Approval Date: 11 November 2026

# Teaching Periods

**Policy UP14/12**

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| Approver | Academic Board |
| Sponsor | Deputy Vice-Chancellor (Education and Student Experience) |
| Owner | Pro Vice-Chancellor Academic |
| Secretary | Academic Secretary |
| Policy Type | Academic |
| Policy Category | Academic Governance |

## 1 Purpose

1.1 The purpose of this Policy is to set out the principles underpinning the creation of teaching periods.

1.2 This Policy also supports effective and accountable academic governance oversight of teaching-period arrangements, including through academic approval, monitoring, risk management, review and continuous improvement.

1.3 This Policy is to be read in conjunction with the following —

(a) Coursework Units Policy (UP11/46)

(b) Structure of the Academic Year Policy (UP14/4)

## 2 Definitions

In this policy and any associated procedures,

| Term | Definition |
|---|---|
| end date | for a teaching period is the date on which the relevant assessment period finishes and in the case of units with final examination it does not include the deferred examination period |
| teaching period | is a scheduled duration, normally within an academic year, which, for a standard six point unit, provides for a student workload of 150 hours, including student contact hours, personal study time and assessments, including examinations, and for a unit that is a multiple of six points, provides for a proportionately greater student workload |
| census date | means the date on which liability for student contribution amounts and tuition fees is calculated other than for commencing international students |
| relevant board(s) | means a Board of the University relevant to the case in point. The relevant board(s) may include a position or a body of people with authority to carry out the function concerned |
| start date | of a teaching period means the date on which teaching in a unit commences and may be the date on which students are provided with preparatory reading material and/or details of their first assignment for the unit |
| summer school | means a teaching period during the summer vacation |
| non-standard teaching period | means a teaching period of which the start and end dates do not coincide with the University's standard semesters or trimesters or with the summer school. |
| University | is The University of Western Australia, and any and all subsidiary or associated entities. |

## 3 Scope

3.1 The scope of this Policy applies to all staff dealing with teaching periods.

3.2 This Policy applies to teaching periods for units delivered through an offshore campus, transnational

education arrangement or other approved delivery location, subject to any applicable local laws, regulatory requirements and University-approved local procedures or schedules.

3.3 The University may approve local schedules or procedures to support the application of this Policy to offshore campuses, transnational education arrangements or other approved delivery locations.

3.4 A local schedule or procedure may specify local academic calendar arrangements, census date equivalents, withdrawal dates, examination periods, public holidays, non-standard teaching periods and other operational requirements, provided they are consistent with this Policy unless variation is required by applicable local law or regulatory requirements.

## 4 Teaching Periods

4.1 Teaching-period arrangements must support the quality and integrity of teaching, learning and assessment, achievement of unit and course learning outcomes, reasonable student workload and timely student progression and completion.

4.2 Teaching periods must provide students with an equitable and academically appropriate opportunity to participate in learning and assessment, irrespective of delivery location or mode.

4.3 A teaching period is either standard or non-standard.

4.4 The University determines teaching periods during which a unit is taught and assessed. A teaching period must not span more than one academic year unless in exceptional circumstances where there are compelling justifications.

4.5 Teaching periods must be determined:

(a) taking due account of students' potential concurrent enrolment in other units as part of a course; and

(b) with a view to enabling students to complete award courses within the specified time-frame with maximum efficiency.

4.6 New teaching periods are only created where there are compelling justifications.

4.7 A teaching period must have only one census date or equivalent withdrawal date, calculated in accordance with applicable legislation, regulatory requirements and University-approved fee schedules.

4.8 The University establishes and periodically reviews institutional expectations and indicators for the academic quality and effectiveness of teaching-period arrangements. These may include student workload, progression, completion, assessment timing, student experience and the comparability of standard and non-standard teaching periods.

4.9 Teaching-period arrangements must be monitored against the applicable institutional expectations and indicators.

## 5 Standard teaching periods

5.1 The University's standard teaching periods:

(a) for units taught in undergraduate courses are:

i. Standard Semesters (Semester One; Semester Two); and

ii. Summer School;

(b) for units taught in postgraduate courses are:

i. Standard Semesters (Semester One; Semester Two);

ii. Trimesters (Trimester One, Trimester Two, Trimester Three); and

iii. Summer School.

