# 1. Recruitment

1.1    The module shall provide a centralized database to store and manage information about prospective applicants, including personal details, contact information, academic background, and areas of interest. This database should be easily searchable and allow for segmentation based on various criteria.

1.2    The module shall offer a user-friendly interface for School X staff to upload, organize, and manage a repository of e-brochures, program information, and other marketing materials. These materials should be easily accessible and shareable with prospective applicants.

1.3    The module shall enable School X staff to create and manage targeted mailing lists or groups of prospective applicants based on specific criteria, such as geographic location, academic background, or areas of interest. This will facilitate targeted communication and outreach efforts.

1.4    The module shall provide tools for planning and organizing outreach events, such as open houses, information sessions, or campus tours. This may include event scheduling, registration management, venue booking, and communication with attendees.

1.5    The module shall allow for the creation and distribution of personalized email campaigns, newsletters, or other communication materials to targeted groups of prospective applicants. This should include templates, content management, and tracking of engagement metrics.

1.6    The module shall integrate with School X's website and other online platforms to provide a seamless experience for prospective applicants to explore program information, request materials, and register for events or updates.

1.7    The module shall offer robust reporting and analytics capabilities, allowing School X staff to track and analyze the effectiveness of various recruitment efforts, including event attendance, engagement rates, and conversion rates from prospective applicant to enrolled student.

1.8    The module shall provide tools for managing and tracking inquiries from prospective applicants, including a centralized inbox, assignment of inquiries to appropriate staff members, and the ability to maintain communication records.

1.9    The module shall offer integration with School X's customer relationship management (CRM) system or other relevant systems to ensure seamless data sharing and avoid duplication of efforts.

1.10    The module shall comply with relevant data privacy and security regulations, ensuring the protection of prospective applicants' personal information and adherence to best practices for data handling and storage.

# 2. Student Admissions

2.1    The module shall provide a user-friendly online application portal for prospective students to submit their applications electronically. The portal should be accessible through various devices and platforms, ensuring a seamless experience for applicants.

2.2    The online application portal shall incorporate robust data validation mechanisms to ensure the accuracy and completeness of the information provided by applicants. This may include checks for required fields, data format validation, and cross-referencing with external databases or sources.

2.3    The module shall offer flexibility in configuring the application process to accommodate different program requirements. This may include the ability to customize application forms, upload supporting documents, and tailor the application workflow based on specific criteria.

2.4    The module shall integrate with School X's payment gateway or third-party payment processors to facilitate online payment of application fees. It should support various payment methods, such as credit/debit cards, bank transfers, and mobile wallets, while ensuring secure and PCI-compliant transactions.

2.5    Applicants shall have access to a personalized dashboard or portal where they can view the status of their application, track progress, and receive automated email or SMS reminders for incomplete submissions or missing documents.

2.6    The administration function shall enable School X staff to configure and manage the backend settings for the admissions process. This may include defining entry requirements, setting intake quotas, establishing selection criteria, and creating customized workflows for different programs or applicant types.

2.7    The module shall incorporate robust eligibility-checking mechanisms to automatically assess applicants' qualifications against predefined criteria. This should include the ability to handle complex rules and exceptions, as well as manual overrides by authorized staff members.

2.8    The module shall provide tools for ranking and shortlisting applicants based on various parameters, such as academic performance, test scores, extracurricular activities, or other criteria defined by School X. This should include the ability to apply weighted scoring models and customizable algorithms.

2.9    The module shall facilitate the organization and scheduling of admission interviews, including the assignment of interviewers, scheduling of timeslots, and communication with applicants regarding interview details.

2.10    The module shall maintain comprehensive records of applicants throughout the admissions process, including personal information, academic records, application documents, interview notes, and any other relevant data. This information should be easily accessible and searchable by authorized staff members.

2.11    The module shall automate the process of issuing admission offers or rejection letters to applicants based on predefined criteria and decisions made by School X staff. This should include the ability to generate personalized letters, track acceptance or rejection responses, and manage waitlists or deferred admissions.

