





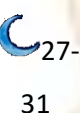



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

**[TOTAL WEEKS = 11 WEEKS – (1 FINAL EXAM WEEK ) = 10 WEEKS CLASSES]**

**[FINAL EXAM – 11<sup>TH</sup> WEEK]**

**SUMMER SEMESTER 2018**

MONTH	MAY 2018		
DATE	DAY	WEEK	ACTIVITIES
13	SUN	1	<ul style="list-style-type: none"> <li>• <b>First Day of classes</b> - Summer Semester</li> <li>• Review of statement of account in portal</li> <li>• Hostel Students Counseling</li> </ul>
 16	SAT	2	<b>Start of Ramadan [subject to sighting of the moon]</b>
 16	THU	1	<ul style="list-style-type: none"> <li>• Start of Visa Students <b>counseling</b></li> <li>• Start of Graduating students <b>counseling</b></li> </ul>
 20	SUN	2	<p><b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</p> <ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty</li> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</li> <li>• <b>Collection of Invoice</b> - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</li> <li>• <b>Deadline for Addition of course</b></li> </ul>
 23	WED	2	<p><b>Mentor presentation</b> to all students</p> <p>International students data update to Parents</p>
 27-31	SUN-THU	3	<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"> <li>• <b>1<sup>st</sup> Meeting</b> : All Students are required to meet the Mentor before the mid-term week to discuss the following: <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>
 28	MON	3	<ul style="list-style-type: none"> <li>• Start of “Zero” attendance counseling</li> <li>• Start of low attendance counseling</li> </ul>



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

MONTH		JUNE 2018		
DATE	DAY	WEEK	ACTIVITIES	
3	SUN	4	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>	
7	THU	4	<ul style="list-style-type: none"> <li>• <b>Deadline to pay</b> monthly fees.</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• <b>Clearance of Tuition fees</b> till mid-term exam</li> <li>• <b>Attendance review</b> and update the list on notice board</li> <li>• Start of LOW CGPA students <b>counseling</b></li> <li>• Start of Low attendance <b>counseling</b></li> </ul>	
14-17	MON	5	<b>EID AL FITR [subject to sighting of the moon]</b>	
17	SUN	1	<ul style="list-style-type: none"> <li>• <b>First day of classes for new intake</b></li> <li>• <b>Orientation - Dean / Registrar and Advisory Orientation for the new intake</b> <ul style="list-style-type: none"> <li>○ <b>Distribution of Admission kit</b></li> <li>○ <b>Distribution of Handbook</b></li> <li>○ <b>Distribution of Tab &amp; Kit</b></li> </ul> </li> <li>• <b>Collection of Graduation plan for TOC students</b></li> <li>• <b>Book collection from Library</b></li> <li>• <b>Review of statement of account in portal</b></li> </ul>	
24-28	SUN-THU	7	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor <ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> Meeting</b> :All Students are required to meet the Advisors before the final exam week to discuss the following:               <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul> <p>Repeating course registration starts for the Fall 2018 semester [Previous Failures]</p>	

MONTH		JULY 2018		
DATE	DAY	WEEK	ACTIVITIES	
1	SUN	8	<ul style="list-style-type: none"> <li>• <b>Mentor Meet</b> / Presentation of Academic Feedback</li> <li>• Academic <b>Feedback</b></li> </ul>	



# SKYLINE UNIVERSITY COLLEGE

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## INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]

3	TUE	8	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) Declaration of result declaration – Mitigation exam</b>
9	SUN	9	<ul style="list-style-type: none"> <li>• <b>Deadline to pay</b> monthly fees.</li> <li>• <b>Display of Stopped student</b> list due to low attendance on notice board</li> </ul>
15	SUN	10	<ul style="list-style-type: none"> <li>• <b>Deadline to submit all the assessments</b></li> </ul>
15-19	SUN-THU	10	<ul style="list-style-type: none"> <li>• <b>Collection of Hall ticket</b> from Finance Department</li> <li>• Clearance of <b>Tuition fees</b> till final exam</li> <li>• Portal Blocking</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.</li> </ul>
19	THU	10	<b>Last day</b> of the class
19-23	SUN-THU	6	<ul style="list-style-type: none"> <li>• <b>Collection of Hall ticket from Finance Department [JUNE 2018 INTAKE]</b></li> <li>• <b>Clearance of Tuition fees till final exam</b></li> <li>• <b>Portal Blocking</b></li> <li>• <b>To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor.</b></li> </ul>
22-26	SUN-THU	11	<ul style="list-style-type: none"> <li>• <b>Final Examinations</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
26	THU	6	<b>Last day of the class [JUNE 2018 intake]</b>
29-30	SUN-MON	7	<ul style="list-style-type: none"> <li>• <b>Final Examinations [JUNE 2018 intake]</b></li> <li>• <b>Exam absentees counseling [JUNE 2018 intake]</b></li> </ul>
31	TUE	12	<ul style="list-style-type: none"> <li>• <b>Result Declaration of Summer Semester</b></li> <li>• <b>International students data update to Parents</b></li> </ul>

