

Guidelines for Implementation of the Annual Quality Enhancement and Committee Cycle 2017-18

Version 7: 16 September 2017

These Guidelines provide an indicative overview of the key elements of the University's Annual Quality Enhancement and Committee Cycle. Please ensure that all dates are confirmed from the University Academic Calendar.

Semester 1

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
26 Aug Exams	Sat 26		
			<ul style="list-style-type: none"> Faculty Staff Development Coordinators - Circulate faculty annual programme of workshops for Semester 1 (w/b 26 Aug)
	Sun 27		
	Mon 28		
	Tue 29		
	Wed 30		
	Thu 31		
02 Sept	Sat 02		
			<ul style="list-style-type: none"> Eid El Adha Holiday (Tentative)
	Sun 03		
			<ul style="list-style-type: none"> Eid El Adha Holiday (Tentative)
	Mon 04		
			<ul style="list-style-type: none"> Eid El Adha Holiday (Tentative)
	Tue 05		
	<ul style="list-style-type: none"> UG: S1 CW briefs to UK validating partners - Deadline 		<ul style="list-style-type: none"> <u>Executive Group – 11.00 to 13.00</u>
Wed 06			
	Thu 07		
09 Sept Staff Induction	Sat 09		
			<ul style="list-style-type: none"> <u>FTLC Meeting (W/B)</u> <ul style="list-style-type: none"> ✓ <u>Teaching</u> – Arrangements for start of teaching 17/18 ✓ <u>Student induction</u> – Including arrangements for induction for each degree year ✓ <u>External Examiners</u> - Responses to EE Reports ✓ <u>17/18 Quality Cycle</u> – Deadlines for S1 ✓ <u>University & Faculty Teaching and Learning Strategic Plan</u> -

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
			Priorities 2017/18 including sharing good practice ✓ <u>Library, eLearning & Staff Development</u> - Updates • <u>Departmental Team Meetings (W/B)</u>
	Sun 10		
	<ul style="list-style-type: none"> UG: Appeals Committee (SAP) 		<ul style="list-style-type: none"> Staff Induction - For new staff (10-12 Sep)
	Mon 11		
	<ul style="list-style-type: none"> UG: Appeals Committee (SAP) 		<ul style="list-style-type: none"> Staff Induction - For new staff (10-12 Sep)
	Tue 12		
	<ul style="list-style-type: none"> UG: Appeals Committee (SAP) 		<ul style="list-style-type: none"> Staff Induction - For new staff (10-12 Sep)
	Wed 13		
	<ul style="list-style-type: none"> UG: Feedback on enquiries - <u>Deadline</u> 		<ul style="list-style-type: none"> Staff Development Day
	Thu 14		
	Sat 16		
16 Sept	<ul style="list-style-type: none"> APR preparation begins 		<ul style="list-style-type: none"> Prep Year Student Induction
Prep Year Student Induction	Sun 17		
			<ul style="list-style-type: none"> Prep Year Student Induction
	Mon 18		
			<ul style="list-style-type: none"> Prep Year Student Induction
	Tue 19		
	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Prep Year Student Induction Senate Meeting
	Wed 20		
	<ul style="list-style-type: none"> UG: UK validating partners feedback on S1 CW Briefs - <u>Deadline</u> 		<ul style="list-style-type: none"> Prep Year Student Induction <u>UTLC - 11.00 -13.00</u> <ul style="list-style-type: none"> ✓ Start of teaching 17/18 ✓ <u>Student Induction and Personal Tutoring</u> ✓ <u>Responses to EE Reports</u> ✓ <u>17/18 Annual Quality Enhancement Cycle</u> ✓ <u>Responses to AILR Report</u> ✓ <u>APR</u> scrutiny and approval process ✓ <u>University Teaching and Learning Strategic Plan</u> - Priorities 2017/18 including sharing good practice
	Thu 21		
			<ul style="list-style-type: none"> Islamic New Year
	Sat 23		
23 Sept	<ul style="list-style-type: none"> UG: Start of S1 UG teaching 		
UG Teaching Week 1	Sun 24		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Mon 25		
	Tue 26		<ul style="list-style-type: none"> University Board
	Wed 27		
	Thu 28		
30 Sept	Sat 30		
UG Teaching Week 2		<ul style="list-style-type: none"> PG: Start of S1 PG teaching 	<ul style="list-style-type: none"> FTLC Meeting (W/B) <ul style="list-style-type: none"> ✓ <u>The Annual Quality Enhancement Cycle</u> – Key dates ✓ <u>APR</u> - Scrutiny and approval process ✓ <u>Library, eLearning & Staff Development</u> – Updates ✓ <u>Quality Enhancement</u> – Approaching priorities & deadlines
	Sun 01		
	Mon 02		
	<ul style="list-style-type: none"> Q&V provide UG programmes with APR data 		<ul style="list-style-type: none"> <u>Staff Development Committee - 11.00-13.00</u>
	Tue 03		
	Wed 04		
Thu 05			<ul style="list-style-type: none"> <u>Preparatory Year Committee - 11.00 - 13.00</u> <ul style="list-style-type: none"> ✓ <u>Induction</u> - Review of student induction and S1 arrangements ✓ <u>17/18 Annual Quality Enhancement cycle</u> – Key dates ✓ <u>APR & Action Plan</u> – Completion ✓ <u>At risk students</u> – Identification and support including assessment and attendance issues ✓ <u>Teaching and Learning</u> - Priorities including sharing good practice
07 Oct	Sat 07		
UG Teaching Week 3			<ul style="list-style-type: none"> <u>Departmental Team Meetings (W/B)</u>
	Sun 08		
	Mon 09		
Tue 10			<ul style="list-style-type: none"> <u>Executive Group – 11.00 to 13.00</u>

