

Policy Owner	College Director and Principal
Contact Officer:	Academic Director
Policy Number:	QTDPO022
Approved by:	Academic Board
Date Approved:	June 2015
Last Reviewed:	December 2021
Related Documents:	Nil

1. Overview

- 1.1. The development and publication of multi-year academic calendars enables students, academics, and staff to have information about important academic dates.

2. Organisational Scope

- 2.1. This policy covers the process related to adding or changing and approval of the Academic Calendar.

3. Definitions

- 3.1. **Public Holiday:** Curtin College (Bentley, Australia only) is closed on the majority of public holidays, with the exception of Labour Day. .If a holiday falls on a weekend, it will be observed the following Monday. These are:

- New Year's Day
- Australia Day
- Good Friday
- Easter Monday
- ANZAC Day
- Christmas Day
- Boxing Day
- Western Australia Day
- Queen's Birthday

Note: These public holidays are not observed at the College's partner providers eg. Singapore.

- 3.2. **Semester Programs:** (Bentley Campus Only) - a defined teaching period for students including teaching study break and exam weeks as per Study Period Patterns below.
- 3.3. **Service Taught Units:** Units that are taught on the Curtin University timetable.
- 3.4. **Study Period:** A discrete period of study within a program, namely a semester or trimester, in which a student undertakes and completes units of study.
- 3.5. **Study Program:** A formal program of education and/or training made up of study components known as units.
- 3.6. **Summer School:** An intensive study period delivered prior to the first study period.
- 3.7. **Trimester Programs:** a defined teaching period for students including teaching study break and exam weeks as per Study Period Patterns below.

4. Policy Principles

- 4.1. The Curtin College Academic Calendar comprises all study periods utilised at Curtin College.
- 4.2. The College operates on a trimester and semester system with the academic year divided into 6 study periods (3 trimesters and 2 semesters, and a summer school). Summer School programs are run, as required.
- 4.3. Dates for the Academic Calendar are approved by the relevant entities (refer to Section 7).

5. Policy Content

- 5.1. Each study period consists of the following:
- 5.2. The structure of a Trimester is as follows:
 - Orientation will be held in the week immediately preceding the start of classes.
 - Twelve teaching weeks.
 - Some of the trimesters may have tuition free weeks; and
 - A one-week examination period.
- 5.3. The structure of a Semester is as follows:
 - Orientation will be held in the week immediately preceding the start of classes.
 - Twelve teaching weeks.
 - Semesters will include tuition - free week/s;
 - A study week immediately prior to the commencement of the Examination period; and
 - A one-week Examinations period.
- 5.4. The structure of Summer School Programs is as follows:
 - Orientation occurs on the first day of Summer School.
 - Six teaching weeks.
 - A one-week Examination period.

6. Study Period Patterns

The following table sets out the pattern of study period enrolment for the majority of students by location.

Campus	Study Period
Bentley	Semester 1 – February/March to June Semester 2 – July to November Trimester 1 – March to June Trimester 2 – July to October Trimester 3 – October to January
Singapore	Trimester 1A – March to June Trimester 2A – July to October Trimester 3A – November to February
Summer School	Study period – January to February

7. Approval of Study Period Dates

- 7.1. Trimester study periods and Summer School dates for Curtin College will be approved by Academic Board on a two-year basis. The Academic Director will recommend the dates to the Curtin College Leadership Team for endorsement prior to referral to Academic Board for approval.
- 7.2. Partner Providers' Academic Calendar for any Curtin College awards is to be in accordance with the approved Partner Provider agreement.

8. Academic Calendar Publication

8.1. The Academic Calendar is published in the following formats:

- Website
- Student Portal
- Student Handbook
- Teaching Staff Handbook
- Learning Management System

9. Academic Calendar Changes

9.1. Students and staff will be advised of potential changes to the Calendar six months in advance. Any variation to this clause requires the approval of the College Director and Principal.

10. Administrative procedures

10.1. This policy and related documentation is accessible through the Curtin College website at: <http://www.curtincollege.edu.au>

10.2. The Academic Director or nominee is responsible for advising current students and academic staff of changes to the Academic Calendar.

10.3. The Director of Marketing and Recruitment or nominee is responsible for advising new and potential students and Agents of changes to the Academic Calendar.

10.4. This policy and related procedures will be communicated to:

- New Academic staff through staff induction pack.
- Current Students in writing via the Student Handbook and Student Portal.
- Current Academic Staff via the Staff Handbook and Teaching Hub.
- Current Support and Office Staff via email

Version (Date):	Improvements made:
V1.3 (Dec'21)	<ul style="list-style-type: none"> • Definitions: Public Holidays update and adding Curtin Singapore exclusion • Removed reference to specific programs in regard to Summer School in 4.2 • Updated reference 5.2 and 5.3 • Updated Semester 2 start date from Aug to July in 6.0 • Updated name of the Leadership team in 7.1 • Added Learning Management System to 8.1 • Removed reference to the Infonet in 10.4
V1.2 (Oct '17)	<ul style="list-style-type: none"> • Semester and Trimester definitions updated.