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| UQlogoC_colour_M_dos copy | **REQUEST TO IMPLEMENT CHANGES TO ORGANISATIONAL DATA IN UQORG**  Email completed form to: [uqorg@uq.edu.au](mailto:uqorg@uq.edu.au) |

ORGANISATIONAL UNIT – Request to Disestablish

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| [Unit Name](#UnitName" \o "The Unit's full formal name as it currently appears on UQ website.) |  |
| [Approving Authority](#ApprovingAuthority" \o "The Approving Authority is a body, eg. Senate, or the head of the Parent Unit (usually the Designated Officer). See 'Organisational Unit Types, Reporting Lines and Approving Authorities' to identify correct Approving Authority for unit.) | Name:  Position:  [Request form must be accompanied by an approval document signed by the Approving Authority.] |
| [Approval Date](#ApprovalDate" \o "The date that the Approving Authority granted approval for disestablishment of the unit.) |  |
| [Effective Date](\\\\nas02.storage.uq.edu.au\\CA\\Academic Administration\\Governance\\Legislation and Policy\\UQORG Procedures and Business Processes\\UQORG Business Processes\\Information for Completion of Forms\\Description of general terms_DRAFT_v0.4.docx" \o "Specific date provided by Approving Authority for conclusion of unit's activities. Request for disestablishment should be made at least two weeks prior to Effective Date in order to provide sufficient time for completion of necessary UQORG processes.) |  |
| [Unit Name for transfer of staff (if required)](#UnitNamefortransfer" \o "Name of unit/s to which any current staff will be transferred. If it is anticipated that staff attached to unit cannot be transferred prior to Effective Date, a temporary reporting structure in Aurion must be recommended to Human Resources Services.) |  |