OLYMPIA COLLEGE
RAFFLES EDUCATION GROUP
The Employers' Choice

SEMESTER PLANNER

Student's View

Courses: **All OC Course**
Semester Commencement Date: **10-May-2010**
Semester Ending Date: (No classes should be conducted after this date) **23-Aug-2010**
Exam Starting Date: **23-Aug-2010**
Exam Ending Date: **05-Sep-2010**
Semester/Midterm Break: (1 week) **14-Jun-10 to 20-Jun-10**
Next Semester Starting Date: **13-Sep-10**

Holiday Policy: Olympia College follows only National Holidays and Local State adopted public holidays. There will be no Classes on public holidays as well as local state adopted holidays, however all classes must be replaced to ensure sufficient hours are delivered for students to meet the required credit hours

Week	Due Date (last day of week)	Action	PIC	Remarks
-14	25-Jan-2010	Announcement of research methodology time-table	Academic Coordinator	Research Methodology time-table will be announced through student notice boards
-10	22-Feb-2010	Commencement of research methodology class	Coordinators	4 weeks of classes-2 classes a week, 2 hours per class
-7	15-Mar-2010	End of research methodology class	Coordinators	
-6	22-Mar-2010	Submission of supervisor appointment (Form A) for theses supervision	Students	Students to submit 2 copies of forms-coordinators & CRO, coordinators send to KL, CRO records in the log book & students file
-5	29-Mar-2010	Release time-table	Academic Coordinator	Meeting with PT & FT lecturer, 1x marketing, 1x admin
-5	29-Mar-2010	Submission of thesis proposal (Form B)	Students	Students to submit 2 copies of forms-coordinators & CRO, coordinators send to KL,
-5	29-Mar-2010	Approval of supervisors for thesis/industrial placement students	Coordinators	Approval from KL to coordinators Coordinators inform students, supervisors & CRO CRO updates the log book
-4	05-Apr-2010	Receive approval for thesis from KL	Coordinators	Approval from KL to coordinators Coordinators inform students, supervisors & CRO CRO updates the log book
-1	26-Apr-2010	Student having semester break		
1	**10-May-2010**	**Commencement of new semester**	Academic Coordinator	
1	15-May-2010	Students Briefing Session (new & existing students) on Saturday	Coordinators + Lecturers + Students	Presentation by coordinators, representative of lecturers, academic consultant Attendance will be taken by Academic Coordinator Minutes of the meeting will be taken by 1 lecturer
1	15-May-2010	Last day for students to complete their profile, admin to prepare ID card	CRO	Every student must sign 2 agreements before collecting ID card
1	15-May-2010	All lecturers to submit attendance to admin	Lecturers	Administration needs to issue course commencement confirmation letter by post
1	15-May-2010	**Students check website for assignment questions**	Students	
2	22-May-2010	Make sure all students profile meets MQA requirements	CRO	Students should have submitted all required documents to CRO. Failure to do so may result in non-compliance treatment
2	22-May-2010	Issue announcement for exam registration	CRO	Exam open for registration
2	22-May-2010	Exam registration announcement on the website	Coordinators	Coordinators to put in the website highlighting tentative exam time-table
3	29-May-2010	Sub Course Committee Meeting	Coordinators	Each class will appoint 1 class representative to attend a meeting conducted by the course coordinator to provide feedback on last semester learning experiences.

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3	29-May-2010	Parents Day	Activity Committee Chairman & All staff	Please ensure that parents and students are given priority on this special day
4	05-Jun-2010	Beginning of lecturers evaluation	Academic Coordinator	During evaluation, lecturers will be required to leave the classroom to protect the confidentiality of feedback
4	05-Jun-2010	Students Briefing Session (new students only) on Saturday	Coordinators + Lecturers + Students	Presentation by coordinators, representative of lecturers, academic consultant Attendance will be taken by Academic Coordinator Minutes of the meeting will be taken by 1 lecturer
4	05-Jun-2010	Insert the finalised exam time-table in the students website	Coordinators	
5	12-Jun-2010	**Exam registration closing date for students**	Lecturers	Lecturers should remind students during class for students to register for the exams. However, students' are responsible to ensure they submit all needful documents for this semester's exam registration.
5	12-Jun-2010	All attendance must be updated in KISS	Academic Coordinator	Academic Coordinator to sign on each subject's attendance for each lecturers
7	03-Jul-2010	**Midterm exams**	Academic Coordinator	
8	12-Jul-2010	**Closing date for assignments submission**	Students	12pm is closing date for assignment submission
8	12-Jul-2010	**Midterm exams**	Academic Coordinator	
8	12-Jul-2010	Submission of project/ thesis/ industrial placement report intention of submission form	Students + Supervisors	
9	17-Jul-2010	Lecturers complete marking all assignments	Lecturers	
9	17-Jul-2010	Final late entries (non-negotiable RM 300 penalty)	CRO + Coordinators + Cashier	
9	17-Jul-2010	CRO announces on notice board for dockets collection	CRO	
10	24-Jul-2010	Assignments feedback must be given back to the students	Lecturers	
10	24-Jul-2010	Submission of the thesis/ industrial placement report to the coordinators	Students	Thesis submission must be in loose sheets 3 copies, industrial report submission in comb-binded 2 copies, coordinators to confirm the VIVA date to students, coordinators must put in VIVA report to be given to VIVA panel
11	31-Jul-2010	Completed VIVA presentation & assessment	CRO + Coordinators + VIVA panels	VIVA plagiarism/ fail appeal request can be made by submitting appeal letter to chief of VIVA panel

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11	31-Jul-2010	Semester progress review meeting	Academic Coordinator + All staff	Semester progress review meeting will involve all staff having discussions to cover both hard skills & soft skills of each student (Chaired by AC & activity committee)
12	07-Aug-2010	**Presentation week ends, students have to complete presentation to the lecturers**	Lecturers	Lecturers to submit marks to CRO
12	07-Aug-2010	Students Briefing Session (new & existing students) on Saturday	Coordinators + Lecturers + Students	Presentation by Coordinators, representative lecturer, academic consultant Attendance will be taken by Academic Coordinator Minutes of the meeting will be taken by 1 lecturer
13	14-Aug-2010	Receive clashing time-table from KL, CRO to inform students, put on the notice board, 1x to senior lecturers	CRO	
13	14-Aug-2010	Submission of final hard-cover thesis to CRO	Students	CRO needs to check that the thesis is attached with forms A,B,C,D, E then CRO adds 2 copies of the mark sheets in hard-cover thesis together with the VIVA report (get from Coordinators)
15	23-Aug-2010	**Commencement of final exam (week 1)**	All staff	CRO reminds KL to deliver marking guide during exams Subject lecturers are required to stand by in the college at least 1 hour before exam
16	30-Aug-2010	Final exam week 2	All staff	CRO reminds KL to deliver marking guide
17	06-Sep-2010	Closing of subject deferment form	Students	Subject deferment is only applicable for students with MC, with supporting documents & agreed by parents
17	06-Sep-2010	Students Term Break	Students	Term Break for taking a rest and preparing for new semester