

SENATE 9 July 2018

FROM: Registrar and Director of Governance, Legal, Academic and Student Services

Term Dates 2019/20

Purpose and Recommendation(s)

The proposed University Academic Calendar for 2019/0 is presented. Senate is asked to APPROVE the proposed term dates for 2019/0.

Paper history

Senate confirmed 2018/9 term dates at its meeting of July 2017 ([SEN/6887](#), [Minute 6905](#) refers). Following the meeting, the date for winter graduation was confirmed as 13 December 2018 and details of when SITS/eVision would be unavailable was also noted to inform operational departments of those dates well in advance ([SEN/6942](#), [Minute 6984](#) February 2018 refers). Draft dates for 2019/0 have been presented to the College Education Committees for information before being presented to Senate and Executive Board for approval.

Background and summary

The University requires its term dates to be published in advance of each academic year to inform applicants and current students as well as all staff.

Term dates

The formal University term dates for 2019/20 for publication on the website are:

Autumn Term:	23 September 2019 to 13 December 2019
Spring Term:	6 January 2020 to 27 March 2020
Summer Term:	20 April 2020 to 10 July 2020
Term 4:	13 July 2020 to 18 September 2020

Enrolment (Week 0)

Induction, Registration and Enrolment week will be 16 September 2019 to 20 September 2019.

University closures

Christmas break:	Wednesday 25 December 2019 to 1 January 2020 inclusive
Easter break:	Wednesday 8 April 2020 to Tuesday 14 April 2020 inclusive

Dates notified to external bodies

The dates to be notified to the Student Loans Company for the 30 week study and assessment period for which student maintenance and fee loans are provided to eligible students (September start), and following current SLC guidelines are:

Term 1:	23 September 2019 to 13 December 2019
Term 2:	6 January 2020 to 27 March 2020
Term 3:	20 April 2020 to 29 May 2020

The 52-week programme length to be notified to UKVI for full-time taught postgraduate students requiring a Tier 4 visa extends as follows:

Start date: 16 September 2019

End date: 18 September 2020

Future Academic Year dates

It is proposed that the structure of the academic year undergoes a review, and these proposals will be brought for discussion at Executive Board and Senate in due course.

Issues and options considered

In addition to the above, the schedule of payment due dates and direct debit collection dates has been addressed. Finance has confirmed that those dates are not set until the January of the preceding academic year (i.e. January 2019 for 2019/20) and are only an issue if term dates are changed following approval.

Alignment with contract lengths for accommodation have been considered; however, this particular issue has not been resolved. Contract lengths commence on Sunday 15 September 2019 and are 38 weeks for UG (ending Sunday 7 June 2020) and 51 weeks for PG (ending Sunday 6 September 2020). Postgraduate students would be required to vacate University accommodation two weeks before their course had ended. Further discussion with the Accommodation Office will be required to better align these dates in the future.

In addition, periods during the year when Tier 4 students may and may not work full-time, and how this is notified to the UKVI have been considered. Details are confirmed in the University's [Rights to Work for Students and Clarification on Term Time](#) document, which can be found on the Student Centre Intranet.

Linkage to University's strategic plan

Objective 3: Improving the quality of learning opportunities for all our students;
Objective 4: Competing more effectively.

Financial implications

None directly.

Risk assessment/management

Publication of the Academic Calendar mitigates the risk of misinformation to students with consequent recruitment, student satisfaction and contract risks.

Approving term dates for the academic year after next so late in the current academic year has an impact on both admissions and student loans. For applicants deferring entry, offer letters have to be revisited and reissued for confirming the start and end dates of the relevant programme, which are currently left blank. At the time of writing, approximately 350 letters will need to be re-sent. The Student Loans Company require institutions to confirm term dates for the duration of a programme. Up to now, term dates have only applied to undergraduate programmes. However, with the recent introduction of postgraduate loans, with effect from this year, any postgraduate programme starting from 2018/9 has had to include term dates, the details of which normally have to be confirmed by no later than the end of May. For postgraduate

programmes starting in January, all relevant term dates span two academic years. In the absence of confirmed dates for 2019/0 an educated guess has been made for dates to be applied to programmes starting in January 2019. As with offer letters, once approved these dates may have to be amended.

Equality Impact assessment

Calendar and term dates apply to all students and staff.

