

Academic Services Newsletter



This is the 45th 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

[Sign up for our briefing on Curriculum Data Maintenance and Module Selection for 2023/24](#)



Upcoming briefing session for Curriculum Data Maintenance and Module Selection

[Central Assessment Timetable Data](#)



2 December 2022 deadline for responses

[Student Module Verification Exercise for 2022/23](#)



Details of Student Module Verification. Deadline: 7 December

[Degree Documentation for PGT Finalists](#)



Final deadline for students to check and update their address and contact information to ensure their

[8-12 December 2022: Portico service outage for migration to Cloud](#)



Update on arrangements for modernising Portico and post-migration support

[Latest updates on our new EC system](#)



Updates made, updates planned and progress since the launch of ECsOnline in October

degree documentation
arrives safely

What's on for January Welcome & Induction



For students joining us this January, we are hosting services and events on the main campus to help induct them into UCL

Programme Amendments from 2022- 23 onwards



Information on the submission of programme amendment proposals from 2022-23 onwards

New: Programme Summaries for Offer Holders



Find out about the information now provided to Undergraduate Offer Holders via the new Programme Summary pdf

Higher Education Achievement Report (HEAR) – Update



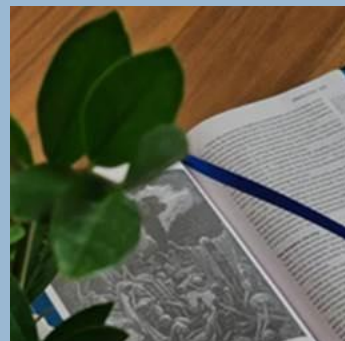
HEAR website now updated with key information and a timeline for 2023/24

Decommissioning of Central OMR Service



Advice on alternatives for MCQ Exams

Students' Union UCL Advice Service

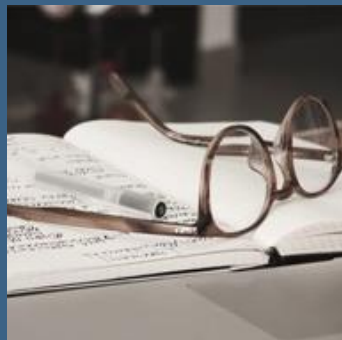


Students' Union UCL Advice Service's work in supporting students with academic issues

Recording disrupted teaching as a result of UCU strike action



In-person Right to Work checks for UG External Examiners



New Academic Year: Information to send External Examiners



All Departments/Faculties must collect instances of cancelled teaching after strike action

Important Note: The Government's requirements changed on 1 October for Right to Work checks

Refer to the list of information to send External Examiners at the start of every Academic Year

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2021-23](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

28 November	-	PGT Results Day
30 November	-	Deadline for New Modules and Module Amendments for the following academic session
30 November	-	Deadline for PGT Finalists to update their contact details for Degree Documentation
2 December	-	Deadline for Exam Timetable Data Collection
5 December	-	Curriculum Data Maintenance commences
7 December	-	Deadline – Student Module Verification Exercise
7 December	-	Deadline to submit instances of cancelled teaching as a result of November UCU strike
8-12 December	-	SITS/Portico migration to Cloud
16 December	-	Deadline for PGT late marks and awards approved by a Sub-Board or Chair's Action to be confirmed in Portico for release 20 January
16 December	-	Deadline for departments to approve module amendments (Term 2 & 3 modules)
16 December	-	End of Term Two
31 January	-	PGT dissertation resit and deferral deadline

Training

[Briefing: Curriculum Data Maintenance and Module Selection for 2023/24](#)

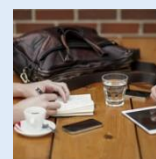
5 December: Briefing session for Curriculum Data Maintenance and Module Selection



Resources and Guidance

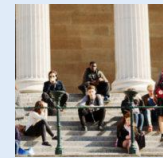
[Mark Entry Quick Guides](#)

Quick Guides available to assist with many mark entry topics



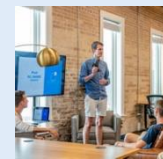
Advice on EC claims during the Portico outage (8-12 December)

Arrangements for supporting students with EC claims while Portico is offline



External Examining Webpage

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



External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)

Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



In case you missed it

December 2022: new timeframe for migrating Portico to the Cloud

Find out more about arrangements for modernising Portico and how this may affect you



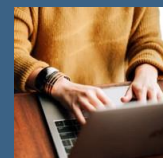
Assessment Schedule 2023-24

Now published for 2023-24 – the key Assessment and Exam Board dates for your calendar



Postgraduate Taught Results Release – Autumn 2022

Results Day for PGT Students is Monday 28 November 2022



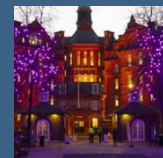
Autumn and LSA Boards of Examiners

All PGT Boards remain virtual and PGT EE in their final year do not require an extension to attend Boards



2021/22 Summer Board External Examiners Reports without a Departmental Response: next step for Depts

Departments to now provide an offline response directly to External Examiners where a standard response was not entered on Portico



Student Visa Application Checking Service

The Student Visa Application Checking Service is back after a 2-year hiatus



Community News

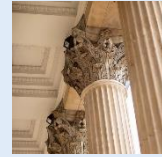
Save the date for UCL Education Conference 2023

The conference will take place in-person on Wednesday 19 April, with an online launch on Tuesday 18 April



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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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](#).