



## Academic Services in Numbers:

It has been another busy year in Academic Services, with 617 departmentally managed assessments onboarded and set up on AssessmentUCL for 2021/22, 51,000 enquiries, 2218 students engaging with the new Interruptions workflow, and more!

Find out more about what Academic Services have been doing over the last year via our [Academic Services in Numbers](#) article.

## Welcome

This is the 35<sup>th</sup> 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

[Curriculum Data Maintenance and Module Selection for 2022-23](#)



Read our Q&As and reminder of tasks and deadlines

[Main Central Assessment Timetable 2022](#)



Draft Timetable review period 14-18 February

[Checks in Advance of Exam Boards](#)



Crucial checks to be done on your students' records now to ensure smooth running of Exam Boards

[Staff Student Consultative Committees \(SSCC\) Minutes Reminder](#)

[Central Assessments Team \(CAT\)](#)

[Managing the Impact of Recent Strike Action](#)



Reminder: Please submit your Term 1 SSCC minutes



The Exams Team has been renamed



What to do if recent strike action has impacted your students

**CPD opportunity to learn more about managing education quality at UCL**



We are inviting expressions of interest from professional service colleagues to be involved in the annual Internal Quality Review (IQR) process as Administrative Secretary

**Coming Soon: Set up your Progression and Award Rules for upcoming boards**



Key information about setting up your Progression and Award Rules for upcoming boards

**Key dates and deadlines**

Further dates are also available via:

- [SRS Calendar 2020-23](#)
- [Revised Exams and Assessments Timeline 2021](#)
- [Curriculum planning timescales](#)

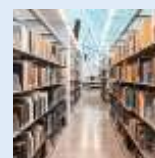
- |                   |   |   |
|-------------------|---|---|
| <b>21 January</b> | - | January starters: Deadline for enrolment and re-enrolment   |
| <b>21 January</b> | - | PGT late marks and awards approved by a Sub-Board or Chair's Action to be confirmed in Portico (Results released to students 20 December) |
| <b>25 January</b> | - | January starters: Deadline for Departments to approve Initial Module Selections   |
| <b>25 January</b> | - | January starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules                          |
| <b>28 January</b> | - | January starters: Deadline for Programme Transfers  |

- 31 January** - PGT dissertation resit and deferral deadline
- 3 February** - January starters: PGT Boards of Examiners, EC Panels, etc
- 11 February** - PGT marks and awards to be approved by Faculty in Portico
- 14 – 18 February** - Central Assessments – Draft Timetable review period
- 25 February** - CDM Modules and Assessment (what is running, and content for Module Catalogue)
- 25 February** - CDM Module Amendments – assessments (Assessment Change Spreadsheets for 2022/23 on Faculty and Student Records MS Teams)
- 25 February** - CDM Programme Diet Maintenance (returning / continuing students)

## Resources and Guidance

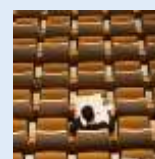
### Programme Amendment Guidance 2021/22

Guidance for the submission of major and moderate programme amendments in 2021/22



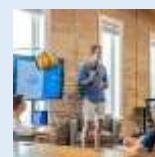
### Mark Entry Quick Guides

New Quick Guides available to assist with many mark entry topics



### External Examining Webpage – Reminder

Refer to the External Examining Webpage for FAQs, Moodle access, Timeline of Tasks and Key Contact details and News items



### Pre-Nomination process and deadlines to nominate Taught External Examiners

Submit UG and PGT External Examiner nominee details via MS Form found in Ch 9, Section 4 of Academic Manual



## In case you missed it

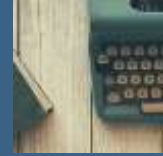
### New Academic Integrity Case Studies and Website

Student Academic Integrity website has now been updated with Case Studies, Definitions, Resources, and more



### **New Academic Integrity Online Course for Students**

New self-paced course designed to help students develop good academic practice



### **Important Academic Misconduct Updates**

Find out about all the recent updates to UCL's Academic Misconduct Procedures



### **Module Evaluation Questionnaire (MEQ) policy**

A reminder of the Academic Manual regulations for carrying out student module evaluation questionnaires



### **Copy call for Undergraduate Prospectus will take place from January**

Copy call for Undergraduate programmes running for entry in 2023 will take place from January



### **Postgraduate Taught Results Release and Award Processing**

Information on results release and award processing for the Main PGT Exam Boards and timeline for processing of late results via Sub-Boards/Chairs Action Dec 2021 – May 2022



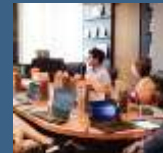
### **Checking module credits and approval statuses**

How to check all students have a full set of approved modules and the correct number of credits on their records for 2021/22



### **17-21 March 2022: Advance notice of SITS/Portico upgrade**

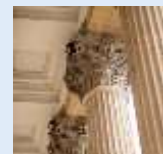
Learn more about this planned outage and how it may affect you



## **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](#)