



2019 YEAR CALENDAR

SECOND SEMESTER

JANUARY 2019

| | |
|-------------------------------|--|
| 7 th Monday | University Re-opens Student Representative Council (SRC) Meeting Executive Management Committee Meeting Campus Management Team Meeting |
| 9 th Wednesday | Submission of all Supplementary Examination Question Papers to the Examination Division Application for exemptions begins (9th – 25th Jan) Registration for all returning Students Begins (9th – 31st Jan) Final Supplementary Time-Table Published and Placed on Notice Boards |
| 10 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 14 th Monday | Supplementary Exams for BA ISAGO Programmes Begins (14th – 18rd Jan) Executive Management Committee Meeting |
| 17 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 18 th Friday | Supplementary Exams for BA ISAGO programmes end |
| 21st Monday | Registration for all new Students begins (22nd – 31st Jan) |
| 23 rd Wednesday | Deadline for Submission of Exemption forms for CAT/ACCA June Examinations |
| 24 ^h Thursday | Orientation for all new Students (Except Education Block Release) Begins |

| | |
|---------------------------------|---|
| | on all Campuses. |
| 24 th Thursday | Application for Exemptions closes for BA ISAGO Programmes |
| 25 th Friday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| | Orientation for all new Students on all Campuses Ends |
| | AAB Meeting - Supplementary & Special Exams |
| | Closing Date for Application for Exemptions |
| | Administration Committee Meeting (Finance, Marketing, HR, IT and Administration & Facilities) |
| 31st Thursday | Registration for all returning Students End (9th – 31st Jan) |

FEBRUARY 2019

| | |
|----------------------------|---|
| 1 st Friday | Orientation for New and Returning Weekend Block Release Programmes Faculty of Education Students at all Campuses Late Registration begins (1st – 9th Feb) |
| 4 th Monday | Publication of Supplementary Exam Results |
| 4 th Monday | 1 st Submission of workbook to DTEF and other Ministries Lectures Begin for all Students - day and evening classes Advertising for first Semester Admissions Commences Executive Management Committee meeting |
| 5 th Tuesday | Campus Management Team meeting |
| 6 th Wednesday | First Contact Session for new and returning weekend block Release Programmes for Faculty of Education Students at all campuses |
| 7 th Thursday | Marketing Committee Meeting HRDC Planning BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) SRC setting meeting |
| 8 th Friday | Research Committee Meeting Late Registration closes |
| 11 th Monday | Library Committee Meeting C.A.T. results published |
| 14 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Drug and Alcohol Abuse Campaign-(Inter-tertiary) |
| 15 th Friday | Curriculum & Quality Assurance Committee Meeting |
| 16 th Saturday | Inter-Tertiary Games – Gaborone (DSWSS) |
| 19 th Tuesday | Curriculum development training (Francistown Campus) |
| 20 th Wednesday | Academic Affairs Board meeting to consider CAT results SRC Elections Campaign Begin (All Campuses) CAT registrations begin |
| 21 st Thursday | Student Welfare and Support Services Meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Curriculum development training (Maun Campus) |
| 22 nd Friday | SENATE CAT registrations end |
| 23 rd Saturday | 2 nd Submission of workbook to DTEF and other Ministries BA ISAGO Camp Chair Affair Picnic |

| | |
|--------------------------|--|
| 25 th Monday | Board Finance, Audit, Risk and Compliance Committee Meeting (Morning) Board Human Resources Committee Meeting (Afternoon) Executive Management Committee meeting |
| 26 th Tuesday | ICT Committee (Morning) |
| 30 th | Saturday Inter-Tertiary Games – Gaborone |

MARCH 2019

| | |
|----------------------------|--|
| 1 st Friday | Campus Management Team meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Miss BA ISAGO and After Party |
| 6 th Wednesday | Curriculum development training (Gaborone Campus) |
| 7 th Thursday | Scripture Union Mass Assembly |
| 8 th Friday | SRC elections (All Campuses) take place (DSWSS to Advise) |
| 9 th Saturday | Second contact sessions for NPDE students on all Campuses |
| 13 th Wednesday | Student Representative Council (SRC) Meeting |
| 14 th Thursday | Student Health Wellness Activity Submission of Mock, Final and Supplementary examination papers to H.O.Ds. BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 15 th Saturday | Five Aside League Five Aside League and Wellness Day |
| 18 th Monday | Executive Management Committee Meeting |
| 20 th Wednesday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 21 st Thursday | Submission of Mock, Final and Supplementary examination papers to Deans Intervarsity Debate |
| 23 rd | BA ISAGO Jazz Festival Executive Management Committee meeting |
| 25 th Monday | Student Lecturer evaluation begins |
| 26 th Tuesday | Administration Committee Meeting (Finance, Marketing, HR, IT and Administration & Facilities) BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 27 th Wednesday | Inauguration of New SRC (All Campuses – 14:00pm-16:00pm) (DSWSS) Student Lecturer evaluation end |
| 28 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Joint Industrial Attachment Orientation |

