



POLYTECHNIC OF NAMIBIA

Academic Calendar 2012



Opportunity awaits . . .

MISSION AND VISION

VISION

To be a premier university of science and technology educating leaders for the new economy.

MISSION

To promote national competitiveness by providing multiple opportunities for excellent education, applied research, innovation and service.

CORE DATES

DATE	DAY	ACTIVITY
JANUARY 2012		
1	Su	New Years Day (Public Holiday)
2	Mo	Public Holiday
3	Tu	Institution Re-opens Administrative Staff Resume Office Duties
9	Mo	Library Opens
11	We	Namibian Schools Open (First Term)
18	We	Academic Staff Resume Office Duties
19	Th	Academic Welcome
23	Mo	Registration Begins: Senior Students and COLL COLL Vacation School Begins (pm): Windhoek – Information Administration Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres for Review (PD&R, QA, CTL)
27	Fr	Registration Ends: Senior Students COLL Vacation School Ends: Windhoek – Information Administration Last Day for Applications for Remark and Recheck: November 2011 Examinations
30	Mo	Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek - Information Administration
FEBRUARY 2012		
3	Fr	Registration Ends: First Year Students Agenda Closes: Institutional Research and Publications Committee Meeting COLL Vacation School Ends : Windhoek Information Administration Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation New Student Orientation Begin: All First Year Students
4	Sa	New Student Orientation: All First Year Students
6	Mo	New Student Orientation: All First Year Students Late Registration Begins
7	Tu	New Student Orientation Ends: All First Year Students
8	We	Lectures Begin (First Semester) Official Opening of Academic Year Agendas Close: All Boards of Studies Timetabling Process Commencement Meeting with Deans, School Timetablers, HODs- and Departmental Timetablers
10	Fr	Late Registration Ends: All Programmes and COLL
12	Su	MIB (International Trade and Logistics) Contact Sessions Begin (Block VIII)
15	We	Formal Notification of Deadlines to Stakeholders to Compile Semester 2, 2012 Timetables
16	Th	Meeting: Institutional Research and Publications Committee
17	Fr	Polytechnic Management Meeting
20	Mo	Meeting: BOS – Health and Applied Sciences
21	Tu	Meeting: BOS – Information Technology
22	We	Meeting: BOS - Communication
23	Th	Meeting: BOS – Engineering
24	Fr	SENEC: April Promotion and Graduation Submission to COLL of 1st Tutorial Letter with Assignments for 2012: Second Semester Courses Submission to COLL of New and Revised Study Material for 2012: Second Semester Courses Submission to COLL of All Courses to be Revised/Developed For 2013
27	Mo	Meeting: BOS – Business and Management Last Day For Course/Programme Amendments/Applications For Credit/Cancellations with 100% Credit: All Courses & Programmes 33% of Total Fees Payable: Semester Courses 12% of Total Fees Payable: Year Courses
28	Tu	Meeting: BOS – Natural Resources and Tourism
MARCH 2012		
2	Fr	Agenda Closes: Senate
3	Sa	MIB (International Trade and Logistics) Contact Sessions End (Block VIII)
11	Su	MIB (Financial Management Specialisation) Contact Session Begins (Block VIII)
16	Fr	Meeting: Senate
18	Su	MIB (International Trade and Logistics) Contact Sessions Begin (Block V)
20	Tu	Namibian Schools Close (First Term)
21	We	Namibia Independence Day (Public Holiday)
24	Sa	MIB Contact Sessions End (Block V)
28	We	Agenda Closes: Council
30	Fr	66% of Total Fees Payable: Semester Courses 26% of Total Fees Payable: Year Courses Last day for application for Retention of Semester Mark (3rd and 4th Opportunity Examinations) Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in March)
31	Sa	MIB (Financial Management Specialisation) Contact Session Ends (Block VIII)
APRIL 2012		
2	Mo	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres (PD&R, QA, CTL) for Review (June Senate)
6	Fr	Good Friday (Public Holiday)
8	Su	MIB (Entrepreneurship) Contact Sessions Begin (Block VIII)
9	Mo	Easter Monday (Public Holiday)
10	Tu	Mid Semester Break Begins

13	Fr	COLL Vacation School Begins Mid Semester Break Ends COLL Vacation School Ends
15	Su	MIB Contact Sessions Begins (Block I)
16	Mo	Lectures Begin: All Schools Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation Submission to Examinations of Draft Question Papers: June Examination Session Closing of ITS Cycles for Entry of Marks.
17	Tu	Namibian Schools Open (Second Term)
18	We	Agenda Closes: All Boards of Studies Last day for Submission of Names to Examination Department for Inclusion in the Graduation Booklet - April 2012
19	Th	Career Fair 2012
20	Fr	Meeting: Council Career Fair 2012
21	Sa	MIB Contact Sessions End (Block I)
25	We	Awards Ceremony
26	Th	Last day for Submission to the Library and the Official Bookseller of the lists of Prescribed Text books for the 2nd Semester, 2012
27	Fr	Last day for Course Cancellation of Any Nature 100% of Total Fees payable: Semester Courses 38% of Total Fees payable: Year Courses Graduation Ceremony
28	Sa	MIB (Entrepreneurship) Contact Sessions End (Block VIII)
30	Mo	Institutional Holiday