MONTH	AUGUST 2018		
DATE	DAY	WEEK	ACTIVITIES
1	WED	7	Result Declaration of Summer Semester [JUNE 2018 intake]
1-2	WED-THU	12	<ul style="list-style-type: none"> <li>• Appeal against grades [ALL INTAKE]</li> <li>• Mitigation submission</li> </ul>
5-6	SUN-MON	9	Re-sit & Mitigation Examination [JUNE 2018 intake]
7-9	TUE-THU	13	Re-sit & Mitigation Examination
14	TUE	14	Re-sit & Mitigation Result Declaration [ALL INTAKE]





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### INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]

21	SUN	15	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b> <b>Review for ACD 18-19</b>
21-23	FRI- SUN	15	<b>Eid Al Adha Holidays [Tentative – Subject to change]</b>

### FALL 2018 SEMESTER COMMENCEMENT

**OLD INTAKE : 4<sup>th</sup> SEPTEMBER 2018 ; NEW INTAKE : 23<sup>rd</sup> SEPTEMBER 2018**





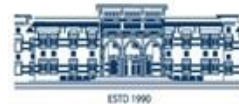
**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

**[TOTAL WEEKS = 14 WEEKS – (1 FINAL EXAM WEEK ) = 13 WEEKS CLASSES]**

**[FINAL EXAM – 14<sup>TH</sup> WEEK]**

**FALL SEMESTER 2018**

MONTH		SEPTEMBER 2018		
DATE	DAY	WEEK	ACTIVITIES	
2-6	SUN-THU	1	Meeting with Admin/SSD for the <b>registration of courses</b> [Repeating/SAP/TOC] Orientation week of faculty & staff	
4	TUE	1	<ul style="list-style-type: none"> <li>• <b>First day of classes</b></li> <li>• Start of <b>repeating course</b> registration</li> <li>• <b>E-Book collection</b> from Library</li> <li>• <b>Review of statement</b> of account in portal</li> <li>• <b>Collection of additional invoices</b> from SSD</li> <li>• <b>Start of SAP students counseling</b></li> </ul>	
11	TUE	2	<b>Hijri New Year</b>	
17	MON	2	<b>PORTAL UPDATES</b> (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)	
19	WED	2	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b></li> <li>• <b>Start of Hostel students counseling</b></li> </ul>	
20	THU	2	<ul style="list-style-type: none"> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</li> <li>• <b>Collection of Invoice</b> - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</li> <li>• <b>Start of Visa students counseling</b></li> <li>• <b>Start of "Zero" attendance counseling</b></li> </ul>	
23	SUN	3	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for new intake</li> <li>• <b>Orientation</b> - Dean / Registrar and Advisory Orientation for the new intake               <ul style="list-style-type: none"> <li>○ <b>Distribution of Admission kit</b></li> <li>○ <b>Distribution of Handbook</b></li> <li>○ <b>Distribution of E-books</b></li> </ul> </li> </ul>	
25	TUE	3	<ul style="list-style-type: none"> <li>• <b>Start of Graduation application</b> submission– Online registration [SSD] – for Spring 2019 semester</li> <li>• <b>Start of Graduation Counseling</b></li> <li>• Start of Graduate survey</li> <li>• Start of Rewardship, clubs &amp; committees</li> <li>Update of student data</li> <li>International students data update to Parents</li> </ul>	
26	WED	3	<ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty – Freshman Level</li> <li>• Start of <b>Scholarship application</b> to SSD</li> <li>• Start of Low attendance counseling</li> <li>• <b>Review of Portal updates</b></li> </ul>	



