

FIRST SEMESTER

ADDIS ABABA UNIVERSITY

OFFICE OF THE REGISTRAR

2011/12 ACADEMIC CALENDAR (2004E.C)

<u>Date</u>	<u>Activity</u>
<u>August 2011</u> 11 - 12	- Registration of year I graduate students for preparatory modules
Aug 15 – Sept 23	- Period of preparatory modules /Research Methods & Computational Skills/ for year I graduate students
<u>September 2011</u> 12	- Academic Staff Report to Duty
15	- Deans submit applications of research/teaching material proposals to the Vice President for Research and Dean of the School of Graduate Studies (VPR & DSGS)
19 - 21	- Registration of Year II & Above Non-Clinical graduate Students - Registration of Year IV & Above - Undergraduate Regular Students - Registration of Year III- Undergraduate Regular Students
23	- Last date for posting class schedules for regular and evening programs
24 - 25	- Registration of Year II and above evening students
26	- First Semester Classes Begin
26 - 28	- Late registration for regular students
26 - Oct 07	- First round Applications for readmission regular and evening students for 2 nd semester of 2011/12
26 – Nov 04	- Period of preparatory module /English Language Proficiency/ for year I postgraduate students
<u>October 2011</u> 01 - 02	- Late registration of Year II and above evening students
03	- Office of the VPR communicates results of research/teaching materials proposals for funding to Deans
13 - 15	- Add and Drop /Regular and Evening/
<u>November 2011</u> 01 - 05	- Period of supplemental examinations
03 - 04	- Registration of year I graduate students for the first semester
07	- First round of Applications for Admission to the School of Graduate studies opens for semester II of 2011/12 - Class begins for year I graduate students
18	- University Senate Meeting

- ⤴ Separate academic calendar will be prepared for New Regular and Evening (Undergraduate) Students
- ⤴ Supplemental Examinations shall be administered only to graduating class students

FIRST SEMESTER...

<u>December 2011</u> 02	- Last date for Dropping Courses
05 - 09	- Applications for advanced standing into second semester of 2011/12 - Second round Applications for readmission regular and evening students for 2 nd semester of 2011/12
08	- Deans submit first semester final teaching load report to the Office of the Academic Programs and Staff Affairs (APSA) - Faculties/Schools/Institutes submit first semester academic staff statistics to the Office of the APSA
15	- The Office of the Registrar reports to the Offices of the President & Academic Vice President, first semester enrolment statistics & classrooms utilization - The Office of the APSA reports to the Offices of the President & Vice Presidents, first semester academic staff list
16	- Deans submit second semester 2011/12 course offerings to the Office of the Registrar - Deadline for reporting second semester 2011/12 class schedules
12 - 16	- Registration for Make-up examination
22	- University Senate meeting
23	- AAU Women's Day

<u>January 2012</u> 06	- End of First Semester Classes (Regular & Evening)
09 - 13	- Third round Applications for readmission regular and evening students for 2 nd semester of 2011/12
09 - 21	- First Semester Exam Period
20	- The Admission offices /graduate and undergraduate/ distribute readmission applications to Deans and Department/ program units
18 - 30	- Period of explanatory sessions to students on the marking and grading of exams and other graded exercises
18 - 31	- Period of application for remarking of exam papers
25	- Last date for submitting grades to the Faculty/School Registrar Units
<u>Jan 23 - Feb 12</u>	- Inter- Semester Break/Inter-College Sports
<u>February 2012</u> 10	- Deans and Department/ program units send readmission lists to the Admission Offices

- Instructors should fix mid-semester exams during the 7th to the 8th weeks of the semester

