



## Welcome

This is the 30<sup>th</sup> edition of the Academic Services Newsletter, a consolidated source of information that supports all UCL staff managing the student lifecycle. If you know any colleagues who would like to receive these monthly newsletters, or have any new starters on your team, they can [sign-up here](#). Previous editions are available via the [Archive](#).

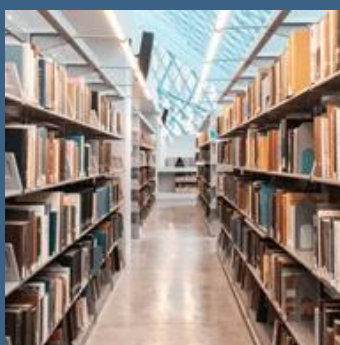
## Need to Know

### Enrolment Processes and Timings



Enrolment communications have started going to students, this article contains more information on the process

### Module Registration for 2021-22



Key Dates for Module Registration 2021-22

### LSA Exams



Information on LSA for resitting and deferred candidates

### 2021 Graduation Ceremonies



Staff attendance at this year's Virtual Ceremonies and student eligibility if undertaking Late Summer Assessments

### Autumn Boards of Examiners



All PGT Boards remain virtual and PGT EE in their final year do not require an extension to attend Boards

### SRS Calendar of Key Events 2020-23 now available



The SRS Calendar of key dates and deadlines from across the division is available online for download

### Students Returning from Interruption



Students due to return from interruption at the start of the 2021/22 academic year have been contacted to confirm they intend to return

### Portico Functionality for Programme Approval and Prospectus Copy Calls



Programme Summaries Update

### Updated Placement Agreement Templates



Immigration provisions in the Placement Agreement templates have been updated and are available to download

### Masters Dissertation Submission Dates



Changes to collection of Masters dissertation submission dates

### Board Admins: Confirm External Examiners not continuing in 2021/22



31st August – Board Admins to complete Portico task to confirm the External Examiners who are NOT continuing in 2021/22

### Extension Request Form for External Examiners



August 2021 – Submit extension requests for External Examiners using a new form

## Key dates and deadlines

Further dates are also available via:

- [SRS Calendar](#)
- [Revised Exams and Assessments Timeline 2021](#)
- [Curriculum planning timescales](#)

**16 August – 3 September** - Late Summer Assessments 2021

- 19 August – 3 September** - 2021/22 Module Catalogue refresh
- 31 August – 14 September** - Students based overseas on eligible programmes asked by SRS to confirm their 'intention to study' on-campus or remotely in Term 1 via Portico
- 14 September** - Deadline for applicants to defer their 2021/22 place to the following academic year
- 6 September** - All new pre-enrolled students and all continuing students will be invited to select their modules
- 17 September** - LSA mark entry and exchange deadline
- 20 – 24 September** - LSA Sub Boards
- 1 October** - LSA deadline for results processing & faculty approval
  - UG - Confirm module results, awards, interim results and progression on Portico
  - PG - Confirm any LSA completed module results on Portico
- Within 5 days of Faculty approval** - LSA Results and Progression outcomes
- 15 October** - Deadline for Initial Module Selection (Student)
- 15 October** - Deadline for enrolment and re-enrolment
- 22 October** - End of four weeks grace period for students to arrive and begin studying on-campus
- 29 October** - Deadline for Initial Module Selection (Department Approval)
- Within 3 months of release of results** - Certification and transcript dispatch for students completing their programmes in June 2021
- End of October** - Certificate and transcript dispatch for any Summer Board (1<sup>st</sup> July/1<sup>st</sup> August)

## Resources and Guidance

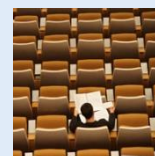
### Exam Board Support

Key information and training materials for the new Exam Board processes



### Mark Entry Quick Guides

New Quick Guides available to assist with many mark entry topics



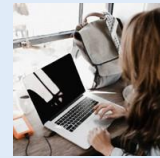
## **External Examining Webpage – FAQs, Tasks timeline, Key Contacts**

Refer to the External Examining Webpage for FAQs, Moodle access, Timeline of Tasks and Key Contact details and News items



## **Interruptions of Study - Resource for Staff**

Staff Guidance, slides and recordings from recent briefing sessions for the new Interruptions of Study process



## **In case you missed it**

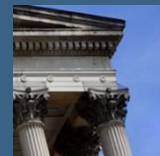
### **Self-Certification for 2021-22**

New Self-Certification policy planned for 2021-22



### **Academic Manual 2021-22 Publication**

Information about all of the updates to the 2021/22 version of the Academic Manual and the Core Programme Information



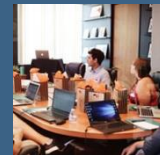
### **Degree Documentation – Summer 2021**

Degree documentation dispatch dates for students being awarded in the Summer 2021



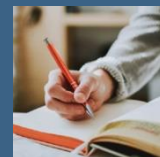
### **Board Chairs Response to External Examiners Reports**

Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission about



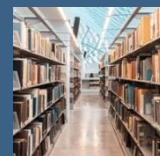
### **Centrally Managed Exams 2021/22**

Exams to be Remote and Open Book in 2022



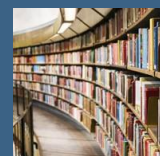
### **Later Refresh Date for 2021/22 Module Catalogue**

Revised timeline for re-publication of the catalogue



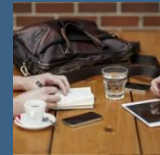
### **Interruptions: Student Return to Study Process in Portico**

Automations have been implemented to make the student's return from interruption a smoother process



## Research Student Administration Portico Enhancements

Learn more about the work in progress to automate research student processes



## Completing Research Status (CRS) for research students 2021-22

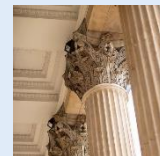
Call for details of research students moving to CRS in the 2021-22 academic session



## Community News

### Join TA Talk and stay connected

Sign up to [TA Talk](#) on Teams to connect with other UCL Teaching Administrators and receive notifications of important updates on student lifecycle activities. [The Community of Practice](#) is also providing opportunities to stay in touch whilst working remotely.



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