



Activities Calendar



POLYTECHNIC OF NAMIBIA
2008

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students provides institutional leadership for the development and delivery of a broad range of student services, essential to the achievement of the educational goals of the institution. Student services are designed to contribute to the health, social, academic, career, sports, cultural, moral, intellectual, and physical well-being of the students. It creates an environment that complements the central teaching and research mission of the Polytechnic, while building within each student a sense of personal worth, self-confidence and sense of community.

STUDENT SERVICES

Section: Health Services

Provides primary health care services and ensures a good quality of life of all students. It focuses on the prevention of illnesses, promotion of a healthy life style and general hygiene. Health Development Workshops focuses on family planning First Aid, sexually transmitted infections (STI's) and HIV and AIDS.

Section: Social Welfare Services

Focuses on social problems and promotes good mental health amongst students. Social Welfare Development Workshops focuses on issues related to violence against women and children, alcohol and substance abuse, world-no-tabacco day, relationships, date rape and stress management.

Section: Students Counseling & HIV/AIDS Coordination Services

Provides comprehensive academic & social counselling. It features both individual and group counselling. Student academic development workshops focuses on study skills, note taking, time management, exam preparation, test anxiety, Concentration and procrastination as well as student leadership workshop.

Section: Job Placement Services

Provide students with career guidance counselling. Career Guidance Development Workshops focuses on job-hunting/search skills, CV writing, interview preparation, cover/thank you letter writing.

Section: Accommodation, Sport and Culture

Provides quality living quarters. There are three (3) hostels with a capacity of 440 beds. There are two (2) female hostels and one (1) male hostel. The three (3) hostel superintendents are assisted by ten (10) Housing Committee (HC) members. Sports activities provide students with a well balanced and stimulating extra-curricular environment. It provides a platform for students to participate in a variety of sport codes. Students are encouraged to explore sports talent. The Trophy Award Ceremony recognizes both sport and cultural achievements. Cultural activities provide students with a platform to express their cultural heritage. Extra-curricular activities are vital to each student's education. The Cultural Festival is a weeklong event of fun and entertainment, which culminates the crowning of Miss and Mr. Polytechnic.

Section: Hostel and Kitchen Services

Provides students with a wide range of nutritional meals, served at breakfast, lunch and dinner. The menu is planned in conjunction with the Menu Committee. Hostel and Kitchen Services ensure a clean living environment, while Auxiliary Services are responsible for repair and maintenance of hostel facilities.

Activities Calendar 2008

*RED: Activities Calendar of the Office of the Dean of Students *BLACK: Incorporated core academic dates

JANUARY 2008			
Week	Date	Day	Activity
1	1	T	New Years Day (Public Holiday)
	2	W	Administrative Staff Resume Office Duties
	3	T	Hostel Renovation & Cleaning
	4	F	Hostel Renovation & Cleaning
	5	S	
	6	S	
2	7	M	Hostel Renovation & Cleaning
	8	T	Hostel Renovation & Cleaning
	9	W	Hostel Renovation & Cleaning
	10	T	Hostel Renovation & Cleaning
	11	F	Hostel Renovation & Cleaning
	12	S	
3	13	S	House Committee Members report back to the Office of the DOS Essential Kitchen Staff Report Back for Duties
	14	M	Day 1: First Aid Training HC Members (Nurse)
	15	T	DOS Staff members resume duties Day 2: First Aid Training HC Members (Nurse)
	16	W	Namibian Schools Open Day 3: First Aid Training HC Members (Nurse) SRC report back to the Office of the DOS
	17	T	Day 1: Student Leadership Workshop for SRC & HC Members (Student Counsellor & HIV/AIDS Coordinator)
	18	F	Day 2: Student Leadership Workshop for SRC & HC Members (Student Counsellor & HIV/AIDS Coordinator)
	19	S	
4	20	S	HOSTEL & KITCHEN OFFICIALLY OPEN MIB Contact Sessions Begin (2006/8 Cohort)
	21	M	Academic Staff Resume Office Duties Registration Begins: Senior Students & COLL
	22	T	
	23	W	Meeting DOS with SRC
	24	T	
	25	F	Registration Ends: Senior Students Academic Welcome Last Day For Application For Remark: November 2007 Examinations Agenda Closes: IRPC
	26	S	
5	27	S	
	28	M	Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek – Information Administration
	29	T	
	30	W	
	31	T	

