Academic Services Newsletter

# Welcome

This is the eleventh 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?

We want to make sure that the Academic Services newsletter is delivering the news and information you need. We'd be grateful if you would spend a few minutes completing a short survey to let us know what you think. What do you like about the current format? What would you change?

This is your opportunity to shape future editions of the newsletter so please take the survey now!

# Need to Know

## Jan-Feb 2020: Training for Curriculum Data Maintenance

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

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

Supported sessions to assist staff with module data queries

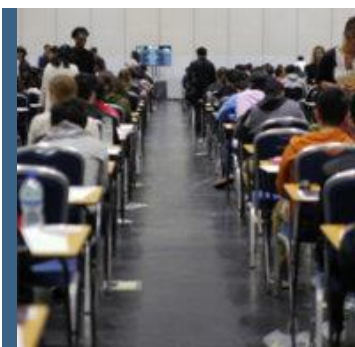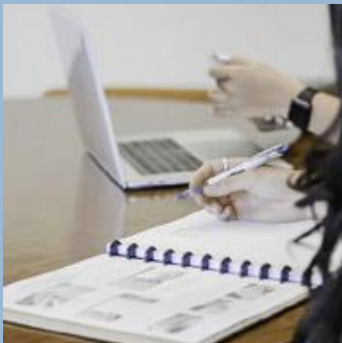## January 2020 PGT Exam Boards and Dissertation Resubmission Timetable

PGT results and awards processing deadlines and information on graduation eligibility for 2020 Ceremonies

## Main 2020 Examination Timetable Data

## May Bank Holiday 2020 – change of day

## Updated Student Complaints Procedure

Data has now been downloaded to produce the examination timetable



May Day Bank Holiday is now Friday 8 May 2020 to commemorate the 75th Anniversary of VE Day



Learn more about the revised Procedure that came into effect on 1 January 2020

**Fixing Portico Update: January/February 2020**

**Update: Guidance for providing Moodle access to External Examiners**

**Portico/SITS Support Update**



Programme Summaries – Where we are



Guidance document for departmental teams now available



Recent changes to Portico support arrangements

## Key dates and deadlines

| | | |
|---|---|---|
| **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 |
| **17 January** | - | Staff Student Consultative Committees (SSCC) Term 1 Minutes |
| **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 |
|---|---|---|
| **30 January** | - | January starters: PGT Boards of Examiners, EC Panels, etc. |
| **7 February** | - | January 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 starters: PGT awards confirmed and results released to students by this date (if awards processed in Portico by 7 February 2020) |

## Events

**Curriculum Data Maintenance:**

**Jan–Feb 2020: Training Sessions by Faculty**

**10–27 February 2020: Drop-in Sessions**

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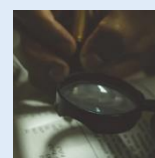
## Resources and Guidance

**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
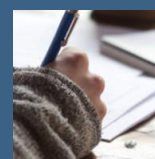
## Reminders

**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

### Staff Student Consultative Committees (SSCC) Term 1 Minutes

17 January 2020: Deadline to submit SSCC minutes

### Exams team go live on @askUCL

Examinations team now available to students via @askUCL

### 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
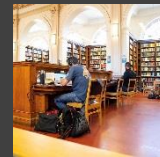**Links to additional online resources that may be of interest**

### 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.