**Paper title [Insert paper title here]**

**Introduction**

[Briefly introduce the topic and aims of the paper], if the project is sponsored and by whom etc. Please see submission guidance for more information

**Background**

[Describe the background of the proposal, including:

* Outline the issue, the current situation and why this paper is necessary.
* The origins of the paper - where the paper has already been/come from, i.e., QSC meeting, passed down from another University committee, identified by Registry and Academic Affairs etc.]

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**Proposal**

[Outline the proposal being put forward. This should include;

* Clear and explicit information and rationale for change
* Clearly state what QSC is being asked to consider/approve.
* Provide guidance/recommendations, if appropriate
* Include any relevant timescales.
* How the proposal aligns to the OfS conditions of registration or other regulatory frameworks or what problem/issue the change is designed to resolve.
* Whether the proposal will involve implementing a new Quality Manual policy, or an update/amend to an existing policy (for new Quality Manal policies, or updates/amends to a current policy, the Quality Manual template should be included as an appendix to the paper.)]

Please see submission guidance for more information

[Author(s) name and date]