



SKYLINE UNIVERSITY COLLEGE

PO Box 1797 - University City of Sharjah, UAE
Tel No.: 00971 6 544 1155 Fax No.: 00971 6 544 1166



INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]

[TOTAL WEEKS = 10 WEEKS – (1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]

[FINAL EXAM – 10TH WEEK]

[DURATION 11-05-2018 TO 07-07-2018] – OLD INTAKE

[DURATION 22-06-2018 TO 28-07-2018] – NEW INTAKE

MONTH	MAY 2018		
DATE	DAY	WEEK	ACTIVITIES
11	FRI	1	<ul style="list-style-type: none"> • First Day of classes - Old intake • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal
14	SUN	2	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates
18	FRI	2	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal
16	SAT	2	Start of Ramadan [subject to sighting of the moon]
26	SAT	3	Mentor presentation to all students

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]**

MONTH		JUNE 2018	
DATE	DAY	WEEK	ACTIVITIES
9	SAT	5	Deadline to pay monthly fees
8-9	FRI-SAT	5	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor <ul style="list-style-type: none"> • Meeting :All Students are required to meet the Mentor to discuss the following: <ul style="list-style-type: none"> ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues
10	SUN	6	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates
14-17	MON	8	EID AL FITR [subject to sighting of the moon]
22	FRI	8	<ul style="list-style-type: none"> • First day of classes for new intake [JUNE 2018 INTAKE] • Orientation - Dean / Registrar and Mentor Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of E-books • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal
29	FRI	9	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty [JUNE 2018 INTAKE] • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal



INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]

29-30	FRI-SAT	9	<p>Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor</p> <ul style="list-style-type: none"> Meeting :All Students are required to meet the Mentor to discuss the following: <ul style="list-style-type: none"> Review of document submission Graduating students academic status review Semester progression review Attendance review [SAP & VISA students] SAP case review Assessments marks / class test Repeating course review Financial review Provisional Admission review Any other Academic or Academic Support related issues
30	SAT	9	Mentor presentation to all students
MONTH	JULY 2018		
DATE	DAY	WEEK	ACTIVITIES
6-7	FRI-SAT	9	<ul style="list-style-type: none"> Collection of Hall ticket from Finance Department Clearance of Tuition fees till final exam Portal Blocking To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
7	SAT	9	Last day of the class
13-14	FRI-SAT	10	Final Examinations
17	TUE	10	Result Declaration of Semester
18-19	WED-THU	10	<ul style="list-style-type: none"> Appeal against grades Mitigation submission
20-21	FRI-SAT	10	<ul style="list-style-type: none"> Collection of Hall ticket from Finance Department [June 2018 intake] Clearance of Tuition fees till final exam Portal Blocking To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
27-28	FRI	11	<ul style="list-style-type: none"> Re-sit & Mitigation Examination
28	SAT	11	Last day of the class [June 2018 intake]
31	TUE	11	Re-sit & Mitigation Result Declaration



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INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]

MONTH	AUGUST 2018		
DATE	DAY	WEEK	ACTIVITIES
3-4	FRI-SAT	12	Final Examinations [JUNE 2018 INTAKE]
6	MON	12	Result Declaration of Semester [JUNE 2018 INTAKE]
8-9	WED-THU	12	Re-sit & Mitigation Examination [JUNE 2018 INTAKE]
13	MON	12	Re-sit & Mitigation Result Declaration [JUNE 2018 INTAKE]



**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]****[TOTAL WEEKS = 10 WEEKS – (1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[FINAL EXAM – 10TH WEEK]****[DURATION: 14 - 09- 2018 – 10 -11- 2018]**

MONTH		SEP 2018	
DATE	DAY	WEEK	ACTIVITIES
14	FRI	1	<ul style="list-style-type: none"> • First day of classes for Old intake • Collection of Graduation plan for TOC students • Book collection from Library • Deadline to drop the course without any penalty
11	TUE	3	Hijri New Year
16	SUN	3	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates
21	FRI	3	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal
21	FRI	3	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation - Dean / Registrar and Mentor Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of E-books • Book collection from Library
22	SAT	3	Mentor presentation to all students

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]**

MONTH		OCT 2018		
DATE	DAY	WEEK	ACTIVITIES	
5	FRI	7	Deadline to pay monthly fees	
05-06	FRI-SAT	7	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor <ul style="list-style-type: none"> • Meeting :All Students are required to meet the Mentor to discuss the following: <ul style="list-style-type: none"> ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues 	
07	SUN	7	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates	

MONTH		NOV 2018		
DATE	DAY	WEEK	ACTIVITIES	
9-10	FRI-SAT	9	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Clearance of Tuition fees till final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor. 	
10	SAT	9	Last day of the class	
16-17	FRI-SAT	10	Final Examinations	
21	WED	11	Result Declaration of Semester	
21-22	WED-THU	11	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission 	
23-24	FRI-SAT	12	Re-sit & Mitigation Examination	
27	TUE	12	Re-sit & Mitigation Result Declaration	

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]****[TOTAL WEEKS = 10 WEEKS – (1 FINAL EXAM WEEK) = 9 WEEKS CLASSES]****[FINAL EXAM – 10TH WEEK]****[DURATION 23-11-2018 TO 02-02-2019]**

MONTH		NOV 2018	
DATE	DAY	WEEK	ACTIVITIES
23	FRI	1	<ul style="list-style-type: none"> • First Day of classes - Old intake • Book collection from Library • Review of statement of account in portal
30	FRI	2	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal

MONTH		DEC 2018	
DATE	DAY	WEEK	ACTIVITIES
1	SAT	3	Mentor presentation to all students
8	SAT	4	Deadline to pay monthly fees
7-8	FRI-SAT	4	<p>Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor</p> <ul style="list-style-type: none"> • Meeting :All Students are required to meet the Mentor to discuss the following: <ul style="list-style-type: none"> ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues
9	SUN	4	<p>UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL</p> <p>Review of Portal updates</p>
16 DEC-3 JAN	SUN-THU		Inter Semester breaks.

