



Foundation Year Department

Yearly Action Plan 2024-2025

Semester I	
02 Dec 2024	Enrollment starts
09 Dec 2024-14 Dec 2024	Lecturers & Professors Recruitments
16 -20 Dec 2024	First Semester Timetable Preparation
20 -23 Dec 2024	Classroom Preparation
28 Dec2024	Lecturers Meeting & Instructions
03 Jan 2025	First Semester Starts &Opening Ceremony
03-08 Feb 2025	ID Card Preparation & Distributtion
24-28 Feb 2025	Mid-term exam
28 Feb 2025	Enrollment Closses
06-07 Mar 2025	Planning for Students Retreat
10-15 Mar 2025	Entrance Exam Documents Preparation
17 Mar 2025	Sending Documents to Department of Higher Education
21 Mar 2025	Entrance Exam Committee Meeting
22 Mar 2025	Entrance Exam Conducts
25 -29 Mar 2025	Midterm Examination
01-05 Apr 2025	Lectuers & Professors Evaluations
10-12 Apr 2025	Second Semester Timetable Preparation
30 Apr 2025	Final Exam Papers Due
05-09 May 2025	Final Examination
02 June 2025	Second Semester Starts

02-07 June 2025	Marking Final Exam Papers
16-21 June 2025	Collecting Score Report from Instructors
23 June 2025	First Semester Results Announcement
30Jun-04 July 2025	Re-exam fee payment
05 July 2025	Re-exam conducts
18 July -22 July 2025	Midterm Examination
05- 09 August 2025	Lecturers & Professors Evaluation
20 August 2025	Final Exam Papers due
26-11 August 2025	Final Examinnation Conducts
13-18 Oct 2025	Marking Final Exam Papers
20 -25 Oct 2025	Collecting score Report from Instructors
27-30 Oct 2025	Re-exam fee payment
31 Oct 2025	Re-exam Conducts
10 Nov 2025	Transfer Name List of Students wh successfully completed dto Academic Office

Date: October, 2025

Head of Foundation Year Department

Soeung Sambath