

## Appendix 2 - Offshore Delivery Service Timeframes

	Timeframes
<b>A) Program Management (pre admission)</b>	
1. Approval of marketing materials	As required
2. Program timetabling	November the year before
3. Approve offshore lecturers	6 weeks before the start of semester
4. Distribution of materials	4 weeks before the start of semester

	Timeframes
<b>B) Admission Process</b>	
5. Receive a full and <u>complete application</u>	<b>No later than 2 weeks prior to semester</b>
6. Receive a student <u>acceptance form</u>	<b>No later than the start of semester</b>
<b>Accepted - admitted to the Course but <u>not ENROLLED</u> in Units</b>	

	Timeframes
<b>C) Enrolment Process (New &amp; Continuing Students)</b>	
7. Receive a signed an ECU <u>Unit Selection Form</u> from the partner	<b>No later than the start of semester</b>
<b>Enrolled – Enrolled in Course and Units</b>	
8. Partner to send class list to ECUI after the census date	Start of week 5
9. ECUI download class list from Callista and check against partner class list and send to partner to confirm	Start of week 5

	Timeframes
<b>D) Program Management (post admission)</b>	
1. Send Marks Recording Spreadsheet (MRS) to partner	In week 5
2. ECUI to complete invoice request and send to Finance	After week 5
3. Request Potential Graduate List (PGL) and send to SSC	Start of week 5
4. Send exam papers to partner	Within 48 hours of the exam
5. Receive completed exams and MRS and send to relevant academic staff	End of semester
6. Receive all completed Moderation Reports from Faculty staff and record in TERMS	No later than 3 weeks after semester
7. Send supplementary and deferred exams to partner	After Board of Examiners
8. Confirm all UTEI Reports have been distributed to offshore staff	No later than 5 weeks after semester completion