**** ACQEC XX XX XX

**Academic Council Quality Enhancement Committee (ACQEC) 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 and the Summary Note.

|  |  |
| --- | --- |
| **Meeting Date** |  |
| **Initiative/policy title** |  |
| **Sponsor**  | *ACQEC member who normally will speak to the item* |
| **Author** | *State the individual and unit preparing the submission. The author is responsible for ensuring that the sponsor approves the paper before being submitted to ACQEC.* |
| **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 [including recommendation by ACQEC to AC]* |
| **Synopsis** | *This will inform the Minute and Summary note, please summarise the key recommendations and information points of this paper* |
| **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 [insert name/s of committee/s] or other management groups* |
| **Decision Required** | *Summarise the decision required of the committee. 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.* |

|  |  |
| --- | --- |
| **Summary note***The ACQEC Summary Note is a summary of actions and decisions that come through ACQEC Meetings and is published on the ACQEC webpage on the University Secretariat website.* |[ ]  **1)** Yes - *for inclusion in the summary note* |
|  |[ ]  **2)** No - *not for inclusion, if selected please provide rationale in the comment box below* |
|  | *Rationale:* |

|  |  |
| --- | --- |
| **Onward Communication** | **Select the level of confidentiality of the paper:**  |
|  |[ ]  **1) confidential to ACQEC only** *(i.e. first iteration of an item with no onward communication to other committees or to the wider University)* |
|  |[ ]  **2) for circulation by the sponsor/author** *(i.e updated or new policies)* |
|  |[ ]  **3) for submission to AC** |
| **Implementation** | *Identify the individual/unit responsible for communicating and implementing the decision by ACQEC (or by AC where a recommendation is made by ACQEC to AC]* |

Any proposed paper must be attached to this ACQEC Submission Form and submitted by the submission date for the relevant meeting. Late or incomplete submissions will not be accepted.