



MEMORANDUM

TO : ALL ACADEMIC MEMBERS OF STAFF
DATE : 9th DECEMBER, 2021
SUBJECT : CALENDAR OF 2021/2022 FIRST SEMESTER ACADEMIC ACTIVITIES

Below is a schedule of major academic activities planned for First semester of 2021/2022 academic year for all students. The schedule should assist you plan your academic work accordingly.

Date(s)	Activity	Responsibility
17 th December 2021	Deadline for submission of Teaching loads for Semester 1 Setting of modules and assigning of lecturers through SMIS	Heads of Departments, Deans
10 th December 2021	Release of Final teaching timetable	DVC
4 th to 6 th January 2022	Supplementary Exams	All HoDs monitored by Deans
10 th to 14 th January 2022	Departmental and Faculty Assessment Meetings for Supplementary Examinations	HoDs monitored by Deans
17 th to 21 st January 2022	Orientations for Year 1 Students	DVC, Registrar, DoSA
18 th January 2022	College Assessment Meeting for supplementary examinations	DVC
24 th January 2022	Opening of 1 st Semester, Classes begin	All academic members of staff monitored by HoDs
4 th February, 2022	Deadline for submission of End of Semester 1, Main paper, Supplementary and Deferred examination papers to HoDs for moderation	All academic members of staff monitored by HoDs
14 th to 18 th February 2022	Internal Moderation of Examinations (including Model answers)	All Deans, Heads

21 st February to 11 th March 2022	External Moderation of examination papers (including Model answers)	All Deans, Heads
28 th February to 04 th March 2022	Administration of Mid –Semester Examinations	All academic members of staff monitored by HoDs
14 th to 18 th March 2022	Mid Semester Faculty Assessments (Formative)???	Deans monitored by DVC
14 th March to 18 th March 2022	Mid-Semester Break	All academic members of staff monitored by HoDs, Deans, AR(Ac), and DVC
25 th March 2022	Release of final timetable for End of Semester one Examinations	AR (Ac) monitored by Examinations Officer
28 th March to 1 st April 2022	Submission of Examination Papers (a set of three papers being Main paper, differed examination and supplementary examination)	Deans, HoDs
11 th to 15 th April 2022	Teaching and learning Evaluation by students	Quality Assurance Directorate
8 th April 2022	Deadline for submission of coursework grades through Poly SMIS	All academic members of staff monitored by HoDs, Deans, AR(Ac), and DVC
12 th to 13 th April 2022	Course Work College Assessment Meeting	All Deans, Senators, VC and DVC
22 nd April 2022	Submission of teaching and learning reports to HoDs	All academic members of staff monitored by HoDs
29 th April 2022	Teaching Ends	HoDs monitored by Deans and DVC
02 nd – 06 th May 2022	Students' Study Week	DVC, Registrar
09 th to 20 th May 2022	Administration of End of Semester One Examinations	All academic members of staff monitored by HODs, Deans, AR (Ac), DVC
09 th to 30 th May 2022	Marking of examination scripts	All academic members of staff monitored by HoDs and Deans
25 th to 27 th May 2022	Administration of Deferred Examinations	All Academic members of staff monitored by HoDs and Deans
06 th to 10 th June 2022	Departmental Assessment Meetings	HoDs monitored by Deans
13 th to 17 th June 2022	Faculty Assessment Meetings	Deans monitored by DVC

20 th June 2022	Opening of 2 nd Semester and classes begin	
23 rd to 24 th June 2022	College Assessment Meeting	Deans monitored by DVC



Betchani H. M. Tchereni - PhD

ACTING DEPUTY VICE CHANCELLOR

Cc: Acting Vice Chancellor
Registrar
Deans
HODs
Assistant Registrar (Ac)
Assistant Registrar (Admin)