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

27	THU	3	Start of Low GPA counseling
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MONTH		OCTOBER 2018	
DATE	DAY	WEEK	ACTIVITIES
4	THU	4	<ul style="list-style-type: none"> <li>• <b>Mentor Presentation</b> to all students</li> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> <li>• <b>Start of “Zero” attendance counseling</b></li> </ul>
7	SUN	5	<ul style="list-style-type: none"> <li>• Deadline to pay <b>monthly fees</b></li> <li>• <b>Deadline of repeating course</b> registration</li> <li>• Deadline for <b>Addition of course</b></li> </ul>
8	MON	6	<ul style="list-style-type: none"> <li>• Deadline for the <b>submission of scholarship application</b> to SSD</li> </ul>
7-11	SUN-THU	6	<ul style="list-style-type: none"> <li>• Updating <b>attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor</li> <li>• Clearance of <b>Tuition fees</b></li> <li>• <b>1<sup>st</sup> Meeting</b> :All Students are required to meet the Mentor before the mid-term week to discuss the following: <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> <li>▪ Any other Academic or Academic Support related issues</li> </ul> </li> </ul>
14	SUN	6	<b>Start of low attendance counseling</b>
18	THU	7	<ul style="list-style-type: none"> <li>• Deadline of <b>Graduation application submission</b>– Online registration [SSD] – for Spring 2019 semester</li> <li>• Deadline of <b>Graduation Counseling</b></li> </ul>

MONTH		NOVEMBER 2018	
DATE	DAY	WEEK	ACTIVITIES
5	MON	10	<p><b>Deadline</b> to pay monthly fees.</p> <p><b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</p>





**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

8 	THU	10	<b>Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE</b>
12	MON	11	<ul style="list-style-type: none"> <li>• <b>Mentor Meet</b> and Academic faculty feedback presentation</li> <li>• Academic <b>Faculty Feedback</b></li> <li>• <b>Display of Stopped student</b> list due to low attendance on notice board</li> </ul>
18-22	SUN-THU	12	<p><b>2nd Meeting</b> : All Students are required to meet the Mentor before the final exam week to discuss the following:</p> <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> <p>Any other Academic or Academic Support related issues</p>
19	MON	12	<b>Prophet Mohammed’s Birthday - Tentative</b>
30	WED	13	• <b>MARTYRS’ DAY</b>

MONTH	DECEMBER 2018		
DATE	DAY	WEEK	ACTIVITIES
2	SAT	14	UAE <b>National Day</b>
3	MON	12	<ul style="list-style-type: none"> <li>• Last day for the submission of attested copy of certificate Collection of Hall ticket from Finance Department</li> <li>• Deadline to submit all the assessments</li> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> </ul>
2-6	SUN-THU	13	<ul style="list-style-type: none"> <li>• <b>Revision</b> Classes</li> <li>• Clearance of <b>Tuition fees</b> before the final exam</li> <li>• Portal Blocking [if any pending issues by the student]</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.</li> </ul>
6	THU	13	<b>Last day of the class</b>
9-13	SUN-THU	14	<ul style="list-style-type: none"> <li>• <b>Final Examinations [TENTATIVE]</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
18	TUE	15	<ul style="list-style-type: none"> <li>• <b>Declaration</b> of Fall Semester results</li> <li>• <b>Repeating course</b> registration for Spring 2019 semester</li> </ul>
20	THU	15	<ul style="list-style-type: none"> <li>• <b>Review</b> of Emphasis &amp; Overall CGPA</li> <li>• <b>Review</b> of SAP/LOW attendance / TOC / SAP students</li> <li>• International students data update to Parents</li> </ul>
16 DEC-3 JAN	SUN-THU	16-18	<b>Inter Semester breaks.</b>



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### INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]

19-27	WED-THU	18	<ul style="list-style-type: none"><li>• Appeal against grades</li><li>• Mitigation Submission</li><li>• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]</li></ul>
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MONTH	JANUARY 2019		
DATE	DAY	WEEK	ACTIVITIES
1-3	TUE-THU	18	Re-sit & Mitigation Examinations of Fall Semester
8	TUE	19	Result declaration of Re-sit & Mitigation Examinations of Fall Semester

#### SPRING 2019 SEMESTER COMMENCEMENT

OLD INTAKE: **6<sup>th</sup> JANUARY 2019**; NEW INTAKE: **20<sup>th</sup> JANUARY 2019**







