## ACADEMIC CALENDAR

The 2023-2024 school year begins on July 1, 2023 and ends on June 30, 2024.

## Fall semester of the 2023-2024 school year



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June $\mathbf{2 0}$ - July 7, Tuesday- Friday<br>Undergraduate Admissions for the 2023-2024 academic year

## July 03-07, Monday-Friday

In fall term, the proposal for classes to be taught in electronic and hybrid format will be submitted by the head of the Unit of Education and Quality to the Office of Educational Policy and Program

## August 14-25, Monday-Friday

New student registration, study contract and contract confirmation

## August 14- September 15, Monday-Friday

Admission registration for master's and doctoral studies

## August 15- September 1, Monday-Friday

Registration and admission process for citizens who are directly admitted to day classes without General Admission Test (30+ ages and who have graduated from university or college before)

## August 21, Monday

A general schedule for the fall semester will be released Open the Student's Web Pages to select courses
The work of the new academic year of faculties will begin
Goals and objectives of the new academic year
Code of Conduct for Faculties
The responsibilities of the advisory faculty will be introduced
Changes will be made to the faculty's workload planning for the fall semester

## August 21-25, Monday-Friday

Advising new students on course selection and other educational activities

## August 21-25, Monday-Friday

Registration for undergraduate Direct Credit Exams will be done on the student web page

## August 21- September 01, Monday-Friday

Course selection 1 and 2 for new students
Course selection 2 for sophomore and higher level students

## August 21- September 08, Monday-Friday

Receive and review applications and documents of students who wish to apply for grants, scholarships, and loans from the Education Loan Fund

## August 28-30, Monday-Thursday

Names of the best applicants who meet the criteria of "Scholarship named after the director of MUST" will be taken from the affiliated schools.

## August 28 - September 8, Monday - Friday

Entrants will be introduced to the regulations for library services

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August 28, Monday - 07:40AM
The 1st week of classes will begin
August 28 - December 15, Monday - Friday
Fall semester school days

## August 29-31, Tuesday-Thursday

The Office of Educational Policy and Program will dismiss the direct credit examinees and organize the examination

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## September 1, Friday

New academic year opening ceremony
New entrants will receive a certificate of "Scholarship named after the director of MUST".

## September 4- September 15

The affiliated schools will organize meetings and events for new entrants to the bachelor's program.

## September 4 - September 22, Monday - Friday

The scholarship materials to new students with high marks will be collected at the The Office of Educational Policy and Program and confirmed by the director's order.

## September 8, Friday

Fall semester course selection 2 is closed.

## September 11 - October 27, Monday - Friday

The invoice of tuition grants and scholarships will be sent to the Education Loan Fund

## September 16- October 2

Review the registration and enrollment process of citizens who will directly enroll in part-time, afternoon, evening courses (graduated from universities and colleges) and start educational activities.

## September 16, 17, 23, 24, Saturday and Sunday

A field trip course will be held for the fall semester

## September 18-October 13, Monday - Friday

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The departments will organize the selection of topics, supervisors and advisors for research work, thesis, and projects for graduating students in the fall term.

## September 18-22, Monday-Friday

Doctoral Admission Test

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\begin{array}{ll}
\text { 18-Sep } & \text { 11:00 Foreign language proficiency test } \\
\text { 19-Sep } & \text { 11:00 Professional exam }
\end{array}
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## September 19-20, Tuesday-Wednesday

Admission Test for masters

| 19-Sep | 11:00 Foreign language proficiency test |
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| 20-Sep | 11:00 Professional exam |

## September 20-29, Wednesday-Friday

Applicants for master's and doctorate programs register at the Unit of Education and Quality and select courses.

## September 25- December 15, V-XVI weeks

School days of the fall semester of the master's and doctoral programs

## September 29, Friday

The statistical report of the fall term will be submitted in the Higher Education Management Information System

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## October 23-27, Monday-Friday, IX week

Professors and lecturers will type the scores of midterm test-1 into the UNIMIS system. The system opens at 09:00 on October 23 and closes at 23:00 on October 27.

## October 30 - November 3, Monday - Friday, X week

There will be an order of the Director of MUST approving the topics, supervisors and advisers of research work, thesis and projects.

October 30 - November 30, Monday - Thursday
Teaching and Research plans of master's and doctoral students are reviewed.

