INSTITUTE OF DEVELOPMENT MANAGEMENT

2023/24
BOTSWANA CAMPUS
ACADEMIC ALMANAC (FULL TIME AND EVENING PROGRAMMES).

Approved by: Dr. Theophilus Mooko

Designation: Country Director

Signature: ....

Document No.:	XXXX		Revision:	01
Subject/Title:	IDM ALMANC		Effective Date:	June 2023

JULY TO DECEMBER SEMESTER OF 2023/24 ACADEMIC YEAR

ACTIVITY	DATES	ACCOUNTABLE PERSON(S)	POLICY REF
JULY			
Registration For SEM 1 Begins	10 Jul 2023	All New and Continuing Students	Academic Regulations Admissions Policy
Internal Moderation	24 - 28 July 2023	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Registration for SEM 1 Ends	21 July 2023	Academic Registrar	Academic Regulations
Teaching Begins (Full time/Evening Students).	24 July 2023	ADALS	Draft Teaching & Learning Policy
Late Registration and Module Add/Drop Begins	24 July 2023	Academic Registrar	Academic Regulations
AUGUST			
Late Registration and Module Add/Drop Ends	04 August 2023	Academic Registrar	Academic Regulations
Last Day to Withdraw and Receive a Refund	04 August 2023	Finance Manager	Academic Regulations Refund Policy
External Moderation	14 - 25 August 2023	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
SEPTEMBER			
SRC Elections	01 September 2023	Student services Manager Students	SRC Constitution
Short vacation	25-29 September 2023	Students	Academic Regulation
Regional Office Releases Transcripts (FT Students)	29 September 2023	ADQAM	Draft Conferment of IDM Awards Regulations

Author:	Assistant Director Quality Assurance	Approver:	Academic Body

	Document No.:	XXXX		Revision:	01
IDM INSTITUTE OF DEVELOPMENT MANAGEMENT	Subject/Title:	IDM ALMANC		Effective Date:	June 2023

OCTOBER

Academic Body Meeting (Approval of Graduation List)	24-25 October 2023	ADQAM Country Director BLE	Academic Body Charter Academic Regulations
Regional Office Releases Transcripts (PT Students)	31 October 2023	ADQAM	Draft Conferment of IDM Awards Regulations

NOVEMBER

Teaching Ends (Week 15)	03 November 2023	Academic staff and Students	Draft Teaching & Learning Policy
CA Publication Study Week	6-10 November 2023	Academic Registrar/ Assessment Coordinator Students	Assessment & Moderation Policy
Examinations Period	13-21 November 2023	ADAS/ADALS	Assessment & Moderation Policy
Marking	13-24 November 2023	ADAS	Assessment & Moderation Policy
End of Academic Semester	24 November 2023	Academic Staff & Students	Draft Teaching & Learning Policy
Post Exam Moderation	27 November -01 December 2023	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
2021 IDM GRADUATION	24 November 2023	Country Director BLE Assistant Director Quality Assurance & Management	Draft Conferment of IDM Awards Regulations
Regional Office Releases Certificates	24 November 2023	ADQAM	Draft Conferment of IDM Awards Regulations

DECEMBER

Assessment Board Meeting.	6-7 December 2023	Country Director (MAB Chairperson)	Assessment & Moderation Policy

Author:	Assistant Director Quality Assurance	Approver:	Academic Body

Publication of Results.	08 December 2023	Assistant Director/ Head Academics/ Registrar & Assessment Officers	Assessment & Moderation Policy
Registration for Supplementary Exams	11-15 December 2023	Supplementing Students	Academic Regulations Assessment & Moderation Policy
IDM Closes for Christmas	15th December 2023* (TBC)	All	Conditions of Service

JANUARY TO JUNE SEMESTER FOR ACADEMIC YEAR 2023/24

JANUARY

IDM Opens 2024	03 January 2024* (TBC)	All	Conditions of Service
Registration For Semester 2 Continues	08 January 2023	All New and Continuing Students/ Academic Registrar/ Instructional Technology/ Finance Manager	Academic Regulations Admissions Policy Finance Policy
Supplementary Examinations	8-12 January 2024	Assessment Coordinator	Assessment & Moderation Policy
Assessment Board Meeting (Approval of Supplementation Examinations)	18 January 2024	Country Director (MAB Chairperson)	Assessment & Moderation Policy
Publication of Supplementary Examination Results	19 January 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Examinations Setting	15-19 January 2024	ADAS	Assessment & Moderation Policy
Internal Moderation	22 – 26 January 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Registration for SEM 2 Ends	19 January 2024	Academic Registrar	Academic Regulations
Teaching Begins	22 January 2024	ADAS	Draft Teaching & Learning Policy

Author:	Assistant Director Quality Assurance	Approver:	Academic Body

Late Registration and Module Add/Drop Begins	22 January 2024	Academic Registrar	Academic Regulations
Transcripts & Certificates Requesting Deadline	31 January 2024	Academic Registrar/ Assessment Coordinator	Draft Conferment of IDM Awards Regulations

FEBRUARY			
Late Registration and Module Add/Drop Ends	02 February 2024	Academic Registrar	Academic Regulations
Last day to Withdraw and Receive a Refund	02 February 2024	Finance Manager	Academic Regulations Refund Policy
External Moderation of Examination papers	05 – 16 February 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Regional Office Releases Transcripts	29 February 2024	ADQAM	Draft Conferment of IDM Awards Regulations

MARCH			
Short vacation/Inter Campus Games (Week 9)	25-28 March 2024	ADALS	N/a
Regional Office Releases Certificates	29 March 2024	ADQAM	Draft Conferment of IDM Awards Regulations

APRIL			

MAY			
Teaching Ends (Week 15)	10 May 2024	Academic Staff/Students	Draft Teaching & Learning Policy
CA Publication	13-17 May 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Study Week		Students	
Examinations Period	20-31 May 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy

Author:	Assistant Director Quality Assurance	Approver:	Academic Body

End of Academic Semester	31 May 2024	Academic Registrar	Draft Teaching & Learning Policy
Marking	20-31 May 2024	ADAS	Assessment & Moderation Policy

JUNE

Post Exam Moderation	2-7 June 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Assessment Board Meeting.	12-13 June 2024	Country Director (MAB Chairperson)	Assessment & Moderation Policy
Publication of Results.	14 June 2024	Assistant Director/ Head Academics/ Registrar & Assessment Officers	Assessment & Moderation Policy
Registration for Supplementary Exams	17-21 June 2024	Supplementing Students	Academic Regulations Assessment & Moderation Policy

JULY 2024

Supplementary examinations	01-07 July 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Assessment Board Meeting (Approval of Supplementation Examinations)	11 June 2024	Country Director (MAB Chairperson)	Assessment & Moderation Policy
Publication of Supplementary Examination Results	12 June 2024	Academic Registrar/ Assessment Coordinator	Assessment & Moderation Policy
Transcripts & Certificates Requesting Deadline	28 June 2024	Academic Registrar/ Assessment Coordinator	Draft Conferment of IDM Awards Regulations

Author:	Assistant Director Quality Assurance	Approver:	Academic Body