

### Published information feedback memorandum

<b>From:</b>	[Directorate of Quality Enhancement and Standards]			
<b>To:</b>	{Collaborative Partner}			
<b>CC:</b>				
<b>Date:</b>	<a href="#">Click here to enter a date.</a>			
<b>Context and type of published information (tick appropriate box and enter relevant academic year)</b>				
<b>Context</b>	<b>Tick if appropriate</b>	<b>Type (leaflet, film etc)</b>	<b>Academic Year:</b>	<b>File Name:</b>
Website copy	<input type="checkbox"/>			
Printed collateral	<input type="checkbox"/>			
Digital content	<input type="checkbox"/>			
Other (please state)	<input type="checkbox"/>			

The Directorate of Quality Enhancement and Standards received the above material on [Click here to enter a date.](#)

The material has been reviewed by the University with the following outcome:

Status		Action required
<b>Approved</b>	<input type="checkbox"/>	The material is approved for publication. Please supply all final artwork files and assets. File format to be confirmed subject to project.
<b>Approved subject to minor amendments</b>	<input type="checkbox"/>	The material is approved for publication subject to the minor amendments outlined below. Once these amendments have been made, please submit the final version of the material to the Directorate of Quality Enhancement and Standards.
<b>Requires revision</b>	<input type="checkbox"/>	The material requires amendment in line with the feedback below. Please submit the revised version for approval prior to publication.
<b>Section A: Feedback from Directorate of Quality</b>		<a href="#">Click here to enter text.</a>

<b>Enhancement and Standards</b>	
<b>Section B: Feedback from Creative Design Team</b>	Click here to enter text.
<b>Date material received:</b>	Click here to enter a date.
<b>Received by:</b>	Click here to enter text.
<b>Date feedback sent to collaborative partner:</b>	Click here to enter a date.
<b>Signature of confirmation:</b>	