2.12    The module shall provide robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on various aspects of the admissions

process, such as application volumes, demographic breakdowns, acceptance rates, and yield rates. These reports should be customizable and exportable in various formats.

2.13  The module shall integrate seamlessly with other relevant systems or modules within School X's ecosystem, such as the student records management system, financial aid system, and housing management system, to ensure a streamlined and efficient admissions process.

2.14  The module shall comply with relevant data privacy and security regulations, ensuring the protection of applicants' personal and sensitive information throughout the admissions process. This may include features such as role-based access controls, data encryption, and audit trails.

2.15  The module shall provide a comprehensive audit trail and logging capabilities to track all actions and changes made within the admissions process, ensuring transparency and accountability.

## 3. Student Scholarship

3.1  The module shall provide a user-friendly online application portal for students to apply for various scholarship programs offered by School X. The portal should be accessible through multiple devices and platforms, ensuring a seamless experience for applicants.

3.2  The online application portal shall incorporate robust data validation mechanisms to ensure the accuracy and completeness of the information provided by applicants. This may include checks for required fields, data format validation, and cross-referencing with external databases or sources.

3.3  The module shall offer flexibility in configuring the application process to accommodate different scholarship program requirements. This may include the ability to customize application forms, upload supporting documents, and tailor the application workflow based on specific criteria.

3.4  The module shall ensure that only eligible applicants can access and apply for specific scholarship programs based on predefined eligibility criteria, such as academic performance, financial need, or other relevant factors.

3.5  Applicants shall have access to a personalized dashboard or portal where they can view the status of their scholarship applications, track progress, and receive automated email or SMS reminders for incomplete submissions or missing documents.

3.6  The administration function shall enable School X staff to configure and manage the backend settings for the scholarship programs. This may include defining scholarship information, award criteria, quota of awards, and creating customized workflows for different scholarship types or applicant groups.

3.7  The module shall incorporate robust eligibility-checking mechanisms to automatically assess applicants' qualifications against predefined criteria for each scholarship program. This should include the ability to handle complex rules and exceptions, as well as manual overrides by authorized staff members.

3.8  The module shall provide tools for ranking and shortlisting scholarship applicants based on various parameters, such as academic performance, extracurricular activities, financial need, or other criteria defined by School X. This should include the ability to apply weighted scoring models and customizable algorithms.

3.9  The module shall facilitate the organization and scheduling of scholarship interviews, including the assignment of interviewers, scheduling of timeslots, and communication with applicants regarding interview details.

3.10  The module shall maintain comprehensive records of scholarship applicants throughout the application process, including personal information, academic records, application documents, interview notes, and any other relevant data. This information should be easily accessible and searchable by authorized staff members.

3.11  The module shall automate the process of issuing scholarship offers or rejection letters to applicants based on predefined criteria and decisions made by School X staff. This should include the ability to generate personalized letters, track acceptance or rejection responses, and manage waitlists or deferred awards.

3.12  The module shall be capable of calculating the quantum of scholarship awards based on different rules and criteria, such as academic performance, financial need, or other factors defined by School X.

3.13  The module shall facilitate the allocation of scholarship awards to successful applicants, ensuring that the correct amount is awarded and disbursed according to a predefined schedule.

3.14  The module shall integrate seamlessly with the Fees and Billing module and other relevant systems or modules within School X's ecosystem to ensure accurate and timely disbursement of scholarship funds to students' accounts.

3.15  The module shall provide robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on various aspects of the scholarship programs, such as application volumes, demographic breakdowns, award distribution, and fund utilization. These reports should be customizable and exportable in various formats.

3.16  The module shall comply with relevant data privacy and security regulations, ensuring the protection of applicants' personal and sensitive information throughout the scholarship application process. This may include features such as role-based access controls, data encryption, and audit trails.

3.17  The module shall provide a comprehensive audit trail and logging capabilities to track all actions and changes made within the scholarship application process, ensuring transparency and accountability.

