**Format Suggestion agenda item**

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**Introduction**

This document contains a standard format for delivering agenda items for a DPC meeting. The yellow shaded text should be adapted.

**Agenda item for (DPC name degree programme) meeting**

Date meeting:
Delivered by:
Subject:
Type of agenda item:
   (Information – Advice – Discussion)
Central question to be answered:
Time needed to discuss the agenda item:
Enclosure (status of document concept/definitive):
Action required:
Explanation:

Check, before you submit the agenda item, the points below to determine if the agenda item should be discussed by the (J)DPC.

It is a (J)DPC subject when:
   - It is about the TER or
   - It is about educational issues concerning the degree programme (for example list of books or schedule) or
   - It is about policy or execution plans resulting from evaluations and
   - it is not an individual problem.