MAY 2012

1	Tu	Workers Day (Public Holiday)
2	We	Meeting: BOS – Business and Management
3	Th	Meeting: BOS – Information Technology
4	Fr	Cassinga Day (Public Holiday)
6	Su	MIB (Sustainable Development) Contact Sessions Begin (Block VIII)
7	Mo	Meeting: BOS – Natural Resources & Tourism Submission to Examinations of Final, Moderated Question Papers: June Examination Session
8	Tu	Meeting: BOS – Engineering
9	We	Meeting: BOS – Health and Applied Sciences
10	Th	Meeting: BOS – Communication Deadline for Submission of Notice of Expectation to Graduate: October 2012 Ceremony HIV/AIDS AWARENESS CAMPAIGN HIV/AIDS AWARENESS CAMPAIGN
11	Fr	
13	Su	MIB (Sustainable Development) Contact Sessions Begin (2009/11 Cohort)
14	Mo	Submission to Examinations of Semester Marks: COLL Submission to Examinations of Final, Moderated Question Papers: June Examination Session
15	Tu	Publication of the Preliminary Release of the Teaching Timetable, Semester 2, 2012 Printing of Examination Admission Letters: COLL
17	Th	Ascension Day
21	Mo	Last Day for Submission of Semester Marks; Semester Courses
22	Tu	Printing of Examination Admission Letters: Semester Courses
24	Th	Agendas Close: Senate Information Administration Practical Examinations Begin Lectures End: First Semester – All Schools
25	Fr	Africa Day (Public Holiday)
26	Sa	Information Administration Practical Examinations End MIB (Sustainable Development) Contact Sessions End (Block VIII)
28	Mo	Examination Begins: June Session – Semester Courses
31	Th	50% of Total Fees Payable: Year Courses

JUNE 2012

2	Sa	MIB (Sustainable Development) Contact Sessions End (2009/11 Cohort)
8	Fr	Meeting: Senate
13	We	Agenda Closes: Council
14	Th	Day of the African Child (School Holiday)
15	Fr	Publication of the Final Teaching Timetable, Semester 2, 2012
16	Sa	Examinations End: June Session – Semester Courses
18	Mo	Mid Year Recess Begins Last Day for Submission of Final Marks and Result Codes: CASS Courses
22	Fr	Polytechnic Management Meeting Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in June)
24	Su	MIB Contact Sessions Begin (2010/12 Cohort)
25	Mo	Last Day for Submission to Examination Department of Examination Marks: June Session
27	We	Namibian Schools Mid Term Break Begins
28	Th	62% of Total Fees Payable: Year Courses Last Day for Course Cancellations with 50% Credit: Year Courses
29	Fr	Namibian Schools Mid Term Break Ends SENEC: June Examination Results (am)

JULY 2012

1	Su	MIB Contact Sessions Begin (Block VI)
2	Mo	Registration Begins: Second Semester COLL Vacation School Begins (pm): Windhoek Information Administration Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres (PD&R, QA, CTL) for Review (August Senate)
6	Fr	Meeting: Council Registration Ends: Second Semester COLL Vacation School Ends: Windhoek Information Administration
8	Su	Mid Year Recess Ends
9	Mo	Lectures Begin: Second Semester – All Schools
12	Th	Last Day for Application for Remark and Rechecking: June Examinations
13	Fr	Last Day for Deans/HODs to Submit Fees Analysis to Finance Submission of Action Plans for 2013 Academic Year Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation
14	Sa	MIB Contact Sessions End (Block VI)
20	Fr	Polytechnic Management Meeting
22	Su	MIB Contact Sessions Begin (Block II)
23	Mo	Academic Promotion of Students Begins
25	We	Agenda Closes: Senate
27	Fr	33% of Total Fees Payable: Semester Courses 74% of Total Fees Payable: Year Courses Last Day for Course Amendments/Cancellations with 100% Credit: Semester Courses Last Day for Submission to Finance of Budget Estimates and Motivations
28	S	MIB Contact Sessions End (Block II)

AUGUST 2012

1	We	Academic Promotion of Students Ends Agenda closes: Institutional Research & Publication Committee
6	Mo	Cultural Festival Begins
8	We	International Cuisine Day
10	Fr	Meeting: Senate Namibian Schools Close (Second Term) Mr and Ms Polytechnic Cultural Festival Ends
16	Th	Meeting: Institutional Research & Publication Committee
17	Fr	Polytechnic Management Meeting Approval of Polytechnic Action Plan for 2013 Academic Year Lectures End Agenda Closes: Council
20	Mo	Mid Semester Break Begins COLL Vacation School Begins: Windhoek
21	Tu	Agendas Close: All Boards of Studies
23	Th	Submission to COLL of 1st Tutorial Letter with Assignments for 2013: First Semester and Year Courses Submission to COLL of New and Revised Study Material for 2013
24	Fr	COLL Vacation School Ends: Windhoek Mid Semester Break Ends
26	Su	Heroes Day (Public Holiday)
27	Mo	Public Holiday
28	Tu	Lectures Begin Namibian Schools Open (Third Term) Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in August)
29	We	66% of Total Fees Payable: Semester Courses 86% of Total Fees Payable: Year Courses
30	Th	SENEX: October Promotion and Graduation
31	Fr	Meeting: Council Last Day for Application for 3rd and 4th Opportunity Examinations Last Day for all Course Cancellations with 50% Credit: Semester Courses