30th Saturday

Lethafula and Music Festival

APRIL 2019

| | |
|----------------------------|---|
| 3 rd Wednesday | Mid-Term Examinations Time-Table for BA ISAGO Programmes Published |
| 4 th Thursday | Campus Management Team meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Five Aside League Work Place Readiness workshop (Students) |
| 5 th Friday | SENATE Meeting Five Aside League |
| 8 th Monday | Deadline for submission of CAT/ACCA June Examinations entry forms. Executive Management Committee meeting Mid-Term Examinations for BA ISAGO Programmes begin (8th – 12th April) |
| 11 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 12 th Friday | Student Evaluation Reports submitted to Deans |
| 15 th Monday | Mid-Term Exams for UNISA students ends |
| 18 th Thursday | Draft Final Examination Time - Table for BA ISAGO programme published and Placed on Notice Boards Staff appraisal |
| 18 th Thursday | Mid-Term Examinations for BA ISAGO programmes BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 19 th Friday | Good Friday: Public Holiday University closed |
| 22 nd Monday | Easter Monday: Public Holiday University closed |
| 23 rd Tuesday | Mid semester break for BA ISAGO programmes Begin |
| 24 th Wednesday | Board of Directors Meeting Mid-Term Exams for CAT level three student Executive Management Committee meeting |
| 25 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 26 th Friday | BA ISAGO Sports Day |
| 27 th Saturday | All White Summer Fest |
| 30 th Tuesday | Mid semester break for BA ISAGO programme Ends |

MAY 2019

| | |
|---------------------------|--|
| 1 st Wednesday | Labour Day; Public Holiday-University Closed |
|---------------------------|--|

| | |
|----------------------------|---|
| 2 nd Thursday | Classes resume for all BA ISAGO programmes Mid-Term Exams for CAT/BICA/ACCA Students begin (2nd May – 3rd May) Publication of Continuous Assessment (CAs) Lecturers Available for Tutorial Support and Guidance Research Committee meeting Final Examination Time-Table for BA ISAGO Programme published |
| 9 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 13 th Monday | Student Representative Council (SRC) Meeting Executive Management Committee meeting Schools Career Fairs Begins (Date to be confirmed) |
| 14 th Tuesday | Board Finance, Audit, Risk and Compliance Committee Meeting (Afternoon) Board Human Resources Committee meeting (Morning) |
| | SENATE |
| | Deadline for submission of Final Examination papers for printing. |
| | Revision week begins for all BA ISAGO programmes Lecturers Available for Tutorial Support and Guidance |
| 15 th Wednesday | Board ICT Committee (Morning) |
| 16 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 17 th Friday | Curriculum Development & Quality Assurance Committee Meeting Revision week ends |
| 20 th Monday | Final Examinations for all BA ISAGO Programmes begin (20st May And ends 29th May) Executive Management Committee meeting |
| 23 rd Thursday | BA ISAGO Forum (afternoon – 1400Hrs – 1600 Hrs.) |
| 30 th Thursday | Ascension Day – Public Holiday: University closed |
| 31 st Friday | BA ISAGO Holiday-University Closed |

JUNE 2019

| | |
|---------------------------|---|
| 1 st Saturday | Intervarsity Five Aside Tournament |
| 3 th Monday | ACCA/CAT/ Final Exams begin Executive Management Committee meeting |
| 5 th Wednesday | General Staff Meeting on each Campus to be convened by Human Resources Manager (Gabs) and Campus Managers (HR Director to confirm) All BA ISAGO final examinations Ends. |
| 6 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 7 th Friday | Library Committee meeting ACCA/CAT Examinations end |

| | |
|---------------------------|---|
| 10 th Monday | Executive Management Committee meeting Administration Committee Meeting (Finance, Marketing, HR, IT and Administration & Facilities) |
| 11 th Tuesday | Executive Management Committee meeting Student Welfare and Support Services Committee meeting |
| 13 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 17 th Monday | Faculty Examinations Committee Meeting |
| 18 th Tuesday | Campus Management Team Meeting for F/Town and Maun |
| 20 st Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 21 st Friday | Academic Affairs Board Examinations meeting |
| 24 th Monday | Student Survey Workshop (Second Session) Publication of results - BA ISAGO – All Faculties Executive Management Committee meeting Submission of all Divisional Reports/items for SENATE to Secretary |
| 27 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 28 th Friday | End of the Academic Period for Second Semester Publication of Draft Supplementary Time-Table Board of Directors Meeting |

