



BOTSWANA
ACCOUNTANCY
COLLEGE
The Botswana Business School



ACADEMIC CALENDAR 2018/19





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COMMITTED TO EXCELLENCE

and service to its students,
academic and wider community.



BAC MANDATE

To provide a solution towards the skills capacity building and human capital development to meet the economic needs in Botswana and globally.

BAC VISION



The Botswana Accountancy College is a leading Business Science College of choice in Africa and beyond. It is committed to teaching and research excellence and service to its students, academic and wider community.



MISSION STATEMENT

The mission of the College is to advance knowledge and skills in business education through teaching and learning, research and community engagement to meet the needs of the economy.



VALUES



EXCELLENCE

Continuous pursuit of highest quality to enable commitment to the mandate of BAC and maintain standards that are globally recognised.



COLLABORATION

We are committed to working together as a team and in partnership with others for efficiency and effectiveness.



INNOVATION

We promote generation and implementation of new ideas for impactful change.



INTEGRITY

We uphold moral, ethical and professional principles in our engagements.



HUMILITY

We embrace other people's ideas and opinions and are courteous to others all.

KEY DATES FOR 2018/19

FIRST SEMESTER

Registry Offices Opening Hours

Monday - Friday: 08:00am - 17:00pm

College Open Day: 1 June - 30 June 2018

Library week: 15 -19 October 2018

Student Induction /Orientation Period:

Gaborone Campus: 11 June - 30 July 2018

Francistown Campus: 11 June - 30 July 2018

Student Application Period:

Gaborone Campus: March - May 2018

Francistown Campus: March - May 2018

Registration Period:

Gaborone Campus: May - July 2018

Francistown Campus: May - July 2018

Lecturing Periods:

11 June - 3 December 2018

Mid-semester Break:

25 September - 5 October 2018

Graduation Ceremonies:

December 2018: Degree programmes

August - October 2018: Professional programmes

Revision and Examinations – 1st Semester:

November - December 2018

Supplementary & Referral Assessments:

January - February 2019

July - August 2019

SECOND SEMESTER

Lecturing Periods:

21 January - 17 May 2019

8 June - 23 August 2019

Mid-semester Break:

28th March - 3rd April 2019

Revision and Examinations – 2nd Semester:

April - July 2019

Supplementary Examinations:

July - August 2019

OFFICE BEARERS

Chair of the BAC Board

Dr. Shabani Ndzingo

Chairpersons of BAC Board Committees

Mr. Nigel Dixon - Finance

Mr. Johannes Motshegare - HR

Executive Director / Principal

Mrs. Serty Leburu

Deputy Executive Director - Academic Affairs

Dr. Byron Brown

Ag. Deputy Executive Director - Corporate Services

Mr. Ishmael Dipholo

Registrar

Mr. William Sekgatsa

MESSAGE FROM THE **EXECUTIVE DIRECTOR**



“
**WELCOME
TO BAC...**”

You are joining the College at a very interesting time in its history.

Help us make it one of the most pleasant knowledge producing and entrepreneurial institutions, where students, staff and governing structures are synergistically working together to produce the most sought-after graduates in the country.

Mrs. Serty Leburu
Executive Director

OFFICIAL ADDRESS: All official correspondence should be addressed to

The Registrar
Botswana Accountancy College
Private Bag 00319, Gaborone
E-mail address: registrar@bac.ac.bw

