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)**

**CONTENTS**

 **Page**

[TERMS OF REFERENCE 3](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608456#_Toc97608456)

[MEMBERSHIP OF THE REVIEW COMMITTEE 4](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608457#_Toc97608457)

[SUMMARY OF COMMENDATIONS AND RECOMMENDATIONS 5](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608458#_Toc97608458)

[REPORT OF THE REVIEW COMMITTEE 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608459#_Toc97608459)

[1. PREAMBLE 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608460#_Toc97608460)

[2. (SECTION 1) 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608461#_Toc97608461)

[3. (SECTION 2) 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608462#_Toc97608462)

[4. (SECTION 3) 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608463#_Toc97608463)

[5. (SECTION 4) 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608464#_Toc97608464)

[6. (SECTION 5) 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608465#_Toc97608465)

[7. (SECTION 6) 6](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608466#_Toc97608466)

 8. (SECTION 7) 6

 9. (SECTION 8) 6

APPENDIX 1: [SUBMISSIONS 7](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608467#_Toc97608467)

APPENDIX 2: [INTERVIEWS 8](file:///T%3A%5CCommittees%5CAcademic%20Board%20and%20its%20Committees%5CAcademic%20Board%20School%20and%20Centre%20Reviews%5CReview%20Process%20Documents%5CGuidelines%20for%20review%20committees%5CSchool%20Reviews%5CRevisions%20to%20Guidelines%20following%2014%20May%20ABSC%5CSchool%20Review%20Process.FINAL.May%202009.doc#_Toc97608468#_Toc97608468)

# **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)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

External (list names and organisation)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**APPENDIX 2**

# **INTERVIEWS**

Interviews were held with the following:

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

External (list names and organisation)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |