

Dear Programme Leaders

Thank you for your support with our revised and adapted processes this academic year. We appreciate that this has been an extremely challenging time. We are continuing to identify ways to reduce the administrative burden on academics as much as possible. Please see key information and deadlines listed below for programmes following the **Standard Academic Calendar**.

You will currently be reviewing your **COVID Module and Programme changes**, the deadline for approval of *new* (as opposed to *continuing*) amendments is **1 July**. Arrangements for Induction are also underway. The request for **induction timetabling information** was sent out this week with the deadline of **2 July**. We are developing a new tool that we hope will make the induction timetables more accessible to students as we know there were issues finding this information on Canvas/the LJMU website in the past. Induction timetables will be available on **14 August**. More information will follow soon. As occurred last academic year, Professional Services will produce **University-level induction materials** to support your students and these will be available through *Canvas Commons* on **23 July**.

To accommodate changes to the release of A-Level Results, we will open **Registration for New Students on 2 August** and **Returning Students 16 August**. A new Canvas Course has been developed specifically for our 'COVID' student generation '**Studying for Success at LJMU**', this will be made available on **1 August**.

The **Programme Guide** template(s) have been revised to reflect the changes in delivery and includes information on the Blended Learning approach. As in previous years, School Directors should approve Guides before uploading to SharePoint. The deadline for this year is **23 July**. As was the case last year, there is no longer a need for module leaders to produce a module guide. Relevant information continues to be automatically presented in *Canvas Key Module Information*.

We have kept the programme-level **CME** deadline as **November**. As occurred last year, there will only be one programme-level census point this year on **15 November**. The School-level census point remains in **January**. Please note all scheduled **undergraduate Periodic Programme Reviews (PPRs)** will need to be completed by 31 December 2021. *If you have any concerns about this timeframe please let us know*. Obviously, any programme changes will need to be communicated to applicants and offer holders, post-event, as soon as possible. In such cases, we will add the following rider below to the Factfile for the start of 2020-21: '*This course is currently undergoing a review which may result in a change to the advertised modules. Any changes will be communicated to interested parties to ensure they wish to proceed with their application*'. Lastly, the deadline for responding to **External Examiners** is **29 October**.

Timetabling data has been collected for the entire academic year, rather than in each semester as we did last year, as it was felt to be understandably onerous for academics to be producing this information during teaching periods. The **draft timetable** will be available for review on **28 June** and we will publish the **University timetable on 13 September** and **Personal timetables 22 September**.

We will continue with **fully on-line enrolment**. As occurred last year, students will complete their registration and upload identity documents through MyLJMU. We have made improvements to the form and will provide support videos to help guide students through this process. New students will receive their student ID cards *via* recorded delivery to their permanent UK address. International students and students completing registration late, will have their student ID cards sent to their local term time address, again *via* recorded delivery. The new **Student Enquiry Form** (i.e. helpdesk) will

help us to manage student queries more efficiently and effectively. In light of this, we have closed the generic mailboxes to deliver a more transparent/timely service.

We also have the enhanced [New Registrations Summary](#) in Web Hub to make sure that Faculty teams can check on the progress of their students' enrolment status¹. This information will also be available through the Programme Leader Dashboard within the "*Applicants > Confirmed Applicants Due to Start Registration*" summary on Web Hub (this section will automatically appear around two months before they are due to start).

Academic Registry is here to support you and your students. If you have any questions please use our [Academic Registry Helpdesk](#).

With our best wishes,

Academic Registry

¹ The registrations summaries will switch to 2021/22 applicants once WebHub is rolled forward to the 2021/22 term, this will happen the week commencing 9 August.

Key Dates and Guidance

(for programmes that follow the *Standard Academic Calendar*)

August		
1 August	'Studying for Success at LJMU' Canvas course made available	<i>New students will be enrolled automatically</i>
2 August	New Student Registration opens	
2 August	Reassessment Results Notification Day	
11 August	Introduction induction sites to be published ²	Induction guidance
14 August	Timetables for Induction 2021/2022	
16 August	Returning Student Registration opens	
September		
3 September	External Examiner report deadline ³	
13 September	University Web Timetables Published	Found here
22 September	Personalised Timetables published to students	Found here
20-22 September	Induction for L3 and L4	
23 September	Teaching starts for L3 and L4	
27 September	Teaching starts for all other levels	
October		
8 October	Module registration deadline	
29 October	Deadline for responding to External Examiner ⁴	Guidance here

² There is no expectation for the full induction site to be published, but new students will need some information on the induction timetable, what they can expect and what is expected of them. Please note: new students will also have access to module sites, so those that are not yet ready should remain unpublished to avoid confusion.

³ External Examiners for postgraduate-taught programmes, with a Board of Examiners in the Autumn Term, and External Examiners for non-standard programmes will continue to submit their report within six weeks of the Board of Examiners taking place and/or by the date agreed with the programme team.

⁴ For postgraduate-taught programmes, with a Board of Examiners in the Autumn Term, or programmes that operate to non-standard timescales should respond within six weeks of receipt of the report.

November		
15 November	Revised CME deadline	Guidance here
December		
End December	Deadline for completion of undergraduate programme amendments for 2022-23	Guidance here
End December	Deadline for approval of undergraduate Periodic Programme Reviews	Guidance here
January 2022		
4 -14 January	Assessment weeks	
w/c 10 January	Winter Graduation	
14 January	Coursework Deadline	
28 January	Semester 2 Option Change Deadline	
February		
11 February	Board Reporting Deadline	
18 February	Finalised Marks Results Notification Day	
25 February	Deadline for approval of amendments to Semester 1 modules for 2022-23	Guidance here
25 February	Deadline for approval of amendments to yearlong modules for 2022-23	Guidance here
March		
16 March	Online Module Selection opens	
April		
25 April - 6 May	Assessment weeks	
29 April	Coursework Deadline	
May		
26 May	Mark Finalisation Deadline	
End May	Deadline for approval of postgraduate-taught programme amendments for 2022-23	Guidance here
End May	Deadline for completion of postgraduate-taught Periodic Programme Reviews	Guidance here
June		
1 June	Board of Examiners Deadline	
13 June	Results Notification Day	
27 June - 1July	Assessment weeks	
July		
1 July	Reassessment Submission Deadline	
18 July	Mark Finalisation Deadline	
22 July	Board of Examiners Deadline	
29 July	Reassessment Results Notification Day	
29 July	Deadline for approval of amendments to Semester 2 modules for 2022-23	Guidance here