

**Office of the Pro-Rector (International Development & Quality Assurance)**

Agenda for the Stakeholders’ Meeting

with respect to the Periodic Programme Review of the [*NAME OF FICS*]

held on [*DATE*] from [*STARTING TIME*] to [*ENDING TIME*] at [*VENUE*]

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| Introduction by Pro-Rector | Time (\_\_\_ to \_\_\_)  *c. 5 mins* |
| Introductory presentation by Dean/Director  *[brief PowerPoint highlighting salient aspects of the SED]* | Time (\_\_\_ to \_\_\_)  *c. 10-15 mins* |
| Stakeholders’ feedback | Time (\_\_\_ to \_\_\_) |
| Reactions of FICS staff | Time (\_\_\_ to \_\_\_) |
| Concluding remarks by Dean/Director | Time (\_\_\_ to \_\_\_) |
| Conclusion by Pro-Rector | Time (\_\_\_ to \_\_\_)  *c. 5 mins* |