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LIFE UNIVERSITY

Foundation Year Department

Yearly Action Plan (2022-2023)	
Semester 1	
19 Dec, 2022	Enrolment starts
26 Dec, 2022 – 06 Jan, 2023	Lecturer Recruitment
09 – 13 Jan, 2023	First semester Timetable Preparation
16 – 20 Jan, 2023	Classroom Preparation
23 Jan, 2023	Lecture Meeting & instructions on the use of Google Space
30 Jan, 2023	First semester starts & Opening Ceremony
06 – 24 Feb, 2023	ID Card Preparation & Distribution
28 Feb, 2023	Enrolment closes
03 – 04 Mar, 2023	Planning for Student Retreat
06 – 11 Mar, 2023	Entrance Exam documents preparation
13 Mar, 2023	Sending documents to Dept of Higher Education
23 Mar, 2023	Entrance Exam Committee Meeting
24 Mar, 2023	Entrance Exam conducts
03 – 08 Apr, 2023	Midterm Examination
24 – 28 Apr, 2023	Lecturer Evaluation
15 – 20 May, 2023	Second semester Timetable Preparation
22 – 27 May, 2023	Final Exam Papers due
05 – 10 Jun, 2023	Final Examination
12 Jun, 2023	Second semester starts
12 – 17 Jun, 2023	Marking final exam papers
19 – 24 Jun, 2023	Collecting Score Report from instructors
30 Jun, 2023	First semester results announcement
03 – 08 Jul, 2023	Re-exam fee payment
13 – 15 Jul, 2023	Re-exam conducts
7 – 12 Aug, 2023	Midterm Examination

04 – 09 Sep, 2023	Lecturer Evaluation
09 – 12 Oct, 2023	Final Exam papers due
23 – 28 Oct, 2023	Final Examination
30 Oct – 04 Nov, 2023	Marking final exam papers
06 – 11 Nov, 2023	Collecting Score Report from instructors
13 – 18 Nov, 2023	Re-exam fee payment
20 – 25 Nov, 2023	Re-exam conducts
04 Dec, 2023	Tranfering Name List of students who successfully completed to Academic Office

Sihanoukville, 01 December, 2022

Prepared by

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Head of Foundation Year Department