


FACULTY OF SCIENCE

Year Programme 2024

JANUARY 2024		
1	Mo	<p>NEW YEARS DAY (PUBLIC HOLIDAY)</p> 
2	Tue	<p>University Office reopens (8:00). JS Gericke Library and branch libraries reopen. Holiday hours apply. Temporary balances available on cost centre for operational use. (Actual balances available after year-end.) First day for placing orders.</p>
11	Thu	Final day for submitting applications for readmission
12	Fri	<p>Final day for loading final marks obtained in externally moderated exit-level modules in November 2023 examination (2nd opportunity). Final day for submission of MSc documents to Hayley du Plessis (duplessisha@sun.ac.za) for dispatching</p>
15	Mon	Start of e-registration for senior undergraduate and postgraduate students on all campuses, except for students at Tygerberg campus where the registration is already open.
17	Wed	School term starts
22	Mon	<p>Readmission Appeals Committee (9:00) Last day for submission of 2023 research outputs for subsidy purposes</p>
24	Wed	Readmission Appeals Committee (9:00)
26	Fri	Readmission Appeals Committee (9:00)
29	Mon	Readmission Appeals Committee (9:00)
31	Wed	<p>Readmission Appeals Committee (9:00) Newcomer first-year students report in residences and PSO wards (8:00 – 12:30). Start of welcoming programme newcomer first-year students and their parents Registration of FoS senior students (including Hons & MSc) in person</p>

FEBRUARY 2024		
1	Thu	<p>Readmission Appeals Committee (11:00) Welcoming programme Newcomers Parents meet Deans (14:00) Students meet Academic Coordinator of FoS 17:30 – 19:00 Joint welcoming of newcomers, their parents, student leaders and staff at Danie Craven Stadium 20:00 Dreamwalk (after Rector's welcoming speech)</p>
2	Fri	<p>Welcoming programme Newcomers Students meet Deans & Program Coordinators (8:30)</p>
5	Mon	<p>Welcoming programme Newcomers Registration of new First year students FoS (8:30)</p>
6	Tue	<p>Welcoming programme Newcomers. Nomination of internal and external moderators for each exit level module of all first semester and year modules. Submitted by departmental head/chair (or module chair, if more than one department involved with module) to dean's office (Marietta van den Worm) on prescribed form. Academic Appointments Committee of the Faculty (AAPC) (14:00) – additional</p>
7	Wed	Welcoming programme Newcomers
8	Thu	Welcoming programme Newcomers
9	Fri	<p>Welcoming programme Newcomers FoS Programme Committee Agenda closes @ 14:00 (12/02)</p>
12	Mon	<p>GENERAL START OF CLASSES FOR ALL STUDENTS (NEWCOMERS AND SENIORS) Closing date: Agenda Faculty Committee (21/2) & Faculty Board Meeting (29/2) Submission of PhD candidates' examination documentation to Faculty's Postgraduate administrator, Hayley du Plessis (duplessisha@sun.ac.za) <i>which includes: Cover memo, reports of unbound internal and external examiners, recommendation report for final D exam results and the graduation ceremony, together with 2 doctoral summaries.</i> Final day for submission of MSc documents to Hayley du Plessis for dispatching. (duplessisha@sun.ac.za) FoS Programme Committee meeting (14:00) Submission of external moderators forms to faculty administrator after checked by dean's division.</p>

15	Thu	Welcoming of Honours students (17:30)
19	Mon	Management Committee meeting of the Faculty (14:00)
21	Wed	Faculty Committee (9:00)
22	Thu	Academic Appointments Committee of the Faculty (AAPC) (14:00)
23	Fri	FINAL DAY FOR LATE REGISTRATION for undergraduate and Hons students. FINAL DAY FOR STUDENTS TO CHANGE MODULES/PROGRAMMES
26	Mon	Final day for submission of applications for 100%-thesis M and D programmes, including full details of study records, research proposals, bibliographies, etc
27	Tue	FoSTAC #1 (14:00)
28	Wed	Introduction to PREDAC
29	Thu	Presenting nominated internal & external moderators for all year modules and first semester modules to faculty board for approval. FACULTY BOARD MEETING (14:30)