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]**

MONTH	FEB 2019		
DATE	DAY	WEEK	ACTIVITIES
1-2	FRI-SAT	9	<ul style="list-style-type: none">• Collection of Hall ticket from Finance Department• Clearance of Tuition fees till final exam• Portal Blocking• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
2	SAT	9	Last day of the class
8-9	FRI-SAT	10	Final Examinations
13	WED	10	Result Declaration
13-14	WED-THU	10	<ul style="list-style-type: none">• Appeal against grades• Mitigation submission
22-23	FRI-SAT	12	<ul style="list-style-type: none">• Re-sit & Mitigation Examination
27	WED	11	Re-sit & Mitigation Result Declaration



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[FINAL EXAM – 10TH WEEK]

[DURATION 15-02-2019 TO 20-04-2019]

MONTH				FEB 2019			
DATE	DAY	WEEK	ACTIVITIES				
15	FRI	1	<ul style="list-style-type: none"> • First Day of classes - Old intake • First day of classes for new intake • Orientation - Dean / Registrar and Mentor Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of E-books • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal 				
22	FRI	2	Deadline to drop the course without any penalty				
22	FRI	3	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal 				
22	FRI	3	Mentor presentation to all students				

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]**

MONTH		MAR 2019	
DATE	DAY	WEEK	ACTIVITIES
8	FRI	6	Deadline to pay monthly fees
8-9	FRI-SAT	6	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor <ul style="list-style-type: none"> • Meeting :All Students are required to meet the Mentor to discuss the following: <ul style="list-style-type: none"> ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues
10	SUN	6	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates

MONTH		APR 2019	
DATE	DAY	WEEK	ACTIVITIES
19-20	FRI-SAT	9	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Clearance of Tuition fees till final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
20	SAT	9	Last day of the class
26-27	FRI-SAT	10	Final Examinations

MONTH		MAY 2019	
DATE	DAY	WEEK	ACTIVITIES
1	WED	10	Result Declaration of Semester
1-2	WED-THU	10	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission
10-11	FRI-SAT	12	• Re-sit & Mitigation Examination
15	TUE	12	Re-sit & Mitigation Result Declaration



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[FINAL EXAM – 10TH WEEK]

[DURATION 10-05-2019 TO 06-07-2019] – OLD INTAKE

[DURATION 14-07-2019 TO 20-07-2019] – NEW INTAKE

MONTH		MAY 2019		
DATE	DAY	WEEK	ACTIVITIES	
5	MON		Start of Ramadan [subject to sighting of the moon]	
10	FRI	1	<ul style="list-style-type: none"> • First Day of classes - Old intake • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal 	
12	SUN	2	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates	
17	FRI	2	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal 	
25	SAT	3	Mentor presentation to all students	

**INSTITUTIONAL CALENDER FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKEND]**

MONTH		JUNE 2019		
DATE	DAY	WEEK	ACTIVITIES	
5-6	WED-THU	8	EID AL FITR [subject to sighting of the moon]	
8	SAT	5	Deadline to pay monthly fees	
7-8	FRI-SAT	5	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor <ul style="list-style-type: none"> • Meeting: All Students are required to meet the Mentor to discuss the following: <ul style="list-style-type: none"> ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review • Any other Academic or Academic Support related issues 	
9	SUN	6	UPLOADING OF VARIOUS LETTERS AND FILES TO PORTAL Review of Portal updates	
14	FRI	8	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation - Dean / Registrar and Mentor Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of E-books • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal 	
MONTH		JULY 2019		
DATE	DAY	WEEK	ACTIVITIES	
5-6	FRI-SAT	9	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Clearance of Tuition fees till final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor. 	
6	SAT	9	Last day of the class	
12-13	FRI-SAT	10	Final Examinations	



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12-13	FRI-SAT	10	<ul style="list-style-type: none">• Collection of Hall ticket from Finance Department [JUNE 2019 INTAKE]• Clearance of Tuition fees till final exam• Portal Blocking• To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
20	SAT	10	Last day of the class [JUNE 2019 INTAKE]
17	WED	10	Result Declaration of Semester
17-18	WED-THU	10	<ul style="list-style-type: none">• Appeal against grades• Mitigation submission
26-27	FRI-SAT	10	Final Examinations [JUNE 2019 INTAKE]
30	TUE	11	Result Declaration of Semester
2-3	FRI-SAT	11	<ul style="list-style-type: none">• Re-sit & Mitigation Examination
6	TUE	12	Re-sit & Mitigation Result Declaration