

**Academic Registry & Council Secretariat  
Calendar 2018/19**

Date	Event	Category
01/08/2018	Start of 2018/19 academic year and financial year.	Other
06/08/2018	Late summer examinations begin.	Examinations
15/08/2018	Research Degrees Programmes and Examinations Board	Committee
17/08/2018	Late summer examinations end.	Examinations
27/08/2018	Financial Assistance Fund opens	Bursaries
28/08/2018	Strict deadline for all UG (non-MBBS, BDS) and PG late-summer provisional assessment marks to be entered into MySIS (using either upload or direct mark entry). Please do not leave entering assessment marks until this date. Marks should be entered throughout the year as they become available. Please note that students will always be informed that marks are provisional until they are approved by an Examination Board and therefore subject to change. Students will not be able to view provisional examination or module marks at any time.	Assessment results
28/08/2018	Run TMR for all UG (non-MBBS, BDS) and PG late-summer assessment; this calculates module marks and allows SEB reports to be generated. After this date, only those with 'supervisor' access will be able to amend assessment marks and recalculate module marks in SIS.	Assessment results
29/08/2018	All late summer SEB meetings start (including LLB, excluding MBBS, BDS). Reports available (PG and UG).	Exam Boards
04/09/2018	All late summer SEB meetings end (including LLB, excluding MBBS, BDS).	Exam Boards
05/09/2018	Ethics of Research Review Panel - A	Committee
07/09/2018	Strict deadline for all changes to late-summer assessment marks to be made in SIS by supervisors (excluding MBBS, BDS). After this date, only Registry can amend marks.	Assessment results
12/09/2018	Official publication of results date for late summer resits ( <i>students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins</i> ).	Assessment results
14/09/2018	Main Enrolment (Octagon) begins.	Enrolment
17/09/2018	Undergraduate Scholarships application cycle opens	Bursaries
17/09/2018	1 <sup>st</sup> US Federal Loan disbursement	Bursaries

18/09/2018	Remuneration Committee	Committee
18/09/2018	Doctoral College Management Group	Committee
19/09/2018	HSS Dean for Taught Programmes' Advisory Group	Committee
19/09/2018	Research Degrees Programmes and Examinations Board	Research Degrees
19/09/2018	Ethics of Research Review Panel - B	Committee
24/09/2018	<p>Strict deadline for all PG provisional assessment marks to be entered into MySIS (using either upload or direct mark entry). Please do not leave entering assessment marks until this date. Marks should be entered throughout the year as they become available.</p> <p>Please note that students will always be informed that marks are provisional until they are approved by an Examination Board and therefore subject to change. Students will not be able to view provisional examination or module marks at any time.</p>	Assessment results
24/09/2018	<p>Run TMR for all PG programmes; this calculates module marks and allows SEB reports to be generated.</p> <p>After this date, only those with 'supervisor' access will be able to amend assessment marks and recalculate module marks in SIS.</p>	Assessment results
25/09/2018	<p>All autumn PG SEB meetings <u>start</u>.</p> <p>SEB Secretaries/Chairs to print out SEB reports from MySIS. Reports available (PG and UG)</p>	Exam Boards
26/09/2018	Student Recruitment and Admissions Group	Admissions
26/09/2018	HSS Research Advisory Group	Committee
26/09/2018	Finance and Investment Committee	Committee
27/09/2018	Main Enrolment (Octagon) ends.	Enrolment
28/09/2018	Late Enrolment and completion of Temporary Enrolment taking place in the Student Enquiry Centre	Enrolment
03/10/2018	Joint Undergraduate Late Summer Degree Examination Board	Exam Boards
04/10/2018	Audit and Risk Committee	Committee
05/10/2018	<p>All autumn PG SEB meetings <u>end</u>.</p> <p>SEB Secretaries/Chairs to print out SEB reports from MySIS. Reports available (PG and UG)</p>	Exam Boards
05/10/2018	Deadline for enrolment	Enrolment
07/10/2018	Deadline for continuing students to enrol (if they have not, we will terminate their registrations).	Enrolment
07/10/2018	Strict deadline: all module registrations for 2018/19 to be complete.	Module registration
08/10/2018	Data collection begins on examination question papers, question paper approval, and examination stationery requirements (SIS task for SEB Chairs).	Examinations

