to failure to register/complete ID check.	
Tue	19				
Wed	20				
Thur	21	▪ Official award date (mainly TP awards) ▪ Results released to students (mainly TP) (12:00) (resit applications deadline 27 Nov)	**Deadline for Students** to Register for Graduation		
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 1 assessments.	▪ Degree Certificates and DSTs produced ▪ **Deadline for Schools** to Return of Prize Notification Spreadsheet		▪ Students with a PG student loan excluded for non-payment on this date. ▪ 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	23				
Sun	24				
		Teaching Week 9 (Semester 1)			
Mon	25	**12:00 Deadline for Schools** to submit Semester 1 Exam Papers	▪ Dec ceremony programmes produced and formatted for Print and Copy Bureau ▪ Missing award checking in Exams for Dec ceremonies	Final warning to Nov starters regarding registration & ID check deadlines	
Tue	26		Seat Numbers allocated to Dec ceremony attendees		
Wed	27	▪ **Deadline for Schools** to request changes following publication of Draft Exam Timetable. ▪ **Deadline for TP Students** to submit external resit applications (late fee applies thereafter) or accept fallback awards if eligible.	**Deadline for Staff and Student** Gown Hire		
Thur	28				
Fri	29	Exam Timetable (without venues) for Semester 1 published on web and emailed to schools (12:00)	Prize Winners list produced for Dec ceremony programmes		
Sat	30				

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		Exams & Progress	Events	Operations	Fees*
Sun	1				
		Teaching Week 10 (Semester 1)			
Mon	2		Events begins marking up December Ceremony programmes with manual additions	▪ Registration begins for Jan starters – schools informed ▪ **Deadline for Nov Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	3	Modified exams papers information emailed to schools			
Wed	4				
Thur	5		Programmes to final print (NB: Only students awarded before this date will be included in the programme)		
Fri	6				
Sat	7				
Sun	8				
		Teaching Week 11 (Semester 1)			
Mon	9				
Tue	10				
Wed	11				
Thur	12		**December Degree Ceremonies**		
Fri	13	▪ Exam Timetable with Venues for Semester 1 published on web and emailed to schools (12:00) ▪ List of Special Circs exam candidates emailed to schools ▪ **Semester 1 Teaching Ends**			
Sat	14				
Sun	15				
Mon	16			**Deadline for Schools** to submit reinstatement request for Nov starters made withdrawn due to failure to register/complete ID check.	
Tue	17	▪ List of students sitting exams overseas emailed to schools ▪ Timetables emailed to students sitting exams overseas and institutions hosting exams			
Wed	18				
Thur	19				
Fri	20		Certificates and Diploma Supplements sent to students to be conferred *in absentia* following Nov 2019 awards.		
Sat	21				
Sun	22				
Mon	23		Student records of ceremony attendees updated in Banner		
Tue	24	*University Closed – Christmas and New Year*			
Wed	25	*University Closed*			
Thur	26	*University Closed*			
Fri	27	*University Closed*			
Sat	28				
Sun	29				
Mon	30	*University Closed*			
Tue	31	*University Closed*			

