



# DVC: Teaching and Learning

**2022**

## **OPERATIONAL CALENDAR**

(Revised on 7 July 2022)

## ACRONYMS

<b>AGA:</b>	Academic Grants Administration	<b>LIS:</b>	Library and Information Services
<b>ALASS:</b>	Academic Literacies and Student Success Committee	<b>LPME:</b>	Language Planning, Monitoring and Evaluation
<b>ARC:</b>	Admission Requirements Committee	<b>QEC:</b>	Quality Enhancement Committee
<b>CC:</b>	Career Centre	<b>RCTLA:</b>	Registrar's Committee for Teaching and Learning Agreements
<b>CTL:</b>	Centre for Teaching and Learning	<b>SCAS:</b>	Senate Committee for Academic Standards
<b>CTL CTLF:</b>	CTL: Centralised Functions	<b>SENEX:</b>	Executive Committee of Senate
<b>CTL FLTS:</b>	CTL: Faculty Learning Teaching Support	<b>SFEP:</b>	Subcommittee for Foundation Education Provision
<b>CTL SPR:</b>	CTL: Special Projects and Research	<b>SCRI:</b>	Senate Committee for Research and Innovation
<b>DCE:</b>	Dean's Concession Examination	<b>SCTL:</b>	Senate Committee for Teaching and Learning
<b>DHET:</b>	Department of Higher Education and Training	<b>SCLPAS:</b>	Senate Committee for Language Planning and Advisory Services
<b>Exco:</b>	Executive Committee	<b>SCTLP:</b>	Steering Committee for Teaching-Learning related projects
<b>FB:</b>	Faculty Board	<b>SI:</b>	Strategic Intelligence
<b>FEDU:</b>	Faculty of Education	<b>SIS:</b>	Student Information System
<b>FEMS:</b>	Faculty of Economics and Management Sciences	<b>SMC:</b>	Senior Management Committee
<b>FENG:</b>	Faculty of Engineering	<b>SRC:</b>	Student Representative Council
<b>FHS:</b>	Faculty of Health Sciences	<b>TLC:</b>	Teaching and Learning Committee
<b>FHUM:</b>	Faculty of Humanities	<b>Q&amp;APP:</b>	Qualification and Academic Programme Planning
<b>FITLP:</b>	Faculty Integrated TL Plans	<b>UBC:</b>	University Budget Committee
<b>FLAW:</b>	Faculty of Law	<b>UCDG:</b>	University Capacity Development Grant
<b>FMC:</b>	Faculty Management Committee	<b>UMC:</b>	University Management Committee
<b>FNAS:</b>	Faculty of Natural and Agricultural Sciences	<b>UDL:</b>	Unit for Distance Learning
<b>FTHE:</b>	Faculty of Theology	<b>UG:</b>	Undergraduate
<b>FTT:</b>	Futures Task Team	<b>WISL:</b>	Work-Integrated and Service Learning
<b>LD:</b>	Language Directorate		

JANUARY 2022			
Day	Events	Due dates and reminders	Meetings
1	S	<i>Public holiday: NEW YEARS DAY</i>	
2	S		
3	M	University administration opens University Recess until 18 February 2022 UDL – 1st year registrations continue (opened 15 October 2021)	<ul style="list-style-type: none"> <li>UDL all paper-based marks received from lecturers</li> </ul>
4	T		
5	W	UDL finalisation of paper-based modules start	
6	T		
7	F	UDL - First study material order for 2022	
8	S		
9	S		
10	M	CTL Opening	Final date for lecturers to submit the following marks to functionaries for capturing: <ul style="list-style-type: none"> <li>sit down, invigilated and online assessment/examination 2<sup>nd</sup> opportunity</li> <li>additional continuous assessment.</li> </ul>
11	T		Finalisation of all marks on the system at 10.00: <ul style="list-style-type: none"> <li>opportunity 2 examinations</li> <li>additional continuous assessment</li> <li>UDL paper-based modules.</li> </ul>
12	W		
13	T		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team
14	F	<i>Hindu Festivals: Makara Sankranti</i>	
15	S		
16	S		
17	M	Exam committee sittings in faculties	<ul style="list-style-type: none"> <li>LD Finalisation of Student interpreters' vacancies advertisement</li> </ul> 8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team
18	T	Exam committee sittings in faculties	
19	W	Exam committee sittings in faculties	10.00-17.00: UMC
20	T	Exam committee sittings in faculties	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team
21	F	Final NSC Results available from USAF for download	<ul style="list-style-type: none"> <li>Electronic excel sheets with exam committee findings submitted to UG Records before 10:00</li> </ul> 9.00-16.00: Faculty & TL Leadership Synergy & Alignment Workshop
22	S		
23	S		

24	M		<ul style="list-style-type: none"> <li>• Submission of module list of 3<sup>rd</sup> Opp / DCE modules with accompanying name list per module for sit down DCE to the assessment offices</li> <li>• LD Finalisation of Interpreting Timetables by the Language Directorate</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 14.00-16.00: CTL Assessment Group Meeting
25	T	Online Registration of Full Time First-Year Students commence up until 16 February 2022		10.00-13.00: FTHE TLC
26	W	Online Registration of Full Time First-Year Students		10.00-13.30: Academic Promotions Committee CTL FTLS Monthly Meeting UCDG Student Success Plan
27	T	Online Registration of Full Time First-Year Students	<ul style="list-style-type: none"> <li>• LD Publicising of Student interpreters' vacancies advertisement</li> <li>• LD Finalisation of the draft L&amp;D annual report</li> </ul>	8.00-9.00: COVID-19 Exco 8.30-10.30: UCDG Executive 9.00-10.00: COVID-19 Response Team 10.00-11.00: CTL OHS – Potchefstroom Campus 10.00-13.00: FTHE FMC 14.00-16.00: LD Satellite Managers: For the state of readiness regarding interpreting services
28	F	Online Registration of Full Time First-Year Students UDL/SAS: Rollover	<ul style="list-style-type: none"> <li>• Final date for submission of sit down 3<sup>rd</sup> Opp / DCE assessment/exam papers to the assessment offices</li> <li>• SCTL agenda for 8.02.2022 closes, for submission of Faculty Assessment Plans for semester 1/2022 for semester 1 and year modules that deviate from assessment plans in academic yearbooks</li> <li>• ARC agenda for 8.02.2022 closes</li> </ul>	10.00-13.00: FNAS FMC 10.00-13.00: FLAW TLC
29	S			
30	S			
31	M	Online Registration of Full Time First-Year Students Online Registration of Full Time Senior and Returning Students commence up until 18th February 2022 UDL/SAS: Rollover	<ul style="list-style-type: none"> <li>• SCLPAS agenda for 4.02.2022 closes</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-11.00: SCETLE Executive 10.00-13.00: UDL SALA and T&L Joint Exco 10.00-13.00: FEDU TLC

FEBRUARY 2022			
Day	Events	Due dates and reminders	Meetings
1	T	Online registration of fulltime UG students UDL/SAS: Rollover	9.00-11.00: CTLF 10.00-13.00: FENG FMC 10.00-12.00: FLAW QEC 10.00-13.00: FHUM TLC 14.00-16.00: CTL: CTLF Projects
2	W	Online registration of fulltime UG students UDL – registration for senior students opens	• SCAS agenda for 18.02.2022 closes 9.00-13.00: FEMS TLC 10.00-13.00: FHS TLC 14.00-16.30: FNAS TLC
3	T	Online registration of fulltime UG students	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-11.00: CTL SPR Monthly Meeting 10.00-13.00: Council Exco 10.00-13.00: FTHE QEC 14.00-15.30: FENG TLC
4	F	Online registration of fulltime UG students 9.00: DCE / 3 <sup>rd</sup> opportunity LD BAQONDE onboarding training	10.00-13.00: SCLPAS 10.00-13.00: FEDU FMC
5	S		
6	S		
7	M	Online registration of fulltime UG students	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-13.00: FHS FMC 10.00-13.00: FHUM FMC 10.00-13.00: FEDU FB
8	T	Online registration of fulltime UG students	9.00-11.00: ARC 10.00-13.00: SCTL 11.30-13.00: WISL ManCo
9	W	Online registration of fulltime UG students	10.00-12.00: Faculty & TL Support Leadership
10	T	Online registration of fulltime UG students	• All marks of DCE / 3 <sup>rd</sup> Opp recorded on mark amendment sheets and signed by relevant functionaries 8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-13.00: FEMS FB 10.00-13.00: FTHE FB 10.00-13.00: FENG FB 12:00-12:30 DVC TL & SCC Academic Officers CTL Chief Director Strategic Sessions (day 1 of 2)
11	F	Online registration of fulltime UG students CTL Induction Programme for Academics: Campus Programme	• UDL – Last study material order to make 2 April due dates possible • All mark amendment sheets of the DCE / 3 <sup>rd</sup> 10.00-13.00: FNAS FB CTL Chief Director Strategic Sessions (day 2 of 2)

