The Forum will be held on **Tuesday 18 January 2005** at **2.00 p.m.** in the **Senate Chamber** at the University. See the University web site: [http://www.kent.ac.uk/maps/](http://www.kent.ac.uk/maps/) for directions and for a campus map.

### AGENDA

1. **Minutes**
   To confirm the minutes of the meeting held on 16 January 2004 (copy attached).

2. **Feedback on External Examiners’ Reports**
   Len Evans to report.

3. **Clarification of Continuation of Funding for Higher Nationals**
   Bernadette Katchoff to report.

4. **Transfer of ‘legacy’ Programmes to University Format**
   Malcolm Dixon to update.

5. **Procedures under Licence Agreement**
   
   Procedure notes are attached as follows:
   1. Appointment of External Examiners
   2. Liaison Officers/External Advisers
   3. Boards of Examiners
   4. Approval route for new Franchised Programmes

6. **Clarification of Arrangements for 2004/05**
   Bernadette Katchoff to clarify arrangements for completion of SRFs for students not under the Licence Agreement and notification of results for students under the Licence Agreement for summer 2004/05.

7. **Appointment of External Examiners/Liaison/Students Numbers**
   A paper is attached showing:
   1. Appointment of External Examiners
   2. University Liaison Officers/External Advisers
   3. College contact details
   4. Student numbers enrolled on HNC/HND programmes
   
   See website of franchised provision: [http://www.kent.ac.uk/registry/quality/collaboration/franchise/index.htm](http://www.kent.ac.uk/registry/quality/collaboration/franchise/index.htm)

8. **Staff Development**
   Report on presentations to Associate Colleges (see attached) and emerging QA Issues.

9. **Annual Reports**
   Faculty Officers to update on reports outstanding.

10. **Any Other Business**