SCHOOL OF FOREIGN LANGUAGES

ANNUAL WORKING CALENDAR

JANUARY

Introduction of courses and curriculums opened in the spring semester into the automation system.

End of year and make-up exams.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

FEBRUARY

One course exam for the fall semester.

Announcement of the courses opened and the making of the curriculum.

Carrying out course registrations.

Adding and dropping courses and making advisor approvals.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

MARCH

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

APRIL

Conducting midterms and excuse exams.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

MAY

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

JUNE

End of year-end and make-up exams.

Graduation ceremony.

Final approval of the courses in the relevant boards.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

JULY

One course exam.

Preparation of Temporary Graduation certificates of graduating students.

Making the necessary preparations for the new registrations.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

AUGUST

Definitive registration of the students who won our school.

Receipt of exemption and foreign language proficiency exam applications.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

SEPTEMBER

Retrieval of additional placement records.

Carrying out course registrations.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

OCTOBER

Adding and dropping courses and making advisor approvals.

Exemption and foreign language proficiency exam applications.

Notification of the military documents of the students who have registered to the relevant branches.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

NOVEMBER

Conducting midterms and excuse exams.

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.

DECEMBER

Registration of incoming documents via EBYS.

Making various correspondence.

Preparing salary and additional course papers.

Regulation of the monthly scoreboard form of the company's personnel.