08/10/2018	Official publication of results date for late summer resits for finalists (students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins).	Assessment results
10/10/2018	Ethics of Research Review Panel - C	Committee
11/10/2018	Strict deadline for all changes to postgraduate assessment marks to be made in SIS by supervisors (excluding MBBS, BDS). After this date, only Registry can amend marks.	Assessment results
11/10/2018	Strict deadline for PG SEBs to submit papers to Simon Hayter, Trudy Mason, and Tessa Cornell: SEB minutes; Report to the DEB; EC Monitoring Form; retake/first take forms (if any).	Exam Boards
11/10/2018	Council	Committee
11/10/2018	Governance Committee	Committee
12/10/2018	Academic Secretariat begins preparation of PG DEB reports.	Exam Boards
12/10/2018	S&E Dean for Taught Programmes' Advisory Group	Committee
15/10/2018	Absolute deadline for enrolment for overseas students experiencing immigration difficulties who have permission to enrol late via Admissions and academic department: after this date students will be asked to defer entry.	Enrolment
15/10/2018	VP Public Engagement Advisory Group	Committee
17/10/2018	Taught Programmes Board	Committee
17/10/2018	Research Degrees Programmes and Examinations Board	Research Degrees
18/10/2018	Student Experience Advisory Group	Committee
19/10/2018	Tier 4 Non-enrolment reporting deadline for September 2018 entry	Enrolment
19/10/2018	Final deadline for temporarily enrolled students to complete enrolment.	Enrolment
19/10/2018	Confirmation of Student Selections by PAAs.	Module registration
19/10/2018	Postgraduate S&E Degree Examination Board.	Exam Boards
22/10/2018	Remuneration Committee	Committee
23/10/2018	Partnerships Board	Committee
24/10/2018	Postgraduate H&SS Degree Examination Board.	Exam Boards
26/10/2018	Postgraduate SMD Degree Examination Board.	Exam Boards
31/10/2018	Official publication of results date: postgraduate. ( <i>students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins</i> ).	Assessment results
31/10/2018	Ethics of Research Review Panel - D	Committee
01/11/2018	Senate	Committee
02/11/2018	Undergraduate Scholarships application cycle closes	Bursaries
07/11/2018	Ethics of Research Committee	Committee

12/11/2018	Tier 4 monitoring checkpoint 1 opens - review first six weeks of semester 1 (24 September 2018 to 02 November 2018)	Tier 4 Engagement Monitoring
12/11/2018	Opt In task for resits in Summer 2018 task opens.	Examinations
12/11/2018	Partnerships Board	Committee
13/11/2018	Finance and Investment Committee	Committee
14/11/2018	Audit and Risk Committee	Committee
15/11/2018	SMD School Education Committee	Committee
20/11/2018	Doctoral College Management Group	Committee
21/11/2018	HSS Research Advisory Group	Committee
21/11/2018	HSS Dean for Taught Programmes' Advisory Group	Committee
21/11/2018	Research Degrees Programmes and Examinations Board	Research Degrees
21/11/2018	Ethics of Research Review Panel - E	Committee
23/11/2018	Tier 4 monitoring checkpoint 1 closes- review first six weeks of semester 1(24 September 2018 to 02 November 2018)	Tier 4 Engagement Monitoring
23/11/2018	Request for all Summer 2018 examination timetabling requirements.	Examinations
27/11/2018	Honorary Degrees and Fellowships Committee	Committee
28/11/2018	Taught Programmes Board	Committee
29/11/2018	Council	Committee
30/11/2018	Deadline for PGT students to transfer from full to part time programmes.	Module Registration
30/11/2018	S&E Dean for Taught Programmes' Advisory Group	Committee
03/12/2018	Semester two module registration task opens (selection for January starters, and amendments for others).	Module Registration
05/12/2018	Ethics of Research Review Panel - F	Committee
05/12/2018	Student Recruitment and Admissions Group	Admissions
06/12/2018	Student Experience Advisory Group	Committee
11/12/2018	Partnerships Board	Committee
12/12/2018	Research Degrees Programmes and Examinations Board	Research Degrees
13/12/2018	Senate	Committee
14/12/2018	Strict deadline for schools to confirm all programme, module and diet changes (proposals, amendments and withdrawals - including module availability) for 2019-20, before module registration commences. Requests for changes to assessment not required until 01/8/19.	Module Registration
19/12/2018	Ethics of Research Review Panel - G	Committee
03/01/2019	January Enrolment for UG associate students.	Enrolment
07/01/2019	January Enrolment begins for all non UG associate students.	Enrolment
07/01/2019	2 <sup>nd</sup> US Federal Loan disbursement	Bursaries
07/01/2019	Expedition Fund application cycle opens	Bursaries
11/01/2019	Deadline to for all Schools/Departments to return to the Exams unit their timetabling requirements.	Examinations
15/01/2019	Doctoral College Management Group	Committee