SEPTEMBER 2012

3	Mo	Meeting: BOS – Communication
4	Tu	Meeting: BOS – Engineering
5	We	Meeting: BOS – Health and Applied Sciences
6	Th	Meeting: BOS – Business and Management
7	Fr	Meeting: BOS – Natural Resources and Tourism
10	Mo	Meeting: BOS – Information Technology
13	Th	Last Day for Submission to the Library and the Official Bookseller of the lists of Prescribed Textbooks for the 1st Semester 2013
14	Fr	Agenda Closes: Senate
21	Fr	Polytechnic Management Meeting
23	Su	MIB Contact Sessions Begin (Block III)
27	Th	Mature Age Entry Testing Begins Last Day for Submission of Applications for 2013 Last Day for Course Cancellations of Any Nature 100% of Total Fees Payable: Semester and Year Courses MIB Contact Sessions End (Block III)
28	Fr	MIB Contact Sessions Begin (Block III)
29	Sa	Mature Age Entry Testing Ends
30	S	MIB Contact Sessions End (Block III)

OCTOBER 2012

1	Mo	Closing of ITS Cycles for Entry of Marks Submission to Examinations of Draft Question Papers & Memoranda: November Examination Session
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3	We	Last Day for Submission of Names to the Examination Department for Inclusion in the Graduation Booklet: October 2012 Ceremony – Faculty Officers only Publication of the preliminary release of the Teaching Timetable, Semester 1, 2013
5	Fr	Meeting: Senate
7	Sa	MIB Contact Sessions Begin (Block VII)
8	Mo	Submission to Examinations of Final, Moderated Question Papers & Memoranda: November Examination Session
12	Fr	Last Day for Submission of Semester Marks: COLL Graduation Ceremony
13	Sa	MIB Contact Sessions End (Block VII)
15	Mo	Printing of Examination Admission Letters: Begin
18	Th	Deadline for Submission of Notice of Expectation to Graduate: April 2013 Ceremony
19	Fr	Lectures End: Second Semester – All Schools Polytechnic Management Meeting Agenda Closes: Council
22	Mo	Last Day for Submission of Semester Marks: Second Semester Courses Information Administration Practical Examinations Begin
23	Tu	Printing of Examination Admission Letters: End
26	Fr	Information Administration Practical Examinations End
29	Mo	Examinations Begin: November Session Last Day For External Purchase Orders
NOVEMBER 2012		
1	Th	Last day for Processing of Applications of Prospective Students for 2013
2	Fr	Meeting: Council MIB Contact Sessions Begins (Block IV)
5	Mo	Selection of New Students for 2013 Begins
8	Th	MIB Contact Sessions End (Block IV)
15	Tu	Publication of the Final Teaching Timetable, Semester 1, 2013
17	Sa	Examinations End: November 2012 Session
19	Mo	Selection of New Students for 2013 Ends
20	Tu	Last Day for Submission of Final Marks and Result Codes: CASS Courses All Library Items Must be Returned for Stocktaking
23	Fr	Polytechnic Management Meeting Submissions of Contributions for Annual Report 2012
26	Mo	Dispatch of Letters of Admission/Rejection Last Day for Submission to Examinations of all Examination Marks
28	We	Last Day For Internal Purchases From Stores
30	Fr	Academic Promotion of Students Begins
DECEMBER 2012		
2	Su	MIB Contact Sessions Begin (Block III)
6	Th	Academic Promotion of Students Ends
7	Fr	SENEX: November 2012 Examination Results (am) Release of November 2012 Examination Results (pm) End of Academic Activities
8	Sa	MIB Contact Sessions Begin (Block III)
10	Mo	International Human Rights Day (Public Holiday)
11	Tu	Printing of November Examination Results
14	Fr	Library Closes : 17:00
21	Fr	Institution Closes: 16:30
24	Mo	Institution Closed
25	Tu	Christmas Day (Public Holiday)
26	We	Family Day (Public Holiday)
31	Mo	Institution Closed
JANUARY 2013		
1	Tu	New Years Day (Public Holiday)
2	We	Administrative Staff Resume Office Duties
7	Mo	Library opens
9	We	Namibian Schools open (First Term)
16	We	Academic Staff Resume Office Duties
17	Th	Academic Welcome Last Day for Applications for Remark: November 2012 Examinations
21	Mo	Registration Begins: Senior Students and COLL COLL Vacation School Begins (pm): Windhoek – Information Administration
22	Tu	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres for Review (PD&R, QA, CTL)
25	Fr	Registration Ends: Senior Students COLL Vacation School Ends: Windhoek – Information Administration
28	Mo	Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek - Information Administration

ACADEMIC YEAR 2012

SEMESTER DATES 2012	
Semester 1 Mid-semester break	08.02 - 24.05 10.04 - 13.04
GOOD FRIDAY EASTER MONDAY	06.04.2012 09.04.2012
Mid-year Recess	18.06 – 06.07
Semester 2 Mid-semester break	09.07-19.10 20.08- 26.08

PUBLIC HOLIDAYS

DATE	MONTH	DAY	HOLIDAY
01	January	Sunday	New Year's Day
02	January	Monday	Public Holiday
21	March	Wednesday	Independence Day
06	April	Friday	Good Friday
09	April	Monday	Easter Monday
30	April	Monday	Institutional Holiday
01	May	Tuesday	Workers' Day
04	May	Friday	Cassinga Day
17	May	Thursday	Ascension Day
25	May	Friday	Africa Day
26	August	Sunday	Heroes' Day
27	August	Monday	Public Holiday
10	December	Monday	International Human Rights Day
25	December	Tuesday	Christmas Day
26	December	Wednesday	Family Day

