



# IMPORTANT DATES

The start of a new semester always presents exciting possibilities. There are new courses to teach, new learners to meet and new opportunities to make learning an enriching experience for all involved.

One thing that tutors need to remember is the importance of deadlines. In order to keep our ship sailing smoothly, we need the cooperation of all tutors to keep to the timeframe stipulated by the Centre for Tutor Management and Development. So, please have a look at the tables below for this semester's Online Marks Entry System (OMES) deadlines and dates of activities.

For further details, please call the Centre for Tutor Management and Development at 03-26168842/8846.

## OMES Deadlines

| PROGRAMME     | ACTIVITY                                | DATE (2008)             |
|---------------|-----------------------------------------|-------------------------|
| Undergraduate | Key in marks for assignment and quizzes | 27 October – 9 November |
|               | Key in marks for online participation   | 24 – 30 November        |
| Postgraduate  | Key in marks for Assignment 1           | 13 – 26 October         |
|               | Key in marks for Assignment 2           | 10 – 23 November        |
|               | Key in marks for online participation   | 22 – 28 December        |

## Upcoming Activities

| ACTIVITY                        | DETAILS                                                                                                                                                | DATE (2008)        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Question Bank Workshop II/ 2008 | Qualified tutors will be selected to participate<br>Questions and answers will be developed for selected courses                                       | Middle of October  |
| Tutors/ Facilitators Monitoring | Class observations will be done by Lead Tutors and OUM academic staff<br>Observations will be made based on the training programme conducted in August | Tutorials 2, 3 & 4 |
| Teaching Permit Applications    | Tutors who have not applied for a teaching permit must submit their application forms to the Administrator at your learning centre                     | Tutorial 2         |