



Ref.No. RO/47/2007/14

Date: October 03, 2014

To: All Deans and Directors

From: Bekele Abebe (Ph.D.)
University Registrar

Subject: 2014/15 Academic Calendar

The University Senate has approved the academic calendar for the 2014/15 academic year.

This is therefore, to request your cooperation for effective implementation of the calendar.

Thank you

Incl. Academic Calendar for 2014/15 Academic Year. /5 pages/

cc.

Office of the President
Office of the Academic Vice President
Office of the Vice President for Administration and Student Service
Office of the Vice President for Research & Technology Transfer
Office of the Vice President for Institutional Development
College Registrars

ADDIS ABABA UNIVERSITY
OFFICE OF THE REGISTRAR
REVISED 2014/15 ACADEMIC CALENDAR (2007 E.C)

FIRST SEMESTER

<u>Date</u>	<u>Activity</u>
<u>September 2014</u> 15	- Academic Staff Report to Duty
<u>October 2014</u> 04 – 05	- Registration of Year II and Above Evening Students
11 – 12	- Late Registration of Year II and Above Evening Students
13 – 15	- Registration of Year II & Above Non-Clinical Graduate Students - Registration of Year IV & Above - Undergraduate Regular Students - Registration of Year II & Year III- Undergraduate Regular Students
13 – 17	- First Round Applications for Readmission Regular and Evening Students for 2nd Semester of 2014/15 AY - Deans submit First Semester Class Schedules to the Registrar
16	- Registrar Report First Semester Class Schedules to the President and AVP - Last Date for Posting Class Schedules for Regular and Evening Programs - First Semester Classes Begin
16 – 17	- Late Registration for Regular Students
<u>November 2014</u> 02 – 03	- Add and Drop /Regular and Evening/
03 – 07	- First Round of Applications for Admission to the Graduate Program Opens for Semester II of 2014/15 AY
17 – 21	- Period of Re-examination for graduating students - Period of Re-examination for students scored Fx grade
20	- University Senate Meeting
25	- Last Date for Dropping Courses
<u>December 2014</u> 01 – 05	- Registration for Make-up Examination - Applications for Advanced Standing into Second Semester of 2014/15 AY - Second Round Applications for Readmission of Regular and Evening Students for 2nd Semester of 2014/15 AY
10	- Deans Submit First Semester Final Teaching Load Report and Academic Staff Statistics to the Office of the Academic Staff Affairs.

^ Separate academic calendar will be prepared for New Regular and Evening (Undergraduate) Students.

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FIRST SEMESTER

<u>Date</u>	<u>Activity</u>
19	<ul style="list-style-type: none"> - The Office of the Registrar Reports First Semester Enrolment Statistics & Classroom Utilization to the Offices of the President & Academic Vice President. - The Office of the Academic Staff Affairs Reports First Semester Academic Staff List to the Offices of the President & Academic Vice President.
23	<ul style="list-style-type: none"> - AAU Women's Day
25	<ul style="list-style-type: none"> - Deans Submit Second Semester 2014/15 AY Course Offerings to the Office of the Registrar. - Deadline for Reporting Second Semester 2014/15 AY Class Schedules
<u>January 2015</u> 23	<ul style="list-style-type: none"> - End of First Semester Classes (Regular & Evening)
5 – 9	<ul style="list-style-type: none"> - Third Round Applications for Readmission of Regular and Evening Students for 2nd Semester of 2014/15 AY
13	<ul style="list-style-type: none"> - The Registrar Office Distribute Readmission Applications to Deans and Departments/ Program Units
26 – Feb. 06	<ul style="list-style-type: none"> - First Semester Exam Period
28 – Feb. 09	<ul style="list-style-type: none"> - Period of Explanatory Sessions to Students on the Marking and Grading of Exams and Other Graded Exercises
28 – Feb. 09	<ul style="list-style-type: none"> - Period of Application for Remarking of Exam Papers
31	<ul style="list-style-type: none"> - Last date for application of Publication Incentive to College Research Reward Evaluation Committee (CRREC) or Institutes Research Rewards Evaluation Committee (IRREC) - Last date for Thematic Research Proposal submission to the office of the Director for Research.
<u>February 2015</u> 07 – 15	<ul style="list-style-type: none"> - Inter– Semester Break/Inter-College Sports
12	<ul style="list-style-type: none"> - Last Date for Submitting Grades to the College/School Registrar Units
13	<ul style="list-style-type: none"> - Last Date for Deans and Departments/ Program Units Send Readmission Lists to the Registrar Office - Last Date for Reporting to the Office of the Registrar List of first Semester Graduating Students

