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

**Introduction**

[Briefly introduce the topic and aims of the paper]

**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 Student Services etc.]

**Consultation**

[Who has been consulted/involved in developing the proposal. Where appropriate, supporting paperwork can be provided. This should also demonstrate where necessary, consultation with UNM and UNNC.]

**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
* 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.)]

[Author(s) name and date]