16/01/2019	HSS Research Advisory Group	Committee
16/01/2019	HSS Dean for Taught Programmes' Advisory Group	Committee
16/01/2019	Research Degrees Programmes and Examinations Board	Research Degrees
16/01/2019	SMD School Education Committee	Committee
18/01/2019	January - latest enrolment / temporary enrolment deadline	Enrolment
18/01/2019	Strict deadline for reassessment opt-in/opt-out for UG and PGT students resitting out of attendance.	Examinations
18/01/2019	Deadline for students to review their choice of semester two modules.	Module registration
18/01/2019	Deadline for return of Religious Holiday form. Deadline for return of Intercollegiate Examination Entry Form.	Examinations
21/01/2019	Tier 4 monitoring checkpoint 2 opens - review last six weeks of semester 1 (05 November 2018 to 14 December 2018)	Tier 4 Engagement Monitoring
21/01/2019	VP Public Engagement Advisory Group	Committee
25/01/2019	Deadline for schools to make final amendments to semester 2 module choices.	Module registration
29/01/2019	Strict deadline for all semester 1 associate marks to be entered into MySIS (using either upload or direct mark entry). Please do <i>not</i> leave entering assessment marks until this date. Marks should be entered as they become available.	Assessment results
29/01/2019	>5pm - Run TMR for all associate programmes; this generates module marks and allows SEB reports to be generated. After this date, only those with 'supervisor' access will be able to amend assessment marks and recalculate module marks in SIS.	Assessment results
30/01/2019	>12pm - Associate SEBs start (SEB Chair, T&L Chair, and Associate Coordinator).	Exam Boards
01/02/2019	Tier 4 monitoring checkpoint 2 closes - review last six weeks of semester 1 (05 November 2018 to 14 December 2018)	Tier 4 Engagement Monitoring
05/02/2019	Student Recruitment and Admissions Group	Admissions
06/02/2019	Taught Programmes Board	Committee
07/02/2019	Student Experience Advisory Group	Committee
08/02/2019	Associate SEBs end (SEB Chair, T&L Chair, and Associate Coordinator).	Exam Boards
11/02/2019	Partnerships Board	Committee
15/02/2019	Deadline for associate SEB minutes to be submitted to Simon Hayter, Trudy Mason, Tessa Cornell, and Harry Gibney.	Exam Boards
15/02/2019	<u>Strict deadline for all changes to associate assessment marks to be made in SIS by supervisors.</u> <u>After this date, only Registry can amend marks.</u>	Assessment results

