



Welcome

This is the 28th 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](#).

Spotlight on: Portico Enhancements

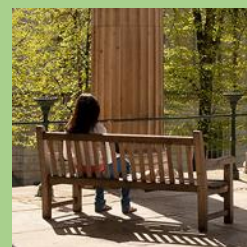
Interruptions: Student Return to Study Process

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

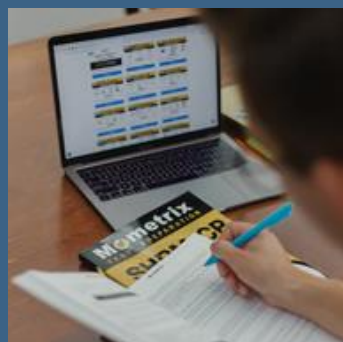


Need to Know

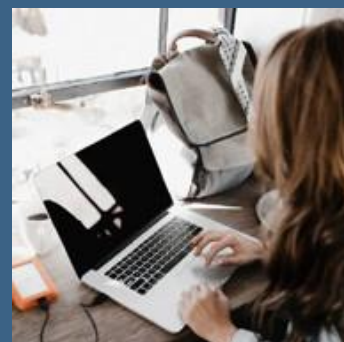
Late Summer Assessment (LSA)



Exam Boards and Late Decisions



Exam Board Support website update: Statistical Analysis



Key dates and deadlines for the LSA

Final marks should be entered on Portico by 14 June to be released to students on 8 July

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

9 July: Deadline for confirming mode of delivery for 2021/22 modules



UCL's blended approach to teaching to be reflected in the Module Catalogue summer refresh

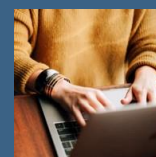
Right to Work checks for External Examiners



Important information about how Board Teams obtain and verify EEs RtW evidence in 2021-22

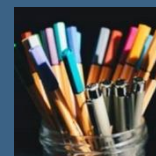
Staff Student Consultative Committees (SSCC) Minutes Reminder

Reminder: Please submit your Term 3 SSCC minutes



Coming Soon – Academic Manual Newsletter Special Edition

Please note: In early July Academic Services will be sending a special edition version of the newsletter covering 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](#)

14 June - Exchange of marks deadline

18 – 28 June - Boards of Examiners

- UG main boards
- PG sub boards/Chairs action for Autumn or Spring modules

- 28 June – 9 July** - Final deadline for any changes to Assessment Patterns 2021/22 to be approved by the Faculty
- 1 July** - Central LSA Timetable Data Extraction from Portico
- 7 – 12 July** - Departments review draft LSA timetable
- 8 July** - UG Results Day - Results, awards, interim results and progression will be emailed and available on Portico
- 8 July** - PG Results Day - Term 1 or Term 2 completed module results will be emailed and available on Portico
- 19 July** - LSA exam paper deadline
- 19 July** - Late Summer Assessments 2021 – Timetable publication
- 31 July** - Module catalogue refresh
- 16 August – 3 September** - Late Summer Assessments 2021
- 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

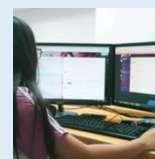
Exam Board Support

Key information and training materials for the new Exam Board processes



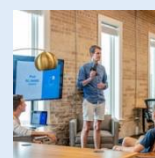
Mark Entry Quick Guides

New Quick Guides available to assist with many mark entry topics



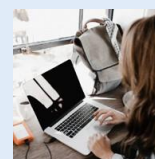
External Examining Webpage – FAQs, Tasks timeline, Key Contacts

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

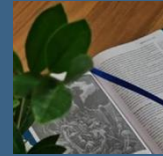
Degree Documentation – Summer 2021

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



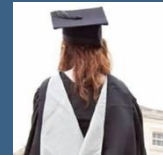
External Examiners' status on Portico

Check External Examiners' appointment status on Portico for the 2020/21 session



2021 Graduation Ceremonies

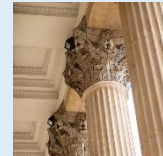
Timeframes and eligibility criteria for attending 2021 Graduation Ceremonies



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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