SEMESTER DATES 2013	
Semester 1 Mid-semester break	11.02 – 24.05 02.04 -05.04
GOOD FRIDAY EASTER MONDAY	29.03.2013 01.04.2013
Mid-year Recess	17.06 – 05.07
Semester 2 Mid-semester break	08.07 – 25-10 27.08- 30.08

MEETINGS 2012

BOARDS OF STUDIES

School	Feb	May	September
Business and Management	27.02	02.05	06.09
Communication	22.02	10.05	03.09
Engineering	23.02	08.05	04.09
Health and Applied Sciences	20.02	09.05	05.09
Information Technology	21.02	03.05	10.09
Natural Resources and Tourism	28.02	07.05	07.09

SENATE

March	June	August	October
16 (Friday)	08 (Friday)	10 (Friday)	05 (Friday)

SENEX (EXAMINATIONS)

June	December
27 (Friday)	07 (Friday)

SENEX (PROMOTION AND GRADUATION)

February	August
24 (Friday)	30 (Thursday)

COUNCIL

April	July	August	November
20 (Friday)	06 (Friday)	31 (Friday)	02 (Friday)

INSTITUTIONAL RESEARCH AND PUBLICATION COMMITTEE

February	August
16 (Thursday)	16 (Thursday)

JANUARY

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	S	New Years Day (Public Holiday)
1		2	Mo	Public Holiday
		3	Tu	Institution Re-opens Administrative Staff Resume Duty
		4	We	
		5	Th	
		6	Fr	
		7	Sa	
		8	Su	
2		9	Mo	Library Opens
		10	Tu	
		11	We	Namibian Schools Open (First Term)
		12	Th	
		13	Fr	
		14	Sa	
		15	Su	
3		16	Mo	
		17	Tu	
		18	We	Academic Staff Resume Office Duties
		19	Th	Academic Welcome
		20	Fr	
		21	Sa	
		22	Su	
4		23	Mo	Registration Begins: Senior Students and COLL COLL Vacation School Begins (pm): Windhoek – Information Administration Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres for Review (PD&R, QA, CTL)
		24	Tu	
		25	We	
		26	Th	
		27	Fr	Registration Ends: Senior Students COLL Vacation School Ends: Windhoek – Information Administration Last Day for Application for Remark and Recheck: November 2011 Examinations
		28	Sa	
		29	Su	
5		30	Mo	Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek - Information Administration
		31	Tu	

FEBRUARY

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	We	
		2	Th	
		3	Fr	Registration Ends: First Year Students Agenda Closes: Institutional Research and Publications Committee Meeting COLL Vacation School Ends : Windhoek Information Administration Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation
		4	Sa	NEW STUDENT ORIENTATION BEGINS: ALL FIRST YEAR STUDENTS
		5	Su	
6	1	6	Mo	NEW STUDENT ORIENTATION: ALL FIRST YEAR STUDENTS Late Registration Begins
		7	Tu	NEW STUDENT ORIENTATION ENDS: ALL FIRST YEAR STUDENTS
		8	We	Lectures Begin (First Semester) Official Opening of Academic Year Agendas Close: All Boards of Studies Timetabling Process Commencement Meeting with Deans, School Timetablers HODs- and Departmental Timetablers
		9	Th	
		10	Fr	Late Registration Ends: All Programmes and COLL
		11	Sa	
		12	Su	MIB (International Trade and Logistics) Contact Sessions Begins (Block VIII)
7	2	13	M	
		14	Tu	
		15	We	Formal Notification of Deadlines to Stakeholders to Compile Semester 2, 2012 Timetables
		16	Th	Meeting: Institutional Research and Publications Committee
		17	Fr	Polytechnic Management Meeting
		18	Sa	
		19	Su	
8	3	20	M	Meeting: BOS – Health and Applied Sciences
		21	Tu	Meeting: BOS – Information Technology
		22	We	Meeting: BOS - Communication
		23	Th	Meeting: BOS – Engineering
		24	Fr	SENEX: April Promotion and Graduation Submission to COLL of 1st Tutorial Letter with Assignments for 2012: Second Semester Courses Submission to COLL of New and Revised Study Material for 2012: Second Semester Courses Submission to COLL of All Courses to be Revised/Developed For 2013
		25	Sa	
		26	Su	
9	4	27	M	Meeting: BOS – Business and Management
		28	Tu	Meeting: BOS – School of Natural Resources and Tourism Last Day For Course/Programme Amendments/Applications For Credit/Cancellations With 100% Credit: All Courses & Programmes 33% of Total Fees Payable: Semester Courses 12% of Total Fees Payable: Year Courses
		29	We	