KEY ACADEMIC DATES

FOR 2018/19

MONTH	WEEK BEGINNING	BAC TRIMESTER WEEKS	ACADEMIC EVENTS & ACTIVITIES	COMMENTS
JUNE	4 June 2018	Week 1	<ul style="list-style-type: none"> · SBL: Induction week - new students · SCIS: Marking/Presentation · SCIS: Management Meeting (07 June 2018) · SFPS: Setting Exam Papers - PGDT · SPGS: MSc SM Induction (8th June 2018 evening) 	SBL: Student Industrial Attachment begins - Leisure
	11 June 2018	Week 2	<ul style="list-style-type: none"> · SBL: Foundation Teaching commences · SBL: Release of results · SCIS: Moderation Final Exams/Assignments Scripts · SCIS: 14 June Assessment Board · SCIS: 15 June Results released · SFPS: Summative Assessments · SFPS: PGDT Revision Program · SFPS: ACCA Conference · SFPS: BICA Student Allocation Event · Close of DTEF application for sponsorship for 2018/19 · SPGS: MSc SM 2018 cohort classes commence (14th June) 	
	18 June 2018	Week 3	<ul style="list-style-type: none"> · SBL: End of year staff Meetings · SBL: Pre and Main Boards · SCIS: Setting Coursework questions papers · SFPS: Summative Assessments · SFPS: PGDT Revision Program · Recruitment of Lecturers 	
	25 June 2018	Week 4	<ul style="list-style-type: none"> · SBL: Main Results Boards & Release of AY results · SCIS: Assessment Board · CIMA: Top Achievers & Award Ceremony · SFPS: Summative Assessments · SFPS: Course Managers Meeting · SFPS: Faculty Meeting 	
JULY	2 July 2018	Week 5	<ul style="list-style-type: none"> · SBL: Bridging Assessments 1 · SBL: Collaborative review visits · SCIS: Management Meeting (6 July 2018) · SPGS: MSc SM July Board Review Meeting via Skype (4th July 2018) 	
	9 July 2018	Week 6	<ul style="list-style-type: none"> · SBL: Academic Student support for refers · SCIS Programme /Staff meeting (12 July 2018) · SCIS and SFPS: Normal Registration continuing students 	SBL: SHU/UoD Conferences

JULY	16 July 2018	Week 7	<ul style="list-style-type: none"> . SBL: Refer assessments period . SCIS: Supplementary Exams (18-20 July) . SFPS: Workshop - Microsoft Office . SFPS: Course Managers Meeting . SFPS: Faculty Meeting . SFPS: Pre- Exam board - PGDT . SFPS: Induction of new Lecturers . SFPS: Induction week - new students 	
	23 July 2018	Week 8	<ul style="list-style-type: none"> . SBL: Assessment refers . SFPS: Commencement of Semester 2 (23rd July) . Release of Final Exam Results . SFPS: Subject Specialist Team Meetings . SFPS: Induction . SFPS: Release of Results PGDT . SBL: Student Committee meeting . SCIS: Induction new Students . SPGS: Induction - PG Cert ERM Evening Block (27th July evening). . SPGS: Induction - PG Cert ERM Weekend Block (28th July morning). Classes commence 4th August 	
	30 July 2018	Week 9	<ul style="list-style-type: none"> . SFPS: Release of Final Exam Results IISA Conference . SFPS – Summative Assessments . SFPS: Stand Alone Revision Aca . SFPS: Subject Specialist Team Meetings . SPGS: PG Cert ERM Evening Block classes commence 30th July . SPGS: Closing date for MBA & MA PLM applications (31st July) . SPGS: Induction & Class Commencement - Cert PSPTPM Weekend Block (4th August) . SCIS: Semester 1 begins 	
AUGUST	6 Aug 2018	Week 10	<ul style="list-style-type: none"> . SBL: Foundation Evaluation and student feedback . AAT External Verifier Audit . Release of Final Exam Results . SFPS: IIB Conference . SFPS: Subject Specialist Team Meetings . SFPS – Summative Assessments . SFPS: Stand Alone Revision . SFPS: CIPS induction new students . SFPS: CIPS continuing students' registration . SPGS: Induction & Class commencement - PG Cert ERM Weekday Block (8th August morning) 	

