

Academic Services Newsletter



This is the 46th 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](#).



**Season's greetings to all our colleagues across UCL
and best wishes for the New Year!**

Need to Know

[Curriculum Data Maintenance for 2023/24 is now open](#)



Information for Curriculum Data Maintenance for 2023/24

[Interruptions – January Returners](#)



A recap on the Return to Study process and FAQs

[Undergraduate Copy Call has now commenced](#)



Information about Undergraduate Copy Call

[Portico has a new home in the Cloud!](#)

[Winter Break 2022 - Support and Services](#)

[What's on for January Welcome & Induction](#)



Find out more about the modernisation of Portico and what this means for you



Support and services available for students during the Christmas closure



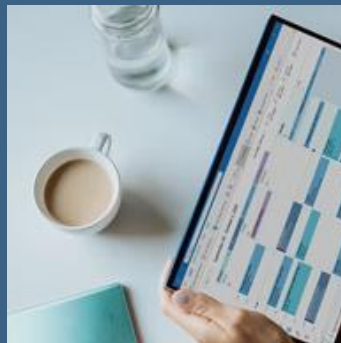
For students joining us this January, we are hosting services and events on the main campus to help induct them into UCL

SRS Compliance Updated OfS and Reportable Event Guidance pages



The SRS compliance team have created some new guidance pages for staff on Office for Students regulations and reportable events

PGT Results Day and information for upcoming PGT re-assessment period



Details of the number of results/awards released on PGT results day, and timeframes for processing late results and when mark entry will be open for entering reassessment/deferral marks for the PGT re-assessment period

Confirm staff on Board Data Hub task occupy only one role



Please check the correct staff are assigned to Chair, Deputy and Admin roles and that each role is filled by a different person

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2022-24](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

16 December

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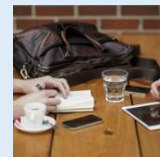
Deadline for PGT late marks and awards approved by a Sub-Board or Chair's Action to be confirmed in Portico for release 20 January

- 16 December** - Deadline for departments to approve module amendments (Term 2 & 3 modules)
- 16 December** - End of Term One
- 6 – 10 January** - New Starters Enrolment
- 9 January** - Start of Term Two
- 20 January** - January starters: Deadline for enrolment and re-enrolment
- 20 January** - January starters: Deadline for students' Initial Module Selection
- 20 January** - September starters: Deadline for students to submit Change of Module Selection requests for Term 2 & 3 modules for exceptional cases with Faculty approval
- 24 January** - January starters: Deadline for Departments to approve Initial Module Selections
- 24 January** - September starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules
- 27 January** - January starters: Deadline for Programme Transfers
- 31 January** - PGT dissertation resit and deferral deadline

Resources and Guidance

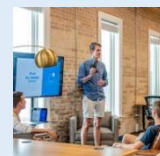
Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



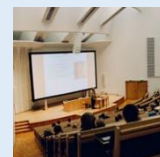
External Examining Webpage

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)

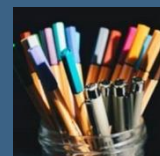
Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



In case you missed it

Degree Documentation for PGT Finalists

Final deadline for students to check and update their address and contact information to ensure their degree documentation arrives safely



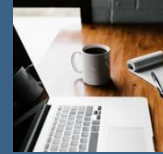
Latest updates on our new EC system

For students joining us this January, we are hosting services and events on the main campus to help induct them into UCL



Right to Work checks for UG External Examiners

Important Note: The Government's requirements changed on 1 October for Right to Work checks. Coronavirus-adjusted remote checks are no longer valid



Programme Amendments from 2022-23 onwards

Information on the submission of programme amendment proposals from 2022-23 onwards



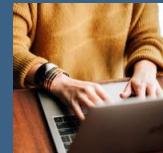
New Academic Year: Information to send External Examiners

Refer to the list of information to send External Examiners at the start of every Academic Year



New: Programme Summaries for Offer Holders

Find out about the information now provided to Undergraduate Offer Holders via the new Programme Summary pdf



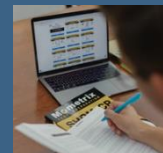
Higher Education Achievement Report (HEAR) – Update

HEAR website now updated with key information and a timeline for 2023/24



Decommissioning of Central OMR Service

Advice on alternatives for MCQ Exams



Students' Union UCL Advice Service

Students' Union UCL Advice Service's work in supporting students with academic issues



Community News

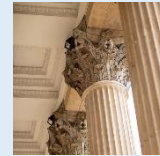
Submit an abstract for UCL Education Conference 2023

The conference will take place in-person on Wednesday 19 April, with an online launch on Tuesday 18 April.



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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