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FEBRUARY 2008			
Week	Date	Day	Activity
5	1	F	Submission Hostel Statistics for January (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for January (Hostel Manager) Registration Ends: First Year Students Submission of Revised Action Plans For 2008 Academic Year COLL Vacation School Ends: Windhoek – Information Administration
	2	S	Day 1: Orientation Begins: New Students BBQ for new students only (SRC)
	3	S	
6	4	M	Lectures Begin Late Registration Begins Day 2: Orientation Ends: New Students
	5	T	
	6	W	Official Opening Of Academic Year
	7	T	
	8	F	Late Registration Ends (All Programmes & COLL) Meeting: Institutional Research & Publications Committee
	9	S	MIB Contact Sessions End (2006/8 Cohort) Fun Day (HC)
	10	S	
7	11	M	
	12	T	
	13	W	Agendas Close: All Boards Of Studies
	14	T	Cultural Festival Meeting 1: Establish Ad Hoc Cultural Festival Committee Vagina Monologues – Violence against Women (Social Worker)
	15	F	Valentines Dinner & Miss & Mr Valentine (HC)
	16	S	
	17	S	
8	18	M	General Meeting: All Student Societies (Officer: Accommodation, Sport & Culture)
	19	T	New Hostel Student Orientation (Hostel Sups, HC Members, Officer: Accommodation, Sport & Culture)
	20	W	Menu Committee Mtg 1: Establish Menu Committee 2008
	21	T	
	22	F	BBQ & Movie Night (SRC) Polytechnic Management Meeting
	23	S	
	24	S	MIB Contact Sessions Begin (2006/8 Cohort)
9	25	M	Meeting: BOS – Natural Resources & Tourism
	26	T	Meeting: BOS – Communication
	27	W	Meeting: BOS – Engineering Workshop: Family Planning (Nurse)
	28	T	Meeting: BOS – Business Management
	29	F	Meeting: BOS – Information Technology SENEX: April Promotion and Graduation 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 Submission To COLL Of 1st Tutorial Letter With Assignments For 2008: Second Semester Courses Submission To COLL Of New And Revised Study Material For 2008: Second Semester Courses
			Submission To COLL Of All Courses To Be Revised/Developed For 2009

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MARCH 2008			
Week	Date	Day	Activity
9	1	S	Submission Hostel Statistics for February (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for February (Hostel Manager) Pool Competition (SRC) Movie Night (HC)
	2	S	
10	3	M	
	4	T	
	5	W	Agenda Closes: Senate Workshop: Study Skills (Student Counsellor & HIV and AIDS Coordinator)
	6	T	Cultural Festival Meeting 2: Miss & Mr. Poly application submission start
	7	F	Students Sports Day (SRC & HC)
	8	S	
	9	S	
11	10	M	
	11	T	
	12	W	Workshop: CV Writing (Job Placement Officer)
	13	T	General Student Assembly: GSA (SRC) Movies (Office: DOS)
	14	F	PLANNING MEETING 1: OFFICE OF THE DOS
	15	S	MIB Contact Sessions End (2006/8 Cohort) Student Sports Day (SRC & HC) Miss & Mr. First Year (SRC)
	16	S	MIB Contact Sessions Begin (2007/9 Cohort)
12	17	M	
	18	T	
	19	W	Workshop: Violence against Women & Children (Social Worker) Movie Night (Office of the Dean of Students)
	20	T	Meeting: Senate Lectures End Cultural Festival Meeting 3: Planning Cultural Festival Programme
	21	F	Independence Day (Public Holiday) Good Friday (Public Holiday)
	22	S	MIB Contact Sessions End (2007/9 Cohort) Movie Night (HC)
	23	S	
13	24	M	Easter Monday (Public Holiday)
	25	T	Mid Semester Break Begins COLL Vacation School Begins - Windhoek
	26	W	
	27	T	
	28	F	COLL Vacation School Ends - Windhoek
	29	S	
	30	S	Mid Semester Break Ends MIB Contact Sessions Begin (2006/8 Cohort) Movie Night (HC)
14	31	M	66% Of Total Fees Payable: Semester Courses 26% Of Total Fees Payable: Year Courses Polytechnic Management Meeting Last Day For Application Of 3 rd And 4 th Opportunity Examinations Lectures Begin