5.2 The start and end dates for Standard Semesters (Semester One and Semester Two) are determined by the Academic Year Planning Committee in accordance with the Structure of the Academic Year policy (UP14/4).

## 6 Summer School

6.1 The University offers Summer School to provide:

(a) enrolled students the opportunity, depending on the availability of units determined by the University and listed in the handbook, to:
   i. repeat units subject to the rules governing their course;
   ii. accelerate their progress;
   iii. broaden their studies, with or without claiming credit towards their degree;
   iv. facilitate a move from one degree course to another, for example by taking prerequisites, where the units are offered;

(b) people studying through Access UWA the opportunity to take advantage of a wider range of units;

(c) school leavers with an ATAR below the cut-off the opportunity to study Summer School units through Access UWA;

(d) students from other universities the opportunity to transition to UWA;

(e) prospective students the opportunity to take non-award units relating to the University's literacy requirements and mathematics prerequisites; and

(f) better use of the University's facilities.

6.2 Schools may offer units in a Summer School –

(a) for credit towards courses of the University for the benefit of students already enrolled in those courses; and

(b) for the benefit of other enrolees accepted through Access UWA.

6.3 The official period in which Summer School may occur is from the last week in November of the previous year to the last week in January of the current year. Teaching of a Summer School unit may commence at any time during this teaching block.

6.4 The span of active teaching for a Summer School unit during the period referred to in 6.3 is six weeks or equivalent for units taught in intensive mode. No lectures, tutorials or labs are held during the University shut-down period, and on Christmas Day, Boxing Day, New Year's Day and Australia Day. If any of these Public holidays days fall on a weekend, no lectures, tutorials or labs are held on the related Public holiday Monday.

6.5 UWA students cannot be required to enrol in the Summer School. Students may enrol for units to a maximum value of 12 points in a Summer School, in accordance with Section A1 of the Procedures.

6.6 All students enrolled for the Summer School enjoy the privileges afforded to UWA students, except that, for those who are not enrolled in an award course of the University, the work completed is only considered for credit to such a course if the student is admitted to a course.

6.7 If a person enrolled through Access UWA on a continuing education basis is subsequently admitted to a course of the University, the relevant school or board may grant credit towards the course for units completed in the summer school in accordance with the University Policy on Recognition of Prior Learning.

6.8 Units offered in the Summer School can normally be credited to a course only if they are also available during Semester One or Semester Two of the academic year.

6.9 Summer School examinations are held for an additional week in the first week of February each year. See procedures in Section A2 of Schedule.

6.10 For a UWA student, other than one enrolling through Access UWA on a continuing education or audit basis, the result of a unit undertaken in the Summer School is considered to be part of the current calendar year's enrolment for the purposes of determining the student's progress status.

6.11 A school or board submitting or approving a proposal to offer a unit in the Summer School is responsible for ensuring that the unit meets academic standards comparable to those for units taught in a standard semester or trimester. Participation in Summer School is governed by Section A3 of the procedures.

6.12 Fees for Summer School are administered in accordance with Section A4 of the Procedures.

## 7 Creation of a non-standard teaching period

7.1 A non-standard teaching period is a period for which the start and end dates do not coincide with the start and end dates of a standard teaching period.

7.2 Non-standard teaching periods enable:

(a) schools to take advantage of the availability of expert external teaching staff whose availability does not coincide with the University's standard teaching periods;

(b) units to be taught offshore or in facilities external to the campus, such as hospitals, where the availability of resources and staff do not coincide with the University's standard teaching periods;

(c) practicums, internships and intensive study programs to be undertaken;

(d) teaching to be linked to specific events/circumstances (e.g. relating to climate, animal behaviour, requirements of offshore campuses); and

(e) better use of the University's facilities.

7.3 A school proposing a non-standard teaching period must provide a persuasive justification and ensure:

(a) that there is no potential impact on students in relation to such issues as:

i. ability to graduate that year;

ii. receiving results;

iii. assessment of academic progress for the year;

iv. management of several different census dates;

v. allocation of load in the case of international students and students on Centrelink payments, or

(b) where there is potential impact on students, it is minimal and can be addressed without disadvantaging those students.

