**Student cycle: key tasks for a course team (based on Calendar A, September start)**

**Document information:**

This timeline has been designed to support course teams in the planning of their work throughout the student cycle, based on a September start for a course running across two semesters, as per the University Calendar A. Variations to this cycle will occur if your course aligns to a different calendar, uses trimesters, etc. **This document can be edited** to allow you to adapt the cycle to your own context.

Some dates are indicative and can be done the month before or after, e.g. SSLM, PAT meeting, review of applications/interviews.

Some dates depend on the [University calendars](https://cccu.canterbury.ac.uk/planning-and-academic-administration/academic-calendars/staff-calendars/staff-academic-calendars.aspx) set at University level, e.g. Open Days, MABs/PABs, Timetabling requests. These will vary slightly each year.

Some activities are continuous (such as [student engagement](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Student-Engagement-in-Learning.aspx) monitoring, [extenuating circumstances](https://cccu.canterbury.ac.uk/planning-and-academic-administration/registry/student-procedures/extenuating-circumstances.aspx), [academic misconduct](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/academic-integrity.aspx) and other student procedures cases, responding to student queries, keeping up-to-date with university and Faculty-wide communications, etc.) which cannot be represented on this timeline. They must still be performed. Similarly, you’ll have to engage with activities which do not happen every year, such as Periodic Course Review, finding a new EE, etc.

**Guidance for editing the document:**  
You can modify the cells in the table as appropriate.

*To make an event run over several months:* select the relevant cells and a further tab *Table Tools* appears on the far right which includes a Layout tab. Click on this tab then click ‘Split cells’ (horizontally) to create the number of rows you would like. Then select your new split cells to run over several months, and click ‘Merge cells’. This may have also created some additional splits which you can resolve by selecting the relevant cells and clicking ‘Merge cells’.

*To add a new activity row:* Select the row above or below where you would like the new row. On the ‘Layout’ tab (In Table Tools), click ‘Insert above/below’ depending on where you would like it.

|  | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learning, Teaching & Student Support** | Finalise Bbs, Course and Module Handbooks and other guidance for students | Orientation, Induction and  re-induction | Academic Development Week (ADW, usually last week) |  |  | Finalise Bb, Module Handbooks and other guidance for students  Personal Development Week (PDW, usually last week) |  | PAT meeting |  | PAT meeting (post-results) | |  |
| PAT meeting | |
| **Assessment** | Support for Exceptional reassessments + marking  Finalisation of sem 1 assessment briefs and dates | Publication of assessment briefs  Publication of assessment deadlines the whole academic year (including reassessment) |  |  | Finalisation of sem 2 assessment briefs | Publication of assessment briefs | Remind EE to check sample of student work ahead of Boards of Examiners | Marking where applicable | | Marking & moderation of **final** assessments | Support for reassessment | Support for reassessment + Marking & moderation |
| Marking & moderation where applicable | | | Marking of **final** assessments | |
| **Boards of Examiners** | Exceptional reassessment MAB/PAB | |  |  |  |  | MAB sem 1 (and PAB if applicable) |  |  |  | MAB  PAB | Reassessment Marking & moderation  MAB/PAB |
| Check Operational Calendar for upcoming year to ensure assessment submission dates (including marking time) will align with Boards. Note required dates for signing off Board papers. |  |
| **Student Voice** |  |  | Course reps elections | SSLM | End of Module Evaluation |  | Start of surveys (NSS, UKES, PTES) | SSLM | End of Surveys |  | Graduate Outcomes and student survey data published, to incorporate into CCIP | |
| Students complete DEI survey | |
| **Course Continuous Improvement** |  | Review course data from previous year to complete Course Continuous Improvement Plan (CCIP) |  | Board of Study 1  CCIP agreed by BoS Chair for forthcoming year |  | **CENTRAL MODIFICATIONS DEADLINE** – No more submissions for next academic year from this point |  | Board of Study 2  Review progress in CCIP, making changes where needed |  |  | Board of Study 3  Review course data from current year to begin to inform actions on CCIP for next year | |
| Complete and submit any minor modifications | | | | |
| **External Examiner** | Consult EE on assessment papers for sem 1 | Complete the response to the EE report for HoS approval.  Send response to EE and publish EE report and response on Course Bb. | Carry out EE induction briefing for any new EEs for the coming academic year |  | Consult EE on assessment papers for sem 2 |  | Remind EE to check sample of student work ahead of MAB | Nominate new External Examiner for new academic year, where contracts due to expire. |  | Contact EE: Provide exam board dates, ensure access to Bb, be available to meet with EE on site if needed ahead of Boards of Examiners |  |  |
| **Marketing and Recruitment (UG unless PG stated)** | Clearing |  | UG Open Day  Final Marketing deadline to revisit printed prospectus | UG Open Day | Final Marketing deadline to revisit course publicity for the website/UCAS or other online elements | Information session (mini Open Day) | UG Offer Holder event | UG Offer Holder event  Information session (mini Open Day)  PG Open Day  Foundation Year event (March or April) | UG Offer Holder event  PG Open Day | Admissions send call for academic availability for Clearing | UG Open Day  Marketing call to revisit course publicity for the website/UCAS/other online elements    Marketing call to revisit printed prospectus | Review applications where applicable |
| Review applications where applicable | | UCAS deadline | Complete Course Essentials |  |
| **Timetabling & Module Registration** | Check TTB once published and liaise with Timetabling and Attendance if any changes are needed |  | Preparation for L4 Sem 2 Module Choice | L4 students with module options in Sem 2 complete their module selections.  Final deadline to identify students who are not engaging as assumed withdrawals and report to Faculty office |  | Preparations for Module Choice for Continuing Students  Timetable Planning begins using approved curriculum from the curriculum check. Communications will provide information about the New Approach to Timetabling which is changing the way teaching is requested. | | **MODULE REGISTRATION** Continuing students choose their optional modules for next academic year  Final deadline to identify students who are not engaging as assumed withdrawals and report to Faculty office |  |  |  |  |
| New and returning students register on SITS  Keep track of student numbers (up or down) and inform ontime@canterbury.ac.uk of any changes as soon as possible. Consider how any change in student numbers may impact your groups  Allocate students to their activities in Student Allocator | |  |  |  |  | Timetable Submission – New Approach to Timetabling (TBC) | | |  |  |  |
|  |  | Curriculum Confirmation for forthcoming year to confirm the structure of the course (including modules running, assessment updates) - this preparation is needed for all the planning that takes place using curriculum data from December (TBC) | | Final confirmation to Faculty Quality Office the course rubric for the forthcoming academic year confirming which modules will/will not be running. The data in the student record system at this point should match the update to FQO |  |  |  |  |  |  |  |

**Glossary:**

**ADW:** Academic Development Week

**Bb:** Blackboard

**BoS:** Board of Study

**CCIP:** Course Continuous Improvement Plan

**DEI:** Digital Experience Insights survey

**EE:** External Examiner

**HoS:** Head of School

**L4:** level 4

**MAB:** Module Achievement Board

**NSS:** National Student Survey

**PAB:** Progression and Award Board

**PAT:** Personal Academic Tutor

**PG:** Postgraduate

**PTES:** Postgraduate Taught Experience Survey

**SSLM:** Student-Staff Liaison Meeting

**SITS:** Strategic Information Technology System (the student record system)

**TTB:** Timetable

**UCAS:** Universities and Colleges Admissions Service

**UG:** Undergraduate

**UKES:** UK Engagement Survey (undergraduate)