

## Monash University Policy

<b>Policy Title</b>	Academic Calendar and Semesters Policy
<b>Date Effective</b>	01-March-2011
<b>Review Date</b>	20-October-2013
<b>Policy Owner</b>	Deputy Vice-Chancellor (Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="mailto:policy-education@monash.edu.au">policy-education@monash.edu.au</a>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• All campuses (including offshore)</li> <li>• All coursework programs</li> <li>• All Monash staff</li> <li>• All Monash students</li> </ul>
<b>Purpose</b>	To describe the University's policy on the development of the University's Academic Calendar and semesters.
<b>POLICY STATEMENT</b>	

The University Academic Calendar, comprising two standard semesters in a calendar year, will be approved in advance by Academic Board on a rolling five (5) year basis.

The Vice President (Administration) is responsible for determining the dates for, and operationalising, the Academic Calendar.

The Deputy Vice-Chancellor (Education) is responsible for recommending the University Academic Calendar to Academic Board for approval.

A standard semester shall comprise the following elements:

- Orientation Week ('O Week'): During this week, teaching staff will provide students with information that outlines the content, learning objectives, technological and assessment requirements of units for which they are enrolled. Faculties will also provide students with information on opportunities for students to participate in The Monash Passport. No class tests or assessment deadlines are scheduled;
- Twelve (12) teaching weeks;
- 'SWOT-Vac' (1 Week): a period during which no classes, class tests, assessment deadlines and other compulsory student activities are scheduled; and
- Three (3) week centrally scheduled Examinations period.

Monash University follows the Universities Australia methodology for determining Week 1 of the academic year, based on Week 1 being counted from the Monday nearest 1 March. Similarly, Monash University observes the Universities Australia allocation principle for common vacation dates, with the common vacation weeks being:

- the week beginning with Easter Monday;
- week 19; and
- week 31.

The composition and start and finish dates of other study periods used at the University will be approved by Academic Board on a rolling two (2) year basis or as required.

New, non-standard semesters will only be approved where this is considered essential in order to deliver approved programs, and upon Academic Board approval of a business case.

<b>Supporting Procedures</b>	
<b>Responsibility for implementation</b>	University wide—Vice President (Administration) and Deputy Vice-Chancellor (Education) Faculty wide—Associate Deans (Education)
<b>Status</b>	New
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 5/10 <b>Date:</b> 20-October-2010 <b>Agenda item:</b> 16.8
<b>Endorsement Body</b>	<b>Name:</b> Education Committee <b>Meeting:</b> 5/10 <b>Date:</b> 29-September-2010 <b>Agenda item:</b> 7.1.2
<b>Definitions</b>	<b>Census Date:</b> The date in a semester when enrolment is taken to be finalised and where withdrawal from units of study after that date will incur academic and financial penalty. <b>Non-Standard semester:</b> Any study period other than the two (2) standard semesters (Semester 1 and Semester 2) that constitute the University Academic Calendar. <b>Semester:</b> A period of time in which a unit is available, e.g. Semester 1. <b>Week Thirteen or 'SWOT-Vac':</b> Study Without Teaching vacation week before the commencement of the centrally scheduled examinations period. <b>Teaching Weeks:</b> Weeks within a semester during which classes are scheduled. <b>Orientation Week ('O Week'):</b> The week immediately preceding Week 1 of the standard teaching semester.
<b>Legislation Mandating Compliance</b>	<a href="#">Monash University Act 2009</a>
<b>Related Policies</b>	<a href="#">Unit Guide Policy</a>
<b>Related Documents</b>	