



STEM

HIGHER INSTITUTE OF HEALTH AND BUSINESS

Bonaberi Douala – Cameroon

Web site: uihbt.org - Email: mericuihbt2019@gmail.com

Infoline : +237 678 92 47 46 / 671 17 75 52



TENTATIVE ACADEMIC CALENDAR OF ACTIVITIES 2019/2020
FIRST SEMESTER AND SECOND SEMESTER

Month/ Year	Week	Dates	Activity	Time
Oct. 2020	1	Mon 07 th	Staff Officially Resume work Course Registration for year one and degree students	8:00 am 9:00 am – 2:00 pm
	2	08 th -13 th	<i>Career Orientation, Academic Planning,</i>	Daily
	3	13 th -15 th	<i>Induction, Pedagogic Seminar & Learning</i>	9:00 am – 3:00 pm
	4	19 th -30 st 31 st	Start of Lectures (1 st Year) and degree students Staff with Student Management Meeting	8:00 am 1:00pm – 5:00 pm
Nov. 2020	2	2 nd	Extracurricular activities	12:00pm – 5:00 pm
		4 th	Departmental/Administrative Meeting	2:00 – 5:00 pm
		5 th	Data Analysis Workshop for degree students	9:00am – 12:00 pm
	3	7 th	Selection of Research Topics (degree students)	8:00am - 1:00 pm
		9 th	Departmental Research Meeting	8:00am - 6:00 pm
		14 th	MATRICULATION CEREMONY	2:00 – 5:00 pm
		16 th	Publication of CA Timetable/Submission of CA Questions and Marking Guides	9:00 – 12:00 pm
	4	16 th	Staff Teaching Evaluation	8:00 am – 2:00 pm
		19 th —26 th	Continuous Assessment (CA) 1 ST Year /Degree	8:00 am- 5:00 pm
		30 th —6 th December	Writing of placement letters and distributions	8:00am - 5:00 pm
		29 th	Departmental/Administrative Meeting	9:00 – 12:00 pm
	5	30 th	1 st Monthly Management Meeting Reflection/Community Day Return CA papers/CA Feedback	8:00 am Daily 1:00 - 5:00 pm
Dec 2020	1	Mon 2 nd – Fri 20 th	Placement Arrangements/Documentation Prepared Extracurricular Activities Departmental Research Meeting	8:00 am – 5:00 pm 1:00 pm – 5:00 pm
	3	Fri- 20 th	End of Lectures (All programs) General staff meeting	5:00pm 12:00 –3:00pm
	4	Sat- 19 st	Start of Christmas break	
Jan-2021	1	Sat- 3 rd	End of Christmas break	
1 st /4 th Year	2	Mon-4 th – Sat-9 th	Start of lectures Seminar on portfolio writing/ writing of internship reports General Staff and planning meeting (Focus on the nursing assistant program, school of Business and newly admitted students).	8:00am—5:00pm 2:00pm—5:00pm

