Academic Services Newsletter

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Welcome

This is the third 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.

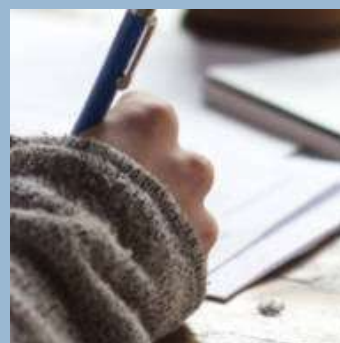## Need to Know

7 May: New Exam Board Reports launch

Delivering Exam Board reporting at the touch of a button

7 May: Launch of Data Quality Reports

Provision of a suite of reports to assist with student records management

7 May: Undergraduate programme codes being updated

Learn more about the changes being made and what this will mean for you
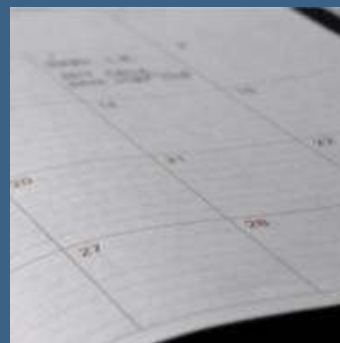
Progression and Award Rule Enhancements

Enhanced view of progression and award rules in Portico

Main Examination Period: Updates

Important information about the exams

Enrolment Schedule for September 2019

Improvements made to enrolment schedule for new students in September 2019

Student Academic Misconduct Changes

Upcoming changes proposed for the Examination Irregularities Procedure in 2019-20

Entering Board dates onto Portico for 2018-19

Departmental teams are now able to enter Board dates for the 2018-19 session

Portico access for Deputy Chair and second Board Administrator

Deputy Chair and additional Board Administrator will have same permissions as existing Chairs and Board Administrators for external examining activities
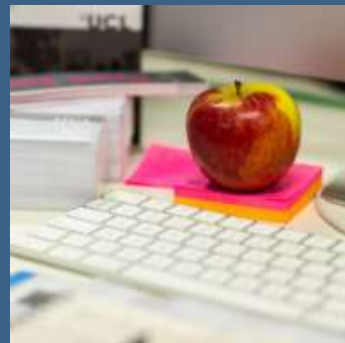
Changes to amending Board Admin access on Portico

Departmental Managers, ELOs and Board Administrators have now been given increased access to amend Board Admin access on Portico for external examining activities

Linking modules to External Examiners on Portico for 2018-19

Departmental teams now able to link modules to External Examiners for the 2018-19 session

Module Registration – Dates for the Future

Key dates for Module Registration in 2019/2020 and 2020/2021

Drop in sessions for 2019 Programme Diets in July

Need Help Implementing the New Regulations?

Countdown to Autumn Exam Boards 2019

Faculty drop-in sessions in July to resolve issues with 2019 diets prior to module registration

Resources are available to help understand and implement the 2018-19 regulations

Your checklist of Autumn Exam Board processes

Events

13 - 31 May 2019: Faculty Exam Board Training Sessions

Essential training sessions for Exam Board Administrators and Examination Liaison Officers in preparation for exam boards in June 2019

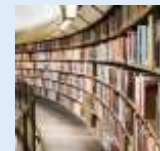### 20 May - 28 June 2019: Drop-in sessions

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

Resources and Guidance

Marks Processing in Portico

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

Updated Student Reference Policy

The policy on providing academic references to students has been updated to meet GDPR requirements

LSA Student FAQs published

Student FAQ's for the 2018-19 LSA have now been published online

Student Guides to Condonement published

Student Guides to Condonement for 2018-19 have now been published online

How to contact Academic Services

Key email addresses depending on your query to ensure you get a timely response

Reminders

External Examiners' status on Portico

External Examiners should be showing as currently appointed on Portico for the 2018/19 session

Why am I receiving this?

You are receiving this as you have previously been on our Academic Services mailing list, and key updates will now be consolidated into this monthly newsletter. If you wish to be removed from the mailing list, please click here.