



Foundation Year Department

Yearly Action Plan 2023-2024

Semester I	
01 Dec, 2023	Starting Enrollment
04 Dec 2023-8 Dec , 2023	Preparing 1 st Semester Timetable
11 -15 Dec, 2023	<i>First Semester Timetable Preparation</i>
18-20 Dec, 2023	Preparing Classrooms
23 Dec 2023	Lecturer Meeting
03 Jan 2024	<i>First Semester Starts & Opening Ceremony</i>
01-10 Feb 2024	Preparing and Distributing ID Cards
26 Feb 2024	Closing Enrollment
26 Feb-02 Mar, 2024	<i>Midterm Examination</i>
04-05 Mar,2024	Planning for Student Retreat
06-14 Mar, 2024	Preparing Documents for Entrance Exam
15 Mar, 2024	Sending the Documents to the Department of Higher Education
18 Mar, 2024	Entrance Exam Committee Meeting
22 Mar, 2024	<i>Entrance Exam</i>
01-05 Apr, 2024	Lecturer Evaluation
08-10 Apr, 2024	Preparing 2 nd Semester Timetable
11 Apr, 2024	Final Exam Papers Submission Due Date
06-11 May, 2024	<i>Final Examination</i>
13-18 May, 2024	Marking 1 st Semester Final Papers
20-25 May, 2024	Collecting Score Reports from Lecturers

27 May, 2024	First Semester Results Announcement
29-31 May, 2024	Re-examination fee payment due date
01 June, 2024	Re-examination
03 Jun, 2024	Second Semester Starts
24-27 August, 2024	Midterm Examination Papers Submission due Date
28 Jul -03 August, 2024	Midterm Examination
05- 09 August, 2024	Lecturer & Professor Evaluation
25 -30 September, 2024	Final Exam Papers Submission Due Date
07-12 Oct, 2024	Final Examination
14-19 Oct, 2024	Marking Final Exam Papers
21-26 Oct, 2024	Collecting Score Report from Lecturers
28-31 Oct, 2024	Second Semester Results Announcement
01-7 Nov, 2024	Re-examination fee Payment Due Date
08 Nov, 2024	Re-examination
08 Nov, 2024	Submitting Lists of Students who Successfully Completed to Academic Office

Sihanoukville, 05 December 2023

Prepared by

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