3.18  The module shall offer integration with School X's customer relationship management (CRM) system or other relevant systems to ensure seamless data sharing and avoid duplication of efforts.

3.19  The module shall support the creation and distribution of personalized communication materials, such as email campaigns or newsletters, to scholarship applicants

and recipients, providing updates, reminders, and relevant information throughout the application and award process.

3.20    The module shall allow for the configuration of automated workflows and notifications to streamline the scholarship application and award process, reducing manual intervention and improving efficiency.

## 4. Student Financial Assistance

4.1    The module shall provide a user-friendly online application portal for students to apply for various financial assistance programs offered by School X or external agencies. The portal should be accessible through multiple devices and platforms, ensuring a seamless experience for applicants.

4.2    The online application portal shall incorporate robust data validation mechanisms to ensure the accuracy and completeness of the information provided by applicants. This may include checks for required fields, data format validation, and cross-referencing with external databases or sources.

4.3    The module shall offer flexibility in configuring the application process to accommodate different financial assistance program requirements. This may include the ability to customize application forms, upload supporting documents, and tailor the application workflow based on specific criteria.

4.4    The module shall ensure that only eligible applicants can access and apply for specific financial assistance programs based on predefined eligibility criteria, such as financial need, academic performance, or other relevant factors.

4.5    The module shall provide a web link or integration with external agencies' websites, allowing applicants to navigate and apply for financial assistance schemes not administered by School X directly from the portal.

4.6    Applicants shall have access to a personalized dashboard or portal where they can view the status of their financial assistance applications, track progress, and receive automated email or SMS reminders for incomplete submissions or missing documents.

4.7    The administration function shall enable School X staff to configure and manage the backend settings for the financial assistance programs. This may include defining eligibility criteria, award criteria, quota of awards, and creating customized workflows for different program types or applicant groups.

4.8    The module shall incorporate robust eligibility-checking mechanisms to automatically assess applicants' qualifications against predefined criteria for each financial assistance program. This should include the ability to handle complex rules and exceptions, as well as manual overrides by authorized staff members.

4.9    The module shall provide tools for ranking and shortlisting financial assistance applicants based on various parameters, such as financial need, academic performance, or other criteria defined by School X. This should include the ability to apply weighted scoring models and customizable algorithms.

4.10    The module shall facilitate the organization and scheduling of financial assistance interviews, including the assignment of interviewers, scheduling of timeslots, and communication with applicants regarding interview details.

4.11    The module shall maintain comprehensive records of financial assistance applicants throughout the application process, including personal information, academic records, financial data, application documents, interview notes, and any other relevant data. This information should be easily accessible and searchable by authorized staff members.

4.12    The module shall automate the process of issuing financial assistance offers or rejection letters to applicants based on predefined criteria and decisions made by School X staff. This should include the ability to generate personalized letters, track acceptance or rejection responses, and manage waitlists or deferred awards.

4.13    The module shall allow for subsequent updates or changes to approved financial assistance applications, such as modifying approved percentages or amounts, based on changes in the applicant's circumstances or other relevant factors.

4.14    The module shall interface with external agencies or systems, such as CPF, PSEA, MDK, or bank loan providers, to receive and process relevant financial assistance data or files. This may include importing applicant information, verifying eligibility, or receiving disbursement details.

4.15    The module shall be capable of calculating the quantum of financial assistance awards based on different rules and criteria, such as financial need, academic performance, or other factors defined by School X or external agencies.

4.16    The module shall facilitate the allocation of financial assistance awards to successful applicants, ensuring that the correct amount is awarded and disbursed according to a predefined schedule.

4.17    The module shall integrate seamlessly with the Fees and Billing module, Fee Collections module, and other relevant systems or modules within School X's ecosystem to ensure accurate and timely disbursement of financial assistance funds to students' accounts.

4.18    The module shall provide robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on various aspects of the financial assistance programs, such as application volumes, demographic breakdowns, award distribution, fund utilization, and claims from external agencies. These reports should be customizable and exportable in various formats.