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APRIL 2008			
Week	Date	Day	Activity
14	1	T	Submission Hostel Statistics for March (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for March (Hostel Manager)
	2	W	
	3	T	Cultural Festival Meeting 4: Miss & Mr. Poly submission close Movies (Office: DOS)
	4	F	Last Day For Course Cancellations With 50% Credit: Semester Courses
	5	S	
	6	S	
15	7	M	
	8	T	Agenda Closes: Council
	9	W	Workshop: STI & Relationships (Nurse & Social Worker)
	10	T	Awards Ceremony
	11	F	
	12	S	Graduation Ceremony
	13	S	
16	14	M	
	15	T	Menu Committee Mtg 2: Hostel Menu
	16	W	Career Fair 2008
	17	T	Cultural Festival Meeting 5: Planning Cultural Festival Programme Student Night (HC)
	18	F	Namibian Schools Close Miss & Mr. Polytechnic Preliminary Rounds Pap smear and Breast Examination Clinic (Nurse)
	19	S	MIB Contact Sessions End (2006/8 Cohort)
	20	S	
17	21	M	
	22	T	Agendas Close: All Boards of Studies
	23	W	Workshop: Date Rape & Sexual Harassment (Social Worker)
	24	T	Polytechnic Management Meeting Movies (Office: DOS)
	25	F	Meeting: Council 100% Of Total Fees Payable: Semester Courses 38% Of Total Fees Payable: Year Courses
	26	S	Student Sports Day (Officer: Accommodation, Sport & Culture)
	27	S	
18	28	M	
	29	T	
	30	W	

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MAY 2008			
Week	Date	Day	Activity
18	1	T	Workers' Day (Public Holiday) Ascension Day (Public Holiday)
	2	F	Institutional Holiday
	3	S	
	4	S	Cassinga Day (Public Holiday)
	5	M	Public Holiday
19	6	T	Submission Hostel Statistics for April (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for April (Hostel Manager) Meeting: BOS – Engineering Submission To Examinations of Draft Question Papers & Memoranda: June Session
	7	W	Meeting: BOS – Business & Management Workshop: Stress Management (Social Worker)
	8	T	Meeting: BOS – Information Technology Cultural Festival Meeting 6: 1 st Draft Cultural Festival & 1 st Draft, Miss & Mr. Polytechnic Programme Movies (Office: DOS)
	9	F	Meeting: BOS – Natural Resources & Tourism PLANNING MEETING 2: OFFICE OF THE DOS
	10	S	
	11	S	
	12	M	Meeting: BOS – Communication
20	13	T	Namibian Schools Reopen
	14	W	Submission To Examinations Of Final, Moderated Question Papers & Memoranda June Session Day 1: HIV and AIDS Awareness Campaign Begins
	15	T	Day 2: HIV and AIDS Awareness Campaign Ends
	16	F	Last Day For Submission Of Semester Marks: COLL Young Women/Young Men Forum (Superintendents & HC Members)
	17	S	Student Sport Day (SRC & HC)
	18	S	
	19	M	
21	20	T	
	21	W	
	22	T	Polytechnic Management Meeting Cultural Festival Meeting 7: 2 nd Draft Cultural Festival & 2 nd Draft Miss & Mr. Poly Programme Movies (Office: DOS)
	23	F	Lectures End Submission Of Evaluation Reports For Strategic Plans
	24	S	
	25	S	Africa Day (Public Holiday)
	26	M	Public Holiday
22	27	T	
	28	W	Last Day For Submission Of Semester Marks: Semester Courses Information Administration Practical Examinations Begin
	29	T	Agenda Closes: Senate
	30	F	50% Of Total Fees Payable: Year Courses
	31	S	Information Administration Practical Examinations End

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JUNE 2008			
Week	Date	Day	Activity
22	1	S	
23	2	M	Examinations Begin: June Session Submission Hostel Statistics for May (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for May (Hostel Manager)
	3	T	
	4	W	
	5	T	Movies (Office: DOS)
	6	F	
	7	S	
	8	S	
	24	9	M
10		T	
11		W	
12		T	
13		F	Meeting: Senate
14		S	
15		S	
25	16	M	
	17	T	
	18	W	
	19	T	Movies (Office: DOS)
	20	F	
	21	S	Examinations End: June Session
	22	S	MIB Contact Sessions Begin (2007/9 Cohort) HOSTEL & KITCHEN OFFICIALLY CLOSE
26	23	M	Mid-Year Recess Begins Hostel & Kitchen Renovation & Cleaning
	24	T	Hostel & Kitchen Renovation & Cleaning
	25	W	Hostel & Kitchen Renovation & Cleaning
	26	T	Agenda Closes: Council Hostel & Kitchen Renovation & Cleaning
	27	F	Polytechnic Management Meeting Hostel & Kitchen Renovation & Cleaning
	28	S	Hostel & Kitchen Renovation & Cleaning
	29	S	Hostel & Kitchen Renovation & Cleaning
27	30	M	62% Of Total Fees Payable: Year Courses
			Last Day For Course Cancellations With 50% Credit: Year Courses Last Day For Submission To Examinations Of All Examination Marks