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Wed 11		
	Thu 12		
	<ul style="list-style-type: none"> UG: Select/Change major or optional modules - <u>Deadline</u> 	<ul style="list-style-type: none"> PG: Select/Change major or optional modules - <u>Deadline</u> 	
14 Oct	Sat 14		
UG Teaching Week 4			<ul style="list-style-type: none"> FTLC meeting (WB) <ul style="list-style-type: none"> ✓ <u>APRs</u> - Scrutiny of APRs and Action Plans ✓ <u>Assessment</u> – Including arrangements for review and submission of S1 exams to UK validating universities ✓ <u>At risk students</u> – Identification and support including assessment and attendance issues ✓ <u>Library, eLearning & Staff Development</u> – Updates ✓ <u>Quality Enhancement</u> – Approaching priorities & deadlines
	Sun 15		
	Mon 16		
	Tue 17		
	<ul style="list-style-type: none"> APR submission to UTLC - <u>Deadline</u> 		
	Wed 18		
	Thu 19		
	<ul style="list-style-type: none"> <u>Q&V to send revised student lists to LSBU</u> 		
21 Oct	Sat 21		
UG Teaching Week 5	<ul style="list-style-type: none"> UG: SSLC (W/B) 		
	Sun 22		
			<ul style="list-style-type: none"> <u>UTLC – 09.30 -11.30</u> <ul style="list-style-type: none"> ✓ <u>APRs</u> - Scrutiny of APRs and Action Plans Research Committee
	Mon 23		
	Tue 24		
			<ul style="list-style-type: none"> <u>University Board</u>
	Wed 25		
	<ul style="list-style-type: none"> APR submission to Q&V - <u>Deadline</u> 		
	Thu 26		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
28 Oct UG Teaching Week 6	Sat 28		
	Sun 29		
	Mon 30		
	<ul style="list-style-type: none"> APR submission to LU - Deadline 		
	Tue 31		
	Wed 01		
	Thu 02		
	04 Nov UG Teaching Week 7	Sat 04	
		<ul style="list-style-type: none"> Departmental Team Meetings (W/B) 	
Sun 05			
Mon 06			
<ul style="list-style-type: none"> UG: S1 final Exam papers S2 & resit papers & model answers to UK validating universities (all degree years) – Deadline LSBU Link Tutor visit 			
Tue 07			
<ul style="list-style-type: none"> LSBU Link Tutor visit 		<ul style="list-style-type: none"> Executive Group – 11.00 to 13.00 	
Wed 08			
<ul style="list-style-type: none"> LSBU Link Tutor visit 		<ul style="list-style-type: none"> UTLC - 11.00 -13.00 <ul style="list-style-type: none"> ✓ University Teaching and Learning Strategic Plan - Priorities 2017/18 including sharing good practice ✓ At risk students – Faculty reports on actions taken ✓ Assessment – Including arrangements for double marking and moderation and revision arrangements for students 	
Thu 09			
11 Nov UG Teaching Week 8	Sat 11		
			<ul style="list-style-type: none"> FTLC meetings (W/B) <ul style="list-style-type: none"> ✓ SSLC – Issues & actions ✓ Faculty Teaching and Learning Priorities – Action Plan including sharing good practice ✓ Assessment – Including arrangements for double marking and moderation and revision arrangements for students ✓ Library, eLearning & Staff Development – Updates

