

Academic Services Newsletter



Welcome

This is the 23rd 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](#).

Need to Know

Main 2021 Examination Timetable



Data has now been downloaded to produce the exam timetable

Centrally managed exams to be 24-hour, with option for shorter time limits



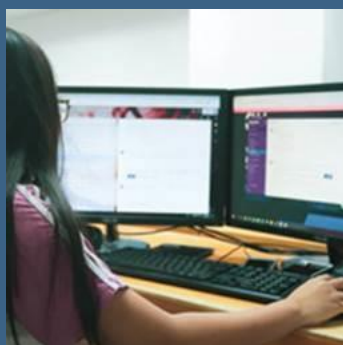
Education Committee has agreed operating model for April/May 2021 exams

Curriculum Planning Timescales



Extended period for curriculum planning tasks (module and diet review)

January Reassessment Period and Processing of Results and Awards



Key timeline and guidance for confirmation and release of

Virtual Graduation Ceremonies 2021



Information on eligibility and award processing deadlines

Degree Documentation



Information on degree documentation production and dispatch

UG & PG resit and deferral results

New Interruptions Process –Training Sessions



Departments will soon be able to approve applications using an online workflow

Internal Examiner Consultation



Consultation responds to Teaching Concordat and other recent developments

SSCC Minutes Reminder



Don't forget to submit your Term 1 SSCC minutes

Upgrade of Business Objects Reporting Services

8 February 2021 launch of new 4.2 environment for Portico reports.



Key dates and deadlines

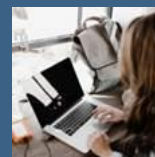
Further dates are also available via the [SRS Calendar](#).

- | | |
|------------------------|--|
| 11 – 21 January | - January Examination Period |
| 22 January | - January starters: Deadline for enrolment and re-enrolment |
| 26 January | - January starters: Deadline for Departments to approve Initial Module Selections |
| 26 January | - January starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules |
| 29 January | - PG deadline for dissertation resubmissions |
| 29 January | - January starters: Deadline for Programme Transfers |
| 15 February | - Draft timetable published to departments (Main Examination Period) |
| 19 February | - Deadline for draft review period (Main Examination Period) |
| 1 March | - Final exam timetable to students |

Events

[New Interruptions Training Sessions](#)

Book now to find out how to use the new interruptions regulations and workflow



Resources and Guidance

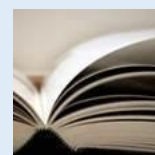
[Curriculum Data Maintenance \(2021/22\) Guidance including training session video](#)

Guidance for Curriculum Data Maintenance 2021/22 is now available together with a video of the recent training session



[Programme Amendment Guidance 2020-21](#)

Guidance for the submission of programme amendments



[Marks Processing in Portico](#)

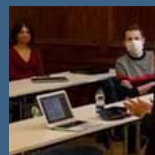
Online training materials are available to help explain Marks Processing in Portico



In case you missed it

[Streamlined ASER reporting process agreed for Term 2](#)

UG and PGT data now available for departments to update action plans and commentary with students ahead of the 31 March 'snapshot' being taken.



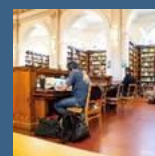
[Student Load Data Collection Exercise suspended: Module Registration to Begin Spring 2022](#)

Student load data collection will not take place this year in order to reduce workload for departmental admin teams



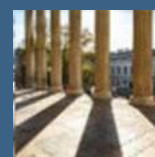
[Early Module Registration to Begin Spring 2022](#)

Update on plans to improve the module registration process



[Curriculum Data Maintenance: Modules and Assessments and Assessment Changes \(2021/22\)](#)

Curriculum Data Maintenance: Modules and Assessments and Assessment Changes for 2021/22. Opening to departments: w/c 11th January 2021



Checking module credits and approval statuses

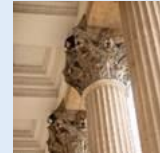
How to check all students have a full set of approved modules and the correct number of credits on their records



Community News

Join TA Talk and stay connected

Become part of UCL's community of Teaching Administrators. [The Community of Practice](#) is providing opportunities to stay in touch whilst working remotely. Sign up to [TA Talk](#) for more details.



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](#).