			Opp submitted to SALA offices for capturing	
12	S			
13	S			
14	M	Online registration of fulltime UG students Commencement of UG curriculum and module changes as well as online DIY Add & Drop until 04th March 2022 Commencement of Orientation Programme for Full Time First-Year Students CTL Induction Programme for Academics: Campus Programme		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-12.00: Bi-annual DVC & TL Leadership 10.00-13.30: FLAW FB 10.00-13.00: FHUM FB 14.00-16.00: CTL Assessment Group Meeting 14.00-15.30: LD Satellite managers meeting
15	T	Online registration of fulltime UG students UG add & drop CTL Induction Programme for Academics: Campus Programme	<ul style="list-style-type: none"> <li>All DCE / 3<sup>rd</sup> Opp marks made available to students</li> <li>SCTLP agenda for 22.02.2022 closes</li> </ul>	10.00-13.00: FENG FMC 10.30-11.30: RCTLA 11.00 -13.00: LD UKZN and NWU BAQONDE 11.30-13.00: WISL SteerCo
16	W	Online registration of fulltime UG students UG add & drop CTL Induction Programme for Academics: Campus Programme Q&APP: PQM Review – Visit 1: FEDU		8.00-9.30: UMC-SRC 10.00-13.00: FHS FB 10.00-17.00: UMC 11.30-12.30: SADILAR and Language Directorate collaboration regarding law
17	T	Online registration of fulltime UG students UG add & drop		8.00-9.00: COVID-19 Exco 8.30-10.30: UCDG Executive 9.00-10.00: COVID-19 Response Team
18	F	Final day of online registration of fulltime UG students UG add & drop Ceremonies: Inaugural lecture		8.00-9.00: CTL Chief Directors Catch up meeting 9.00-16.00: SCAS 10.00- : LD LPTT meeting 12.30-13.00: LD LAW campaign initiatives 14.00-16.00: LD Language Policy Task Team
19	S	Welcoming Event for Full Time First-Year Students (Hybrid Modality)		
20	S			
21	M	Commencement of classes - all UG contact students UG add & drop Q&APP: PQM Review – Visit 1: FLAW	LD International Mother Language Day Banner placed on E-fundi	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-12.00: Faculty & TL Support Leadership 14.00-15.00: LD Monitoring and Evaluation planning
22	T	UG add & drop	<ul style="list-style-type: none"> <li>Finalisation of graduates' list</li> </ul>	9.00-12.00: SMC 10.00-13.00: FEMS FMC 12.00-13.00: LD Partner's meeting 14.00-16.00: SCTLP

23	W	UG add & drop Q&APP: PQM Review – Visit 1: FNAS		14.00-17.00: Senate CTL FTLS Monthly Meeting
24	T	UG add & drop LD International Mother Language Day celebration at Mahikeng Campus Ceremonies: Inaugural lecture FENG PC		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-12.00: FHUM FB Exco 9.00-13.30: FLAW FMC 10.00-13.00: FTHE FMC 11.00-13.00: UDL-T&L Exco
25	F	UG add & drop Q&APP: PQM Review – Visit 1: FEMS Ceremonies: Inaugural lecture FNAS PC		8.00-9.00: Chief Directors Catch up meeting 9.00-12.00: LD and Setswana Dept @ MC 12:30-13:00 DVC TL & SCC Academic Officers CTL Directors' individual Catch up meeting
26	S	Conclusion of Orientation Programme for Full Time First-Year Students		
27	S			
28	M	UG add & drop <i>Islamic Holy day: Laylatul Meeraj (eve)</i>	<ul style="list-style-type: none"> <li>• Performance agreements and personal development plans for 2022 to be completed and uploaded on Nextcloud</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team

MARCH 2022			
Day	Events	Due dates and reminders	Meetings
1	T UG add & drop <i>Hindu Festivals: Maha Shivaratri</i>	<ul style="list-style-type: none"> <li>Submissions for the VC's integrated annual report on 2021, to be submitted to DVC TL PA</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-11.00: CTLF Management 10.00-13.00: FHS FMC 14.00-16.00: CTL: CTLF Projects
2	W UG add & drop <i>Christian Holy day: Ash Wednesday</i>		10.00-13.00: FHUM FMC 14.00-16.30: FNAS TLC
3	T UG add & drop Q&APP: PQM Review – Visit 1: FHUM Q&APP: PQM Review – Visit 1: FHS Ceremonies: Inaugural lecture		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-10.00: LD LPME meeting FNAS 9.00-11.00: CTL SPR Monthly Meeting LD LPME meeting with FEMS
4	F Final day for UG add & drop Ceremonies: Inaugural lecture		8.00-9.00: CTL Chief Directors Catch up meeting
5	S		
6	S		
7	M First day: Open Education Week Q&APP: PQM Review – Visit 1: FENG		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-17.00: UMC 14.00-16.00: CTL Assessment Group
8	T Open Education Week		10.00-13.00: FEDU FMC 11.30-13.00: WISL ManCo 14.00-15.30: FENG TLC
9	W Open Education Week Q&APP: PQM Review – Visit 1: FTHE	<ul style="list-style-type: none"> <li>Reminder to faculties: GOOT nominations due 31.03.2022</li> </ul>	14.00-17.00: Council Exco
10	T Open Education Week Ceremonies: Inaugural lecture FENG PC		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team
11	F Last day: Open Education Week Ceremonies: Inaugural lecture FNAS PC		8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.00: UDL SALA and T&L Joint Exco
12	S		
13	S		
14	M	<ul style="list-style-type: none"> <li>Reminder to faculties and TL support: 2021 integrated reports and text for annual coffee table book due 1 April 2022</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-13.00: FEDU TLC (TBC) DVC TL & SCC Academic Officers
15	T	<ul style="list-style-type: none"> <li>UMC agenda for 23.03.2022 closes</li> </ul>	9.00-11.00: SCETLE Executive 10.00-11.00: RCTLA 10.00-13.00: FENG FMC



				10.00-13.00: FNAS FMC 10.00-13.00: FEMS FB EXCO 11.00-12.30: SIS SteerCo UCDG Student Success Plan
16	W			10.00-16.00: Council Workshop
17	T	<i>Islamic Holy day: Laylatul Bara'at (eve)</i>  <i>Jewish Holy day</i>		8.00-16.00: Council 8.00-9.00: COVID-19 Exco 8.30-10.30: UCDG Executive 9.00-10.00: COVID-19 Response Team 9.00-13.30: FLAW FMC
18	F	Ceremonies: Inaugural lecture	• Faculty & TL Support Leadership agenda for 22.03.2022 closes	8.00-9.00: CTL Chief Directors Catch up meeting
19	S			
20	S			
21	M	<i>Public holiday: HUMAN RIGHTS DAY</i> <i>Baha'i Faith's Holy day: Naw-Rúz (New Year)</i>		
22	T	University recess (non-academic time) until 25 March 2022	• SFEP agenda for 29.03.2022 closes	10.00-12.00: Faculty & TL Support Leadership
23	W	University recess		10.00-17.00: UMC
24	T	University recess		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team
25	F	University recess Ceremonies: Inaugural lecture FNAS PC		8.00-9.00: Chief Directors Catch up meeting CTL Directors' individual Catch up meeting
26	S			
27	S			
28	M	Classes resume Ceremonies: Graduation PC - 15:00	• Submission of assessment papers at the assessment offices from 28 March 2022-08 April 2022, for mid-semester sit-down, invigilated assessments	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-12.00: FHUM FB EXCO 10.00-13.00: FEMS FMC
29	T	Ceremonies: Graduation PC - 10:00 & 15:00		9.00-11.00: SFEP
30	W	Ceremonies: Graduation PC - 10:00 & 15:00	• ALASS agenda for 7.04.2022 closes	CTL FTLS Monthly Meeting (TBC) FEMS F-CAS
31	T	UDL: Last day of registration (1st semester) Ceremonies: Graduation PC - 10:00 & 15:00	• UDL: Last study material order for late registrations • Due date for submission of GOOT nominations to DVC TL PA	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team