15/02/2019	S&E Dean for Taught Programmes' Advisory Group	Committee
20/02/2019	1 <sup>st</sup> QMUL Bursary instalment paid	Bursaries
20/02/2019	Research Degrees Programmes and Examinations Board	Research Degrees
25/02/2019	Tier 4 monitoring checkpoint 3 opens - review first six weeks of semester 2 (07 January 2019 to 15 February 2019)	Tier 4 Engagement Monitoring
27/02/2019	Taught Programmes Board	Committee
07/03/2018	Senate	Committee
08/03/2019	Deadline for new applications for special examination arrangements.	Examinations
08/03/2019	Tier 4 monitoring checkpoint 3 closes - review first six weeks of semester 2 (07 January 2019 to 15 February 2019)	Tier 4 Engagement Monitoring
11/03/2019	Pre-selection of modules opens to students.	Module Registration
11/03/2019	Programme Academic Approval Process begins	Module Registration
11/03/2019	Partnerships Board	Committee
13/03/2019	Audit and Risk Committee	Committee
15/03/2019	Draft Exam Timetable (HSS and S&E) circulated.	Examinations
19/03/2019	Doctoral College Management Group	Committee
20/03/2019	Final Exam Timetable (HSS and S&E) circulated (production of the Final HSS and S&E Timetable is dependent upon timely receipt of the Intercollegiate Final Timetable and requests for amendments from Exam Boards).	Examinations
20/03/2019	Taught Programmes Board	Committee
20/03/2019	Research Degrees Programmes and Examinations Board	Research Degrees
21/03/2019	Student Experience Advisory Group	Committee
22/03/2019	Final deadline for return of examination question papers to Academic Registry from Chairs of SEBs. The Exams Officer will arrange individual appointments.	Examinations
25/03/2019	Individual QM Exam Timetables to be released on MySIS. Individual QM Exam Timetables posted to non-enrolled students. Individual QM Exam Timetables and examination permits sent to intercollegiate students.	Examinations
27/03/2019	HSS Research Advisory Group	Committee
27/03/2019	HSS Dean for Taught Programmes' Advisory Group	Committee
27/03/2019	Finance and Investment Committee	Committee
28/03/2019	Council	Committee
02/04/2019	Student Recruitment and Admissions Group	Admissions
05/04/2019	Financial Assistance Fund - Standard application deadline	Bursaries
05/04/2019	S&E Dean for Taught Programmes' Advisory Group	Committee
08/04/2019	Tier 4 monitoring checkpoint 4 opens - review first six weeks of semester 2 (18 February 2019 to 29 March 2019)	Tier 4 Engagement Monitoring

08/04/2019	VP Public Engagement Advisory Group	Committee
09/04/2019	SMD School Education Committee	Committee
12/04/2019	Pre-selection of modules closes to students.	Module Registration
17/04/2019	Research Degrees Programmes and Examinations Board	Research Degrees
18/04/2019	Deadline for taught students to apply for interruption of study – taught students cannot interrupt their studies beyond this deadline without evidence of extenuating circumstances which prevented them from submitting this request before the deadline.	Enrolment
18/04/2019	Deadline for withdrawal requests from taught students.	Enrolment
18/04/2019	Tier 4 monitoring checkpoint 4 closes- review first six weeks of semester 2 (18 February 2019 to 29 March 2019)	Tier 4 Engagement Monitoring
19/04/2018	Programme Academic Approval Process closes	Module registration
23/04/2019	3 <sup>rd</sup> US Federal Loan disbursement	Bursaries
25/04/2019	Remuneration Committee	Committee
26/04/2019	Expedition Fund application cycle closes	Bursaries
29/04/2019	Examination period for HSS and S&E begins.	Examinations
02/05/2019	Student Experience Advisory Group	Committee
09/05/2019	Council	Committee
09/05/2019	Council/Senior Executive Annual Away Day	Committee
09/05/2019	Partnerships Board	Committee
10/05/2019	Council/Senior Executive Annual Away Day	Committee
15/05/2019	Examination Board Briefing.	Exam Boards
15/05/2019	Research Degrees Programmes and Examinations Board	Research Degrees
21/05/2019	Doctoral College Management Group	Committee
21/05/2019	Student Recruitment and Admissions Group	Admissions
22/05/2019	2 <sup>nd</sup> QMUL Bursary instalment paid	Bursaries
22/05/2019	Taught Programmes Board	Committee
03/06/2019	Partnerships Board	Committee
05/06/2019	HSS Research Advisory Group	Committee
05/06/2019	HSS Dean for Taught Programmes' Advisory Group	Committee
07/06/2019	Examination period for HSS and S&E ends.	Examinations
10/06/2019	Summer Financial Assistance Fund opens	Bursaries

