

2019 Calendar of Catholic Institute of Sydney

Week Commencing	Week	CIS Event	SCD Event	Public Event
Monday 7 January – Friday 1 March	Pre-Semester Period	Monday 7 January– Friday 18 January Summer Session Intensives Semester 1 Extensives commence during Pre-Semester Period Thursday 17 January Close of Semester 1 Registrations Monday 28 January Office Closed	Monday 21 January Student Support & Administration Committee (10am) (CIS) Monday 28 January Office Closed	Monday 28 January Australia Day Public Holiday
Monday 4 February			Monday 4 February Strategic Planning Day – for Council, Academic Board, Principals and Academic Deans (9am – 5pm) (SCD)	
Monday 11 February		Monday 11 February Finance (9am) Course unit material submitted to Library	Monday 11 February Coursework Committee (2pm) (SCD)	
Monday 18 February		Monday 18 February Confirmation of Enrolments for Semester 1 posted Wednesday 20 – Friday 22 February Faculty Days	Monday 18 February Monitoring of Final Results for Graduating Students – Academic Director Research Committee (10am) (SCD) Student Support and Administration Committee – (10.00am) (CIS) Tuesday 19 February Centre for Gospels Research Quarterly meeting (2-4pm) (CIS)	

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Monday 25 February		Tuesday 26 February IT Advisory Group (12pm) Thursday 28 February Staff Meeting (9.30am) New Student Orientation (5pm) Friday 1 March Summer Session Intensives Census Date	Monday 25 February Discipline Coordinators (9am) (SCD) Academic Board – receive results for graduating students (11am) (SCD) Thursday 28 February Final List of Graduands' names due to SCD Office	
Monday 4 March	Semester 1 Week 1	Wednesday 6 March CIS Academic Board (2pm) Thursday 7 March Health and Safety Committee (10am) Sunday 10 March CIS Opening Mass (10.30am) St Mary's Cathedral	Tuesday 5 March Research Seminar (6.15pm) (SCD)	
Monday 11 March	Week 2		Monday 11 March Research Committee (10am)(SCD) Principals' Fellowship Meeting (10am – 1pm) (CIS) Student Support and Administration Committee Coursework Committee (2pm) (SCD) Wednesday 13 March Council (6.30pm)(SCD)	
Monday 18 March	Week 3	Wednesday 20 March CIS Library Committee (2pm)	Monday 18 March Professional Development Day	

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		Saturday 23 March CIS Study Skills Morning (9.30am - 12.30pm)	(Res/L&T) (10.30am - 4pm) (SCD) Student Support and Administration Committee – Transcript (10am) (CIS)	
Monday 25 March	Week 4	Wednesday 27 March CIS Seminary Leadership Meeting (1pm) CIS Curriculum Committee (3.30pm) Friday 29 March Census Date - Last date to drop a Semester 1 course unit Saturday 30 March CIS Enculturation Day (9.30am – 12.30pm)	Monday 25 March Academic Board – recommend graduands for Graduation (11am SCD) Wednesday 28 March SCD Company – AGM (6.30pm)(SCD) (TBC)	
Monday 1 April	Week 5	Wednesday 3 April CIS Academic Board (2pm)	Thursday 4 April Research Seminar (6.15pm)(SCD) Friday 5 April – Saturday 6 April Learning & Teaching Conference	
Monday 8 April	Week 6	Friday 12 April All Summer Session Intensives assessments due CIS Senate (3pm)	Monday 8 April Coursework Committee (2pm)(SCD)	
Monday 15 April	Holy Week Non Lecturing Study Week	Friday 19 April Good Friday Office Closed	Monday 15 April Student Support and Administration Committee (10am)(CIS) Friday 19 April Good Friday - Office Closed	Monday 15 April – Friday 26 April School Holidays Friday 19 April Good Friday Sunday 21 April Easter Sunday