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SECOND SEMESTER

<u>Date</u>	<u>Activity</u>
<u>February 2012</u> 13 - 15	- Registration of year II & above non- clinical graduate students. - Registration of year IV & above regular students - Registration of Year III – regular students
18 - 19	- Registration of evening students
20	- Second semester classes begin
20 - 29	- First round application for readmission regular and evening students for first semester of 2012/13
20 - 21	- Late registration for regular students
23	- Last date for reporting to the Office of the Registrar list of first semester graduating students
24**	- End of first semester for year I graduate students
25 - 26	- Late registration for evening students
<u>March 2012</u> 07 - 09	- Add and Drop (Regular & Evening)
08	- Last date for submitting year I graduate students' grades
15 - 16	- Registration of year I graduate students
19	- Class begins for year I postgraduate students
20	- Office of the VPR communicates results of application of research/ teaching material proposals for funding to Deans
22	- Deans submit second semester final teaching load report to the Office of the APSA
27	- Colleges/Schools/Institutes submit second semester academic staff statistics to the Office of the APSA
27 - 31	- Period of supplemental examinations
<u>April 2012</u> 10 - 11	- Deans submit application of research/teaching material proposals for funding to the Office of the VPR for the next academic year
12	- University Senate Meeting
12 - 18	- First round reconciliation of the academic records of 2012 prospective graduates
18	- Last date for Dropping Courses
25 - 26	- Registration for make-up examination

- ** End of a semester for graduate students implies the end of examinations as the period allotted for each module includes exam administration as well.

SECOND SEMESTER...

<u>May 2012</u> 01 - 11	<ul style="list-style-type: none"> - Second round application for readmission of regular and evening students for first Semester of 2012/13 - Applications for Advanced Standing into first semester of 2012/13
14	- The Office of the APSA reports to the Offices of the President & Academic Vice President the second semester academic staff list
15	- The Office of the Registrar reports to the Offices of the President & Academic Vice President second semester enrolment statistics & classroom utilization
17	<ul style="list-style-type: none"> - Deans submit second semester exam schedule to the Office of the Registrar - The Office of the VPR communicates results of the application of research/ teaching material proposals for funding to Deans for the next academic year
25	- End of second semester classes (Regular & Evening)
28– June 09	- Second Semester Exam Period
<u>June 2012</u> 01 - 02	- Departments and Program Units submit new applications of research proposals for funding to Deans
04 - 11	- Third round application for readmission of regular and evening students for first Semester of 2012/13
07 – 12	<ul style="list-style-type: none"> - Non-graduating students clear from AAU campuses -
05 – June 11	- Period of explanatory sessions to students on the marking and grading of exams and other graded exercises
05 – June 12	- Period of application for remarking of exam papers
13	- Last date for submitting graduating class final grade results to the Faculty/School Registrar units
20	<ul style="list-style-type: none"> - Academic Commissions meet to approve the graduation of students - All grades of non-graduating classes reach Faculty Registrar Units
15	- The Admission Offices /undergraduate and graduate/ distribute readmission applications to Deans and Department/program units
22	- The Council of Graduate Studies meets to approve the graduation of 2012 prospective postgraduate students
19	- Principal Investigators of MoST supported project submit annual progress report and renewal application to the Office of the VPR and MoST

SECOND SEMESTER...

<u>July 2012</u> 03 - 07	- Departments and Program Units administer entrance examinations to graduate applicants except for clinical disciplines and applicants from Higher Education Institutions (HEI)
05	- University Senate Meeting
06	- End of second semester for year I graduate students
7 (SATURDAY)	- 2012 AAU GRADUATION DAY
18	- Departments and Program Units submit recommendation on admissions to the School of Graduate Studies (apart from HEI applicants)

NB: Second Semester is fourteen (14) weeks

2012 KIREMT SEMESTER

<u>Dates</u>	<u>Activity</u>
June 30- July 01	- Registration for Evening Students
<u>July 2012</u> 09 - 11	- Readmission Applications of Kiremt students for 2012
10	- Admission & registration of new Kiremt students
11	- Registration of Year II and above Kiremt Students
12	- Classes Begin (Kiremt & Evening)
23	- Add and Drop of Courses
<u>August 2012</u> 07 - 08	- Dropping of Courses
14	- Last date for submitting course exemptions of Kiremt students to the Faculty Registrar units - Registration for make-up examination
<u>September 2012</u> 02	- End of Classes (Kiremt & Evening)
03 - 09	- Examination Period (Kiremt & Evening)
10	- Kiremt students clear from AAU Campuses
17	- Last date for submitting grades to the Faculty Registrar Units