

**SENATE 4 March 2020**

FROM: Registrar and Secretary to Council, Director of Governance, Legal, Academic and Student Services.

**Proposed Term Dates 2021/22**
**Purpose and Recommendation(s)**

The proposed University Academic Calendar for 2021/22 is presented. Senate is asked to APPROVE the proposed term dates for 2021/22.

**Paper history**

Senate confirmed 2020/21 dates at its meeting of February 2019 ([SEN/7065](#), [Minute 7134](#) refers). This is the first consideration of the dates for 2021/22 at this meeting. The dates have been sent to the Deputy Deans, the College Education Managers, Brunel Language Centre, Compliance, Commercial Services & LBIC for consideration, prior to this meeting.

**Background and summary**

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

At the time of writing, bank holidays for the calendar year 2022 are not confirmed on the [gov.uk](#) website, so have been taken from [ukbankholidays.co.uk](#). Therefore, they may be subject to change.

**Term dates**

It is proposed that the formal University term dates for 2021/22 for publication are:

<b>Term</b>	<b>From (inclusive)</b>	<b>To (inclusive)</b>	<b>No. of weeks *</b>
1 Autumn Term:	<i>PGT</i> 13 September 2021	17 December 2021	14 (13 teaching weeks)
	<i>UG</i> 20 September 2021	17 December 2021	13 (12 teaching weeks)
2 Spring Term:	<i>All</i> 10 January 2022	1 April 2022	12
3 Summer Term:	<i>All</i> 25 April 2022	1 July 2022	10
4	<i>All</i> 4 July 2022	16 September 2022	11

\* *excluding vacations*

**Enrolment**

Induction, Registration, and Enrolment week will be 13 September 2021 to 17 September 2021.

Senate is reminded that at its meeting of November 2018, it was approved that teaching for postgraduate students would commence during Induction week ([SEN/7042](#), [Minute 7104](#) [Reserved Business] refers), hence the differentiated term dates noted above. In addition, the revised PGT dissertation hand in date is the Tuesday of week 0 of the following Academic Year, so in this case will be Tuesday 13 September 2022. It is proposed that this trial is extended further as a full cycle has yet to be completed, further details are below.

**University closures**

	<b>From (inclusive)</b>	<b>To (inclusive)</b>
Christmas break:	Monday 27 December 2021	Monday 3 January 2022
Easter break:	Wednesday 13 April 2022	Tuesday 19 April 2022

### Dates to be 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:

<b>Term</b>	<b>From (inclusive)</b>	<b>To (inclusive)</b>
1 Autumn Term:	<i>PGT</i> 13 September 2021	17 December 2021
	<i>UG</i> 20 September 2021	17 December 2021
2 Spring Term:	<i>All</i> 10 January 2022	1 April 2022
3 Summer Term:	<i>UG</i> 25 April 2022	3 June 2022
	<i>PGT</i> 25 April 2022	31 August 2022

Term dates to be notified to the SLC for postgraduate research students are not shown here as they are dependent on the student's start date, where postgraduate research students are recruited throughout an academic year.

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

Start date:	13 September 2021
End date:	16 September 2022

### Incoming Student Exchange dates

In an effort to reduce the number of queries from incoming exchange students, and to align processes and provide a single point of reference, the term dates for *incoming exchange students* has been noted. The dates are as follows (inclusive):

<b>Duration</b>	<b>Start Date</b>	<b>End Date</b>
Full-year	20 September 2021	3 June 2022
Part-year September start	20 September 2021	14 January 2022
Part-year January start	10 January 2022	3 June 2022

### Future academic years

At its meeting of July 2018, Senate noted that it was proposed that the structure of the academic year underwent a review, and that these proposals would be brought to Executive Board and Senate for discussion in due course ([SEN/7004](#), [Minute 7056](#) refers). It has not been possible to conduct that review as yet, primarily as greater priority should be given to the review of programme structure and modules in the first instance. It is anticipated that the academic year review will still go ahead at some point.