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Monday 22 April	Mid-Semester Vacation No classes	Monday 22 April Easter Monday Office Closed Thursday 25 April Anzac Day Office Closed	Monday 22 April Easter Monday Office Closed Thursday 25 April Anzac Day Office Closed	Monday 22 April Easter Monday Thursday 25 April Anzac Day Monday 22 April – Friday 26 April Universities Australia Common Vacation
Monday 29 April	Week 7			
Monday 6 May	Week 8	Wednesday 8 May CIS Library Committee (2pm)	Monday 6 May Discipline Coordinators (9am)(SCD) Academic Board (11am)(SCD) Tuesday 7 May Research Seminar (6.15pm)(SCD)	
Monday 13 May	Week 9	Monday 13 May Finance Committee (9am)	Monday 13 May Research Committee (10am)(SCD) Student support and Administration Committee (10am) (CIS) Coursework Committee (2pm)(SCD) Saturday 18 May SCD Graduation – Sydney University (11am)	
Monday 20 May	Week 10	Wednesday 22 May CIS Curriculum Committee (2pm)	Monday 20 May Principals' Fellowship Meeting (10am – 1pm)(SAGOTC)	

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		Thursday 23 May Health and Safety Committee (9.30am) Friday 24 May CIS Graduates Reception (6pm)	Tuesday 21 May Centre for Gospels Research Quarterly Meeting (2-4pm) (CIS) Wednesday 22 May Council (6.30pm)(SCD)	
Monday 27 May	Week 11	Wednesday 29 May CIS Academic Board (2pm)		
Monday 3 June	Week 12		Monday 3 June Coursework Committee (2pm)(SCD) Tuesday 4 June Research Seminar (6.15pm)(SCD) Friday 7 June Auckland Graduation (5pm) (St Columba Centre)	
Tuesday 11 June	Examination Week (Registration Week)	Monday 10 June Office Closed Friday 14 June Close of Registrations for Winter Intensives and Semester 2 CIS Senate (3pm)	Monday 10 June Office Closed	Monday 10 June Queen's Birthday
Monday 17 June	Mid-Year Recess	Friday 21 June Lecturers submit results CIS Staff Social	Monday 17 June Student Support and Administration Committee (10am)(CIS)	
Monday 24 June		Friday 28 June CIS Assessment Review Committee (9am)	Monday 24 June Research Committee (10am)(SCD)	
Monday 1 July			Thursday 4 July	Monday 1 July – Wednesday 3 July

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Week Commencing	Week	CIS Event	SCD Event	Public Event
			Coursework Committee – Monitoring of Semester 1 results (2pm) (SCD)	ANZATS Conference (Auckland) Thursday 4 July – Sunday 7 July ACTA/ACBA Conference
Monday 8 July – Friday 19 July	Pre-Semester Period	Monday 8 July – Friday 19 July Winter Session Intensives and Semester 2 Extensives commence during Pre-Semester Period Semester 1 results mailed after 9 July Thursday 25 July Staff Meeting (9.30am) Faculty Day (10am) New Student Orientation (5pm) Friday 26 July Winter Session Intensives Census Date	Monday 8 July Discipline Coordinators (9am)(SCD) Academic Board – Receive results for Semester 1 (11am)(SCD) Monday 15 July Student Support and Administration Committee (10am)(CIS) Tuesday 23 July Centre for Gospels Research Quarterly meeting (2-4pm)(CIS) Wednesday 24 July Council (6.30pm)(SCD)	Monday 8 July – Friday 12 July Universities Australia Common Vacation Monday 8 July – Friday 19 July School Holidays

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Monday 29 July	Semester 2 Week 1	Monday 29 July Finance Committee (9am) Wednesday 31 July CIS Academic Board (2pm) Thursday 1 August Health and Safety Committee (10am)		
Monday 5 August	Week 2	Tuesday 6 August IT Advisory Group (12pm)	Monday 5 August Principals' Fellowship (10am – 1pm)(NTC)	
Monday 12 August	Week 3	Wednesday 14 August CIS Library Committee (2pm) Saturday 17 August CIS Study Skills Morning (9.30am – 12.30pm)	Monday 12 August Student Support and Administration Committee (10am)(CIS) Research Committee (10am)(SCD) Coursework Committee (2pm)(SCD) Tuesday 13 August Research Seminar (6.15pm)(SCD)	
Monday 19 August	Week 4	Wednesday 21 August CIS Seminary Leadership Meeting (1pm) CIS Curriculum Committee (3.30pm) Friday 23 August Census Date - Last date to drop a Semester 2 Course Unit	Monday 19 August Strategic Planning Day – for Council, Academic Board, Principals and Academic Deans (9am – 5pm)(SCD)	
Monday 26 August	Week 5	Wednesday 28 August CIS Academic Board (2.00pm)	Monday 26 August Professional Development Day	

