Course: Seminar on Special Topics (3 units) – Sample only

Charges: 3 units tuition fee & Review/Assessment Fee

**Sample Scheme if review is embedded in a 3-unit course:**

A. 3 hours once a week - Seminars (Organized by students)

B. \_\_\_ Saturday or Sundays (whole day) - Review on Special Topics (Organized by Review Head)

C. Reviewers shall be from other Review Centers

1. Sample Review Organizational Structure

Dean

Department Chair

Review In-Charge

Reviewers/Coaches

READS In-Charge

Reviewees

Roles and Functions (Specific to Review)

1. Dean
2. Department Chair
3. Review In-Charge
4. READS In-Charge
5. Reviewers/Coaches
6. Reviewees
7. Projected Income (One Academic Year)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. of Reviewees in One Academic Year | | Total No. of Reviewees | Review/Assessment Fee per Reviewee | Total Income in One Academic Year |
| First Semester | Second Semester |
|  |  |  |  |  |

1. Projected Expenses

|  |  |  |
| --- | --- | --- |
| **Description** | **Details** | **Projected Expenses in One Academic Year** |
| Honoraria Dean, Department Chair, Review In-Charge |  |  |
| READS Allowance |  |  |
| Honoraria of Reviewers & Coaches |  |  |
| Meals for Reviewers, Review In-Charge and READS In-Charge |  |  |
| Review Materials |  |  |
| Facilities (Use of room, electricity, multimedia, and the like |  |  |
| Other Expenses, Specify |  |  |
| **TOTAL** |  |  |

Note: Guidelines and templates shall be crafted before implementation.

* Planning Guidelines
* Implementation Guidelines
* Monitoring Guidelines
* Evaluation