



Welcome

This is the 29th 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

Late Summer Assessments



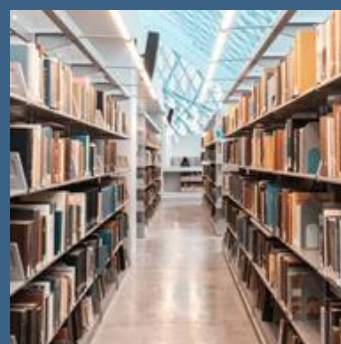
Arrangements for LSA Exams August-September 2021

Centrally Managed Exams 2021/22



Exams to be Remote and Open Book in 2022

Later Refresh Date for 2021/22 Module Catalogue



Revised timeline for re-publication of the catalogue

Board Chairs response to External Examiners Reports



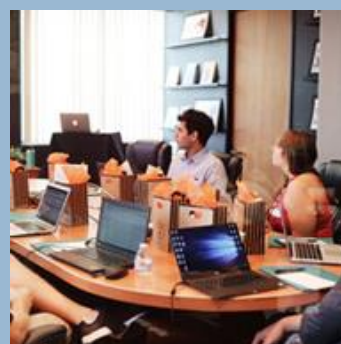
Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission

FAQs on External Examiner Fees and Tenure



Refer to the FAQs for questions on External Examiner Fees, P60, Payslips, Tenure, IT and Moodle access

Staff Student Consultative Committees (SSCC) Minutes Reminder



Reminder: Please submit your Term 3 SSCC minutes

Academic Manual 2021-22 Publication

Information about all of the updates to the 2021/22 version of the Academic Manual and the Core Programme Information



Key dates and deadlines

Further dates are also available via:

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

19 July	-	LSA exam paper deadline
19 July	-	Late Summer Assessments 2021 – Timetable publication
16 August – 3 September	-	Late Summer Assessments 2021
19 August – 3 September	-	2021/22 Module Catalogue refresh
6 September	-	All new pre-enrolled students and all continuing students will be invited to select their modules
17 September	-	LSA mark entry and exchange deadline
20 – 24 September	-	LSA Sub Boards

Resources and Guidance

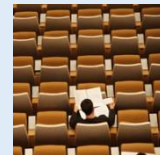
Exam Board Support

Key information and training materials for the new Exam Board processes



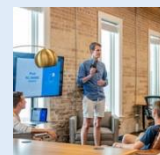
Mark Entry Quick Guides

New Quick Guides available to assist with many mark entry topics



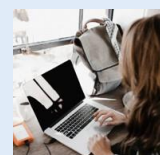
External Examining Webpage – FAQs, Tasks timeline, Key Contacts

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



Interruptions of Study - Resource for Staff

Staff Guidance, slides and recordings from recent briefing sessions for the new Interruptions of Study process



In case you missed it

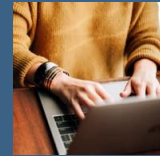
[Degree Documentation – Summer 2021](#)

Degree documentation dispatch dates for students being awarded in the Summer 2021



[Enrolment and Re-enrolment 2021 - confirmed dates](#)

Information regarding Enrolment and Re-enrolment for 2021



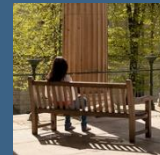
[Interruptions: Student Return to Study Process](#)

Automations have been implemented to make the student's return from interruption a smoother process



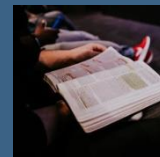
[Extenuating Circumstances Portico Workflow](#)

Information about Extenuating Circumstances Portico Workflow



[New Portico Functionality for Programme Approval and Prospectus Copy Calls](#)

Programme Summaries Update



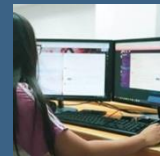
[Research Student Administration Portico Enhancements](#)

Learn more about the work in progress to automate research student processes



[Exam Board Support website update: Statistical Analysis](#)

Exam Board Support page now updated with Statistical Analysis guidance



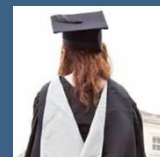
[Completing Research Status \(CRS\) for research students 2021-22](#)

Call for details of research students moving to CRS in the 2021-22 academic session



[2021 Graduation Ceremonies](#)

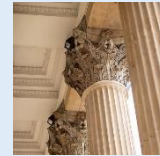
Timeframes and eligibility criteria for attending 2021 Graduation Ceremonies



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.



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