



The British University in Egypt

September 2020

Sat	Sun	Mon	Tue	Wed	Thu	Fri
			1 Executive Group 12:00 – 14:00	2	3	4
5 WB FTLC	6	7 New staff Induction (Faculty Level)	8	9 Staff Development Day	10 PG – S3 IP & AMC submission	11
SAP IP & AMC Panels, and Examination Boards for non-finalists Submissions and discussions for final projects for Final year ENG & DENT students						
PG – S3 Examination						
12	13	14	15	16	17	18
Finalists IP & AMC panels and Examination Boards						
				PG- S3 IP & AMC panels	PG- S3 PEB Meetings	
19	20 PG – S3 Transcripts Online	21 UG SAP Transcripts (non-finalists) & S2 transcripts for finalists	22	23 UG –inquiries & appeals submission Deadline (non-finalists SAP &S2 for finalists)	24	25
PG – S1 Student Registration						
26 PG- S1 Start of Teaching	27	28	29	30		
Appeals Committees for finalists and non-finalists SAP						



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October 2020

	Saturday	Sun	Mon	Tue	Wed	Thu	Fri
						1 Library Committee	2
	3 WB DPT/Prog. Team Meetings	4 Prep Year Committee 11:00 – 12:00	5 Coursework Briefs to UK validating IT Committee	6 Armed Forces Day (official Holiday)	7 PG – S1 deadline Drop & Add modules (refundable) Staff Development Committee 11:00 – 13:00	8	9
Final Year Summer Assessment Period							
Prep Year Students Induction	10 WB FTLC	11	12	13	14 UTLC Meeting	15	16
Final Year Summer Assessment Period							
20 / 21 Prep year Students Induction							
UG – S1 Teaching week 1	17 WB SSLC UG New Academic Year	18 Research Committee	19 Finalists SAP IPs submission deadline	20 Senate Meeting 12:00 – 14:00	21	22	23
UG – S1 Teaching week 2	24	25	26	27 University Board 12:00 – 14:00	28 Q&V to provide faculties with relevant APR data	29 Prophet Mohamed's birthday (official Holiday)	30
Finalists SAP IP, AMC panels and Examination Boards							
UG – S1 Teaching week 3	31						



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November 2020

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
UG – S1 Teaching week 3 Cont.		1	2 UG selecting / changing major or optional modules deadline	3 Executive Group 12:00 – 14:00	4	5	6
UG – S1 Teaching week 4	7 WB DPT / Prog. Team Meetings WB FTLC Meetings	8	9	10	11 APR submission to UTLC	12 BUE (Q&V) to send revised students lists to LSBU	13
UG – S1 Teaching week 5	14	15	16	17	18	19	20
Graduation Ceremonies							
UG – S1 Teaching week 6	21 WB FTLC WB DPT / Prog team Meeting	22 UTLC Meeting for APRs	23 PG – S1 deadline withdraw module (non- refundable)	24	25 APR Review Meeting ELEC & Computer Staff development committee 11:00 – 13:00	26 APR Review Meeting Civil & CEM	27
UG – S1 Teaching week 7	28	29 APR review Meeting MECH & ARCH IT Committee	30 APR Review meetings PEGT & CHEM Library Committee APR submission to Q&V				



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December 2020

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
UG – S1 Teaching week 7 Cont.				1 Prep year committee 10:00 – 12:00 Executive Group 12:00 – 14:00	2 UTLC Meeting	3	4
				LSBU Link Tutor Visit			
UG – S1 Teaching week 8	5 Board of Trustees WB/ UG S1 Exams to UK Validating Partners	6 Research Committee APR Review Meetings BA & ECON	7 APR Review Meetings POLS & ICS	8 Senate Meeting 12:00 – 14:00	9 APR Review Meeting CMM & Law	10 APR Review Meetings Pharmacy & DENT	11
UG – S1 Teaching week 9	12	13 APR Review Meetings PSYC & ELIT	14 APR Review Meetings ENV & Nursing	15 University Board 12:00 – 14:00	16	17	18
UG – S1 Teaching week 10	19 PG- S1Final Exam Schedule Publish WB UG S1 Module Evaluation	20	21 LSBU Link Tutors Reports to BUE	22	23	24 Western Christmas Eve	25 Western Christmas day
UG – S1 Non-Teaching week.	26 Boxing day	27	28	29	30	31	



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January 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
							1 New Year's Day (Official Holiday)
Teaching week 11	2 WB Faculty councils to review students Engagement	3 WB / UK Validating Universities feedback on S1 Exams	4	5 Final Submission of APRs to UK partners	6	7 Coptic Christmas Official holiday (No assessments)	8
Teaching week 12	9	10	11	12	13	14	15
UG – S1 Revision Week	16	17	18	19	20	21	22
	UG Revision week						
	PG – S1 Study Period			19 Epiphany Day (No assessments)			
Mid-year break	23	24	25 Revolution Day (Official Holiday),	26	27	28	29
Mid-year break	30	31					