MID-YEAR RECESS

Activities Calendar 2008

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JULY 2008			
Week	Date	Day	Activity
27	1	T	Submission Hostel Statistics for June (Diftar: Accommodation, Sport & Culture) Submission Meal Statistics for June (Hostel-Manager) Hostel & Kitchen Renovation & Cleaning
	2	W	Hostel & Kitchen Renovation & Cleaning
	3	T	Hostel & Kitchen Renovation & Cleaning
	4	F	SENEX: June Examination Results (am) Release Of June Examination Results (pm) Hostel & Kitchen Renovation & Cleaning
	5	S	MIB Contact Sessions End (2007/9 Cohort)
	6	S	
28	7	M	Registration Begins COLL Vacation School Begins (pm): Windhoek – Information Administration Hostel & Kitchen Renovation & Cleaning
	8	T	Hostel & Kitchen Renovation & Cleaning
	9	W	Hostel & Kitchen Renovation & Cleaning
	10	T	Hostel & Kitchen Renovation & Cleaning Moves (Office: DOS)
	11	F	Registration Ends COLL Vacation School Ends: Windhoek – Information Administration Last Day for Deans/HoDs to Submit Fees Analysis to Finance Meeting: Council Submission of Action Plans For 2009 Academic Year
	12	S	
	13	S	Mid-Year Recess Ends HOSTEL & KITCHEN OFFICIALLY OPEN
29	14	M	Lectures Begin
	15	T	Cultural Festival Meeting 8: Final Arrangements
	16	W	Miss & Mr. Poly Practice Session 1
	17	T	Miss & Mr. Poly Practice Session 2
	18	F	Student Sports Day (SRC) Training: HIV/AIDS Peer Counselling Starts (Student Counsellor & HIV/AIDS Coordinator)
	19	S	Miss & Mr. Poly Practice Session 3
	20	S	
30	21	M	Miss & Mr. Poly Practice Session 4
	22	T	Miss & Mr. Poly Practice Session 5
	23	W	Miss & Mr. Poly Practice Session 6 Alcohol & Drug Awareness Campaign (Social Worker)
	24	T	Miss & Mr. Poly Practice Session 7 Movies (Office: DOS)
	25	F	Last Day For Submission To Finance of Budget Estimates And Motivations Polytechnic Management Meeting Last Day For Application For Remark: June Examinations
	26	S	Miss & Mr. Poly Practice Session 8
	27	S	
31	28	M	Academic Promotion Of Students Begins Miss & Mr. Poly Practice Session 9
	29	T	Menu Committee Mtg 3: Hostel Menu
	30	W	Agenda Closes: Senate
	31	T	33% Of Total Fees Payable: Semester Courses 74% Of Total Fees Payable: Year Courses

MID-YEAR RECESS

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AUGUST 2008			
Week	Date	Day	Activity
31	1	F	Academic Promotion Of Students Ends Submission Hostel Statistics for July (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for July (Hostel Manager)
	2	S	Miss Poly Practice Session 11 Movie Night (HC)
	3	S	
32	4	M	Miss & Mr. Poly Practice Session 12
	5	T	Miss & Mr. Poly Practice Session 13
	6	W	Agenda closes: IRPC Miss & Mr. Poly Practice Session 14
	7	T	Miss & Mr. Poly Practice Session 15
	8	F	
	9	S	Miss & Mr. Poly Practice Session 16
	10	S	
	11	M	Miss & Mr. Poly Practice Session 17
33	12	T	Miss & Mr. Poly Practice Session 18
	13	W	Miss & Mr. Poly Practice Session 19 International Cuisine Day
	14	T	Miss & Mr. Poly Complete Dress Rehearsal
	15	F	Meeting: Senate Namibian Schools Close Miss & Mr. Poly Crowning
	16	S	Movie Night (HC)
	17	S	
	18	M	Day 1: Activities Calendar 2009 Planning
34	19	T	Day 2: Activities Calendar 2009 Planning
	20	W	Meeting: Institutional Research & Publications Committee Day 3: Activities Calendar 2009 1 st Draft Graduation: HIV/AIDS Peer Counselling
	21	T	
	22	F	Polytechnic Management Meeting Approval of Polytechnic Action Plan For 2009 Academic Year Agenda Closes: Council Lectures End
	23	S	
	24	S	
	25	M	Mid-Semester Break Begins COLL Vacation School Begins: Windhoek
	35	26	T
27		W	Agendas Close: All Boards Of Studies
28		T	
29		F	Last Day For Application Of 3 rd and 4 th Opportunity Examinations Submission To COLL Of 1 st Tutorial Letter With Assignments For 2009: First Semester And Year Courses Submission To COLL Of New And Revised Study Material For 2009: First Semester And Year Courses 66% Of Total Fees Payable: Semester Courses 86 % Of Total Fees Payable: Year Courses
30		S	COLL Vacation School Ends – Windhoek Movie Night (HC)
31		S	Mid-Semester Break Ends