7.4 Students must be provided with clear and timely information about the teaching period, census or withdrawal dates, assessment arrangements, expected workload and any reasonably foreseeable implications for progression, completion, fees or visa requirements. Where an arrangement may materially affect students, the approving body must be satisfied that appropriate mitigation, transition and support arrangements are in place.

7.5 A proposal for a new or materially changed non-standard teaching period must be subject to academic scrutiny proportionate to its nature, scale and risk. Academic scrutiny must consider, as applicable, student workload, achievement of learning outcomes, assessment design and timing, staffing and resources, student support, accessibility, progression and completion, regulatory requirements and material academic risks.

7.6 A proposal to offer a unit in a non-standard teaching period requires approval by the relevant board which must be satisfied that:

(a) the proposed teaching period meets academic standards comparable to those for units taught in a standard teaching period;

(b) the proposed teaching period meets the standard student workload requirement of 150 hours per six credit points including contact hours, personal study time and examinations; and

(c) a non-standard teaching period for a unit is no longer than the standard duration of a semester, unless approved otherwise by the relevant board on the basis of sound reason.

7.7 Unless there is good reason otherwise, the date of release of final results for units offered in a non-standard teaching period must coincide with the date of release of final results for units taught in the closest standard teaching period.

7.8 Decisions to create, approve or materially change a teaching period must be made by a body or officer exercising authority under a documented delegation of academic authority. Academic delegations must be clearly documented, understood, exercised consistently and reviewed periodically. Material decisions and the reasons for those decisions must be appropriately recorded.

7.9 The creation and approval of a new non-standard teaching period must be undertaken in accordance with Section B of the Procedures.

## 8 Changing a teaching period

8.1 A change to teaching period must occur in accordance with the University Policy on Coursework Units.

8.2 Material changes to teaching-period arrangements must be informed by appropriate consultation with affected academic and professional staff and, where practicable, students directly affected by the proposed change. Consultation outcomes must be documented and considered by the authorised decision-maker. Consultation should apply principally to systemic or material changes, not every routine calendar adjustment.

8.3 The teaching period must not be amended after students have enrolled, unless the Chair of Academic Board approves a request from the Head of School in exceptional circumstances which include but are not limited to:

(a) an illness, injury to, or the unavoidable absence of, the staff member teaching the unit and where no other staff member is able to teach the unit;
(b) significant damage to facilities or equipment which prevents the unit from being taught; or
(c) other unforeseen circumstances.

8.4 The relevant school has responsibility to advise all affected students if a teaching period is amended after enrolments have commenced.

8.5 The relevant school must take any appropriate action to minimise any disadvantage experienced by a student as the result of a change to a teaching period which occurs after the student has enrolled in the unit.

8.6 The submission and approval of changes to non-standard teaching periods must be undertaken in accordance with Section C of the Procedures.

## 9 Accountabilities and responsibilities

9.1 Academic Board is responsible for academic governance oversight of the principles and institutional requirements applying to teaching periods.

9.2 Relevant Academic Board committees and authorised academic decision-makers exercise approval and monitoring responsibilities in accordance with their constitutions and delegated academic authority.

9.3 Management and relevant University areas are responsible for academic-calendar administration, operational implementation, regulatory compliance and the provision of institutional monitoring information.

9.4 Schools are responsible for ensuring that units offered in approved teaching periods maintain academic standards, appropriate student workload and effective learning and assessment arrangements.

9.5 The Policy Owner must periodically evaluate the effectiveness of this Policy and its associated procedures, having regard to institutional monitoring information, student outcomes, stakeholder feedback, regulatory developments, identified risks and the effectiveness of improvement actions. The findings must inform the review of teaching-period principles, approval arrangements, academic delegations and supporting procedures.

## 10 Monitoring and review

10.1 The University monitors and periodically reviews the academic quality, consistency and effectiveness of teaching-period arrangements across Schools, courses, delivery modes and locations. Monitoring and review must consider, as applicable:

(a) student workload and achievement of learning outcomes;
(b) student progression, retention and completion;

(c) assessment timing and outcomes;
(d) student experience and feedback;
(e) the comparability of standard and non-standard teaching periods;
(f) offshore and transnational delivery arrangements;
(g) regulatory compliance; and
(h) material or emerging academic risks.