FIRST SEMESTER 2019

JULY 2019

| | |
|---------------------------|--|
| 1 st Monday | Sir Seretse Khama Day Public Holiday, University closed |
| 2 nd Tuesday | University Opens for 1st Semester Registration of all Returning BA ISAGO Students begins (3rd – 27th July) Exemption Application opens (3rd – 24th July) |
| 3 rd Wednesday | Publication of Final Supplementary Time-Table |
| 4 th Thursday | Student Representative Council (SRC) Meeting |
| 5 th Friday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Orientation of new students begins (morning student welfare/afternoon Academic issues) (from 9th to 12th) Orientation of new students continues (morning student Welfare/afternoon academic issues) Executive Management Committee meeting |
| 8 th Monday | Supplementary Examinations begin – BA ISAGO programmes and CAT CBE. (From 8th to 12th July) |
| 11 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |

| | |
|--------------------------------|---|
| | Orientation for new students ends (morning student welfare/afternoon Academic issues) |
| 12 th Friday | Supplementary examinations for BA ISAGO and CAT CBE end |
| 15 th Monday | President's Day Public Holiday – University closed |
| 16 th Tuesday | President's Day Public Holiday – University closed |
| 18 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 19 th Friday | Executive Management Committee Meeting Exemption Application closing date Closing date for exemption applications Registration for new students (22nd - 24th July) |
| 23rd Tuesday | Curriculum development training (Gaborone Campus) |
| 25 th Thursday | Academic Affairs Board – supplementary results BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 26 th Friday | Publication of Supplementary Results Registration for CAT students |
| 29 th Monday | 1 st Submission of final Register/Workbook to the DTEF Lectures begin for all students – returning and new Workbook to be submitted to EMC –update Campus Management Team meeting Executive Management Committee meeting Deadline for submission of exemption forms to ACCA Last day for registration for all BA ISAGO Programmes Late Registration of all students begins (29th July – 7th Aug) |

AUGUST 2019

| | |
|----------------------------|--|
| 1 st Thursday | Campus Management Team meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 5 th Monday | Deadline for ACCA Registration for December exams |
| 6 th Tuesday | Curriculum development training (Francistown Campus) |
| 7 th Wednesday | Late Registration for all students closes |
| 8 th Thursday | Library Committee meeting |
| 8 th Thursday | Curriculum development training (Maun Campus) Research Committee Meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) SRC Dissolution |
| 9 th Friday | Final Submission of final Register/Workbook to DTEF Education & Financing (DTEF) Administration Committee Meeting (Finance, Marketing, HR, IT and Administration & Facilities) |
| 12 th Monday | ACCA examination results expected Executive Management Committee meeting |
| 13 th Wednesday | SRC Elections Campaigns Begins |
| 15 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 16 th Friday | Curriculum Development & Quality Assurance Committee Meeting |

| | |
|----------------------------|---|
| 19 th Monday | Academic Affairs Board meeting including CAT paper based exams for Completing students. |
| 21 st Wednesday | Submission of Mid-Term, final & supplementary exams by lecturers for BA ISAGO Programmes to HODs. |
| 22 nd Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) SRC Elections (Debate) |
| 23 th Friday | SRC Elections |
| 26 th Monday | Student Welfare and Support Services Meeting |
| 27 th Tuesday | Student Health and Wellness Activity |
| 29 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |