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February 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Mid-year break			1 <i>PG – S1 Exam Schedule</i>	2 <i>Executive Group 12:00 – 14:00</i>	3 <i>Library Committee</i>	4 <i>UG, S1 coursework IPs submission deadline</i>	5
Mid-year break	6	7 <i>IT Committee</i>	8 <i>Staff Development committee 11:00 – 13:00</i>	9 <i>Research committee</i>	10 <i>UTLC Meeting</i>	11	12
Mid-year break	13	14	15	16 <i>Senate Meeting 12:00 – 14:00</i>	17	18	19
Semester one coursework assessments	20	21 <i>Prep year committee 11:00 – 13:00</i>	22	23 <i>University Board 12:00 – 14:00</i>	24	25	26
WB /DPT/ prog team Meetings	27	28					
WB / S2 coursework briefs uploaded on Moodle							
		<i>UG-S1 outstanding coursework assessments</i>					
		<i>PG S1 Examination</i>					



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March 2021

Sat	Sun	Mon	Tue	Wed	Thu	Fri
		1	2 <i>Executive Group 12:00 – 14:00</i>	3	4	5
		<i>UG-S1 outstanding coursework assessments</i>				
		<i>PG S1 Examination</i>				
6	7	8	9	10	11	12
		<i>UG – S1 Exams</i>				
		<i>PG S1 Examination</i>				
13	14	15	16	17 <i>UTLC Meeting</i>	18	19
		<i>PG S1 Examination</i>				
		<i>UG – S1 Exams</i>				
<i>WB / UK validating universities Feedback on S2 CWBs</i>	20	21	22	23	24	25
		<i>UG – S1 Exams</i>				
		<i>PG S1 Examination</i>				
<i>UG – S2 Teaching Week 1</i>	27 <i>WB SSLC</i>	28	29 <i>PG – S1 IPs & AMC cases submission deadline</i>	30 <i>Executive Group 12:00 – 14:00</i>	31 <i>Deadline for S1 IP Submission</i>	
<i>WB/ Programme Team Meetings</i>					<i>PG – S1 IP & AMC Panels</i>	



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April 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
UG – S2 Teaching Week 1 continues						1 Deadline for S1-Mark Entry	2
UG – S2 Teaching Week 2 WB FTLC Meetings	3	4 Western Easter	5	6 IT committee	7 UG S1AMC cases to be reviewed by Uni. Registrar	8 UG-SRS S1 Mark Entry Closed PG – S1 Transcripts Online	9
	UG-S1 Moderation Meetings		PG – S1 PEB Meeting				
UG – S2 Teaching Week 3 WB DPT/ Prog Team Meetings	10	11 Staff Development committee 11:00- 13:00	12 Library Committee	13 Ramadan	14 Ramadan UTLC Meeting	15 Ramadan	16 Ramadan
	PG – S2 Registration				UG – S1 IP & AMC Panels		
				LSBU Link Tutors Visit			
UG – S2 Teaching Week 4 WB FTLC Meetings	17 Ramadan PG – S2 Start of teaching	18 Ramadan	19 Ramadan Research Committee	20 Ramadan Senate Meeting 12:00 – 14:00	21 Ramadan University registrar to Review UG – S1 Appeals	22 Ramadan UG selecting / changing major (ICS only) or optional modules deadline	23 Ramadan
	UG – S1 Exam Boards						
UG – S2 Teaching Week 5 WB / S2 Exams to UK	24 Ramadan	25 Ramadan Sinai Liberation Day (Official Holiday),	26 Ramadan	27 Ramadan University Board 12:00 – 14:00 UG – S1 Transcripts Online	28 Ramadan	29 Ramadan PG – S2 Deadline Drop & add modules (Refundable)	30 Ramadan



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May 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
UG – S2 Teaching Week 6	1 Ramadan	2 Ramadan	3 Ramadan	4 Ramadan	5 Ramadan	6 Ramadan	7 Ramadan
WB DPT/ Prog Team Meetings	Labor Day (Official Holiday)	Coptic Easter day (Official Holiday)	Sham Nessim (Official Holiday)	UG – S1 Deadline for students Enquiries and appeals LSBU Link Tutors Reports to BUE			
UG – S2 Teaching Week 7	8 Ramadan	9 Ramadan	10 Ramadan	11 Ramadan	12 Ramadan	13	14
WB / UK Validating Partners Feedback on S2 Exams	WB FTLC		Prep Year Committee	UG S1 – Appeals Committees			Eid Al Fitr (Official Holiday)
UG – S2 Teaching week 8	15 Eid Al Fitr (Official Holiday)	16	17	18	19 UTLC Meeting	20	21
UG – S2 Teaching week 9	22 WB review students' engagement	23	24	25	26	27	28
	WB / Submission of Prog & Module changes to UK validating partners validating partners						
UG-S2 Teaching week 10	29 WB S2 Students Module & programme Evaluation	30	31				



