

Guidance for staff creating Programme Guides for 2024/25

Deadline

Programme Guides for all programmes (both undergraduate and postgraduate) are required to be completed, approved by your Director of School (or nominee) and published on the Programme Information Document (PID) Sharepoint site by **1 August 2024**.

Programme Guide authors should find out when the guides need to be submitted to the Director of School (or nominee) in order to be approved before the deadline for publication.

The Sharepoint site links directly with the MyLJMU. This is how students will be able to view the documentation from **1 August 2024**.

The Programme Information Document (PID) Sharepoint site is available to access here;
<https://teams.ljmu.ac.uk/3/PI/default.aspx>

New for 2024/25

Changes to the templates have, in the main, been limited to updates to content to ensure the currency of information.

Please note, 2024-25 Programme Guides will need to include the link to all relevant Programme Specifications, so for undergraduate programmes this means the 2022, 2023 and 2024 versions. Programme teams should continue to provide programme-specific information, reflecting delivery in 2024-25, where prompted in the template.

Programme Guide Templates available on the LJMU website

For 2024-25, please ensure that you create a new Programme Guide using the approved Undergraduate/Postgraduate Programme Guide template for 2024-25. The template and this guidance can be accessed here;

www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/programme-and-module-guides

Creating Your Programme Guide

Save a copy of the template. Ensure that editing is enabled.

Insert the programme title on the front cover where indicated.

The templates include sections of generic text which are locked. This text cannot be edited. When you click on a section of locked generic text your cursor will normally move to the next area of the guide that can be edited. These locked sections have been created to provide consistency of core information in the programme guides.

Sections of the guide which require text inputting have prompts in *italic and highlighted text*. These prompts explain the information you should enter into this section, but this is not exhaustive. If there is other information which would be useful to students on the programmes (NB that module level information should go on Canvas) then it should be entered into the relevant section(s).

If the relevant information is already available elsewhere, you can enter links to that information rather than duplicating it.

Once you have entered your text, please ensure all remaining *italicised and highlighted prompts* have been removed from the document.

Updating the Table of Contents

Once you have entered all the relevant text into your Programme Guide you need to update the contents table to ensure it shows the correct pages for each section.

- Put your cursor anywhere in the contents table
- Right click
- From the list of options click on 'Update Field' and then 'Update entire table'

Your contents page should then update to include any new sections and the correct page numbers for each section.

Creating a PDF

You will then need to PDF your Programme Guide so that it is available for students to access in a format that is supported by different devices.

- Go to 'File' and select 'Save As'
- Select a location
- Use the 'Save as type' drop down box to select PDF.

If you have any queries about Programme Guides, please contact ProgrammeGuides@ljmu.ac.uk