APRIL 2022				
Day	Events	Due dates and reminders	Meetings	
1	F	NWU Application & Admission Office: Online applications for the 2023 academic year commence (contact) Ceremonies: Graduation PC - 10:00	<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 06.04.2022 closes</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.00: FENG FMC 10.00-13.00: FEMS FB Exco 14.00-16.30: FNAS TLC
2	S			
3	S	<i>Islamic Holy day: Ramadan commences</i>		
4	M	Ceremonies: Graduation PC - 15:00	<ul style="list-style-type: none"> <li>Schedule meeting for GOOT bursary committee</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-13.00: SENEX 14.00-16.00: CTL Assessment Group Meeting
5	T	Ceremonies: Graduation PC - 10:00 & 15:00		9.00-11.00: CTLF Management 10.00-13.00: FHS FMC 14.00-16.00: CTL: CTLF Projects
6	W	Ceremonies: Graduation PC - 10:00 & 15:00		14.15-16.15: Faculty & TL Support Leadership
7	T	Ceremonies: Graduation PC - 10:00 & 15:00		8.00-9.00: COVID-19 Exco 8.00-10.00: ALASS 9.00-10.00: COVID-19 Response Team 9.00-11.00: CTL SPR Monthly Meeting 10.00-13.00: FLAW TLC
8	F	Ceremonies: Graduation PC - 10:00	<ul style="list-style-type: none"> <li>Last day to submit papers for mid-semester sit-down, invigilated assessments at the assessment offices for sit-down, for the mid-semester assessment period: 22 -31 March 2022</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting
9	S		<ul style="list-style-type: none"> <li>UDL paper-based assignment submissions at centres</li> </ul>	
10	S	Race and Cultural Awareness Week 2022: Race Against Covid (FHUM) <i>Christian Holy day: Palm Sunday</i> <i>Hindu Festivals: Rama Navami</i>		
11	M	Race and Cultural Awareness Week 2022  Ceremonies: Graduation PC - 15:00  <i>Christian Holy week commences</i>	<ul style="list-style-type: none"> <li>Submission of first- and second opportunity exam-/assessment papers on the secure electronic platform: 11 – 22 April 2022</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-11.00: FLAW FB Exco 10.00-13.00: FEDU FMC 10.00-13.00: FTHE TLC 10.00-13.00: FHS TLC 10.00-13.00: FHUM FMC 14.00-15.30: FENG TLC

12	T	Race and Cultural Awareness Week 2022 Ceremonies: Graduation PC - 10:00 & 15:00		9.00-13.00: FEMS TLC 10.00-11.00: RCTLA 11.30-13.00: WISL ManCo
13	W	Race and Cultural Awareness Week 2022 Ceremonies: Graduation PC - 10:00 & 15:00 <i>Hindu Festivals: Ramayana Week (begins)</i>	<ul style="list-style-type: none"> <li>UDL: All paper-based assignments captured on the system</li> </ul>	
14	T	Race and Cultural Awareness Week 2022 UDL examination plotting Ceremonies: Graduation PC - 10:00 & 15:00	<ul style="list-style-type: none"> <li>SCAS agenda for 29.04.2022 closes</li> <li>ARC agenda for 26.04.2022 closes</li> <li>SCLPAS agenda for 25.04.2022 closes</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 11.30-13.00: 21 FTT 14.30-15.00: DVC TL & SCC Academic Officers
15	F	<i>Public holiday: GOOD FRIDAY</i>		
16	S	<i>Jewish Holy day: Pesach (1st day)</i>		
17	S	<i>Christian Holy day: Easter Sunday</i> <i>Jewish Holy day: Pesach (2nd day)</i>		
18	M	<i>Public holiday: FAMILY DAY</i>		
19	T			10.00-12.00: FHS QEASC 10.00-13.00: FHUM TLC 10.00-13.00: FTHE FMC
20	W	Ceremonies: Graduation PC - 10:00 & 15:00	<ul style="list-style-type: none"> <li>UMC agenda for 28.04.2022 closes</li> </ul>	
21	T	Ceremonies: Graduation PC - 10:00 & 15:00  <i>Baha'i Faith's Holy day: Feast of Ridván (1st day)</i>	<ul style="list-style-type: none"> <li>SCTL agenda for 06.05.2022 closes at 9.00, for submission of integrated 2021 TL reports by faculties and support departments, CTL important dates for 2022</li> <li>Communication to faculties: feedback on GOOT nominations</li> </ul>	8.00-9.00: COVID-19 Exco 8.30-10.30: UCDG Executive Meeting 9.00-10.00: COVID-19 Response Team 10.00-13.00: FEMS FMC 11.00-13.00: UDL-T&L EXCO
22	F	Ceremonies: Graduation PC - 10:00  <i>Jewish Holy day: Pesach (7th day)</i>	<ul style="list-style-type: none"> <li>Last day for submission of first- and second opportunity exam-/assessment papers on the secure electronic platform</li> <li>UDL: All paper-based assignments captured on the system</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting 9.00-13.30: FLAW FMC 10.00-13.00: FTHE QEC
23	S	<i>Jewish Holy day: Pesach (8th day)</i>		
24	S			
25	M	Mid-semester assessment period commences (25 April - 06 May 2022) UDL examination plotting Ceremonies: Graduation PC - 15:00		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 9.00-12.00: FHUM FB Exco 10.00-13.00: FNAS FB 10.00-13.00: SCLPAS 11.00-12.30: SIS SteerCo 14.00-16.00: CTL Assessment Group

26	T	Mid-semester assessment period Ceremonies: Graduation PC - 10:00 & 15:00	<ul style="list-style-type: none"> <li>UDL to submit plotting data to the service provider</li> </ul>	8.00-9.30: ARC
27	W	<i>Public holiday: FREEDOM DAY</i>		
28	T	Mid-semester assessment period	<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 04.05. 2022 closes</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-17.00: UMC CTL FTLS Monthly Meeting
29	F	Mid-semester assessment period  <i>Baha'i Faith's Holy day: Feast of Ridván (9th day)</i>		8.00-9.00: CTL Chief Directors Catch up meeting Directors' individual Catch up meeting 9.00-16.00: SCAS
30	S			

MAY 2022			
Day	Events	Due dates and reminders	Meetings
1	S	Public holiday: WORKERS' DAY	
2	M	Public holiday: WORKERS' DAY observed Baha'i Faith's Holy day: Feast of Ridván (12th day)	
3	T	Mid-semester assessment period Islamic Holy day: Eid al-Fitr	<ul style="list-style-type: none"> <li>Service provider to dispatch UDL examination papers to Examination Centres</li> </ul>
4	W	Mid-semester assessment period Ceremonies: Graduation PC - 10:00 & 15:00 (UDL)	<ul style="list-style-type: none"> <li>SCTLP agenda for 12.05.2022 closes</li> </ul>
5	T	Mid-semester assessment period Ceremonies: Graduation PC - 10:00 & 15:00 (UDL)	<ul style="list-style-type: none"> <li>8.00-9.00: COVID-19 Exco</li> <li>9.00-10.00: COVID-19 Response Team</li> <li>9.00-11.00: CTL SPR Monthly Meeting</li> <li>10.00-13.00: FEDU FMC</li> </ul>
6	F	Mid-semester assessment period	<ul style="list-style-type: none"> <li>8.00-9.00 CTL Chief Directors Catch up meeting</li> <li>10.00-13.00: SCTL</li> </ul>
7	S		
8	S		
9	M	Ceremonies: UDL Durban – 2 Sessions Islamic Holy day: Lailat al-Qadr	<ul style="list-style-type: none"> <li>8.00-9.00: COVID-19 Exco</li> <li>9.00-10.00: COVID-19 Response Team</li> </ul>
10	T	Ceremonies: UDL Durban – 2 Sessions	<ul style="list-style-type: none"> <li>UMC agenda for 18.05.2022 closes</li> <li>9.00-11.00: SCETLE Executive</li> <li>10.00-13.00: FENG TLC</li> <li>10.00-13.00: FHS FMC</li> <li>10.00-14.00: FEMS FB</li> <li>11.30-13.00: WISL ManCo</li> <li>12.30-13.00: DVC TL &amp; SCC Academic Officers</li> </ul>
11	W		<ul style="list-style-type: none"> <li>UDL all paper-based assignments marked and returned by lecturers</li> <li>10.00-13.00: Council Exco</li> </ul>
12	T	Ceremonies: UDL Nelspruit – 2 Sessions	<ul style="list-style-type: none"> <li>8.00-9.00: COVID-19 Exco</li> <li>9.00-10.00: COVID-19 Response Team</li> <li>10.00-13.00: FEDU FB</li> <li>10.00-13.00: FHUM FB</li> <li>11.00-12.00: RCTLA</li> <li>14.00-16.00: SCTLP</li> </ul>
13	F		8.00-9.00 CTL Chief Directors Catch up meeting
14	S	Ceremonies: UDL Polokwane – 2 Sessions	

