



**UNIVERSITY OF
PLYMOUTH**

Annual Insurance Renewals Process

Aligned to the Academic Year, all of the University of Plymouth's insurance certificates cover the period 1st August to 31st July annually. However, it is the intention of the University to provide continuous insurance cover upon expiry of existing insurance certificates.

The annual insurance renewals process is used to establish whether existing insurance policies continue to meet University requirements and to support the calculation of annual insurance premiums. This process takes place during April to July each year.

Meetings to negotiate and finalise Terms are held during June/July and new insurance certificates for the forthcoming year are unavailable until these discussions are complete.

Every August, copies of the new insurance certificates are uploaded to the University's website <https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/procurement/insurance-certificates>

If you require more detailed information or have any queries please contact the InsuranceTeam via email insurance@plymouth.ac.uk .