



Welcome

This is the tenth 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, please [click here to sign-up](#). Previous editions are available via the [Archive](#).

Wishing all our colleagues across UCL a Merry Christmas and a Happy New Year

Need to Know

Enrolment: January 2020



International Student Orientation Programme and enrolment for students joining UCL in January 2020

Jan-Feb 2020: Training for Curriculum Data Maintenance



Learn more about the new Portico process for maintaining module and programme data

100% increase in postgraduate awards on Portico by results day

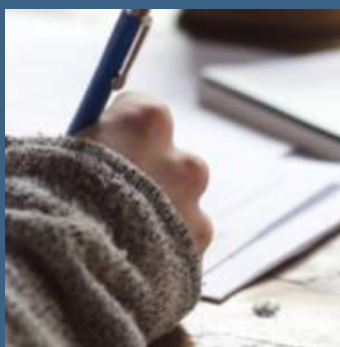


Benefits to students realised following improvements to post-Exam Board process

Interruptions of Study – New Form



Departments urged to offer one, two or three hour exams only



Exams team go live on @askUCL



New form now available for Interruptions of Study for taught students

Streamlining examinations to remove half hour variations

Examinations team now available to students via @askUCL

Key dates and deadlines

- 6 December onwards** - Weekly release of PGT results and awards approved by Faculty from 12 November
- 13 December** - September starters: Deadline for module amendments (Term 2 & 3 modules)
- 13 December** - End of Term One
- 17 January** - January starters: Deadline for enrolment and re-enrolment
- 17 January** - January starters: Deadline for students to submit Change of Module Selection requests for Term 2 & 3 modules
- 17 January** - January starters: Deadline for students' Initial Module Selection
- 20 January** - January starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules
- 21 January** - January starters: Deadline for Departments to approve Initial Module Selections
- 24 January** - January starters: Deadline for Programme Transfers

Events

6 January – 20 February 2020: Curriculum Data Maintenance Training Sessions by Faculty

Essential training for staff involved with the administration of module and programme data for 2020/21.



Resources and Guidance

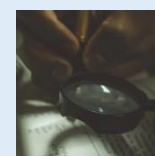
Academic Integrity – Student page updated

New page for students covering all aspects of Academic Integrity, to ensure alignment with the 2019-20 Academic Misconduct procedures



Introduction to Academic Integrity - new Moodle course for taught students

The online course helps educate students about Academic Misconduct, in light of recent changes to regulations



Coming soon: Guidance for providing Moodle access to External Examiners

The External Examining team will be producing a guidance document for departmental teams around providing Moodle access to External Examiners



Communicating with Student Records

Recent staff changes in Student Records and guidance on communicating with the team



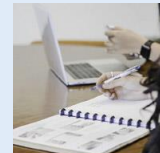
Module proposal and amendment forms: LSA Alternative Assessments

Updated forms for 2019/20 to capture Alternative Assessment requirements for the LSA



Programme Summary Updates

Information about updating programme summaries



Reminders

SRS Calendar 2019-20: Changes to timelines

The SRS Calendar of key dates for the 2019-20 academic session is available to help your planning



Other Useful Information

Links to additional online resources that may be of interest

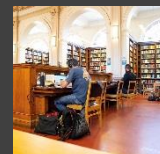
InEDITA - the Induction, Engagement and Development Initiative for Teaching Administrators

- A comprehensive programme of events and resources to support new and continuing staff at UCL.
- For further information contact the [InEDITA Team](#).



Teaching Administrators Forum

- A forum for UCL teaching administrators to share good practice, seek advice and provide mutual support.
- To join the TA Forum contact the [InEDITA Team](#).



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](#).