**UMT EG XX.XX.XX**

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**UMT Education Group (EG) 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.*

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| **Meeting Date** |  |
| **Initiative/policy title** |  |
| **Sponsor**  | *(UMT EG 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 UMT EG.* |
| **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/Presentation and/or Decision** –*Item will be discussed at meeting and a decision, or recommendation will be made [including recommendation by UMT EG to UMT] if required.* |
| Synopsis | *This will inform the Minute, 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. What is the Proposer asking UMT EG to do – note, provide feedback, recommend to UMT etc? 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.* |

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| **Onward Communication** | **Select the level of confidentiality of the paper:**  |
|  |[ ]  **1) confidential to UMT EG 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 UMT** |
| **Implementation** | *Identify the individual/unit responsible for communicating and implementing the decision by UMTEG (or by UMT where a recommendation is made by UMT EG to UMT)]* |

 The proposed paper must be attached to this UMT EG Submission Form and submitted 10 working days before each meeting. Late or incomplete submissions will not be accepted.