



## MOU/MOA FLOWCHART

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position : Senior Assistant Director	Position : Director
Date : 15 <sup>th</sup> August 2024	Date : 15 <sup>th</sup> August 2024

## 1.0 OBJECTIVE

- 1.1 The objective of the MOU/MOA Technical Committee is to deliberate all memoranda for the recommendation to the UMC.

## 2.0 SCOPE

- 2.1 The role of MOU/MOA Technical Committee is as follows:
- 2.1.1 The MOU/MOA Technical Committee is authorized to recommend to the UMC on the approval of all agreements entered by the University.
- 2.1.2 The role of OIL is to ensure the completed documents of MOU/MOA (particularly involve collaboration with Industries are submitted to MCOM).
- 2.1.3 OIL will update on the flipbook of MOU/MOA which is available under the OIL's website.

## 3.0 ACCOUNTABILITY

- 3.1 The following offices are accountable for MOU/MOA.
- 3.1.1 Office of the Legal Adviser
- 3.1.2 Office of Industrial Links
- 3.1.3 Secretariat of UMC (under the Rector's Office)
- 3.1.4 K/C/D/I/O

## 4.0 ABBREVIATION (If any)

- 4.1 MCOM- Memorandum Assessment and Evaluation Committee
- 4.2 OLA- Office of the Legal Adviser
- 4.3 Assigned Offices:
- 4.3.1 International Office (IO)
- 4.3.2 Office of Industrial Links (OIL)
- 4.3.3 Research Management Centre (RMC)

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4.3.4 Office of Deputy Rector (Student Development & Community Engagement)  
(ODRSDCE)

4.4 UMC- University Management Committee

4.5 K/C/D/I/O- Kulliyah/Centre/Division/Institute/Office

## **5.0 REFERENCE**

5.1 IIUM Policy of the Approval Process of Memorandum of Understanding (MOU) and Memorandum of Agreement (MOA).

5.2 Constitution of IIUM

## **6.0 RECORD RETENTION PERIOD**

5 years

## **7.0 PROCESS FLOW**