MARCH

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	Th	
		2	Fr	Agenda Closes: Senate
		3	Sa	MIB (International Trade & Logistics) Contact Sessions Ends (Block VIII)
		4	Su	
10	5	5	Mo	
		6	Tu	
		7	We	
		8	Th	
		9	Fr	
		10	Sa	
		11	Su	MIB (Financial Management Specialisation) Contact Sessions Begin (Block VIII)
11	6	12	Mo	
		13	Tu	
		14	We	
		15	Th	
		16	Fr	Meeting: Senate
		17	Sa	
		18	Su	MIB (International Trade & Logistics) Contact Sessions Begin (Block V)
12	7	19	Mo	
		20	Tu	Namibian Schools Close (First Term)
		21	We	Namibia Independence Day (Public Holiday)
		22	Th	
		23	Fr	
		24	Sa	MIB (International Financial Management) Contact Sessions Ends (Block V)
		25	Su	
13	8	26	Mo	
		27	Tu	
		28	We	Agenda Closes: Council
		29	Th	
		30	Fr	66% of Total Fees Payable: Semester Courses 26% of Total Fees Payable: Year Courses Last day for application for Retention of Semester Mark (3 rd and 4 th Opportunity Examinations) Last Day for Submission of NQF Applications to PD&R (all new/ revised programmes approved by Senate in March)
		31	Sa	MIB (Financial Management Specialisation) Contact Session Ends (Block VIII)

APRIL

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY	
		1	Su		
14	9	2	Mo	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres (PD&R, QA, CTL) for Review (June Senate)	
		3	Tu		
		4	We		
		5	Th		
		6	Fr	<i>Good Friday (Public Holiday)</i>	
		7	Sa		
		8	Su	MIB (Entrepreneurship) Contact Sessions Begin (Block VIII)	
15		9	Mo	<i>Easter Monday (Public Holiday)</i>	Mid Semester Break
		10	Tu	COLL Vacation School Begins Mid Semester Break Begins	
		11	We		
		12	Th		
		13	Fr	COLL Vacation School Ends Mid Semester Break Ends	
		14	Sa		
		15	Su	MIB Contact Sessions Begins (Block I)	
16	10	16	Mo	Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Submission to Examinations of Draft Question Papers: June Examination Session Closing of ITS Cycles for Entry of Marks Lectures Begin: All Schools	
		17	Tu	Namibian Schools Open (Second Term)	
		18	We	Agenda Closes: All Boards of Studies	
		19	Th	Career Fair 2012	
		20	Fr	Meeting: Council Career Fair 2012	
		21	Sa	MIB Contact Sessions Begin (Block I)	
		22	Su		
17	11	23	Mo		
		24	Tu		
		25	We	Awards Ceremony	
		26	Th	Last day for Submission to the Library and the Official Bookseller of the lists of Prescribed Text books for the 2nd Semester, 2012	
		27	Fr	Last day for Course Cancellation of Any Nature 100% of Total Fees payable: Semester Courses 38% of Total Fees payable: Year Courses Graduation Ceremony	
		28	Sa	MIB (Entrepreneurship) Contact Sessions End (Block VIII)	
		29	Su		
18	12	30	Mo	<i>Institutional Holiday</i>	

MAY

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	Tu	<i>Workers Day (Public Holiday)</i>
		2	We	Meeting: BOS – Business and Management
		3	Th	Meeting: BOS – Information Technology
		4	Fr	<i>Cassinga Day (Public Holiday)</i>
		5	Sa	
		6	Su	MIB (Sustainable Development) Contact Sessions Begin (Block VIII)
19	13	7	Mo	Meeting: BOS – Natural Resources & Tourism
		8	Tu	Meeting: BOS – Engineering
		9	We	Meeting: BOS – Health and Applied Sciences
		10	Th	Meeting: BOS – Communication Deadline for Submission of Notice of Expectation to Graduate: October 2012 Ceremony HIV/AIDS Awareness Campaign
		11	Fr	HIV/AIDS Awareness Campaign
		12	Sa	
		13	Su	
20	14	14	Mo	Submission to Examinations of Final, Moderated Question Papers: June Examination Session Submission to Examinations of Semester Marks: COLL
		15	Tu	Printing of Examination Admission Letters: COLL Publication of the Preliminary Release of the Teaching Timetable, Semester 2, 2012
		16	We	
		17	Th	<i>Ascension Day (Public Holiday)</i>
		18	Fr	
		19	Sa	
		20	Su	
21	15	21	Mo	Last Day for Submission of Semester Marks: Semester Courses
		22	Tu	Printing of Examination Admission Letters: Semester Courses
		23	We	
		24	Th	Information Administration Practical Examinations Begin Lectures End: First Semester – All Schools
		25	Fr	<i>Africa Day (Public Holiday)</i>
		26	Sa	Information Administration Practical Examinations End MIB (Sustainable Development) Contact Sessions End (Block VIII)
		27	Su	
22	16	28	Mo	Examinations Begin: June Session – Semester Courses
		29	Tu	
		30	We	
		31	Th	<i>50% of Total Fees Payable: Year Courses</i>