4.19    The module shall comply with relevant data privacy and security regulations, ensuring the protection of applicants' personal and sensitive information throughout the financial assistance application process. This may include features such as role-based access controls, data encryption, and audit trails.

4.20    The module shall provide a comprehensive audit trail and logging capabilities to track all actions and changes made within the financial assistance application process, ensuring transparency and accountability.

## 5. Student Matriculation

5.1    The module shall seamlessly integrate with the Student Admissions module to import data of all accepted applicants into the student database, ensuring a smooth transition from the admissions process to the matriculation process.

5.2    The module shall provide a user-friendly interface for School X staff to create and manage pre-matriculation packages, including e-brochures, welcome documents, and other relevant materials, which can be easily shared with accepted applicants via email or other communication channels.

5.3    The module shall offer a secure online portal for accepted applicants to submit required declaration forms, upload supporting documents, and complete any necessary pre-matriculation tasks or requirements, ensuring a streamlined and paperless process.

5.4    The module shall incorporate robust data validation mechanisms to ensure the accuracy and completeness of the information provided by accepted applicants during the pre-matriculation process, including checks for required fields, data format validation, and cross-referencing with existing records.

5.5    The module shall integrate seamlessly with the Fee Collections module, allowing accepted applicants to make matriculation fee payments through a secure and user-friendly online payment gateway, supporting various payment methods and ensuring compliance with relevant financial regulations.

5.6    The module shall provide School X staff with a comprehensive dashboard or interface to monitor and track the progress of accepted applicants throughout the matriculation process, including the submission of required documents, fee payments, and any outstanding tasks or requirements.

5.7    The module shall enable School X staff to send automated email and SMS reminders to accepted applicants regarding incomplete submissions, outstanding tasks, or upcoming deadlines, ensuring timely completion of the matriculation process and minimizing manual intervention.

5.8    The module shall offer robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on various aspects of the matriculation process, such as matriculation rates, demographic breakdowns, program-wise statistics, and any other relevant metrics. These reports should be customizable and exportable in various formats.

5.9    The module shall provide a function to automatically generate unique matriculation numbers for accepted applicants upon successful completion of the matriculation process, based on predefined rules and criteria, such as student status, degree program, citizenship, or other relevant factors.

5.10   The module shall maintain comprehensive records of all matriculated students, including personal information, academic records, matriculation documents, and any other relevant data, ensuring seamless integration with other modules or systems within School X's ecosystem, such as student records management, academic advising, and course registration.

5.11   The module shall comply with relevant data privacy and security regulations, ensuring the protection of accepted applicants' personal and sensitive information throughout the matriculation process. This may include features such as role-based access controls, data encryption, and audit trails.

5.12   The module shall provide a comprehensive audit trail and logging capabilities to track all actions and changes made within the matriculation process, ensuring transparency and accountability, and facilitating any necessary audits or investigations.

5.13   The module shall offer integration with School X's customer relationship management (CRM) system or other relevant systems to ensure seamless data sharing and avoid duplication of efforts, while maintaining data integrity and consistency across different platforms.

5.14   The module shall support the creation and distribution of personalized communication materials, such as email campaigns or newsletters, to accepted applicants and matriculated students, providing updates, reminders, and relevant information throughout the matriculation process and beyond.

5.15   The module shall allow for the configuration of automated workflows and notifications to streamline the matriculation process, reducing manual intervention and improving efficiency, while ensuring that all necessary steps and approvals are properly followed and documented.

## 6. Student Records Management

6.1    The module shall provide a centralized and secure database for storing and managing comprehensive student records, including personal information, academic history, enrollment details, and other relevant data. This database should be designed with robust data integrity measures, such as data validation, backup and recovery mechanisms, and access controls.

6.2    The module shall enable School X staff to define and configure academic structures, such as degree programs, majors, minors, and concentrations, as well as academic calendars, term schedules, and other relevant academic components. This should include the ability to create hierarchical structures and relationships between different academic entities.