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
			<ul style="list-style-type: none"> ✓ <u>Quality Enhancement</u> – Approaching priorities & deadlines
	Sun 12		
	Mon 13		
	Tue 14		
			<ul style="list-style-type: none"> • <u>Senate Meeting</u>
	Wed 15		
	Thu 16		
18 Nov	Sat 18		
UG Teaching Week 9	Sun 19		
	Mon 20		
	<ul style="list-style-type: none"> • <u>LSBU Link Tutor Reports</u> – Deadline for BUE to receive reports 		
	Tue 21		
	Wed 22		
	Thu 23		
		<ul style="list-style-type: none"> • PG: Deadline to withdraw modules (non-refundable) 	<ul style="list-style-type: none"> • <u>Preparatory Year Committee - 11.00-13.00</u> ✓ <u>Teaching and Learning</u> - Priorities ✓ <u>APR & Action Plan</u> – Review ✓ <u>Personal Tutoring</u> - Report on ✓ <u>At risk students</u> – Report on
25 Nov	Sat 25		
			<ul style="list-style-type: none"> • FTLC (W/B) ✓ <u>Faculty Teaching and Learning Priorities</u> – Action Plan ✓ <u>Library, eLearning & Staff Development</u> - Updates ✓ <u>Quality Enhancement</u> – Approaching priorities & deadlines
UG Teaching Week 10			<ul style="list-style-type: none"> • Departmental Team Meetings (W/B)
	Sun 26		
	Mon 27		
	Tue 28		
			<ul style="list-style-type: none"> • University Board

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Wed 29		
	<ul style="list-style-type: none"> UG: Submission of absence forms - Deadline 		
	Thu 30		
			<ul style="list-style-type: none"> Prophet's Birth Date (Tentative)
02 Dec UG Teaching Week 11	Sat 02		
	<ul style="list-style-type: none"> UG: S1 module evaluations (W/B) 		<ul style="list-style-type: none"> Faculty Councils (W/B): <u>Students' attendance review</u>
	Sun 03		
	<ul style="list-style-type: none"> <u>APR Reviews</u> 10:00 - 12:00: Economics 13:30 - 15:30: Political Science 		
	Mon 04		
	<ul style="list-style-type: none"> UK validating universities feedback on S1 Exams <u>APR Reviews</u> 10:00 - 12:00: Business Administration 13:30 - 15:30: CEM 		<ul style="list-style-type: none"> <u>Staff Development Committee - 11.00-13.00</u>
	Tue 05		
			<ul style="list-style-type: none"> <u>Executive Group – 11.00 to 13.00</u>
	Wed 06		
	<ul style="list-style-type: none"> <u>APR Reviews</u> 10:00 - 12:00: PEGT 13:30 - 15:30: Chemical 		
Thu 07			
09 Dec UG Teaching Week 12	Sat 09		
			<ul style="list-style-type: none"> <u>Graduation</u> <u>Board of Trustees Meeting</u>
	Sun 10		
			<ul style="list-style-type: none"> <u>Graduation</u>
	Mon 11		
			<ul style="list-style-type: none"> <u>Graduation</u>
	Tue 12		
Wed 13			
<ul style="list-style-type: none"> <u>APR Reviews</u> 10:00 - 12:00: Electrical 13:30 - 15:30: Mechanical 			
Thu 14			
<ul style="list-style-type: none"> S1 Last day of UG teaching UG S1 Exam schedule online <u>APR Reviews</u> 10:00 - 12:00: Architecture 13:30 - 15:30: Civil 			
16 Dec UG Revision Period	Sat 16		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Sun 17		
	<ul style="list-style-type: none"> • <u>APR Reviews</u> 10:00 - 12:00: ICS 13:30 - 15:30: Mass Comms & Media 		<ul style="list-style-type: none"> • <u>Research Committee</u>
	Mon 18		
	<ul style="list-style-type: none"> • <u>APR Reviews</u> 10.00-12.00: Pharmacy • 13:30 - 15:30: Nursing 		
	Tue 19		
	<ul style="list-style-type: none"> • <u>APR Reviews</u> 10:00 - 12:00: Dentistry 		
	Wed 20		
	Thu 21		
	<ul style="list-style-type: none"> • UG: Revision Period ends 	<ul style="list-style-type: none"> • PG: S1 Exam schedule online 	
23 Dec	Sat 23		
	Sun 24		
			<ul style="list-style-type: none"> • Western Christmas (24 to 26)
	Mon 25		
	Tue 26		
	Wed 27		
	Thu 28		