AUGUST	6 Aug 2018	Week 10	<ul style="list-style-type: none"> · SPGS: Induction & Class commencement - Cert FFNFM Weekend Block (10th August morning) · SPGS: Induction & Class commencement - PG Cert ERM Weekend Block (24th August evening) 	
	13 Aug 2018	Week 11	<ul style="list-style-type: none"> · SBL: Foundation submission of CW's · SCIS: Setting Coursework questions papers (13-24 Aug 2018) · SFPS: Subject Specialist Team Meetings · SFPS: Stand Alone Revision Portfolio Meeting · CIPS Class commencement · SFPS: Teaching & Learning Strategy Meeting · SPGS: Induction & Class commencement - PG Cert INFF Weekend Block (17th August morning) · SPGS: Induction & Class commencement - PG Cert PSPM Weekend Block (17th August morning) · SPGS: Induction and class commencement for all short courses on Weekend Block (ERM, PSPTPM, FFNFM, INFF & PSPM) 18th August 2018 	Francistown Campus
	20 Aug 2018	Week 12	<ul style="list-style-type: none"> · SBL: Bridging Teaching ends · Peer Review Process · MBA Induction 12/10/2017 · MA P&LM Induction (18/10/2017) · Normal Registration SBL for continuing students · SFPS: Stand Alone Revision · SPGS: MSc PM Programme Committee meeting 	
	27 Aug 2018	Week 13	<ul style="list-style-type: none"> · SBL: Foundation (Bridging) Exams week · SBL: Student Industrial Attachment Ends - Leisure · SBL: Results Boards & release for refers · SFPS: Administration of Student feedback forms · SPGS: Closing date for MSc PM online applications (31st August) · SCIS: Moderation Process (Coursework) 24- 27 Aug · SCIS: Moderation Process Meeting (31 Aug) · SFPS: CGMA Africa conference · SFPS: Subject Specialist Team Meetings · SFPS: Stand Alone Revision 	
SEPTEMBER	3 Sep 2018	Week 14	<ul style="list-style-type: none"> · SBL: Annual School meeting · SBL: Foundation Moderation Process · SBL: Release of Foundation results 	

SEPTEMBER	3 Sep 2018	Week 14	<ul style="list-style-type: none"> · SBL: Academic year 18/19 Commences starts level 7&8 · SCIS: Assignments issue date (3-7 Sep 2018) · Class commencement: SBL Continuing students · SFPS: Student Academic Support Meeting · SFPS: IIB Conference · SPGS: Recruitment for short courses commences for 2019 enrolment 	
	10 Sep 2018	Week 15	<ul style="list-style-type: none"> · SBL: Academic Staff Meeting, · SBL: Academic year 18/19 Commences starts Foundation · SBL: Induction to SHU 	
	17 Sep 2018	Week 16	<ul style="list-style-type: none"> · Registry Week · SFPS: Mid-Year Staff Appraisal · CIPS Tuition Providers conference · SFPS: Course Managers Meeting · SFPS: Faculty Meeting · SFPS: Subject Specialist Team Meetings · Office of the Registrar strategy session · Advert for January- June 2019 semester 	
			<ul style="list-style-type: none"> · SPGS: Hand in date for Dissertation MSc SM 2017 Cohort (18th September) · SPGS: Mid-Year Staff Appraisal · College Strategy Review workshop(20 - 21 Sep 2018) 	Dissertation local marking (electronic) & moderation
	24 Sep 2018	Week 17	<ul style="list-style-type: none"> · SCIS: Assessments Exams (24 - 28 Sep 2018) · SFPS: Mid-term Break 	
OCTOBER	1 Oct 2018	Week 18	<ul style="list-style-type: none"> · SCIS: Mid / Inter Semester break (02 - 05 October) · SCIS Management Meeting (5 Oct 2018) · SCIS: Moderation process (Assessment test) (5 Oct 2018) · SFPS: Subject Specialist Team Meetings · SFPS: Peer Review Week · SPGS: Induction-MA PLM (3rd October afternoon). Classes commence 4th October · SPGS: Induction-MBA (4th October afternoon). Classes commence 5th October 	Possibility to combine both MA PLM & MBA Induction under consideration

