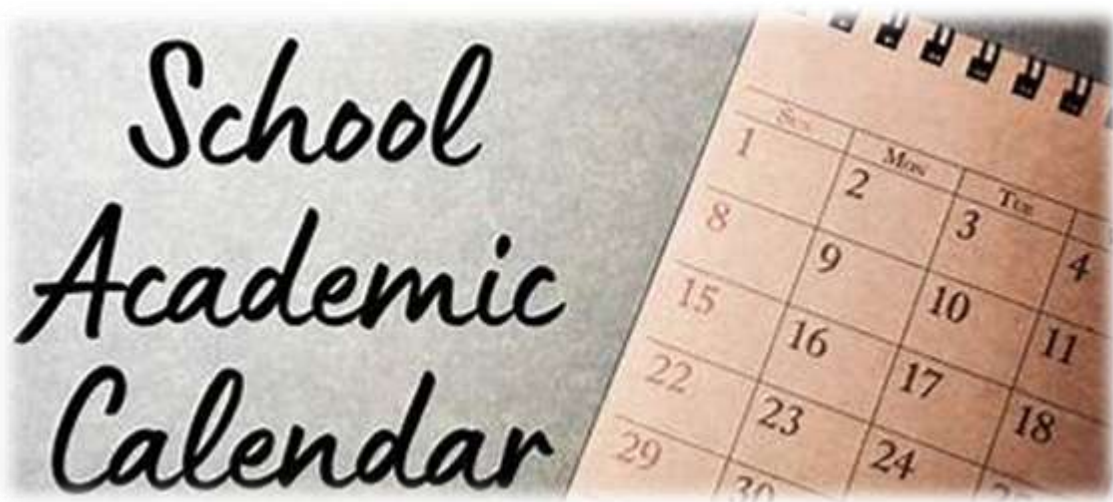




ELSIMATE INSTITUTE

ACADEMIC CALENDAR & INSTITUTIONAL HANDBOOK



Document Title: Academic Calendar		Document Id: 8/18/5	Version: 1
Process Owner: Curriculum and Development Committee	Approved By: Governing Board	Date of Issue: 01/06/2023	
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JANUARY 2026– DECEMBER 2026

Plot 14400, Gaborone West Industrial, Gaborone, Botswana

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1. INSTITUTE BACKGROUND

ElsiMate Institute was founded on **22 November 2002** and is located in Gaborone, Botswana. Our main campus is at **Plot 14400, Gaborone West Industrial**, along the new Lobatse Road.

ElsiMate Institute is a **TVET (Technical and Vocational Education and Training) institution**, registered and accredited by the **Botswana Qualification Authority (BQA)**.

The institute is **100% citizen-owned**, legally traded, and registered with the BQA and other relevant bodies in Botswana. ElsiMate Institute offers **certificate & diploma programmes**, all registered and accredited by the BQA.

2. MISSION, VISION & CORE VALUES

2.1 Mission

“To achieve and sustain excellence by enhancing the intellectual, social, cultural and economic areas of its teaching and research; by discovering, preserving and disseminating knowledge and skills development.”

2.2 Vision

“To become an exemplary institution known for excellence in student learning and its comprehensive research, that contributes to the quality of life in Botswana and beyond.”

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2.3 Core Values

VALUE	DESCRIPTION
High-Quality Learning	A learning-centre approach to lifelong pursuit of knowledge and understanding, by both the institute and students.
Aspire to Excellence	The willingness to shoulder responsibility to achieve success and to learn from failure.
Disciplined Inquiry	Reflective thought, reasoned judgment and responsible citizenship.
Honesty, Integrity & Strong Work Ethics	Training in line with the highest levels of professional integrity and ethical behavior.
Social Responsibility	A strong relationship with the business community recognizing mutual interests.
Team Spirit	Management and staff work together with selflessness and dedication to duty.

3. ACADEMIC CALENDAR – SEMESTER 1 (JANUARY – JUNE 2026)

ACTIVITY	DATE(S)
Supplementary Examinations	14–16 January 2026
Orientation / Induction Session	24 January 2026
Distribution of Books	24 January 2026
Commencement of Classes	26 January 2026
Issuing of Assignment (CA1)	20 February 2026
Assignment Submission Deadline (CA1)	6 March 2026
Class Tests (CA2)	30 March – 2 April 2026
Publishing of CA Results	24 March 2026
Graduation Ceremony	18 April 2026
School Vacation	9–11 April 2026
Final Examination Registration	1–30 April 2026
Reading Week	11–16 May 2026

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Final Examination Session	18–22 May 2026
Publishing of Exam Results	16 June 2026
Supplementary Registration	17–30 June 2026
Continuing Students Registration Deadline	30 June 2026

4. ACADEMIC CALENDAR – SEMESTER 2 (JULY – DECEMBER 2026)

ACTIVITY	DATE(S)
Supplementary Examinations	08 – 10 July 2026
Orientation / Induction Session	11 July 2026
Distribution of Books	11 July 2026
Commencement of Classes	13 July 2026
Issuing of Assignment (CA1)	07 August 2026
Assignment Deadline (CA1)	21 August 2026
Class Tests (CA2)	07 – 11 September 2026
Publishing of CA Results	28 September 2026
School Vacation	28 September – 03 October 2026
Final Examination Registration	01 – 31 October 2026
Reading Week	26 – 31 October 2026
Final Examination Session	02 – 06 November 2026
Publishing of Examination Results	20 November 2026
Supplementary Registration	20 - 30 November 2026
Supplementary Examination Session	02 - 04 December 2026
Continuing Students Registration Deadline	31 December 2026

5. MEETINGS SCHEDULE

Activity	Date(s)
SRC Meeting with Students	6 August 2026 / 12 October 2026
SRC Meeting with Management	10 July 2026 / 4 September 2026 / 2 November 2026

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6. EXAMINATION POLICIES & DEADLINES

At ElsiMate Institute, students are examined **once per subject**.

