Academic Services Newsletter

Welcome

This is the twelfth 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.

Newsletter Survey – Are we getting it right?

Thanks to all those that responded to the survey from the January newsletter – the survey will remain open throughout February so there's still time to provide your feedback. We'd be grateful if you could spend a few minutes completing the survey to let us know what you think about the Academic Services newsletter, and whether it is delivering the news and information you need. What do you like about the current format? What would you change?

The survey is due to close on the 28th February 2020, so please use this opportunity to shape future editions of the newsletter by completing the survey now!

Need to Know

Draft Examination Timetable 2020

Draft examination timetable will be published to departments on 10th February 2020 (review period closing 5pm Friday 14 February)

Submission of Examination Papers 2020

Deadline for the submission of Examination Papers for the main examination period is Tuesday 10 March 2020

Research students to benefit from launch of new Portico processes

Easy to use online workflow to replace current paper-based forms

Late Module proposals and amendments

New Resource: Academic Manual Glossary

2020 Graduation Ceremonies – Key Information

Guidance on the circumstances in which module proposals and amendments may be accepted after the deadline

New resource defining Common Terminology, Definitions, and Abbreviations used in the Academic Manual

Key announcements for 2020 Graduation Ceremonies

2020 Graduation Ceremonies - Eligibility

Reminder: Overdue Departmental Responses to 2018/19 External Examiners Reports

Advice for staff: concerns about Wuhan Novel Coronavirus

Timeframes and eligibility criteria for attending 2020 Graduation Ceremonies

Departmental response to External Examiner Reports required for both Summer and Autumn term 2018/19 Exam Boards

Find out more about the virus, its symptoms, and what to do if you are planning to travel to China

Key dates and deadlines

7 February	-	January 2019 starters: Deadline for PGT marks and awards to be confirmed and approved in Portico
10 February	-	Start of the draft examination timetable review period
14 February	-	Deadline for the draft examination timetable review period
27 February	-	January 2019 starters: PGT awards confirmed and results released to students by this date (if awards processed in Portico by 7 February 2020)
2 March	-	Deadline for the publication of the final timetable

| 10 March | - | Deadline for receipt of examination papers |
| 28 March | - | Deadline for Applications for exams at alternative venue (Overseas) - **Main Exam Period** |

Events

10–27 February 2020: Drop-in Sessions for Curriculum Data Maintenance

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

Resources and Guidance

Programme Administration (Taught) Community of Practice

The new Community of Practice brings together InEDITA, the TA Forum along with new resources for members across UCL

Examinations liaison officers - resources

Examination resources for 2019–2020

Reminders

Reminder: External Examiner Nominations and Appointments task 2019/20

A reminder that External Examiner (EE) Nominations and Appointments for 2019/20 should now be completed and preparation underway for the 2020/21 round of nominations

Interruptions of Study – New Form

New form now available for Interruptions of Study for taught students

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

Streamlining examinations to remove half hour variations

Exams team go live on @askUCL

Examinations team now available to students via @askUCL

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.