

F/SLTC Annual Report on Projects Supported by LTC/OBA Funding*

Submission Guidelines

This paper sets out the guidelines for the submission of Annual Reports on projects supported by LTC/OBA Funding. The reports are to be submitted by the relevant F/SLTCs to LTC/WGOBE[^].

1. Purpose of the Report

The F/SLTC Annual Report is an important component of the quality management process of LTC/WGOBE. It helps D/SLTCs and FLTCs/Deans of School to better monitor projects supported by LTC/OBA Funding.

2. Reporting Period

The reporting period will be from 1 June of the previous year to 31 May of the following year (Starting from the year 2009/10).

3. Submission Date

The Annual Report should be submitted by 31 August each year to the Secretary, LTC/WGOBE. This submission date will enable the Annual Report of the Faculties/Schools to be presented to LTC/WGOBE at the first meeting of the academic year after the reporting period.

4. Reporting Authority

The Annual Report will be submitted in the name of the F/SLTC concerned. The Chairperson of each F/SLTC or the OBE Champion of each Faculty/School will be responsible for presenting/clarifying the Report at the LTC/WGOBE meeting.

5. Contents of the Report

The Report should include the following:

- (a) the F/SLTC Annual Report (Form 20), which provides:
 - an overview of all the projects hosted by the Faculty/School,
 - reports on issues that require the attention of the funding authority, and
 - reports on deliverables/useful findings/good practices identified from projects that deserve wider dissemination.
- (b) the Progress Reports (Form 13)/Completion Reports (Form 12) of projects reported on as attachments to provide evidence of a robust monitoring process in terms of progress reporting, evaluation and follow-up plans where appropriate.

May 2011

* LTC: Learning and Teaching Committee

OBA Funding: Funding for Promoting Outcome-Based Approaches to Student Learning

[^] WGOBE: Working Group on Outcome-Based Education