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Wed	1	*University Closed*			
Thur	2	Information for schools about Semester 1 exam period emailed to Exams Mailman list		Registration begins for Feb starters – schools informed	
Fri	3				
Sat	4				
Sun	5				
Mon	6	● Exam set-up		▪ Early warning email sent to schools regarding EL Dec starters (deadline **20 Jan**) ▪ Early warning email sent to schools regarding Dec starters who haven't completed ID check (deadline **20 Jan**)	
Tue	7				
Wed	8				
Thur	9				
Fri	10	●			
Sat	11				
Sun	12				
Mon	13	● **Semester 1 Examination/Assessment Period** (09:00–12:00 and 14:00–17:00)	▪ July 2020 Degree Ceremony information updated on web ▪ July 2020 Degree Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and Ceremony School Contacts (deadline Fri 21 Jan)	Final warning to Dec starters regarding registration & ID check deadlines	**Term 2 Start -** Returning students starting in January must have fees manually recalculated. Please provide Form R before this date.
Tue	14				Term 2 Tuition Fee Liability (Leavers on or after this date in term 2 will be charged for the full term)
Wed	15				
Thur	16				
Fri	17		Letters sent to Dec Ceremony Absentees requesting alternative graduation choice (deadline Fri 14 Feb)		
Sat	18	Exams all day (if necessary)			
Sun	19				
Mon	20		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	21				
Wed	22				
Thur	23				
Fri	24	● **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 **17 Feb**) ▪ Early warning email sent to schools regarding Jan starters who haven't completed ID checks (deadline **17 Feb**)	
Sat	25				
Sun	26				
		Teaching Week 1 (Semester 2)			
Mon	27	**Semester 2 Teaching Begins**			
Tue	28				
Wed	29		July Degree Ceremony Schedule: Student numbers run to produce schedule along with the School request list		
Thur	30			Council Tax exemption file sent to Leeds, Wakefield, Bradford and Kirklees Councils	
Fri	31			Registration begins for Mar starters – schools informed	

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*
Sat	1				
Sun	2				
		Teaching Week 2 (Semester 2)			
Mon	3		Prize Spreadsheet sent to Schools for checking and updating (deadline 20 Mar)	**Deadline for Schools** to submit reinstatement request for Dec starters made withdrawn due to failure to register/complete ID check.	
Tue	4				
Wed	5				
Thur	6				
Fri	7				
Sat	8				
Sun	9				
		Teaching Week 3 (Semester 2)			
Mon	10	▪ Semester 2 exam schedules sent to Schools for checking/ updating (deadline 24 Feb) ▪ Process run to identify semester 1 permanent leavers who may be eligible for HED/HEC – classification sheets sent to schools for approval		Final warning to Jan starters regarding registration & ID check deadlines	
Tue	11				
Wed	12			Module enrolment guidance sent to schools	
Thur	13				
Fri	14		**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.	▪ Early warning email sent to schools regarding EL Feb starters (deadline **2 Mar**) ▪ Early warning email sent to schools regarding Feb starters who haven't completed ID check (deadline **2 Mar**)	
Sat	15				
Sun	16				
		Teaching Week 4 (Semester 2)			
Mon	17		▪ Certificates and Diploma Supplement Transcripts sent to Dec Ceremony Absentees and awarded students who failed to make a graduation choice ▪ Provisional Schedule for July Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 21 Feb)	**Deadline for Jan Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	18				
Wed	19				
Thur	20				
Fri	21	▪ **Deadline for Students** to add or drop any modules taught in semester 2 and be signed up in Schools (fee may apply thereafter) ▪ **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		
Sat	22				
Sun	23				
		Teaching Week 5 (Semester 2)			
Mon	24	**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 ▪ List of School of Medicine students eligible for July Ceremonies sent to Medicine contact	Final warning to Feb starters regarding registration & ID check deadlines	
Tue	25				
Wed	26				
Thur	27				
Fri	28				
Sat	29				

