**Submitting papers or agenda items to Quality and Standards Committee (QSC):**

**Who can submit a paper or agenda item?**

Papers to QSC can be submitted from any party with an interest in quality assurance at the University, where there is a collective need for change or review of a specific policy or area of quality assurance. Typically, papers are submitted by QSC members or Professional Services. Papers are also sent to QSC from other University committees.

**How are papers or agenda items submitted to QSC?**

If you have a matter that you would like QSC to discuss, contact the committee secretary to informally explore the proposed item is suitable for committee discussion. They will be able to provide advice and guidance, and establish whether more information is needed, and if it is suitable for QSC discussion, how this should be presented to the Committee. If a paper is developed, it will likely need to be discussed and developed with support from members of QSC and/or colleagues from Professional Services.

Final decisions on which items QSC reviews is the responsibility of the Chair of QSC who has responsibility for setting the agenda for each meeting of QSC.

**QSC Paper requirements:**

If it is established that a fully developed paper is to be submitted, it should satisfy the following criteria:

* The paper should include sections on the following; a) introduction; b) background and context; c) consultation; d) a clear proposal.
* The paper should include providing an explicit steer to QSC members on what exactly they are being asked to review/ approve.
* The paper should be written concisely and be accessible to those without subject-specialist knowledge.
* Where a new policy is being created, papers must propose where this will sit in the QM.
* Where a change to a current policy is being proposed, or a new policy is being created, wording used must be gender neutral.
* The authors name should always be included, and date the proposal was written.
* To be discussed at a QSC meeting, a fully developed version of the paper must be sent to the Secretary of the committee at least 10 working days in advance.

In addition, where a paper is proposing an update to the Quality Manual it must be accompanied by a completed Quality Manual template document. Further advice on this can be provided by the committee secretary.

All papers must be submitted with a cover sheet.