

Key Dates and Deadlines for 2025, RP2 (Shaded cells are the responsibility of Survey Services):

Date(s)	Academic Week	Event
Friday 19 Sep	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 Sep	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 Sep to Friday 10 Oct	Wk 9 + Inter Sem Break + Wk 10	Timeframe for Unit Coordinators to review report and request any necessary changes to Staffing details – Schools to make the changes.
Monday 6 Oct	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 13 Oct	Wk 11	<u>CUOS system closes</u> for data entry of Collection Details.
Wednesday 15 Oct	Wk 11	Collection details extracted and loaded into survey builder.
Friday 7 Nov	Study Wk	Due date for entry of all UTEI report access details (ie: Dissemination details – Unit / Course Coordinators / Units mapped to Courses)
Monday 20 Oct to Friday 21 Nov	Wk 12 to end of Exam fn	Standard period for centrally organised UTEI survey fieldwork. Survey links emailed out, with regular follow up emails and promotion
Monday 8 Dec	Deferred Exams Wk	First generation of 2025 RP2 UTEI reports – primarily Semester 2 Teaching period (results generated a week after unit grades are submitted).