NB: First Semester is fourteen (14) weeks

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SECOND SEMESTER

<u>Date</u>	<u>Activity</u>
<u>February 2015</u>	
14-15	- Registration for Evening Students
16-19	- Registration of Year II& Above Non- clinical Graduate Students. - Registration of Year I Non-Clinical Graduate Students - Registration of Year IV& Above Regular Undergraduate Students - Registration of Year III – Regular Students
16- 20	- First Round Application for Readmission of Regular and Evening Students for First Semester of 2015/16 AY - Deans Submit Second Semester Class Schedules to the Registrar
21 – 22	- Late Registration for Evening Students
23	- Second Semester Classes Begin - Registrar Report Second Semester Class Schedules to the President and AVP
23- 24	- Late Registration for Regular Students
<u>March 2015</u>	
4 – 5	- Add and Drop (Regular & Evening)
10	- Deans Submit Second Semester Final Teaching Load Report to the Office of the APSA
<u>April 2015</u>	
13- 17	- First Round Reconciliation of the Academic Records of 2015 Prospective Graduates - Period of Re-examination for graduating students - Period of Re-examination for students scored Fx grade
13 – May 15	- Second Round of Applications for Admission to the Graduate Program Opens for Semester II of 2014/15 AY
14	- University Senate Meeting
16	- Last Date for Dropping Courses
30	- Last date for submission of Teaching Materials Proposal to the office of the Director for Research
<u>May 2015</u>	
3 – 8	- Second Round Application for Readmission of Regular and Evening Students for First Semester of 2015/16 AY - Applications for Advanced Standing into First Semester of 2015/16
7 – 8	- Registration for Make-up Examination
11 – 16	- Addis Ababa University Level Research week
12	- The Office of the Academic Staff Affairs Reports Second Semester Academic Staff List to the Offices of the President & Academic Vice President.

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SECOND SEMESTER

Date	Activity
	- The Office of the Registrar Reports Second Semester Enrolment Statistics & Classroom Utilization to the Offices of the President & Academic Vice President
14	- Deans Submit Second Semester Exam Schedule to the Office of the Registrar.
19	- Departments and /Centers/Schools Submit New Applications of Research Proposals for Funding to Deans.
<u>June 2015</u> 05	- End of Second Semester Classes (Regular & Evening)
2 – 5	- Third Round Application for Readmission of Regular and Evening Students for First Semester of 2015/16 AY
8– 17	- Period of Explanatory Sessions to Students on the Marking and Grading of Exams and Other Graded Exercises
8 – 19	- Second Semester Exam Period
11 - 22	- Period of Application for Remarking of Exam Papers
22	- Non-graduating Students Clear from AAU Campuses
23	- The Admission Offices (Undergraduate and Graduate) Distribute Readmission Applications to Deans and Department/Centers/Schools.
25	- Last Date for Submitting Graduating Class Final Grade Results to the College Registrar Units
30	- All Grades of Non-graduating Classes Reach College Registrar Units - Last Date for Submitting Evening Class Final Grade Results to the College Registrar Units
<u>July 2015</u> 02	- Academic Commissions Meet to Approve the Graduation of Students
08	- University Senate Meeting
11	- 2015 AAU GRADUATION DAY
13 - 14	- Graduating Students Clear from AAU Campuses
13 – 17	- Departments and /Centers/Schools Screen Graduate Applicants Except for Clinical Disciplines and Applicants from Higher Education Institutions (HEI)
22	- Departments and /Centers/Schools Submit Recommendation on Admissions to the Office of the Registrar (Apart from HEI Applicants)

NB: Second Semester is fifteen (15) weeks

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SUMMER SEMESTER

<u>Date</u>	<u>Activity</u>
<u>July 2015</u>	
15-16	- Readmission Applications of Summer Students for 2014/15
15	- Admission & Registration of New Summer Students
16	- Registration of 2003& 2004 Entry Summer Students
17	- Registration of 2005,2006& Other Entry Summer Students
18 - 19	- Registration for Evening Students
20	- Classes Begin (Summer & Evening)
13- 14	- Add and Drop of Courses
18	- Dropping of Courses
20	- Last Date for Submitting Course Exemptions of Summer students to the College Registrar Units - Registration for Make-up Examination
<u>August 2015</u>	
25	- End of Classes (Summer & Evening)
26 - 30	- Examination Period (Summer & Evening)
<u>September 2015</u>	
01	- Summer Non Graduating Students Clear from AAU Campuses
04	- Last Date for Submitting Grades of Graduating Students to the College Registrar Units
09	- Summer Graduating Students Clear from AAU Campuses
14	- Last Date for Submitting of Non Graduating Students Grades to the College Registrar Units