POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SEMESTER 1 2017/18

**August**

Tuesday 22nd
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Summer Session taught modules.

Wednesday 23rd
4:30 pm: **Absolute deadline** for uploading marks for Summer Session taught modules.

Wednesday 30th
Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Thursday 31st
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.
12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

**September**

Friday 1st
4:00 pm: CSA Team complete mark-up and send student records to Faculties.

**WEEK 1**

Tuesday 5th
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Wednesday 6th
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Thursday 7th - Friday 8th
**Exam Committees** for Summer Session taught modules.

Friday 8th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

**WEEK 2**

Wednesday 13th
Release of Summer Session taught module results.

**WEEK 3**

Friday 29th
Submission deadline for dissertation modules taken over the summer and re-submission deadline for dissertation modules originally submitted in May.

**October**

**WEEK 4**

Week 4 module addition and deletion deadline.

**November**

**WEEK 7**

Friday 10th
Summer Session resit coursework submission deadline.

**WEEK 8**

Friday 17th
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

**WEEK 9**

Tuesday 21st
4:30 pm: **Absolute deadline** for uploading marks for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

Wednesday 22nd
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.
12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

Thursday 23rd
Mitigating Circumstances Panel (scheduling to be determined by Faculties).

**WEEK 10**
Monday 27th

4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Wednesday 29th

12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Thursday 30th

4:00 pm: CSA Team send updated student records (where requested) to Faculties.

December

Monday 4th - Thursday 7th

Exam Committees for dissertation modules submitted in September, Summer Session taught module resits and May dissertation re-submissions.

Friday 8th

4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

WEEK 12

Wednesday 13th

Release of September submission dissertation module results, Summer Session taught module resit results and May dissertation re-submission module results.

Thursday 14th - Wednesday 20th

Semester 1 Exams

2018

January

WEEK 2

Monday 8th

Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 1 taught modules.

Thursday 11th

4:30pm: Absolute deadline for uploading marks for Semester 1 taught modules.

Friday 12th

9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.

12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

Mitigating Circumstances Panel (scheduling to be determined by Faculties).

WEEK 1

Monday 15th

4:00 pm: CSA Team complete mark-up and send student records to Faculties.

Tuesday 16th

4:00 pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Wednesday 17th

4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Thursday 18th - Friday 19th

Exam Committees for Semester 1 taught modules.

Friday 19th

4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

WEEK 0

Wednesday 24th

Release of module results for all Semester 1 taught modules.

Friday 26th

Submission deadline for dissertations taken in Semester 1.

February

WEEK 2

Friday 9th

Re-submission deadline for dissertations originally submitted in September.

WEEK 4

Week 4 – deadline for adding and deleting modules.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>March</strong></td>
<td></td>
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<tr>
<td>Friday 2(^{nd})</td>
<td>WEEK 5— Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for dissertations submitted in January and September dissertation re-submissions.</td>
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<tr>
<td>Thursday 8(^{th})</td>
<td>WEEK 6— Mitigating Circumstances Panel (scheduling to be determined by Faculties).</td>
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<tr>
<td>Friday 9(^{th})</td>
<td>Absolute deadline for uploading marks for dissertations submitted in January and for September dissertation re-submissions.</td>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>Thursday 19(^{th})</td>
<td>WEEK 7— CSA Team check missing module marks report and contact Faculties where necessary.</td>
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<td></td>
<td>12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.</td>
</tr>
<tr>
<td>Tuesday 13(^{th})</td>
<td>Absolute deadline for uploading marks for Semester 2 taught modules, Semester 1 taught module resits and for January dissertation re-submissions.</td>
</tr>
<tr>
<td>Thursday 15(^{th})</td>
<td>Absolute deadline for uploading marks for Semester 2 taught modules and for January dissertation re-submissions.</td>
</tr>
<tr>
<td>Friday 16(^{th})</td>
<td>CSA Team send updated student records (where requested) to Faculties.</td>
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<tr>
<td><strong>June</strong></td>
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<tr>
<td>Tuesday 19(^{th}) – Friday 23(^{rd})</td>
<td>Examination Committees for dissertations submitted in January and September dissertation re-submissions.</td>
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<tr>
<td>Friday 23(^{rd})</td>
<td>Absolute deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.</td>
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<tr>
<td><strong>EASTER BREAK</strong></td>
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<tr>
<td>Saturday 24(^{th}) – Thursday 29(^{th})</td>
<td>Exam resits for Semester 1 modules.</td>
</tr>
<tr>
<td>Tuesday 27(^{th})</td>
<td>Release of January submission dissertation module results and September dissertation re-submission module results.</td>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>Thursday 19(^{th})</td>
<td>Semester 1 resit coursework submission deadline.</td>
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<tr>
<td><strong>May</strong></td>
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<tr>
<td>Tuesday 8(^{th}) – Saturday 19(^{th})</td>
<td>Semester 2 Exams.</td>
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<tr>
<td>Tuesday 22(^{nd})</td>
<td>Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions.</td>
</tr>
<tr>
<td>Wednesday 23(^{rd})</td>
<td>Absolute deadline for uploading marks for Semester 2 taught modules, Semester 1 taught module resits and for January dissertation re-submissions.</td>
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<td>Thursday 24(^{th})</td>
<td>9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.</td>
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<td>12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.</td>
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<tr>
<td>Friday 25(^{th})</td>
<td>Submission deadline for dissertations taken in Semester 2.</td>
</tr>
<tr>
<td>Tuesday 29(^{th})</td>
<td>CSA Team complete mark-up and send student records to Faculties by 12:00 noon.</td>
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Wednesday 30th
4:00pm: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

