



Academic Board Submission Coversheet

Title of Submission	Where possible this should be consistent with the description of the item on the meeting agenda.
Purpose	Explain why the paper is being presented. <ul style="list-style-type: none">Any previous relevant decisions, findings, endorsement by other committees.
Executive Summary	Outline the key issues Academic Board members need to take into account when making a decision.
Linkages to Strategic/Policies	Identify Monash University strategies/policies that underpin the submission.
Reference to ToRs	Relevance to Academic Board Terms of Reference
Responsibility and Communication	Nominate the person or role responsible for ensuring implementation. Noting any action arising from recommendations and subsequent progress evaluation. Who does the information need to be communicated to?
Resource and Risk implications	Outline any potential resource implications. Assess potential risks to the University, staff or students.
Impact and Compliance	Consider how other groups and the business of Monash University will be affected if the recommendations are approved. How does the submission link to and support Monash Focus 2020? What timing considerations need to be addressed? Is the proposal compliant with the HESF 2015, TEQSA and the AQF?
Attachments	Reference any attachments that support this submission in the order that they are attached.
Recommendation	The content here is usually reflected in the agenda / minutes of the Academic Board and is usually one of the following: <ul style="list-style-type: none">The paper is for noting (with no time allocated for presentation and/or discussion during the meeting).The recommendations are to be discussed and the proposer is seeking engagement with and feedback from the Academic Board.The recommendations are to be endorsed to go forward to Academic Board for approval.The recommendations are to be approved.
Submitted By: Name: Title: Date:	