Academic Services Newsletter

🏛 UCL

Welcome

This is the 57th 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

Launch of our Digital Award Certificate service

UCL's first Digital Award Certificates issued to PGR and PGT students with November awards

Curriculum Data Maintenance for 2024/25 is now open

Information for Curriculum Data Maintenance 2024/25

January starter module registration

Students joining UCL in January will be invited to select their modules from 13 December

Winter break 2023 – support and services

New students starting in January 2024

Interruptions – January Returners

Support available while UCL is closed for the Winter break

UCL will welcome January starters including Affiliates, Postgraduates and Degree Apprenticeships

Reminder of the Return to Study process and Re-enrolment

Graduation 2024 dates published – mark your diaries now!

2022/23 Summer Board External Examiners Reports without a Departmental Response

Coming soon: ability to amend Assessment Dates in Portico

Graduation dates confirmed for May, July, and September 2024 at the Royal Festival Hall

Provide an offline response to External Examiners when a standard response has not been entered in Portico

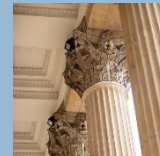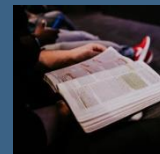Functionality to update Assessment Dates in Portico arriving in January

Confirm staff on Board Data Hub task occupy only one role

Check correct staff are assigned to Board roles and that each role is assigned to a different person

Timetable Event Data Collection Exercise

The Central Timetabling Team will contact departmental colleagues prior to the winter break with details of the Timetabling Event Data Collection Exercise for 2024/25

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2022-24
- Assessment Schedule 2022/23

- [Curriculum planning timescales](#)

Date		Event
4 December-27 February	−	Curricular Data Maintenance (CDM) on Portico and Teams
4 December – 16 February	−	Undergraduate Prospectus Copy Call
6 December	−	Launch of Digital Award Certificates
8 December	−	September starters: Deadline for students to submit Change of Module Selection requests (Term 2 & 3 modules)
11 December	−	Final deadline for students to update their home address in advance of sending Hard Copy Certificates
13 December – 19 January	−	Module Selection for students with a January Start Date
15 December	−	September starters: Deadline for departments to approve module amendments (Term 2 & 3 modules)
15 December	−	End of Term One
8 January	−	Start of Term Two
19 January	−	January starters: Deadline for enrolment, re-enrolment and module selection
23 January	−	January starters: Deadline for departments to approve Initial Module Selections
26 January	−	January starters: Deadline for Programme Transfers
29 January	−	PGT dissertation re-sit and deferral deadline

Training

Now live! Programme Transfer Requests

Training, guidance, and FAQs for the new workflow

Curricular Data Maintenance and SLT Workshops

Dates and times for new CDM Workshops in December 2023

Resources and Guidance
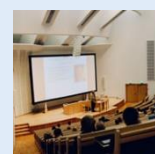
Mark Entry Quick Guides

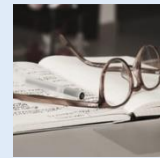Quick Guides available to assist with many mark entry topics

AssessmentUCL Resource Centre

Resources and Training for AssessmentUCL
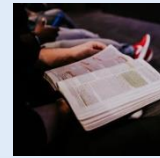
Understanding Academic Integrity course for students

Updated version now released in Moodle (update with AI link)

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Directory of Portico Functionality

Resource to help staff discover what Portico has to offer

Portico Training

Request form for individual or group training sessions for staff

Please see the External Examining webpage for guidance around Taught programme External Examining

Refer to the External Examining Webpage for FAQs for EEs and Board teams, guidance on arranging EEs IT access, EE nomination and appointment, the Board Team toolkit, and much more
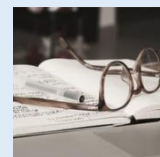
External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)

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

Guidance and FAQs for staff processing Programme Transfer requests

Resources on processing Programme Transfer requests in Portico

In case you missed it

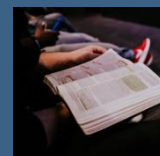### Introduction of Digital Award Certificates from December

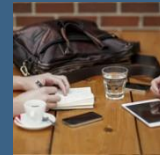From December, students receiving an award from UCL will receive both Digital and Hard Copy Certificates

Hard Copy Certificates - Final chance for students to update home addresses

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

Now live! New workflow for Programme Transfer requests

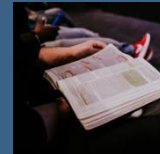Our new workflow on Portico should now be used instead of C2RS for all new Programme Transfer requests

Undergraduate Prospectus 2025 Copy Call

Preparations for the Undergraduate Prospectus 2025 – Copy Call opens on 6 December 2023

2024/25 Curriculum Data Maintenance launch and SLT Workshops

Further details of the 2024/25 CDM launch and the new SLT support workshops

Programme Summary PDFs for Offer Holders

Programme Summary PDFs are now provided to both Undergraduate and Postgraduate Taught Offer Holders
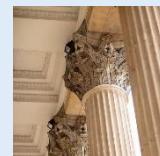
Staff Student Consultative Committees: 2023-24

Staff Student Consultative Committees (SSCC) guidance and arrangements for 2023-24

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

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.