

**To: Heads of higher education
institutions in Wales**

Reference: W04/58HE
Date: 27 September 2004
Response By: 1 October 2004
Further Information: Nichola Amor
Tel: 029 2068 2295
E-mail: nichola.amor@hefcw.ac.uk

PROFILES OF HIGHER EDUCATION INSTITUTIONS IN WALES

The Council is currently in the process of compiling the 2004 booklet of profiles of institutions in the higher education sector in Wales. I have enclosed a copy of the English text for your institution and would be grateful if you could either confirm the contents or identify any amendments.

You should note that only one page per institution is available for the text thus the opportunity for expansion is limited. You should also remember that entries are meant to be factual and thus the language used might be less promotional than for a prospectus, for example.

The information under 'Income and Expenditure' and 'Academic Profile' will be completed by us using annual audited financial statements from institutions and analysis of the 2002/03 End of Year Monitoring Survey. Information drawn from this analysis will also be used to prepare the graphs.

I would be grateful if you could return this information to David Fryer by 1 October 2004. If you should have any queries please contact me on 029 2068 2295 (email: nichola.amor@hefcw.ac.uk).

Yours sincerely

Nichola Amor
Funding Manager & Interim Clerk to the Council
HEFCW