		Open Day – Mahikeng Campus		
15	S			
16	M	STRATEGIC WORKSHOP 1 ON ACADEMIC PLANNING OF DISTANCE PROGRAMME OFFERING	<ul style="list-style-type: none"> <li>UDL all paper-based assignments captured on the system</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 14.00-16.00: CTL Assessment Group 10.00-13.00: FENG FB 10.00-13.30: FLAW FB
17	T			10.00-13.00: FHS FB 10.00-13.00: FEMS FMC 10.30-13.30: FTHE FB 11.30-13.00 WISL SteerCo UCDG Student Success Plan
18	W	<i>Museum Day</i>		8.00-9.30: UMC-SRC 10.00-17.00: UMC
19	T	Ceremonies: MC -10:00 &15:00 <i>Jewish Holy day: Lag B'Omer</i>		8.00-9.00: COVID-19 Exco 8.30-10.30 UCDG Executive 9.00-10.00: COVID-19 Response Team
20	F	Ceremonies: MC -10:00 Open Day – Potchefstroom Campus		8.00-9.00 CTL Chief Directors Catch up meeting
21	S	Open Day – Potchefstroom Campus		
22	S			
23	M	Ceremonies: MC -10:00 &15:00 <i>Baha'i Faith's Holy day: Declaration of Báb</i>		8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team
24	T	Ceremonies: MC -10:00 &15:00		
25	W	Ceremonies: MC -10:00 &15:00		9.00-12.00: FHUM FB Exco
26	T	<i>Christian Holy day: Ascension Day</i>	<ul style="list-style-type: none"> <li>Q&amp;APP: SCAS agenda for 13.06.2022 closes</li> </ul>	8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team 10.00-13.00 UDL SALA and T&L Joint Exco 14.00-17.00: Senate CTL FTLS Monthly Meeting
27	F	Ceremonies: Inaugural lecture FHUM VC		8.00-9.00 CTL Chief Directors Catch up meeting CTL Directors' individual Catch up meetings 10.00-13.00: FENG FMC 10.00-13.00: FEMS FPC 10.00-13.00: FNAS FMC
28	S	Open Day – Vanderbijlpark Campus		
29	S	<i>Baha'i Faith's Holy day: Ascension of Báha'u'lláh</i>		

30	M			8.00-9.00: COVID-19 Exco 9.00-10.00: COVID-19 Response Team ARCC
31	T		<ul style="list-style-type: none"> <li>• UMC agenda for 10.06.2022 closes</li> </ul>	9.00-13.30: FLAW FMC 10.00-13.00: FTHE FMC 14.00-17.00: Council Exco

JUNE 2022			
Day	Events	Due dates and reminders	Meetings
1	W	Ceremonies: VC 10:00 &15:00	<ul style="list-style-type: none"> <li>Reminder to faculties: due date for submission of Faculty Assessment Plans for semester 2/2022 for semester 2 and outstanding year modules that deviate from assessment plans in academic yearbooks to DVC TL Dir is 30.06.2022</li> </ul>
2	T	Ceremonies: VC 10:00 &15:00	<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 7.06.2022 closes</li> </ul>
3	F	Ceremonies: VC 10:00	<ul style="list-style-type: none"> <li>Last day to publish participation marks in modules with formative/summative assessments</li> </ul>
4	S		
5	S	<i>Christian Holy day: Pentecost Jewish Holy day: Shavuot (1st day)</i>	
6	M	First Examination opportunity until 30 June 2022 Ceremonies: VC 15:00 <i>Christian Holy day: Whit Monday Jewish Holy day: Shavuot (2nd day)</i>	8.00-10.00: SMC 10.00-13.00: FHS FMC 10.00-13.00: FHUM FMC 14.00-15.30: FENG TLC 14.00-16.00: CTL Assessment Group
7	T	First Examination opportunity Ceremonies: VC 10:00 &15:00	9.00-11.00: CTL CTLF Management 10.00-12.00: Faculty & TL Support Leadership 14.00-16.00 CTL: CTLF Projects Meeting
8	W	First Examination opportunity Ceremonies: VC 10:00 &15:00	
9	T	First Examination opportunity Ceremonies: VC 10:00 &15:00 <i>International Archives Day</i>	9.30-16.00: CTL CTLF Strategic Planning for 2023
10	F	First Examination opportunity	8.00-9.00: CTL Chief Directors Catch up meeting 9.30-16.00: CTL CTLF Strategic Planning for 2023 10.00-17.00: UMC 10.00-13.00: FEMS FPC 14.00-16.30: FNAS TLC
11	S		
12	S		
13	M	First Examination opportunity	9.00-16.00: SCAS
14	T	First Examination opportunity	9.00-11.00: SCETLE Executive



				11.00-12.00: RCTLA 11.30-13.00: WISL ManCo (TBC) FEMS F-CAS
15	W	First Examination opportunity Ceremonies: UDL Upington – 1 Session Ceremonies: Inaugural lecture FTHE VC		10.00-13.00: FENG FMC 10.00-13.00: FEMS FMC
16	T	<i>Public holiday: YOUTH DAY</i>		
17	F	First Examination opportunity Ceremonies: UDL Windhoek – 2 Sessions Ceremonies: Inaugural lecture FNAS PC		8.00-9.00: CTL Chief Directors Catch up meeting
18	S			
19	S			
20	M	First Examination opportunity Ceremonies: PC HD 10:00 &15:00		
21	T	First Examination opportunity Ceremonies: PC HD 10:00 &15:00		
22	W	First Examination opportunity Ceremonies: PC HD 10:00		9.00-13.30: FLAW FMC 10.00-13.00: FTHE FMC 10.00-13.00: FEMS FB Exco
23	T	First Examination opportunity Ceremonies: PC HD 10:00		8.00-16.00: Council 8.30-10.30: UCDG Executive 11.00-13.00: UDL-TL EXCO
24	F	First Examination opportunity Ceremonies: PC HD 10:00 Vanderbijlpark Campus DVC's Mid-year function		8.00-9.00: CTL Chief Directors Catch up meeting CTL Directors' individual Catch up meetings
25	S			
26	S			
27	M	First Examination opportunity Ceremonies: UDL East London – 2 Sessions		9.00-12.00: FHUM FB Exco
28	T	First Examination opportunity		9.00-13.00: FEMS TLC
29	W	First Examination opportunity Ceremonies: George – 2 Sessions		(TBC) CTL FTLS Monthly Meeting
30	T	First Examination opportunity Ceremonies: Inaugural lecture	<ul style="list-style-type: none"> <li>• NWU Application &amp; Admission Office: Closing date for online applications for selection courses</li> <li>• Last day for submission of academic yearbook amendments for 2023, already approved by FB and SCAS</li> <li>• Submission of Faculty Assessment Plans for</li> </ul>	

semester 2/2022 for semester 2 and  
outstanding year modules that deviate from  
assessment plans in academic yearbooks to  
DVC TL Dir