SEPTEMBER 2019

| | |
|----------------------------|---|
| 2 nd Monday | Campus Management Team meeting Executive Management Committee meeting SRC 2019/2020 Induction Board Finance, Audit, Risk and Compliance Committee Meeting (Morning) Board Human Resources Committee Meeting (Afternoon) |
| 3 rd Tuesday | Month of Prayer against HIV/Aids Launch Board ICT Committee (Morning) |
| 4 th Wednesday | Midterm Examinations Timetable for BA ISAGO Programmes Published |
| 5 th Thursday | Submission of Mid-Term, Final & Supplementary examinations for BA ISAGO Programmes to Deans Student Industry Meet BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 6 th Friday | SENATE Student Lecturer Evaluation begins Student Lecturer Evaluation ends |
| 12 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 13 th Friday | Submission of all Divisional Reports/items for SENATE to Secretary |
| 16 th Monday | Executive Management Committee Meeting Mid-Term Examinations begins for all BA ISAGO Examinations (16th to 24th Sept) |
| 19 th Thursday | Board of Directors Meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Workplace Mock Interviews (Completing students) |
| 24 th Tuesday | Mid-Term Examinations End for all BA ISAGO Examinations |
| 25 th Wednesday | Lecturer Evaluation Report Submission to the Deans |
| 26 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |

30th Monday Industrial Attachment Orientation
Botswana Day – Public holiday – University closed

OCTOBER 2019

| | |
|----------------------------|---|
| 1 st Tuesday | Botswana Day Holiday – University closed |
| 2 nd Wednesday | Mid-Semester break begins |
| 3 rd Thursday | BA ISAGO International Conference (First Day) |
| 3 rd Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| | Third BA ISAGO International Conference (Second Day) |
| 4 th Friday | Mid Semester break ends. |
| | Third BA ISAGO International Conference (Half Day) |
| | Deadline for submission of December ACCA examinations |
| 7 th Monday | Executive Management Committee meeting |
| | University Lectures Resume |
| 9 th Wednesday | Student Representative Council (SRC) Meeting |
| | Lectures available for tutorial support and guidance |
| | Research Committee |
| 10 th Thursday | Draft Examination Time-Table for BA ISAGO Programmes |
| | Published and placed on Notice Boards |
| | Curriculum Development and Quality Assurance Committee meeting |
| | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 11 th Friday | Submission of all final exam papers to Manager: Examinations |
| | BA ISAGO Graduation Ceremony |
| 14 th Monday | Student Welfare Support Services Meeting |
| | Executive Management Committee meeting |
| 17 th Thursday | Lecturer Evaluation Report Submission to the Deans |
| | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 18 th Friday | Submission of all Dept. Annual Reports to Secretary of SENATE |
| | Final Examination Time table for BA ISAGO Programmes published and |
| | Placed on Notice Boards |
| 22 nd Tuesday | Mid-Term Exams for ACCA/CAT/BICA students begin |
| 24 th Thursday | Final Examination Time table for BA ISAGO Programmes published and |
| | Placed on Notice Boards |
| | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 25 th Friday | Mid-Term Exams for ACCA/CAT/BICA students end |
| | Submission of all Divisional Annual Reports/items for SENATE to the |
| | Secretary. |
| 29 th Tuesday | Board Finance, Audit, Risk and Compliance Committee Meeting |
| | (Morning) |
| | Board Human Resources Committee Meeting (Afternoon) |
| | Publication of Continuous Assessment (CAs) |
| 30 th Wednesday | Board ICT Committee (Morning) |
| 31 st Thursday | Library Committee Meeting |

NOVEMBER 2019

| | |
|----------------------------|---|
| 1st Friday | Revision week begins for all BA ISAGO programmes Lecturers Available for Tutorial Support and Guidance Deadline for submission of Final Examination papers for printing. Campus Management Team Meeting BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 8 th Friday | SENATE - Annual Reports |
| 11 th Monday | Examinations begin for all BA ISAGO Programmes (11 Nov – 22 Nov) |
| 14 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 18 th Monday | Executive Management Committee meeting |
| 21 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 25 th Monday | End of All BA ISAGO Programmes Examinations Board of Directors Meeting 1st Semester Ends for all students |
| 27 th Wednesday | Academic Affairs Board meeting for planning purposes for 2019 |
| 28 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 29 th Friday | Annual General Staff meeting/Christmas party |

DECEMBER 2019

| | |
|---------------------------|---|
| 1 st Sunday | World AIDS Day Commemoration |
| 2 nd Monday | ACCA Exams begin |
| 3 rd Tuesday | Faculty Examinations Committees Meeting Executive Management Committee meeting |
| 6 th Friday | Academic Affairs Board Meeting -Examination Results BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) |
| 9 th Monday | Presentation of Research papers by Academic staff |
| 9 th Monday | Release and Publication of all BA ISAGO results |
| 12 th Thursday | BA ISAGO Forum (afternoon- 1400Hrs-1600Hrs) Draft Supplementary Time-Table Published and Placed on Notice Boards |
| 13 th Friday | University Closes for the Festive Season |