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Sun	1				
			Teaching Week 6 (Semester 2)		
Mon	2	Exam timetable data taken from Banner (Semester 2 exams)		▪ **Deadline for Feb Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required). ▪ **Deadline for Schools** to submit reinstatement request for Jan starters made withdrawn due to failure to register/complete ID check. ▪ Registration begins for Apr starters – schools informed	
Tue	3		Request for May Discovery Theme Fair Requirements sent to Theme Leaders (deadline 3 April)	▪ Preparation for module enrolment begins ▪ Dates requested for module enrolment. Details of process for 2020/2021 sent to schools.	
Wed	4				
Thur	5				
Fri	6				
Sat	7				
Sun	8				
			Teaching Week 7 (Semester 2)		
Mon	9	July resit schedule sent to Schools for checking/updating (IFY, LLLC and SWJTU resits only) (deadline 23 Mar)	July Degree Ceremony Schedule produced and published at http://students.leeds.ac.uk/graduation		
Tue	10		July Degree Ceremonies created in Banner		
Wed	11				
Thur	12				
Fri	13	Draft Exam Timetable for semester 2 published on web and emailed to schools (12:00)		▪ Early warning email sent to schools regarding EL Mar starters (deadline **6 Apr**) ▪ Early warning email sent to schools regarding Mar starters who haven't completed ID check (deadline **6 Apr**)	
Sat	14				
Sun	15				
			Teaching Week 8 (Semester 2)		
Mon	16				
Tue	17				
Wed	18			Students notified of module enrolment opening times via Minerva and social media	
Thur	19				
Fri	20	**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.	**Deadline for Schools** to submit checked and updated Prize Spreadsheet		
Sat	21				
Sun	22				
			Teaching Week 9 (Semester 2)		
Mon	23	**Deadline for Schools** to return checked and updated July resit schedule to Exams (IFY, LLLC and SWJTU resits only)		**Deadline for Schools** to submit reinstatement request for Feb starters made withdrawn due to failure to register/complete ID check	
Tue	24				
Wed	25	**12:00 Deadline for Schools** to request changes to exam timetable following publication of Draft Timetable			
Thur	26			**Deadline for Schools** to submit proposals for new and amended modules/programmes of study	
Fri	27	▪ Exam Timetable (without venues) for semester 2 published on web and emailed to schools (12:00) ▪ **Semester 2 Teaching finishes for Easter**			
Sat	28				
Sun	29				
Mon	30	Modified exam papers information emailed to schools		Final warning to Mar starters regarding registration & ID check deadlines	
Tue	31				

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Wed	1			Registration begins for May starters – schools informed	
Thur	2			Taught student records rolled forward to 2020/2021 ready for registration (Sep/Oct start dates rolled to 2020/2021)	
Fri	3		**Deadline for Theme Leaders** to return May Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)		
Sat	4				
Sun	5				
Mon	6	**Deadline for Schools** to submit semester 2 exam papers to Exams		**Deadline for Mar Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required).	
Tue	7				
Wed	8			**Deadline for Schools** to update information on modules and programmes for session 2020/2021 and dates for module enrolment	
Thur	9	*University Closed (p.m. only) - Easter*			
Fri	10	*University Closed*			
Sat	11				
Sun	12				
Mon	13	*University Closed*			
Tue	14	*University Closed*			
Wed	15				
Thur	16				
Fri	17			▪ Early warning email sent to schools regarding EL Apr starters (deadline **11 May**) ▪ Early warning email sent to schools regarding Apr starters who haven't completed ID check (deadline **11 May**)	
Sat	18				
Sun	19				
Mon	20			**Deadline for Schools** to submit reinstatement request for Mar starters made withdrawn due to failure to register/complete ID check.	
Tue	21				
Wed	22				
Thur	23				
Fri	24	▪ Exam Timetable with Venues for semester 2 published on web and emailed to schools (12:00) ▪ List of Special Circs exam candidates emailed to schools			
Sat	25				
Sun	26				
		Teaching Week 10 (Semester 2)			
Mon	27	**Semester 2 Teaching recommences after Easter break**			Term 3 Tuition Fee Liability (Leavers on or after this date in term 3 will be charged for the full term)
Tue	28	▪ List of students sitting exams overseas emailed to schools ▪ Timetables emailed to students sitting exams overseas and institutions hosting exams			
Wed	29				
Thur	30			Students emailed about Discovery Themes Fair	