JUNE

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	Fr	
		2	Sa	
		3	Su	
23	17	4	Mo	
		5	Tu	
		6	We	
		7	Th	
		8	Fr	Meeting: Senate
		9	Sa	
		10	Su	
24	18	11	Mo	
		12	Tu	
		13	We	Agenda Closes: Council
		14	Th	<i>Day of the African Child (School Holiday)</i>
		15	Fr	Publication of the Final Teaching Timetable, Semester 2, 2012
		16	Sa	Examinations End: June Session – Semester Courses
		17	Su	
25		18	Mo	Mid Year Recess Begins Last Day for Submission of Final Marks and Result Codes: CASS Courses
		19	Tu	
		20	We	
		21	Th	
		22	Fr	Polytechnic Management Meeting Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in June)
		23	Sa	
		24	Su	MIB Contact Sessions Begin (2010/12 Cohort)
26		25	Mo	Last Day for Submission to Examination Department of Examination Marks: June Session
		26	Tu	
		27	We	Namibian Schools Mid-Term Break Begins <i>62% of Total Fees Payable: Year Courses</i>
		28	Th	Last Day for Course Cancellations with 50% Credit: Year Courses
		29	Fr	Namibian Schools Mid Term Break Ends SENEX: June Examination Results (am) Release of June Examination Results (pm)
		30	Sa	

Mid

Year

Recess

JULY

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY	Mid Year Recess
		1	Su	MIB Contact Sessions Begin (Block VI)	
27		2	Mo	Registration Begins: Second Semester COLL Vacation School Begins (pm): Windhoek Information Administration Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres (PD&R, QA, CTL) for Review (August Senate)	
		3	Tu		
		4	We		
		5	Th		
		6	Fr	Meeting: Council Registration Ends: Second Semester COLL Vacation School Ends: Windhoek Information Administration	
		7	Sa		
		8	Su	Mid Year Recess Ends	
28	1	9	Mo	Lectures Begin: Second Semester – All Schools	
		10	Tu		
		11	We		
		12	Th	Last Day for Application for Remark and Rechecking: June Examinations	
		13	Fr	Last Day for Deans/HODs to Submit Fees Analysis to Finance Submission of Action Plans for 2012 Academic Year Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation	
		14	Sa	MIB Contact Sessions End (Block VI)	
		15	Su		
29	2	16	Mo		
		17	Tu		
		18	We		
		19	Th		
		20	Fr	Polytechnic Management Meeting	
		21	Sa		
		22	Su	MIB Contact Sessions Begin (Block II)	
30	3	23	Mo	Academic Promotion of Students Begins	
		24	Tu		
		25	We	Agenda Closes: Senate	
		26	Th		
		27	Fr	33% of Total Fees Payable: Semester Courses Last Day for Course Amendments/Cancellations with 100% Credit: Semester Courses 74% of Total Fees Payable: Year Courses Last Day for Submission to Finance of Budget Estimates and Motivations	
		28	Sa	MIB Contact Sessions End (Block II)	
		29	Su		
31	4	30	Mo		
		31	Tu		

AUGUST

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	We	ACADEMIC PROMOTION OF STUDENTS ENDS Agenda closes: Institutional Research & Publication Committee
		2	Th	
		3	Fr	
		4	Sa	
		5	Su	
32	5	6	Mo	Cultural Festival Begins
		7	Tu	
		8	We	International Cuisine Day
		9	Th	
		10	Fr	Namibian Schools Close (Second Term) Meeting: Senate Mr and Ms Polytechnic Cultural Festival Ends
		11	Sa	
		12	Su	
33	6	13	Mo	
		14	Tu	
		15	We	
		16	Th	Meeting: Institutional Research & Publication Committee
		17	Fr	Polytechnic Management Meeting Approval of Polytechnic Action Plan for 2012 Academic Year Agenda Closes: Council Lectures End
		18	Sa	
		19	Su	
34		20	Mo	Mid Semester Break Begins COLL Vacation School Begins: Windhoek
		21	Tu	Agendas Close: All Boards of Studies
		22	We	
		23	Th	Submission to COLL of 1st Tutorial Letter with Assignments for 2013: First Semester and Year Courses Submission to COLL of New and Revised Study Material for 2013
		24	Fr	Mid Semester Break Ends
		25	Sa	COLL Vacation School Ends: Windhoek
		26	Su	Heroes Day (Public Holiday)
35	7	27	Mo	Public Holiday Lectures Begin
		28	Tu	Namibian Schools Open (Third Term) Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in August)
		29	We	66% of Total Fees Payable: Semester Courses 86% of Total Fees Payable: Year Courses
		30	Th	SENEX: October Promotion and Graduation
		31	Fr	Meeting: Council Last Day for all Course Cancellations with 50% Credit: Semester Courses Last Day for Application for 3rd and 4th Opportunity Examinations

**Mid
Semester
Break**

SEPTEMBER

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	Sa	
		2	Su	
36	8	3	Mo	Meeting: BOS – Communication
		4	Tu	Meeting: BOS – Engineering
		5	We	Meeting: BOS – Health and Applied Sciences
		6	Th	Meeting: BOS – Business and Management
		7	Fr	Meeting: BOS – Natural Resources and Tourism
		8	Sa	
		9	Su	
		37	9	10
11	Tu			
12	We			
13	Th			Last Day for Submission to the Library and the Official Bookseller of the lists of Prescribed Textbooks for the 1st Semester 2013.
14	Fr			Agenda Closes: Senate
15	Sa			
16	Su			
38	10			17
		18	Tu	
		19	We	
		20	Th	
		21	Fr	Polytechnic Management Meeting
		22	Sa	
		23	Su	MIB Contact Sessions Begin (Block III)
		39	11	24
25	Tu			
26	We			
27	Th			Mature Age Entry Testing Begins Last Day for Submission of Applications for 2013 Last Day for Course Cancellations of Any Nature 100% of Total Fees Payable: Semester and Year Courses MIB Contact Sessions End (Block III)
28	Fr			MIB Contact Sessions Begin (Block III)
29	Sa			Mature Age Entry Testing Ends
30	Su			MIB Contact Sessions End (Block III)

