# Promotion of Excellence in Learning and Teaching in Higher Education (PELTHE) final report template

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# Acknowledgements

(If required)

# List of acronyms used

# Executive summary

A maximum three-page executive summary (or maximum one page for extension grants)

# Table of contents

# Tables and figures

## Tables

## Figures

(Ensure a page number is included for all tables and figures)

# Chapter 1

(Add other chapters as required beginning each on a new page)

# References or bibliography

References or bibliography should be included as an appendix.

# Appendix A

***Certification by Deputy Vice-Chancellor (or equivalent)***

I certify that all parts of the final report for this OLT grant/fellowship (remove as appropriate) provide an accurate representation of the implementation, impact and findings of the project, and that the report is of publishable quality.

Name: …………………………………………......…....................................Date: ……............………

# Further Appendices

(if required)

Other appendices can include:

* Updated impact plan (if applicable)
* External evaluator report (if applicable)
* Project materials and resources such as questionnaires/summaries
* Project promotional materials/workshop presentations
* Surveys
* Journal articles