

Centre for Pavement Engineering Education (CPEE)

PO012: Policy on Academic Calendar and Semesters

Approved by	CEO, Executive
Responsible officer/area	CEO, Academic Board,
Audience	All students, staff, office bearers of CPEE Council and its Committees
Related policies, supporting procedures, guidelines & forms	<ul style="list-style-type: none"> PO002: Policy on Student Enrolment and Progression
Relevant external documents and relevant legislation	<ul style="list-style-type: none"> Higher Education Standards Framework
Date approved	Version 1 02/03/2017
Date of review	02/03/2022

1. Purpose of Policy

To describe the CPEE Policy on the development and approval of its Academic Calendar and Semesters.

2. Policy Statement

The CPEE Academic Calendar, comprising two standard semesters in a calendar year, is to be approved in advance by Academic Board on a rolling five (5) year basis. The Chief Executive Officer, upon advice from the Higher Education Officer, is responsible for determining the dates for and operationalising the Academic Calendar and for recommending the CPEE Academic Calendar to Academic Board for approval.

A standard semester will be 14 weeks and shall comprise the following elements:

- Twelve (12) teaching weeks;
- One (1) week at approximately mid-semester, where no assessment deadlines are scheduled; and
- One (1) week examination preparation period immediately prior to examinations.

The standard semester will be immediately followed by up to two a (2) weeks centrally scheduled Examinations period.

The CPEE Semester Census Date for determining student load that is to be reported to the Federal Government will be calculated for each semester.

The CPEE Withdrawal without academic penalty date will be determined for each semester.

3. Definitions

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The CPEE Semester Census Date used for determining student load to be reported to the Federal Government will be no earlier than 20% of the way through the semester.

The length of the semester for the purpose of calculating the census date is from the commencement of the semester until the date of the last exam for that semester.

The CPEE Semester Census Date is the final date whereby a student can withdraw their enrolment without incurring standard financial penalty for the related semester enrolment.

The CPEE Withdrawal without academic penalty date is the final date whereby a student can withdraw their enrolment without incurring academic penalty for the related semester enrolment. This has been determined as the end of Week 6 of Semester.

Refer to CPEE Glossary of Terms.

4. Scope of Policy

This Policy applies to all parts of the CPEE organisation, all staff and all functions of the CPEE.