**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

[TOTAL WEEKS = 15 WEEKS – (1 FINAL EXAM WEEK + 2 week break) = 14 WEEKS CLASSES]

[ FINAL EXAM – 15<sup>TH</sup> WEEK]

**SPRING SEMESTER 2019**

MONTH		JANUARY 2019		
DATE	DAY	WEEK	ACTIVITIES	
6	SUN	1	<ul style="list-style-type: none"> <li>• Start of the classes</li> <li>• E-Books collection from library</li> <li>• Review of <b>statement of account</b> in portal</li> <li>• Start of Financial Counseling</li> </ul>	
13	SUN	2	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>	
14	MON	2	<b>Start of Visa students counseling</b>	
14	MON	2	<ul style="list-style-type: none"> <li>• <b>Drop day</b> [Deadline to drop the course without any penalty] –</li> <li>• Start of <b>Submission of attested certificate</b></li> </ul>	
16	WED	2	<ul style="list-style-type: none"> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</li> <li>• <b>Collection of Invoice</b> - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</li> </ul>	
20	SUN	3	<ul style="list-style-type: none"> <li>• <b>First day of classes</b> for new intake</li> <li>• <b>Orientation</b> - Dean / Registrar and Advisory Orientation for the new intake               <ul style="list-style-type: none"> <li>○ Distribution of Admission kit</li> <li>○ Distribution of Handbook</li> <li>○ Distribution of E-books</li> </ul> </li> <li>• <b>Deadline for Addition of course</b></li> <li>• International students data update to Parents</li> </ul>	
31	THU	4	Mentor presentation to all students	
31	THU	4	<ul style="list-style-type: none"> <li>• <b>Deadline</b> to drop the course without any penalty – [Jan 2019]</li> <li>• <b>Start of “Zero” attendance counseling</b></li> </ul>	
31	THU	4	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Addition of course – [Jan 2019]</li> <li>• <b>Start</b> of Graduation Counseling</li> <li>• <b>Start</b> of Scholarship application to SSD [Jan 2019 intake]</li> </ul> <b>Registration Start for:</b> <ul style="list-style-type: none"> <li>• Graduation <b>Application forms</b>– Online registration – for Summer 2019 semester</li> <li>• Update Student Data</li> </ul>	

MONTH		FEBRUARY 2019		
DATE	DAY	WEEK	ACTIVITIES	



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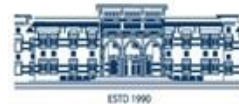
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### INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]

3	SUN	5	<b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
6	WED	5	<ul style="list-style-type: none"> <li>• <b>Deadline</b> to pay monthly fees.</li> <li>• <b>Start of LOW GPA counseling</b></li> <li>• <b>Start of Financial counseling</b></li> </ul>
7	THU	5	<ul style="list-style-type: none"> <li>• Deadline for the <b>scholarship application</b> [Jan 2019 intake]</li> <li>• <b>Attendance review</b> and update the list on notice board</li> </ul>
10-14	SUN-THU	6	<p><b>Updating attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor</p> <p><b>1<sup>st</sup> Meeting</b> :All Students are required to meet the Advisors before the mid-term week to discuss the following:</p> <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> <ul style="list-style-type: none"> <li>• Any other Academic or Academic Support related issues</li> <li>• <b>Start of LOW attendance counseling</b></li> </ul>
21	THU	7	<ul style="list-style-type: none"> <li>• <b>Deadline</b> to submit the graduation application– for Summer 2019 semester</li> </ul>

MONTH	MARCH 2019		
DATE	DAY	WEEK	ACTIVITIES
3	SUN	9	<ul style="list-style-type: none"> <li>• <b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</li> <li>• <b>Start of LOW attendance counseling</b></li> <li>• <b>Start of LOW GPA counseling</b></li> <li>• <b>Review of Portal updates</b></li> </ul>
18	MON	11	<ul style="list-style-type: none"> <li>• <b>Mentor Meet</b> / Presentation of Academic Feedback</li> <li>• Start of <b>Academic Feedback</b></li> <li>• International students data update to Parents</li> </ul>



