

Academic Calendars Procedure

Policy Supported:	<i>Teaching Periods, Patterns and Academic Calendars Policy</i>		
Audience:	Staff		
Related Procedures:	<i>Non-Standard Teaching Periods Procedure</i> <i>Technical Teaching Periods Procedure</i>		
Contact Officer:	Secretary to Academic Council	Phone:	See Campus Directory

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Preamble:

Academic Calendars should be created with alignment between Calendars as the starting point. Variations are only to be made if alignment is not possible.

Implementation Steps:

University Calendar

- In January/February each year, the Secretary to Academic Council will create a first draft of the University's Academic Calendar for two years hence using the latest calendar version and updating the following relevant dates:
 - Easter public holidays
 - Western Australian public holiday dates that apply to Murdoch University
 - Western Australian Department of Education school term dates
 - Universities Australia common vacation weeks
 - University Games dates
 - Murdoch University limited services period.
- The draft calendar will be reviewed at a meeting of the following key stakeholders:
 - Pro Vice Chancellor Education
 - Pro Vice Chancellor - International
 - President of Academic Council
 - Director Student Management
 - Associate Director Strategy, Quality and Analytics
 - Manager TNE Liaison
 - University Secretary
 - Manager Academic Policy Coordination
 - Guild President or nominee.

3. Consideration will be given to:
 - A minimum of four teaching weeks before the first non-teaching break in a semester. The first non-teaching break in Semester 1 and Semester 2 will not occur prior to the HECS census date.
 - The pattern of teaching and non-teaching weeks in a semester, with the ideal pattern being three four-week teaching blocks separated by one-week non-teaching breaks.
 - The requirements of Disciplines that utilise the non-teaching breaks for field trips and on-campus sessions for external students.
 - Minimising the impact of public holidays on teaching weeks (especially in relation to Easter and Anzac Day in Semester 1).
 - Ensuring that at least one non-teaching break aligns with one week of school holidays in each semester.
 - A minimum of two weeks and preferably three weeks between trimesters.
4. The draft calendar will be circulated to the following stakeholders for feedback:
 - Provost
 - Deputy Vice Chancellor Research and Innovation
 - Pro Vice Chancellor - International
 - Director Academic Quality Curriculum Management and Policy
 - University Secretary
 - International Admissions Manager
 - Manager Domestic Engagement
 - Deans Academic Operations
 - Deans Learning and Teaching
 - College Business Managers
 - Murdoch Student Guild
 - Director Student Management
 - Director Student and Library Services
 - Manager Exams and Assessment
 - Manager Student Records
 - Manager Resource Scheduling
 - Academic Policy Coordinators
 - Director People and Culture

Academic Calendars for Partnerships

5. Wherever possible, Academic Calendars for partnerships will be determined two years in advance.
6. In January/February each year when preparing the first draft of the University Calendar for two years hence, the Secretary to Academic Council will seek advice from the Manager TNE Liaison regarding required academic calendars for partnership programs.
7. Consideration will be given to:
 - Relevant local public holiday dates.
 - Minimising the variation between partnership calendars and the University Calendar.

- If variation is unavoidable, the alignment of the ends of teaching periods is preferable to aligning the start of teaching periods, in order to allow for efficiency in academic progress checking at meetings of Boards of Examiners.
8. When the draft Academic Calendar is circulated for stakeholder feedback, TNE Liaison will seek feedback from relevant partners.

Finalisation of Calendars

9. Following consideration of feedback the draft Academic Calendar will be submitted to the March meeting of Academic Council for approval.
10. Following Academic Council approval, the University Secretary's Office will attach the new calendars to the Academic Year Calendar webpage at the following link: <http://our.murdoch.edu.au/Committees/Academic-Council/Academic-calendars/>
11. Approved Academic Calendars can only be altered by Academic Council.

Performance Indicators:

There are no performance indicators.

Definitions:

There are no key terms.

Related Documents:

There are no related documents.

References:

There are no references.

Approval:

Approval Authority:	President of Academic Council
Responsible Officer(s):	Secretary to Academic Council

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Administrative Amendments	28/10/2020			
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Administrative Amendments	28/06/2018			
Approved by PAC	15/09/2017			
Approved by PAC	25/02/2015			

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Approved by PAC	05/02/2013			
1	21/09/2011	Academic Council	04/10/2014	AC/149/2011(iv)