JULY 2022				
Day	Events	Due dates and reminders	Meetings	
1	F	Ceremonies: Inaugural lecture FEDU PC	<ul style="list-style-type: none"> <li>• Faculty &amp; TL Support Leadership agenda for 6.07.2022 closes</li> <li>• Reminder to TL support departments: mid-year APP progress reports and mid-year TL milestones reports due 20.07.2022</li> <li>• Reminder to faculties that the Transformation and Alignment progress reports for 2022 are due 29.07.2022</li> <li>• 2023 budget process commences</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting
2	S			
3	S			
4	M	University recess (non-academic time) commences until 8 July 2022	<ul style="list-style-type: none"> <li>• ALASS agenda for 12.07.2022 closes</li> </ul>	
5	T	University recess (non-academic time)	<ul style="list-style-type: none"> <li>• UMC agenda for 13.07.2022 closes</li> </ul>	9.00-11.00: CTL CTLF Management 10.00-13.00: FHUM FMC 14.00-16.00: CTL: CTLF Projects Meeting 14.00-16.30: FNAS TLC
6	W	University recess (non-academic time) Ceremonies: Inaugural lecture FNAS PC	<ul style="list-style-type: none"> <li>• Reminder to all managers to schedule qualitative mid-year reviews with all staff, deadline for upload on Nextcloud 29.07.2022</li> </ul>	10.00-12.00: Faculty & TL Support Leadership
7	T	University recess (non-academic time) Ceremonies: Inaugural lecture	<ul style="list-style-type: none"> <li>• Final date for lecturers to submit sit down, invigilated and online assessment/examination opportunity 1 marks, as well as continuous assessment marks for semester 1, to functionaries responsible for the capturing of marks</li> <li>• UDL all exam books received from centres</li> </ul>	9.00-11.00: CTL SPR Monthly Meeting 10.00-13.00: FLAW TLC
8	F	University recess (non-academic time) Ceremonies: Inaugural lecture	<ul style="list-style-type: none"> <li>• UDL all exam books captured and sent for marking</li> <li>• Finalise sit down, invigilated, and online assessment/examination opportunity 1 marks, as well as continuous assessment marks for semester 1, on the system on or before 10:00</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting
9	S			
10	S	<i>Baha'i Faith's Holy day: Martyrdom of the Báb</i>		

		<i>Islamic Holy day: Eid-al-Adha</i>		
11	M	Second assessment /exam opportunity until 22 July 2022 CTL Induction Programme for Academics: Campus Programme	<ul style="list-style-type: none"> <li>SFEP agenda for 19.07.2022 closes</li> </ul>	
12	T	Second assessment /exam opportunity CTL Induction Programme for Academics: Campus Programme	<ul style="list-style-type: none"> <li>UDL all exam marks captured on the system</li> <li>SCLPAS agenda for 19.07.2022 closes</li> </ul>	10.00-13.00: ALASS 10.00-13.00: FEMS FMC 11.30-13.00: WISL ManCo 11.00-12.00: RCTLA
13	W	Second assessment /exam opportunity CTL Induction Programme for Academics: Campus Programme Ceremonies: Inaugural lecture		10.00-17.00: UMC 10.00-11.30: FENG TLC
14	T	Second assessment /exam opportunity CTL Induction Programme for Academics: Campus Programme Ceremonies: Inaugural lecture FNAS MC		
15	F	Second assessment /exam opportunity CTL Induction Programme for Academics: Campus Programme	<ul style="list-style-type: none"> <li>UDL all exam books returned from lecturers</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.00: FNAS FMC
16	S			
17	S			
18	M	Second assessment /exam opportunity		14.00-16.00: CTL Assessment Group
19	T	Second assessment /exam opportunity	<ul style="list-style-type: none"> <li>UDL all exam marks captured on the system</li> </ul>	10.00-13.00: FENG FMC 10.00-13.00: FHS FMC 10.00-13.00: FTHE TLC 10.00-13.00: SCLPAS 14.00-17.00: SFEP
20	W	Second assessment /exam opportunity Ceremonies: MC 10:00 (Winter) UDL finalisation of marks start	<ul style="list-style-type: none"> <li>Last day for TL support departments to submit mid-year APP progress reports, mid-year TL milestones reports and Transformation and Alignment progress reports to DVC TL Dir</li> </ul>	10.00-12.00: FHS QEASC 11.00-12.30: SIS SteerCo
21	T	Second assessment /exam opportunity Ceremonies: MC 10:00 (Winter)		8.30-10.30: UCDG Executive 10.00-13.00: UDL SALA and T&L Joint EXCO 10.00-14.00: FEMS FB
22	F	Second assessment /exam opportunity		8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.00: FTHE FMC
23	S			
24	S			

25	M	Classes commence for second semester UG Curriculum and Module(s) changes as well as online DIY Add & Drop (until 05th August 2022)	<ul style="list-style-type: none"> <li>SCTL agenda for 05.08.2022 closes, for submission of mid-year TL milestones report, mid-year TL indicators, SADS report, mid-year T&amp;A reports, Faculty Assessment Plans for semester 2/2022 for semester 2 and outstanding year modules that deviate from assessment plans in academic yearbooks</li> </ul>	<p>10.00-13.00: FHUM TLC  10.00-13.00: FEDU FMC  14.30-16.00: FTT</p>
26	T	UG Add & Drop	<ul style="list-style-type: none"> <li>UDL Finalise marks on the system</li> </ul>	<p>9.00-11.00: SCETLE Executive  9.00-13.30: FLAW FMC  10.00-13.00: FEDU TLC  UCDG Student Success Plan</p>
27	W	UG Add & Drop Ceremonies: Inaugural lecture FEMS PC		<p>9.00-12.00: FHUM FB Exco  10.00-13.00: FHS TLC  CTL FTLS Monthly Meeting</p>
28	T	UG Add & Drop Ceremonies: PC 10:00 (Winter)		
29	F	UG Add & Drop Ceremonies: PC 10:00	<ul style="list-style-type: none"> <li>UDL - Last day for 2nd semester registrations</li> <li>Submit APP mid-year progress report to UMC</li> <li>Due date for upload of qualitative mid-year reviews with all staff by line managers</li> </ul>	<p>8.00-9.00: CTL Chief Directors Catch up meeting  CTL Directors' individual Catch up meetings  10.00-11.00: CTL OHS – Potchefstroom Campus</p>
30	S			
31	S	<i>Islamic Holy day: Al-Hijira - 1st Muharram</i>		

AUGUST 2022				
Day		Events	Due dates and reminders	Meetings
1	M	UG Add & Drop UDL: Add & Drop / Re-registrations until 15 August 2022 Q&APP: PQM Review – 2nd Visits (Findings, further analysis, progress, challenges) to faculties during the entire August	<ul style="list-style-type: none"> <li>Final date for lecturers to submit sit down, invigilated and online assessment/examination opportunity 2 marks, as well as additional continuous assessment marks, to functionaries responsible for the capturing of marks</li> <li>UMC agenda for 8.08.2022 closes</li> </ul>	10.00-13.00: FHUM FMC 14.00-15:30: FTT
2	T	UG Add & Drop UDL: Add & Drop / Re-registrations	<ul style="list-style-type: none"> <li>Finalise sit down, invigilated, and online assessment/examination opportunity 2 marks, as well as additional continuous assessment marks, on the system before 10.00</li> </ul>	9.00-11.00: CTL CTLF Management 14.00-16.00: CTL: CTLF Projects
3	W	UG Add & Drop UDL: Add & Drop / Re-registrations UDL & UG records prepare result statements for exam committees 3-5 August 2022		10.00-13.00: FHS FMC 14.00-16.30: FNAS TLC
4	T	UG Add & Drop UDL: Add & Drop / Re-registrations UDL & UG records prepare result statements for exam committees 3-5 August 2022 Ceremonies: VC 10:00 (Winter)		9.00-11.00: CTL SPR Monthly 10.00-12.00: Bi-annual DVC: TL Leadership meeting
5	F	Last day for UG Add & Drop UDL: Add & Drop / Re-registrations UDL & UG records prepare result statements for exam committees 3-5 August 2022	<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 11.08.2022 closes (include planning for 2023 APP goals)</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.30: FLAW FB 14.00-17.00: SCTL
6	S			
7	S	<i>Jewish Holy day: Tish B'av (Fast of 9th of Av)</i>		
8	M	Gender Awareness Week: Gender as Expressed Through the Arts Exam committee sittings in faculties UDL: Add & Drop / Re-registrations		10.00-17.00: UMC 11.00-14.00: FTHE FB 14.00-16.00: CTL Assessment Group
9	T	Gender Awareness Week <i>Public holiday: WOMEN'S DAY</i> <i>Islamic Holy day: Ashura</i>		
10	W	Gender Awareness Week Exam committee sittings in faculties		10.00-13.00: Council Exco 10.00-13.00: FENG FB