### **Issues and options considered**

In addition to the above, the schedule of payment due dates and direct debit collections dates has been considered. Finance had previously confirmed that those dates were not set until the January of the preceding academic year (i.e. January 2021 for 2021/2) and were only an issue if term dates were changed following approval.

As noted above, alignment with contract lengths for accommodation has now been addressed, as was noted at the November 2018 meeting of Senate, where it was agreed to pilot setting accommodation contracts for PGT students on the Monday of Welcome Week (week 0), with the dissertation hand-in date being the Tuesday of Welcome Week (week 0) the following year, and the contract end date being the Wednesday of the same Welcome

Week. This would allow students to hand in their dissertation and then vacate their rooms the following day. This pilot would run for 2019/20 and 2020/21. As this revised PGT programme is still in the first full year, an entire cycle has not as yet been completed. Therefore it is proposed that this is extended further to enable a full cycle to conclude enabling a proper evaluation.

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 by Executive Board. 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.

When drafting term dates for future academic years, there are many factors which need to be considered, which include:

- That there must be at least 52 weeks from the start of the academic year to the end of the academic year, and not 51 weeks and 5 days, so the start of one term can overlap with the end of another between years;
- That there should be at least three weeks between the end of the award boards and the start of graduation, both in summer and winter;
- That there should be at least one week between re-sit boards and enrolment;
- Examinations in May are *usually* the last three weeks in May;
- That there should be at least two weeks between the end of the examinations and the start of the Boards;
- The timetable is aimed to be published four weeks before the first examination;
- Full-time undergraduate courses must not exceed 30 weeks and 3 days in total (otherwise they are considered 'long'), so the 'E' denoting the end of 30 weeks and 3 days from the start of Term 1 should be entered after examinations but before Boards;
- Finance usually set payment due and direct debit dates in the January preceding the academic year of the term dates in question. So term dates can be confirmed before they are set, but if there are changes post-January of the preceding year to which the changes relate, this could cause problems.

### **Linkage to Brunel 2030<sup>1</sup>**

In support of the goals within the University 2030 vision, in particular:

- Education and student experience
- Our university community
- Our campus and local community

### **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.

Following the change in accommodation contract lengths, as noted above, it is worth noting that academics who are scheduled for PGT teaching activities during that week may also be scheduled for UG induction activities.

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<sup>1</sup> *Relevant statements within any of the five goals*

Approving term dates for the academic year after next should be done no later than this point in the current year, to mitigate the impact on admissions and student loans. Failure to meet this deadline results in offer letters for deferred entry having to be revisited and reissued for confirming the start and end dates of the relevant programme, which would otherwise be left blank. The Student Loans Company require institutions to confirm term dates for the duration of a programme. Up to 2017/8, term dates had only applied to undergraduate programmes. However, with the recent introduction of postgraduate loans, 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 May. For postgraduate programmes starting in January, all relevant term dates span two academic years. In the absence of confirmed dates for the next academic year plus one, an educated guess would otherwise have to be made when entering course details on the SLC's course management service. As with offer letters, once approved, these dates would otherwise have to be amended.

### **Office for Students impact assessment**

This paper presents proposed term dates information for students, which is relevant to OfS Condition *F: Information for Students*, and *E: Good Governance*.

### **Equality Impact assessment**

Calendar and term dates apply to all students and staff.

### **Who has been consulted**

Colleges (via Deputy Deans and College Education Managers), Brunel Language Centre, LBIC, Finance, Commercial Services, Student Accommodation, UKVI Compliance, Business Support, CMSR (Admissions), Timetabling and Awarding.