Mitigating Circumstances Panel (scheduling to be determined by Faculties).

June
Friday 1st
4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Monday 4th – Friday 8th
Examination Committees for Semester 2 taught modules, Semester 1 taught resits and January dissertation re-submissions.

Friday 8th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

Wednesday 13th
Release of Semester 2 taught module results, Semester 1 taught module resit results and January dissertation re-submission module results.

July
Monday 2nd – Friday 6th
Semester 2 examination resits.

Friday 6th
Semester 2 resit coursework submission deadline.

Friday 13th
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Semester 2 resits and for dissertations submitted in May.

4:30 pm: Absolute deadline for uploading marks for Semester 2 taught module resits and for dissertations submitted in May.

Monday 16th
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.

12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.

Tuesday 17th
12 noon: CSA Team complete mark-up and send student records to Faculties by 4:00pm.

Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Wednesday 18th
12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).

4:00 pm: CSA Team send updated student records (where requested) to Faculties.

Thursday 19th – Friday 20th
Examination Committees for Semester 2 resits and for dissertations submitted in May.

Friday 20th
4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.

Wednesday 25th
Release of Semester 2 taught resit module results and May submission dissertation module results.

August
POSTGRADUATE TAUGHT - EXAMINATION COMMITTEE SCHEDULE FOR SUMMER SESSION 2017/18

Tuesday 21st
Deadline for receipt of Mitigating Circumstances claims and evidence to Student Central for Summer Session taught modules.

Wednesday 22nd
4:30 pm: Absolute deadline for uploading marks for Summer Session taught modules.

WEEK -2--------------------------------------------------------------------------------------------------------------

Wednesday 29th
Mitigating Circumstances Panel (scheduling to be determined by Faculties).

Thursday 30th
9:00 am: CSA Team check missing module marks report and contact Faculties where necessary.

12 noon: CSA Team run checking programs, generate student records by course and commence mark-up.
Friday 31st

4:00 pm: CSA Team complete mark-up and send student records to Faculties

**WEEK -1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tuesday 4th</td>
<td>12 noon: (optional) Faculties request updated student records where changes have been made at the pre committee meeting(s).</td>
</tr>
<tr>
<td>Wednesday 5th</td>
<td>4:00 pm: CSA Team send updated student records (where requested) to Faculties.</td>
</tr>
<tr>
<td>Thursday 6th</td>
<td>Exam Committees for Summer Session taught modules. This Exam Committee is optional for programmes that wish to hold an Exam Committee in September.</td>
</tr>
<tr>
<td>Friday 7th</td>
<td>4:00 pm: deadline for return of the Exam Committee Form, final student records and moderated marks to CSA Team.</td>
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**WEEK 0**

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>Wednesday 12th</td>
<td>Release of Summer Session taught module results.</td>
</tr>
</tbody>
</table>

Notes:
- *All* Summer Session taught modules must be considered at the September Exam Committees;
- *All* Summer Session taught module resits must be considered at the December Exam Committees;
- *All* Semester 1 taught modules must be considered at the January Exam Committees;
- Dissertations submitted in January must be considered at the March Exam Committees;
- The addition and deletion of modules must be completed by the end of Week 4 and students must be informed that they are responsible for ensuring this has been completed;