MARCH 2024

1	Fri	Final day for loading final marks of January examinations, MSc students and Dean's concession examinations (DCE), as well as for loading module results of doctoral candidates with a view to March/April graduation ceremonies. Departments send Internal and External Moderation Reports to the Dean (2 nd opportunity & Dean's concession Assessment) Science Advisory Board
5	Tue	FINAL DAY for electronic submission of master's theses and doctoral dissertations for the April graduation ceremonies (SUNScholar)
6	Wed	Science Safety Committee meeting #1 (15:00)
7	Thu	FoS Animals Committee #1 (14:00)
14	Thu	Ratification of results of November assessment 2023 (2 nd opportunity), January assessment, dean's concession assessment and master's candidates by Vice-Rector (Learning & Teaching) FoS Social Impact Committee #1 (14:00)
18	Mon	Management Committee meeting of the Faculty (14:00)
19	Tue	SENATE(14:00) Maths & Science Teachers Forum
20	Wed	School term ends
21	Thu	HUMAN RIGHTS DAY (PUBLIC HOLIDAY)
25	Mon	GRADUATION CEREMONY
26	Tue	GRADUATION CEREMONY
27	Wed	GRADUATION CEREMONY
28	Thu	GRADUATION CEREMONY END OF CLASSES FOR FIRST TERM Submission of departmental quarterly safety report (1 st quarter) Feedback to the Dean on Language Implementation Plan (1 st quarter) FINAL DAY FOR REGISTRATION OF NEW M (THESIS) AND D STUDENTS Final day for submitting early assessment marks on SIS SU-RECESS FROM 29 MARCH - 8 APRIL
29	Fri	GOOD FRIDAY (PUBLIC HOLIDAY)
31	Sun	EASTER SUNDAY

APRIL 2024

1	Mon	FAMILY DAY /EASTER MONDAY (PUBLIC HOLIDAY)
3	Wed	School term starts
6	Sat	Online Open day launch
8	Mon	START OF CLASSES FOR SECOND TERM
10	Wed	Assessment free day – Eid-ul-Fitr tentative
11	Thu	Academic Appointments Committee of the Faculty (AAPC) (14:00)
15	Mon	Welcome of new staff (12:45 – 14:00)
17	Wed	Strategic fund applications close
18	Thu	New MSc & PhD Welcoming (17:30)
20	Sat	SU Open Day (on campus)
22	Mon	Closing date: Agenda Faculty Committee (2/5) & Faculty Board Meeting (9/5)

23	Tue	Assessment free day – Passover Day 1
26	Fri	Final day for amending prescribed book list for 2nd semester 2024.
27	Sat	FREEDOM DAY (PUBLIC HOLIDAY)
29	Mon	Final day for submitting moderated papers to the Examination Division for the first and second examination opportunities in June and July.
30	Tue	Assessment free day – Passover Day 8 Final day for officially discontinuing first- semester modules with faculty administrators.

MAY 2024		
1	Wed	WORKERS' DAY (PUBLIC HOLIDAY)
2	Thu	Faculty Committee (9:00)
3	Fri	<i>FoS Programme Committee Agenda closes @ 14:00 (7/05)</i>
6	Mon	Management Committee meeting of the Faculty (14:00)
7	Tue	FoS Programme Committee meeting (14:00)
9	Thu	FACULTY BOARD MEETING (14:30)
14	Tue	FoSTAC #2 (14:00)
16	Thu	Final day for announcing class marks for first semester modules.
17	Fri	END OF CLASSES FOR SECOND TERM Feedback to the Dean on Language Implementation Plan (2 nd quarter)
20	Mon	Start of June assessment (1 st opportunity) FoS Annual Teaching & Learning Assessment day
	Wed	Science Safety Committee meeting #2 (15:00)
30	Thu	Academic Appointments Committee of the Faculty (AAPC) (14:00)
31	Thu	SENATE (14:00)

JUNE 2024		
6	Thu	Submit Faculty strategy implementation plans
7	Fri	Closing date for FLIRT application
8	Sat	End of June assessment (1 st opportunity)
10	Mon	Start of June assessment (2 nd opportunity)
14	Fri	School term ends
16	Sun	YOUTH DAY (PUBLIC HOLIDAY)
		PUBLIC HOLIDAY
17	Mon	Eid-ul-Adha tentative 17 – 23 June : Science WINTERWEEK
22	Thu	Readmission Appeals Committee (09:00) (only applications for readmission with a view to the second semester 2024)
24	Mon	Management Committee meeting of the Faculty (14:00)
27	Thu	Academic Appointments Committee of the Faculty (AAPC) (14:00)
28	Fri	End of June assessment (2 nd opportunity) END OF FIRST SEMESTER Submission of departmental quarterly safety report (2 nd quarter) PG student report to Vice-Dean (Research & Postgraduate Students): 1 st Semester
29	Sat	MID-YEAR RECESS (29 Jun – 21 July)

