Form 1 Review report template



**REPORT TO THE VICE-CHANCELLOR’S**

**EXECUTIVE COMMITTEE**

**BY THE REVIEW COMMITTEE**

**(Name of unit under review)**

**(date of review)**

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# **TERMS OF REFERENCE**

# **MEMBERSHIP OF THE REVIEW COMMITTEE**

External members:

Internal members:

Secretary:

# **SUMMARY OF COMMENDATIONS AND RECOMMENDATIONS**

**1. (SECTION 1)**

**Commendation 1**

The review committee commends …..

**Recommendation 1**

It is recommended –

that (insert text).....

**Recommendation 2**

It is recommended –

that (insert text).....

**2. (SECTION 2)**

**Commendation 1**

The review committee commends …..

**Recommendation 1**

It is recommended –

that (insert text).....

**Recommendation 2**

It is recommended –

that (insert text).....

**3. (SECTION 3)**

**4. (SECTION 4)**

**5. (SECTION 5)**

**6. (SECTION 6)**

**7. (SECTION 7)**

**8. (SECTION 8)**

# **REPORT OF THE REVIEW COMMITTEE**

## 1. Executive Summary

## 2. (Section 1)

## 3. (Section 2)

## 4. (Section 3)

## 5. (Section 4)

## 6. (Section 5)

## 7. (Section 6)

## 8. (Section 7)

9. (Section 8)

**APPENDIX 1**

# **SUBMISSIONS**

Submissions to the Review were received from:

University staff (list names) and students (number of students only)

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|  |

External (list names and organisation)

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**APPENDIX 2**

# **INTERVIEWS**

Interviews were held with the following:

University staff (list names) and students (number of students only)

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External (list names and organisation)

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