OCTOBER	8 Oct 2018	Week 19	<ul style="list-style-type: none"> · Marking/Presentations of Assignments · SFPS: Peer Review Week · SBL: Peer review process · SFPS: Subject Specialist Team Meetings · SFPS: Peer Review Week · SFPS: Exam Administration workshop · Application processing for January 2019 intake · SCIS: Moderation Meeting (8 Oct 2018) · SMT leadership training (10-11 Oct 2018) · SCIS Programme /Staff meeting (12 Oct 2018) · SCIS: Setting Final Examinations & Supplementary Assessments (12 Oct 2018) 	
	15 Oct 2018	Week 20	<ul style="list-style-type: none"> · SBL Research Colloquium 1 · SCIS: Moderation process (Assessment test) (15-19 Oct 2018) · 15 Oct (Public Lecturer on research) Library · 16 Oct (Copyright awareness Day) Library · 17 Oct (ODOS , Open data Open source) Library · Strategy Retreat (18-19 Oct 2018) · 18 Oct (Literacy awareness) Library · 19 Oct (Edutainment and BAC IR collection awareness) Library · SFPS: BICA Graduation & Award ceremony · SFPS: Subject Specialist Team Meetings · SFPS: AAT - Graduation & Award ceremony 	
	22 Oct 2018	Week 21	<ul style="list-style-type: none"> · Student Committee Meeting · SCIS: Moderation Meeting (22 Oct 2018) · SPGS: MSc SM Pre-Board meeting via skype with UoD 	
	29 Oct 2018	Week 22	<ul style="list-style-type: none"> · SBL: Community engagement even · SFPS: Course Managers Meeting · SFPS: Faculty Meeting · SFPS: Syllabus Coverage Ends · SFPS: Student Academic Support Meeting · SPGS: Recruitment for Masters programmes commences for 2019 intakes 	
NOVEMBER	5 Nov 2018	Week 23	<ul style="list-style-type: none"> · SBL: Student feedback · SFPS: World Congress of Accountants · SFPS: Revision program · SFPS: Summative Assessments · SPGS: MSc SM skype meeting on Assessment Board decisions · Strategy Cascading (5th Nov 2018) 	SPGS student feedback on results & graduation ceremony

NOVEMBER	12 Nov 2018	Week 24	<ul style="list-style-type: none"> · SBL Marking and Moderation CW1 · SFPS: Revision program · SFPS: Summative Assessments · SCIS: Final exams (12-16 Nov 2018) · Release of offer letters for Jan 2019 intake 	
	19 Nov 2018	Week 25	<ul style="list-style-type: none"> · SBL Collaborative course review meetings · SBL: Innovation week · SFPS: Course Managers Meeting · SFPS: Faculty Meeting · SFPS: Revision program · SFPS: Summative Assessments · Issuance of computing certificates 	
			<ul style="list-style-type: none"> · SCIS: Marking final exams (19-23 Oct 2018) · SCIS Management Meeting (23 Nov 2018) 	
			<ul style="list-style-type: none"> · SPGS: MSc SM 2019 cohort Recruitment starts · Issuance of certificates-ERM, Tax, etc · SFPS: Revision program · SFPS: Summative Assessments 	
26 Nov 2018	Week 26	<ul style="list-style-type: none"> · SBL Teaching ends · SCIS: Moderation Process (Final exams) (26- 28 Nov) · SCIS: Moderation Meeting (28 Nov 2018) · SCIS: Year 1, 2 & 3 submit all assignments (28-30 Nov) · SCIS Programme/Staff meeting (30 Nov) 		
DECEMBER	3 Dec 2018	Week 27	<ul style="list-style-type: none"> · SBL: Revision week · SBL: Exam week 1 · SFPS: Stand Alone Revision · SCIS: Moderation Process (Assignments) (10 - 11 Dec) · SCIS: Marking/Presentations of Assignments (3-7 Dec 2018) · Graduation (December 2018) · SPGS: Induction-MSc Project Management (3rd Dec) Classes commence 5th December · SPGS: MSc PM Programme Committee meeting (2016 & 2017 cohorts) · SPGS: MSc SM Programme Committee meeting (2018 cohort) 	
	10 Dec 2018	Week 28	<ul style="list-style-type: none"> · SBL: Exam week 2 and end of S1 2018/19 · SCIS: Moderation Process (Assignments) (10 - 11 Dec 2018) 	

