Academic Calendar

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Document

Document Name	Academic Calendar (GC)
Brief Description	This Document outlines the creation, key characteristics, approval and publication processes of Griffith College Academic Calendars.
Responsibility	Director, Student and Academic Services
Initial Issue Date	1/11/2010
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08/12/2021	5	Revised to include relationship to Structure and Requirements of Griffith College Awards and also responsibilities table, compliance and review information.	Director, Student and Academic Services

Related Documents

Name	Location
Structure and Requirements of Griffith College Awards	Policy Hub

Contents

1 Purpose and Scope

The purpose of this Document is to outline the creation, key characteristics, approval and publication processes of Academic Calendars at Griffith College.

2 Document Statement

Griffith College has three teaching periods per year. Teaching periods are referred to as trimesters. An Academic Calendar is created for each trimester. The Academic Calendar identifies teaching weeks and key dates and is set out on a monthly grid.

2.1 Creation of an Academic Calendar

The Director, Student and Academic Services is responsible for the development of all Academic Calendars. In order to create an Academic Calendar at a minimum, the following information will be considered:

- Queensland and Commonwealth Public Holiday dates;
- Queensland School Holiday dates;
- Other dates of significance in a typical Australian annual calendar;
- Basic requirements of a College academic teaching period;
- Griffith University's Academic Calendar dates (to avoid overlaps between the end of a Griffith College Academic Calendar, and the commencement of a Griffith Academic Calendar).
- GELI's Direct Entry Program dates

2.2 Key characteristics of an Academic Calendar

The following characteristics are incorporated into each Academic Calendar:

- Orientation Week (scheduled for the week prior to the commencement of each teaching block);
- A 10-week trimester Teaching Block for the Diploma of Health Care, and 12-week trimester Teaching Block for all other programs (broken by a one-week Mid-Trimester Break);
- Mid-Trimester Break (one week, generally scheduled towards the middle of the teaching block, and often informed by the eventuality of Queensland and Commonwealth Public Holidays);
- Examination Block (scheduled to run from the Saturday immediately following the last week of teaching, typically one week in duration to a maximum of two weeks when required);
- End of Trimester Break (a period of at least one week).

2.3 Approval of Academic Calendars

Academic Calendars are approved by Griffith College's Management Committee. In Trimester 2 each year, the Committee approves the following:

- Academic Calendars, with key dates, for Trimesters 1, 2, and 3 of the following year; and
- Academic Calendars, without key dates (principal dates only), for the year, two years in advance of the current year.

Amendments to approved versions of Academic Calendars occur only in exceptional circumstances, and then only on approval of the Management Committee. Where amendments to published Calendars are necessary, a revised version will be published, and changes communicated immediately to all currently enrolled students, teaching staff, and other relevant internal organisational stakeholders, via the Griffith College website and College email system. Communications to external stakeholders, for example, key Griffith University staff and departments, Education Agents and other associated partners, will be made as soon as practical via normal communication channels.

2.4 Publication of Academic Calendars

Publication of Griffith College Academic Calendars will be in accordance with the Structure and Requirements of Griffith College Awards Policy, in particular section 3.0.

Academic Calendars, with key dates, for Trimesters 1, 2 and 3 of the subsequent year are published by week 12 of Trimester 2 each year. Academic Calendars are published under 'Home', "Academic Calendars' on the Griffith College Student Portal:

- Academic Calendar for the previous trimester;
- Academic Calendar for the current trimester;
- Academic Calendar for the trimester immediately following the current trimester.

An Academic Calendar displaying key dates will remain published for at least one trimester after its trimester currency. At this point it will be removed from the Griffith College website, however a record will remain permanently archived.

Academic Calendars, with key dates are published for each Academic Program, on the Griffith College website under 'Key Dates'. At any point in time, two years of principal Academic Calendar dates are available for public access. These will include: the current year, and two subsequent years. The same dates are also published in the Griffith College Student Guide [prospectus].

3 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	AB	DMA	All
Maintain currency of this policy	A		C		R	I	C	S
Setting of calendar dates	C	I	C	C	R		C	
Approval of calendar dates	R		R	R	R		R	
Publishing on the website		I	I	I	A	I	R	I
Approving variation to published dates due to error or change from external entities	R	I	R	R	A	I	R	I
CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed								

4 Compliance

4.1 General

Director, Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy and Academic Calendars through the College website digital campus, communication and support from Student and Academic Services and Support teams.

4.2 Relevant Legislation

n/a

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director, Student and Academic Services	Policy Hub	Permanently with control in place for revisions	Policy Hub archive