10.2 Where monitoring or review identifies performance below institutional expectations, student disadvantage, inconsistent practice, a compliance lapse or a material academic-quality risk, appropriate corrective or improvement action must be assigned to an accountable University area or officer. Actions must be monitored until completed, superseded or formally closed and, where appropriate, evaluated to determine whether the underlying issue has been addressed and the intended improvement has been achieved.

10.3 The relevant Academic Board committee must periodically consider consolidated information concerning the academic quality and effectiveness of teaching-period arrangements. Reporting must include, as applicable, material trends, non-standard teaching-period arrangements, student progression and completion impacts, recurring concerns, compliance matters, material academic risks and the status and effectiveness of corrective or improvement actions. Material matters requiring timely institutional attention must be reported promptly through the appropriate academic governance or institutional risk pathway.

## 11 UWA India Teaching Periods

11.1 The deadline for student withdrawal without academic or financial penalty (the census date equivalent) is determined in accordance with the UWA internal fee schedules and aligned with the parameters of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates.

11.2 The calculation and scheduling of the UWA India census date are determined by the relevant governing board of UWA India, ensuring compliance with the consumer protection principles outlined in the UGC (Setting up and Operation of Campuses of Foreign Higher Educational Institutions in India) Regulations 2023.

11.3 Standard semesters for UWA India do not align with the UWA Perth academic calendar. Teaching for the standard academic year commences in August. Specific start, end, and examination dates for each semester are scheduled according to the localized UWA India academic calendar.

11.4 Admission to intensive or short-term teaching periods for domestic applicants in India is governed by localized UWA India admission criteria based on recognized national secondary certifications (e.g., CBSE, CISCE) or relevant postgraduate entry metrics as approved by the University.

11.5 The calendar windows and scheduling for intensive or short-term teaching blocks (functioning as the local equivalent to Summer School) is adjusted from the November-January window to align with the finalized local UWA India academic calendar.

11.6 The physical campus shutdown periods and Australian public holidays do not apply to UWA India operations. No active teaching, laboratory sessions, or formal assessments occur on:
(a) The three Indian national holidays: Republic Day (26 January), Independence Day (15 August), and Mahatma Gandhi Jayanti (2 October).
(b) Regional public holidays gazetted by the Government of Maharashtra (applicable to UWA India, Mumbai campus)
(c) Regional public holidays gazetted by the Government of Tamil Nadu (applicable to UWA India, Chennai campus)

11.7 A school proposing a non-standard teaching period for UWA India must ensure there is no potential adverse impact on a student's academic progression or fee liability.

## Legislative Context

| Relevant Legislation or Regulations |
| --- |
| *University of Western Australia Act 1911* (WA) |
| *University of Western Australia Statute (2020)* |

# End

# University Policy on Teaching Period

## Procedure

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|---|---|
| Approver and Sponsor | |
| Owner | |
| Secretary | Academic Secretary |
| Policy | UP14/12 University Policy on Teaching Period (F40619) |

## Procedures

**Note:** For units delivered through an offshore campus, transnational education arrangement or other approved delivery location, these procedures apply subject to any applicable local laws, regulatory requirements, University-approved local procedures or schedules, and local system requirements.

### Section A1 – Student Enrolment in Summer School

1.1 For UWA students, the closing date for enrolment in the summer school is the University enrolment deadline for the year in which the unit is offered.

1.2 All enrolments for UWA students (local and international) are administered by Student Services, and enrolments forwarded to the school concerned for approval in the usual way.

1.3 International Students are required to seek advice from the International Support Team on how enrolment in the summer school might impact on their compliance with the requirements of their visas.

1.4 University Admission administers ACCESS UWA enrolments.

1.5 Students enrolling in units through the ACCESS UWA Program should refer to the ACCESS UWA information available on the website for closing dates for enrolments

1.6 UWA Extension's withdrawal and change of unit policy applies if a person enrolled through ACCESS UWA changes enrolment.

