Key Dates and Deadlines for 2024, RP1 (Shaded cells are the responsibility of Survey Services)**:**

Date(s)	Academic Week	Event
Friday 19 April	Wk 8	Due date for completion of entry of all Collection details into the UTEI system for: • all centrally organised online UTEI surveys • all School-based UTEI surveys (Online by School, via portal)
Wednesday 24 April	Wk 9	Unit Coordinator Burst Report – a report with all Collection details (ie: teachers/roles to be evaluated) will be sent to each Unit Coordinator as a final check (only for Online Central surveys).
Wednesday 24 April to Friday 3 May	Wk 9 to Wk 10	Timeframe for Unit Coordinators to review report and request any necessary changes to Staffing details – Schools to make the changes.
Monday 29 April	Wk 10	Unit Coordinator Burst reminder – follow up of the Burst Report: last chance to follow up with their School UTEI officer if changes are required to UTEI collection details.
Monday 6 May	Wk 11	CUOS system closes for data entry of Collection Details.
Wednesday 8 May	Wk 11	Collection details extracted and loaded into survey builder.
Friday 31 May	Study Wk	Due date for entry of all UTEI report access details (ie: Dissemination details – Unit / Course Coordinators / Units mapped to Courses)
Monday 13 May to Friday 14 June	Wk 12 to end of exam f/n	Standard period for centrally organised UTEI survey fieldwork. Survey links emailed out, with regular follow up emails and promotion
Monday 1 July	Deferred Exams Wk	First generation of 2024 RP1 UTEI reports – primarily Semester 1 Teaching period (results generated a week after unit grades are submitted).