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

17-21	SUN-THU	11	<p>Updating <b>attendance</b> till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor</p> <p><b>2nd Meeting :</b> All Students are required to meet the Mentor before the final exam week to discuss the following:</p> <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> <ul style="list-style-type: none"> <li>• Any other Academic or Academic Support related issues</li> <li>• Repeating course registration starts for the Summer 2019 semester [Previous Failures]</li> </ul>
24 – 4 Apr	SUN – THU	12-13	<b>Inter-semester Break</b>
31	SUN	13	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>

MONTH	APRIL 2019		
DATE	DAY	WEEK	ACTIVITIES
3	WED	14	<b>Isra Wal Meraj (Ascension of the Prophet) - TENTATIVE</b>
11	THU	14	<ul style="list-style-type: none"> <li>• Deadline to submit all the assessments</li> <li>• Last day for the submission of attested copy of certificate</li> <li>• Display of Stopped student list due to low attendance on notice board</li> </ul>
21-25	SUN-THU	16	<ul style="list-style-type: none"> <li>• <b>Revision Classes</b></li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• Portal blocking [if any pending issues by the student]</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.</li> </ul>
25	THU	16	<b>Last day of the class</b>
28-02	SUN-THU	17	<ul style="list-style-type: none"> <li>• <b>Final Examinations</b></li> <li>• <b>Start of Exam absentee counseling</b></li> </ul>

MONTH	MAY 2019		
DATE	DAY	WEEK	ACTIVITIES









## SKYLINE UNIVERSITY COLLEGE

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### INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]

 8	WED	18	<ul style="list-style-type: none"><li>• <b>Declaration</b> of results</li><li>• <b>Repeating course</b> registration for Summer 2019 semester</li></ul>
 8-11	WED- SAT	18	<ul style="list-style-type: none"><li>• <b>Appeal</b> against grades</li><li>• <b>Mitigation</b> submission week</li><li>• Meeting with Admin for the <b>registration of courses</b> [Repeating/SAP/TOC]</li></ul>
 13-15	MON- WED	19	<b>Re-sit &amp; Mitigation</b> Examinations of Spring Semester International students data update to Parents
 20	MON	20	<b>Result declaration</b> of Re-sit & Mitigation Examinations of Spring Semester

#### SUMMER 2019 WILL COMMENCE FROM:

**OLD INTAKE : 12<sup>th</sup> MAY 2019; NEW INTAKE [MBA/MQP]: 9<sup>th</sup> JUNE 2019**





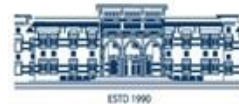
**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

**[TOTAL WEEKS = 11 WEEKS – (1 FINAL EXAM WEEK ) = 10 WEEKS CLASSES]**

**[FINAL EXAM – 11<sup>TH</sup> WEEK]**

**SUMMER SEMESTER 2019**

MONTH		MAY 2019		
DATE	DAY	WEEK	ACTIVITIES	
5	MON		Start of Ramadan [subject to sighting of the moon]	
12	SUN	1	<ul style="list-style-type: none"> <li>• <b>First Day of classes</b> - Summer Semester</li> <li>• Review of statement of account in portal</li> <li>• Hostel Students Counseling</li> </ul>	
16	THU	1	<ul style="list-style-type: none"> <li>• Start of Visa Students <b>counseling</b></li> <li>• Start of Graduating students <b>counseling</b></li> </ul>	
19	SUN	2	<p><b>PORTAL UPDATES (letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</p> <ul style="list-style-type: none"> <li>• <b>Deadline to drop the course</b> without any penalty</li> <li>• <b>Collection of letters</b> - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD</li> <li>• <b>Collection of Invoice</b> - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal</li> <li>• <b>Deadline for Addition of course</b></li> </ul>	
22	WED	2	<p><b>Mentor presentation</b> to all students</p> <p>International students data update to Parents</p>	
26-30	SUN-THU	3	<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"> <li>• <b>1<sup>st</sup> Meeting</b> : All Students are required to meet the Mentor before the mid-term week to discuss the following: <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul>	
27	MON	3	<ul style="list-style-type: none"> <li>• Start of “Zero” attendance counseling</li> <li>• Start of low attendance counseling</li> </ul>	