Semester 2

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
30 Dec 2017 UG Exams	Sat 30		
	Sun 31		
	Mon 01		
	Tue 02		<ul style="list-style-type: none"> New Year
	<ul style="list-style-type: none"> UG: S1 UG exams start 		<ul style="list-style-type: none"> <u>Executive Group – 11.00 to 13.00</u>
	Wed 03		
	Thu 04		
06 Jan 2018 UG Exams	Sat 06		<ul style="list-style-type: none"> Departmental Team Meetings (W/B) 6/7 – No exams
	Sun 07		<ul style="list-style-type: none"> Eastern Christmas Day
	Mon 08		
	<ul style="list-style-type: none"> UG: S2 Coursework assessment briefs to UK validating universities for approval - <u>Deadline</u> 		
	Tue 09		
	Wed 10		
	Thu 11		
13 Jan UG Exams	Sat 13		
	Sun 14		
	Mon 15		
	Tue 16		
	Wed 17		
	Thu 18		
20 Jan UG Exams	Sat 20		
	Sun 21		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Mon 22		
		<ul style="list-style-type: none"> PG: S1 Exams 	
	Tue 23		
	<ul style="list-style-type: none"> UG: S1 IP Submission – Deadline UG: AMC Cases to be reviewed by University Registrar 		
	Wed 24		
	<ul style="list-style-type: none"> APR Reports to UK validating universities - Deadline 		
	Thu 25		
			<ul style="list-style-type: none"> 25th January Revolution
27 Jan	Sat 27		
UG Students Mid Year			<ul style="list-style-type: none"> Faculty Staff Development Coordinators to circulate Staff Development Programme of workshops for Semester 2
Military Training	Sun 28		
	<ul style="list-style-type: none"> UG: Feedback by University Registrar on AMC cases UG: S1 Mark entry - Deadline 		
	Mon 29		
	<ul style="list-style-type: none"> UG: S1 Moderation meetings 		
	Tue 30		
	<ul style="list-style-type: none"> UG: S1 Moderation meetings UG: AMC S1 – invitations to students 		
	Wed 31		
	<ul style="list-style-type: none"> UK validating partners feedback on S2 CW Briefs – Deadline UG: SRS Mark entry closed 		
	Thu 01		
		<ul style="list-style-type: none"> PG: S1 IP Submission – Deadline PG: AMC cases submission - Deadline 	
03 Feb	Sat 03		
UG Teaching Week 1	<ul style="list-style-type: none"> UG: S2 Start of UG Teaching UG: S1 IP & AMC Panels 		
	Sun 04		
	<ul style="list-style-type: none"> UG: S1 IP & AMC Panels 	<ul style="list-style-type: none"> PG: IP & AMC Panel 	
	Mon 05		
	<ul style="list-style-type: none"> UG: S1 IP & AMC Panels 		
	Tue 06		
	<ul style="list-style-type: none"> UG: S1 IP & AMC Panels 	<ul style="list-style-type: none"> PG: S1 PEB Meeting 	<ul style="list-style-type: none"> <u>Executive Group – 11.00 to 13.00</u>
	Wed 07		
	<ul style="list-style-type: none"> UG: S1 IP & AMC Panels 		<ul style="list-style-type: none"> <u>UTLC - 11.00 -13.00</u> ✓ <u>SSLC</u> – Report on S1 issues & actions ✓ <u>Faculty Teaching and Learning Priorities</u> – Reports on Action Plans including sharing good practice ✓ <u>APR Report</u>

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
			<ul style="list-style-type: none"> ✓ <u>Programme and module changes</u> – Arrangements for completion of programme module changes including employability ✓ <u>At risk students</u> – Identification and support including assessment and attendance issues
	Thu 08		
		<ul style="list-style-type: none"> • PG: S1 Transcripts online 	
10 Feb UG Teaching Week 2	Sat 10		
	<ul style="list-style-type: none"> • UG: S1 Exam Boards 	<ul style="list-style-type: none"> • PG: S2 Student Registration 	
	Sun 11		
	<ul style="list-style-type: none"> • UG: S1 Exam Boards 	<ul style="list-style-type: none"> • PG: S2 Student Registration 	
	Mon 12		
	<ul style="list-style-type: none"> • UG: S1 Exam Boards 	<ul style="list-style-type: none"> • PG: S2 Student Registration 	<ul style="list-style-type: none"> • <u>Staff Development Committee - 11.00-13.00</u>
	Tue 13		
	<ul style="list-style-type: none"> • UG: S1 Exam Boards • UK validating universities responses on APR documents 	<ul style="list-style-type: none"> • PG: S2 Student Registration 	
Wed 14			
<ul style="list-style-type: none"> • UG: S1 Exam Boards 	<ul style="list-style-type: none"> • PG: S2 Student Registration 		
Thu 15			
<ul style="list-style-type: none"> • UG: S1 Exam Boards 	<ul style="list-style-type: none"> • PG: S2 Student Registration 	<ul style="list-style-type: none"> • <u>Preparatory Year Committee - 11.00-13.00</u> ✓ <u>Faculty Teaching and Learning Priorities</u> – Reports on Action Plans including sharing good practice ✓ <u>Programme and module changes</u> – Arrangements for completion of programme module changes including employability ✓ <u>At risk students</u> – Identification and support including assessment and attendance issues 	
17 Feb UG Teaching Week 3	Sat 17		
		<ul style="list-style-type: none"> • PG: Start of S2 Teaching 	<ul style="list-style-type: none"> • Departmental Team Meetings (W/B) • FTLC (W/B) <ul style="list-style-type: none"> ✓ <u>Teaching and Learning</u> - Faculty priorities 2017/18 including sharing good practice ✓ <u>Programme and module changes</u> – Arrangements for completion of programme module changes including employability ✓ <u>APR report</u> ✓ <u>At risk students</u> – Identification and support including assessment and attendance issues ✓ <u>Library, eLearning & Staff Development</u> – Updates

