

Liverpool John Moores University
Programme Leader/Link Tutor Briefings on External Examining
2024-25

Programme Leader / Link Tutor 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. Programme Leaders / Link Tutors / Partner Staff need only attend once.

Date:	Time:	Link to book	Registrations close:
22/01/2025	10am – 11am	Programme Leader / Link Tutor Briefing Session 1: The External Examiner Annual Report and Response Process - Library Events Calendar - LJMU Library (libcal.com)	08/01/2025
30/04/2025	10am – 11am	Programme Leader / Link Tutor Briefing Session 1: The External Examiner Annual Report and Response Process - Library Events Calendar - LJMU Library (libcal.com)	16/04/2025

Programme Leader / Link Tutor 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. Programme Leaders / Link Tutors / Partner Staff need only attend once.

Date:	Time:	Link to book	Registrations Close:
06/11/2024	10am – 11am	Programme Leader / Link Tutor Briefing Session 2: The External Examiner Nomination Process (and associated activity) - Library Events Calendar - LJMU Library (libcal.com)	23/10/2024
04/12/2024	10am – 11am	Programme Leader / Link Tutor Briefing Session 2: The External Examiner Nomination Process (and associated activity) - Library Events Calendar - LJMU Library (libcal.com)	20/11/2024

Date:	Time:	Link to book	Registrations Close:
29/01/2025	10am – 11am	Programme Leader / Link Tutor Briefing Session 2: The External Examiner Nomination Process (and associated activity) - Library Events Calendar - LJMU Library (libcal.com)	15/01/2025
26/02/2025	10am – 11am	Programme Leader / Link Tutor Briefing Session 2: The External Examiner Nomination Process (and associated activity) - Library Events Calendar - LJMU Library (libcal.com)	12/02/2025