		UDL: Add & Drop / Re-registrations Ceremonies: Inaugural lecture		10.00-13.00: FNAS FB 10.00-13.00: FHS FB 10.00-13.00: FEMS FPC 10.00-13.00: FEDU FB 10.00-13.00: FHUM FB
11	T	Gender Awareness Week Exam committee sittings in faculties UDL: Add & Drop / Re-registrations Ceremonies: Inaugural lecture FHS PC		10.00-12.00: Faculty & TL Support Leadership 10.00-12.00: FLAW QEC
12	F	Gender Awareness Week UDL: Add & Drop / Re-registrations	<ul style="list-style-type: none"> <li>Electronic copies of excel sheets with the findings of the exam committees to be returned to the UG Record departments at 10:00 latest</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting
13	S			
14	S			
15	M	UDL: Add & Drop / Re-registrations close	<ul style="list-style-type: none"> <li>Submission of module list of sit down Third Opportunities and the accompanying name lists for each module to the assessment offices</li> </ul>	10.00-11.30: FENG TLC
16	T			10.00-13.00: FEMS FB Exco 11.30-13.00: WISL ManCo 11.30-12.30: RCTLA
17	W	Ceremonies: Inaugural lecture	<ul style="list-style-type: none"> <li>SCTLP agenda for 24.08.2022 closes</li> </ul>	ARCC Provisional date for Directors' Forum Meeting
18	T	Ceremonies: Inaugural lecture <i>Hindu Festivals: Krishna Janmashtami</i>		8.30:10.30: UCDG Executive 14.00-17.00: Senate
19	F	Results e-mailed to students Ceremonies: Inaugural lecture FEDU PC	<ul style="list-style-type: none"> <li>SCAS Agenda for 09.09.2022 closes</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting
20	S			
21	S			
22	M	CHE Institutional Audit site visit until 26 August 2022	<ul style="list-style-type: none"> <li>Final date of submission of Third Opportunity sit down assessment/exam papers to the assessment offices</li> </ul>	10.00-13.00: SMC
23	T	CHE Institutional Audit site visit		9.00-13.30: FLAW FMC 10.00-13.00: FENG FMC 10.00-13.00: FMC 10.00-13.00: FTHE FMC 11.30-13.00: WISL SteerCo
24	W	CHE Institutional Audit site visit Ceremonies: Inaugural lecture FNAS PC		10.00-13.00: FEMS FMC 11.00-12.30: SIS SteerCo 14.00-16.00: SCTLP

25	T	CHE Institutional Audit site visit Ceremonies: Inaugural lecture FLAW PC	<ul style="list-style-type: none"> <li>• ARC agenda for 5.09.2022 closes</li> </ul>	11.00-13.00: UDL-T&L EXCO
26	F	CHE Institutional Audit site visit Dean's concessions examination/ Third opportunity Ceremonies: Inaugural lecture FEDU MC		8.00-9.00: CTL Chief Directors Catch up meeting Directors' individual Catch up meetings
27	S			
28	S			
29	M			10.00-11.30: FTT 14.00-16.00: CTL Assessment Group
30	T		<ul style="list-style-type: none"> <li>• SFEP agenda for 7.09.2022 closes</li> </ul>	9.00-12.00: FHUM FB EXCO 9.00-11.00: SCETLE Executive 10.00-13.00: FTHE TLC 14.00-17.00: Council Exco (TBC) FEMS F-CAS
31	W	UDL: Re-registrations close Ceremonies: Inaugural lecture FNAS PC	<ul style="list-style-type: none"> <li>• NWU Application &amp; Admission Office: Closing date for online applications for non-selection courses</li> <li>• UDL: Re-registrations close</li> <li>• Submission of mid-semester assessment papers from 31 August - 09 September 2022 for sit-down, invigilated assessments at the assessment offices</li> <li>• Faculty &amp; TL Support Leadership agenda for 5.09.2022 closes (include draft 2023 APP goals)</li> </ul>	CTL FTLS Monthly Meeting



SEPTEMBER 2022			
Day	Events	Due dates and reminders	Meetings
1	T	Ceremonies: Inaugural lecture FNAS PC	9.00-11.00: CTL SPR Monthly Meeting 10.00-13.00: FTHE QEC
2	F	Ceremonies: Inaugural lecture FEMS PC	8.00-9.00: CTL Chief Directors Catch up meeting 14.00-16.30: FNAS TLC
3	S		
4	S		
5	M	Language Awareness Week 2022: Multilingualism: a powerful resource for inclusion and academic development (Language Directorate)	9.00-12.00: ARC 10.00-12.00: Faculty & TL Support Leadership
6	T	Language Awareness Week 2022	9.00-11.00: CTLF Management 10.00-13.00: FHS FMC 10.00-13.00: FHUM FMC 14.00-16.00: CTL: CTLF Projects 14.00-17.00: SENEX
7	W	Language Awareness Week 2022 Ceremonies: Inaugural lecture FNAS PC	10.00-13.00: FLAW TLC 14.00-17.00: SFEP
8	T	Language Awareness Week 2022	8.00-16.00: Council
9	F	Language Awareness Week 2022 Ceremonies: Inaugural lecture FHS PC	8.00-9.00: CTL Chief Directors Catch up meeting 9.00-16.00: SCAS
10	S	UDL paper-based assignment submissions at centres <i>Hindu Festivals: Pitruapaksha</i>	
11	S		
12	M		• Submission of first- and second opportunity sit down, invigilated exam-/assessment papers on the electronic platform: 12 – 23 September 2022 • ALASS agenda for 20.09.2022 closes
13	T		• UMC agenda for 21.09.2022 closes (include revised TLA Policy and Rules, GAR, Draft Policy on Open Education Resources, NWU Framework for Micro-credentials to serve for 9.00-13.00: FLAW FB Exco 9.00-13.00: FEMS TLC

			approval at Senate on 20 October 2022)	
14	W	Ceremonies: Inaugural lecture FNAS MC		10.00-11.00: RCTLA 10.00-12.00: FHS QEASC 10.00-13.00: FENG FMC 11.30-13.00: WISL ManCo
15	T	Ceremonies: Inaugural lecture FEMS PC		10.00-13.00: FEDU FMC
16	F	Ceremonies: Inaugural lecture FHS PC		8.00-9.00: CTL Chief Directors Catch up meeting
17	S			
18	S			
19	M			14.00-16.00: CTL Assessment Group
20	T		<ul style="list-style-type: none"> <li>SCLPAS agenda for 27.09.2022 closes</li> </ul>	9.00-12.00: FHUM FB Exco 14.00-16.00: ALASS
21	W		<ul style="list-style-type: none"> <li>UDL all paper-based assignments received from centres</li> <li>SCTLP agenda for 28.09.2022 closes</li> </ul>	10.00-17.00: UMC 10.00-11.30: FENG TLC 10.00-13.00: FHS TLC 10.00-13.00: FHUM TLC
22	T	Ceremonies: Inaugural lecture FEMS PC		8.30-10.30: UCDG Executive 10.00-13.00: UDL SALA and T&L Joint Exco 10.00-13.00: FTHE FMC 10.00-13.00: FEMS FMC
23	F	Ceremonies: Inaugural lecture FLAW PC	<ul style="list-style-type: none"> <li>Last day to submit first- and the second opportunity sit down, invigilated exam/assessment papers on the secure electronic platform</li> <li>UDL All paper-based assignments captured on the system</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.00: FNAS FMC
24	S	<i>Public holiday: HERITAGE DAY</i>		
25	S			
26	M	<i>Hindu Festivals: Navratri</i> <i>Jewish Holy day: Rosh Hashanah (1st day)</i>	<ul style="list-style-type: none"> <li>UDL exam plotting</li> <li>UMC agenda for 4.10. 2022 closes</li> <li>SCTL agenda for 6.10.2022 closes (include revised TLA Policy and Rules, GAR, Draft Policy on Open Education Resources, NWU Framework for Micro-credentials to serve for approval at Senate on 20 October 2022)</li> </ul>	10.00-13.00: FEDU TLC
27	T	<i>Jewish Holy day: Rosh Hashanah (2nd day)</i> NWU TL Conference	<ul style="list-style-type: none"> <li>UDL to submit plotting data to the service provider</li> </ul>	9.00-11.00: SCETLE Executive 9.00-13.30: FLAW FMC 10.00-13.00: SCLPAS 11.00-12.30: SIS SteerCo UCDG Student Success Plan

