

Programme and module offerings in Courseloop

1) Programme offerings

A programme may have several approved offerings.

Changes to programme offerings require approval by APFP.

Programme offerings record the following:

- a) Mode of study – Full-Time, Part-Time, Sandwich Year Out, Study Year Abroad
- b) Intake Month
- c) Teaching Institution – for home programmes this is **LJMU Taught**, for collaborative programmes this will be the partner institution name, unless the partner has a number of separate campuses (see note below).
- d) Mode of Delivery – Face to Face, Blended or Distance Learning (specific permission from APFP is required for entirely distance taught programmes)
- e) Programme Length – this must reflect what was requested from APFP.

There should be an offering for every approved mode of study and intake month.

Note – a small number of partners (e.g., ICBT, Beaconhouse, Nelson and Colne College) have multiple campuses – APFP permission is required to deliver a programme from each campus. In these cases, separate offerings should be recorded for each intake month and location. For example, the Quantity Surveying Higher Diploma programme has two full-time intakes a year at eight campuses – that would require 16 offerings.

2) Module offerings

A module may have more than one offering per academic year. Module offerings require the following pieces of information:

- a) Location – MTP used for modules delivered by APS or BUS, CTY used for modules delivered by FET, FHE or SCS, and PAR used for modules delivered by a collaborative partner.
- b) Start Month – this should be the calendar month in which teaching usually starts (see section 3 below regarding non-standard calendars)
- c) Duration – normally the number of teaching weeks – this should usually be the same for each offering.
- d) Duration units – use weeks.

3) Non-standard calendars and module offerings

The LJMU academic year runs from August 1st to July 31st.

When students start their programme, they will be attached to an academic calendar which will run for 12 months from their intake month and linked to the current academic year.

Students starting in September will be on the standard academic calendar – that means their academic calendar that essentially aligns with the LJMU academic year.

Students starting in January and other non-standard entry points will be on academic calendars that run into the following academic year.

When setting up module offerings for students on non-standard calendars, ask yourself the following question – does the module teaching start before or after July 31st? If the start month of module teaching falls between the beginning of August and the 12-month anniversary of the programme intake month (e.g., for March starters, the end of February) the module offering should be entered in Courseloop using an offering with start month (Non-standard start date).

For example, a programme has an intake in March of each year. Modules on the programme run for 20 weeks and start teaching in March and August. Modules should be set up as **March or August (Non-standard start date)**.

The module offering data once approved will integrate back into our student information system and set up the necessary classes for enrolment – in the example given above, S2 and NS2 classes will be set up.