1. Management Agenda → see 14th week Management Gantt Chart

14th week → (10/01/10 to 14/01/10) – See Management Gantt chart

- Each student tutor advises his students, on his difficulties in some modules, and sends a report to the corresponding lecturer and a copy to DQAO (use the appropriated form)
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda → see 14th week monitoring Gantt Chart

From 10/01/10 to 14/01/10

- Monitors the 2nd exam’s materials and coursework and provides the 2nd Exam Monitoring Report (Mon-1).
- Provides the 2nd Graduate Project Monitoring based on supervisor distribution (Mon-11).
- Provides the Scientific Activities Monitoring Reports (Mon-6)
- Monitors The student nonattendance and provide the 2nd Student Nonattendance Report (Mon-10)
- Provides the Department Council with the 2nd Monitoring Report.
- The DC Studies and analyses the Monitoring Report and forwards it to the FQAO with a proposed Action Plan combined with that of the last semester