

# Common Academic Calendar Policy

## Section 1 - Policy Statement

(1) This Policy provides the framework for the setting of the Common Academic Calendar and Study Periods at ACU to ensure that important academic dates are scheduled in advance. It provides direction for the planning and offering of courses and units at ACU.

## Section 2 - Policy Scope

(2) This Policy applies to all ACU campuses, academic programs, staff and students.

## Section 3 - Definitions

(3) The terms used in this Policy are consistent with the [Glossary of Student and Course Terms](#).

## Section 4 - Construction of the Common Academic Calendar

(4) The Common Academic Calendar will operate as the baseline against which the [Academic Regulations](#) and other student policies are applied.

(5) The Common Academic Calendar will be developed with consideration to the calendars of the majority of other Australian universities in the states and territory where ACU has a campus presence, particularly in relation to the starting date of standard study periods.

(6) The Common Academic Calendar will consist of:

- a. two standard Study periods (semesters) of seventeen weeks each consisting of:
  - i. twelve weeks of teaching/class contact;
  - ii. a one week mid-semester recess or study week, in line with the Universities Australia Common Vacation Week schedule;
  - iii. a one week pre-examination study week;
  - iv. a maximum three week official examination period.
- b. A five week recess between Semesters one and two, one week of which should also coincide with the Universities Australia common vacation week schedule.
- c. Non-standard study periods, described as:
  - i. Summer Term;
  - ii. Winter Term;

- iii. Professional Terms 1 to 8;
- iv. ACU Terms 1 to 4;
- v. Research Terms A, B, C and D;
- vi. Foundation Terms 1, 2, 3 and 4;
- vii. International (offshore) Trimesters 1, 2 and 3;
- viii. ELICOS Terms 1 to 9.

d. Dates for Orientation and the Universities Australia Common Vacation Weeks.

(7) There will be two administrative reporting periods being:

- a. First Half-Year Period (incorporating Summer Term, Winter Term Professional Terms 1 to 4 and Semester One);  
and
- b. Second Half-Year Period (incorporating Professional Terms 5 to 8 and Semester Two).

## **Section 5 - Application of the Common Academic Calendar**

(8) The Common Academic Calendar will apply to all academic programs delivered by ACU regardless of location or study mode.

(9) Any variation from the Common Academic Calendar must be approved in advance by the Academic Registrar.

(10) Should a Faculty/School wish to propose a variation from the approved Common Academic Calendar, it must justify the necessity for doing so:

- a. in the case of new courses or courses under review, at the time of course development and/or review; or
- b. in the case of existing courses, to the Academic Registrar by 31 July, for courses to be offered in the following year.

## **Section 6 - Timeline**

(11) The Common Academic Calendar will normally be developed two years in advance.

## **Section 7 - Approval Authority**

(12) Academic Board will be the approving authority for the Common Academic Calendar based on the recommendation of Student Administrative Lifecycle and Policy Committee (SALPC).

## **Section 8 - Publication**

(13) The Common Academic Calendar will be published via the ACU website.

(14) Extracts from the Common Academic Calendar will be provided to Universities Australia for inclusion in its published list of principal academic dates for its member Universities.

## Section 9 - Revisions Made to This Policy

(15) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description of Revision(s)
29 November 2017	minor	Consequential change as a result of the implementation of the Student Results Procedures
26 June 2019	major	Amendments in line with AB Policy Schedule review
8 July 2020	minor	Addition of Foundation Terms to Policy
September 2021	minor	Addition of ACU Online Terms to Policy

## Section 10 - Associated Information

(16) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	19th December 2023
<b>Review Date</b>	27th June 2024
<b>Approval Authority</b>	
<b>Approval Date</b>	19th December 2023
<b>Expiry Date</b>	12th May 2024
<b>Responsible Executive</b>	Cheryl Fullwood Academic Registrar
<b>Responsible Manager</b>	Gerard Goodwin-Moore National Manager, Student Policy and Appeals
<b>Enquiries Contact</b>	Catherine McKiver Policy and Projects Officer <hr/> Student Administration