



Welcome

This is the 56th 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](#).

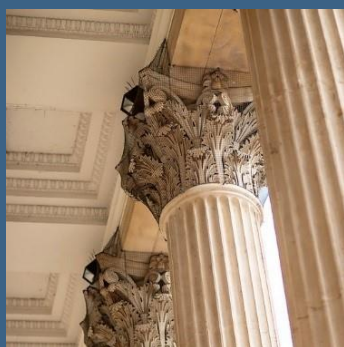
Need to know

[Introduction of Digital Award Certificates from December](#)



From December, students receiving an award from UCL will receive both Digital and Hard Copy Certificates

[Hard Copy Certificates - Final chance for students to update home addresses](#)



Final deadline for students to check and update their address and contact information to ensure their degree documentation arrives safely

[Now live! New workflow for Programme Transfer requests](#)



Our new workflow on Portico should now be used instead of C2RS for all new Programme Transfer requests

[Central Examination Timetable Data Collection](#)



[Student Module Verification Task](#)



[Undergraduate Prospectus 2025 Copy Call](#)



The deadline for responses is 1st December 2023

Students will be invited to confirm their modules are correct between 22nd November and 6th December

Preparations for the Undergraduate Prospectus 2025 – Copy Call opens on 6 December 2023

2024/25 Curriculum Data Maintenance launch and SLT Workshops



Further details of the 2024/25 CDM launch and the new SLT support workshops

Programme Summary PDFs for Offer Holders



Programme Summary PDFs are now provided to both Undergraduate and Postgraduate Taught Offer Holders

Staff Student Consultative Committees: 2023-24



Staff Student Consultative Committees (SSCC) guidance and arrangements for 2023-24

Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2022-24](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

30 October – 10 November	-	PG Exam Board period
31 October	-	Deadline for departmental responses to External Examiner reports
6 November – 1 December	-	Data Task for the Main Central Assessment Timetable
17 November	-	January Assessments: Publish Final Central Timetable to students
17 November	-	Deadline for approval of PG marks and awards by Chair and Faculty on Portico
22 November – 6 December	-	Student Module Verification Exercise
30 November	-	Deadline for Module Amendments and New Modules for the following academic session
30 November	-	Deadline for programmes to have been approved by PMAP for inclusion in the printed Undergraduate Prospectus
27 November	-	PGT Results Day

- 4 December-27 February** - Curricular Data Maintenance (CDM) on Portico and Teams
- 4 December – 16 February** - Undergraduate Prospectus Copy Call
- 6 December** - Introduction of Digital Award Certificates
- 8 December** - September starters: Deadline for students to submit Change of Module Selection requests for Term 2 & 3 modules
- 11 December** - Final deadline for students to update or amend their home addresses in advance of sending Hard Copy Certificates
- 15 December** - September starters: Deadline for departments to approve module amendments (Term 2 & 3 modules)
- 15 December** - End of Term One

Training

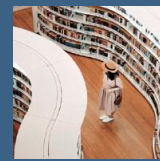
Now live! Programme Transfer Requests

Training, guidance, and FAQs for the new workflow



Curricular Data Maintenance and SLT Workshops

Dates and times for new CDM Workshops in December 2023



Resources and Guidance

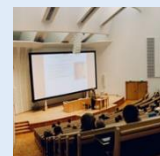
Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



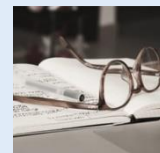
AssessmentUCL Resource Centre

Resources and Training for AssessmentUCL



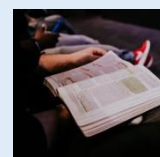
Understanding Academic Integrity course for students

Updated version now released in Moodle (update with AI link)



How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles



[Directory of Portico Functionality](#)

Resource to help staff discover what Portico has to offer



[Portico Training](#)

Request form for individual or group training sessions for staff



[Please see the External Examining webpage for guidance around Taught programme External Examining](#)

Refer to the External Examining Webpage for FAQs for EEs and Board teams, guidance on arranging EEs IT access, EE nomination and appointment, the Board Team toolkit, and much more



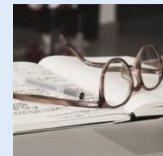
[External Examiner UCL Credentials \(IT, Moodle, AssessmentUCL access\)](#)

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



[Guidance and FAQs for staff processing Programme Transfer requests](#)

Resources on processing Programme Transfer requests in Portico



In case you missed it

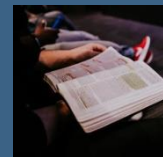
[Postgraduate Boards of Examiners](#)

Assessment timelines, Progression and Award training and the release of results



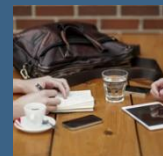
[Module Deadlines and Module Credit Checks](#)

Please review the deadlines and tasks for module tasks due soon



[Marking and Assessment Boycott](#)

The national Marking and Assessment Boycott (MAB), as part of action short of strike (ASoS), has now ended at UCL



[AssessmentUCL Practice Assessments](#)

Practice Assessments to be replaced by Demo Flows



Coming soon! Updates to the Research Student Management pages in Portico

Find out about the improvements coming soon to the Research Student Management pages in Portico



Assessment Changes 2024-25: Deadline Extension

The deadline for proposing changes to module assessment methods has been extended to 31 January 2024



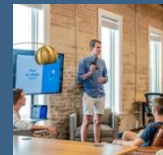
New Academic Year: Information to send External Examiners

In preparation for the start of the Academic Year, please refer to the External Examiner webpages



12-15 April 2024: Advance notice of SITS/Portico upgrade

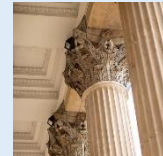
Learn more about this planned outage and how it may affect you



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



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