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
			<ul style="list-style-type: none"> Quality Enhancement – Approaching priorities & deadlines
	Sun 18		
			<ul style="list-style-type: none"> Research Committee
	Mon 19		
	<ul style="list-style-type: none"> UG: S1 Transcripts online 		
	Tue 20		
			<ul style="list-style-type: none"> Senate
	Wed 21		
	Thu 22		
	<ul style="list-style-type: none"> UG: S1 Student enquiry - Deadline UG – S1 Appeals submission - Deadline 		
24 Feb	Sat 24		
UG Teaching Week 4	Sun 25		
	<ul style="list-style-type: none"> UG: University Registrar to review S1 appeals 		
	Mon 26		
	Tue 27		
			<ul style="list-style-type: none"> University Board
	Wed 28		
	Thu 01		
	<ul style="list-style-type: none"> UG: Optional modules - Deadline UG: ICS DY 2 specialisation - Deadline 	<ul style="list-style-type: none"> PG: Deadline drop & add modules 	
03 March	Sat 03		
	<ul style="list-style-type: none"> UG: SSLC – W/B 		
UG Teaching Week 5	Sun 04		
	Mon 05		
	Tue 06		
	<ul style="list-style-type: none"> UG: S1 Academic Appeals Committee 		<ul style="list-style-type: none"> Executive Group – 11.00 to 13.00
	Wed 07		
	<ul style="list-style-type: none"> UG: S1 Academic Appeals Committee 		
	Thu 08		
	<ul style="list-style-type: none"> UG: S1 Academic Appeals Committee 		
10 Mar	Sat 10		
UG Teaching Week 6	Sun 11		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Mon 12		
	Tue 13		
	Wed 14		
	Thu 15		
17 Mar	Sat 17		<ul style="list-style-type: none"> Departmental Team Meetings (W/B)
UG Teaching Week 7	Sun 18		
	Mon 19	<ul style="list-style-type: none"> UG: S2 & resit final Exam papers & model answers to UK validating universities (all degree years) – Deadline LU Engineering SA Visits 	
	Tue 20	<ul style="list-style-type: none"> LU Engineering SA Visits 	
	Wed 21	<ul style="list-style-type: none"> LU Engineering SA Visits 	<ul style="list-style-type: none"> <u>UTLC - 11.00 -13.00</u> ✓ <u>Teaching and Learning</u> - Faculty priorities 2017/18 including sharing good practice <u>Programme and module changes</u>
	Thu 22		
	Sat 24		
	Sun 25		
UG Teaching Week 8	Mon 26	<ul style="list-style-type: none"> <u>LSBU Link Tutor visit</u> 	
	Tue 27	<ul style="list-style-type: none"> <u>LSBU Link Tutor visit</u> 	
	Wed 28	<ul style="list-style-type: none"> <u>LSBU Link Tutor visit</u> 	
	Thu 29		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
31 Mar UG Teaching Week 9	Sat 31		
			<ul style="list-style-type: none"> FTLC (W/B) <ul style="list-style-type: none"> ✓ <u>Teaching and Learning</u> - Faculty priorities 2017/18 including sharing good practice ✓ <u>SSLC</u> – Issues & actions ✓ <u>Programme and module changes</u> ✓ <u>Library, eLearning & Staff Development</u> – Updates ✓ <u>Quality Enhancement</u> – Approaching priorities & deadlines
	Sun 01		
			<ul style="list-style-type: none"> Western Easter Eastern Palm Sunday
	Mon 02		
	Tue 03		
			<ul style="list-style-type: none"> Senate Meeting
	Wed 04		
Thu 05			
		<ul style="list-style-type: none"> Eastern Holy Thursday 	
07 April UG Teaching Week 10	Sat 07		
			<ul style="list-style-type: none"> Departmental Team Meetings (W/B)
	Sun 08		
			<ul style="list-style-type: none"> Eastern Easter
	Mon 09		
			<ul style="list-style-type: none"> Sham El Nessim
	Tue 10		
Wed 11			
Thu 12			
		<ul style="list-style-type: none"> PG: Withdraw from modules - <u>Deadline</u> 	
14 April UG Teaching Week 11	Sat 14		
	<ul style="list-style-type: none"> w/b S2 Student Module & Programme evaluation 		<ul style="list-style-type: none"> FTLC (W/B) <ul style="list-style-type: none"> ✓ <u>Teaching and Learning</u> - Faculty priorities 2016/17 including sharing good practice ✓ <u>Programme and module changes</u> – Scrutiny and approval ✓ <u>Library, eLearning & Staff Development</u> – Updates ✓ <u>Quality Enhancement</u> – Approaching priorities & deadlines
	Sun 15		
	Mon 16		
	<ul style="list-style-type: none"> LSBU Link Tutor: BUE to receive visit Reports – <u>Deadline</u> 		<ul style="list-style-type: none"> Staff Development Committee - 11.00-13.00