**CULTURAL
FESTIVAL**

**MID
SEMESTER
BREAK**

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SEPTEMBER 2008			
Week	Date	Day	Activity
36	1	M	Lectures Begin Submission Hostel Statistics for August (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for August (Hostel Manager)
	2	T	Namibian Schools Reopen New HC application submission begin
	3	W	Workshop: CV Writing [Repeat] (Job Placement Officer)
	4	T	SENEX: October Promotion and Graduation
	5	F	Meeting: Council Last Day For Course Cancellations With 50% Credit: Semester Courses General Student Assembly: GSA (SRC)
	6	S	
	7	S	
37	8	M	Meeting: BOS – Business & Management
	9	T	Meeting: BOS – Engineering Pap Smear & Breast Examination Clinic (Nurse)
	10	W	Meeting: BOS – Communication
	11	T	Meeting: BOS – Information Technology Menu Committee Mtg 4: Hostel Menu Movies (Office: DOS)
	12	F	Meeting: BOS – Natural Resources & Tourism PLANNING MEETING 3: OFFICE OF THE DOS New HC Member application submission ends
	13	S	Students Sports Day (SRC)
	14	S	
38	15	M	Day 1: HC Member Interviews start
	16	T	Day 2: HC Member Interviews end
	17	W	Workshop: Self-esteem (Social Worker)
	18	T	Day 1: SRC Election: Establish Election Committee
	19	F	Agenda Closes: Senate Day 2: SRC Election Preparations: Establish Election Ad Hoc Committee
	20	S	
	21	S	
39	22	M	Day 3: SRC Election Preparations
	23	T	Day 4: SRC Elections
	24	W	Day 5: SRC Elections
	25	T	Day 6: SRC Elections Movies (Office: DOS)
	26	F	Polytechnic Management Meeting Day 7: SRC Elections: Counting of Votes & Announcements
	27	S	
	28	S	
40	29	M	
	30	T	Last Day For 2009 Applications 100% Of Total Fees Payable: Semester And Year Courses

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OCTOBER 2008			
Week	Date	Day	Activity
40	1	W	Submission To Examinations Of Draft Question Papers & Memoranda: November Session Submission Hostel Statistics for September (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for September (Hostel Manager)
	2	T	Mature Age Entry Testing Begins Annual Trophy Award Ceremony: Sport & Culture (Officer: Accommodation, Sport & Culture)
	3	F	Meeting: Senate Dance-Off Event (HC)
	4	S	Mature Age Entry Testing Ends MIB Contact Sessions Begin (2007/9 Cohort)
	5	S	
41	6	M	
	7	T	
	8	W	Mock Interviews (Job Placement Officer)
	9	T	Mock Interviews (Job Placement Officer) Movies (Office: DOS)
	10	F	MIB Contact Sessions End (2007/9 Cohort) Gospel Concert (SRC)
	11	S	Graduation Ceremony
	12	S	
42	13	M	
	14	T	Annual Report due: All Sections
	15	W	Submission To Examinations Of Final, Moderated Questions Papers & Memoranda: November Session Ceremony: SRC 2008 Official Handing Over to SRC 2009
	16	T	
	17	F	Last Day For Submission Of Semester Marks: COLL Christmas-in October & Introduction of New HC Members for 2009 ALL STUDENT ACTIVITIES END
	18	S	
	19	S	
43	20	M	
	21	T	Annual Report : DOS Submission to Rector
	22	W	Workshop: Study Skills [Repeat]: Exam Preparation (Student Counsellor & HIV / AIDS Coordinator)
	23	T	Movies (Office: DOS)
	24	F	Lectures End Polytechnic Management Meeting Agenda Closes: Council
	25	S	
	26	S	
44	27	M	Last Day For Submission Of Semester Marks
	28	T	
	29	W	Information Administration Practical Examinations Begin
	30	T	
	31	F	

