

Annual Timetable

Below are details of the key activities which take place during each academic year:

Month	Action by University	Action by Validated Institution
	QACO writes to the Validated Institutions and request that lists of students for registration are sent to QACO by 5 th October	Validated Institutions submit re-sit marks to QACO following confirmation of them from External Examiners and the Chair of the Board of Examiners. To meet Congregation's deadline for the November Ceremony (normally the end of September). Re-sit marks must be submitted in good time.
Sept	Pass lists are generated following receipt of re-sit marks from Validated Institutions who have met the deadline for the November congregations ceremony	Postgraduate Boards are held for some institutions.
	Congregations notified about the graduating students (winter congregations) via copies of the pass lists produced by QACO	Validated Institutions prepare the list(s) of students who are registered on courses validated by the University to meet the deadline of 5th October
October	QACO sends out guidance to Validated Institutions regarding completing Annual Monitoring Reports (AMR)	Validated Institutions submit Mitigating Circumstances (Concessions) & Compensation Data to the QACO following summer Boards of Examiners.
	QACO registers students and send out invoices to the Validated Institutions	Validated Institutions submit Admissions Reports to QACO by the 15 th November. These will be considered by the relevant Academic Liaison Officer.
Nov	Winter congregations ceremonies take place where students receive their certificates, and their official transcripts.	Validated Institutions complete Annual Monitoring Reports and submit them to the University via QACO by the deadline of 30th November
Jan		Validated Institutions notify Kent of the proposed date of their Boards of Examiners.
	The annual Partnership Forum is held at the University, the date of which is notified on QACO website a year in advance.	
March	Boards of Examiners for Validated Institution Boards appointed	Validated Institutions submit CVs to Kent for all new members of Boards of Examiners by the deadline of 31st March
	Training held for new members of Boards of Examiners	

		Validated Institutions ensure arrangements are in place for the Boards of Examiners
May	QACO confirm names of finalists with Validated Institutions to ensure accuracy ahead of summer Boards	Validated Institutions confirm accuracy of the names of finalists to QACO.
June	Summer congregations ceremonies	Validated Institution Boards of Examiners meet.
July		Validated Institution Boards of Examiners meet.
	Pass lists are produced following Boards of Examiners.	
		Validated Institutions submit (by the 31 st August) published information (handbooks/web pages/publicity or promotional material) to QACO for checking prior to publication
	Validated Institutions websites are checked to ensure accuracy of information relating to validated arrangement	
August	Validation fees for the following academic year are reviewed by the University's Finance and Resource Committee.	
	External examiner reports are submitted to QACO, and copies sent to the Validated Institutions for them to make a formal written response.	Validated Institutions make a formal written response to the External Examiner reports. Responses from Institutions are submitted to QACO within 4 weeks of receiving reports.