### Section A2 – Administration of Summer School Exams

1.7 Any examinations for summer school undergraduate and postgraduate units are centrally timetabled and administered by the Exams, Progression and Graduation Office of Student Administration.

1.8 Schools must submit their exam requirements to the Exams, Progression and Graduation Office via the online Exams Portal no later than the 1st week of December.

1.9 Examination results must be forwarded to Student Administration by 12 noon on the Thursday following the week of examinations.

1.10 All results are issued in the same format as results for units offered in a standard semester. See the Assessment Policy in the Policy Library on the UWA website.

### Section A3 – Schools Participating in Summer School

1.11 Participation by academic staff in Summer School teaching is optional.

1.12 Participation by a member of academic staff in Summer School teaching must not result in a teaching load for the year which exceeds the norm for the standard year for a staff member in the school concerned, unless this is the subject of a written agreement between the staff member, the Head of School concerned, and is in accordance with current Human Resources

policies.

1.13 Academic staff may be paid loadings for Summer School teaching if the Head of School concerned confirms in writing that the staff are undertaking work additional to the normal annual teaching and research requirements of their appointments. The level of such loadings is subject to approval by the Head of School concerned.

1.14 Schools may employ casual staff to undertake Summer School teaching provided that the teaching of each unit is co-ordinated by a member of the academic staff of the school concerned.

1.15 Summer School has priority access to teaching accommodation to the same extent as applies to teaching activities in standard semesters. Schools are responsible for booking the teaching accommodation for summer school units though the Venues Management, which will ensure that rooms are open for use.

**Section A4 – Summer School Fees**

1.16 Enrolment in Summer School units is on a fee-paying basis, except as set out in Section A4 (2).

1.17 UWA Commonwealth supported students who are not enrolling through ACCESS UWA on a continuing education or audit basis are liable to pay a student contribution amount for units undertaken in the Summer School.

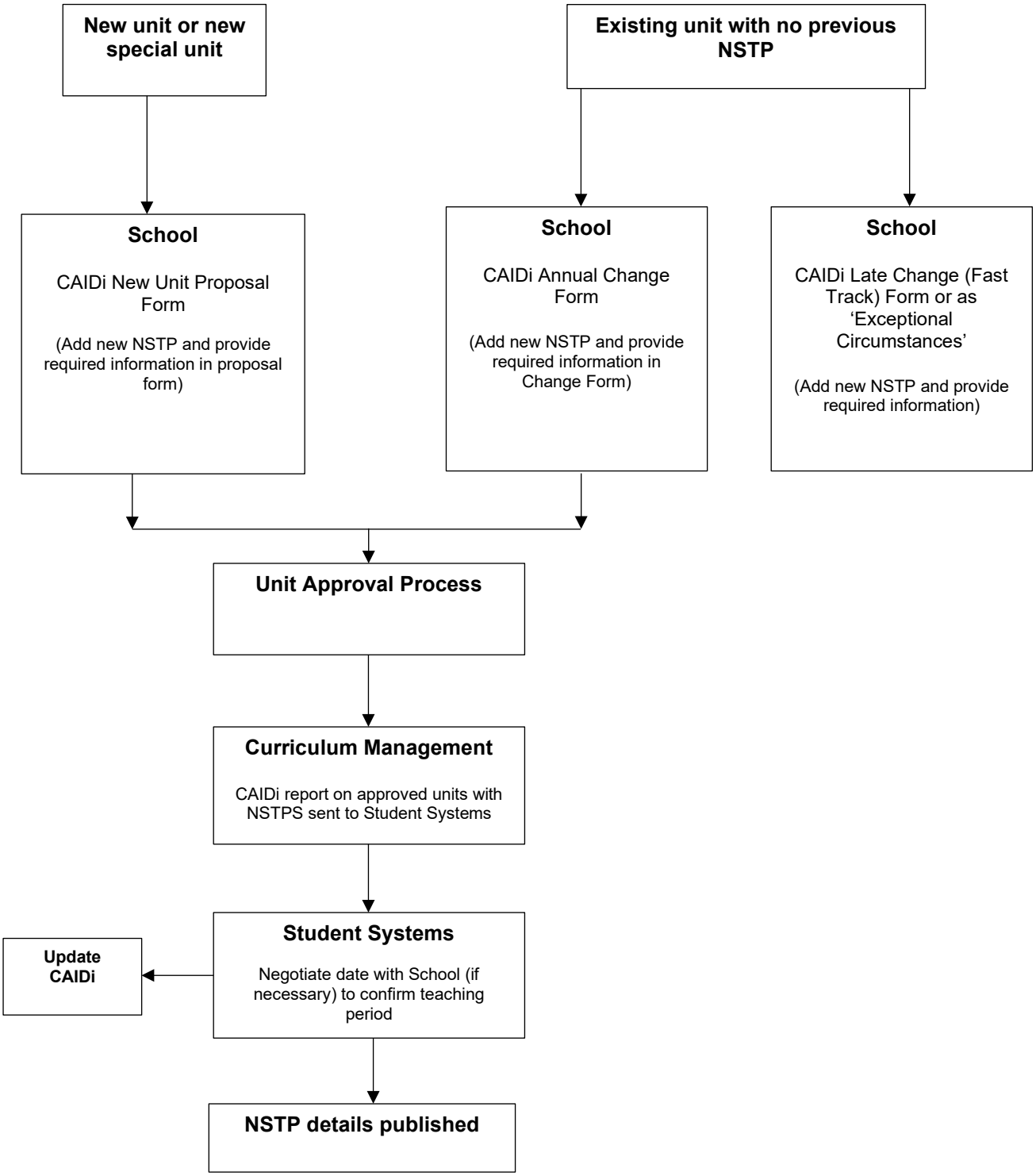
1.18 International students are invoiced for any summer school fees in the same way as for units undertaken in semesters one and two.