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NOVEMBER 2008			
Week	Date	Day	Activity
44	1	S	Information Administration Practical Examinations End Submission Hostel Statistics for October (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for October (Hostel Manager)
	2	S	
45	3	M	Examinations Begin: November Session
	4	T	Evaluation: All Sections Examination Preparation
	5	W	Examination Preparation
	6	T	Examination Preparation
	7	F	Meeting: Council Examination Preparation
	8	S	Examination Preparation
	9	S	Examination Preparation
46	10	M	Selection Of New Students For 2009 Begins Examination Preparation
	11	T	Examination Preparation
	12	W	Examination Preparation
	13	T	Examination Preparation
	14	F	Examination Preparation
	15	S	Examination Preparation
	16	S	Examination Preparation
47	17	M	Selection Of New Students For 2009 Ends Examination Preparation
	18	T	Examination Preparation
	19	W	Examination Preparation
	20	T	Examination Preparation
	21	F	Examination Preparation
	22	S	Examinations End: November Session
	23	S	HOSTEL & KITCHEN OFFICIALLY CLOSE
48	24	M	
	25	T	
	26	W	
	27	T	
	28	F	Polytechnic Management Meeting Submissions of Contributions For Annual Report 2008
	29	S	
	30	S	

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DECEMBER 2008			
Week	Date	Day	Activity
49	1	M	Dispatch Of Letters Of Admission Submission Hostel Statistics for November (Officer: Accommodation, Sport & Culture) Submission Meal Statistics for November (Hostel Manager)
	2	T	Last Day For Submission To Examinations Of All Examination Marks
	3	W	Namibian Schools Close
	4	T	Academic Promotion Of Students Begins
	5	F	
	6	S	
	7	S	
50	8	M	Office of the Dean of Students Closed
	9	T	Office of the Dean of Students Closed
	10	W	International Human Rights Day (Public Holiday)
	11	T	Academic Promotion Of Students Ends Polytechnic Management Meeting
	12	F	SENEX: November Examination Results (pm) End of Academic Activities
	13	S	
	14	S	
51	15	M	Office of the Dean of Students Closed
	16	T	Office of the Dean of Students Closed
	17	W	Office of the Dean of Students Closed
	18	T	Release Of November Examination Results Office of the Dean of Students Closed
	19	F	Office of the Dean of Students Closed
	20	S	
	21	S	
52	22	M	Office of the Dean of Students Closed
	23	T	Institution Closes: 16:30
	24	W	Institution Closed
	25	T	Christmas Day (Public Holiday)
	26	F	Family Day (Public Holiday)
	27	S	INSTITUTION CLOSED
	28	S	
53	29	M	
	30	T	
	31	W	

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JANUARY 2009			
Week	Date	Day	Activity
1	1	T	New Years Day (Public Holiday)
	2	F	Administrative Staff Resume Office Duties
	3	S	
	4	S	
	5	M	
	6	T	
2	7	W	
	8	T	
	9	F	
	10	S	
	11	S	
	12	M	
	13	T	
3	14	W	Namibian Schools Open
	15	T	
	16	F	Academic Staff Resume Office Duties
	17	S	
	18	S	
	19	M	Registration Begins: Senior Students & COLL
	20	T	
4	21	W	
	22	T	
	23	F	Registration Ends: Senior Students Last Day For Application For Remark: November 2008 Examinations
	24	S	
	25	S	MIB Contact Sessions Begin (2007/9 Cohort)
	26	M	Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek – Information Administration
	27	T	
	28	W	
5	29	T	
	30	F	Registration Ends: First Year Students COLL Vacation School Ends: Windhoek – Information Administration
	31	S	

