

# UNIVERSITY OF MAURITIUS

## Advisory Committee Minutes Template

Faculty/Centre .....

**Notes of Meeting of Advisory Committee for the BSc (Hons) ..... Programme held on .....2024 at ..... hours in the Faculty Committee Room.**

*Advisory Committee meeting is being held for new programmes and programmes undergoing major changes. Please specify:*

**New**   

**Revised for Major Changes**   

### **A. Advisory Committee Members – Required Representatives:**

#### **Members Present**

Name		Designation
	-	<i>Dean/Director of Faculty/ Centre &amp; Chairperson</i>
	-	<i>Professor holding Post at Faculty/ Centre</i>
	}	<b><i>such members of the Faculties/ Centres as are designated by the Board of Faculty/ Centre;</i></b>
	}	<b><i>not more than 12 Persons not being members of the full-time academic staff of the University with special interests in the subject of concern,</i></b>

#### **Apologies/Absent**

*Members who apologised /were absent please summarised their views received by email in a separate Paragraph.*

		<i>Academic Staff of Faculty/Centre</i>

#### **In Attendance**

Name	-	<i>Administrative Officer &amp; Secretary</i>
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**B. Advisory Committee Agenda**

- (Items titles on Agenda)

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**C. Advisory Committee Minutes: (Expand as needed)**

<b><i>Minutes of Meeting</i></b>
<i>Agenda Item No. 1: Comments from Internal Members and Comments from External Members</i>
<i>Agenda Item No. 2: Comments from Internal Members and Comments from External Members</i>
<i>Agenda Item No. 3: Comments from Internal Members and Comments from External Members</i>

*The following amendments were made to the Programme:*

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**D. Any Other Business**

**E. A Summary of Views of External Members who Apologised/were Absent:**

- *In-person meetings (Date, Agenda, Attendance List, Minutes);*
- *Email chain meetings (Emails, Summary including date range, attachments that were sent out, who responded, notes on any comments collected); and*
- *Zoom or Telephonic meetings (Date, Agenda, Attendance List, Minutes).*

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