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CALENDAR OF ACTIVITIES FOR THE 2024/2025 ACADEMIC YEAR

NO	EVENTS	DATE	PERSON CONCERNED
	FIRST SEMESTER		
1	HND 1 and 2 Students Admissions	24 July - 20 Sept 2024	HITBAMAS Admission Board
2	Publication of List of New HODs	4, September 2024	HITBAMAS Administration
3	Recruitment of Lecturers	6 September 2024	HODs/ Administration
4	Publication of tentative teaching timetables (All Levels)	12 September 2024	HODs/ Administration
5	General staff meeting	13 September 2024	HODs/ Administration
6	Resumption of all Administrative Staff	23, September 2024	HITBAMAS Administrators
7	Orientation I: Programmes and career (old and new students)	23 September -28, 2024	Administration/HODs/Students
8	Deadline for Submission of Course Outlines /notes (HND 1, 2 and3)	27 September 2024	Staff
9	Deadline for Submission of Course Outlines /notes (Masters 1/Bachelor)	29 September 2024	Administration/Staff/Students
10	Orientation II: Seminars on Mathematics for All, Financial Intelligence (FI), Artificial Intelligence (AI), Entrepreneurship (old and new students)	30 Sept – 4 Oct 2024	Administration/Staff/Students
11	Publication of Final Teaching Timetable	30 September	Administration/Staff/Students
12	Effective start of lectures (HND, HND2, HND3)	7 October 2024	Administration/Staff/Students
13	Orientation III: Bachelor degree students	14 October 2024	Administration/Staff/Students
14	Start of lectures for Bachelor degree	21 October 2024	Administration/Staff/Students
15	Launching of Clubs	29 October 2024	Administration/Students
16	Start of lectures for Masters 1	11 November 2024	Administration/Staff/Students
17	Administration/HODs kick start evaluation meeting	15 November 2024	Administration/HODs
18	Deadline for Payment of first installment fees (All Levels)	15 November 2024	Accountant/Students/Parents
19	Blocked period for First Continuous Assessment (HND1,2&3)	18-23 November 2024	Staff/Students/Administration

20	Deadline for submission of all first semester exam questions and premock for level 2 and level 3 health.	29 November 2024	Staff / HODs/ Administration
21	Deadline for submission of the 2025 HND 2 sets of exam Question Papers, with Corresponding Marking Guide.	2 December 2024	Staff / HODs/ Administration
22	Blocked period 2 for Continuous Assessment (HND, Masters 1/Bachelor)	2 –7 December 2024	Staff/Students/Administration
23	Deadline for Payment of first installment fees (Bachelor/Masters)	7 December 2024	Accountant/Students/Parents
24	Publication of Graduation Lists (Bachelor’s 5th Batch and Masters 4th Batch)	7 December 2024	Administration
25	Deadline for submission of all CA marks	9 December 2024	Staff / HODs/ Administration
26	Preparatory Meeting for Matriculation/Graduation	9 December 2024	Administration
27	Football Match between Lecturers and Students of HITBAMAS	11 December 2024	Administration/staff/Students
28	Submission of Semester Pedagogic Reports on Teaching (coverage, logbooks, effectiveness etc)	11 December 2024	Administration, HOD Coordinator and President of Students Delegate
29	Distribution of Internship Forms to all Masters 2 students	11-15 December 2024	Administration
30	Christmas Break/End of Lectures for First Semester (HND/Masters/Bachelor)	12 December 2024	Students/ Staff/ Administration
31	Convocation (Graduation)/ Matriculation	13 December 2024	Students/ Staff/ Administration
32	Internal vetting of bachelor and masters’ questions at HITBAMAS	16 December 2024	HODs/ Administration
33	Internship for Health Sciences Students (Level 1 and 2)	16 Dec 2024- Jan 11, 2025	Students/Administration
34	Christmas Break	20 Dec 2024- 6 Jan 2025	Administration
35	Resumption of classes	6 January 2025	Students/Staff/Administration
36	HND Registration Preparatory Meeting with all Level 2 and Health level 3 students	10 January 2025	Students/ Administration
37	Publication of Bachelor Supervision List	10 January 2025	Administration
38	Start of Postgraduate Lectures (Masters 2) Advanced Research and Statistics Seminars	10 January 2025	Students/Staff/Administration
39	First Masters 2 Defense Seminar (To examine dissertation TOPIC and CHAPTER 1)	10-11 January 2025	Students/Staff/Administration
40	Deadline for Payment of second Installment fees (All levels)	11 January 2025	Students
41	End of ALL Lectures for First Semester (HND1 /HND2 /HND3)	12 January 2025	Students/Staff/Administration
42	Vetting of first semester exam questions (Masters/Bachelor) in UB	14-15 January 2024	Administration
43	Deadline for payment of all HND Registration fees to the accountant.	16 January 2025	Students
44	Submission of Proposed HND Examination and Questions to the Ministry	16 January 2025	Administration
45	End of ALL Lectures for First Semester (Masters/Bachelor)	17 January 2025	Students/Staff/Administration
46	2024/2025 First Semester Examinations/ Premock Examination (HND 2)	20 –28, January 2025	Administration/Staff/Students
47	Marking of First Semester Examination Scripts on Campus	28-31, January 2025	Staff

