



**SENATE POLICY:**  
**V-125**

**VANCOUVER SENATE**  
c/o Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

**Number & Title**

V-125: *Term and Formal Examination Scheduling*

**Effective Date:**

1 September 2012

**Approval Date:**

March 14 2012

**Review Date:**

This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committee:**

Vancouver Senate Academic Policy Committee

**Authority:**

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;...*

*...(f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university;...*

*(n) to provide for the preparation and publication of a university calendar;...*”

### **Purpose and Goals:**

This policy is designed to ensure consistent scheduling of the *Winter and Summer Sessions*, their constituent terms, and *formal examination periods*.

### **Applicability:**

This policy is applicable to direct-entry undergraduate programs.

### **Exclusions:**

Graduate and professional programs do not necessarily follow the pattern of term and *formal examination* scheduling described herein.

### **Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Academic Year* shall mean the section in the Academic Calendar that indicates important dates and events throughout the period of September 1<sup>st</sup> through August 31<sup>st</sup> each year, as scheduled by the Registrar.
- *Formal examination* shall mean an oral, written, or practical assessment that contributes toward the determination of an examination candidate’s final grade or standing in the respective course, and that is scheduled by the Registrar and time-limited, with invigilation provided.
- *Formal examination period* shall mean the period when *formal examinations* are scheduled (normally, in December, April, June, and August) as delineated in the *Academic Year* as scheduled by the Registrar.
- *Teaching day* shall mean a weekday on which instruction can be provided.
- *Teaching week* shall mean a week (Monday through Friday) during which instruction can be provided.
- *University-recognized holidays* shall mean any day listed under “Statutory Holidays at UBC” on the University of British Columbia’s Human Resources website.
- *Summer Session* shall mean the period of study that begins in May and ends in August.
- *Winter Session* shall mean the period of study that begins in September and ends in April.

## **Policy:**

### ***Winter Session***

#### *Term Length and Teaching Days*

- 1) Each term contains a minimum of 60 *teaching days*; 63 *teaching days* are considered optimal. Term 1 and Term 2 are equal in length, where possible;
- 2) Each term spans a minimum of 11 *teaching weeks*. The observance of *university-recognized holidays* and a pre-examination break can result in some of the 11 weeks containing fewer than five (5) teaching days.

#### *Term Start Dates*

- 3) Term 1 may begin prior to Labour Day, although not earlier than September 1. The Tuesday following Labour Day is the typical Term 1 start date.
- 4) Term 2 may begin with a partial week following the New Year's Day holiday. The preferred start date is the Monday following January 1.

#### *Examination Periods*

- 5) There are at least three (3) days between the last day of classes in a *Winter Session* term and the beginning of *formal examinations*. Enrolment Services schedules each Academic Year to provide at least three (3) days, between the last day of classes and the first day of examinations in each of *Winter Session* Terms 1 and 2, where possible.
- 6) The lengths of the Term 1 and Term 2 *formal examination periods* are equal, when possible. Up to 14 examinable days may be scheduled including Saturdays but not on Sundays.
- 7) Term 1 *formal examinations* conclude not later than December 22; Term 2 *formal examinations* conclude not later than April 30.

#### *Term 2 Mid-term Break*

- 8) A one-week mid-term break is scheduled during Term 2, normally during the week of February 20.

## ***Summer Session***

### *Term Length and Teaching Days*

- 9) Each term contains a minimum of *27 teaching days*; 28 days are considered optimal. Term 1 and Term 2 are equal in length, where possible.
- 10) Each term spans a minimum of *6 teaching weeks*. The observance of *university-recognized holidays* and the provision of a weekday free of classes at the end of each term before *formal examinations* can result in some of the 6 weeks containing fewer than five (5) teaching days.

### *Term Start Dates*

- 11) Term 1 begins on the last Monday in May occurring before May 17.
- 12) Term 2 begins early in July after the Canada Day holiday and no later than July 6. The first week of Term 2 will be no shorter than three (3) days.

### *Examination Periods*

- 13) There are three (3) days including weekends and *university-recognized holidays* between the last day of classes in a *Summer Session* term and the beginning of *formal examinations*.
- 14) The length of the Term 1 and Term 2 *formal examination periods* are equal, when possible. *Formal examinations* run for five (5) days including, if necessary, a Saturday.
- 15) Term 1 *formal examinations* conclude not later than June 30; Term 2 *formal examinations* conclude not later than August 22.

### **Calendar Statement:**

When effective, changes will need to be reflected in the Academic Calendar under **Dates and Deadlines** and the **Academic Year**.

## **Consultations**

The following groups have been consulted during the development of this policy:

AMS, AUS, Committee of Deans, SUS, Enrolment Services (scheduling, Student Financial Assistance and Awards), Strategic and Decision Support, Student Housing & Hospitality Services, Timetable Representatives Committee, VP Academic & Provost.

## **History:**

The term and examination dates have been subject to amendments from time to time as exhibited in the archive of Academic Calendars. In May 2004, Senate approved a number of recommendations that included the minimum provisions for each of Winter Session Terms 1 and 2 and the last day of examinations in the Winter Session Terms. Up until this current version of the policy, Summer Session scheduling has been based on current practice as Senate had not defined a schedule for the Summer Session. This policy formalizes the recommendations approved at the May 2004 meeting of the Senate and proposes a defined Summer Session schedule.

## **Related Policies:**

Academic Year

<http://www.calendar.ubc.ca/vancouver/academicyear.cfm>

## **Appendix:**

There is no appendix to this policy.