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June 2021

Sat

Sun

Mon

Tue

Wed

Thu

Fri

UG-S2 Teaching week 10 continues

1 Executive Group 12:00 – 14:00

2

3

4

UG-S2 Teaching week 11

5

6

7

8

9

10

S2 Exams Schedule Published

11

PG – S2 Deadline Withdraw modules (Non-Refundable)

UG-S2 Teaching

12

13

14

15

16

17

18

WB / Feedback from UK Validating Partners on prog & Module Changes

Research Committee

UTLC Meeting

UG-S2 Revision week

19

20

21

22

Senate Meeting 12:00 – 14:00

23

24

PG – S2 Final Exam Schedule

25

UG - Revision week

S2 exams

26

27

28

29

30

Revolution Day (Official Day)

UG – S2 Exams



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July 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
S2 exams						1 UG – S2 Exams	2
S2 exams	3	4 Library Committee	5 Staff Development Committee 11:00 – 13:00	6 Executive Group 12:00- 14:00	7 IT Committee	8	9 UG – S2 Exams
Military Training	10	11	12	13	14 UTLC Meeting	15	16 UG – S2 Exam
WB /Final submission of Prog. & Module changes to UK validating partners							
Military Training	17	18	19	20	21	22	23 23 rd July Revolution Day
Military Training	24	25	26	27 University Board 12:00 – 14:00	28 UG S2 AMC cases to be reviewed by Uni. Registrar	29 UG-S2 Mark Entry Deadline (except final projects) UG S2 IP Submission Deadline	30 PG – S2 Examination
	31						



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August 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
		1	2	3	4	5	6	
		S2 Moderation Meetings						
		UG- Submissions and discussions of Graduation Projects & Dissertations						
		PG – S2 Examination						
UG – Coursework resubmission	7	8	9	10	11	12	13	
		UG S2 IP Submission Deadline for graduation projects	Islamic New Year (Official Holiday) SRS Mark Entry closed for all modules	UG S2 IP & AMC panels				
		PG – S2 Examination						
UG –Resit Exams	14	15	16	17	18	19	20	
		UG – S2 examination boards						
		PG – S2 Examination						
UG –Resit Exams	21	22	23	24	25	26	27	
		UG – S2 examination boards				PG- S2 IP & AMC Panels		
			PG S2 IP claims & AMC cases submission deadline	UG – S2 Transcripts Online				
UG –Resit Exams	28	29	30	31				
			UG S2 Students Enquiry & Appeals submission deadline					
		PG – S2 PEB Meetings						



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September 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
					1 <i>Staff Development Committee</i> 11:00 – 13:00	2 <i>PG- S2 transcripts online</i>	3
	4 <i>UG – S2 Appeals Committees</i>	5 <i>IT Committee</i>	6 <i>Library Committee</i>	7 <i>Executive Group</i> 12:00 – 14:00	8 <i>Staff Development Day</i> <i>UTLC Meeting</i>	9	10
	<i>WB S1 Coursework Briefs to UK validating partners</i>	<i>Module leader's feedback on S2 enquiries</i>	<i>New staff Induction (Faculty Level)</i>				
SAP assessments	11	12	13	14	15	16	17
	<i>UG – SAP Assessments</i>						
SAP assessments	18	19	20	21 <i>University Board</i> 12:00 – 14:00	22	23	24
	<i>UG – SAP Assessments</i>						
		<i>PG – S1 Student Registration</i>					
SAP assessments	25 <i>PG- S1 Start of Teaching</i>	26	27	28	29	30	
	<i>UG – SAP Assessments</i>						



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October 2021

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
							1
	2	3 Prep Year Committee 11:00 – 12:00	4 Library Committee SAP AMC cases to Uni. Registrar	5 Executive Group 12:00 – 14:00 UG- SAP IP submission deadline	6 Armed Forces Day (official Holiday)	7 UG-SAP mark entry deadline.	8
	9 IT Committee	10	11	12	13	14	15
UG-SAP IP & AMC panels and Examination Boards							
		Staff Development Committee 11:00 – 13:00					
Pre year students induction week	16	17 UG-SAP transcripts	18	19	20 UTLC Meeting	21 Enquiries and appeals submission deadline	22
21/22 Prep year Students Induction							
UG – S1 Teaching week 1 UG New Academic Year 2021/2022	23	24 APR Review Meeting ELEC & Computer Eng.	25 APR Review Meeting Civil & CEM	26 APR review Meeting MECH & ARCH	27 APR Review meetings PEGT &CHEM	28 APR submission to Q&V	29
UG – S1 Teaching week 2	30	31		Uni. Registrar feedback on SAP AMC		APR submission to UTLC	