Academic Calendar Policy

Colleges of Business and Technology (WA) Pty Ltd
Trading as Curtin College, a member of Navitas Pty Limited
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Document

Document Name	Academic Calendar Policy
Brief Description	An academic calendar policy outlines the structure of the College's Study Periods, including public holidays observed by the College.
Responsibility	Academic Director
Initial Issue Date	June 2015
Approving Body	College Leadership Team

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
27/3/2024	V2.0	• Replaced Queens Birthday with King's Birthday • Removed reference to definitions that are included in the 'Glossary of Terms' on the website. • Updated Section 6.0 • Corrected position title in 10.3 • Information transferred to new Policy Template.	Quality and Compliance Manager
18/3/2025	V2.1	• 2.2 updated to reflect summer school • 8.1 Labour Day included as a public holiday	Quality and Compliance Manager

Contents

1   Purpose and Scope

1.1   Introduction

This Academic Calendar Policy sets out the approach Curtin College takes in relation to the management of the Academic Calendar, including approvals.

1.2   Purpose

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

1.3   Scope

This Policy covers the process related to adding/changing and approval of the Academic Calendar.

2   Policy Principles

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

2.2.   The College operates on a trimester and semester system with the academic year divided into six (6) study periods (3 trimesters and 2 semesters, and a summer school). Summer School programs are generally delivered prior to the first study period and are run, as required.

2.3.   Dates for the Academic Calendar are approved by the relevant entities (refer to Section 7).

3   Policy Content

Each study period consists of the following:

3.1   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.

3.2   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.

3.3   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.

4   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 – February/March to June Trimester 2 – June to September/October Trimester 3 – October to January
Singapore	Trimester 1A – February/March to June Trimester 2A – June/July to October Trimester 3A – October to February
Summer School	Study period – January to February

5   Approval of Study Period Dates

5.1   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.

5.2   Partner Providers' Academic Calendar for any Curtin College awards is to be in accordance with the approved Partner Provider agreement.

6   Academic Calendar Publication

The Academic Calendar is published in the following formats:

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

7   Academic Calendar Changes

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.

8   Definitions

8.1   **Public** Holiday: Curtin College (Bentley, Australia only) is closed on public holidays. If a holiday falls on a weekend, it will be observed the following Monday. These are:

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

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

9 Review

This Policy is reviewed by the Academic Director on an annual basis.

10 Administrative Procedures

10.1 This policy and related documentation is accessible through the Curtin College website.

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.
- Current Academic Staff in writing and via the Staff Handbook and Teaching Hub.
- Current Support and Office Staff via email

11 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Website and Shared Drive	Permanently	Archived once updated or reviewed