

University of Bolton - Academic Centre RAK
ACADEMIC CALENDAR 2024/25

Approved by Dr Raj on 01/09/2024

Date (Week Beginning Tuesday)	Academic Week	Trimester	Teaching Week	Comments Student matters	Module Tutors	Course Managers	Ac Coords/QA Reporting	UAE National Holidays	Appeals/Mit.Circs	OFF CAMPUS MEETINGS
9/3/2024	51	Trimester 1 2024/25	14	Enrolment week for continuing students / Finance Clear Up / Last Minute Admission and Visa Issues		Prepare Course TT. Prepare Registration Form. Reenrolment. Ensure Students Are Registered.				
9/10/2024	52		15	Enrolment week for continuing students / Finance Clear Up / Last Minute Admission and Visa Issues		External moderation	All moderation forms to be uploaded with EE feedback or email confirmation / Mark Entry Deadline Thurs 12/09 (Date TBC by Tracy)	Prophet's Birthday: Sunday, September 15 2024		
17/09/2024	1		0	Enrolment week for continuing students / Finance Clear Up / Last Minute Admission and Visa Issues	Staff development sessions		RAK/UOBACERAK S3 DRM (Date Thurs 19/09)			
24/09/2024	2		1	Induction and Enrolment for New Students. Teaching Week 1	Teaching Week 1	Teaching Week 1	RAK/UOBACERAK S3 Awards Board (Date 26/09)			
01/10/2024	3		2							
08/10/2024	4		3	Personal Tutoring (Group) Session 1 - Tutors must keep a record of PT meetings.		Personal Tutoring Session 1. Check all students have paid and enrolled through the UoB link. Check PT forms are uploaded on the appropriate Google Drive.			T3 Appeal submission deadline: Tue 08 - Oct-24 (TBC)	
15/10/2024	5		4	T1 Assignments Released						
22/10/2024	6		5		Interim Feedback to Students (S3 result day). Result day forms need to be completed by tutors.		22 Oct 2024 DEADLINE FOR: T3 2023/24 Programme Action Plans - End of Year T3 SSQs & Module Reports Check all T3 Personal Tutoring Records ALL T3 MODERATED WORK T3 2023/24 Module Guides with moderated briefs, Approved 23/24 Programme Handbooks.			
29/10/2024	7		6	T1 - SSLC		Upload minutes from SSLC. Send to Link Tutors. Upload Personal Tutoring Session 2	LINK TUTOR TRIMESTER AUDIT - AC to check all docs are uploaded on Quality portal.			
05/11/2024	8		7	Personal Tutoring session 2 (Individual) - Assignments/Attendance/Pastoral	Personal Tutoring session 2 (Individual) - Assignments/Attendance/Pastoral	Personal Tutoring session 2 (Individual) - Assignments/Attendance/Pastoral				
12/11/2024	9		8		Peer-to-peer observation	Peer-to-peer observation - CM to ensure Peer observation is conducted in this week.	Request Unipulse data for Programme Plans - Off Campus Division			T3 PDM (TBC by OFCD)
19/11/2024	10		9	T3 Refer/Defer Hand in (TBC)	T3 Refer/Defer Hand in (TBC)	Update Programme Action Plans (SSLC/SSQs/MER)				
26/11/2024	11		10		Marking refer/defer	24/25 ROUND UP PROGRAMME PLAN WORKSHOP - Abdi Hubsey	Send all Programme Plans to Link Tutors for comment, then final copies to Off Campus	Martyrs day: 30th Nov but observed as holiday on 1st Dec 2024. National Day: 2nd & 3rd Dec 2024.		
03/12/2024	12		11	T1 Board of Studies - Thurs 05/12/2024						
10/12/2024	13		12				12 DECEMBER 2024 DEADLINE FOR T2 2024/25 Timetable T2 Moderated Assessment Briefs & Module Guides Submitted			
17/12/2024	14		13	Assignment Hand in - all written work		Refer/Defer (Sept 23) submission period ends				
24/12/2024	15		14	WINTER BREAK	Marking (1st and 2nd assignment if applicable) assignment need to be marked and (imed)	Ensure tutors finish marking of 1st assignment and 2nd assignment before				
31/12/2024	16		15	WINTER BREAK	Marking/Moderation	Marking/Moderation			New Year's day Wednesday, 01 Jan 2025	
07/01/2025	17	16	Exam Week	Marking/Moderation	Marking/Moderation					
14/01/2025	18	17	Exam Week	Marking/Moderation (Course Work / Exams)	Externals					
21/01/2025	19	0	Enrolment New Full time students & Induction activities for new students		Externals	Externals to be chased				
28/01/2025	20	1	Teaching Week 1							
04/02/2025	21	2								
11/02/2025	22	3	Personal Tutoring Session 1 (Group)			Deadline for Mark Entry TBC				
18/02/2025	23	4			Check all students are paid and enrolled through the UoB link	DRM TBC		T1 Mit Circs - (Date TBC)		
