

# Academic Year Principles

<b>Responsible Officer</b>	Registrar
<b>Approval Authority</b>	Academic Board
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<b>History/Versions</b>	Academic Year Principles (2010)
<b>Related Documents</b>	-

The following principles provide the basis for the development of the timetable for each academic year. The principles will normally be followed; however have some flexibility in terms of consideration of factors including timing of events such as World Youth Day.

## 1. Academic Year Dates

Campion College operates predominantly in two teaching periods (semesters), although use of intensive teaching periods such as short courses or summer schools may occur in addition to semesters. The basic principles for these semesters will be:

1. Weeks in the academic year will be numbered sequentially starting with the first week of the first semester (Week1).
2. The first semester will commence on the nearest Monday occurring either before or after March 1 in any year.
3. The second semester will commence on the nearest Monday occurring either before or after August 1 in any year.
4. Each semester will consist of 13 teaching weeks followed by a one-week study vacation and a two-week formal examination period.
5. Each semester will include a one-week mid-semester break (see Universities Australia Common Vacation week below).
6. The mid-semester break will normally try to establish a relatively even balance of weeks before and after the break; however may not be possible depending upon when Easter occurs.
7. Orientation will be held in the week prior to Week 1.

## 2. Universities Australia Common Vacation Dates

Universities Australia publishes dates for each year where common non-teaching weeks are recommended to universities, allowing flexibility for cross-sector activities such as staff conferences and student events. The Universities Australia common vacation weeks are scheduled for:

- the week beginning with Easter Monday;
- week 19; and
- week 31.

Campion College will consider these dates when determining its Academic Year, with the Easter and Week 31 vacations normally forming the mid-semester vacation in each semester.

The Universities Australia Common Vacation Dates 2014 - 2018 are as follows:

	2014	2015	2016	2017	2018
<b>Easter</b>	21-25 April	6-10 April	28 Mar-1 April	17-22 April	1-5 April
<b>Week 19</b>	7-11 July	6-10 July	4-8 July	3-7 July	2-6 July
<b>Week 31</b>	29 Sept – 3 Oct	28 Sept – 2 Oct	26-30 Sept	25-29 Sept	24-28 Sept

## 3. Public Holidays

The following Public Holidays in NSW will also be student and staff holidays where teaching or work would normally occur on that day:

- New Years' Day
- Australia Day
- Good Friday
- Easter Monday
- ANZAC Day
- Queen's Birthday (June Long Weekend)
- Labour Day (October Long Weekend)
- Christmas Day
- Boxing Day
- Any other Public Holiday proclaimed by the Governor of NSW as a Public Holiday throughout the whole of the state

#### **4. Christmas Closedown**

The Board of Trustees has determined that the College will observe a Christmas Closedown where the College will not operate and the campus will be closed. During this period, it is expected that staff will be away from the workplace.

The dates for the Closedown will be confirmed each year; however will normally extend from COB on the last Friday before Christmas Eve until the first working day after New Years' Day. Staff will be required to take any days that are not Public Holidays during this period as annual leave or leave without pay.