

ANNEX TO MOA : LIST OF ACTIONS TO BE UNDERTAKEN BY EACH INSTITUTION

Processes	Action(s) to be undertaken by the UoM	Action(s) to be undertaken by X Institution	Remarks
Programmes of Studies			
Design/preparation of the Programme			
Approval			
Advertisement			
Selection of Candidates			
Registration Procedures			
Issue of letter of offer			
Issue of ID Cards, Library Cards/Bus Pass			
Re-registration Matters			
Records of registered students			
Orientation			
Module Registration			
Students' Election			
Examination			
Call for Examination questions			
Preparation/printing of examination papers			
Preparation of time-table			
Allocation of Invigilators			
Marking of Scripts			
Input of marks on the SIS by Examiners			
Generation of BoEs/FB/SESC Reports on SIS			

Convening of BoEs/FB/Cluster Boards			
Approval/Vetting of results of Final Year examinations			
Approval/Vetting of results of Non-final year examinations			
Appointment of External Examiners			
Coordinating visit of External examiners at the University			
Provision for accommodation of external examiners			
Payment of <i>per diem</i>			
Requests for Review			
Results			
Affixing on Notice Boards			
On-line Access to transcripts			
Generation of congratulation letters/Transcripts for graduates on SIS			
Generation of letters for students who have failed on SIS			
Preparation/Issue of certificate			
Graduation Ceremony			
Follow up on affiliation & other fees payable to UoM			