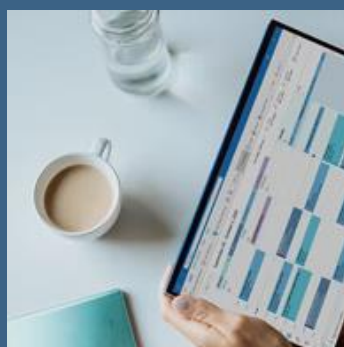Academic Services Newsletter

🏛 **UCL**

Welcome

This is the 33rd 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 Timetable Data Task

Updated Information: Timetable Data Task Now Open

Sign up for our briefing on Curriculum Data Maintenance (CDM) and Module Selection 2022-23

Important information about changes to CDM and Module selection for 2022-23 and briefing invite
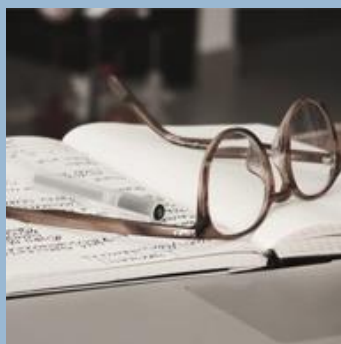
Ensuring Student Module Records are accurate

Essential checking now Term 1 is well underway

Postgraduate Taught Results Release and Award Processing

Information on results release and award processing for the Main PGT Exam Boards and

New Portico Reports for Research Student Management

Learn more about the new set of reports designed to

17-21 March 2022: Advance notice of SITS/Portico upgrade

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

timeline for processing of late results via Sub-Boards/Chairs Action Dec 2021 – May 2022	support research student administration

Updated Academic Integrity Course and Website

Student course and website on Academic Integrity have been updated

External Examining Webpage – New format

Refer to the redesigned External Examining Webpage for Updates, FAQs, Timeline of Tasks and Key Contact details and much more

Key dates and deadlines

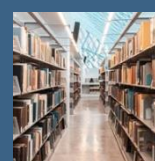Further dates are also available via:

- SRS Calendar 2020-23
- Revised Exams and Assessments Timeline 2021
- Curriculum planning timescales

w/c 8 November – 3 December	-	Central Assessment Timetable Data Task
26 November	-	PGT Deadline for Faculty approval of results from main Board of Examiners
30 November	-	Deadline for submission of new module proposals and module amendments for the next academic session
2 December	-	PGT Results Day
3 December	-	Central Assessment Timetable Data Task deadline for completion
10 December	-	September starters: Deadline for students to submit Change of Module Selection requests for Term 2 & 3 modules
17 December	-	September starters: Deadline for departments to approve module amendments (Term 2 & 3 modules)
5 – 11 January		New Starters Enrolment for Graduate & Affiliate Students

Training and Events

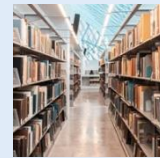### Exam Timetable Data Task – Training Sessions Available

To support departments with this process we will be delivering some training sessions via Teams. Sign-ups are available via the link above
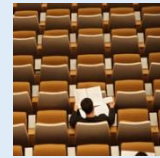
Resources and Guidance

Programme Amendment Guidance 2021/22

Guidance for the submission of major and moderate programme amendments in 2021/22

Mark Entry Quick Guides

New Quick Guides available to assist with many mark entry topics

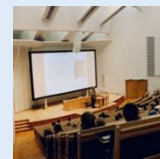### External Examining Webpage – FAQs, Tasks timeline, Key Contacts

Refer to the External Examining Webpage for FAQs, Moodle access, Timeline of Tasks and Key Contact details and News items

Pre-Nomination process and deadlines to nominate Taught External Examiners

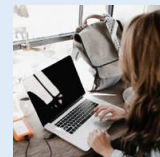Submit UG and PGT External Examiner nominee details via MS Form found in Ch 9, Section 4 of Academic Manual

Extension Request Form for External Examiners

August 2021 – Submit extension requests for External Examiners using a new form

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

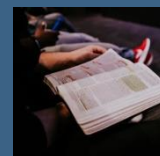### Assessment Operating Model for 2021-22

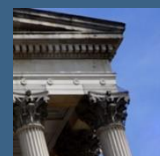Newly defined assessment types will help streamline the student regulations and guidance: updated website now live

New Self-Certification Policy 2021-22

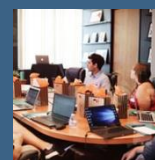UCL Education Committee has approved a new Self-Certification Policy for the coming year

New Academic Manual Pages

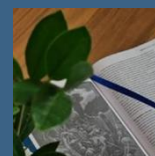Pages for the new suite of regulations to support student assessment in 2021-22

Staff-Student Consultative Committees (SSCC): Arrangements for 2021-22

Guidance on SSCC Arrangements for 2021-22

Student Academic Misconduct Changes for 2021-22
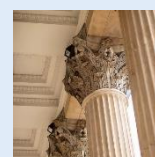
UCL Education Committee has approved changes to the Student Academic Misconduct Procedures for the coming year

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.

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