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**Academic Council Executive Committee (ACEC) Submission Form**

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

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| **Meeting Date** |  |
| **Initiative/policy title** |  |
| **Sponsor**  | *ACEC 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 ACEC.* |
| **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) items for communication/noting/information** – *No decision required* |
|  |[ ]  **2) items for Discussion and/or Decision** –  *Item will be discussed at meeting and a decision may be made [including recommendation by ACEC to AC]* |
|  |[ ]  **3) items for formal approval -** *No discussion required, only decision* |
| **Synopsis** | *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 ACEC or other committees/management groups.* |
| **Decision Required** | *Summarise the decision required of the committee.*  |
| **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** |  |

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| **Onward Communication** | **Select the level of confidentiality of the paper:**  |
|  |[ ]  **1) confidential to ACEC 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 ACEC (or by AC where a recommendation is made by ACEC to AC]* |

 The paper must be attached to this form and submitted by the given deadline. Late or incomplete submissions will not be accepted.