Academic Services Newsletter

Welcome

This is the 58th 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.

2023 in Numbers

It has been another busy year with 12,870 Digital Award Certificates issued since launch in December, more than 24,533 awards conferred, 15,362 e-transcripts processed, and 2,452 centrally managed exams delivered online and in person.

Find out more in our Academic Services in Numbers article.

Need to know

Award Certificate Update

Find out about the Hard Copy and Digital Award Certificates that we will issue over the coming months

Main Central Examination Timetable 2024

Draft Timetable review period 12-15 February

Amending module component deadlines in Portico

From 26 January – 9 February, Department and Faculty staff can amend module component deadlines in Portico

14 March: Publication of 2024/25 Module Catalogue

Portico training and the Directory of Portico Functionality

Reminder: 12-15 April 2024: Advance notice of SITS/Portico upgrade

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

Apply for Portico training and use our guide to Portico functionality

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

Timetabling Event Data Collection Exercise (for the 2024/25 timetable)

Board Chairs response to External Examiners Reports

Right to Work checks for UG External Examiners

The Timetabling Event Data Collection Exercise was launched on Monday, 15 January

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

Important Note: 31 January 2024: Deadline to submit RtW checks for EE starting 2023/24 AY

Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2022-24
- Assessment Schedule 2022/23
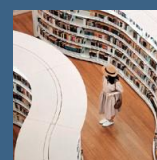- Assessment Schedule 2023/24
- Curriculum planning timescales

19 January	–	January starters: Deadline for enrolment, re-enrolment and module selection
26 January – 9 February	–	Department and Faculty staff: Amend Module Component deadlines in Portico
26 January	–	January starters: Deadline for departments to approve Initial Module Selections
26 January	–	January starters: Deadline for Programme Transfers
29 January	–	PGT dissertation re-sit and deferral deadline

9 February	–	January starters: Deadline for PGT marks and awards to be confirmed in Portico
12-16 February	–	Reading Week
15 February	–	January starters: PGT awards confirmed and results released to students by this date
26 February	–	Central Assessments: Deadline for publication of the final timetable
Early March	–	PG deferral and resit boards
8 March	–	Deadline for submission of question papers for centrally managed assessments
8 March	–	Timetabling: Deadline for CMIS entry of large events
11-14 March	–	Module Catalogue 2024/25 Publication
22 March	–	Timetabling: Deadline for CMIS entry of all remaining event data

Training

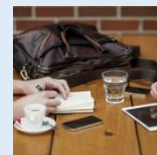### Curricular Data Maintenance

Key information and training materials for CDM: Modules and Assessments and Programme Diet Maintenance
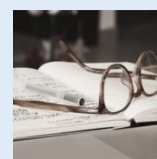

Resources and Guidance

Mark Entry Quick Guides

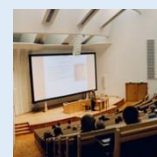Quick Guides available to assist with many mark entry topics

Timetabling Toolkit

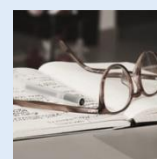'How to' videos and guidance for UCL CMIS Users

AssessmentUCL Resource Centre

Resources and Training for AssessmentUCL

Understanding Academic Integrity course for students

Updated version now released in Moodle (update with AI link)

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Directory of Portico Functionality
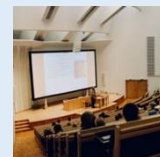
Resource to help staff discover what Portico has to offer

Portico Training

Request form for individual or group training sessions for staff
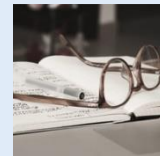
External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)

Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access

Guidance and FAQs for staff processing Programme Transfer requests

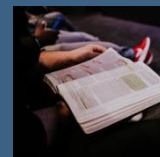Resources on processing Programme Transfer requests in Portico

In case you missed it

Launch of our Digital Award Certificate service

UCL's first Digital Award Certificates issued to PGR and PGT students with November awards

Curriculum Data Maintenance for 2024/25 is now open

Information for Curriculum Data Maintenance 2024/25

January starter module registration

Students joining UCL in January will be invited to select their modules from 13 December

New students starting in January 2024

UCL will welcome January starters including Affiliates, Postgraduates and Degree Apprenticeships

Interruptions – January Returners

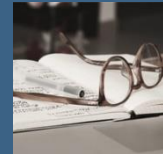Reminder of the Return to Study process and Re-enrolment

Graduation 2024 dates published – mark your diaries now!

Graduation dates confirmed for May, July, and September 2024 at the Royal Festival Hall

Coming soon: ability to amend Assessment Dates in Portico

Functionality to update Assessment Dates in Portico arriving in January

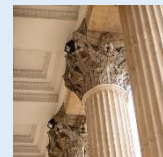### Update - Confirm staff on Board Data Hub task occupy only one role

Check correct staff are assigned to Board roles and that each role is assigned to a different person

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 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.