11/06/2019	5pm - Strict deadline for all UG (non-MBBS, BDS) and PG provisional assessment marks to be entered into MySIS (using either upload or direct mark entry). Please do not leave entering assessment marks until this date. Marks should be entered throughout the year as they become available. Please note that students will always be informed that marks are provisional until they are approved by an Examination Board and therefore subject to change. Students will not be able to view provisional examination or module marks at any time.	Assessment results
11/06/2019	>5pm - Run TMR for all UG (non MBBS, BDS) and PG programmes; this calculates module marks and allows SEB reports to be generated. After this date, only those with 'supervisor' access will be able to amend assessment marks and recalculate module marks in SIS.	Assessment results
11/06/2019	Audit and Risk Committee	Committee
12/06/2019	>12pm - UG SEB meetings start. SEB Secretaries/Chairs to generate SEB reports from MySIS.	Exam Boards
12/06/2019	PG SEB meetings start.	Exam Boards
13/06/2019	1 <sup>st</sup> Undergraduate Prize nomination deadline	Bursaries
13/06/2019	SMD School Education Committee	Committee
13/06/2018	Senate	Committee
19/06/2019	Taught Programmes Board	Committee
19/06/2019	Research Degrees Programmes and Examinations Board	Research Degrees
20/06/2019	UG SEB meetings end. SEB Secretaries/Chairs to generate SEB reports from MySIS.	Exam Boards
20/06/2019	Finance and Investment Committee	Committee
25/06/2019	Strict deadline for UG SEBs to submit papers to Simon Hayter, Trudy Mason, and Tessa Cornell: SEB minutes; Report to the DEB; EC Monitoring Form; retake/first take forms (if any).	Exam Boards
25/06/2019	Strict deadline for all changes to UG assessment marks (non MBBS, BDS) to be made in SIS by supervisors. After this date, only Registry can amend marks.	Assessment results
25/06/2019	Final Undergraduate Prize nomination deadline	Bursaries
June - TBC	UG Dentistry Degree Examination Board (TBC).	Exam Boards
June - TBC	UG Law Examination Board. (TBC)	Exam Boards
27/06/2019	UG Medicine Degree Examination Board (TBC)	Exam Boards
28/06/2019	Deadline for appointing/extending external examiners for 2018/19.	Exam Boards
28/06/2019	S&E Dean for Taught Programmes' Advisory Group	Committee
01/07/2019	Deadline for PGT students to interrupt after the examinations (retaining examination marks) and to defer the Project/Dissertation for a year	Enrolment



01/07/2019	VP Public Engagement Advisory Group	Committee
02/07/2019	Partnerships Board	Committee
04/07/2019	UG H & SS Degree Examination Board.	Exam Boards
05/07/2019	UG Sciences & Engineering Degree Examination Board.	Exam Boards
05/07/2019	PG SEB meetings end.	Exam Boards
05/07/2019	Financial Assistance Fund closes (incl. Summer fund)	Bursaries
09/07/2019	Strict deadline for PG SEBs to submit papers to Simon Hayter, Trudy Mason, and Tessa Cornell: SEB minutes; Report to the DEB; EC Monitoring Form; retake/first take forms (if any).	Exam Boards
09/07/2019	Deadline for <u>confirmed</u> PG marks to be submitted. Strict deadline for all changes to PG assessment marks to be made in SIS by supervisors. After this date, only Registry can amend marks.	Assessment results
09/07/2019	>5pm - Run TMR for all postgraduate marks.	Assessment results
10/07/2019	Academic Secretariat begins preparation for PG DEBs.	Exam Boards
11/07/2019	Official publication of results date: undergraduate. <i>(students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKVI processes, etc, begins).</i>	Assessment results
11/07/2019	Council	Committee
11/07/2019	Governance Committee	Committee
11/07/2019	Student Experience Advisory Group	Committee
15/07/2019	Start of Cambridge Long Vacation Scheme	Bursaries
16/07/2019	Doctoral College Management Group	Committee
16/07/2019	Student Recruitment and Admissions Group	Admissions
17/07/2019	PG Degree Examination Board for Sciences, Arts, Law and Medicine & Dentistry (joint summer board).	Exam Boards
17/07/2019	Research Degrees Programmes and Examinations Board	Research Degrees
22/07/2019	Official publication of results date: postgraduate. <i>(students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins).</i>	Assessment results
24/07/2019	Taught Programmes Board	Committee
31/07/2019	Bursary assessment deadline	Bursaries
01/08/2019	Strict deadline for schools to confirm assessment changes (if relevant)	Module registration
05/08/2019	Late summer examinations begin	Examinations
10/08/2019	End of Cambridge Long Vacation Scheme	Bursaries
16/08/2019	Late summer examinations end	Examinations
21/08/2019	Research Degrees Programmes and Examinations Board	Research Degrees

