Academic Services Newsletter

🏛 UCL

Welcome

This is the 34th 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.

Wishing all our colleagues across UCL a happy and peaceful Christmas and New Year!

Spotlight on: Academic Misconduct

Are you worried about students cheating? Find out all the recent Academic Misconduct focused developments UCL has implemented below:

New Academic Integrity Case Studies and Website

Student Academic Integrity website has now been updated with Case Studies, Definitions, Resources, and more

New Academic Integrity Online Course for Students

New self-paced course designed to help students develop good academic practice

Important Academic Misconduct Updates

Find out about all the recent updates to UCL's Academic Misconduct Procedures

Need to Know

Assessment Durations for Resits and Deferrals

Changes to Curriculum Data Maintenance and Module Selection for 2022-23

Interruption of Study & Return to Study Process Recap

Flexibility over assessment method for resits

Watch our recorded department briefing and sign-up for our January Q&A

An Overview of the New Interruption Workflow for Taught Students, the Process for Returners and Updated FAQs

Preparing for the January 2022 Student Welcome and Induction

Module Evaluation Questionnaire (MEQ) policy

Managing the Impact of Recent Strike Action

This article includes important information to assist with planning your January Welcome and Induction events

A reminder of the Academic Manual regulations for carrying out student module evaluation questionnaires

What to do if recent strike action has impacted your students

Copy call for Undergraduate Prospectus

Copy call for Undergraduate programmes running for entry in 2023 will take place from mid-December

Departmental responses to External Examiner reports

Exam Board Chairs should enter a response to External Examiner reports within four weeks of submission

Key dates and deadlines

Further dates are also available via:

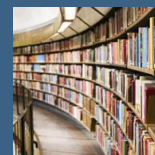- SRS Calendar 2020-23
- Revised Exams and Assessments Timeline 2021

- [Curriculum planning timescales](#)

15 December	-	PGT late marks and awards approved by a Sub-Board or Chair's Action to be confirmed in Portico (Results released to students 20 December)
17 December	-	September starters: Deadline for departments to approve module amendments (Term 2 & 3 modules)
5 – 11 January	-	New Starters Enrolment for Graduate & Affiliate Students
21 January	-	January starters: Deadline for enrolment and re-enrolment
21 January	-	PGT late marks and awards approved by a Sub-Board or Chair's Action to be confirmed in Portico (Results released to students 20 December)
25 January	-	January starters: Deadline for Departments to approve Initial Module Selections
25 January	-	January starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules
28 January	-	January starters: Deadline for Programme Transfers
31 January	-	PGT dissertation resit and deferral deadline

Training and Events

Curriculum Data Maintenance and Module Selection Q&A session

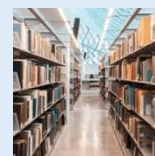Q&A session will take place on Friday 14 January at 12-1pm

Resources and Guidance

Assessment Operating Model for 2021-22

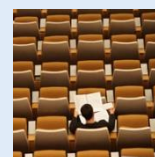Newly defined assessment types will help streamline the student regulations and guidance: updated website now live

Programme Amendment Guidance 2021/22

Guidance for the submission of major and moderate programme amendments in 2021/22

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

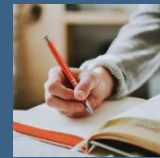### Pre-Nomination process and deadlines to nominate Taught External Examiners

Submit UG and PGT External Examiner nominee details via MS Form found in Ch 9, Section 4 of Academic Manual

In case you missed it

Postgraduate Taught Results Release and Award Processing

Information on results release and award processing for the Main PGT Exam Boards and timeline for processing of late results via Sub-Boards/Chairs Action Dec 2021 – May 2022
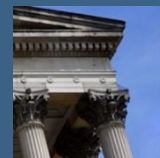
Checking module credits and approval statuses

How to check all students have a full set of approved modules and the correct number of credits on their records for 2021/22

New Portico Reports for Research Student Management

Learn more about the new set of reports designed to support research student administration

External Examiner UCL Credentials (for IT and Moodle access)

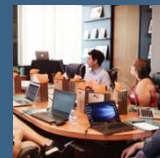Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access

FAQs on External Examiner Fees and Tenure

Refer to the FAQs for questions on External Examiner Fees, P60, Payslips and Tenure

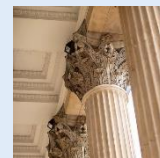### 17-21 March 2022: Advance notice of SITS/Portico upgrade

Learn more about this planned outage and how it may affect you

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.