1.19 People enrolling in units through ACCESS UWA should refer to the ACCESS UWA information on the website for unit costs. UWA Extension’s withdrawal and refunds policy applies if a person enrolled through ACCESS UWA changes enrolment.

1.20 The distribution of income from Summer School is as determined by the Vice Chancellor or delegate on the advice of the Chief Finance Officer.

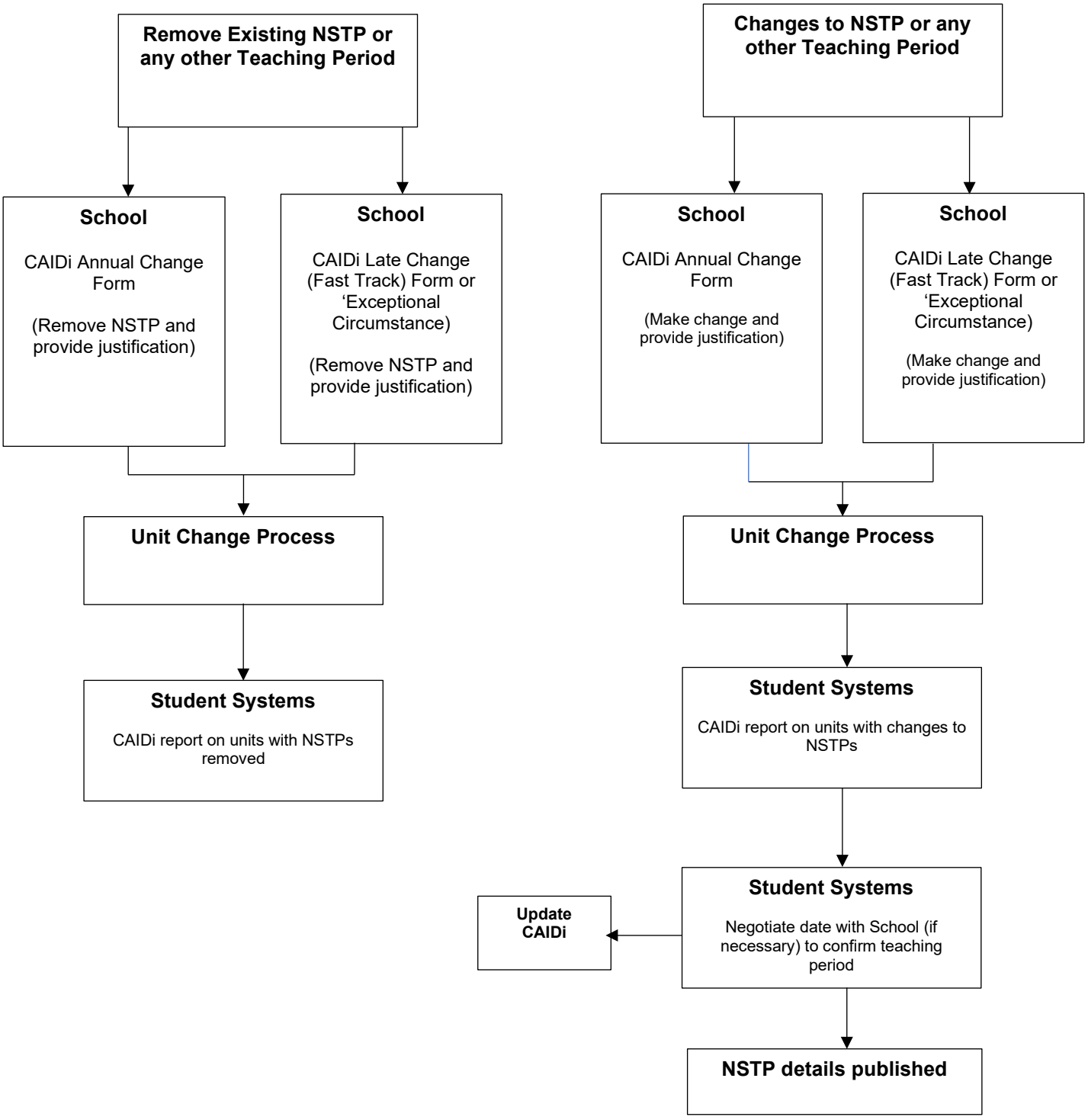
**Section B – Teaching Periods: Creation and approval of a new Non-Standard Teaching Period (NSTP)**

