1. Management Agenda → see 9th week Management Gantt Chart

   9th week → (6/12/09 to 10/12/09) -- 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

   9th week → (6/12/09 to 10/12/09)

   - Monitors the first exam’s materials and coursework and provides the First Exam Monitoring Report (Mon-1).
   - Provides the Scientific Activities Monitoring Reports (Mon-6)
   - Monitors The student nonattendance and provide the First Student Nonattendance Report (Mon-10)
   - Provides the Department Council with the First 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