October 30 - November 10, Monday - Friday
Online registration of Graduating Student Application".
Graduating Student Survey

October 30 - November 3, Monday - Friday, X week
Course selection-1
Choose courses to study in the spring term

## October 2 - November 24, Monday - Friday

The materials of student development loans will be sent to the Education Loan Fund

## October 02-27, Monday-Friday

The supplementary diploma application documents are received by Office of Educational Policy and Program and the Office of Graduate programs

## October 2 - November 03, Monday - Friday

Alumni employment survey will be submitted to the Office of Student Development and Services by the affiliated schools

## October 02-06, Monday-Friday, VI week

Credit summaries of students approved by the order of the director of the afiiliated schools shall be submitted to the Office of Educational Policy and Program and the Office of Graduate programs

October 2 - November 24, Monday - Friday
School days of part-time, afternoon, evening courses (8 weeks)

## October 5, Thursday

World Teachers' Day

## October 9-13, Monday-Friday, VII week

Credit calculation will be finalized across affiliated schools

October 16-20, Monday-Friday, VIII-IX week
Mit-term exam-1
The faculties who are teaching the course will organize a mid-term test for 2 weeks. In doing so, students who have not yet taken the test, who did not pass it well, or who want to improve their grades by retaking the test, can be retaken during that period.

November 6-10, Monday-Friday, XI week

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## November 10, Friday

Master's foreign language exam

## November 12- November 24

Academic conference of undergraduate students

## November 24, Friday

Professional Examination for Ph.D

## November 26, Sunday

Republic Proclamation Date. Public holiday

## November 27 - December 1, Monday - Friday, XIV week

Professors and lecturers will type the scores of midterm test-1 into the UNIMIS system. The system opens at 09:00 on November 27 and closes at 23:00 on December 01.

## November 27 - December 8, Monday - Friday, XIV week <br> Spring semester course selection 1 for Part-time students

## November 27 - December 8, Monday - Friday

The faculty who taught the course organizes the survey from the students, and the results are compiled by the Unit of Education and Quality and submitted to the Office of Educational Policy and Program.

## Semester Examination Schedule

The Office of Educational Policy and Program and the Office of Graduate programs will develop and approve the examination schedule for the general education courses, but the examination schedule for the core and major courses is developed and approved by the Unit of Education and Quality of the affiliated schools.

## November 13 - December 7, Monday - Friday

The departments will organize the selection of research papers, thesis, project topics, supervisors and advisors for graduating students in the spring semester.

## November 13-17, Monday-Friday, XII week

Course selection 1 for winter holiday

## November 13-19, Monday-Sunday <br> Student Sports Festival

## November 13 - November 24, Monday - Friday, XII and XIII weeks <br> Mit-term exam-2

The faculties who are teaching the course will organize a mid-term test for 2 weeks. In doing so, students who have not yet taken the test, who did not pass it well, or who want to improve their grades by retaking the test, can be retaken during that period.

## November 14, Tuesday

Genghis Khan's Day. Public holiday

## November 15, Wednesday

The Compilation of course selection 1, and the proposal for classes to be taught in electronic and hybrid format in the spring semester, shall be submitted by the Unit of Education and Quality of the affiliated school for verification to the Office of Educational Policy and Program.


The Office of Student Development and Services get applications from students receiving credit incentives.

## December 8, Friday

The Academic secretaries of affiliated schools shall submit to the Office of Graduate programs the Teaching and Research in-progress reports of master's and doctoral students.

## December 11-17, Monday-Friday, XVI week

The overall assessment of the student's academic progress will be typed into the UNIMIS system by professors and lecturers.
The system opens at 09:00 on December 11 and closes at 23:00 on December 17.

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## Monday, January 1

The first day of the new year. Public Holiday

## January 02, Tuesday

The academic transcripts for the fall semester will be printed by the Unit of Education and Quality.
The Grade Point Average of the students will be published.
GPA survey should be submitted to the Office of Educational Policy and Program.
The cumulative Grade Point Average of the graduating student will be calculated.

## 2-7 ${ }^{\text {th }}$ of January, Monday-Sunday

Undergraduate thesis defense and graduation exam.
$2^{\text {nd }}$ of January, Tuesday
Winter vacation starts.

## 2-5 ${ }^{\text {th }}$ of January, Tuesday-Friday

$2^{\text {nd }}$ registration of Winter school course.

## 2-12 ${ }^{\text {th }}$ of January, Tuesday-Friday

Registration of GPA on higher education information system management

2-5 ${ }^{\text {th }}$ of January, Monday-Friday
School administration, accountant of centers and teaching quality department staffs verifies tuition fee performance.

2-26 ${ }^{\text {th }}$ of January, Tuesday-Friday
Winter school /online/

Graduate student thesis defense and graduation exam.

## 8-12 ${ }^{\text {th }}$ of January, Monday-Friday

Application for award, the best alumni, named after director of MUST is open.