**Note:**
Curriculum Approval Information Database Online (CAIDi)



## Section C – Teaching Periods: Submission and approval of changes to a NSTP

**Note:**
Curriculum Approval Information Database Online (CAIDi)




### School Responsibility

- Advise students if amended after enrolments have commenced.
- Ensure students un-enrol / re-enrol as relevant

# Schedule A: UWA India Teaching Periods

## 1 Purpose

1.1 This Schedule supports the application of the Teaching Periods Policy to units delivered through UWA India.

1.2 This Schedule should be read together with the Teaching Periods Policy and any approved UWA India academic calendar, procedures or local operating arrangements.

1.3 Where there is any inconsistency between this Schedule and the Teaching Periods Policy, the Teaching Periods Policy applies unless a variation is required to comply with applicable Indian law, regulatory requirements or an approved UWA India local procedure.

## 2 Application

2.1 This Schedule applies to teaching periods for units delivered through UWA India.

2.2 For this Schedule, references in the Teaching Periods Policy to standard semesters, Summer School, census dates, public holidays and non-standard teaching periods are to be applied having regard to the approved UWA India academic calendar and applicable local regulatory requirements.

2.3 The University may approve local procedures or operational arrangements to support the implementation of this Schedule.

## 3 UWA India academic calendar

3.1 UWA India may operate on an academic calendar that does not align with the UWA Perth academic calendar.

3.2 The start, end, teaching, assessment and examination dates for UWA India teaching periods must be specified in the approved UWA India academic calendar.

3.3 The UWA India academic calendar must be approved through the relevant University approval process and published in a manner that enables students and staff to identify the applicable teaching, assessment, examination and withdrawal dates.

3.4 Where possible, the UWA India academic calendar should support student progression, timely release of results and completion of award courses within the specified timeframe.

## 4 Standard teaching periods

4.1 Standard teaching periods for UWA India are determined in accordance with the approved UWA India academic calendar.

4.2 Standard teaching periods for UWA India may differ from the standard semesters, trimesters or Summer School periods used for UWA Perth.

4.3 A standard teaching period for UWA India must provide for the required student workload for the relevant unit, consistent with the Teaching Periods Policy.

