Academic Services Newsletter

Welcome

This is the 25th 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

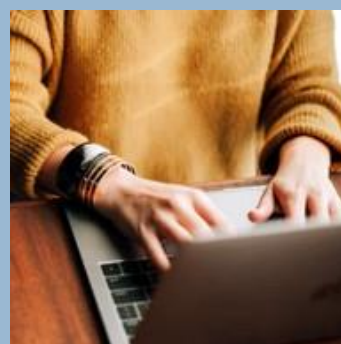### Examination Arrangements for 2021

New Timetable Software and New Digital Platform AssessmentUCL

Examination Adjustment Arrangements for 2021

New deadline for students to submit requests for Exam Adjustments

7-13 April: Earlier start date for annual SITS/Portico upgrade

Service outage extended during Easter closure

Latest Covid 19 Mitigation updates

How to find the latest updates about changes to the regulations due to Covid

Reducing staff workloads through COVID assessment mitigations

Academic Services makes temporary adjustments to regulations and processes to alleviate pressure on staff who teach and support teaching

Suspension of Modern Foreign Language (MFL) Requirement

MFL will no longer be a requirement for graduation

Programme Amendment deadline for 2022/23

The deadline for submitting programme amendments for 2022/23 is Friday 11th June 2021

Curriculum Data Maintenance: Programme Diet Maintenance for 2021/22

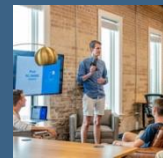Programme diets will open on Tuesday 23 March 2021

Confirm staff on Board Data Hub occupy only one role

Please check the correct staff are assigned to Chair, Deputy and Admin roles and these are filled by a different person

Implementing the 2021-22 Operating Model

Decisions confirmed in the Operating Model are now being implemented

Key dates and deadlines

Further dates are also available via:

- SRS Calendar
- Revised Exams and Assessments Timeline 2021
- Curriculum planning timescales

19 March	-	Confirmation of awards on Portico (Deferrals and January resits)
26 March	-	PGT: Release of results enabling attendance at graduation with rest of cohort
26 March	-	**Deadline for Curriculum Data Maintenance changes**
2 – 9 April	-	Easter closure
7 – 13 April	-	Annual SITS/Portico upgrade and Portico service outage
22 – 29 April*	-	Department review and Head of Department Sign-Off of module data for 2021/22
12 May*	-	Publication of the 2021/22 Module Catalogue

| **11 June** | - | Deadline for 2022/23 Programme Amendments |
| **14 June** | - | Exchange of marks deadline |

*Please note this date has been revised since first advertised in the SRS calendar
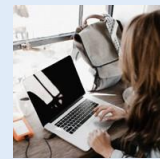
Events

Programme Diet Training Sessions

Student Records and the Student Lifecycle Team will be contacting departments shortly about programme diet training for 2021/22
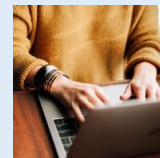
Resources and Guidance

Interruptions of Study - Resource for Staff

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

External Examiner reports remain in Portico In-tray until 'closed'

The External Examiner reports will be closed and removed from your Portico in-tray after your response has been reviewed

Curriculum Data Maintenance (2021/22) Guidance including training session video
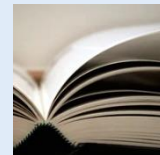
Deadline: 26th March

Guidance for Curriculum Data Maintenance 2021/22 is now available together with a video of the recent training session.

Programme Amendment Guidance 2020-21

Guidance for the submission of programme amendments
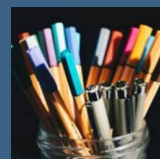
Marks Processing in Portico

Online training materials are available to help explain Marks Processing in Portico
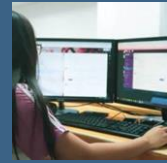
In case you missed it

Exam Boards: Virtual for 2020/21

It has now been confirmed that all Exam Boards in 2020-21 should be held virtually
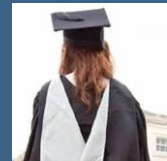
External Examining Portico view is still 2019/20 AY

The current view on Portico for External Examining activity reflects data relating to 2019/20 AY. Please do not enter any data for 2020/21 AY

Virtual Graduation Ceremonies 2021

Information on eligibility and award processing deadlines

Degree Documentation

Information on degree documentation production and dispatch
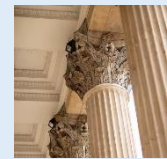
Checking module credits and approval statuses

How to check all students have a full set of approved modules and the correct number of credits on their records

Community News

Join TA Talk and stay connected

Become part of UCL's community of Teaching Administrators. The Community of Practice is providing opportunities to stay in touch whilst working remotely. Sign up to TA Talk for more details.

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.