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	<ul style="list-style-type: none"> UK validating universities feedback S2 + resit exam papers – Deadline 		
	Tue 17		<ul style="list-style-type: none"> University Board
	Wed 18		
	Thu 19		
21 April	Sat 21		<ul style="list-style-type: none"> Faculty Councils (W/B): <u>Students' attendance review</u>
UG Teaching Week 12	Sun 22		<ul style="list-style-type: none"> Research Committee
	Mon 23		
	Tue 24		
	Wed 25		<ul style="list-style-type: none"> Sinai Liberation Day
	Thu 26	<ul style="list-style-type: none"> UG: S2 Exam schedule published 	
	Sat 28		
	Sun 29		
28 April UG Revision Week	Mon 30		
	Tue 01		<ul style="list-style-type: none"> Labour Day
	Wed 02		<ul style="list-style-type: none"> <u>UTLC - 11.00 -13.00</u> ✓ Programme and module changes – Scrutiny and approval
	Thu 03	<ul style="list-style-type: none"> Sept 2018 Preparatory Year Induction Timetables finalised 2018/19 Staff Development plans finalised 	<ul style="list-style-type: none"> <u>Preparatory Year Committee - 11.00-13.00</u> ✓ <u>Induction</u> – Arrangements ✓ <u>Personal tutoring</u> – Staff Development
	Sat 05		<ul style="list-style-type: none"> Departmental Team Meetings (W/B)
	Sun 06		
	Mon 07	<ul style="list-style-type: none"> <u>LU SA Reports</u>– Deadline for BUE to receive reports 	
05 May UG Exams			