48	Departmental Meetings	1 st February 2025	Staff/HODs
49	Deliberation of First Semester Results/ Publication of Results	3 February 2025	Administration/HOD
50	Exams complaints from students	3-4 February 2025	Administration
51	Treatment and Publication of Complaints	5 February 2025	Administration
52	Registration for resit examinations	6 -10 February 2025	Students
53	Publication of resit timetable	10 February 2025	Administration
58	Youth Day	11 February 2025	Administration/Staff/Students
59	Tentative date for Admissions Board Meeting (Bachelors and Masters)	15 February 2025	University of Buea / HITBAMAS Joint Admission Board
60	Resit for First Semester Examinations	17 -19 February 2025	Administration/Staff/Students
61	Marking of Resit of First Semester Examinations Scripts on Campus	20-22 February 2025	Staff /Administration
62	University of Buea First Semester Senate Meeting	18 February 2025	University of Buea
63	Deliberation/Publication of Resit Results	24 February 2025	Administration
SECOND SEMESTER			
1	Publication of timetables for second semester	28 February 2025	Staff/ Administration
2	General staff meeting	28 February 2025	Staff/ Administration
3	Distribution of Internship Forms (HND1/Bachelors)	28 February –14March 2025	Administration
4	Deadline to submit, course outlines, electronic notes/semester 2 exam questions	3 March 2025	Staff/ Administration
5	Deadline for the submission of frequency table	7 March 2025	Administration
6	Football Match between female Lecturers and female Students of HITBAMAS	8 March 2025	Students/ Staff/ Administration
7	International Women’s Day	8 March 2025	Students/ Staff/ Administration
8	Start of lectures for second semester	10 March 2025	Staff/ Administration
9	Internship of Health Science Bachelor Students	10 March - 10 May 2025	Students
10	University of Buea First Semester Resit Senate Meeting	14 March 2025	University of Buea
11	Blocked Period for Continuous Assessment Tests (HND1/Degree/Masters 1)	24-29 March 2025	Students/ Staff/ Administration
12	Submission of HND 2 Projects	24-29 March 2025	Students
13	Industrial visit (Logistics and Transport)	3-5, April 2025	Students/ HOD/Administration

14	Blocked Period first CA (HND1/Degree/Masters 1)	14-19 April 2025	Students/ Staff / Administration
15	HND2/3 defense of Internship Projects (Date to be proposed by MINESUP)	7-19 April 2025	Students/ Staff / Administration
16	Cultural Week/President and GM Cup	21-26 April 2025	Students/ HOD/Administration
17	HND Practical Examinations	21-26 April 2025	Students/ Staff/ Administration
18	Internal vetting of bachelor and masters' questions at HITBAMAS	26 April 2025	HODs/ Administration
19	Labour Day	1 May 2025	Students/ Staff/ Administration
20	Distribution of Internship Forms (HND 1)	5-9, May 2025	Administration
21	Vetting of questions in UB	6-8, May 2025	Administration/ University of Buea
22	Masters Seminar 2 (Defense of chapter 2 and 3)	10 May 2025	Students/ Staff/ Administration
23	End of Second Semester Lectures (for Masters 1, Bachelors and HND 1)	10 May, 2024	Students/ Staff/ Administration
24	Deadline for the submission of CA Marks for HND 1/Degree/Masters	16 May, 2025	Staff
25	National Day	20 May	Students/ Staff/ Administration
26	HND Mock Examinations	22-30 May 2025	Students/ Staff/ Administration
27	Second Semester Exams	22-30 May 2025	Students/ Staff/ Administration
28	Masters 2 Seminar 3: Pre-Defense of Dissertations on Campus	2-3, June 2025	Students/ Staff/ Administration
29	HND Revision	2 -7 June 2025	Students/ Staff/ Administration
30	Marking of Examination Scripts on Campus	30 May -3 June 2025	Staff
31	Deliberation of Examinations and Publication of Results	8 June 2025	Administration/HOD
32	Exams complaints from students (fill and submit complaint forms)	9-10 June 2025	Students
33	Submission of Students' Dissertations to HITBAMAS Administration	10-12, June 2025	Administration
34	Registration for Second Semester Resit Examinations	12 -14 June 2025	Students
35	Tentative Date for Written HND National Examinations	17-22 June, 2025	Students
36	Second Semester Resit Examinations (Bachelors/Master 1/HND 1)	16-20 June 2025	Students/ Staff/ Administration
37	Submission of Students' Dissertations to UB	16 June 2025	Administration
38	Marking of Resit Scripts	20-22, June 2025	Staff
39	Deliberation and Publication of Resit Results	25 June 2025	Administration/HOD
40	Reception and treatment of Complaints	26-27 June 2025	Administration
41	Preparation of frequency tables Second Semester Senate (Bachelors and Masters 1)	28 June – 1st July 2025	Administration
42	General Staff Meeting	2 July 2025	Staff/ Administration
43	Vacation	2 July 2025	Students and Staff

44	Bachelor Defense	7-11 July 2025	Students/ Staff/ Administration
45	Defense of Masters 2 Dissertations (Tentative)	7-11 July 2025	Students/ Staff/ Administration
49	University of Buea Second Semester Senate	16 July 2025	University of Buea
50	Preparation of frequency tables,	14-18 July 2025	Administration
51	Preparation of transcripts and graduation booklet,	15-20 July 2025	Administration
52	Submission of frequency table to the University of Buea for resit Senate	21 July 2025	Administration
53	University of Buea Second Semester resit Senate	31 July 2025	Administration
58	Vacation	31 July 2025	Administration

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President of HITBAMAS