6.3    The module shall allow for the segregation and categorization of students based on various academic processes, such as program enrollment, course registration, academic standing, and graduation requirements. This should include the ability to define custom rules and criteria for student grouping and tracking.

6.4    The module shall provide a comprehensive interface for School X staff to monitor and update student statuses throughout their academic journey, including enrollment status, academic standing, leave of absence, and other relevant statuses. This should include the ability to generate and send electronic letters or notifications to students regarding changes in their status.

6.5    The module shall enable School X staff to define and manage tuition fee structures, including the ability to set tuition rates based on various factors such as

academic year, degree program, semester/trimester, credit load, and student cohort or individual student. This should include the ability to apply complex fee calculation rules and exceptions.

6.6 The module shall maintain and track records of students' tuition grant entitlements, including the consumption of tuition grants from previous academic terms or enrollments at other local universities. This should include the ability to import and reconcile data from external sources, as well as the ability to generate reports and notifications related to tuition grant usage and remaining entitlements.

6.7 The module shall provide School X staff with a comprehensive view of each student's tuition grant entitlement status, from the point of matriculation to graduation. This should include the ability to filter and sort students based on various criteria, such as program, cohort, or grant status.

6.8 The module shall integrate seamlessly with the Student Self-Service Module, allowing students to initiate and apply for certain academic status changes, such as leave of absence, program changes, or withdrawal, through a user-friendly web interface. This should include the ability to validate and process these requests based on predefined rules and workflows.

6.9 The module shall serve as a central data hub, interfacing with other modules within School X's ecosystem, such as the Fees and Billing module, Financial Assistance module, Fee Collections module, and Refund module. This should include the ability to exchange data in real-time or through scheduled data transfers, ensuring data consistency and integrity across different systems.

6.10 The module shall integrate with School X's Business Intelligence systems or other reporting tools, providing the necessary data and interfaces to generate comprehensive reports and analytics related to student intake, enrollment, retention, and graduation rates. This should include the ability to create customized reports based on various parameters and filters.

6.11 The module shall incorporate robust data security measures, such as role-based access controls, data encryption, and audit trails, to ensure the protection of sensitive student information and compliance with relevant data privacy regulations. This should include the ability to define granular access permissions based on user roles and responsibilities.

6.12 The module shall provide a comprehensive audit trail and logging capabilities, tracking all actions and changes made to student records, including user information, timestamps, and details of the changes made. This should include the ability to generate audit reports for compliance and investigation purposes.

6.13 The module shall offer integration with School X's identity management systems or directory services, ensuring seamless authentication and authorization of users accessing the module. This should include the ability to support various authentication methods, such as single sign-on (SSO) or multi-factor authentication (MFA).

6.14 The module shall support the creation and distribution of personalized communication materials, such as email notifications, letters, or SMS messages, to students and relevant stakeholders regarding important updates or actions related to their academic records or status changes. This should include the ability to create templates and customize content based on predefined rules or conditions.

6.15 The module shall allow for the configuration of automated workflows and notifications, streamlining various processes related to student record management, such as status changes, tuition grant tracking, and data reconciliation. This should include the ability to define custom rules, triggers, and approval processes based on School X's specific requirements.

## 7. Programme Maintenance

7.1 The module shall provide a user-friendly interface for School X staff to input and maintain comprehensive details of academic programs, including program names, codes, descriptions, and other relevant metadata.

7.2 The module shall allow School X staff to define and configure the curriculum structure for each academic program, including the ability to create and organize courses, modules, or subjects, and specify their respective credits, prerequisites, and other requirements.

7.3 The module shall support the creation and maintenance of detailed course or module information, such as course codes, titles, synopses, learning outcomes, instructional methods, and assessment criteria.

7.4 The module shall enable School X staff to define and manage program-specific graduation requirements, such as minimum credit hours, core course requirements, elective course requirements, and any other criteria necessary for students to complete the program successfully.

7.5 The module shall provide version control and change tracking capabilities, allowing School X staff to update or revise program curricula and requirements while maintaining a historical record of changes, effective dates, and the ability to roll back to previous versions if necessary.

