



SAINT MONICA UNIVERSITY HIGHER INSTITUTE

OFFICE OF THE PRESIDENT

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CALENDAR OF ACTIVITIES FOR 2023/2024 ACADEMIC YEAR

DATES	ACTIVITIES
AUGUST, SEPTEMBER & OCTOBER 2023	<ul style="list-style-type: none"> • ADMISSIONS INTO PROGRAMMES OF DIFFERENT SCHOOLS
05 SEPTEMBER 2023	<ul style="list-style-type: none"> • RESUMPTION OF DUTY FOR PERMANENT STAFF
08 SEPTEMBER 2023	<ul style="list-style-type: none"> • ADMINISTRATIVE MEETINGS WITH SENIOR STAFF
12-15 SEPTEMBER 2023	<ul style="list-style-type: none"> • PREPARATION & SUBMISSION OF FIRST SEMESTER TIMETABLES BY ALL HODs
19 SEPTEMBER 2023	<ul style="list-style-type: none"> • PUBLICATION OF 1ST SEMESTER TIMETABLE
19-27 SEPTEMBER 2023	<ul style="list-style-type: none"> • SIGNING OF STAFF CONTRACTS
03 OCTOBER 2023	OPENING/RESUMPTION FOR THE 1ST SEMESTER
03 OCTOBER 2023	<ul style="list-style-type: none"> • GENERAL STAFF MEETING & ORIENTATION
04 OCTOBER 2023	<ul style="list-style-type: none"> • TRAINING ON THE USE OF THE SCHOOL INFORMATION SYSTEM • MEETINGS OF THE VARIOUS SCHOOLS & OFFICES
05 OCTOBER 2023	<ul style="list-style-type: none"> • STUDENT ORIENTATION & DISTRIBUTION OF SYLLABI
06 OCTOBER 2023	<ul style="list-style-type: none"> • START OF LECTURES
10 NOVEMBER 2023	<ul style="list-style-type: none"> • 1ST ADMISSIONS DEADLINE
11 NOVEMBER 2023	<ul style="list-style-type: none"> • EXTRACURRICULAR ACTIVITIES (LAUNCHING OF SPORTS)
15 NOVEMBER 2023	<ul style="list-style-type: none"> • SUBMISSION OF THE FINAL 1ST ADMISSION LIST
17 NOVEMBER 2023	<ul style="list-style-type: none"> • DEADLINE FOR THE PAYMENT OF 1ST INSTALLMENT OF TUITION FEE
24 NOVEMBER 2023	MATRICULATION OF NEW STUDENTS
01 DECEMBER 2023	GRADUATION CEREMONY FOR 2022/23 ACADEMIC YEAR
19 DECEMBER 2023 - 02 JANUARY 2024	CHRISTMAS BREAK
03 JANUARY 2024	<ul style="list-style-type: none"> • RESUMPTION OF LECTURES (FIRST SEMESTER CONTINUES)
05 JANUARY 2024	<ul style="list-style-type: none"> • DEADLINE FOR SUBMISSION OF EXAMINATION QUESTIONS
06 JANUARY 2024	<ul style="list-style-type: none"> • FOREIGN STUDENT UNION ELECTIONS
09 JANUARY 2024	<ul style="list-style-type: none"> • GENERAL STUDENT UNION ELECTION
12 JANUARY 2024	<ul style="list-style-type: none"> • DEADLINE FOR THE SUBMISSION OF CA MARKS FOR THE 1ST SEMESTER • END OF FIRST SEMESTER LECTURES
16 JANUARY 2024	<ul style="list-style-type: none"> • VETTING OF EXAMINATION QUESTIONS
23-27 JANUARY 2024	<ul style="list-style-type: none"> • 1ST SEMESTER EXAMINATIONS • SUBMISSION OF 1ST SEMESTER ACADEMIC REPORTS
03 FEBRUARY 2024	<ul style="list-style-type: none"> • DEADLINE FOR THE SUBMISSION OF FIRST SEMESTER RESULTS
09 FEBRUARY 2024	<ul style="list-style-type: none"> • 1ST SEMESTER SENATE MEETING
11 FEBRUARY 2024	YOUTH DAY (PUBLIC HOLIDAY)
13 FEBRUARY 2024	<ul style="list-style-type: none"> • PUBLICATION OF 1ST SEMESTER PROVISIONAL RESULTS
15 FEBRUARY 2024	<ul style="list-style-type: none"> • SECOND SEMESTER LECTURES BEGIN • SUBMISSION OF 2ND ADMISSION LIST
23 FEBRUARY 2024	<ul style="list-style-type: none"> • DEADLINE FOR THE PAYMENT OF 2ND INSTALLMENT OF TUITION FEE

