# Guidelines for writing a Response Report

## Drafting a Response Report after an evaluation

Start the report with an introduction that includes a brief overview of the self-evaluation process, and the peer review panel that was appointed.

Report on the criteria that was used to evaluate the department and its efficacy. Explain what evidence was gathered and used to inform the quality judgements made throughout the self- and peer evalution.

Highlight the commendations from the panel and discuss their overall findings.

Consider the panel’s recommendations and provide thoughtful responses to the panel’s recommendations.

After considering the peer reviewers’ recommendations and the department’s response, discuss the improvement actions the department commits to undertake. The department will have an opportunity to report on the progress of these improvement actions in a follow-up report. The follow-up report will serve at the Quality Committee two years after the evaluation has been completed.

To ensure successful implementation of your improvement actions, it is recommended to prioritise tasks and establish clear timelines. Take into account any necessary support or resources that may be required to execute your planned actions effectively.

The response report must also be presented to the Responsibility Centre (RC) Head / Dean and the Quality Advisor/ Officer before the report is submitted for the Quality Committee agenda. The RC Head / Dean must also provide their response to your plans. The Quality Advisor/ Office will also provide feedback on your report. The RC Head / Dean’s written response is submitted together with your report to the Quality Committee. Submissions are made to the [Quality Advisor](mailto:amlitwa@sun.ac.za) or the [Quality Officer/ Secretariat of the QC](mailto:merrewyn@sun.ac.za).