## $9^{\text {th }}$ of January, Tuesday

Teaching quality department of schools submit survey result of students, who are planning to graduate this term, to teaching policy and program office and graduate
$17^{\text {th }}$ of January, Wednesday
Working hour performance of professors and teachers will be posted on the web. The Head of the Teaching Quality Office will disclose the performance report to the Teaching Policy and Program Office.
$19^{\text {th }}$ of January, Friday
Graduation ceremony
$15-16^{\text {th }}$ of January, Monday-Tuesday
Credit earning exam registration on MUST website.
$17^{\text {th }}$ of January, Wednesday
Publication of winter school schedule

## 17-19 ${ }^{\text {th }}$ of January, Wednesday-Friday

Teaching policy and program office prepare integrated report of creadit earning exam application and organize the exam.
$17^{\text {th }}$ January $-5^{\text {th }}$ of February, Wednesday-Monday

- Course registration 2.
- Application for non-repayable subsidy, grant and credit of Education credit fund is open.
$22^{\text {nd }}$ of January- $16^{\text {th }}$ of February, Monday-Friday
Registration of newly enrolled students of master and Ph.D programs.
$22^{\text {nd }}$ of January, Monday, 7:40AM
First session of spring term.
$22^{\text {nd }}$ of January- $\mathbf{1 7}^{\text {th }}$ of May, Monday-Friday
Spring term (first year and first term for students who enrolled in winter, and first year and second term for students who enrolled in fall).
$\mathbf{2 2}^{\text {nd }}$ of January-2 ${ }^{\text {nd }}$ of February, Monday-Friday
Teaching quality office accept application for travel cost of students is open.
$22^{\text {nd }}$ of January- $22^{\text {nd }}$ of March, Monday-Friday
Spring term of part time (evening and correspondence) program.
$22^{\text {nd }}$ of January-22 ${ }^{\text {nd }}$ of February, Monday-Friday
Education credit fund and MUST reconcile finance of non-repayable subsidy and scholarship.
$29^{\text {th }}$ of January- $\mathbf{2}^{\text {nd }}$ of February, Monday-Friday
Orientation session for newly enrolled students on each school.

$8^{\text {th }}$ of February, Thursday
Spring term course registration will be closed.
$10-12^{\text {th }}$ of February, Saturday-Monday
Lunar new year holiday.
$13-16^{\text {th }}$ of February, Tuesday-Friday Lunar new year holiday.


## $19^{\text {th }}$ of February $-26^{\text {th }}$ of April, Monday-Friday

Education credit fund and MUST reconcile finance of student development scholarship.

## 20-21 ${ }^{\text {st }}$ of February, Tuesday-Wednesday

Enrollment exam of master program
$20^{\text {th }}$ of February, 10AM, Foreign language exam
$21^{\text {st }}$ of February, 11AM, Qualification exam
Enrollment exam of Ph.D program
$21^{\text {st }}$ of February, 10AM, Foreign language exam
$22^{\text {nd }}$ of February, 11AM, Qualification exam
$21^{\text {st }}$ of February-1 ${ }^{\text {st }}$ of March, Wednesday-Friday
Course registration of students of Master and Ph.D program.
$23^{\text {th }}$ of February, Friday
Registration of graduating student will be closed.
$26^{\text {th }}$ of February-17 ${ }^{\text {th }}$ of May, $5-16^{\text {th }}$ week of spring term
Spring term of master and Ph.D program.

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1-29 ${ }^{\text {th }}$ of March, Friday-Friday
Request of a duplicate diploma is available on Teaching policy and program office, and Graduate program office.

## 4-22 ${ }^{\text {nd }}$ of March, Monday-Friday

Branch schools send alumni employment survey result to Student development and service office.

## 4-7 ${ }^{\text {th }}$ of March, Monday-Thursday, $6^{\text {th }}$ week of spring term

Submit student credit statement, which is approved by brand school's director and center's director, to teaching policy and program office and graduate program office.
$8^{\text {th }}$ of March, Friday
Holiday, international woman's day.

## $11-15^{\text {th }}$ of March, Monday-Friday, $7^{\text {th }}$ week of spring term <br> Credit account between schools

## 11-22 ${ }^{\text {nd }}$ of March, Monday-Friday, $7-8^{\text {th }}$ week of spring term

 Midterm exam 1.Professors give exam within 2 weeks. Those who did not take it, failed it and want to retake it are able to take it within that time frame.
$18^{\text {th }}$ of March- $12{ }^{\text {th }}$ of April, Monday-Friday
Scholastic assembly-2024 for graduate students.