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Fri	1	Information for Schools about Module Completion Codes exercise emailed to Exams Mailman list		▪ Web modules and programme catalogues go live ▪ Targeted module enrolment announcements posted/emailed to students throughout May ▪ Registration begins for Jun starters – schools informed	
Sat	2				
Sun	3				
		Teaching Week 11 (Semester 2)			
Mon	4				
Tue	5	Information for schools about Semester 2 exam period emailed to Exams Mailman list		Final warning to Apr starters regarding registration & ID check deadlines	
Wed	6		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		
Thur	7	**Semester 2 Teaching Ends**	▪ Discovery Themes Fair (Parkinson Court) – 11:00-14:00 ▪ Graduation Registration opens for students eligible to attend in July 2020		
Fri	8	*University Closed – May Day Bank Holiday / VE Day*			
Sat	9				
Sun	10				
Mon	11	▪● Revision week ▪ ● 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	12			Module Enrolment exercise begins for returning students - Year 3 and above - Optional modules only (Discovery modules available from July)	
Wed	13			Module Enrolment exercise begins for returning students - Year 2 and above - Optional modules only (Discovery modules available from July)	
Thur	14			Module enrolment – School of History (tbc)	
Fri	15	●●		▪ Early warning email sent to schools regarding EL May Starters (deadline **8 Jun**) ▪ Early warning email sent to schools regarding May starters who haven't completed ID check (deadline **8 Jun**)	
Sat	16				
Sun	17				
Mon	18	● **Semester 2 Examination/Assessment Period** (09:00–12:00 and 14:00–17:00)	▪ Staff Gown Hire email sent to Academic Staff for July Ceremonies (deadline 2 Jul). ▪ Invitations sent to July Degree Ceremonies Presenters (deadline Fri 19 June)		
Tue	19				
Wed	20				
Thur	21				
Fri	22				
Sat	23	▽ Exams all day (if necessary)			
Sun	24				
Mon	25	*University Closed – Spring Bank Holiday*			
Tue	26	*University Closed*			
Wed	27			**Deadline for Schools** to submit reinstatement request for Apr starters made withdrawn due to failure to register/complete ID check.	
Thur	28				
Fri	29				
Sat	30	▽ Exams all day (if necessary)			
Sun	31				

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Mon	1		Prize Notification Spreadsheet sent to Schools asking for confirmation of prize winners (deadline 03 Jul)	▪ Registration begins for Jul starters – schools informed ▪ Final warning to May starters regarding registration & ID check deadlines	
Tue	2				
Wed	3				
Thur	4				
Fri	5	▪ Results page on Student Services switched off (until 6 Jul) ● **Last day of semester 2 exams**	Debt emails sent to July Ceremony attendees owing money to the university (deadline 19 Jun)		
Sat	6				
Sun	7				
Mon	8	▪● Schools Marking Week ▪ ● IFY/LLLC/SWJTU schools to release provisional marks to students ▪ IFY/LLLC/SWJTU students to start applying for July resits (deadline 2 Jul)		**Deadline for May Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required)	
Tue	9				
Wed	10			Progression instructions sent to Schools	
Thur	11				
Fri	12	●		▪ Early warning email sent to schools regarding EL Jun starters (deadline **6 Jul**) ▪ Early warning email sent to schools regarding Jun starters who haven't completed ID check (deadline **6 Jul**)	
Sat	13				
Sun	14				
Mon	15	● Internal Boards and Moderation Week		Progression Tool SWAPRGT made available to Schools	
Tue	16				
Wed	17	**Deadline for Schools** to submit July resit papers to Exams			
Thur	18		Graduation Registration for the July ceremonies closes		
Fri	19	**END OF SESSION**	▪ **Deadline for July Graduands** to clear University debts ▪ **Deadline for Presenter Replies** for the July Ceremonies		
Sat	20				
Sun	21				
Mon	22		July Ceremony Programmes produced and formatted for Media Services	▪ Schools sent information on 2020/2021 registration ▪ **Deadline for Schools** to submit reinstatement request for May starters made withdrawn due to failure to register/complete ID check.	
Tue	23	▪ **17:00 Deadline for Schools** to release final marks to Exams and confirm approval ▪ **Deadline for Schools** to enter provisional TP marks in Banner for modules re-assessed in August	Programmes sent to Print Copy Bureau		
Wed	24	● Exam Boards and Classification Meetings	Seat Numbers allocated to July Ceremony attendees		
Thur	25		**Deadline for Students** to submit legal name amendments		
Fri	26				
Sat	27				
Sun	28				
Mon	29	● Targeted emailing to students begins, giving notice of dates and times that results will be available online. Schools also informed.		▪ **Deadline for Schools** to enter EOT Academic Standing code 06 (referred cases must be submitted to Student Cases by a deadline of noon 6 Jul) ▪ Final warning to Jun starters regarding registration & ID check deadlines	
Tue	30	**17:00 Deadline for Schools** to submit signed classifications			