7.6 The module shall support the creation and management of program cohorts or intake years, allowing School X staff to apply specific curriculum structures and requirements to different student cohorts based on their matriculation year or other relevant criteria.

7.7 The module shall integrate seamlessly with other modules within School X's ecosystem, such as Module Registration, Marks Processing, GPA Processing, Academic Progression, Degree Audit, Transcript and Certificate Management, and Student Appeals, ensuring that program information is accurately and consistently shared across different systems.

7.8 The module shall provide robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on program curricula, course offerings, enrollment statistics, and other relevant data. These reports should be customizable and exportable in various formats.

7.9     The module shall incorporate robust data validation mechanisms to ensure the accuracy and integrity of program information, including checks for required fields, data format validation, and cross-referencing with existing data sources.

7.10     The module shall support role-based access controls, allowing School X staff with appropriate permissions to view, modify, or approve program information based on their roles and responsibilities within the institution.

7.11     The module shall maintain a comprehensive audit trail, logging all changes made to program information, including details such as the user who made the change, the date and time of the change, and a description of the changes made.

7.12     The module shall comply with relevant data privacy and security regulations, ensuring the protection of sensitive program information and adherence to best practices for data handling and storage.

7.13     The module shall provide a centralized repository for storing and managing program-related documents, such as course syllabi, program handbooks, and other supporting materials, ensuring easy access and version control for these resources.

7.14     The module shall support the creation and distribution of personalized communication materials, such as email notifications or announcements, to relevant stakeholders (e.g., faculty, students) regarding updates or changes to program curricula or requirements.

7.15     The module shall allow for the configuration of automated workflows and notifications, streamlining processes related to program maintenance, such as curriculum review and approval processes, or notifications for upcoming changes or revisions.

## 8. Module Registration

8.1     The Module Exemption sub-module shall provide a user-friendly interface for School X staff to manage and maintain a comprehensive list of modules from School X programs and external institutions recognized by School X. This should include the ability to define mapping relationships between external modules and their corresponding School X modules.

8.2     The Module Exemption sub-module shall incorporate robust eligibility-checking mechanisms to automatically assess students' eligibility for module exemptions based on predefined criteria, such as previous academic records, course equivalencies, or other relevant factors. This should include the ability to handle complex rules and exceptions.

8.3     The Module Exemption sub-module shall allow respective Program Directors or authorized staff to review and approve or reject module exemption requests submitted by students, ensuring appropriate oversight and control over the exemption process.

8.4     The Module Exemption sub-module shall automatically notify students and relevant School X officers regarding the outcome of their module exemption requests, including details of approved exemptions or reasons for rejection, through email or other communication channels.

8.5     The Module Exemption sub-module shall integrate seamlessly with the Fee Collections Module, allowing students to make online payments for any applicable exemption fees based on predefined payment modes, such as credit/debit cards, bank transfers, or mobile wallets.

8.6     The Module Registration sub-module shall provide a user-friendly interface for School X staff to define and manage the modules offered in each academic term for each degree program, including the ability to create different class types (e.g., lectures, tutorials, labs) and specify the number of sessions per class type.

8.7     The Module Registration sub-module shall allow School X staff to bundle or package different modules or class types together, facilitating efficient course scheduling and registration processes.

8.8     The Module Registration sub-module shall enable School X staff to predefine conditions for the automatic approval of module overload requests, based on factors such as academic performance, program requirements, or other relevant criteria.

8.9     The Module Registration sub-module shall provide the capability for School X staff to pre-allocate certain modules to specific groups of students, streamlining the registration process and ensuring that students are enrolled in the required courses.

8.10     The Online Application sub-module shall integrate with School X's Facilities Management and Timetabling System to display accurate and up-to-date class timetables to students during the module registration process.

8.11     The Online Application sub-module shall allow School X staff to define and manage the groups of students eligible for module registration during specific periods, ensuring controlled access and adherence to registration timelines.

8.12     The Online Application sub-module shall provide a user-friendly interface for students to register for modules within the designated registration periods, including the ability to view available modules, check for prerequisites or co-requisites, and submit their module selections.

