

Policy Owner	College Director and Principal
Contact Officer:	Academic Director
Policy Number:	QTDPO022
Approved by:	Academic Board
Date Approved:	June 2015
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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 process related to adding or changing and approval of the Academic Calendar;

## 3. Definitions

- 3.1. **Public Holiday:** A holiday observed nationally and by Curtin College. 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
- 3.2. **Semester Courses:** (Bentley Campus Only) - Refers to those courses for which the Diploma is taught over two study periods in order to follow the Curtin University calendar dates. This is made necessary as some Diploma units are service taught (Curtin College students join Curtin University students in the same classrooms).
- 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 course, 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. **Trimester Courses:** a defined teaching period for students who are studying Certificate IV level, Tertiary Access Program, Diploma of Commerce, Diploma of Arts and Creative Industries and Diploma of Built Environment.

## 4. Policy Principles

- 4.1. The Curtin College Academic Calendar comprises all study periods utilised at Curtin College.

## Academic Calendar Policy

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).

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 Trimester 1, Trimester 2 and Trimester 3 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 Semester 1 and Semester 2 is as follows:

- Orientation will be held in the week immediately preceding the start of classes;
- Twelve teaching weeks;
- Semester 1 will include two tuition - free weeks;
- Semester 2 will include two tuition - free weeks;
- A study week immediately prior to the commencement of the Examination period; and
- A one week Examinations 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
<b>Bentley</b>	Semester 1 – March to June Semester 2 – August to November Trimester 1 – March to June Trimester 2 – July to October Trimester 3 – October to January
<b>Singapore</b>	Trimester 1A – March to June Trimester 2A – July to October Trimester 3A – November to February
<b>Sydney</b>	Trimester 1A – March to June Trimester 2A – July to October Trimester 3A – November to February

### 7. Approval of Study Period Dates

7.1. Trimester 1, 2 and 3 study period dates for Curtin College will be approved by Academic Board on a two year basis. The Academic Director will recommend the dates to the Senior Management Group 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
- Unit Outlines
- Course Guides

## 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 Admissions 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.
- To support and office staff via email and through the College's infonet.

<b>Version (Date):</b>	<b>Improvements made:</b>
v1.0 (June 2015)	Document created