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			(ResSuperWkshop/L&T)(10.30am-4pm) (SCD)	
Monday 2 September	Week 6	Friday 6 September All Winter Session Assessment due CIS Senate (3pm)	Monday 2 September Discipline Coordinators (9am)(SCD) Academic Board (11am)(SCD) Thursday 5 September Research Seminar (6.15pm) (SCD)	
Monday 9 September	Week 7	Saturday 14 September CIS Information/Open Day (TBC)		
Monday 16 September	Non Lecturing Study Week		Monday 16 September Student Support and Administration Committee (10am)(CIS) Research Committee (10am)(SCD) Coursework Committee (2pm)(SCD) Wednesday 18 September Council (6.30pm)(SCD)	
Monday 23 September	Mid-Semester Vacation		Tuesday 24 September Centre for Gospels Research Quarterly meeting (2-4pm) (CIS)	
Monday 30 September	Week 8	Wednesday 2 October CIS Library Committee (2pm)	Thursday 3 – Friday 4 October Centre for Gospels Research Conference	Monday 30 September – Friday 4 October Universities Australia Common Vacation Monday 30 September – Friday 11 October School Holidays
Monday 7 October	Week 9	Monday 7 October Office Closed	Monday 7 October Office Closed	Monday 7 October Labour Day

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			Thursday 10 October Research Seminar (6.15pm)(SCD)	
Monday 14 October	Week 10	Wednesday 16 October CIS Curriculum Committee (2pm) Thursday 17 October Health and Safety Committee (10am)	Monday 14 October Principals' Fellowship Meeting (10am – 1pm)(SCD) Student Support and Administration Committee (10am)(CIS) Coursework Committee (2pm)(SCD) MIs to advise 2018 Fee Schedule: Form 6 for publication	
Monday 21 October	Week 11	Monday 21 October Finance Committee (9am) Wednesday 23 October CIS Academic Board (2pm)	Monday 21 October Professional Development Day (L & T) (AcDeans) (1pm – 4pm)(SCD)	
Monday 28 October	Week 12	Friday 1 November CIS Senate (3pm)		
Monday 4 November	Registration Week Examination Week	Monday 4 November Registrations for 2020 commence	Monday 4 November Discipline Coordinators (9am)(SCD) Academic Board (11am)(SCD) Tuesday 5 November Research Seminar (6.15pm)(SCD)	
Monday 11 November	Summer Recess begins	Friday 15 November Lecturers submit results CIS Staff Social	Monday 11 November Research Committee (10am)(SCD)	
Monday 18 November		Friday 22 November CIS Assessment Review Committee (9am)	Monday 18 November Student Support and Administration Committee (10am)(CIS) Wednesday 20 November Council (6.30pm)(SCD)	

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Monday 25 November			Thursday 28 November Coursework Committee – Monitoring Semester 2 Results (2pm)(SCD)	
Monday 2 December		Semester 2 results mailed after 6 December	Monday 2 December Academic Board – Receive results for Semester 2 (11am)(SCD) Tuesday 3 December Centre for Gospels Research End of year function (evening) (TBA)	

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Meetings are scheduled in the following way:

In regard to Committee Meetings etc

- CIS Senate Meetings Fridays of Week 6 and Week 12
- CIS Senate Committee Meetings:
 - Finance As determined by the Committee
- CIS Academic Board Wednesdays of Weeks 1, 5 and 11
 - Curriculum Committee Wednesdays of Weeks 4 and 10
 - Library Committee Wednesdays of Weeks 3 and 8
 - The Assessment Review Committee occurs on the Friday of the 2nd week after the end of Examination Week
- CIS-Seminary Leadership Meetings Wednesdays of Weeks 4
- CIS IT Advisory Group As determined by the Committee
- CIS Health and Safety Thursdays of Weeks 1 and 10
- CIS Staff Social Event Fridays after the Lodging of Academic Results

In regard to Census Date (last date for students to drop from course units)

- Friday at the end of Week 4 of the semester

In regard to Census Date for Winter and Summer Intensives

- Friday before Week 1 of Semester 1 Summer
- Friday before Week 1 of Semester 2 Winter

In regard to Submission of Academic Results: following the end of Examination Week,

- Lecturers have a week for marking;
- The Registrar has a week for processing results;

In regard to Student Events

- New Student Orientation Thursday (5pm) before Week 1
- The annual Commencement Mass Sunday before Week 2

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- Study Skills Morning Saturday at end of Week 3
- Graduates Reception Friday evening following annual SCD Graduation