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Wed	1			**Deadline for Schools** to submit Special Cases to Student Cases where outcome may allow graduation in July Registration begins for Aug starters – schools informed	
Thur	2	**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	3	▪ Official award date (mainly UG) ▪ **Deadline for Schools** to enter July resit applications into Banner.	▪ Degree Certificates and DSTs produced for July Ceremonies ▪ Missing award check begins in Exams for July Ceremonies ▪ Deadline for Schools to return Prize Notification Spreadsheet		
Sat	4				
Sun	5				
Mon	6	▪ Official Results Day: Final marks & awards published ▪ Resit Information put online for Students (until 17 Jul) ▪ August exam schedules sent to Schools (deadline 13 Jul)	Prize Winners list produced for July Ceremony Programmes	**12:00 Deadline for Schools** to submit referred cases to Student Cases **Deadline for Jun Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed re. action required)	
Tue	7		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.	
Wed	8	▪ Past Exam Papers requests sent to schools (deadline 4 Sep) ▪ July resit timetable published on web and emailed to schools			
Thur	9		Events begins marking up and making manual additions to July Ceremony programmes		
Fri	10	▪ **12:00 Deadline for UG Finalists** to apply for Aug resits ▪ **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 ▪ **12:00 Deadline for Schools** to submit SWRPRFA 1st attempt report to Exams (UG Finalists only)			
Sat	11				
Sun	12				
Mon	13	▪ **Deadline for Schools** to complete Module Completion Code exercise following semester 1 and 2 results ▪ **Deadline for Schools** to return August exam schedules ▪ **July Re-Examination Period** (IFY, LLLC and SWJTU students only)	**July Degree Ceremonies**		
Tue	14				
Wed	15	**Deadline for Students** to notify Exams of religious commitments during August resit period			
Thur	16	**Deadline for Schools** to submit SWRPRFA 1st attempt report to Exams (Non-finalists & TPs)		Schools sent information on 2020/2021 registration	
Fri	17	**Deadline for Non-Finalist & TP Students** to apply for August resits (late fee applies after this date)		▪ **17:00 Deadline for Schools** to complete progression exercise and to enter EOT Academic Standing code of 05 ▪ Early warning email sent to schools regarding EL Jul starters (deadline **10 Aug**) ▪ Early warning email sent to schools regarding Jul starters who haven't completed ID check (deadline **10 Aug**)	
Sat	18				
Sun	19				
Mon	20	▪ **12:00 Deadline for Schools** to submit Re-Examination Papers ▪ August Resit Exam timetable data taken from Banner		▪ Module Enrolment closes for Returning Students (date can be extended on Schools' request) ▪ **Deadline for Schools** to submit reinstatement request for Jun starters withdrawn due to failure to register/complete ID check.	
Tue	21				
Wed	22				
Thur	23				
Fri	24				
Sat	25				
Sun	26				
Mon	27		Banner records of July Ceremony Attendees updated		
Tue	28				
Wed	29	Exams to write to students with exhausted resit attempts (EOT Academic Standing code 05) informing them they must permanently withdraw	Certificates and DSTs sent to students to be conferred *in absentia* following July awards		
Thur	30				
Fri	31	▪ **Deadline for Schools** to submit July resit results to Exams ▪ July resit results published to students on web	Request for September Discovery Theme Fair Requirements sent to Theme Leaders (deadline 17 Aug)		

