****UPB XX.XX.XX

**University Programmes Board Submission Form**

**To facilitate onward communication of this item please complete the following:**

*Please note the information supplied below will be used to populate the Minute.*

|  |  |
| --- | --- |
| **UPB Meeting Date** |  |
| **Initiative/policy title** |  |
| **Sponsor**  |  |
| **Author** |  |
| **Purpose** | ***Please select one of the following as it will inform where on the agenda an item will be placed, final placement is at the discretion of the Chair.*** |
|  |[ ]  1) **for communication/noting/information** – *No decision required* |
|  |[ ]  **2) for Decision en bloc** – *No discussion required, only decision* |
|  |[ ]  **3) for Discussion and Decision** – *Item will be discussed at meeting and a decision will be made*  |
| Synopsis |  |
| Briefly summarise the initiative/policy | *Briefly indicate who has been consulted in the development of the paper and the outcome of any previous consideration of this item by UPB or other committees/management groups* |
| Decision Required | *Summarise the decision required of UPB. This will inform the Minute of the meeting.*  |
| If there is a change to an existing initiative/policy etc. describe the changes: |  |

|  |  |
| --- | --- |
| Who will be impacted by this initiative/policy etc. and timeframe |  |
| Contact for further information (*List all contacts who need to be informed of the outcome*): |  |
| Resource implications | *Please indicate if there are resource implications or not, if yes please provide the rationale for the resources.* |

|  |  |
| --- | --- |
| **Onward Communication** | **Select the level of confidentiality of the paper:**  |
|  |[ ]  **1) confidential to UPB only** *(i.e. first iteration of an item with no onward communication to other committees or to the wider University)* |
|  |[ ]  **2) for submission to AC / ACEC** |
| **Implementation** | *Identify the individual/unit responsible for communicating and implementing the decision by UPB*  |

 The proposed paper must be attached to this UPB Submission Form and sent to Programmes@ucd.ie by the submission date. Late or incomplete submissions will not be accepted.