University Education Committee
paper requirements:
information for paper authors

Summary

New paperwork requirements are introduced for Education Committee in 2019/20 to enable it to operate efficiently and devote time to deep, strategic discussions.

Document Control

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- A maximum page limit of 5 pages is set for all papers. This excludes the cover sheet and any annexes (although please use annexes sparingly).
- A maximum slide limit of 5 slides is set for all presentations.

If you are providing an item for decision/discussion:
- You must provide a presentation that consists of 5 slides that introduce the topic and focus the committee's discussion. This presentation must be circulated to the committee in advance (and therefore provided by the paper deadline).
- Ideally the slides will form the sole 'paperwork' for the item, however an accompanying paper may be provided if necessary. A completed cover sheet must be provided with the paper.

If you are providing an item for a deep dive:
- You must provide a presentation that consists of 5 slides that introduce the topic and focus the committee's discussion. This presentation must be circulated to the committee in advance (and therefore provided by the paper deadline).
- Additional background/contextual paperwork will probably be required to enable committee members to start thinking about the topic in advance of the meeting. This may consist of extracts of existing papers produced for another committee, informal briefings (less 'polished' than the papers the committee has received in the past) or articles/extracts from journals. Concision will still apply (wherever reasonable).

If you are providing an item for information:
- Slides are not required. Please provide the paper with a completed cover sheet.

If you are providing a sub-committee report (UAQSC, ULTC, SEC and ASIOG only):
- Different templates are available depending on whether the report includes recommended items or is for information only.

Templates are available for:
- 5 slide presentations
- Cover sheets for papers
- Sub-committee reports – including recommended items
- Sub-committee reports – for information only

Deadlines for papers are published online. An interim paper deadline is scheduled 2 weeks before the meeting date (item submitted by this deadline will be reviewed by the Secretary and the Committee Adviser and feedback provided to authors if changes are required). The final paper deadline is 1 week and 2 days before the meeting date (feedback cannot be provided on items submitted by this deadline).