8.13     The Online Application sub-module shall enable students to view and print their registered module lists, ensuring transparency and easy access to their course schedules.

8.14     The Module Waiting List sub-module shall automatically send email notifications to Program Directors on a predefined frequency (e.g., daily) regarding waitlist requests submitted by students for specific modules.

8.15     The Module Waiting List sub-module shall allow Program Directors or authorized staff to review and approve or reject waitlist requests based on factors such as availability, program requirements, or other relevant criteria.

8.16    The Module Waiting List sub-module shall automatically notify students regarding the outcome of their waitlist requests, including details of approved or rejected requests, through email or other communication channels.

8.17    The Module Overload sub-module shall automatically send email notifications to Program Directors on a predefined frequency (e.g., daily) regarding module overload requests submitted by students.

8.18    The Module Overload sub-module shall allow Program Directors or authorized staff to review and approve or reject module overload requests based on factors such as academic performance, program requirements, or other relevant criteria.

8.19    The Module Overload sub-module shall automatically update the maximum credit load for students whose module overload requests are approved, ensuring accurate tracking and enforcement of credit limits.

8.20    The Module Overload sub-module shall automatically notify students regarding the outcome of their module overload requests, including details of approved or rejected requests, through email or other communication channels.

## 9. Value Added Programmes

9.1    The module shall provide a user-friendly interface for School X staff to create and manage Value Added Programmes (VAPs), including the ability to define module titles, program durations, dates, and available places or quotas.

9.2    The module shall enable School X staff to upload and maintain comprehensive information about each VAP, such as module descriptions, learning objectives, prerequisites, instructional methods, and assessment criteria.

9.3    The module shall offer tools for School X staff to promote and publicize VAPs to the target audience, such as creating and distributing promotional materials, email campaigns, or social media posts.

9.4    The module shall provide an online application portal for students to browse and register for available VAPs, with the ability to view program details, schedules, and any applicable fees or charges.

9.5    The online application portal shall incorporate robust data validation mechanisms to ensure the accuracy and completeness of student information during the registration process, including checks for required fields, data format validation, and cross-referencing with existing student records.

9.6    The module shall enable School X staff to define and manage the allocation of places or seats for each VAP, including the ability to set priorities, waitlists, or other criteria for student selection.

9.7    The module shall integrate seamlessly with School X's payment gateway or third-party payment processors to facilitate online payment of VAP fees, if applicable, supporting various payment methods and ensuring secure and PCI-compliant transactions.

9.8    The module shall provide a mechanism for School X staff to verify and record student attendance for each VAP session or module, ensuring accurate tracking of participation and completion.

9.9    The module shall automatically update students' records of achievement (ROA) or transcripts upon successful completion of a VAP, reflecting the earned credits, grades, or certifications as appropriate.

9.10    The module shall generate automated email reminders or notifications to students at predefined intervals, such as registration deadlines, payment due dates, or upcoming VAP sessions, ensuring timely communication and minimizing manual intervention.

9.11    The module shall provide robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on various aspects of VAPs, such as enrollment statistics, attendance rates, revenue generated, and student feedback or evaluations.

9.12    The module shall ensure that pre-matriculated students and School X alumni have access to relevant VAPs based on their eligibility status, while maintaining appropriate access controls and data segregation.

9.13    The module shall comply with relevant data privacy and security regulations, ensuring the protection of students' personal and sensitive information throughout the VAP registration and participation process.

9.14    The module shall provide a comprehensive audit trail and logging capabilities, tracking all actions and changes made within the VAP management process, ensuring transparency and accountability.

9.15    The module shall offer integration with School X's customer relationship management (CRM) system or other relevant systems to ensure seamless data sharing and avoid duplication of efforts, while maintaining data integrity and consistency across different platforms.

9.16    The module shall support the creation and distribution of personalized communication materials, such as email campaigns or newsletters, to VAP participants, providing updates, reminders, and relevant information throughout the program duration.