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Tue 08		
			<ul style="list-style-type: none"> • <u>Executive Group – 11.00 to 13.00</u>
	Wed 09		
	Thu 10		
	<ul style="list-style-type: none"> • Submission of Programme and (S1 & S2) Module Specifications to UK validating universities - Deadline 		
12 May	Sat 12		
UG Exams	Sun 13		
Tentative start of Ramadan 12/13	Mon 14		
May	Tue 15		
	•		
Ramadan	Wed 16		
	Thu 17		
19 May	Sat 19		
UG Exams	Sun 20		
Ramadan	Mon 21		
	Tue 22		
	<ul style="list-style-type: none"> • UG: S2 AMC cases to be reviewed by the University Registrar 		
	Wed 23		
	<ul style="list-style-type: none"> • UG: S2 IP Submission – Deadline • UG: University Registrar feedback on S2 AMC cases 		
	Thu 24		
	<ul style="list-style-type: none"> • UG: S2 AMC cases invitations 		
26 May	Sat 26		
			<ul style="list-style-type: none"> • <u>FTLC (W/B)</u> <ul style="list-style-type: none"> ✓ <u>Teaching and Learning</u> – Progress report faculty priorities 2016/17 including sharing good practice ✓ <u>Achievement and progression reports</u>
UG Exams			
	Sun 27		
Ramadan	Mon 28		
	<ul style="list-style-type: none"> • UG: S2 Mark entry - Deadline 		
	Tue 29		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	<ul style="list-style-type: none"> UG: S2 Moderation meetings 		
	Wed 30		
	<ul style="list-style-type: none"> UG: S2 Moderation meetings 		<ul style="list-style-type: none"> UTLC - 11.00 -13.00
	Thu 31		
02 June	Sat 02		
Military Training	Sun 03		
	<ul style="list-style-type: none"> UG: SRS mark entry closed for all modules except graduation projects 		
Ramadan	Mon 04		
	<ul style="list-style-type: none"> Receipt of feedback from UK validating universities on Programme and Module Specification changes 		
	Tue 05		
	<ul style="list-style-type: none"> UG: Submission of graduation projects/dissertations - <u>Deadline</u> 		<ul style="list-style-type: none"> Senate Meeting
	Wed 06		
	Thu 07		
09 June	Sat 09		
	<ul style="list-style-type: none"> UG: S2 IP & AMC Panel 		
Military Training	Sun 10		
	<ul style="list-style-type: none"> UG: S2 IP & AMC Panel Graduation project/dissertation mark entry - <u>Deadline</u> 		
Ramadan	Mon 11		
	<ul style="list-style-type: none"> UG: S2 IP & AMC Panel 		
Tentative end of Ramadan	Tue 12		
13 June			<ul style="list-style-type: none"> Executive Group – 11.00 to 13.00
	Wed 13	<ul style="list-style-type: none"> PG: AMC cases submission - <u>Deadline</u> PG: IP claims submission - <u>Deadline</u> 	
	Thu 14		Eid El Fitr (14-17 Tentative)
16 June	Sat 16		Eid El Fitr (14-17 Tentative)
	Sun 17		Eid El Fitr (14-17 Tentative)
	Mon 18		
	<ul style="list-style-type: none"> UG: IP & AMC panels for graduation projects UG: S2 Examination Boards for non-validated programmes 		
	Tue 19		
	<ul style="list-style-type: none"> UG: S2 Examination Boards for non-validated programmes 	<ul style="list-style-type: none"> PG: IP & AMC panels 	<ul style="list-style-type: none"> University Board
	Wed 20		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	<ul style="list-style-type: none"> UG: S2 Examination Boards for non-validated programmes 		
	Thu 21		
	<ul style="list-style-type: none"> UG: S2 Examination Boards for non-validated programmes 	<ul style="list-style-type: none"> PG: S2 PEB Meeting 	
23 June	Sat 23		
	<ul style="list-style-type: none"> UG: S2 MEBS and PEBS 		
	Sun 24		
	<ul style="list-style-type: none"> UG: S2 Examination Boards for validated programmes 		
	Mon 25		
	<ul style="list-style-type: none"> UG: S2 Examination Boards for validated programmes 	<ul style="list-style-type: none"> PG: S2 Transcripts online 	
	Tue 26		
	<ul style="list-style-type: none"> UG: S2 Examination Boards for validated programmes 		
	Wed 27		
	<ul style="list-style-type: none"> UG: S2 Examination Boards for validated programmes 		<ul style="list-style-type: none"> <u>UTLC - 11.00 -13.00</u> ✓ <u>Teaching and Learning</u> – Progress report faculty priorities 2017/18 including sharing good practice
Thu 28			
<ul style="list-style-type: none"> UG S2 Examination Boards for validated programmes UG: S2 Transcripts online 			
30 June	Sat 30		
			<ul style="list-style-type: none"> 30 June Revolution Day
	Sun 01		
	<ul style="list-style-type: none"> UG: S2 Student enquiry - Deadline 		<ul style="list-style-type: none"> Staff Development Committee - 11.00-13.00
	Mon 02		
	<ul style="list-style-type: none"> UG: S2 Appeals - Deadline 		
	Tue 03		
	Wed 04		
<ul style="list-style-type: none"> UG: Appeals Committees 			
Thu 05			
<ul style="list-style-type: none"> UG: Appeals Committees Final Programme & Module Specifications to UK validating universities- Deadline 			
07 July	Sat 07		
		<ul style="list-style-type: none"> PG: S3 Student Registration 	
	Sun 08		
		<ul style="list-style-type: none"> PG: S3 Student Registration 	
Mon 09			

