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| **THE UNIVERSITY OF NEWCASTLE** |
| **COMMITTEE NAME HERE** | **X MONTH YEAR** |
| **HEADING** |
| ComplianceThis report is provided in accordance with the following [Functions of Academic Senate](https://www.newcastle.edu.au/current-staff/our-organisation/governance/academic-senate/Functions-of-Academic-Senate.pdf) (as specified in the [Governance Rule](https://policies.newcastle.edu.au/document/view-current.php?id=152)) and, if applicable, the function/s of the relevant Committee of Academic Senate (as specified in the [Terms of Reference](https://www.newcastle.edu.au/current-staff/our-organisation/governance/academic-senate/senate-committees)).(xx) item from Functions of ASThis paper is confidential: **Yes /** ***No*** |

Draft Resolution

The [name of committee/Academic Senate] RESOLVE to:

1. approve [if within delegation] / endorse, for Academic Senate approval / note [as appropriate] … (Doc DYY/######{Secretariat Use Only})
2. if required - list each item approved here.

Or - Recommendation

That [name of committee/Academic Senate]:

***discuss/consider/obtain feedback [as appropriate] … (Doc DYY/######{Secretariat Use Only}).***

Executive Summary

Brief synopsis – what the paper is about and what it is endeavouring to achieve.

1 PARA SUMMARY

Background

Summarise any previous Committee/Academic Senate considerations of the specific matter, any consultation with stakeholders, and explain if this is a new or ongoing matter for Senate/committee consideration. MAXIMUM 1 PARA SUMMARY CITE RULES APPLIED

Matters for Noting and/or Discussion

Outline the critical issues and implications for teaching and/or research, including potential risks (and proposed mitigation if applicable) as well as any policy/delegation considerations. Use headings where needed.

MAXIMUM 4 PAGES, USE SUB HEADINGS BELOW IF REQUIRED – APPENDICIES MAY BE PROVIDED BUT SHOULD BE REFERRED TO IN THE TEXT.

Sub Heading 1

Introductory text here

* bullet 1
* bullet 2 etc…

Discussion text here…

Sub Heading 2

Introductory text here

* bullet 1
* bullet 2 etc…

Actions /Recommendations

If applicable (ie other than direct reporting) set out what action or recommendation is sought from the Senate or committee in relation to this matter.

MAXIMUM 1 PAGE, BULLET POINTS ONLY.

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| **[Prefix] [First-name] [Last-name****[Prefix] [First-name] [Last-name]** |  | **Title of Executive Sponsor****Title of Executive/Author** |

Appendices

Appendix 1: Title (Doc DYY/######{Secretariat Use Only}).

Appendix 2: Title (Doc DYY/######{Secretariat Use Only}).

Document History

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| --- | --- | --- |
| **Prepared by** | Name / Title | XX Month Year |
| **Edited by** | Name / Title |  |
| **Approved by** | Name / Title |  |

Policy Documents [Delete if not applicable]

Policy Framework <https://policies.newcastle.edu.au/document/view-current.php?id=98>

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| --- | --- | --- |
| **Reviewed by** | University Policy OfficerUniversity Secretary | XX Month Year |
| **Approved by** | University Secretary | XX Month Year |