4.4 The scheduling of a standard teaching period must take account of students' potential concurrent enrolment in other units and must seek to avoid unreasonable impact on student progression.

## 5 Census date equivalent and withdrawal without academic or financial penalty

5.1 Each UWA India teaching period must have a single census date equivalent or withdrawal date for the purpose of determining withdrawal without academic or financial penalty.

5.2 The census date equivalent or withdrawal date for UWA India must be determined in accordance with

University-approved fee schedules, the approved UWA India academic calendar and applicable Indian regulatory requirements.

5.3 The census date equivalent or withdrawal date must be communicated to students before, or at the time of, enrolment in the relevant teaching period.

5.4 In determining the census date equivalent or withdrawal date, regard must be had to the regulatory parameters relating to refund of fees and non-retention of original certificates, where applicable.

## 6 Intensive or short-term teaching periods

6.1 UWA India may offer intensive or short-term teaching periods where approved by the University.

6.2 Intensive or short-term teaching periods for UWA India are not required to align with the Summer School period specified for UWA Perth.

6.3 The timing of intensive or short-term teaching periods must be specified in the approved UWA India academic calendar.

6.4 An intensive or short-term teaching period must not disadvantage students in relation to academic progression, assessment, release of results, fee liability or completion of course requirements.

6.5 A unit offered in an intensive or short-term teaching period must meet the same academic standards and student workload requirements as a unit offered in a standard teaching period.

## 7 Non-standard teaching periods

7.1 A non-standard teaching period for UWA India is a teaching period whose start and end dates do not align with the standard teaching periods specified in the approved UWA India academic calendar.

7.2 A proposal to offer a unit in a non-standard teaching period for UWA India must provide a clear academic or operational justification.

7.3 A proposal must demonstrate that the non-standard teaching period will not adversely affect students in relation to:

(a) academic progression;
(b) assessment and release of results;
(c) completion of course requirements;
(d) visa, enrolment or load requirements, where applicable;
(e) fee liability or withdrawal rights; and
(f) access to required learning, teaching, assessment or support arrangements.

7.4 Where there is potential impact on students, the proposal must demonstrate that the impact is minimal and can be managed without disadvantaging students.

7.5 Approval of a non-standard teaching period for UWA India must be undertaken through the relevant University approval process.

## 8 Public holidays and non-teaching days

8.1 The UWA India academic calendar must identify public holidays and other non-teaching days that apply to UWA India teaching periods.

8.2 No active teaching, laboratory sessions or formal assessments should be scheduled on public holidays or non-teaching days identified in the approved UWA India academic calendar, unless an exception is approved in accordance with University requirements and applicable local law.

8.3 The UWA India academic calendar may include Indian national holidays and relevant state or regional public holidays applicable to the relevant UWA India campus location.

8.4 The Australian campus shutdown period and Australian public holidays do not automatically apply to UWA India teaching periods, unless specifically adopted in the approved UWA India academic calendar.

## 9 Student communication

9.1 Students must be provided with accurate and timely information about the teaching period applicable to each unit in which they enrol.

9.2 Information provided to students must include, as applicable:

(a) start and end dates;
(b) census date equivalent or withdrawal date;
(c) assessment and examination periods;
(d) public holidays or non-teaching days;
(e) relevant enrolment and withdrawal deadlines; and
(f) any approved intensive, short-term or non-standard teaching arrangements.

9.3 Where a teaching period is changed after students have enrolled, affected students must be advised as soon as practicable, and reasonable steps must be taken to minimise disadvantage to students.

## 10 Relationship with UWA procedures

10.1 The Teaching Periods Procedures apply to UWA India to the extent that they are relevant and practicable.

10.2 Where existing procedures refer to UWA Perth-specific systems, processes or offices, the equivalent UWA India or University-approved process may be used where approved.

10.3 Any UWA India local procedure must remain consistent with the Teaching Periods Policy and this Schedule, unless a variation is required to comply with applicable local law or regulatory requirements.

## 11 Review

11.1 This Schedule should be reviewed as part of the scheduled review of the Teaching Periods Policy.

11.2 This Schedule may also be reviewed earlier where required by changes to the UWA India academic calendar, University governance arrangements, or applicable Indian legal or regulatory requirements.