DECEMBER	10 Dec 2018	Week 28	<ul style="list-style-type: none"> · SCIS: Moderation meeting (12 Dec 2018) · SCIS Examination and Assessments Board Meeting (13 Dec 2018) · SCIS: Results released (13 Dec 2018) 	
	17 Dec 2018	Week 29	<ul style="list-style-type: none"> · COLLEGE CLOSED - 14th Dec 2018 · SBL: marking period 	
	24 Dec 2018	Week 30	<ul style="list-style-type: none"> · Boxing Day 	
	31 Dec 2018	Week 31		
JANUARY	7 Jan 2019	Week 32	<ul style="list-style-type: none"> · COLLEGE OPENS 7th Jan 2019 · SBL: Marking period 	
	14 Jan 2019	Week 33	<ul style="list-style-type: none"> · SBL: Moderation, Internal Moderation Meeting · SCIS: Supplementary Exams (14 - 16 Jan 2019) · SFPS: Course Managers Meeting · SFPS: Faculty Meeting · SPGS: Application cycle for MSc SM resumes · Registration week: Returning & new students 	
	21 Jan 2019	Week 34	<ul style="list-style-type: none"> · SFPS: Commencement of Semester · SFPS: Release of Final Exam Results · SFPS: Subject Specialist Team Meetings · SFPS: Induction · SFPS: Release of Results PGDT · SPGS: Induction for ERM Evening & Saturday classes (25th January evening). Classes commence on 28 Jan 	
	28 Jan 2019	Week 35	<ul style="list-style-type: none"> · SBL: Teaching semester 2 commences · Submission of DTEF registers and results · HE Briefing · SFPS: Release of Final Exam Results · SCIS: Semester 2 start (28 Jun 2109) · SPGS: Induction and class commencement for all short courses on Weekend Block (ERM, PSPTPM, FFNFM, INFF & PSPM) 2nd February 2019 · Registry Week 	
FEBRUARY	4 Feb 2019	Week 36	<ul style="list-style-type: none"> · SBL: UoD & SHU main board SBL: release of S1 results · SCIS: Semester 2 starts (4 Feb 2019) · SFPS: Course Managers Meeting · SFPS: Faculty Meeting · SFPS: ICAEW Conference · SFPS: Release of Final Exam Results 	

FEBRUARY	4 Feb 2019	Week 36	<ul style="list-style-type: none"> · SFPS: Stand Alone Revision Program · SFPS: Pre-Board Meeting PGDT · SPGS: ERM Weekend Block Induction (6th February) · SPGS: FFNF Weekend Block Induction (8th February) · Academic seminar (Publishing) Library 	
	11 Feb 2019	Week 37	<ul style="list-style-type: none"> · SPGS: MBA & MA P&LM Recruitment starts · SPGS: INFF & PSPM Weekend Block Induction (15th February) · SFPS: Stand Alone Revision Program · Release of an advert for July - Dec 2019 semester · SCIS: Setting Coursework questions papers (11-22 Feb 2018) · Issuance OF CERTIFICATES (ERM, Procurement, Finance for non-Finance Managers, Advanced Tax) 	
	18 Feb 2019	Week 38	<ul style="list-style-type: none"> · SBL: Industry visits · SFPS: Teaching & Learning Strategy Meeting · SFPS: Subject specialist meeting · SFPS: Stand Alone Revision Program · SPGS: ERM weekend Block Induction (22nd Feb) 	
	25 Feb 2019	Week 39	<ul style="list-style-type: none"> · SFPS: Stand Alone Revision Program · SFPS: Subject specialist meeting · Moderation of Assessment and Course work question papers (26 - 27 Feb 2018) 	
MARCH	4 Mar 2019	Week 40	<ul style="list-style-type: none"> · Staff Meeting Gabs · SFPS: Subject specialist meeting · Processing of application forms for July 2019 · SCIS: Assignments issue date (4 - 6 Mar 2019) 	
	11 Mar 2019	Week 41	<ul style="list-style-type: none"> · SBL: Staff development Workshop · SBL: Student Committee Meeting 	
	18 Mar 2019	Week 42	<ul style="list-style-type: none"> · SCIS: Management Meeting (15 - Mar-19) · SFPS: Staff Appraisal · SFPS: Peer Review · SPGS: Annual Staff Appraisal 	
	25 Mar 2019	Week 43	<ul style="list-style-type: none"> · SBL: Employability engagement seminar · SCIS: Assessment Test (25 - 29 Mar 2019) · SCIS: Staff Meeting (22 - Mar-19) · SFPS: Mid term Break 	
APRIL	1 Apr 2019	Week 44	<ul style="list-style-type: none"> · SBL: Peer review process · SCIS: Mid/ Inter semester break (1 - 5 Apr 2018) · SFPS: Peer Review 	

