**DURHAM UNIVERSITY**

**Common Awards**

|  |
| --- |
| **Common Awards Management Committee**  **Report to the Common Awards Management Board** |

**[Name of TEI]**

**Date of meeting:** **[dd/mm/yyyy]**

1. **Minutes of meeting**

To report: that the minutes of the meeting of the [TEI Name] Common Awards Management Committee held on [dd/mm/yyyy] are attached.

1. **Items for consideration by the University**

To report: that the University is asked to consider the following:

1. Minute [Number]: [Subject] (page [Number])

[include here a brief summary of what you would like the University to consider];

1. Minute [Number]: [Subject] (page [Number])

[include here a brief summary of what you would like the University to consider].

1. **Items for consideration by CAMB Student Representatives**

To report: that the CAMB Student Representative are asked to consider the following items of student feedback:

1. Minute [Number]: [Subject] (page [Number])

[include here a brief summary of what you would like the University to consider];

1. Minute [Number]: [Subject] (page [Number])

[include here a brief summary of what you would like the University to consider].

1. **Future meetings**

To report: that the next Management Committee meeting(s) will take place as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Venue** | **Start time** | **End time** |
| [dd/mm/yyyy] | [Address, including postcode] | [hh:mm] | [hh:mm] |
| [dd/mm/yyyy] | [Address, including postcode] | [hh:mm] | [hh:mm] |

*Please send this completed report and attachment(s) to the* [*Common Awards Team*](mailto:common.awards@durham.ac.uk)*, cc your University Liaison Officer, within 2 weeks of the Management Committee meeting. Please consult the Common Awards website for more information on the* [*reporting structures for TEI Management Committees*](https://www.durham.ac.uk/departments/academic/common-awards/policies-processes/structure-governance/management-committees/)*.*