Guidance to Directors of School/Nominees for approving Programme Guides

Programme Guides should be approved by the School Director (or nominee), prior to the publication deadline of **1 August 2024**, for all home programmes (both undergraduate and postgraduate). For **Collaborative programmes this should be done before the programme starts**. It is a local responsibility to ensure that Programme Leaders (or authors of the guides) are aware of when the guides need to be submitted to the School Director (or nominee) for approval in order to meet this deadline.

Things to check when approving Programme Guides:

- That the 2024-25 guide templates have been used.
- That links to the 2022, 2023 and 2024 versions of the Programme Specification, within the LJMU Course Catalogue, have been included.
- That all the *italicised and highlighted prompt text* has been removed from the document.
- That information about the External Examiner(s) for the programme has been entered in the section on Understanding Assessment.
- That there are no blank pages and that all sections contain some text.
- If any images have been used, that they are of appropriate quality for the guide.
- Please keep a record of all the guides you have approved for audit purposes.

If you have any queries about Programme Guides, please log your query with ProgrammeGuides@ljmu.ac.uk