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*
Sat	1				
Sun	2				
Mon	3	August Re-examination Timetable with venues published on web and emailed to schools (12:00)		▪ Final warning to Jul starters regarding registration & ID check deadlines ▪ Registration starts for New TP/Returning Students - Letters sent to new TP UK students (ongoing)	
Tue	4	▪ List of Special Circs exam candidates emailed to schools ▪ List of students sitting exams overseas emailed to schools ▪ Timetables emailed to students sitting exams overseas and hosting institutions ▪ Modified exam papers information emailed to schools	Events to write to July Ceremony Absentees requesting alternate graduation choice (deadline Fri 21 Aug)		
Wed	5	Information for schools about August exam period information emailed to Exams Mailman list			
Thur	6				
Fri	7				
Sat	8				
Sun	9				
Mon	10			**Deadline for Jul Starters** to register and complete ID check (students made withdrawn after this date - Schools emailed regarding action required)	
Tue	11				
Wed	12				
Thur	13				
Fri	14	Exam set-up		▪ Early warning email sent to schools regarding EL Aug starters (deadline **7 Sep**) ▪ Early warning email sent to schools regarding Aug starters who haven't completed ID check (deadline **7 Sep**)	
Sat	15				
Sun	16				
Mon	17	Exam set-up	**Deadline for Theme Leaders** to return Discovery Theme Fair Requirements Form to Events (only requirements returned by this date can be met)		
Tue	18	**August Re-Examination Period** (09:00–12:00 and 14:00–17:00)			
Wed	19				
Thur	20				
Fri	21		**Deadline for July Ceremony Absentees** to inform Events of alternative graduation choice		
Sat	22	Exams all day (if necessary)			
Sun	23				
Mon	24		Certificates and Diploma Supplements mailed to July Ceremony Absentees and awarded students who failed to make a graduation choice	**Deadline for Schools** to submit reinstatement request for Jul starters made withdrawn due to failure to register/complete ID check.	
Tue	25				
Wed	26			▪ Progression Tool SWAPRGT made available to Schools for August Progression Exercise ▪ Registration Letters sent to new UG students (ongoing) ▪ Welcome pack sent out to new UG UK students	
Thur	27				
Fri	28	▪ Results page on Student Services switched off (until 11 Sep) ▪ **Last day of resit exams**	Dec 2020 Ceremony information updated on web		
Sat	29				
Sun	30				
Mon	31	*University Closed – August Bank Holiday*			

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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*
Tue	1	*University Closed*			
Wed	2	Re-Examination Marking Period	Dec 2020 Ceremony Schedule: Requests for dates and times sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 25 Sep)	▪ Final warning to Aug starters regarding registration & ID check deadlines ▪ Registration and Module Enrolment begins for new UG Students	
Thur	3			**Deadline for Schools** to enter EOT Academic Standing code of 08 (referred student cases must be submitted to Student Cases by a deadline of noon 7 Sept)	
Fri	4	**Deadline for Schools** to return Past Exam Papers form to Exams	**Deadline for Students** to clear University debts for inclusion in Sept pass lists		
Sat	5				
Sun	6				
Mon	7			▪ **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	8				
Wed	9				
Thur	10		International Registration Week: 09:00 – 17:00 daily		
Fri	11				
Sat	12				
Sun	13				
		International Welcome Week, Session 2020/2021			
Mon	14	**12:00 Deadline for Schools** to submit Re-examination results to Exams		**17:00 Deadline for Schools** to enter EOT Academic Standing code of 07	
Tue	15				
Wed	16	▪ 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 23 Oct)			
Thur	17				
Fri	18	**Deadline for Schools** to flag 2020/2021 1st attempt resits in Progression Tool SWAPRGT and submit SWRPRFA report to Exams **Deadline for Schools** to write to students with progression code 07	**Deadline for Schools** to return schedule for Dec ceremonies to Events	**Deadline for Schools** to complete Post-August Progression exercise	
Sat	19				
Sun	20				
		Freshers' Week, Session 2020/2021			
Mon	21	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) ▪ Provisional Schedule for Dec Ceremonies sent to Deans of Faculty, Heads of School and School Ceremony Contacts (deadline 25 Sep)	**Deadline for Schools** to submit reinstatement request for Aug starters made withdrawn due to failure to register/complete ID check.	
Tue	22	2020/2021 exam schedules to Schools for checking (deadline 13 Oct)			
Wed	23	Exams to write to students with exhausted resit attempts (EOT Academic Standing code 07) informing them they must permanently withdraw	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	24			Module Enrolment closes	
Fri	25		**Deadline for Schools** to notify Events of concerns re. Provisional Schedule for Dec Ceremonies		
Sat	26				
Sun	27				
		Teaching Week 1 (Semester 1), Session 2020/2021			
Mon	28				
Tue	29				
Wed	30	**Deadline for Schools** to complete Module Completion Codes exercise following August resits			