9.17    The module shall allow for the configuration of automated workflows and notifications to streamline the VAP management process, reducing manual intervention and improving efficiency, while ensuring that all necessary steps and approvals are properly followed and documented.

9.18    The module shall provide a centralized repository for storing and managing VAP-related documents, such as program syllabi, instructional materials, and other supporting resources, ensuring easy access and version control for these resources.

9.19    The module shall enable School X staff to collect and analyze student feedback or evaluations for each VAP, facilitating continuous improvement and quality assurance of the programs offered.

9.20    The module shall support the integration of VAPs with School X's learning management system (LMS) or virtual classroom platforms, enabling seamless delivery of online or blended learning components, if applicable.

10      10. Local/ Overseas Exchange Programmes (LSEP/ OSEP)

10.1    The module shall provide a centralized platform for managing all aspects of School X's local and overseas student exchange programs, including partner institution information, program details, student applications, and related processes.

10.2    The module shall enable School X staff to maintain a comprehensive database of partner institutions, including their contact information, program offerings, and any relevant agreements or memorandums of understanding.

10.3    The module shall allow School X staff to define and configure the details of each exchange program, such as program duration, academic calendar, course offerings, credit transfer policies, and any specific requirements or restrictions.

10.4    The module shall provide a user-friendly online application portal for students to apply for participation in local or overseas exchange programs, with the ability to upload required documents, select preferred destinations, and provide additional information as needed.

10.5    The module shall incorporate robust data validation mechanisms to ensure the accuracy and completeness of student applications, including checks for required fields, data format validation, and cross-referencing with existing student records.

10.6    The module shall enable School X staff to review and evaluate student applications based on predefined criteria, such as academic performance, language proficiency, or other relevant factors, and either approve, reject, or request additional information as needed.

10.7    The module shall facilitate the allocation of approved students to partner institutions, taking into account factors such as student preferences, program availability, and any specific requirements or restrictions imposed by the partner institutions.

10.8    The module shall provide a mechanism for students to register for courses or modules at the host institution, with the ability to map these courses to equivalent courses at School X for credit transfer purposes.

10.9    The module shall integrate with School X's financial assistance systems to ensure that eligible students can apply for and receive financial support for their participation in exchange programs, including the ability to process applications, disburse funds, and track expenditures.

10.10   The module shall enable School X staff to monitor the progress of students participating in exchange programs, including the ability to track course registrations, academic performance, and any other relevant information provided by the host institution.

10.11   The module shall provide a mechanism for updating students' academic records and transcripts upon successful completion of the exchange program, reflecting the courses taken, credits earned, and grades received at the host institution.

10.12   The module shall generate automated email notifications and reminders to students and relevant School X staff throughout the exchange program process, including application deadlines, acceptance notifications, pre-departure information, and post-program follow-up.

10.13   The module shall allow School X staff to collect and maintain additional student data relevant to the exchange program, such as emergency contact information, travel documents, and any other required information.

10.14   The module shall provide robust reporting and analytics capabilities, allowing School X staff to generate detailed reports on various aspects of the exchange programs, such as student participation rates, partner institution performance, and program effectiveness.

10.15   The module shall comply with relevant data privacy and security regulations, ensuring the protection of students' personal and sensitive information throughout the exchange program process.

10.16   The module shall provide a comprehensive audit trail and logging capabilities, tracking all actions and changes made within the exchange program management process, ensuring transparency and accountability.

10.17   The module shall offer integration with School X's customer relationship management (CRM) system or other relevant systems to ensure seamless data sharing and avoid duplication of efforts, while maintaining data integrity and consistency across different platforms.

10.18   The module shall support the creation and distribution of personalized communication materials, such as email campaigns or newsletters, to exchange program participants and stakeholders, providing updates, reminders, and relevant information throughout the program duration.

10.19   The module shall allow for the configuration of automated workflows and notifications to streamline the exchange program management process, reducing manual intervention and improving efficiency, while ensuring that all necessary steps and approvals are properly followed and documented.