JULY 2024		
9	Tue	School term starts
18	Thu	Nomination of internal and external moderators for each exit level module of all first semester and year modules . Submitted by departmental head/chair (or module chair, if more than one department involved with module) to dean's office (Mariëtta van den Worm) on prescribed form.
19	Fri	END OF MIDEAR RECESS Final day for departments to load internally and externally moderated final marks for all June examinations, as well as first-semester progress marks for year modules. MODERATION REPORTS to the Dean.
22	Mon	START OF CLASSES FOR SECOND SEMESTER AND THIRD TERM Special Management Committee meeting of the Faculty (14:00) (Discuss promotions)
25	Thu	Submission of external moderators forms to faculty administrator after checked by dean's division

29	Mon	<p>Submission of EXAMINER NOMINATIONS (PhD & MSc) to the Faculty's Postgraduate administrator, Hayley du Pessis (duplessisha@sun.ac.za) NO late nominations will be accepted Closing date: Agenda Faculty Committee (7/8) & Faculty Board meeting (15/8) (29 July – 2 August) FoS SCIENCE Careers Fair</p>
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AUGUST 2024		
		(29 July – 2 August) FoS SCIENCE Careers Fair
1	Thu	Academic Appointments Committee of the Faculty (AAPC) (14:00)
2	Fri	Ratification of June exam results by the Vice-Rector (Learning & Teaching)
5	Mon	<p>Friday TIMETABLES APPLIES <i>FoS Programme Committee Agenda closes @ 14:00 (12/08)</i></p>
7	Wed	Faculty Committee (9:00)
9	Thu	NATIONAL WOMEN'S DAY (PUBLIC HOLIDAY)
12	Mon	FoS Programme Committee meeting (14:00)
13	Tue	Science Safety Committee meeting #3 (15:00)
14	Wed	Social Impact Committee #2 (14:00)
15	Thu	<p>FACULTY BOARD MEETING (14:30) Presenting nominated internal & external moderators of second semester modules to faculty board for approval.</p>
19	Mon	Management Committee meeting of the Faculty (14:00)
20	Tue	FoSTAC #3 (14:00)
22	Thu	FoS Animals Committee #2 (14:00)
29	Thu	<p>Final day for submitting prescribed book lists for 2025 Academic Appointments Committee of the Faculty (AAPC) (14:00)</p>
31	Sat	Open day for students provisionally admitted (10:00 – 12:30) Maties 101

SEPTEMBER 2024		
6	Fri	<p>END OF THIRD TERM SENATE (14:00) Feedback to the Dean on Language Implementation Plan (3rd quarter) Submission of departmental quarterly safety report (3rd quarter)</p>
9	Sat	SU-RECESS FROM 9 - 15 SEPTEMBER
10	Tue	FoS Teaching & Learning Celebrations
11	Wed	FoS Teaching & Learning Celebrations
12	Thu	SU Homecoming
13	Fri	SU Homecoming
14	Sat	SU Homecoming
16	Mon	FOURTH TERM COMMENCE
20	Fri	School term ends
24	Tue	HERITAGE DAY (PUBLIC HOLIDAY)
30	Mon	<p><i>FoS Programme Committee Agenda closes @ 14:00 (7/10)</i> Management Committee meeting of the Faculty (14:00) Final date for submission of requests for infrastructure needs to Mariëtta van den Worm</p>

OCTOBER 2024		
1	Tue	School term starts
3	Thu	<p>Academic Appointments Committee of the Faculty (AAPC) (14:00) Assessment free day – Rosh Hashanah Day 1</p>
4	Fri	<p>Science Advisory Board Assessment free day – Rosh Hashanah Day 2</p>
7	Mon	<p>Final day for submitting moderated papers to the Examination Division for the first and second examination opportunities in November to the Examination division. FoS Programme Committee meeting (14:00)</p>
12	Sat	Assessment free day – Yom Kippur
14	Mon	Closing date: Agenda Faculty Committee (23/10) & Faculty Board meeting (31/10)