28	W	Mid-semester assessment opportunity until 7 October 2022 NWU TL Conference		10.00-14.00: FEMS FB 14.00-16.00: SCLTP CTL FTLS Monthly Meeting
29	T	Mid-semester assessment opportunity Ceremonies: Inaugural lecture FNAS PC NWU TL Conference		8.00-11.00: SMC 10.00-13.00: FHUM FB
30	F	Mid-semester assessment opportunity CELEBRATING International Translation Day	<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 05.10.2022 closes</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting Directors' individual Catch up meetings 10.00-13.00: FEDU FB

OCTOBER 2022			
Day	Events	Due dates and reminders	Meetings
1	S		
2	S		
3	M	Mid-semester assessment opportunity Q&APP: PQM Review – 3rd Visits (Wrapping up the undergraduate offerings with action plans) to faculties during October	
4	T	Mid-semester assessment opportunity	9.00-11.00: CTL CTLF Management 10.00-17.00: UMC 14.00-16.30: FNAS TLC 14.00-16.00: CTL: CTLF Projects
5	W	Mid-semester assessment opportunity <i>Jewish Holy day: Yom Kippur (Day of Atonement)</i>	10.00-12.00: Faculty & TL Support Leadership
6	T	Mid-semester assessment opportunity Ceremonies: Inaugural lecture FEDU PC	9.00-11.00: CTL SPR Monthly Meeting 10.00-13.00: SCTL
7	F	Mid-semester assessment opportunity Ceremonies: Inaugural lecture FHS MC	8.00-9.00: CTL Chief Directors Catch up meeting 10.00-13.00: FNAS FB 10.00-13.30: FLAW FB
8	S		
9	S	<i>Islamic Holy day: Milad-un Nabi Muhammed (S.A.W.)</i>	
10	M	University Recess (non-academic time) until 14 October 2022 <i>Jewish Holy day: Sukkot (1st day)</i>	<ul style="list-style-type: none"> <li>• UDL all paper-based assignments marked and returned by lecturers</li> <li>• UMC agenda for 17.10.2022 closes, include draft 2023 TL APP goals</li> </ul>
11	T	University Recess (non-academic time) <i>Jewish Holy day: Sukkot (2nd day)</i>	11.30-13.00: WISL ManCo
12	W	University Recess (non-academic time) STRATEGIC WORKSHOP 2 ON ACADEMIC PLANNING OF DISTANCE PROGRAMME OFFERING	10.00-13.00: Council Exco 10.00-13.00: FHUM FMC 10.00-13.00: FENG FB 10.00-13.00: FHS FB
13	T	University Recess (non-academic time) Ceremonies: Inaugural lecture FTHE MC	
14	F	University Recess (non-academic time) Ceremonies: Inaugural lecture FHS PC	<ul style="list-style-type: none"> <li>• UDL all paper-based assignment marks captured on the system</li> </ul>
15	S		
16	S	Celebrating International Dictionary Day	
17	M	Classes commence Ceremonies: Inaugural lecture FNAS PC	<ul style="list-style-type: none"> <li>• SCAS agenda for 02.11.2022 closes</li> </ul>

		<i>Jewish Holy day: Shemini Atzeret</i>		
18	T		<ul style="list-style-type: none"> <li>Schedule performance appraisals for all staff – due date for upload of completed forms 18.11.2022</li> </ul>	10.00-11.00: RCTLA 10.00-13.00: FEMS FB Exco 10.00-16.00: Academic Promotions Committee
19	W	Ceremonies: Inaugural lecture FEMS MC <i>Jewish Holy day: Simchat Torah</i>		ARCC
20	T	<i>Baha'i Faith's Holy day: Birth of the Báb</i>		8.30-10.30: UCDG Executive 10.00-11.30: FENG TLC 14.00-17.00: Senate
21	F	Ceremonies: Inaugural lecture FLAW MC		8.00-9.00: CTL Chief Directors Catch up meeting Directors' individual Catch up meetings
22	S			
23	S			
24	M	<i>Hindu Festivals: Deepavali/Diwali</i> Q&APP: Curriculum Development for Academics workshop		10.00-13.00: SMC
25	T	Q&APP: Curriculum Development for Academics workshop		10.00-13.00: FENG FMC 10.00-13.00: FEDU FMC 10.00-13.00: FTHE FMC
26	W	Ceremonies: UDL 10:00 & 15:00 (Potch) Q&APP: Curriculum Development for Academics workshop		9.00-13.30: FLAW FMC 9.00-12.00: FHUM FB Exco 10.00-13.00: FEMS FMC CTL FTLS Monthly Meeting
27	T	Ceremonies: UDL 10:00 & 15:00 (Potch) CTL Strategic Sessions for 2023 Day 1 Q&APP: Curriculum Development for Academics workshop		11.00-13.00: UDL-TL Exco
28	F	CTL Strategic Sessions for 2023 Day 2 Q&APP: Curriculum Development for Academics workshop		Extended EXCO
29	S			
30	S			
31	M		<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 3.11.2022 closes</li> </ul>	

NOVEMBER 2022			
Day	Events	Due dates and reminders	Meetings
1	T		<ul style="list-style-type: none"> <li>9.00-11.00: CTL CTLF Management</li> <li>10.00-13.00: FHS FMC</li> <li>10.00-13.00: FHUM FMC</li> <li>14.00-16.00: CTL: CTLF Projects</li> </ul>
2	W	Ceremonies: VC 10:00 & 15:00	<ul style="list-style-type: none"> <li>• Last day to publish participation modules with formative/summative assessments</li> <li>9.00-16.00: SCAS</li> <li>10.00-11.00: CTL OHS – Potchefstroom Campus</li> </ul>
3	T	Ceremonies: VC 10:00	<ul style="list-style-type: none"> <li>9.00-11.00: CTL SPR Monthly Meeting</li> <li>10.00-12.00: Faculty &amp; TL Support Leadership</li> </ul>
4	F		<ul style="list-style-type: none"> <li>8.00-9.00: CTL Chief Directors Catch up meeting</li> <li>14.00-16.30: Council Exco</li> </ul>
5	S		
6	S	<i>Christian Holy day: All Saints' Day</i>	
7	M		<ul style="list-style-type: none"> <li>• Reminder to all line managers: performance appraisals for all staff – due date for upload of completed forms 18.11.2022</li> <li>14.00-16.00: CTL Assessment Group</li> </ul>
8	T		<ul style="list-style-type: none"> <li>9.00-11.00: SCETLE Executive</li> <li>10.00-17.00: UMC</li> <li>11.30-13.00: WISL ManCo</li> </ul>
9	W		<ul style="list-style-type: none"> <li>10.00-11.30: FENG TLC</li> <li>14.00-16.30: FNAS TLC</li> </ul>
10	T	Ceremonies: MC 10:00 & 15:00	11.00-12.30: SIS SteerCo
11	F	Ceremonies: MC 10:00 & 15:00	8.00-9.00: CTL Chief Directors Catch up meeting
12	S	<i>Baha'i Faith's Holy day: Birth of Báha'u'lláh</i>	
13	S		
14	M	CTL Induction Programme for Academics: Campus Programme	10.00-13.00: FTHE TLC
15	T	CTL Induction Programme for Academics: Campus Programme Ceremonies: PC 10:00 & 15:00 (Spring)	<ul style="list-style-type: none"> <li>10.00-11.00: RCTLA</li> <li>10.00-13.00: FENG FMC</li> <li>10.00-13.00: FEMS FB Exco</li> </ul>