- **If you fail a subject:** You may take a **supplementary examination** (pass rate of 50%).
- **If you fail the supplementary examination:** You must **re-take only that module/subject**.
- **Special examination:** Intended only for students who could not write an exam due to circumstances beyond their control (e.g., medical emergency, bereavement – documentation required).
- **Failure to register** for an examination or semester will **not** be accepted as an excuse.

7. Examination Fee Deadlines

EXAM TYPE	REGISTRATION DEADLINE
Final Examination (Sem 1)	30 April 2026
Final Examination (Sem 2)	31 October 2026
Supplementary Examination (Sem 1)	30 June 2026
Supplementary Examination (Sem 2)	30 November 2026

8. STUDENT CONDUCT GUIDELINES

ElsiMate Institute is committed to maintaining a safe, respectful, and productive learning environment. All students are expected to adhere to the following conduct guidelines. Violations may result in disciplinary action, including warnings, suspension, or expulsion.

8.1 GENERAL CONDUCT

GUIDELINE	EXPECTATION
Respect for others	Treat all students, staff, and visitors with courtesy and respect. Harassment, bullying, discrimination, or intimidation of any kind is prohibited.

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Academic integrity	Plagiarism, cheating, fabrication of data, and assisting others in dishonest academic work are strictly forbidden.
Honesty	Provide truthful information in all dealings with the institute, including registration, assignments, exams, and financial matters.
Compliance with policies	Follow all institute rules, regulations, and instructions from authorized personnel.

8.2 CLASSROOM AND LEARNING ENVIRONMENT

GUIDELINE	EXPECTATION
Punctuality	Arrive on time for all classes, lectures, and examinations. Late entry may be refused at the lecturer's discretion.
Attendance	Maintain a minimum of 75% attendance per module. Absences must be supported by valid documentation (e.g., medical certificate).
Classroom behavior	Do not disrupt teaching activities. Mobile phones must be switched off or on silent mode during class.
Submission of work	Submit assignments and projects by the published deadlines. Late submissions may be penalized or rejected.

8.3 USE OF INSTITUTE PROPERTY AND FACILITIES

GUIDELINE	EXPECTATION
Care for property	Do not damage, deface, or misuse institute buildings, furniture, equipment, or learning materials.
Library conduct	Maintain silence in designated areas. Return all borrowed materials on time.
Computer and internet use	Use institute computers and internet for academic purposes only. Accessing inappropriate, illegal, or offensive content is prohibited.
Security	Do not remove institute property from the premises without authorization. Report lost or stolen items immediately.

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8.4 DRESS CODE AND APPEARANCE

GUIDELINE	EXPECTATION
Appropriate attire	Dress neatly and modestly. Clothing with offensive, obscene, or discriminatory messages is not permitted.
Identification	Carry your student ID card at all times while on campus and present it when requested by staff or security.
Safety requirements	In workshops, laboratories, or practical sessions, follow specific dress codes (e.g., closed shoes, lab coats, safety goggles) as instructed.

8.5 CONDUCT OUTSIDE THE CLASSROOM

GUIDELINE	EXPECTATION
No alcohol or drugs	Possession, consumption, or distribution of alcohol or illegal drugs on institute premises is strictly forbidden.
No smoking	Smoking is prohibited inside all buildings and within designated smoke-free zones.
No violence	Fighting, threats, or any form of physical aggression is grounds for immediate suspension.
No theft	Stealing institute or personal property will lead to criminal charges and expulsion.

8.6 BREACHES OF CONDUCT AND DISCIPLINARY PROCESS

LEVEL	EXAMPLES	POSSIBLE SANCTIONS
Minor breach	Tardiness, low-level disruption, minor dress code violation	Verbal warning, written warning
Moderate breach	Repeated lateness, plagiarism on a small assignment, unauthorized use of phone during exam	Written warning, fine, mark deduction, mandatory meeting

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Serious breach	Cheating on an exam, vandalism, verbal abuse of staff, harassment	Suspension, failure of module, formal disciplinary hearing
Very serious breach	Assault, theft, possession of illegal substances, major fraud	Expulsion, referral to law enforcement

8.7 APPEALS

A student has the right to appeal any disciplinary decision within **14 days** of receiving the written outcome. Appeals must be submitted in writing to the **Executive Registrar**, stating the grounds for appeal.

8.8 STUDENT RESPONSIBILITIES SUMMARY

- Read and understand all institute policies.
- Attend classes regularly and punctually.
- Complete and submit all academic work honestly and on time.
- Respect the rights and dignity of others.
- Care for institute property.
- Comply with all reasonable instructions from staff.
- Report any misconduct or unsafe conditions to management.

9. Prepared By:

NAME: Ms Olorato Motshegedi
HOD-Technical Affairs (TVET & QAS)



Signature : _____

10. Approved By:

NAME: Tania B. Matshameko
POSITION: Executive Institute Registrar
SIGNATURE:



11. Authorized by:

NAME: Kgaimene H. Mosweu
POSITION: Institute Director
SIGNATURE:



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