Activities Calendar 2008

CORE DATES

Date	Month	Activity
02	January	Administrative Staff Resume Office Duties
20	January	MIB Contact Sessions Begin (2006/8 Cohort)
21	January	Academic Staff Resume Office Duties
21	January	Registration Begins: Senior Students & COLL
25	January	Registration Ends: Senior Students
25	January	Last Day For Application for Remark: November 2007 Examination
28	January	Registration Begins: First Year Students
28	January	COLL Vacation School Begins (pm): Windhoek – Information Administration
01	February	Registration Ends: First Year Students
01	February	COLL Vacation School Ends: Windhoek – Information Administration
02	February	Orientation Begins: New Students
04	February	Lectures Begin
04	February	Late Registration Begins
04	February	Orientation Ends: New Students
06	February	Official Opening Of Academic Year
08	February	Late Registration Ends: All Programmes & COLL
09	February	MIB Contact Sessions End (2006/8 Cohort)
24	February	MIB Contact Sessions Begin (2006/8 Cohort)
29	February	SENEX: April Promotion and Graduation
29	February	Last Day For Course/Programme Amendments/Applications For Credit/ Cancellations With 100% Credit: All Courses & Programmes
15	March	MIB Contact Sessions End (2006/8 Cohort)
16	March	MIB Contact Sessions Begin (2007/9 Cohort)
20	March	Lectures End
22	March	MIB Contact Sessions End (2007/9 Cohort)
25	March	Mid-Semester Break Begins
25	March	COLL Vacation School Begins: Windhoek
28	March	COLL Vacation School Ends: Windhoek
30	March	MIB Contact Sessions Begin (2006/8 Cohort)
30	March	Mid-Semester Break Ends
31	March	Lectures Begin
31	March	Last Day For Application Of 3 rd and 4 th Opportunity Examinations
04	April	Last Day For Course Cancellations With 50% Credit: Semester Courses
10	April	Awards Ceremony
12	April	Graduation Ceremony
19	April	MIB Contact Sessions End (2006/8 Cohort)
23	May	Lectures End
28	May	Information Administration Practical Examinations Begin
31	May	Information Administration Practical Examinations End
02	June	Examinations Begin: June Session
21	June	Examinations End: June Session
22	June	MIB Contact Sessions Begin (2007/9 Cohort)
23	June	Mid-Year Recess Begins
30	June	Last Day For Course Cancellations With 50% Credit: Year Courses
04	July	SENEX: June Examination Results (am)
04	July	Release of June Examination Results (pm)

Activities Calendar 2008

CORE DATES (CONT.)

Date	Month	Activity
05	July	MIB Contact Sessions End (2007/9 Cohort)
07	July	Registration Begins
07	July	COLL Vacation School Begins (pm): Windhoek – Information Administration
11	July	Registration Ends
11	July	COLL Vacation School Ends: Windhoek – Information Administration
13	July	Mid-Year Recess Ends
14	July	Lectures Begin
25	July	Last Day For Application For Remark: June Examinations
31	July	Last Day For Course Amendments/Cancellations With 100% Credit: Semester Courses
22	August	Lectures End
25	August	Mid-Semester Break Begins
25	August	COLL Vacation School Begins: Windhoek
29	August	Last Day For Application Of 3 rd and 4 th Opportunity Examinations
30	August	COLL Vacation School Ends: Windhoek
31	August	Mid-Semester Break Ends
01	September	Lectures Begin
04	September	SENEX: October Promotion and Graduation
05	September	Last Day for Course Cancellations With 50% Credit: Semester Courses
30	September	Last Day For 2009 Applications
02	October	Mature Age Entry Testing Begins
04	October	Mature Age Entry Testing Ends
04	October	MIB Contact Sessions Begin (2007/9 Cohort)
10	October	MIB Contact Sessions End (2007/9 Cohort)
11	October	Graduation Ceremony
24	October	Lectures End
29	October	Information Administration Practical Examinations Begin
01	November	Information Administration Practical Examinations End
03	November	Examinations Begin: November Session
22	November	Examinations End: November Session
12	December	SENEX: November Examination Results
12	December	End of Academic Activities
18	December	Release Of November Examination Results
23	December	Institution Closes
02	January	Administrative Staff Resume Office Duties
16	January	Academic Staff Resume Office Duties
19	January	Registration Begins: Senior Students & COLL
23	January	Registration Ends: Senior Students
23	January	Last Day For Application For Remark: November 2008 Examinations
25	January	MIB Contact Sessions Begin (2007/9 Cohort)
26	January	Registration Begins: First Year Students
30	January	Registration Ends: First Year Students

