



## Welcome

This is the 42<sup>nd</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](#).

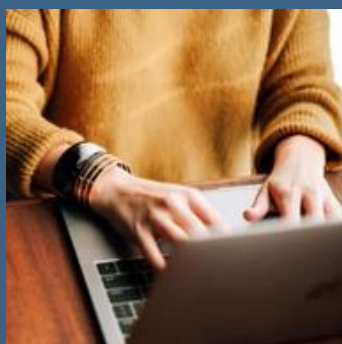
## Need to Know

### Late Summer Assessments



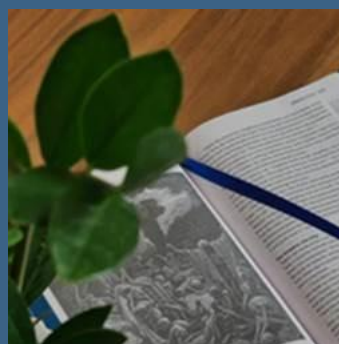
Information on the LSA for resitting and deferred candidates

### 2022/23 Module Catalogue: Updated Publication



Latest information about modules on offer in the coming academic year

### Enrolment 2022 – important update



Further information about enrolment and visa requirements for 2022

### Updated Student Protection Plan



Changes to the Student Protection Plan ahead of the next academic year

### Academic Manual and Core Programme Information 2022-23



Academic Manual and Core Programme Information for 2022-23 is now published

### Student Welcome & Induction this September



Join us for an online briefing to learn what's planned for Student Welcome and Induction

### Masters Dissertation Submission Dates

### Graduation Ceremonies 2022

### Student Support Framework Briefing



Process for Summer/Autumn 2022 data collection

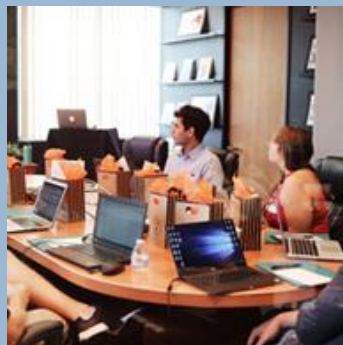


Information for staff attending as part of the academic procession and platform party



Join our briefing on 6 September on the Student Support Framework, including changes to Extenuating Circumstances

Autumn and LSA Boards of Examiners



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

Board Chairs response to External Examiners Reports



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

Update: External Examiner report form and departmental response



We have made some tweaks to the External examiner report form and how this and your departmental response is reviewed

## Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2021-23](#)
- [Assessment and Exam Board Schedule 2022](#)
- [Curriculum planning timescales](#)

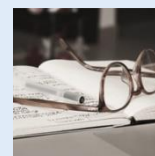
- |                                 |   |  |
|---------------------------------|---|--|
| <b>24 August</b>                | - | 2022/23 Module catalogue republished   |
| <b>29 August – 16 September</b> | - | LSA marking and second-marking period. Note: colleagues may begin marking earlier than the dates shown |
| <b>30 August</b>                | - | UG pre-enrolment starts  |
| <b>6 September</b>              | - | <a href="#">Student Support Framework Briefing</a>   |

- 12 September** - Module selection opens for new students
- 16 September** - LSA mark entry and exchange deadline
- 19 – 23 September** - LSA Sub Boards for UG progressing students and finalists
- 22 August** - UG and PG re-enrolment starts for continuing students
- 26 September** - Start of Term 1
- 30 September** - LSA deadline for results processing and faculty approval
- 14 October** - Deadline for new students to enrol
- 28 October** - Deadline for continuing students to re-enrol

## Resources and Guidance

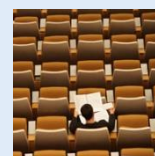
### [Managing Centrally Managed Assessments on AssessmentUCL](#)

Guidelines & Training for ELOs and TAs



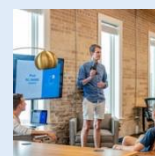
### [Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



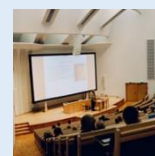
### [External Examining Webpage](#)

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



### [External Examiner UCL Credentials \(IT, Moodle, AssessmentUCL access\)](#)

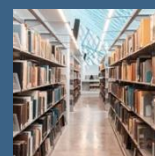
Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



## In case you missed it

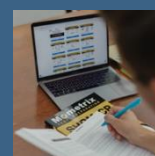
### [Enrolment and Re-Enrolment Timeline 2022](#)

Information regarding Enrolment and Re-enrolment for 2022



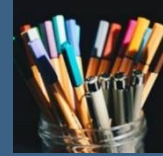
### [Interruptions and Return to Study](#)

On the 26th June, the 3-month interruption return to study window opens for students who are due back at the start of the next academic year. This is the process they need to follow



## Admissions Transformation

Transforming our student admissions service for 2023 and beyond.  
Find out more



## Assessment Query Forms – Findings Main 2022 Central Assessment Period

Overall online assessment query rate over 57,590 candidates was 2.40% this includes claims of a technical failure and those user errors that would only arise during an online assessment



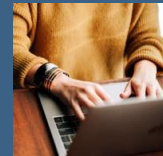
## Students moving to CRS during the 2022-23 academic year

Assistance required with data collection



## Programme Summary Project update

Changes to the plans for programme summaries



## Module Selection

90% of students submit their preferred modules for next academic year



## Community News

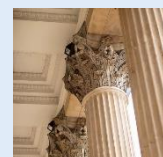
### CPD opportunity to learn more about managing education quality at UCL

We are inviting expressions of interest from professional service colleagues to be involved in the annual Internal Quality Review (IQR) process as Administrative Secretary



### 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



### Why am I receiving this?

You are receiving this as you are currently on our Academic Services mailing list, and key updates are being consolidated into this monthly newsletter. If you wish to be removed from the mailing list, please [click here](#).