

Policy Title	Academic Calendar
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration Department
Pertinent Dates	Create Date: Expire Date: Revise Date: Approval Date: Effective Date:

I. SCOPE OF POLICY

The academic calendar policy is presented to provide guidance and assistance to prospective students, students and staff of AIU who use the academic calendar.

II. DEFINITIONS

Academic Calendar: Identifies significant dates for admission, registration, semesters, course schedules, examinations, convocation, breaks, and all statutory and University holidays.

III. POLICY STATEMENT

- The academic calendar is produced and made available annually before the tenth week of the Spring semester to guide 1) prospective students with respect to admission, entrance exams, orientation week, and start of study dates. 2) enrolled students in respect to the start and end dates of each semester, course registration, add and drop, withdraw dates, mid-term and final exams dates, and holidays that will interrupt the study.
- An academic semester is a period in which all classes are scheduled to begin and end within a set of time frame. the Academic Year is divided into two main semesters; the Fall Semester and the Spring Semester, in addition to an Elective Summer Semester.
- First main semester (Fall): Begins on Saturday of the third week of September and lasts for 15 weeks of teaching followed by 3 weeks of examinations.
- Second main semester (Spring): Begins in February and lasts for 15 weeks followed by 3 weeks of examination.
- Summer semester: Begins late June or early July and lasts for 7 weeks followed by 1 week of examination.
- Course registration for Fall semester takes place within 3 weeks before the starting day of the semester and continues for one week after the study starts.
- Course registration for Spring Semester takes place within 1 week before the starting day of the semester and continues for one week after the semester starts.

- Course registration for Summer Semester takes place within 1 week before the starting day of the semester.
- Add and Drop takes place during the second week of study in the Fall and Spring Semesters. And takes place within the first week of study of the Summer Semester.
- Course Withdraw starts at the beginning of the third week and ends at the thirteenth week of study in Fall and Spring semesters. For Summer semester, the course withdraw starts from the second week and continues till the sixth week of study.
- The Academic Calendar indicates the deadline for paying the second tuition fees installment (if any) which ends by the seventh week of study. No installments are allowed in the Summer Semester.
- The Academic Calendar indicates the following holidays that might not be taken on the same exact day and be carried over different days:
 - o Fitr Holiday
 - o Adha Holiday
 - o Prophet Mohamed Birthdate Holiday
 - o Coptic Holiday (7 January)
 - o Easter Holiday
 - o Police Day (25 January)
 - o Labor Day (1 May)
 - o 30 June Holiday (30 June)
 - o July Revolution Holiday (23 July)
 - o 6 October Holiday (6 October)
 - o Sinai Liberation Holiday (25 April)

IV. RESPONSIBILITIES

- The Registrar is responsible for the development of the academic calendar.
- The Registrar is responsible for the compilation, release and publication of the academic calendar.

V. POLICY STANDARDS AND PROCEDURES

- The Registrar present the Academic Calendar to the Academic Council.
- The Academic Council Approves and publish the Academic Calendar on the website.

VI. FORMS/INSTRUCTIONS (if applicable)

Academic Calendar.

VII. APPENDICES (if applicable)

VIII. CONTACT INFORMATION

Email: admission@Aiu.edu.eg
registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: June 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: June 2022	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.