OCTOBER

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
40	12	1	Mo	Submission to Examinations of Draft Question Papers & Memoranda: November Examination Session Closing of ITS Cycles for Entry of Marks
		2	Tu	
		3	We	Last Day for Submission to Examination Department of Names for Inclusion in the Graduation Booklet: October 2012 Ceremony (Faculty Officers only) Publication of the Preliminary Release of the Teaching Timetable, Semester 1, 2013
		4	Th	
		5	Fr	Meeting: Senate
		6	Sa	
		7	Su	MIB Contact Session Begin (Block VII)
41	13	8	Mo	Submission to Examinations of Final, Moderated Question Papers & Memoranda: November Examination Session
		9	Tu	
		10	We	
		11	Th	
		12	Fr	Last Day for Submission of Semester Marks: COLL Graduation Ceremony
		13	Sa	MIB Contact Session End (Block VII)
		14	Su	
42	14	15	Mo	Printing of Examination Admission Letters: COLL
		16	Tu	
		17	We	
		18	Th	Deadline for Submission of Notice of Expectation to Graduate: April 2013 Ceremony
		19	Fr	Lectures End: Second Semester – All Schools Polytechnic Management Meeting Agenda Closes: Council
		20	Sa	
		21	Su	
43	15	22	Mo	Last Day for Submission of Semester Marks: Second Semester Courses Information Administration Practical Examinations Begin
		23	Tu	Printing of Examination Admission Letters: Semester Courses
		24	We	
		25	Th	
		26	Fr	Information Administration Practical Examinations End
		27	Sa	
		28	Su	
44	16	29	Mo	Examinations Begin: November Session Last Day For External Purchase Orders
		30	Tu	
		31	We	

NOVEMBER

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	Th	Last day for Processing of Applications of Prospective Students for 2013
		2	Fr	MIB Contact Session Begin (Block IV) Meeting: Council
		3	Sa	
		4	Su	
45	17	5	Mo	Selection of New Students for 2013 Begins
		6	Tu	
		7	We	
		8	Th	MIB Contact Session End (Block IV)
		9	Fr	
		10	Sa	
		11	Su	
46	18	12	Mo	
		13	Tu	
		14	We	
		15	Th	Publication of the Final Teaching Timetable, Semester 1, 2013
		16	Fr	
		17	Sa	Examinations End: November Session
		18	Su	
47		19	Mo	Selection of New Students for 2013 Ends
		20	Tu	Last Day for Submission of Final Marks and Result Codes: CASS Courses All Library Items Must be Returned for Stocktaking
		21	We	
		22	Th	
		23	Fr	Polytechnic Management Meeting Submissions of Contributions for Annual Report 2012
		24	Sa	
		25	Su	
48		26	Mo	Dispatch of Letters of Admission/Rejection Last Day for Submission to Examinations of all Examination Marks
		27	Tu	
		28	We	Last Day for Internal Purchases from Stores
		29	Th	
		30	Fr	Academic Promotion of Students Begins

