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| **Document title:** | *Title – cover sheet template (updated August 2022)* | | |
| **Author(s):** | *Ms Jo Bloggs, School/Department/Division* | | |
| **UEB Sponsor or Presenter(s) at Committee if different:** | *Professor ABC, PVC XYZ*  *Please ensure the presenter is aware they will be presenting this item to the Committee.* | | |
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