## 25-29 ${ }^{\text {th }}$ of March, Monday-Friday, $9^{\text {th }}$ week of spring term

Professors upload marks of midterm exam 1 on UNIMIS system. It opens 9AM, $25^{\text {th }}$ of March and closes 11PM, $29^{\text {th }}$ of March.

## 25-29 ${ }^{\text {th }}$ of March, Monday-Friday, $9^{\text {th }}$ week of spring term <br> - Online registration of graduating students. <br> - Survey for graduating students.

## 25-29 ${ }^{\text {th }}$ of March, Monday-Friday

Call for paper for undergraduate students.

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$1-5^{\text {th }}$ of April, Monday-Friday
Art festival for students.
$1-5^{\text {th }}$ of April, Monday-Friday, $10^{\text {th }}$ week of spring term
Order of director of MUST on topic, supervisor and co-supervisor of undergraduate thesis.

## $1-5^{\text {th }}$ of April, Monday-Friday, $10^{\text {th }}$ week of spring term

Final exam for part time students.
$1-5^{\text {th }}$ of April, Monday-Friday, $10^{\text {th }}$ week of spring term
Course registration 1 for fall term of 2024-2025 academic year
$5^{\text {th }}$ of April, Friday
Teaching quality office post final exam mark of parttime students.
$8-12^{\text {th }}$ of April, Monday-Friday, $11^{\text {th }}$ week of spring term
Final exam schedule is available
$10^{\text {th }}$ of April, Wednesday
Teaching quality office provide report of course registration 1 to Teaching policy and program office.
$12{ }^{\text {th }}$ of April, Friday
Foreign language test for master students.
15-26 ${ }^{\text {th }}$ April, Monday-Friday, $12-13^{\text {th }}$ week of spring term
Midterm exam 2
Professors give exam within 2 weeks. Those who did not take it, failed it and want to retake it are able to take it within that time frame.

## 24-26 ${ }^{\text {th }}$ of April, Wednesday-Friday

Ph.D's exam.
$9^{\text {th }}$ of April-3 ${ }^{\text {rd }}$ of May, Monday-Friday, $14^{\text {th }}$ week of spring term Professors upload marks of midterm exam 2 on UNIMIS system. It opens 9AM, $29^{\text {th }}$ of April and closes 11PM, $3^{\text {rd }}$ of May.
$\mathbf{2 2}^{\text {nd }}$ of April- $\mathbf{3}^{\text {rd }}$ of May, Monday-Friday
Student satisfaction survey is taken and report is submitted from teaching quality office to Teaching quality and program office.
$29^{\text {th }}$ of April-17 ${ }^{\text {th }}$ of May, Monday-Friday
Application of grant named after MUST director, best graduating student, is open

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## $17^{\text {th }}$ of May, Friday

Last day of spring term.

## $23^{\text {rd }}$ of May, Thursday

Holiday, Budha's birthday.

## 20-29 ${ }^{\text {th }}$ of May, Monday-Friday

Final exam of spring term. First defense of undergraduate and master theses. Graduation exam of undergraduate and graduate programs.

## 20-24 ${ }^{\text {th }}$ of May, Monday-Friday

Course registration 1 and 2 of summer school.

## $29^{\text {th }}$ of May- $5^{\text {th }}$ of June, Wednesday-Wednesday

Final defense of undergraduate the thesis and graduation exam of undergraduate program.
$30^{\text {th }}$ of May- $7^{\text {th }}$ of June, Thursday-Friday
Final defense of master the thesis and graduation exam of master program.

## $31^{\text {st }}$ of May, Friday

Teaching quality office publish spring term marks. Students receive GPAs. GPA analysis report should be uploaded to graduate program office, and teaching policy and program office.
$31^{\text {st }}$ of May, Friday
First day of summer vacation.

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## 3-7 ${ }^{\text {th }}$ of June, Monday-Friday

- GPA should be uploaded on information management system of higher education.
- Teaching quality office provide statistics of graduating students to teaching policy and program office, and graduate program office.


## $10-13^{\text {th }}$ of June, Monday-Thursday

- Professors upload credit performance information on professor's website. Head of teaching quality office send report to teaching policy and program office.
- Approval of professor's credit performance.
$14^{\text {th }}$ of June, Friday


## Graduation ceremony

$17^{\text {th }}$ of June-5 ${ }^{\text {th }}$ of July, Monday-Friday
Application of undergraduate program for 2024-2025 academic year is open.

## $1^{\text {st }}$ of July, Monday

School administration, accountant of centers and teaching quality department staffs verifies tuition fee performance.

