



Welcome

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

Need to Know

Examination Timetable Data Task



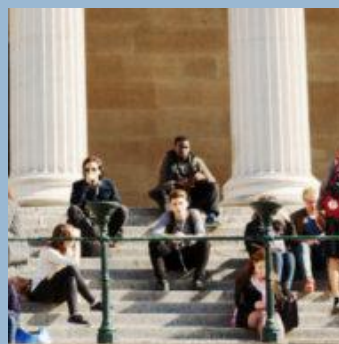
Data checking window for exam timetable data is now open: 7 - 29 November 2019

Important Changes to Academic Review This Year



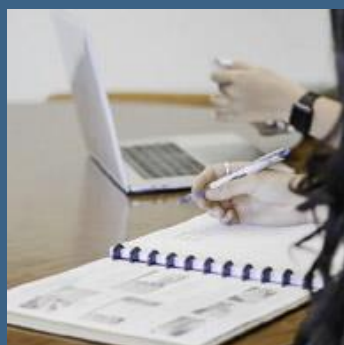
Significant changes are being made to replace the Academic Review process and help reduce the workload.

Annual Student Experience Review 2019/20



The Annual Student Experience Review 2019/20 has been released.

Launch of new module credit checking report



Learn more about identifying students with the wrong number or level

Update on developments for research degree students



Learn more about the new process launched and work in progress

5-9 December: Annual SITS/Portico upgrade



Learn more about this planned outage and how it may affect you

of credits and approving
module amendments

Delay to Early Module
Registration Roll-Out



Learn more about the revised approach and new timelines

Pre-Nomination –
revised processes



From 15th September use Office Forms to submit External Examiner nominee details

Confirmation of process
for amending Board
Admin access on Portico



Departmental Managers, ELOs and Board Administrators are now responsible for amending Board Admin access on Portico for external examining activities

Key dates and deadlines

- | | | |
|---------------------------|---|--|
| By 4 November | - | PGT: Confirm module results, awards and interim results outcomes on Portico |
| By 11 November | - | PGT: Online approval of Exam Board Reports by Exam Board Chairs and Faculties |
| By 29 November | - | Completion of Exam Timetable Data Task by ELOs |
| 29 November | - | Release of PGT main Exam Board results approved by Faculty by 5pm on Monday 11 November |
| 2 December | - | Deadline for Applications for exams at alternative venue (Overseas) - JANUARY EXAMS |
| 5 December | - | September starters: Deadline for students to submit Change of Module Selection requests for Term 2 & 3 modules |
| 5 – 9 December | - | Annual SITS/Portico upgrade |
| 6 December onwards | - | Weekly release of PGT results and awards approved by Faculty from 12 November |
| 13 December | - | September starters: Deadline for module amendments (Term 2 & 3 modules) |
| 13 December | - | End of Term One |

Events

Exam Timetable Data Training

Support available for staff on the Examination Timetable Data Task, which is open from 7 - 29 November 2019



New November Dates: Student Records Drop-in Sessions: Opening of Session/Progression & Award processes

Staff support for using the Portico tasks related to progression, award and module registration



Resources and Guidance

Introduction to Academic Integrity - new Moodle course for taught students

The online course helps educate students about Academic Misconduct, in light of recent changes to regulations



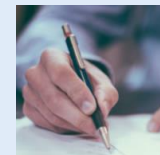
Coming soon: Guidance for providing Moodle access to External Examiners

The External Examining team will be producing a guidance document for departmental teams around providing Moodle access to External Examiners



Communicating with Student Records

Recent staff changes in Student Records and guidance on communicating with the team



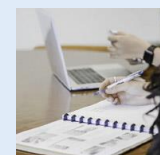
Module proposal and amendment forms: LSA Alternative Assessments

Updated forms for 2019/20 to capture Alternative Assessment requirements for the LSA



Programme Summary Updates

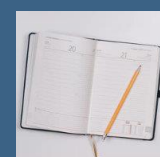
Information about updating programme summaries



Reminders

SRS Calendar 2019-20: Changes to timelines

The SRS Calendar of key dates for the 2019-20 academic session is available to help your planning



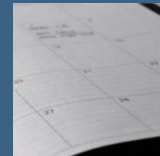
External Examining – Key Information

Key information for the External Examining process, including new FAQs



Important changes to the submission deadlines for all Programme Amendments

Learn more about Portico access levels for new functionality



Other Useful Information

Links to additional online resources that may be of interest

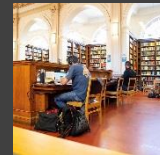
InEDITA - the Induction, Engagement and Development Initiative for Teaching Administrators

- 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](#).



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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](#).