DURHAM UNIVERSITY

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| COMMON AWARDS MANAGEMENT COMMITTEE  [Insert TEI name] |

A meeting of the Common Awards Management Committee for **[Insert name of TEI]** will take place from **[insert time]** on **[insert date]** in **[insert venue]**.

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| Date circulated: **[insert date]** | **[Insert name and contact details of secretary]** |

**AGENDA**

1. **Membership and Terms of Reference**

To receive: the Terms of Reference for the Common Awards Management Committee;

**Document 1**

To welcome: members of the committee.

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| The Head of the TEI (*Chair*) or nominee (a senior member of staff with responsibility for the management of the programmes). | **[Insert name(s)]** |
| The Programme Director(s) | **[Insert name(s)]** |
| Other academic staff of the TEI involved in the delivery of the programme(s) offered under this agreement. | **[Insert name(s)]** |
| At least one student representative for each of the academic levels of study offered by the TEI under the agreement | **[Insert name(s)]** |
| The University Liaison Officer(s) appointed by the University for the programme(s) for which the Committee is responsible. | **[Insert name(s)]** |

1. **[Insert item of business]**