				11.30-13.00: WISL SteerCo
16	W	CTL Induction Programme for Academics: Campus Programme Ceremonies: PC 10:00 & 15:00 (Spring)		
17	T	CTL Induction Programme for Academics: Campus Programme	<ul style="list-style-type: none"> <li>Final day for lecturers to submit marks of exam/assessment papers completed from 3 - 11 November 2022 to be captured</li> </ul>	8.00-16.00: Council 8.30-10.30: UCDG Executive
18	F	CTL Induction Programme for Academics: Campus Programme Ceremonies: PC 10:00 (Spring)	<ul style="list-style-type: none"> <li>Due date for upload of completed performance appraisal forms (with ratings) for all staff</li> </ul>	8.00-9.00: CTL Chief Directors Catch up meeting 10.00-16.00: CTL CTLF Management Planning
19	S			
20	S	<i>Christian Holy day: Christ the King</i>		
21	M			10.00-12.00: FLAW QEC 10.00-13.00: FEDU FMC
22	T			10.00-13.00: FTHE FMC
23	W		UMC agenda for 1.12.2022 closes	10.00-13.00: UDL SALA and T&L Joint Exco 10.00-13.00: FNAS FMC
24	T	Ceremonies: Combined catch up ceremony (Summer) Ceremonies: Inaugural lecture FHS PC NWU Excellence Awards Function		
25	F	Ceremonies: Inaugural lecture FEMS PC VC DVC's Year-end staff function	<ul style="list-style-type: none"> <li>Faculty &amp; TL Support Leadership agenda for 30.11.2022 closes</li> </ul>	
26	S	<i>Baha'i Faith's Holy day: Day of the Covenant</i>		
27	S	<i>Christian Holy day: Advent Sunday</i>		
28	M	Ceremonies: UDL Durban 10:00 & 15:00 <i>Baha'i Faith's Holy day: Ascension of 'Abdu'l-Bahá</i>		9.00-13.30: FLAW FMC
29	T	University recess (non-academic time) until 1.12.2022 Ceremonies: UDL Durban 10:00 & 15:00		9.00-12.00: FHUM FB Exco UCDG Student Success Plan
30	W	University recess (non- academic time)		10.00-12.00: Faculty & TL Support Leadership CTL FTLS Monthly Meeting

DECEMBER 2022				
Day		Events	Due dates and reminders	Meetings
1	T	University recess (non- academic time) Ceremonies: UDL Nelspruit 10:00 &15:00	<ul style="list-style-type: none"> <li>Reminder to line managers to prepare 2023 task and performance agreements, due to be uploaded to Nextcloud by 31.01.2023</li> </ul>	10.00-17.00: UMC 10.00-13.00: FHS FMC
2	F	Second exam/assessment opportunity until 15 December 2022		8.00-9.00: CTL Chief Directors Catch up meeting
3	S	Ceremonies: UDL Polokwane 10:00		
4	S			
5	M	Second exam/assessment opportunity	<ul style="list-style-type: none"> <li>UDL all exam books received from centres</li> </ul>	
6	T	Second exam/assessment opportunity	<ul style="list-style-type: none"> <li>Final date for lecturers to submit all sit-down, invigilated and online assessment/examination opportunity 1 marks, as well as year module and semester 2 continuous assessment marks, to functionaries responsible for the capturing of marks</li> </ul>	11.00-12.30: SIS SteerCo
7	W	Second exam/assessment opportunity Ceremonies: UDL East London 10:00 &15:00	<ul style="list-style-type: none"> <li>Finalisation of sit down, invigilated, and online assessment/examination opportunity 1 marks, as well as year module and semester 2 continuous assessment marks, on the system at 10:00</li> <li>UDL all exam books captured on system and sent for marking</li> </ul>	
8	T	Second exam/assessment opportunity UG Records prepare assessment result statements for exam 1 for exam committees		11.00-13.00: UDL-TL Exco
9	F	Second exam/assessment opportunity Ceremonies: UDL Cape Town 10:00 UG Records prepare assessment result statements for exam 1 for exam committees		8.00-9.00: CTL Chief Directors Catch up meeting Directors' individual Catch up meetings
10	S	UG Records prepare assessment result statements for exam 1 for exam committees		
11	S			
12	M	Second exam/assessment opportunity		
13	T	Second exam/assessment opportunity Exam committee sittings in faculties – 1 <sup>st</sup> exam		
14	W	Second exam/assessment opportunity	<ul style="list-style-type: none"> <li>UDL all exam books returned from</li> </ul>	



		Exam committee sittings in faculties – 1 <sup>st</sup> exam	lecturers	
15	T	Second exam/assessment opportunity Ceremonies: UDL Ongwediva 10:00 Exam committee sittings in faculties – 1 <sup>st</sup> exam		
16	F	<i>Public holiday: DAY OF RECONCILIATION</i>		
17	S			
18	S			
19	M	<i>Jewish Holy day: Channukah (1st day)</i>	<ul style="list-style-type: none"> <li>• UDL all exam marks captured on the system</li> <li>• Electronic copies of excel sheets with the findings of the exam committees after the 1<sup>st</sup> exam to be returned to the UG Records offices at 10:00 latest</li> </ul>	
20	T		<ul style="list-style-type: none"> <li>• UDL finalisation of marks start</li> </ul>	
21	W			
22	T		<ul style="list-style-type: none"> <li>• Results of after 1<sup>st</sup> exam e-mailed to students</li> </ul>	
23	F	University closes until 3 Jan 2023	<ul style="list-style-type: none"> <li>• UDL Finalise marks on the system</li> </ul>	
24	S			
25	S	<i>Public holiday: CHRISTMAS</i>		
26	M	<i>Public holiday: DAY OF GOODWILL</i> <i>Jewish Holy day: Channukah (8th day)</i>		
27	T	NWU Closed		
28	W	NWU closed		
29	T	NWU closed		
30	F	NWU closed		
31	S			

JANUARY 2023			
Day	Events	Due dates and reminders	Meetings
1	S	<i>Public holiday: NEW YEAR'S DAY</i>	
2	M	<i>Public holiday: NEW YEAR'S DAY OBSERVED</i>	
3	T		
4	W		
5	T		
6	F		
7	S		
8	S		
9	M		
		<ul style="list-style-type: none"> <li>Reminder to line managers to prepare 2023 task and performance agreements, due to be uploaded to Nextcloud by 31.01.2023</li> </ul>	
10	T		
		<ul style="list-style-type: none"> <li>Final date for lecturers to submit sit down, invigilated and online assessment/examination opportunity 2 marks, as well as additional continuous assessment marks, to functionaries responsible for the capturing of marks</li> </ul>	
11	W		
		<ul style="list-style-type: none"> <li>Finalisation of sit down, invigilated and online assessment/examination opportunity 2 marks, as well as additional continuous assessment marks, on the system at 10:00</li> </ul>	
12	T	UG Records prepare result statements after 2 <sup>nd</sup> exam for exam committees	
13	F	UG Records prepare result statements after 2 <sup>nd</sup> exam for exam committees	
14	S	UG Records prepare result statements after 2 <sup>nd</sup> exam for exam committees	
15	S		
16	M		
17	T	Exam committee sittings in faculties – 2 <sup>nd</sup> exam	
18	W	Exam committee sittings in faculties – 2 <sup>nd</sup> exam	
19	T	Exam committee sittings in faculties – 2 <sup>nd</sup> exam	
20	F		9.00-16.00: Faculty & TL Leadership Synergy & Alignment Workshop
		<ul style="list-style-type: none"> <li>Electronic copies of excel sheets with the findings of the exam committees after the</li> </ul>	

			2 <sup>nd</sup> exam to be returned to the UG Records offices at 10:00 latest	
21	S			
22	S			
23	M			
24	T			
25	W			
26	T			
27	F		<ul style="list-style-type: none"> <li>• Results e-mailed to students</li> </ul>	
28	S			
29	S			
30	M			
31	T		<ul style="list-style-type: none"> <li>• 2023 task and performance agreements to be completed and uploaded to Nextcloud by all line managers</li> </ul>	