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2020/2021 Forward Planner (dates to be confirmed)

	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	
Mon					1 2	1 6							Mon
Tue			1		2	2			1				Tue
Wed			2		3	3			2)			1	Wed
Thu	1 1		3		4	4	1		3)	1		2	Thu
Fri	2		4	1	5	5	2		4)	2		3	Fri
Sat	3		5	2	6	6	3	1	5	3		4	Sat
Sun	4	1	6	3	7	7	4	2	6	4	1	5	Sun
Mon	5 2	2 6	7 11	4	8 3	8 7	5	3	7	5 Results day	2	6	Mon
Tue	6	3	8	5	9	9	6	4 11	8	6	3	7	Tue
Wed	7	4	9	6	10	10	7	5	9	7	4	8 Results D/L	Wed
Thu	8	5	10	7	11	11	8	6	10	8	5	9	Thu
Fri	9	6	11	8	12	12	9	7	11	9 Aug Resit D/L*	6	10	Fri
Sat	10	7	12	9	13	13	10	8	12	10	7	11	Sat
Sun	11	8	13	10	14	14	11	9	13	11	8	12	Sun
Mon	12 3	9 7	14]	11)	15 4	15 8	12	10	14	12]	9	13 >	Mon
Tue	13	10	15]	12)	16	16	13	11	15	13]	10	14 >	Tue
Wed	14	11 Results D/L	16]	13)	17	17	14	12	16	14]	11	15 > Results day	Wed
Thu	15	12	17]	14)	18	18	15	13	17	15]	12	16 >	Thu
Fri	16	13	18]	15)	19 CoM D/L	19	16	14	18 Session end	16] Aug Resit D/L**	13	17 >	Fri
Sat	17	14	19	16)	20	20	17	15	19	17	14	18	Sat
Sun	18	15	20	17	21	21	18	16	20	18	15	19	Sun
Mon	19 4	16 8	21	18)	22 5	22 9	19	17)	21	19] Papers D/L	16	20 >>	Mon
Tue	20	17	22	19)	23	23	20	18)	22 Marks D/L	20]	17))	21 >>	Tue
Wed	21	18	23	20)	24	24	21	19)	23	21]	18))	22 >>	Wed
Thu	22	19 Results day	24	21)	25	25	22	20)	24	22]	19))	23 >>	Thu
Fri	23 CoM D/L	20	25	22)	26	26	23	21)	25	23]	20))	24 >>	Fri
Sat	24	21	26	23	27	27	24	22)	26	24	21	25	Sat
Sun	25	22	27	24	28	28	25	23	27	25	22	26	Sun
Mon	26 5	23 9	28	25 1		29	26 10	24)	28	26	23))	27 2021/22 1	Mon
Tue	27	24	29	26		30	27	25)	29 Awards D/L	27	24))	28	Tue
Wed	28	25	30	27		31 Papers D/L	28	26)	30	28	25))	29	Wed
Thu	29	26	31	28			29	27)		29	26))	30	Thu
Fri	30	27		29			30	28)		30	27))		Fri
Sat	31	28		30				29)		31	28		Sat
Sun		29		31				30			29		Sun
Mon		30 Papers D/L 10						31			30		Mon
Tue											31		Tue

Key:

= Teaching	= University closed
= Weekend	] = Degree ceremonies

) = Examinations
)) = Re-examinations
> = Internat. welcome week
>> = Freshers' week
CoM = Change of module
D/L = Deadline
*UG Finalist
**Non-Finalist/TP