



SEMESTER PLANNER

Student's View

Courses:

All OC Course

Semester Commencement Date:

04-Jan-2010

Semester Ending Date: (No classes should be conducted after this date)

19-Apr-2010

Exam Starting Date:

19-Apr-2010

Exam Ending Date:

02-May-2010

Semester/Midterm Break: (1 week)

15-Feb-10 to 21-Feb-10

Next Semester Starting Date:

10-May-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 | Action | PIC | Remarks |
|------|--------------------|---|---|--|
| -14 | 21-Sep-2009 | Announcement of research methodology time-table | Academic Coordinator | Research Methodology time-table will be announced through student notice boards |
| -10 | 19-Oct-2009 | Commencement of research methodology class | Coordinators | 4 weeks of classes-2 classes a week, 2 hours per class |
| -7 | 09-Nov-2009 | End of research methodology class | Coordinators | |
| -6 | 16-Nov-2009 | Submission of supervisor appointment (Form A) for these supervision | Students | Students to submit 2 copies of forms-coordinators & CRO, coordinators send to KL, CRO records in the log book & students file |
| -5 | 23-Nov-2009 | Release time-table | Academic Coordinator | Meeting with PT & FT lecturer, 1x marketing, 1x admin |
| -5 | 23-Nov-2009 | Submission of thesis proposal (Form B) | Students | Students to submit 2 copies of forms-coordinators & CRO, coordinators send to KL, |
| -5 | 23-Nov-2009 | 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 | 30-Nov-2009 | Receive approval for thesis from KL | Coordinators | Approval from KL to coordinators Coordinators inform students, supervisors & CRO CRO updates the log book |
| -1 | 21-Dec-2009 | Student having semester break | | |
| 1 | 04-Jan-2010 | Commencement of new semester | Academic Coordinator | |
| 1 | 09-Jan-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 | 09-Jan-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 | 09-Jan-2010 | All lecturers to submit attendance to admin | Lecturers | Administration needs to issue course commencement confirmation letter by post |
| 1 | 09-Jan-2010 | Students check website for assignment questions | Students | |
| 2 | 16-Jan-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 | 16-Jan-2010 | Issue announcement for exam registration | CRO | Exam open for registration |
| 2 | 16-Jan-2010 | Exam registration announcement on the website | Coordinators | Coordinators to put in the website highlighting tentative exam time-table |
| 3 | 23-Jan-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. |
| 3 | 23-Jan-2010 | Parents Day | Academic Committee Chairman & All staff | Please ensure that parents and students are given priority on this special day |



SEMESTER PLANNER

Student's View

Courses:

All OC Course

Semester Commencement Date:

04-Jan-2010

Semester Ending Date: (No classes should be conducted after this date)

19-Apr-2010

Exam Starting Date:

19-Apr-2010

Exam Ending Date:

02-May-2010

Semester/Midterm Break: (1 week)

15-Feb-10 to 21-Feb-10

Next Semester Starting Date:

10-May-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 | Action | PIC | Remarks |
|------|-------------|---|-------------------------------------|---|
| 4 | 30-Jan-2010 | Beginning of lecturers evaluation | Academic Coordinator | During evaluation, lecturers will be required to leave the classroom to protect the confidentiality of feedback |
| 4 | 30-Jan-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 | 30-Jan-2010 | Insert the finalised exam time-table in the students website | Coordinators | |
| 5 | 06-Feb-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 | 06-Feb-2010 | All attendance must be updated in KISS | Academic Coordinator | Academic Coordinator to sign on each subject's attendance for each lecturers |
| 7 | 27-Feb-2010 | Midterm exams | Academic Coordinator | |
| 8 | 08-Mar-2010 | Closing date for assignments submission | Students | 12pm is closing date for assignment submission |
| 8 | 08-Mar-2010 | Midterm exams | Academic Coordinator | |
| 8 | 08-Mar-2010 | Submission of project/ thesis/ industrial placement report intention of submission form | Students + Supervisors | |
| 9 | 13-Mar-2010 | Lecturers complete marking all assignments | Lecturers | |
| 9 | 13-Mar-2010 | Final late entries (non-negotiable RM 300 penalty) | CRO + Coordinators + Cashier | |
| 9 | 13-Mar-2010 | CRO announces on notice board for docket collection | CRO | |
| 10 | 20-Mar-2010 | Assignments feedback must be given back to the students | Lecturers | |
| 10 | 20-Mar-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 combinded 2 copies, coordinators to confirm the VIVA date to students, coordinators must put in VIVA report to be given to VIVA panel |
| 11 | 27-Mar-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 |
| 11 | 27-Mar-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 | 03-Apr-2010 | Presentation week ends, students have to complete presentation to the lecturers | Lecturers | Lecturers to submit marks to CRO |



SEMESTER PLANNER

Student's View

Courses: **All OC Course**
Semester Commencement Date: **04-Jan-2010**
Semester Ending Date: (No classes should be conducted after this date) **19-Apr-2010**
Exam Starting Date: **19-Apr-2010**
Exam Ending Date: **02-May-2010**
Semester/Midterm Break: (1 week) **15-Feb-10 to 21-Feb-10**
Next Semester Starting Date: **10-May-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 | Action | PIC | Remarks |
|------|-------------|--|-------------------------------------|---|
| 12 | 03-Apr-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 | 10-Apr-2010 | Receive clashing time-table from KL, CRO to inform students, put on the notice board, 1x to senior lecturers | CRO | |
| 13 | 10-Apr-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 | 19-Apr-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 | 26-Apr-2010 | Final exam week 2 | All staff | CRO reminds KL to deliver marking guide |
| 17 | 03-May-2010 | Closing of subject deferment form | Students | Subject deferment is only applicable for students with MC, with supporting documents & agreed by parents |
| 17 | 03-May-2010 | Students Term Break | Students | Term Break for taking a rest and preparing for new semester |