

**UCD ACADEMIC CENTRE REPORT FORM**

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| 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* |

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| **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** | **Centre Director**  ***(and UCD email address)*** |  | |
| **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**  *See section 2.3 of the Policy on Academic Centres* | | |
|  | **Staff Members Name** | **UCD School** | **Role (max 20 words)** |
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| **7b** | **Please confirm (by ticking the box) that 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 establishment or previous review and include what added value the Centre has attained *(max 600 words)*** | | |
|  | * *Refer to the Plan for the Centre in the original application and/or previous review form.* * *Indicate how the Centre supports the University’s Strategy.* * *Provide evidence that the Centre has demonstrated research and/or teaching excellence.* | | |
| **9** | **Outline the Plan for the next three to five years for the Centre *(max 600 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.* | | |
| **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 outputs of the Centre since its establishment or last Review Report (e.g. **list** of publications, presentations, conferences, seminars, contributions to policy, courses taught, consultancy provided, etc.). Clearly state how the outputs listed contribute to the added value of the Centre, and highlight 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](mailto:univsec@ucd.ie) for consideration by the Academic Council Committee on Academic Centres (ACCAC)

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