

## New structure for the academic year

### Communication to staff

1. As you will be aware, the University is introducing a new structure for the academic year. This means that:
  - Introductory week will start one week earlier than previously
  - Teaching Block 1 will also begin one week earlier than previously
  - The Christmas and Easter vacations for students will be three weeks long (reduced from four weeks)
  - There will be dedicated assessment periods of two weeks in January and three weeks in May/June at the end of each teaching block.
  - There will be a dedicated revision week before the summer assessment period
  - The re-sit examination period will be in late August.
  
2. The key principles of the change are outlined in the guidance document that was circulated in November 2012 and can be found at <http://www.bristol.ac.uk/academicregistry/office/policies/say/sayguide.pdf>. Any exceptions to the new structure should be approved, via the Faculty Education Director, by the Academic Director of Undergraduate/Graduate Studies. Please note that **the deadline for exceptions for the 2013/14 academic year will be Friday 5<sup>th</sup> April.**
  
3. The January assessment period can also be used for non-credit bearing study skills and student enrichment activities if all students taking that unit are able to attend the sessions (this might involve running the same session more than once). **Please note that, at least for the first year of the new structure, any such activities will not be centrally time-tabled** and schools will be responsible for booking rooms and informing students of the timing of these sessions.
  
4. We will shortly be sending the attached communication to all students to inform them of the changes taking place. This will be sent to all students' email addresses but if you think that any students might not receive the message, for example because they are currently on a suspension of studies, please could you forward the attached message on to them.
  
5. Students are being directed to their personal tutors for advice and guidance on the new structure. If, as a personal tutor, you are unclear about the approach being taken in your School, please consult your programme director or Head of School. Programme Directors and Heads of School who are unclear about the general policy should consult their Faculty Education Director. They, in turn will consult with the academic directors of study, Chris Willmore and Sally Heslop, if necessary.

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