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	3	Mon-11 th Mon-11 th ---Feb-13 th / 20 st	Start of clinical placement (All HND students and State Enrolled Nursing excluding school of Business) Lectures continue (Vocational programs, school of Business and newly admitted students).	8:00am-5:00pm
Feb 2021	3	Mon -10 th –Fri-15 th Fri-14th	Youth day celebrations End of clinical placement for HND and State Enrolled Nursing	8:00 am—5:00pm
	4	Mon 15th - Sat 20th Fri 19th	Revision week and Make up CAs End of first semester internships Examination Board Meeting 1 st Year Publication of examination timetable End of lectures for all assistant nursing programs	8:00am—12:00pm 12: 00pm 12: 00pm—5: 00pm 8:00am—12:00pm 5: 00pm
	5	Mon 22nd – Sat 27th	<i>First Semester Examinations for All programs (Degree maybe adjusted based on their Mentor University)</i>	8:00 am – 5:00pm
		Sat-29th	Start of First Semester Break	5:00pm
March 2021	1	Mon 1st –Fri 5th	Submission of internship reports or portfolios (school of health)	8:00 am daily
	2	Mon-8th –Sat-13th	Marking of examinations first semester scripts General staff meeting End of first semester break	
	3	Mon 15th	START OF SECOND SEMESTER	8:00am
		Mon-15th –Sat-20th Wed -17th	Publication of First Semester Examination Results Continuation of Lectures Personal Studies/Research Proposal (4th year, this date can be altered depending on Mentor University)	12: 00pm 8:00am—5:00pm 8:00—12:00pm
	4	Mon-22nd	General Research Meeting (4th Year)	8:00am – 3:00pm daily
April 2021	2	Mon-5th –10th	Second Semester Continuous Assessments (CAs)	8:00am—5:00pm
	3	16 th	Return CA papers/CA Feedback Questions and Marking Guides Submission for second semester Exams	
	4	23 th	Completion of Course Work Publication of CA Results	5:00pm
		30 th	Monthly Management Meeting	10:00 – 12:00 pm
	4	30 th	End of Lectures (1stYear and degree students)	5:00pm
May-June 2021	1	Wed 5 st Mon 10 th	Examination Board Meeting (1 st /4 th Year) Exam Timetable Publication	1:00 -3:00 pm 12:00 pm
	2	Mon 7 th Fri 11th Fri 11 th	Start of BSc Examinations Revision Start of Research Data Collection (degree students) Second Semester Vetting at Mentoring University (4th Year) End of Placement (4th Year depending on MU)	8:00 am Daily 1:00 - 4:00 pm 10:00 – 12:00 pm

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			Exam Timetable (4th Year by MU) Departmental/Administrative Meeting	
	3	Mon 14th –Tues 15th Wed 6th – Fri 18th Fri 18th	Personal Studies/Revision (degree students) End of Semester Exams (degree students, Depends on MU) End of Placement (1st Year) Departmental Research Meeting	8:00 – 3:00 pm 10:00 – 12:00 pm
	4	Mon 21st Mon 21th – Fri 25th Fri 25th	Exam Timetable (1st Year) Personal Studies/Revision/Complete Make-up Contracts/Submission of Portfolios (1st Year) Management Meeting	8:00 am – 4:00 pm 10:00 – 12:00 pm
June-July 2021	4	Mon 28th –Fri 2nd	End of 2nd Semester Exams (1st Year)	8:00 am Daily
July 2021	0/0	Mon 5th Wed 7th Fri 9th Fri 8th	Submission of all Exam Marks (Degree) Examination Board (Degree) Submit Final Research Thesis (4th Year) Departmental Research Meeting	8:00am- 2:00 pm 11:00 am -1:00 pm 8:00 – 2:00 pm
	1	Wed 11th Fri 16th	Submission of Exam Marks (1st Year) Examination Board Meeting (1st Year)	8:00 – 2:00 pm 10:00 am – 12:00 pm
	2	Mon 19th - Fri 23nd	Thesis Defense (degree students)	8:00 am – 4:00 pm daily
	3	Mon 26th – Fri 30th	Staff Teaching Evaluation Management Reviewing Meeting	9:00 – 3:00 pm Daily
August 2021	1	Mon 2nd	Start of Staff Annual Leave	
	2	Wed 11th–Thurs 19th Fri 13th	Re-sit Examination Registration (1st Year) Re-sit Exam Timetable	9:00 am – 3:00 pm daily 2:00 pm
	3	Mon 16th to Fri 20th	General Marketing	8:00 am – 3:00 pm Daily
	3	Mon 23nd – Wed 25th Mon 23nd – Fri 27th	Academic Planning, Induction, Pedagogic Seminar, Learning Packages Distribution Course Registration (1st year Degree students)	9:00 am Daily 10:00 am - 2:00 pm
August - Sept 2021	4	Mon 30th	Long Holiday	7:00 am
September		MON 13th – Fri 17th	Re-sit Exams	9am am - 4:00 pm
October	2	Mon	Start of Lectures (1st, 2nd/3rd Year)	8:00 – 5:00 pm

NOTE:

1. Modifications to this academic calendar can be made at any time especially for the degree program depending on our mentor university.
2. Also, other modifications could be done on the different school activities on the above calendar if need be.