### **Attachments**

Proposed term dates for 2021/22

### **References/further information**

N/A

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

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

### Senate Approved Week Numbers 2021/22

	Week No	Monday	to	Friday	M	T	W	Th	F
TERM 1 (Autumn)	0	13/09/2021	to	17/09/2021	T1 PGT begins	Enrolment week			T4 ends (20/21)
	1	20/09/2021	to	24/09/2021	T1 UG begins SE FY and Sept PY begins	PGT hand-in			
	2	27/09/2021	to	01/10/2021					
	3	04/10/2021	to	08/10/2021					
	4	11/10/2021	to	15/10/2021					
	5	18/10/2021	to	22/10/2021					
	6	25/10/2021	to	29/10/2021					
	7	01/11/2021	to	05/11/2021	SITS and eVision unavailable			PGT Boards	
	8	08/11/2021	to	12/11/2021	PGT Boards				
	9	15/11/2021	to	19/11/2021					
	10	22/11/2021	to	26/11/2021					
	11	29/11/2021	to	03/12/2021					
	VAC	12	06/12/2021	to	10/12/2021				
13		13/12/2021	to	17/12/2021	Winter Examinations		Winter Graduation (tbc)		T1 ends
14		20/12/2021	to	24/12/2021					
TERM 2 (Spring)	15	27/12/2021	to	31/12/2021	C	C	C	C	C
	16	03/01/2022	to	07/01/2022	C				
	17	10/01/2022	to	14/01/2022	T2 begins SE Jan PY begins	Winter Examinations			SE Sept PY ends
	18	17/01/2022	to	21/01/2022					
	19	24/01/2022	to	28/01/2022					
	20	31/01/2022	to	04/02/2022					
	21	07/02/2022	to	11/02/2022					
	22	14/02/2022	to	18/02/2022					
	23	21/02/2022	to	25/02/2022					
	24	28/02/2022	to	04/03/2022					
	25	07/03/2022	to	11/03/2022	SITS and eVision unavailable				
	26	14/03/2022	to	18/03/2022					
	27	21/03/2022	to	25/03/2022					
VAC	28	28/03/2022	to	01/04/2022					T2 ends
	29	04/04/2022	to	08/04/2022					
	30	11/04/2022	to	15/04/2022			C	C	C
TERM 3 (Summer)	31	18/04/2022	to	22/04/2022	C	C			
	32	25/04/2022	to	29/04/2022	T3 begins	Revision Week			
	33	02/05/2022	to	06/05/2022	C	Summer examinations			
	34	09/05/2022	to	13/05/2022	Summer examinations				
	35	16/05/2022	to	20/05/2022	Summer examinations				
	36	23/05/2022	to	27/05/2022					
	37	30/05/2022	to	03/06/2022	C				E (UG) SE FY and Jan PY ends
	38	06/06/2022	to	10/06/2022	Award Boards				
	39	13/06/2022	to	17/06/2022	Award Boards				
	40	20/06/2022	to	24/06/2022	Progression Boards				
	41	27/06/2022	to	01/07/2022	Progression Boards				T3 ends
	42	04/07/2022	to	08/07/2022	T4 begins				
	TERM 4	43	11/07/2022	to	15/07/2022	Summer Graduation			
44		18/07/2022	to	22/07/2022					
45		25/07/2022	to	29/07/2022					
46		01/08/2022	to	05/08/2022					
47		08/08/2022	to	12/08/2022					
48		15/08/2022	to	19/08/2022	Re-sit Examinations			Confirmation and Clearing (tbc)	
49		22/08/2022	to	26/08/2022					
50		29/08/2022	to	02/09/2022	C	Re-sit Boards	E (PGT)		
51		05/09/2022	to	09/09/2022	Re-sit Boards				
		0	12/09/2022	to	16/09/2022	T1 PGT begins	PGT hand-in	Enrolment week	

	Vacations
C	University Closed
	Examination period
	Boards of Examiners
	Enrolment
	Graduation
	Confirmation & Clearing
	PGT dissertation hand-in date
E	End of Assessment and Examination Period
FY / PY	Full-year and Part-year (Student Exchange only)
PGT	Postgraduate Taught
SE	Student Exchange (Incoming)
T	First/last day of term
UG	Undergraduate