27/08/2019	>5pm - Run TMR for all UG (non-MBBS, BDS) and PG late-summer assessment; this calculates module marks and allows SEB reports to be generated. After this date, only those with 'supervisor' access will be able to amend assessment marks and recalculate module marks in SIS.	Assessment results
28/08/2019	>12pm - Late summer SEB meetings begin. SEB Secretaries/Chairs to generate SEB reports from MySIS. (reports are available to run from 27 August, but Tuesday 30 August is the first working day)	Exam Boards
04/09/2019	Late summer SEB meetings finish. SEB Secretaries/Chairs to generate SEB reports from MySIS.	Exam Boards
09/09/2019	Deadline for late summer SEB minutes to be submitted to Simon Hayter, Trudy Mason, and Tessa Cornell.	Exam Boards
09/09/2019	Strict deadline for all changes to late-summer assessment marks to be made in SIS by supervisors (excluding MBBS, BDS). After this date, only Registry can amend marks.	Assessment results
11/09/2019	Official publication of results date for late summer resits for continuing students ( <i>students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins</i> ).	Assessment results
18/09/2019	Research Degrees Programmes and Examinations Board	Research Degrees
24/09/2019	Strict deadline for all PG provisional assessment marks to be entered into MySIS (using either upload or direct mark entry). Please do not leave entering assessment marks until this date. Marks should be entered throughout the year as they become available. Please note that students will always be informed that marks are provisional until they are approved by an Examination Board and therefore subject to change. Students will not be able to view provisional examination or module marks at any time.	Assessment results
24/09/2019	>5pm - Run TMR for all PG programmes; this calculates module marks and allows SEB reports to be generated. After this date, only those with 'supervisor' access will be able to amend assessment marks and recalculate module marks in SIS.	Assessment results
25/09/2019	>12pm - All autumn PG SEB meetings begin. SEB Secretaries/Chairs to generate SEB reports from MySIS.	Exam Boards
26/09/2019	1 <sup>st</sup> Postgraduate Prize nomination deadline	Bursaries
02/10/2019	Joint Undergraduate Late Summer Degree Examination Board	Exam Boards

07/10/2019	>12pm - All autumn PG SEB meetings finish. SEB Secretaries/Chairs to generate SEB reports from MySIS.	Exam Boards
08/10/2019	Official publication of results date for late summer resits for finalists (students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins).	Assessment results
08/10/2019	Final Postgraduate Prize nomination deadline	Bursaries
11/10/2019	Strict deadline for all changes to postgraduate assessment marks to be made in SIS by supervisors (excluding MBBS, BDS). After this date, only Registry can amend marks.	Assessment results
12/10/2019	Academic Secretariat begins preparation of PG DEB reports.	Exam Boards
16/10/2019	Research Degrees Programmes and Examinations Board	Research Degrees
18/10/2019	Postgraduate Science & Engineering Degree Examination Board.	Exam Boards
23/10/2019	Postgraduate Humanities & Social Sciences Degree Examination Board.	Exam Boards
25/10/2019	Postgraduate Medicine & Dentistry Degree Examination Board.	Exam Boards
31/10/2019	Official publication of results date: postgraduate. ( <i>students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc, begins</i> ).	Assessment results
20/11/2019	Research Degrees Programmes and Examinations Board	Research Degrees
11/12/2019	Research Degrees Programmes and Examinations Board	Committee