ACADEMIC AND ADMINISTRATIVE DEADLINES 2008

Date	Month	Activity
25	January	Academic Welcome
01	February	Submission of Revised Action Plans for 2008 Academic Year
13	February	Agendas Close: All Boards of Studies
22	February	Polytechnic Management Meeting
29	February	Submission To COLL Of 1st Tutorial Letter With Assignments For 2008: Second Semester Courses
29	February	Submission To COLL Of New And Revised Study Material For 2008: Second Semester Courses
29	February	Submission To COLL Of All Courses To Be Revised/Developed For 2009
12	March	Agenda Closes: Senate
31	March	Polytechnic Management Meeting
22	April	Agenda Closes: Council
22	April	Agendas Close: All Boards of Studies
24	April	Polytechnic Management Meeting
06	May	Submission To Examinations Of Draft Question Papers & Memoranda: June Session
14	May	Submission To Examinations Of Final, Moderated Question Papers & Memoranda: June Session
16	May	Last Day For Submission Of Semester Marks: COLL
22	May	Agenda Closes: Senate
22	May	Polytechnic Management Meeting
23	May	Submission of Evaluation Reports For Strategic Plans
28	May	Last Day For Submission of Semester Marks: Semester Courses
20	June	Agenda Closes: Council
27	June	Polytechnic Management Meeting
01	July	Last Day For Submission To Examinations Of All Examination Marks
11	July	Submission of Action Plans For 2009 Academic Year
25	July	Agenda Closes: Senate
25	July	Last Day For Submission of Budget Estimates And Motivations
25	July	Polytechnic Management Meeting
28	July	Academic Promotion Of Students Begins
01	August	Academic Promotion Of Students Ends
19	August	Agendas Close: All Boards of Studies
22	August	Polytechnic Management Meeting
22	August	Approval of Polytechnic Action Plan For 2009 Academic Year
27	August	Agenda Closes: Council
29	August	Submission To COLL Of 1st Tutorial Letter With Assignments For 2009: First Semester and Year Courses
29	August	Submission To COLL Of New And Revised Study Material For 2009: First Semester And Year Courses
19	September	Agenda Closes: Senate
26	September	Polytechnic Management Meeting
01	October	Submission To Examinations Of Draft Question Papers & Memoranda:

Activities Calendar 2008

Date	Month	Activity
15	October	Submission To Examinations of Final, Moderated Question Papers & Memoranda: November Session
17	October	Last Day For Submission Of Semester Marks: COLL
17	October	Agenda Closes: Council
24	October	Polytechnic Management Meeting
27	October	Last Day For Submission of Semester Marks
10	November	Selection Of New Students for 2009 Begins
17	November	Selection Of New Students for 2009 Ends
28	November	Polytechnic Management Meeting
28	November	Submissions of Contributions for Annual Report 2008
02	December	Last Day For Submission To Examinations Of All Examination Marks
04	December	Academic Promotion Of Students Begins
11	December	Academic Promotion Of Students Ends
11	December	Polytechnic Management Meeting

Semester Dates	
Semester 1	04.02-23.05
Mid-semester break	25.03-30.03
GOOD FRIDAY	21.03.2008
EASTER MONDAY	24.03.2008
Mid-year Recess	23.06 – 13.07.2008
Semester 2	14.07-24.10
Mid-semester break	25.08-31.08

PUBLIC AND INSTITUTIONAL HOLIDAYS 2008

01	January	New Year's Day
21	March	Independence Day
		Good Friday
24	March	Easter Monday
01	May	Workers' Day
		Ascension Day
02	May	Institutional Holiday
04	May	Cassinga Day
05	May	Public Holiday
25	May	Africa Day
26	May	Public Holiday
26	August	Heroes' Day
10	December	International Human Rights Day
24	December	Institutional Holiday
25	December	Christmas Day
26	December	Family Day

ACADEMIC YEAR 2009

Semester Dates

Semester 1	02.02-22.05
Mid-semester break	14.04-19.04
GOOD FRIDAY	10.04.2009
EASTER MONDAY	13.04.2009
Mid-year Recess	22.06 – 12.07.2009
Semester 2	13.07-23.10
Mid-semester break	27.08-30.08

MEETINGS 2008

BOARDS OF STUDIES

School/Month	Feb	May	September
Business & Management	28.02 (Thursday)	07 (Wednesday)	08 (Monday)
Communication (Wednesday)	26.02 (Tuesday)	12 (Monday)	10
Engineering	27.02 (Wednesday)	06 (Tuesday)	09 (Tuesday)
Information Technology	29.02 (Friday)	08 (Thursday)	11 (Thursday)
Natural Resources & Tourism	25.02 (Monday)	09 (Friday)	12 (Friday)

March	June	August	October
20 (Thursday)	13 (Friday)	15 (Friday)	03 (Friday)

SENEX (EXAMINATIONS)

July	December
04 (Friday)	12 (Friday)

February	September
29 (Friday)	04 (Thursday)

COUNCIL

April
25 (Friday)

July
11 (Friday)

September
05 (Friday)

November
07 (Friday)

**PLANNING MEETING DATES 2008:
ALL SECTIONS: OFFICE OF THE DEAN OF STUDENTS**

March
14 (Friday)

May
09 (Friday)

September
12 (Friday)

DEPARTMENT OF FINANCE

	MEAL BLOCK DATES	HOSTEL EVICTION DATES
Semester 1	9 May 2008	6 June 2008
Semester 2	6 September 2008	4 October 2008