		<p>Submission of <u>PhD</u> candidates' examination documentation to Postgraduate faculty administrator, Ms Hayley du Plessis (duplessisha@sun.ac.za), which includes: Cover memo, reports of unbound internal and external examiners, recommendation report for final D exam results and the graduation ceremony, together with 2 doctoral summaries</p> <p>Submission of EXAMINER NOMINATIONS (PhD & MSc) to Postgraduate faculty administrator, Ms Hayley du Plessis. (duplessisha@sun.ac.za)</p> <p>NO late nominations will be accepted.</p>
16	Wed	Science Safety Committee meeting #4 (15:00)
23	Wed	Faculty Committee (9:00)
24	Thu	CONVOCATION (19:00)
25	Fri	<p>END OF CLASSES FOR THE FOURTH TERM</p> <p>Final day for announcement of class marks.</p> <p>Feedback to the Dean on Language Implementation Plan (4th quarter)</p>
28	Mon	Start of November assessment (1st opportunity)
29	Tue	Academic Appointments Committee of the Faculty (AAPC) (14:00)
31	Thu	<p>FACULTY BOARD MEETING (9:00)</p> <p>Final date for submission of requests for Equipment needs to Mariëtta van den Worm (mvdworm@sun.ac.za)</p> <p>Assessment free day – Divali</p>

NOVEMBER 2024

1	Fri	<i>Submission of PhD documents to Hayley du Plessis for dispatching.</i> (duplessisha@sun.ac.za)
4	Mon	SoTL preconference workshops
5	Tue	SoTL Conference Day 1
6	Wed	SoTL Conference Day 2
7	Tue	Readmission Appeals Committee (08:30)
11	Mon	Management Committee meeting of the Faculty (14:00)
12	Tue	FoSTAC#4 (14:00)
15	Fri	<p>Final day for submitting foreign bankers' drafts for imports</p> <p>Final day for submitting applications for foreign bankers' drafts (type A) excluding imports.</p> <p>Closing date for FIRLT applications</p>
18	Mon	<i>FoS Programme Committee Agenda closes @ 14:00 (25/11)</i>
20	Wed	End of November assessment (1st opportunity)
21	Thu	<p>Start of November assessment (2nd opportunity)</p> <p>Academic Appointments Committee of the Faculty (AAPC) (14:00)</p>
22	Fri	SENATE (14:00)
25	Mon	FoS Programme Committee meeting (14:00)
26	Tue	<p>Final day for departments to load final marks obtained in the November assessment (1st opportunity) including marks of MSc students.</p> <p>MODERATION REPORTS to the Dean.</p>
27	Wed	<i>PG student report to Vice-Dean (Research & Postgraduate Students): 2nd Semester</i>
28	Thu	<p>Final day for electronic submission of theses and dissertations for December graduation ceremonies.</p> <p><i>Postgraduate Conference (8:00 – 19:00)</i></p>
29	Fri	Submission of departmental quarterly safety report (4th quarter)

DECEMBER 2024

6	Fri	<p>Ratification of November examination results (1st opportunity) by the Vice-Rector (Learning & Teaching)</p> <p>End of November assessment (2nd opportunity)</p>
9	Mon	GRADUATION CEREMONY
10	Tue	GRADUATION CEREMONY
11	Wed	GRADUATION CEREMONY
		School term ends
12	Thu	<p>GRADUATION CEREMONY</p> <p>Final day for departments to load internally moderated final marks obtained in non-final-year modules in the November assessment (2nd opportunity) (12:00)</p>
13	Fri	<p>GRADUATION CEREMONY</p> <p>Announcement of results for November examination (1st opportunity) (14:00)</p> <p>Final day for withdrawing supplies from Purchasing and Provision Services</p> <p>Final day for applications for new cost centres</p>

		Final day for placing orders with suppliers Final day for submission of MSc documents to Hayley du Plessis (duplessisha@sun.ac.za) for dispatching END OF SECOND SEMESTER
16	Mon	DAY OF RECONCILIATION (PUBLIC HOLIDAY)
24	Tue	University offices close at 12:00
25	Wed	CHRISTMAS DAY (PUBLIC HOLIDAY)
26	Thu	DAY OF GOODWILL (PUBLIC HOLIDAY)
31	Thu	