[*Insert institution name*] Audit Report

Methods, Results and Recommendations

[Date]



**Disclaimer**

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# Acknowledgements

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# **Glossary**

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# Introduction

Includes (2 pages maximum):

* ESSA Project (Overview, context and partners)
* Overview of Benchmark Standards for University Social Responsibility
* Summary of audit process

# Research Methods

Includes (1-4 pages maximum):

* Overview of methods
* Interviews
* Focus groups
* Documentary evidence
* Surveying students

# Results

For each of the Benchmark Standard themes, address the following (2 pages for each theme):

* General overview of performance against the USR standards
* Findings
* Areas of strength / areas for improvement
* Recommendations

# Conclusions

Includes (1-4 pages maximum):

* General observations (findings)
* Experience of audit week
* Comments on USR benchmark standards

# Recommendations

(1-4 pages maximum):

* General recommendations
* Recommendations (structured by USR benchmark standards theme)
* Audit process

# Bibliography

# Annexes

This is an opportunity to present any more detailed information that you have referred to in the report e.g. a breakdown of USR benchmark standards by criteria (summary of performance against each)

* Research, teaching, support for learning and public engagement
* Governance
* Environmental and societal sustainability
* Fair practices