



Academic Services in Numbers:

It has been another busy year in Academic Services with more than 20,700 awards conferred, 17,800 e-transcripts processed, and 2,300 centrally managed exams delivered online.

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 47th 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 Central Examination Timetable 2023](#)



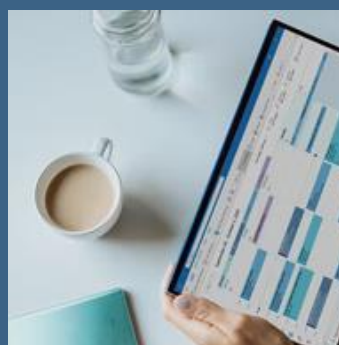
Draft Timetable review period 13-17 February

[14-18 April 2023: Advance notice of SITS/Portico upgrade](#)



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

[Portico introduction and Refresher Training Now Available](#)



Find out more about small group and individual training sessions for staff

[Nominate exceptional colleagues for a UCL Provost Education Award 2023](#)

[UCL Education Conference 2023 keynote speaker announced – sign up now!](#)

[Directory of Portico Functionality](#)



Submit your nominations for outstanding contributions to the learning experience and success of our students in this year's Education Awards



Join the in-person conference on 19 April to hear more on the theme 'Designing Futures-focused Education' with a focus on the impact of AI



New resource to help staff discover what Portico has to offer

20 March: Publication of 2023/24 Module Catalogue



Key dates in the lead up to module selection for continuing students

2023 Graduation Ceremonies



Graduation dates for 2023

Coming Soon: Review your Progression & Award Rules for the Summer Boards



Key information about reviewing your Progression and Award Rules for the Summer Boards

Staff Student Consultative Committees (SSCC) Minutes Reminder



Board Chairs response to External Examiners Reports



External Examining Portico view is still 2021/22 AY



Please submit your Term 1 SSCC minutes

Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission

The current view on Portico for External Examining activity reflects data relating to 2021/22. Please do not enter any data for 2022/23 AY

Reminder: Curriculum Data Maintenance for 2023/24 is now open

Information for Curriculum Data Maintenance for 2023/24



Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2022-24](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

24 January	-	January starters: Deadline for Departments to approve Initial Module Selections
24 January	-	September starters: Deadline for Departments to approve Change of Module Selection requests for Term 2 & 3 modules
26 January	-	Module and Student data extracted for Central Assessment Timetable
27 January	-	January starters: Deadline for Programme Transfers
28 January	-	Deadline for 2023/24 module amendments
31 January	-	PGT dissertation resit and deferral deadline
13 – 24 February	-	PGT Sub Boards
10 March	-	PGT Faculty award confirmation deadline
17 March	-	PGT Results Day
20 March	-	Publication of 2023/24 Module Catalogue

Resources and Guidance

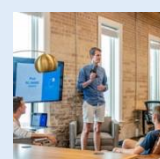
Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



External Examining Webpage – new updates

Refer to the External Examining Webpage for Updates, FAQs, Timeline of Tasks and Key Contact details 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



In case you missed it

[Interruptions – January Returners](#)

A recap on the Return to Study process and FAQs



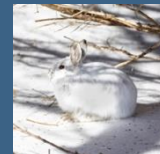
[Undergraduate Copy Call has now commenced](#)

Information about Undergraduate Copy Call



[Portico has a new home in the Cloud!](#)

Find out more about the modernisation of Portico and what this means for you



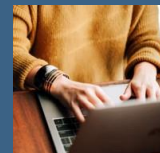
[SRS Compliance Updated OfS and Reportable Event Guidance pages](#)

The SRS compliance team have created some new guidance pages for staff on Office for Students regulations and reportable events



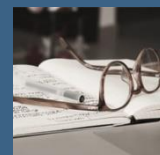
[PGT Results Day and information for up-coming PGT re-assessment period](#)

Details of the number of results/awards released on PGT results day, and timeframes for processing late results and when mark entry will be open for entering reassessment/ deferral marks for the PGT re-assessment period



[Confirm staff on Board Data Hub task occupy only one role](#)

Please check the correct staff are assigned to Chair, Deputy and Admin roles and that each role is filled by a different person



Community News

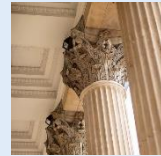
[Submit an abstract for UCL Education Conference 2023](#)

The conference will take place in-person on Wednesday 19 April, with an online launch on Tuesday 18 April.



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](#).