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| new logo | Memorandum |
| To | Members of Senate |
| From | Manager, Academic Committees |
| Date | 10 February 2015 |
| Re | **Selection of Senate appointed members of the Board of Undergraduate Studies** |

A request for nominations for the Senate appointment to the Board of Undergraduate Studies was sent to members of the Senate on 16 January 2015. The deadline for nominations closed on 6 February 2015.

More nominations were received than vacancies available therefore an election is required.

A ballot paper and information on each of the nominees is attached. Please tick up to two boxes on the ballot paper of the nominees for whom you wish to vote and return the ballot papers in the enclosed reply envelope.

Votes must be received no later than **5pm on** **Friday 21 February 2014** in order to be counted.