

**UNIVERSITY OF BOTSWANA**  
**GRADUATE STUDENTS ASSOCIATION (GSA)**  
**ANNUAL PLAN 2015/2016**  
**AUGUST 2015 TO MARCH 2016**

<b>WEEK (2015)</b>	<b>ACTIVITY</b>	<b>DATE</b>	<b>ACCOUNTABILITY</b>	<b>EXPENSE AREA(S) &amp; RESOURCES NEEDED</b>	<b>BRIEF &amp; VALUE ADDITION</b>
03 – 07 Aug	Orientation – School of Graduate Studies	05	All members	Gazebo, Banner & stall	Official welcoming of new Graduate students to the University and Student Leaders visibility.
17 – 21 Aug	Graduate Students Welcome meeting (417 Residents)	21	Badubi, Mokaloba, Johnson, Innocent	Snack (Finger foods) Water	The GSA will welcome all students to the Graduate Village and this will also be a meet and greet session between GSA, Graduate Students and Warden. Students will also be familiarised with residence rules and regulations.
24 – 28 Aug	GSA Internal meeting	27	All members	N/A	Internal meeting
	GSA Branding	N/A	Student Welfare	Blazers,bcads,pens,minute books,caps,golf shirt, long sleeve shirt, ties, GSA brochure	Provision of branded materials to all GSA members for
31 Aug – 4 Sep	GSA Internal meeting	02	All members	N/A	Internal meeting
07 – 11 Sept	GSA Internal meeting	09	All members	N/A	Internal meeting
14 – 18 Sep	GSA Internal meeting	16	All members	N/A	Internal meeting
	Cultural night	18	Johnson, Lecha & Madi	Venue, Cultural meals, drinks, bottled water,decoration,DJ & tickets	A night of entertainment for Graduate Students to have fun and refresh whilst learning about each other's cultures. Funds raised will be used for GSA CSR activities.

21 – 25 Sep	GSA Internal meeting	16	All members	N/A	Internal meeting
05- 09 Oct	All graduate students Research seminar	09	Badubi, Johnson, Lecha	Morning tea, Lunch with drinks, water & venue	A platform for students to share their research work with others. All faculties' student representatives to present research that they have done or currently working on.
	GSA Internal meeting	07	All members	N/A	Internal meeting
12 – 16 Oct	GSA Internal meeting	14	All members	N/A	Internal meeting
	GSA Academic clubs launch	16	All members & Club leaders	Venue, clubs brochures, respective clubs t- shirts, Sound system	Launch of GSA academic clubs affiliate to UB Community.
19 – 23 Oct	GSA Internal meeting	21	All members	N/A	Internal meeting
	Research workshop	23	All members & School of Graduate Studies	Expense covered by School of Graduate Studies	Rigorous training on the research process.
26 – 30 Oct	GSA Internal meeting	28	All members	N/A	Internal meeting
	All GSA Day	30	All members	Gazebos, Banners, brochures,DJ,meals coverage for GSA members, shirt, venue	A day meant for Graduate Students to interact with the larger UB community in a manner that attract undergraduate to graduate studies.
02 – 06 Nov	GSA Internal meeting	04	All members	N/A	Internal meeting
	GSA Internal meeting	11	All members	N/A	Internal meeting
16 – 20 Nov	GSA Internal meeting	18	All members	N/A	Internal meeting
	Graduate Students trip 1	20	Mokaloba, Lecha, Innocent	Transport & Lunch	A trip to any place of economic or cultural significance.

23 – 27 Nov	GSA Internal meeting	25	All members	N/A	Internal meeting
	GSA meeting with Graduate Students – meeting two of the semester	27	Mokaloba, Johnson ,Lecha	N/A	A general meeting with graduate students where academic and welfare issues will be discussed.
30 Nov - 04 Dec	GSA Internal meeting	02	All members	N/A	Internal meeting
	GSA Community Service day	04	All members	Transport, Camera, Gazebo, banners	The GSA will identify a vulnerable group in society and embark on a project aimed at assisting that group.
07-11 Dec	GSA Semester 1 activities review and reports week.	07-11	All members	N/A	General review for semester activities and mapping way forward.
11 – 15 Jan 2016	GSA Internal meeting	02	All members	N/A	Internal meeting
18 – 22 Jan 2016	All graduate students Research seminar 2	22	Badubi,Mokaloba, Johnson	Badubi, Johnson, Lecha	
25 -29 Jan 2016	GSA Internal meeting	27	All members	N/A	Internal meeting
1-5 Feb 2016	Research Workshop	5	All members & School of Graduate Studies	Expense covered by School of Graduate Studies	Rigorous training on the research process.
1 Feb 2016	GSA Internal meeting	02	All members	N/A	Internal meeting
Feb 26, 2016	2016 GSA BANQUET & AWARD dinner	11	All GSA members & Club Leaders	Venue,Decoration,meal, DJ, Certificates.	GSA farewell event meant to appreciate role of each member of the Council and awarding of the most active, excellent and serviceable Graduate students)
14-18 March 2016	MaunCampus visitation	03- 04	Samora,Matlhola,M adi	Sedan transportation 2 members imprest	This will be an opportunity for the GSA to meet graduate students and authorities at Okavango Research Institute.

26 March	All sports day	26	Mokaloba	Sports materials, water etc	A day meant for Graduate Students to interact with each other through sports and have fun
04 March 2016	Graduate students external trip	19	Badubi,Lecha,Madi	Transport & Lunch	A trip to any place of economic or cultural significance.
22 - 26 Feb 2016	GSA Internal meeting	24	All members	N/A	Internal meeting
29 Feb - 4 Mar 2016	GSA Internal meeting	31	All members	N/A	Internal meeting
	Industry Workshop	4	Badubi, Nkomo, Mokaloba, Innocent	Morning tea,Lunch,bottled water,venue,sound system	This event will bring graduate students and industry players for exchange of view and to have a discussion about research funding.
14 - 18 Mar 2016	1st Electoral meeting	16	Electoral team	N/A	Internal meeting
31 Feb 2016	2 <sup>nd</sup> Electoral meeting and profiling	24	Electoral team	N/A	Internal meeting
	GSA Elections	31 March	Electoral team	payment , ballot papers, stationery, meals& transportation	Conduct of the whole elections process inclusive of all expense areas.
1- 31 Apr 2016	Outgoing GSA Internal meeting	1	All members	N/A	Internal meeting
	Graduate Students Braii session	TBA	Lecha, Mokaloba, Madi	sounds system, water, meat	Entertainment session for Graduate Students.
	GSA Handover ceremony	TBA	Chief Electoral Officer & Outgoing Chairperson	Transportation, imprest of Maun representative outgoing and newly elected, venue, morning tea, water, certificate of appreciation, camera, sound system.	Handing over of reports, GSA office property and inauguration of new executive committee.

