

**Key Events Schedule 2023/24**
**V3.14**
**Date Updated: 14/02/2024**

University Wk.	Start Date	Finish Date	Event Title	Core Event	Start Time	End Time	Stannah (Lift) Engineer Required	DRAX (Fire Alarm) Engineer Required	Location	Event Lead	Comments
20	17/02/2024	17/02/2024	Sat Offer Holder Day	Yes	08:30	16:30	Yes		ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
23	09/03/2024	09/03/2024	Sat Offer Holder Day	Yes	08:30	16:30	Yes		ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
25	20/03/2024	20/03/2024	PG Open Evening	Yes	TBC	TBC	Yes		TBC	Alice Couling	Project Mangers to be aware of PG Open Evening activities
27	03/04/2024	03/04/2024	Offer Holder Day / Mini Open Day	Yes	08:30	16:30			ICLH/ various departmental rooms - and Tours campus	Zoe Pomfret	Project Mangers to be aware of Offer Holder Day activities
29	15/04/2024	19/04/2024	Spring Graduation	Yes	All Day	All Day	Yes	Yes	Colchester Campus	Chelsey Smith/ Jodie Field	PM to ask permission from CO for works to go ahead
30-32	22/04/2024	10/05/2024	Early Exams (Hybrid online and in person)	Yes	Varies				Hybrid online and in person	Exam Office	No noisy works near exam rooms
30	24/04/2024	24/02/2024	Derby Day	No	All Day	All Day	No	No	Sports areas	Dom King	Nothing
31	04/05/2024	04/05/2024	Sat Offer Holder Day	Yes	08:30	16:30	Yes		ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
33-37	13/05/2024	07/06/2024	Summer Exams (including Saturday's 18, 25 May & 01, 08 June) (Hybrid online and in person)	Yes	Varies				Hybrid online and in person	Exam Office	No noisy works near exam rooms - <b>Includes Saturday's</b>
36	TBC	TBC	The End Event	No	16:00	00:00			Colchester Campus		
38	12/06/2024	12/06/2024	UCAS 2024	Yes	09:30	15:00			Sports Arena/Squares/LTB TBC	Alice Couling	PM to ask permission from CO for works to go ahead
38	15/06/2024	15/06/2024	Open Day (June)	Yes	09:00	16:00	Yes		TBC	Alice Couling	PM to ask permission from CO for works to go ahead
39	27/06/2024	27/06/2024	Annual Meeting & Summer Reception	Yes	14:00	20:00 (TBC)	Yes		Colchester Campus (Depends Upon tours, mainly ICLH and Silberrad Plaza)	Holly Ward	PM to ask permission from CO for works to go ahead
42	16/07/2024	19/07/2024	Summer Graduation	Yes	All Day	All Day	Yes	Yes	Colchester Campus	Chelsey Smith/ Jodie Field	PM to ask permission from CO for works to go ahead
45	12/08/2024	19/08/2024	Hot Clearing	Yes	All Day	All Day			Colchester Campus, CTC, Floor 7 CER	Mandy Chetham, Elved Roberts	PM to ask permission from CO for works to go ahead
46	17/08/2024	17/08/2024	Clearing Open Day	Yes	All Day	All Day	Yes		Colchester Campus		PM to ask permission from CO for works to go ahead
46	12/08/2024	18/08/2024	Clearing tours of Campus	Yes		All Day			ICLH - and Tours campus		PM to ask permission from CO for works to go ahead
48-50	TBC 19/08/2024	TBC 13/09/2024	Resit Exams (including Saturday's 24 & 31 August and Sat 7 Sept)	Yes	Varies				Colchester Campus	Exam Office	No noisy works near exam rooms
51	21/09/2024	21/09/2024	Open Day (September)	Yes	09:00	16:00	Yes		Colchester Campus	Alice Couling	PM to ask permission from CO for works to go ahead

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01	TBC	TBC	Loughton Registration	Yes	09:30	16:30			Loughton Campus (Orchard Studio 1)	Christopher Bone / Stacey Balsdon	Project Mangers to be aware of Registration activities
01	TBC 30/09/2024	TBC 03/10/2024	Welcome Village	Yes	All Day	All Day			All Campuses	Jess Johnston/ Stacey Balsdon	PM to ask permission from CO for works to go ahead
01	TBC 30/09/2024	TBC 04/10/2024	Main Registration (Colchester Campus)	Yes	09:00	17:00			Sports Hall and LTB04	Christopher Bone / Stacey Balsdon	PM to ask permission from CO for works to go ahead
01	TBC 04/10/2024	TBC 04/10/2024	Fresher's Fair	No	09:00	18:00			Colchester Campus	Dominic King	SU event across all Squares
14	07/01/2025	07/01/2025	January Arrivals Day	Yes	All Day	All Day			Colchester Campus	Stacey Balsdon	PM to ask permission from CO for works to go ahead
14-15	TBC 02/01/2025	TBC 10/01/2025	Study Abroad Exams Online (Incl Sat)	Yes	All Day	All Day			Online	Exams Office	PM to ask permission from CO for works to go ahead
14 -15	TBC 02/01/2025	TBC 10/01/2025	Christmas Vacation Exams (incl Sat) Hybrid	Yes	All Day	All Day			Hybrid online and in person	Exams Office	PM to ask permission from CO for works to go ahead
20	TBC	TBC	Offer Holder Day	Yes	09:00	17:00			ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
21	TBC	TBC	Sat Offer Holder Day	Yes	09:00	17:00			ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
22	TBC	TBC	Sat Offer Holder Day	Yes	09:00	17:00			ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
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26	TBC	TBC	Offer Holder Day / Mini Open Day	Yes	All Day (TBC)	All Day (TBC)	Yes	Yes	Colchester Campus	Chelsey Smith/ Jodie Field	PM to ask permission from CO for works to go ahead
28	TBC	TBC	Offer Holder Day	Yes	09:00	17:00			ICLH/ various departmental rooms - and Tours campus	Alice Couling	Project Mangers to be aware of Offer Holder Day activities
30-32	TBC 21/04/2025	TBC 09/05/2025	Early Exams (Hybrid online and in person)	Yes	Varies				Hybrid online and in person	Exam Office	No noisy works near exam rooms
33-37	TBC 12/05/2025	TBC 13/06/2025	Sat Offer Holder Day	Yes	Varies				Hybrid online and in person	Exam Office	No noisy works near exam rooms - <b>Includes Saturday's</b>
36	TBC	TBC	The End Event	No	16:00	00:00			Colchester Campus		
38	TBC 18/06/2025	TBC 18/06/2025	UCAS 2025	Yes	09:30	15:00			Sports Arena/Squares/LTB TBC	Alice Couling	PM to ask permission from CO for works to go ahead
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	TBC	TBC	Southend Open Day	Yes			Yes		Southend Campus	Alice Couling	PM to ask permission from CO for works to go ahead
51	20/09/2025	20/09/2025	Open Day (September)	Yes	09:00	16:00	Yes		Colchester Campus	Alice Couling	PM to ask permission from CO for works to go ahead