

DOCUMENTS TO BE PROVIDED BY THE UNDERGRADUATE PROGRAM REVIEW PANEL TO THE DEAN

Within one month of the Program Review Panel being convened, it must provide the following documents to the Dean of the Faculty whose program is going to be reviewed:

- Principles, purposes and intended outcomes of Program Review
- Membership and terms of reference of the Program Review and the Program Review Panel
- Procedures for the Program Review
- Responsibilities and tasks of all parties involved in the Program Review
- Program, schedule, dates and times of submissions, events and requirements for the Program Review
- Key events before, during and after the visit of the Program Review Panel
- Follow-up requirements from the Program review
- Agendas and arrangements for meetings and the visit of the Program review
- List of documents required by the Program Review Panel
- Templates and pro-formas for submission of data
- Code of conduct for the Program Review and the Program Review Panel
- Request for a suitable and secure room for the Program Review Panel and documentation