

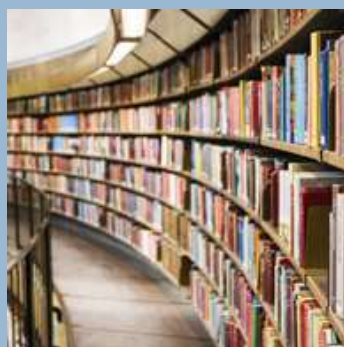


Welcome

This is the fourth edition of the new 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, please [click here to sign-up](#). Previous editions are available via the [Archive](#).

Need to Know

[Beta version of UCL's first Module Catalogue goes live](#)



Window for feedback closes 28 June

[10 June: Exchange of marks deadline for all taught modules](#)



Learn more about the importance of meeting this year's marks exchange deadline

[Important changes to the submission deadlines for all Programme Amendments](#)



Earlier submission in order to meet prospectus deadlines and ensure greater compliance with consumer legislation

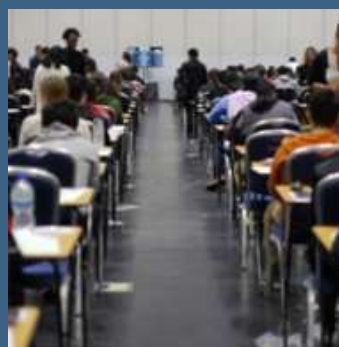
[New submission deadlines for module paperwork](#)



[Enhancements to the Programme Approval process](#)



[29 July: Examination Adjustments deadline for Late Summer Assessments](#)

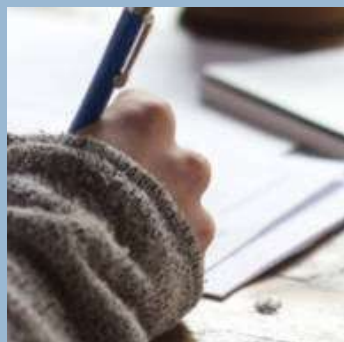


Earlier submission to meet module catalogue and early module registration requirements

New forms and template from 1st July 2019

Deadline and process for Examination Adjustments LSA

Late Summer Assessments – Alternative Venues (overseas)



Criteria for a student to sit examinations at an alternative venue

Graduation 2019: academic procession registration reminder



Information for academic staff - how to register to be part of the Platform Party for graduation 2019 ceremonies

June timeline for Exam Boards retained in new assessment timetable for 2020



Amendments made to descriptions in Portico following feedback from staff

Accessing new Exam Board reports and processes



Learn more about Portico access levels for new functionality

Fixing Portico to better support our research degree students



New online processes to replace current paper-based forms

Key dates and deadlines

- 20 May** - [Entering missing 2018-19 Board dates onto Portico](#)
- 27 May** - [Checking and updating missing Board Personnel details](#)
- 31 May** - [Modules still not linked to External Examiners in Portico](#)
- 01 June** - External examiner nominations and appointments begin
- 07 June** - [Deadline for transfers from Bachelors \(Year 3\) to Integrated Masters](#)

- 10 June** - Deadline for exchange of calculated and processed marks in Portico (UG and PGT)
- 13- 21 June** - Hold UG Boards of Examiners (and PGT Interim Boards where applicable)
- 21 June** - [Staff Student Consultative Committees \(SSCC\) Term 3 Minutes](#)
- By 28 June** - Confirm module results, interim results outcomes and progression on Portico
- By 28 June** - Deadline for online approval of Exam Board Reports by Exam Board Chairs and Faculties
- 2 July** - UCL Results Day



Events

20 May – 28 June 2019: Drop-in Sessions

Supported drop-in sessions to assist staff with Exam Board preparations.



6 June 2019: Demo of end-to end process for Exam Board Chairs – extra date

Delivering Exam Board reporting at the touch of a button.



Resources and Guidance

New Exam Board support pages now available

Key information and training materials for the new Exam Board processes.



New overview reporting functionality on Portico for the taught programme external examining process

Departmental staff can now run a series of overview reports on Portico to help facilitate the external examining cycle



[Access to Board of Examiners reports for the previous three years](#)

Students and staff can access Board of Examiners reports for the previous three years on Portico



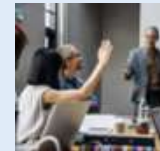
[Chapter 9 Annexes: External Examining](#)

Use the updated annexes in Chapter 9 for the upcoming Board meetings and for the External Examiner



[Late Summer Assessments](#)

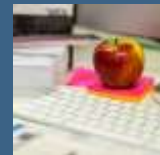
Updated information on late summer assessments for 2018-19 is available online



Reminders

[Marks Processing in Portico](#)

Online training materials are available to help explain the regulatory changes being rolled out this year



[Right to Work checks for External Examiners](#)

Important summary of information and links to HR webpages to check evidence of Right to Work for your External Examiners



[Staff Student Consultative Committee \(SSCC\) minutes due soon](#)

21 June 2019: Deadline to submit SSCC minutes



[Core Programme Information 2019/20](#)

Coming Soon: The revised Core Programme Information to help inform student handbooks. This is currently being finalised and will be circulated to staff soon.



Forthcoming Events

[Drop in sessions for 2019 Programme Diets in July](#)

Faculty drop-in sessions organised for July to iron out any issues with 2019 programme diets prior to module registration.

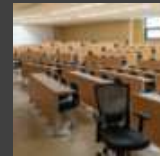


Other Useful Information

Links to additional online resources that may be of interest

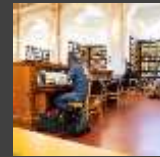
InEDITA - the Induction, Engagement and Development Initiative for Teaching Administrators

- A comprehensive programme of events and resources to support new and continuing staff at UCL.
- For further information contact the [InEDITA Team](#).



Teaching Administrators Forum

- A forum for UCL teaching administrators to share good practice, seek advice and provide mutual support.
- To join the TA Forum contact the [InEDITA Team](#).



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](#).