Who has been consulted

Colleges (via College Education Committees), Brunel Language Centre, LBIC, Finance, Commercial Services, Student Accommodation, UKVI Compliance, Business Support, CMSR (Admissions).

Attachments

DRAFT Calendar for 2019/20

References

N/A

Person to contact for further information or to discuss the matter before the meeting

Jilly Court, Registrar and Director of Governance, Legal, Academic and Student Services

*AL/Jun-18
DRAFT Term Dates 2019-20.docx*

DRAFT Week Numbers 2019/20											
	Week No	Monday	to	Friday	M	T	W	Th	F		
	0	16/09/2019	to	20/09/2019	Enrolment for new academic year				T4 ends		
TERM 1 (Autumn)	1	23/09/2019	to	27/09/2019	T1 begins						
	2	30/09/2019	to	04/10/2019							
	3	07/10/2019	to	11/10/2019							
	4	14/10/2019	to	18/10/2019							
	5	21/10/2019	to	25/10/2019							
	6	28/10/2019	to	01/11/2019	PGT Boards						
	7	04/11/2019	to	08/11/2019	SITS and eVision unavailable				PGT Boards		
	8	11/11/2019	to	15/11/2019	PGT Boards						
	9	18/11/2019	to	22/11/2019							
	10	25/11/2019	to	29/11/2019							
	11	02/12/2019	to	06/12/2019							
		12	09/12/2019	to	13/12/2019	Winter Examinations / Winter Graduation				T1 ends	
VAC	13	16/12/2019	to	20/12/2019							
	14	23/12/2019	to	27/12/2019			C	C	C		
	15	30/12/2019	to	03/01/2020	C	C	C				
TERM 2 (Spring)	16	06/01/2020	to	10/01/2020	T2 Begins / Winter examinations						
	17	13/01/2020	to	17/01/2020							
	18	20/01/2020	to	24/01/2020							
	19	27/01/2020	to	31/01/2020							
	20	03/02/2020	to	07/02/2020							
	21	10/02/2020	to	14/02/2020							
	22	17/02/2020	to	21/02/2020							
	23	24/02/2020	to	28/02/2020							
	24	02/03/2020	to	06/03/2020	SITS and eVision unavailable						
	25	09/03/2020	to	13/03/2020							
	26	16/03/2020	to	20/03/2020							
		27	23/03/2020	to	27/03/2020					T2 ends	
VAC	28	30/03/2020	to	03/04/2020							
	29	06/04/2020	to	10/04/2020			C	C	C		
	30	13/04/2020	to	17/04/2020	C	C					
TERM 3 (Summer)	31	20/04/2020	to	24/04/2020	T3 begins / Revision week						
	32	27/04/2020	to	01/05/2020	Summer examinations						
	33	04/05/2020	to	08/05/2020	C	Summer examinations					
	34	11/05/2020	to	15/05/2020	Summer examinations						
	35	18/05/2020	to	22/05/2020							
	36	25/05/2020	to	29/05/2020	C				E		
	37	01/06/2020	to	05/06/2020	Award Boards						
	38	08/06/2020	to	12/06/2020	Award Boards						
	39	15/06/2020	to	19/06/2020	Progression Boards						
	40	22/06/2020	to	26/06/2020	Progression Boards						
	41	29/06/2020	to	03/07/2020							
	42	06/07/2020	to	10/07/2020					T3 ends		
TERM 4	43	13/07/2020	to	17/07/2020	T4 begins / Summer Graduation						
	44	20/07/2020	to	24/07/2020							
	45	27/07/2020	to	31/07/2020							
	46	03/08/2020	to	07/08/2020							
	47	10/08/2020	to	14/08/2020				Confirmation and Clearing			
	48	17/08/2020	to	21/08/2020	Re-sit Examinations						
	49	24/08/2020	to	28/08/2020							
	50	31/08/2020	to	04/09/2020	C	Re-sit Boards					
	51	07/09/2020	to	11/09/2020							
	52	14/09/2020	to	18/09/2020	Enrolment for new academic year				T4 ends		

	Vacations
C	University Closed
	Examination period
	Boards of Examiners
	Enrolment
	Graduation
	Confirmation and Clearing
T	First/last day of term
E	End of Assessment and Examination Period