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
		<ul style="list-style-type: none"> PG: S3 Student Registration 	
	Tue 10		
		<ul style="list-style-type: none"> PG: S3 Student Registration 	
	Wed 11		
		<ul style="list-style-type: none"> PG: S3 Student Registration 	
	Thu 12		
		<ul style="list-style-type: none"> PG: S3 Student Registration 	
14 July	Sat 14		
		<ul style="list-style-type: none"> PG: S3 Start of teaching 	
	Sun 15		
	Mon 16		
	Tue 17		
	Wed 18		
	Thu 19		
21 July	Sat 21		
	Sun 22		
	Mon 23	<ul style="list-style-type: none"> Final approval for programme/module specifications from UK validating universities 	<ul style="list-style-type: none"> 23 Revolution Day
	Tue 24		
	Wed 25		
	Thu 26		
28 July	Sat 28		
	Sun 29		
	Mon 30		
	Tue 31		
	Wed 01		
	Thu 02		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees	
04 August	Sat 04			
UG CW Reassessment	• UG CW Reassessment			
	Sun 05			
	• UG CW Reassessment			
	Mon 06			
	• UG CW Reassessment			
	Tue 07			
	• UG CW Reassessment			
Wed 08				
• UG CW Reassessment				
Thu 09				
• UG CW Reassessment		• PG: Withdraw modules - <u>Deadline</u>		
11 August	Sat 11			
UG Resit Exams: SAP				
	Sun 12			
	Mon 13			
	Tue 14			
Wed 15				
Thu 16				
		• PG: S3 final exam schedule published		
18 August	Sat 18			
UG Resit Exams: SAP				
	Sun 19			
	Mon 20			
	Tue 21			Waqfet Arafat Day (Tentative)
Wed 22			Eid (Tentative)	
Thu 23			Eid (Tentative)	
25 August	Sat 25			
UG Resit Exams: SAP				
	Sun 26			
			• Research Committee	
	Mon 27			
Tue 28				

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Wed 29		
	Thu 30		
	<ul style="list-style-type: none"> UG: SAP: IP Submission – Deadline UG: SAP AMC cases to University Registrar 		
01 Sept	Sat 01		
	Sun 02		
	<ul style="list-style-type: none"> University Registrar feedback on SAP AMC 		
	Mon 03		
	<ul style="list-style-type: none"> UG: Invitation to students - SAP AMC 		
	Tue 04		
	<ul style="list-style-type: none"> UG: SAP IP & AMC Panel 		<ul style="list-style-type: none"> <u>Executive Group – 11.00 to 13.00</u>
	Wed 05		
	<ul style="list-style-type: none"> UG: S1 CW briefs to LU/LSBU – Deadline UG: SAP IP & AMC Panel 		
	Thu 06		
08 Sept	Sat 08		
Staff Induction	<ul style="list-style-type: none"> UG: SAP Boards Staff Induction - For new staff (8-10 Sep) 	<ul style="list-style-type: none"> PG: S1 Student Registration 	
	Sun 09		
	<ul style="list-style-type: none"> UG: SAP Boards Staff Induction - For new staff (8-10 Sep) 		
	Mon 10		
	<ul style="list-style-type: none"> UG: SAP Boards Staff Induction - For new staff (8-10 Sep) 		
	Tue 11		
	<ul style="list-style-type: none"> Staff Development Day 		
	Wed 12		
			<ul style="list-style-type: none"> Islamic New Year
	Thu 13		
	<ul style="list-style-type: none"> UG: SAP appeals submission – Deadline UG – SAP enquiry submission - Deadline 		
15 Sept	Sat 15		
Prep Year Student Induction	<ul style="list-style-type: none"> New Students Prep Year Induction (15-20 Sep) 	<ul style="list-style-type: none"> PG S3 Exams begin 	
	Sun 16		
	<ul style="list-style-type: none"> New Students Prep Year Induction (15-20 Sep) UG: SAP Appeals Committees 		
	Mon 17		
	<ul style="list-style-type: none"> New Students Prep Year Induction (15-20 Sep) UG: SAP Appeals Committees 		

	Undergraduate Assessment, Examinations and Quality Processes	Postgraduate Assessment, Examinations and Quality Processes	University, Faculty & Departmental Processes/Committees
	Tue 18		
	<ul style="list-style-type: none"> New Students Prep Year Induction (15-20 Sep) UG: SAP Appeals Committees 	<ul style="list-style-type: none"> PG: IP claims submission – <u>Deadline</u> PG: AMC cases submission - <u>Deadline</u> 	
	Wed 19		
	<ul style="list-style-type: none"> New Students Prep Year Induction (16-20 Sep) 		
	Thu 20		
	<ul style="list-style-type: none"> New Students Prep Year Induction (15-20 Sep) 	<ul style="list-style-type: none"> PG: IP & AMC panels 	
22 Sept UG Teaching Week 1	Sat 22		
	<ul style="list-style-type: none"> S1 Start of UG Teaching 		
	Sun 23		
		<ul style="list-style-type: none"> PG: S3 PEB meeting 	
	Mon 24		
	Tue 25		
		<ul style="list-style-type: none"> PG: S3 Transcripts online 	<ul style="list-style-type: none"> Senate
	Wed 26		
Thu 27			
		<ul style="list-style-type: none"> PG S1 student registration - <u>Deadline</u> 	