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]**

MONTH		JUNE 2019		
DATE	DAY	WEEK	ACTIVITIES	
2	SUN	4	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b>	
5-6	WED-THU	4	<b>EID AL FITR [subject to sighting of the moon]</b>	
6	THU	4	<ul style="list-style-type: none"> <li>• <b>Deadline to pay</b> monthly fees.</li> <li>• Collection of <b>Hall ticket</b> from Finance Department</li> <li>• <b>Clearance of Tuition fees</b> till mid-term exam</li> <li>• <b>Attendance review</b> and update the list on notice board</li> <li>• Start of LOW CGPA students <b>counseling</b></li> <li>• Start of Low attendance <b>counseling</b></li> </ul>	
9	SUN	5	<ul style="list-style-type: none"> <li>• <b>First day of classes for new intake</b></li> <li>• <b>Orientation - Dean / Registrar and Advisory Orientation for the new intake</b> <ul style="list-style-type: none"> <li>○ <b>Distribution of Admission kit</b></li> <li>○ <b>Distribution of Handbook</b></li> </ul> </li> </ul> <b>Distribution of E-BOOKS</b>	
23-27	SUN-THU	7	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor <ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> Meeting</b> :All Students are required to meet the Advisors before the final exam week to discuss the following:               <ul style="list-style-type: none"> <li>▪ Review of document submission</li> <li>▪ Graduating students academic status review</li> <li>▪ Semester progression review</li> <li>▪ Attendance review [SAP &amp; VISA students]</li> <li>▪ Progress Meeting of Dissertation / Internship/Internship Project</li> <li>▪ SAP case review</li> <li>▪ Assessments marks / class test</li> <li>▪ Repeating course review</li> <li>▪ Financial review</li> <li>▪ Provisional Admission review</li> </ul> </li> <li>• Any other Academic or Academic Support related issues</li> </ul> Repeating course registration starts for the Fall 2019 semester [Previous Failures]	
31	SUN	8	<ul style="list-style-type: none"> <li>• <b>Mentor Meet /</b> Presentation of Academic Feedback</li> <li>• <b>Academic Feedback</b></li> </ul>	

MONTH		JULY 2019		
DATE	DAY	WEEK	ACTIVITIES	





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## INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2018-2019 – [MBA - WEEKDAYS]

2	TUE	8	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)Declaration of result declaration – Mitigation exam</b>
7	SUN	9	<ul style="list-style-type: none"> <li>• <b>Deadline to pay monthly fees.</b></li> <li>• <b>Display of Stopped student</b> list due to low attendance on notice board</li> </ul>
14	SUN	10	<ul style="list-style-type: none"> <li>• <b>Deadline to submit all the assessments</b></li> </ul>
14-18	SUN-THU	10	<ul style="list-style-type: none"> <li>• <b>Collection of Hall ticket</b> from Finance Department <b>[ALL INTAKE]</b></li> <li>• Clearance of <b>Tuition fees</b> till final exam<b>[ALL INTAKE]</b></li> <li>• Portal Blocking</li> <li>• To check all the <b>assessment marks</b> prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.</li> </ul>
18	THU	10	<b>Last day of the class [ALL INTAKE]</b>
21-25	SUN-THU	11	<ul style="list-style-type: none"> <li>• <b>Final Examinations [ALL INTAKE]</b></li> <li>• <b>Exam absentees counseling</b></li> </ul>
30	TUE	12	<ul style="list-style-type: none"> <li>• <b>Result Declaration of Summer Semester [ALL INTAKE]</b></li> <li>• <b>International students data update to Parents</b></li> </ul>
31-1	WED-THU	12	<ul style="list-style-type: none"> <li>• Appeal against grades</li> <li>• Mitigation submission</li> </ul>

MONTH				AUGUST 2019			
DATE	DAY	WEEK	ACTIVITIES				
6-8	TUE-THU	13	<ul style="list-style-type: none"> <li>• Re-sit &amp; Mitigation Examination <b>[ALL INTAKE]</b></li> </ul>				
11-14	SUN-WED	15	<b>Eid Al Adha Holidays [Tentative – Subject to change]</b>				
13	TUE	14	Re-sit & Mitigation Result Declaration				
18	SUN	15	<b>PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)</b> <b>Review for ACD 19-20</b>				

### FALL 2019 SEMESTER COMMENCEMENT

**OLD INTAKE : 3<sup>RD</sup> SEPTEMBER 2019 ; NEW INTAKE : 22<sup>ND</sup> SEPTEMBER 2019**