25-31 MARCH 2024	EASTER BREAK
02 APRIL 2024	<ul style="list-style-type: none"> RESUMPTION OF LECTURES AFTER EASTER BREAK
26 APRIL 2024	<ul style="list-style-type: none"> FINAL DEADLINE FOR THE COMPLETION OF TUITION FEE PAYMENT
01 MAY 2024	LABOUR DAY (PUBLIC HOLIDAY)
30 APRIL-04 MAY 2024	CULTURAL WEEK
MAY 2024	<ul style="list-style-type: none"> UNIVERSITY GAMES (TENTATIVE)
24 MAY 2024	<ul style="list-style-type: none"> DEADLINE FOR THE SUBMISSION OF SECOND SEMESTER EXAMINATION QUESTIONS
20 MAY 2024	20TH MAY CELEBRATION (PUBLIC HOLIDAY)
28 MAY 2024	<ul style="list-style-type: none"> VETTING OF SECOND SEMESTER EXAMINATION QUESTIONS
04 JUNE 2024	<ul style="list-style-type: none"> DEADLINE FOR THE SUBMISSION OF FINAL CA MARKS FOR THE SECOND SEMESTER
08 JUNE 2024	<ul style="list-style-type: none"> END OF LECTURES FOR SECOND SEMESTER
06-10 JUNE 2024	<ul style="list-style-type: none"> 2ND SEMESTER EXAMINATION
22 JUNE 2024	<ul style="list-style-type: none"> DEADLINE FOR THE SUBMISSION OF SECOND SEMESTER RESULTS
28 JUNE 2024	<ul style="list-style-type: none"> 2ND SEMESTER SENATE MEETING
02 JULY 2024	<ul style="list-style-type: none"> PUBLICATION OF 2ND SEMESTER PROVISIONAL RESULTS END OF ACADEMIC YEAR (STUDENTS)
03 JULY-15 SEPTEMBER 2024	<ul style="list-style-type: none"> ACADEMIC BREAK FOR STUDENTS AND INTERNSHIP PERIOD
03-07 JULY 2024	<ul style="list-style-type: none"> REGISTRATION FOR RESIT EXAMINATION
09-11 JULY 2024	<ul style="list-style-type: none"> RESIT EXAMINATION
16 JULY 2024	<ul style="list-style-type: none"> SUBMISSION OF RESIT RESULTS BY LECTURERS
23 JULY 2024	<ul style="list-style-type: none"> SUBMISSION OF RESULTS TO THE UNIVERSITY OF DOUALA FOR SYNTHESIS AND AUTHENTICATION
26 JULY 2024	<ul style="list-style-type: none"> SUBMISSION OF ANNUAL ACADEMIC REPORTS BY DEANS
31 JULY 2024	END OF ACADEMIC YEAR 2023/2024
OTHER REGULARLY SCHEDULED EVENTS	
QUARTERLY (SEPT, DECEMBER, APRIL, JUNE)	STAFF MEETINGS
MONTHLY	DEPARTMENTAL MEETINGS – EACH DEPARTMENT WILL ESTABLISH A MEETING SCHEDULE
EVERY OTHER MONTH	SCHOOL MEETING – EACH DEAN WILL ESTABLISH A MEETING SCHEDULE
EVERY JANUARY	EACH DEAN WILL CONVENE A MEETING OF THE ACADEMIC ADVISORY COUNCIL FOR THE SCHOOL
EVERY JANUARY & JULY	BOARD OF REGENTS MEETING

Dr. Nicholas A. Jingwa
President

Done in Buea, _____