2023-24 Programme Leader/Link Tutor Briefings on External Examining

PL/LT Briefing Session 1:

The External Examiner Annual Report and Response Process

Description:

This training session focuses on the LJMU Online Report and Response Tool with practical guidance on how to complete and submit responses to the External Examiner Annual Report, and details of the workflow. (This training is for LJMU Link Tutors, LJMU Programme Leaders, and Programme Leaders at collaborative partners).

***This session will be delivered via MS Teams**. (Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1 hr

Booking details:

NB – This session is being delivered on several alternative dates. <u>Programme Leaders / Link Tutors / Partner Staff need only attend once</u>.

Date/Time:	Link to book (Eventbrite)	Deadline for Registrations
Monday 9th October 2023 (10am-11am)	https://www.eventbrite.co.uk/e/711402162017?aff=oddtdtcreator	*25.09.2023*
Monday 16th October 2023	https://www.eventbrite.co.uk/e/711447256897?aff=oddtdtcreator	*02.10.2023*

Date/Time:	Link to book (Eventbrite)	Deadline for Registrations
(10am-11am)		
Monday 15th January 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711449573827?aff=oddtdtcreator	*02.01.2024*
Monday 5th February 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711450707217?aff=oddtdtcreator	*22.01.2024*
Tuesday 13th February 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711454849607?aff=oddtdtcreator	*30.01.2024*
Monday 11th March 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711455531647?aff=oddtdtcreator	*26.02.2024*
Monday 18th March 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711458169537?aff=oddtdtcreator	*04.03.2024*
Monday 29th April 2024 (10am-11am)	https://www.eventbrite.co.uk/e/pllt-briefing-external-examiner-annual-report-and-response-process-tickets-712994264037?aff=oddtdtcreator	*15.04.2024*
Tuesday 7th May 2024 (10am-11am)	https://www.eventbrite.co.uk/e/pllt-briefing-external-examiner-annual-report-and-response-process-tickets-712996641147?aff=oddtdtcreator	*23.04.2023*

PL/LT Briefing Session 2:

The External Examiner Nomination Process (and associated activity)

Description:

This training session focuses on the LJMU processes and procedures surrounding the nomination of new External Examiners, and also Amendments to Duties, Extensions to Periods of Engagement, and Terminations of Engagement. It gives information on the process for approval (including submission to External examiner Panel), plus hints and tips on completing the nomination paperwork. (This training is for LJMU Link Tutors, LJMU Programme Leaders, and Programme Leaders at collaborative partners).

This session will be delivered via MS Teams. *(Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1 hr

Booking details:

NB – This session is being delivered on several alternative dates. <u>Programme Leaders / Link Tutors / Partner Staff need only attend once</u>.

Date/Time:	Link to book (Eventbrite)	Deadline for Registrations
Monday 13th November 2023 (10am-11am)	https://www.eventbrite.co.uk/e/711486373897?aff=oddtdtcreator	*30.10.2023*
Monday 20th November 2023 (10am-11am)	https://www.eventbrite.co.uk/e/711492201327?aff=oddtdtcreator	*06.11.2023*

Date/Time:	Link to book (Eventbrite)	Deadline for Registrations
Tuesday 16th January 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711495340717?aff=oddtdtcreator	*02.01.2024*
Tuesday 6th February 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711496353747?aff=oddtdtcreator	*23.01.2024*
Monday 26th February 2024 (10am-11am)	https://www.eventbrite.co.uk/e/711498209297?aff=oddtdtcreator	*12.02.2024*