APPENDIX A

FLOWCHART FOR MEMORANDUM ASSESSMENT AND EVALUATION COMMITTEE ("MCOM")

WORKFLOW	EXPLANATION
START	
K/C/D/I/O send the memorandum to respective office	K/C/D/I/O will prepare concept paper and draft memorandum using the University's template before submitting to the respective offices. Respective Offices: International Office ("IO"), Office of Industrial Links ("OIL"), Research Management Centre ("RMC"), Office of Deputy Rector (Student Development & Community Engagement) ("ODRSDCE") and any office assigned from time to time.
To receive complete documentation including concept paper and draft memorandum from K/C/D/I/O	IO / OIL / RMC/ ODRSDCE / others.
To prepare and submit completed documents to Secretariat of MCOM	IO/OIL/RMC/ODRSDCE/others will refer to the MCOM's checklist.
within one (1) week before the meeting	
Secretariat of MCOM to distribute to the Committee	
within two (2) days before the meeting	
MCOM meeting	Committee will assess and evaluate on the nature of the memorandum,feasibility of the project/ collaboration, business viability, associate risk management and research sustainability to the University.
MCOM decision	
within one (1) day after the meeting	
Will report to University Management Committee ("UMC") for notification and endorsement	Will forward the approved memorandum to Office of the Legal Adviser ("OLA") for vetting
END	