25/02/2025	24	5	Results Day / Personal Tutoring/Tutorials	Results Day Tutorials/Personal Tutoring/Appeals	Staff development session / Alumni Meet (22/02/2025)	Assessment Board TBC				
04/03/2025	25	6	T2 Assignments Released / T2 SSLC	T2 SSLC	Upload minutes from SSLC, Send to Link Tutors	24 FEBRUARY 2024 DEADLINE FOR: End T2 Updated Prog Action Plans T1 Module Reports & SSQ Submitted T1 Personal Tutoring UPLOAD ALL MODERATED T1 WORK				
11/03/2025	26	7	Personal Tutoring session 2 (Individual) - Assignments/Attendance/Pastoral		Upload Personal Tutoring Session 2 / Appeals	LINK TUTOR TRIMESTER AUDIT - CM to make sure all docs are uploaded on Quality portal.				
18/03/2025	27	8								
25/03/2025	28	9					Eid Al Fitr & holidays starts from March 31st to April 2nd 2025 (subject to the moon sighting)	T1 Appeals - 14th March 2024		
01/04/2025	29	10	T1 Refer/Defer Hand in 24th March 2024		Update Programme Action Plans (SSLC/SSQs/MER)				T1 PDM (TBC by OFCD)	
08/04/2025	30	11	Career Fair - Saturday 12/04	Marking refer/defer	Career Fair - Saturday 12/04	Career Fair - Saturday 12/04				
15/04/2025	31	12	T2 Board of Studies / Easter Sunday 20 2025.	T2 Board of Studies / Easter Sunday 20 2025.	T2 Board of Studies / Easter Sunday 20 2025.	T2 Board of Studies / Easter Sunday 20 2025.			Good Fri 18/04 Easter Sun 20/04 Mon 21/04	
22/04/2025	32	13	Personal Tutoring session 3 (Group) - Hand In/Mit Circs						ARPO TBC by OFCD	
29/04/2025	33	14	Assignment Hand in - all written work							
06/05/2025	34	15	T2 SSQs	Marking	Marking					
13/05/2025	35	16		Marking	Marking					
20/05/2025	36	17	Exam Week	Marking/Moderation	Marking/Moderation					
27/05/2025	37	18	Exam Week	Marking/Moderation	Marking/Moderation					
03/06/2025	38	1			Externals	03 June 2025 DEADLINE FOR: T2 Updated Programme Action Plans T3 Moderated Assessment Briefs & T3 Module Guides Submitted	Arafat day: Thursday, 5th June 2025 Eid Al Adha & holidays: 6th June to 8th June 2025 (subject to the moon sighting)	T2 Mit Circs - (TBC)		
10/06/2025	39	2	Teaching Week 1							
17/06/2025	40	3				Mark Entry Deadline (TBC)				
24/06/2025	41	4	Personal tutoring session 1 - Sem Plan / Results Day details		Check all students are paid and enrolled	DRM (TBC)	Islamic New Year: Thursday, 26th June 2025			
01/07/2025	42	5	Assignments Released			June Assessments Board - (TBC)		T2 Appeals - (TBC)		
08/07/2025	43	6	Personal Tutoring session 2 - Assignments/Attendance/Pastoral/Appeals	Results Day Tutorials/Appeals	Interim Feedback to Students	08 JULY 2025 DEADLINE FOR: All Moderated T2 WORK End T2 Programme Action Plans T2 SSQs & Module Reports T2 Personal Tutoring				
15/07/2025	44	7				LINK TUTOR AUDIT				
22/07/2025	45	8	T3 SSLC		Update Programme Action Plans (SSLC)					
29/07/2025	46	9	Personal Tutoring session 2 - Assignments/Attendance/Pastoral/Appeals - Hand In/Mit Circs			29th JULY 2025 DEADLINE FOR T1 2025/26 T1 Timetable T1 Approved Programme Handbooks T1 Approved Module Guides with Moderated Assessment Briefs				
05/08/2025	47	10	Deadline for T2 Refer/Defer - (TBC)						T2 PDM - TBC by OFCD	
12/08/2025	48	11	Board of Studies - T3	Marking refer/defer	Marking refer/defer					
19/08/2025	49	12	Assignment Submission dates							
26/08/2025	50	13	T3 SSQ & Assignment Submission	Marking						
02/09/2025	51	14	Exam Week	Marking	Marking		Prophet's Birthday: Thursday, 4th September 2025			
09/09/2025	52	14	Exam Week	Marking/Moderation	Marking/Moderation			T3 Mit Circs - (TBC by Tracy)		
16/09/2025	1	15	Returning students to be in country		External					
23/09/2025	2	0	Last minute admissions/visa issues and finance clear up			Results Deadline (TBC)				
30/09/2025	3	1	Induction for new students all week per programme			DRM (TBC)				
07/10/2025	4	2	Personal tutoring session 1 - Sem Plan / Results Day details		Interim Feedback to Students	Awards Board (TBC)				
14/10/2025	5	3	Results Day Tutorials	Results Day Tutorials/Appeals	Results Day Tutorials/Appeals	14th OCTOBER 2025 DEADLINE FOR: T3 2024/25 T3 SSQs & Module Reports T3 Personal Tutoring Records T3 Moderated Work				
21/10/2025	6	4	Assignments Released			LINK TUTOR TRIMESTER AUDIT - CM to make sure all docs are uploaded on Quality portal.		T3 Appeals - (TBC)		