DECEMBER

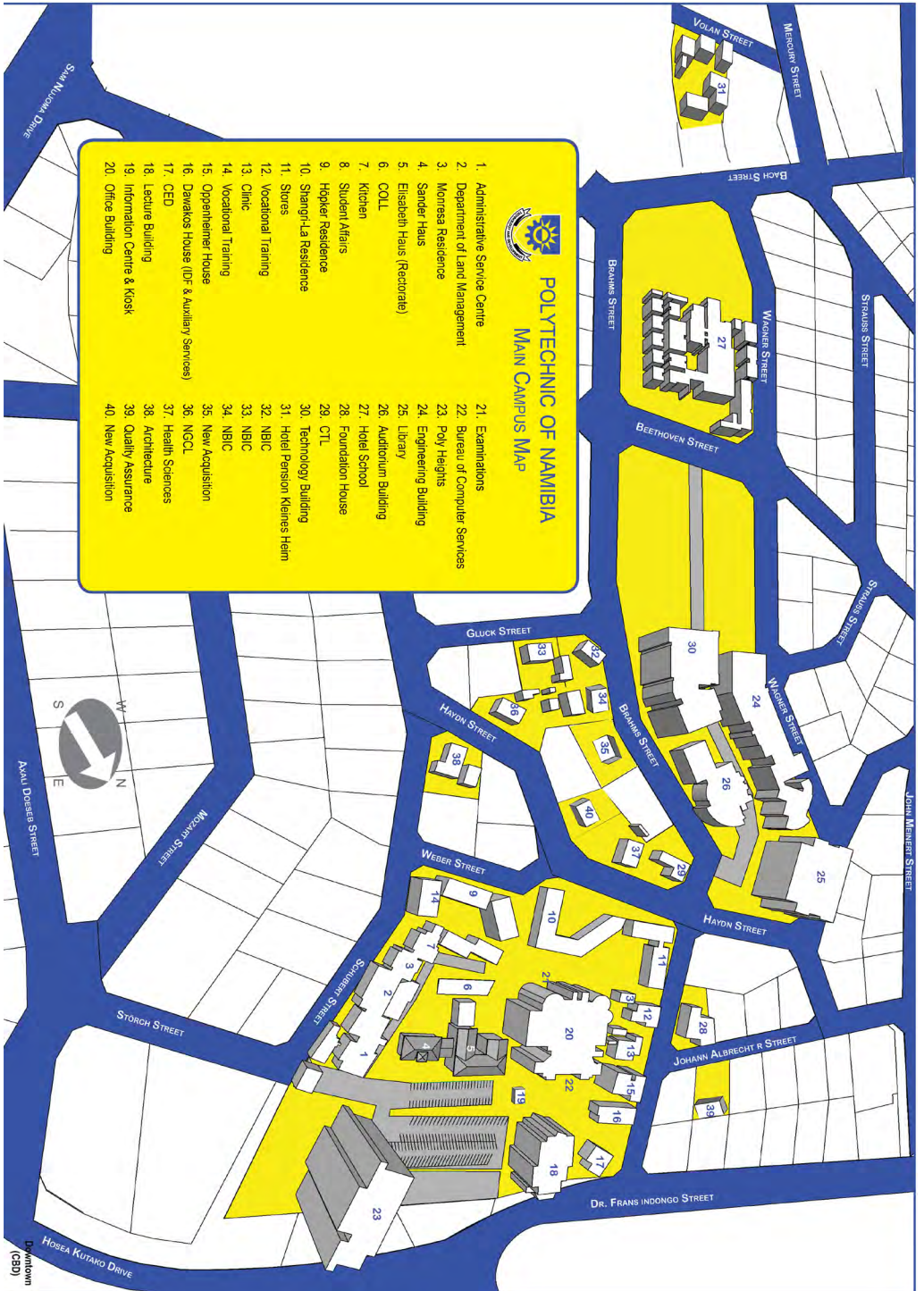
CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
		1	Sa	
		2	Su	MIB Contact Sessions Begin (Block III)
49		3	Mo	
		4	Tu	Namibian Schools Close (Third Term)
		5	We	
		6	Th	Academic Promotion of Students Ends
		7	Fr	SENEC: November 2012 Examination Results (am) Release of November 2012 Examination Results (pm) End of Academic Activities
		8	Sa	MIB Contact Sessions End (Block III)
		9	Su	
50		10	Mo	International Human Rights Day (Public Holiday)
		11	Tu	Printing of November Examination Results
		12	We	
		13	Th	
		14	Fr	Library Closes: 17:00
		15	Sa	
		16	Su	
51		17	Mo	
		18	Tu	
		19	We	
		20	Th	
		21	Fr	Institution Closes: 16:30
		22	Sa	
		23	Su	
52		24	Mo	Institution Closed
		25	Tu	Christmas Day (Public Holiday)
		26	We	Family Day (Public Holiday)
		27	Th	Institution Closed
		28	Fr	Institution Closed
		29	Sa	
		30	Su	
1		31	Mo	Institution Closed

JANUARY 2013

CALENDAR WEEK	SEMESTER WEEK	DATE	DAY	ACTIVITY
1		1	Tu	New Years Day (Public Holiday)
		2	We	Administrative Staff Resume Office Duties
		3	Th	
		4	Fr	
		5	Sa	
		6	Su	
2		7	Mo	Library Opens
		8	Tu	
		9	We	Namibian Schools Open (First Term)
		10	Th	
		11	Fr	
		12	Sa	
		13	Su	
3		14	Mo	
		15	Tu	
		16	We	Academic Staff Resume Office Duties
		17	Th	Academic Welcome Last Day for Applications for Remarking and Rechecking: November 2012 Examinations
		18	Fr	
		19	Sa	
		20	Su	
4		21	Mo	Registration Begins: Senior Students and COLL COLL Vacation School Begins (pm): Windhoek – Information Administration
		22	Tu	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres for Review (PD&R, QA, CTL)
		23	We	
		24	Th	
		25	Fr	Registration Ends: Senior Students COLL Vacation School Ends: Windhoek – Information Administration
		26	Sa	
		27	Su	
		5		28
29	Tu			
30	We			
31	Th			

NOTES:

A large rectangular area with a solid border, containing 25 horizontal dotted lines for writing notes. The lines are evenly spaced and extend across the width of the box.




POLYTECHNIC OF NAMIBIA
MAIN CAMPUS MAP

1. Administrative Service Centre	21. Examinations
2. Department of Land Management	22. Bureau of Computer Services
3. Morresa Residence	23. Poly Heights
4. Sander Haus	24. Engineering Building
5. Elisabeth Haus (Recreate)	25. Library
6. COLL	26. Auditorium Building
7. Kitchen	27. Hotel School
8. Student Affairs	28. Foundation House
9. Hogker Residence	29. CTL
10. Sheng-La Residence	30. Technology Building
11. Stores	31. Hotel Pension Kleines Heim
12. Vocational Training	32. NBIC
13. Clinic	33. NBIC
14. Vocational Training	34. NBIC
15. Openheimer House	35. New Acquisition
16. Demavos House (DPF & Auxiliary Services)	36. NGCL
17. CED	37. Health Sciences
18. Lecture Building	38. Architecture
19. Information Centre & Kiosk	39. Quality Assurance
20. Office Building	40. New Acquisition

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Lay-out and Design:

Maria Philander

Secretary: Deputy Registrar

OFFICE OF THE REGISTRAR