The Forum will be held on **Friday 16 January 2004 at 2.00 p.m.** in **Keynes Seminar Room 16 in Keynes College** at the University. See the University web site: [http://www.ukc.ac.uk/locations/canterbury/index.html](http://www.ukc.ac.uk/locations/canterbury/index.html) for directions and for a campus map.

### A G E N D A

1. **Minutes**
   To confirm the minutes of the meeting held on 2 April 2003 (copy attached)

2. **Institutional Audit**
   Update by Dr Louise Naylor, Head of Quality Assurance and Validation

3. **Licence Agreement**
   Paper LTB68/2003 is attached. The recommendations made in this paper were approved by Learning and Teaching Board at its meeting on 26 November 2003
   Update by Dr Louise Naylor

4. **Programme Specifications**
   Presentation by UELT (Unit for the Enhancement of Learning and Teaching)

5. **External Examiners**
   Edexcel to update on the external examiner system for 2003/04

6. **Annual Reports**
   Paper to follow showing reports received to date from Associate Colleges and from Liaison Officers.

7. **Liaison with University Departments and UKC External Advisers**
   Paper showing Liaison Officers for 2003/2004 attached.

8. **Numbers of Students Enrolled on HNC/HND Programmes 2003/04**
   Paper attached

9. **Any Other Business**