

Roadmap of Academic Year Structure / Trinity Education Project Activities, 2018

| | Student Life-Cycle Activity | Activity | Owner | Date of call | Deadline for Completion | Submission to | Queries to... |
|------|-----------------------------|---|---|-----------------------------|--------------------------|-----------------|--------------------------------------|
| 1 | Calendar 2018/19 | Call to request calendar amendments and sets deadline for return of changes etc. | Schools/Course Offices | Friday, November 24 2017 | Friday, February 9 2018 | calendar@tcd.ie | Norah Quinton, Office of the Provost |
| 2 | | DRAFT Calendar Entry : General Regulations for Progression & Award circulated for feedback and to help inform Schools/ Course Office on Programme Calendar 2018/19 entries. | Schools/Course Offices | Wednesday, November 29 2017 | Tuesday, January 9 2018 | TEP | TEP |
| 3 | Timetabling | Availability of CMIS (timetabling system) for developing the 2018/19 lecture timetable. | Academic Registry | - | Tuesday, January 30 2018 | | |
| 4 | Module Management | Module Management process to be defined by the Academic Registry and communicated to Schools/Course Offices with call for return of information as detailed in 4(a) and 4(b) below: | | | | | |
| 4(a) | | Phase 1 Programmes only: Submit all specified module data to AR including redesigned modules aligned to TEP Policy | Phase 1 Programmes only | Friday, January 26 2018 | Thursday, March 29 2018 | | |
| 4(b) | | All non-Phase 1 Programmes to confirm when all modules will be delivered and examined (ie, Semester 1 and/or Semester 2), and any new modules required for 2018/19. | Schools / Course Offices – All Programmes | Friday, January 26 2018 | Thursday, March 29 2018 | | |
| 4(c) | | Phase 1 Programmes only; Upload of module data to SITS applying new module coding convention. | Academic Registry | | Friday, April 27 2018 | | |
| 5 | Admissions | Admissions Rollover: Call out for submission of admissions data to Academic Registry (PGT, PGR & UG) | Schools/Course Offices – Phase 1 & Phase 2 Programmes | Thursday, March 29 2018 | Thursday, May 31 2018 | | |
| 6 | Progression | Student progression confirmation for 2017/18: Module marks to be entered and finalised | Schools/course Offices – All Programmes | | Friday, June 22 2018 | | |
| 7 | | Annual Roll-over of SITS (ie, creation of student records for next academic year 2018/19) | Academic Registry | | Thursday, July 12 2018 | | |
| 8 | Admissions | Update 2019/20 Admissions data in SITS | Academic Registry | - | Tuesday, July 31 2018 | | |
| 9 | | Final closing data for Postgraduate Taught applications | | Tuesday, July 31 2018 | | | |
| 10 | Timetabling | 2018/19 Lecture timetable to be finalised and viewable by students in my.tcd.ie | Schools; Course Offices | - | Monday, August 20 2018 | | |

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| 11 | Examinations (Supplemental) | Publication of Supplemental Examination timetable | Academic Registry | - | Friday, July 20 2018 | | |
| 12 | | Submission of Supplemental Examinations papers | Schools; Course Offices | Friday, July 20 2018 | Friday, July 27 2018 | | |
| 13 | | Supplemental Examinations held | | Saturday, August 18 - Saturday, August 25 2018 (inclusive) | | | |
| 14 | Examinations (Specials) | Publication of Special Examination timetable | Academic Registry | - | Friday, September 21 2018 | | |
| 15 | | Submission of Special Examinations papers | Schools; Course Offices | Monday, September 17 2018 | Friday, September 21 2018 | | |
| 16 | | Special Examinations held | | Monday, September 24 - Friday, September 28 2018 (inclusive) | | | |
| 17 | Module Management | Complete module assessment data (ie, MAPs/MABs* records) to be entered in SITS for 2018/19. | Schools; Course Offices | Friday, January 26, 2018 | Friday, September 14 2018 | | |
| 18 | | Students to be enrolled on modules for Semester 1 + 2 examinations (excluding Hilary Term Visiting Students) | Schools; Course Offices | Friday, August 3 2018 | Friday, September 28 2018 | | |
| 19 | | Students (sitting Supplemental & Special Exams) to be enrolled on modules for Semester 1 + Semester examinations . | Schools; Course Offices | Friday, August 3 2018 | Friday, October 5 2018 | | |
| 20 | Examinations (Semester 1) | Publication of Semester 1 Exam timetable | Academic Registry | - | Friday, November 9 2018 | | |
| 21 | | Submission of Semester 1 Examinations papers | Schools; Course Offices | Friday, November 9 2018 | Friday, November 16 2018 | | |
| 22 | | Semester 1 Examinations held | | Saturday, December 8 - Friday, December 14 2018 (inclusive) - <i>exact dates to be confirmed</i> | | | |
| 23 | Admissions | Admissions cycle for all to be opened for 2019/20 | Academic Registry | - | Monday, October 1 2018 | | |
| 24 | Graduation | Final date for confirmation of outstanding results for graduands (Autumn ceremonies) | Schools; Course Offices | Monday, September 3 2018 | Friday, October 5 2018 | | |
| 25 | | Final date for confirmation of outstanding results for graduands (Winter ceremonies) | Schools; Course Offices | | Monday, November 5 2018 | | |
| 26 | | Autumn Commencements 2018 | College community | November 1, 2, 5, 6, 7, 8, 9, 2018 (tbc) | | | |
| 27 | | Winter Commencements 2018 | College community | December 3-7, 2018 (inclusive) (tbc) | | | |

* MAP is SITS terminology for Module Assessment Pattern and details how a module is to be assessed and re-assessed

MAB is SITS terminology for Module Assessment Body and is part of the MAP; it details the specific assessment component(s) such as Exam, Coursework, Group work, etc