

**UCD ACADEMIC CENTRE REPORT FORM**

|  |
| --- |
| Please read the [UCD Policy on Academic Centres](http://www.ucd.ie/governance/t4media/centres_po%20(uploaded%20211116).pdf) and the Procedures for Review of Academic Centres before completing this form.  *PLEASE DELETE RED TEXT AFTER COMPLETION* |

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the Academic Centre Director** | | | |
| **1** | **Title of the UCD Centre** | *UCD Centre for…* | |
| **2** | **Centre Type**  ***Please delete as appropriate*** | *(i) Research Centre*  *(ii) CPD Centre*  *(iii) Combined Research and CPD Centre* | |
| **3** | **Current Centre Director**  ***(and UCD email address)*** |  | |
| ***Year role commenced:*** | |
|  | **Confirm if current Centre Director will continue for next approval period**  ***If proposing a New Director, include*** [***Application Form***](https://www.ucd.ie/governance/t4media/accac_new_director_f_.docx) ***and brief CV (as per Academic Centres Policy, section 4.2)*** | ***Yes: No:***  ***Name of New Director:***  ***(if applicable)*** | |
| **4** | **UCD School and College responsible for the Centre** |  | |
| **Website URL** | *Insert Centre webpage if available and/or links to social media* | |
| **5** | **Give the rationale for the Centre *(max 300 words)*** | | |
|  | *What does/will the Centre achieve that UCD cannot achieve without the Centre* | | |
| **6** | **Describe the governance and reporting structure for the Centre, including any past or proposed changes *(max 300 words)*** | | |
|  | *See Section 2.2 of the Policy on Academic Centres – consider including a flow chart* | | |
| **7a** | **List the UCD Staff that are currently affiliated with the Centre and highlight any membership changes since last review (or establishment of the Centre)**  *See section 2.3 of the Policy on Academic Centres* | | |
|  | **Staff Members Name** | **UCD School** | **Role (max 20 words)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **7b** | **Please confirm (by ticking the box) that all affiliated staff have been made aware that their publications and other outputs may also be associated with the Centre ☐** | | |
| **8** | **Provide a brief overview of the impact the Centre has had since its previous review, or establishment, highlighting the added value the Centre has attained and addressing the specific recommendations from the last review *(max 600 words)*** | | |
|  | * *Refer to the Plan for the Centre in the original application and/or previous review form.* * *Provide evidence that the Centre has demonstrated research and/or teaching excellence.* * *Demonstrate the added value of the Centre beyond that of the School* * *Indicate how the Centre supports the University’s Strategy.* | | |
| **9** | **Outline the Plan for the next three to five years for the Centre *(max 700 words)*** | | |
|  | *For Research Centres include objectives and planned outputs, funding and collaboration ambitions.*  *For CPD Centres include objectives, planned programme(s), the target audiences(s) and the likely number of participants, and any other outputs.*  *Centres to include a note on succession planning.* | | |
| **10** | **Signatures**  By signing this form, you are confirming that the above form has been reviewed and is supported by the appropriate Head of School and the College Principal. | | |
|  | **Centre Director** |  | |
|  | **Head of School** |  | |
|  | **College Principal** |  | |
|  | **Date:** |  | |

.

Please append to this review form: **a list** of representative outputs of the Centre since its establishment or last Review Report (e.g. **list** of sample publications, presentations, conferences, seminars, contributions to policy, courses taught, consultancy provided, etc. directly linked to the Centre activities). Clearly state how the outputs listed contribute to the added value of the Centre, and highlight 8-12 examples of collaborative activities/publications enabled by the Centre. Furthermore, please highlight a small number of specific examples that support the rationale for the Centre.

Please submit the form to the University Secretariat at univsec@ucd.ie for consideration by the Academic Council Committee on Academic Centres (ACCAC)