

## 2018-2019 UNIVERSITY FIVE-YEAR ACADEMIC CALENDAR

### Norms Concerning University Calendar Elements:

- A - Dates set as per inter-university agreement.
- B - Dates set by the Academic Commission of each constituent unit.
- C - No teaching activities, except for apprenticeships, during an official holiday or a mid-term break/reading week.
- D - The period during which registrations can be modified starts on the first day the session begins and ends (at the latest) on the tenth working day after the session begins. For the summer session courses offering intensive courses, the delay is reduced to half, be it five (5) work days.
- E - For the fall and winter sessions, the deadline for withdrawal from a course without a mention of failure in the university transcript corresponds to the thirty-sixth (36) working day after courses start, or the equivalent. For the summer session, this deadline corresponds to half the number of working days contained in the intensive courses offered during the session.
- F - The grade submission forms (statements of grades) are completed by the course professor, approved by the head of the department and forwarded to the attention of the Registrar within the ten days following the end of the session in question. (Regulation 3, Section 2.15.2). For the intensive courses of the summer session, the deadline is cut in half: 5 days after the end of the courses. 5 working days following the submission of final grades, students can have access over the INTERNET to a cumulative statement of grades obtained since the beginning of their studies in the program. (Regulation 3, Section 2.15.1).
- G - The Deadline for all group changes, changes of status or course additions is, at the latest, the fifth work day starting the beginning of the session. This norm applies to both regular and intensive sessions.
- H - Deadline to re-register to courses without late-fees (in effect since winter of 2016) is ten (10) work days before the beginning of the Fall session and ten (10) work days before the Winter session holiday break. There is no late-fee for a summer session. Are excluded from this norm:
  1. Students with corresponding admission and registration sessions (first-time registration);
  2. Students having registered before the re-registration deadline and who re-register after;
  3. All students under the Authorized-to-transfer-credits agreement between universities;
  4. All activities authorized after the re-registration deadline.

### General Rules

- The academic year starts with the summer session and ends with the winter session. For practical reasons, the present calendar also indicates the summer session of the next academic year.
- The fall and winter sessions include at least seventy-two (72) working days spanning over a period of fifteen (15) weeks. The duration of the summer session is set according to the regulations in force in the institution.
- The testing period is integrated into the session itself.
- The dates for modifications changes and withdrawals in the academic calendar are calculated from the session's starting date. (These delays are equivalent to 3 hours or 6 hours per class, as the case may be).
- During fall and winter sessions, the period during which registrations can be modified extends from the beginning of the session until a date determined by the institution's internal regulations. That date cannot be earlier than the fifth working day following the beginning of the session, and no later than the tenth working day after the beginning of the session.
- As per inter-university agreement, the deadline for submitting an application for admission or a request for program change in full-time undergraduate studies for the summer and fall sessions, is set for the preceding March 1<sup>st</sup>.
- The deadline for submission of decisions on applications for admission to full-time undergraduate studies for the fall session, is set for the preceding May 15, as per inter-university agreement.
- For candidates admitted to full-time undergraduate studies for the fall session, the deadline to confirm an intention to register to the University is set for the preceding June 1 as per inter-university agreement.
- A reading break (formerly called a mid-term break) is planned for fall and winter sessions. For the fall session, it usually is held the last week of October and the first week of March for the winter session. The break can be scheduled one-week earlier if Easter is in March. The reading break week starts on a Monday and ends the following Sunday. The reading break is not included in the university academic calendar.
- The reading break weeks is a week of holidays in which no university classes are dispensed. The winter session reading break is synchronized with the local mid-term breaks of other academic levels. Benefits are for both students and parents.

### Working days:

- Holidays and reading break are not working/business days;
- An election/referendum day is not considered working/business day, even if a Law cancels a school day.