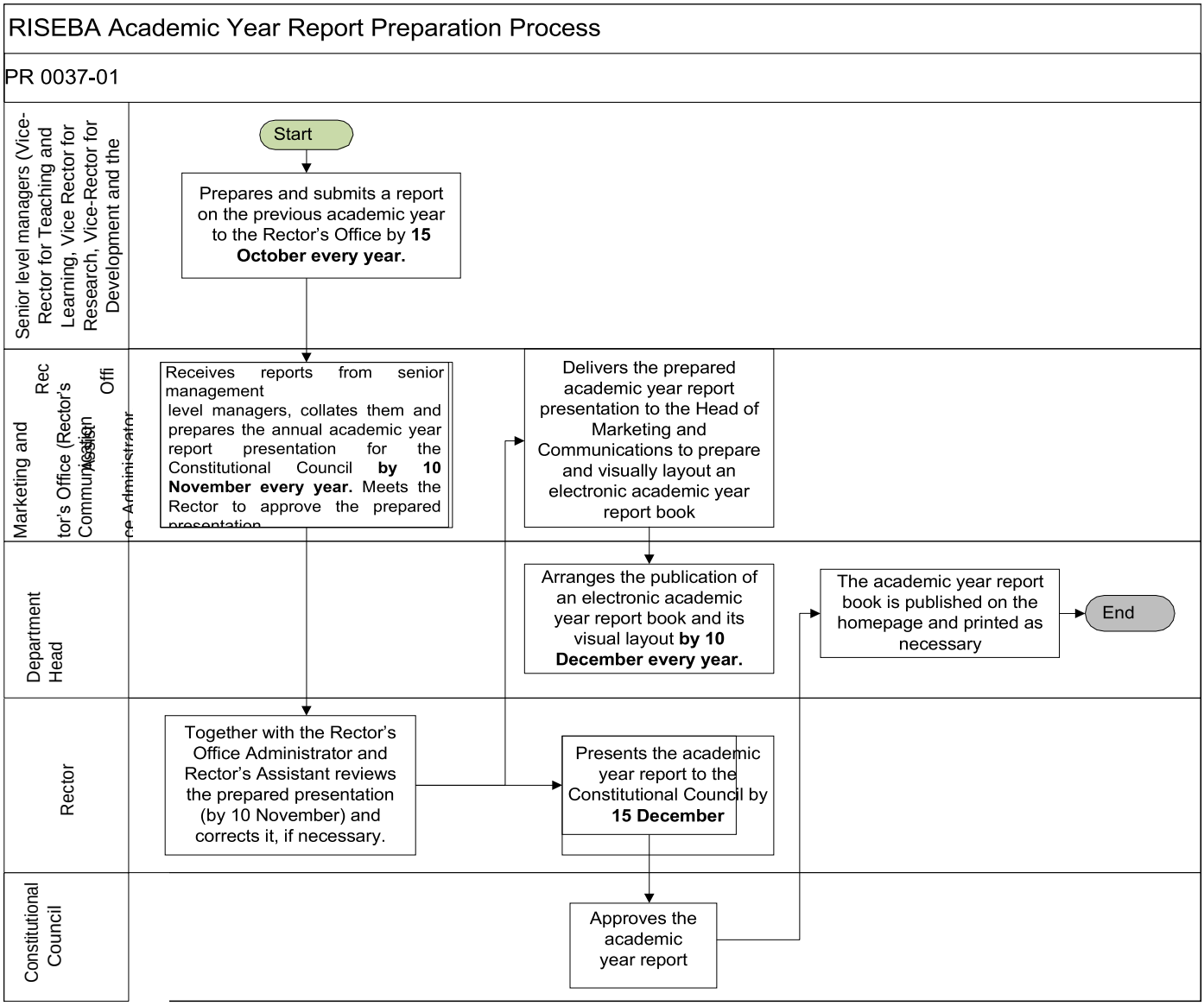
RISEBA Academic Year Report Preparation Process
PR 0037-01
Senior level managers (Vice-Rector for Teaching and Learning, Vice Rector for Research, Vice-Rector for Development and the
Marketing and Communication
Department Head
Rector
Constitutional Council
Start
Prepares and submits a report on the previous academic year to the Rector's Office by **15 October every year.**
Receives reports from senior management level managers, collates them and prepares the annual academic year report presentation for the Constitutional Council **by 10 November every year.** Meets the Rector to approve the prepared presentation
Delivers the prepared academic year report presentation to the Head of Marketing and Communications to prepare and visually layout an electronic academic year report book
Arranges the publication of an electronic academic year report book and its visual layout **by 10 December every year.**
The academic year report book is published on the homepage and printed as necessary
End
Together with the Rector's Office Administrator and Rector's Assistant reviews the prepared presentation (by 10 November) and corrects it, if necessary.
Presents the academic year report to the Constitutional Council by **15 December**
Approves the academic year report