APRIL	8 Apr 2019	Week 45	<ul style="list-style-type: none"> · SBL: mid semester break · SCIS: Year 1 & 2 Batch 1 Assignment Submission (8 Apr 2018) · MSc SM 2017 Cht Ind · MSc SM Programme Committee - Gabs · SFPS: Peer Review · Release of Admissions for July 2019 intake 	
	15 Apr 2019	Week 46	<ul style="list-style-type: none"> · SBL Marking and Moderation of Cw1 · SCIS: Management Meeting (12 Apr 2019) 	
	22 Apr 2019	Week 47	<ul style="list-style-type: none"> · SBL Teaching ends · SCIS: Staff Meeting (26 - Apr 2018) · Moderation of marked Assessment test scripts (23 Apr 2018) · SCIS: Setting Final exams & Supplementary assessments (23 - 26 Apr 2018) · FAC Meeting · Opening dates for DTEF sponsorship applications 	
	29 Apr 2019	Week 48	<ul style="list-style-type: none"> · SBL: Start of AY exam · SCIS: Moderation of final Examinations Assessment Q Papers (29 Apr 2018) 	
MAY	6 May 2019	Week 49	<ul style="list-style-type: none"> · Main Board · SFPS: Syllabus Coverage Ends · SFPS: Student Academic Support Meeting 	
	13 May 2019	Week 50	<ul style="list-style-type: none"> · MSc PM Recruitment start 	
	20 May 2019	Week 51	<ul style="list-style-type: none"> · SBL: End of AY exam · SCIS: Final Exams (20-24 May 2018) 	
	20 May 2019	Week 52	<ul style="list-style-type: none"> · SBL: End of Academic year 2018/19 · SCIS: Year 1&2 Assignment submission, Year 3 report. (27-29 May 2018) 	
JUNE	3 June 2019	Week 53	<ul style="list-style-type: none"> · SCIS: Management Meeting (7 June 2018) · Marking and Presentations (4 - 8 June 2018) · MSc PM Programme Committee meeting · SBL: Bridging Teaching starts 	
	10 June 2019	Week 54	<ul style="list-style-type: none"> · SCIS: Examination Board Meeting (13 Jun 2019) · SBL: Staff development Workshop · SMT (22/08/2019) 	
	17 June 2018	Week 55	<ul style="list-style-type: none"> · SCIS: Staff Meeting (21 - Jun - 2019) · MBA & MA P&LM Recruitment ends 	

{ PLEASE SUGGEST/ PROVIDE
CONTENT FOR PAGE }



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The background of the lower half of the page is a grayscale photograph of a large, modern university building with a curved facade and many windows. The building is partially obscured by trees in the foreground. A blue L-shaped graphic element is positioned on the left side of the page, framing the title.

ACADEMIC CALENDAR 2018/19

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