



Welcome

This is the eighth 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](#).

Academic Services in numbers

There has been a great deal of activity over the summer months as one academic year ends and the next begins which can be seen in the figures below:

Progression, award and graduation:

- 12,940 students successfully progressed to the next year of study
- 4,720 undergraduates graduated with first degrees in July 2019
- 3,300 certificates and transcripts presented at the September Graduation Ceremonies
- 370 research degrees submitted

Late summer assessments [LSAs]:

- 2,410 students (5,460 candidatures) sat late summer examinations
- 1,190 examination adjustments arranged
- 1,200 students successfully progressed following LSAs
- 380 students successfully completed their studies after LSAs

Enrolment:

- 20,120 new students completed online pre-enrolment
- 21,340 new students completed in-person enrolment
- 21,180 continuing students completed online re-enrolment

Module registration:

- 21,850 taught students completed module registration

And that's just the start! Find out more about the preparations that are already underway for [earlier module registration for 2020/21](#). Make sure you read the articles below for key information on Autumn Term activities.

Need to Know

Enrolment Deadlines



Deadlines for Enrolment and Re-enrolment 2019

Postgraduate Interim Qualification Classifications



Action required: PGT Interim Qualifications

Degree Documentation Production/Dispatch



Information on Degree documentation dispatch for Summer / LSA and Autumn term awards

Communicating with Student Records



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

Main PGT Exam Boards



Key information about support available for staff and results release dates

Intercollegiate Student Procedures for Teaching Departments



What to do for both incoming and outgoing intercollegiate students

Student Candidate Cards 2019/20



Staff Student Consultative Committees 2019-20



SRS Calendar 2019-20: Changes to timelines



All students to receive email with their candidate card for 2019/20

SSCC Arrangements for 2019-20

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

Key dates and deadlines

- | | | |
|--|---|---|
| 1 October | - | Deadline for submission of 2018-19 SSCC minutes |
| 11 October | - | Module Selection Deadline (September starters) |
| 18 October | - | Release of PGT LSA award results approved by Faculty by 5pm on Friday 27 September |
| October – Before Final Exam Board | - | PGT: Calculate and process your marks / run progression and award |
| October – Before Final Exam Board | - | PGT: Run new reports for presentation at your Final Board(s) |
| October – Before Final Exam Board | - | PGT: Attend Student Records Drop-ins if assistance required |
| By 28 October | - | PGT: Hold Final Boards of Examiners |
| 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 |
| 29 November | - | Release of PGT main Exam Board results approved by Faculty by 5pm on Monday 11 November |
| 6 December onwards | - | Weekly release of PGT results and awards approved by Faculty from 12 November |



Events

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

Module proposal and amendment forms: LSA Alternative Assessments

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



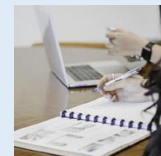
Pre-Nomination: revised processes

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



Programme Summary Updates

Information about updating programme summaries



Exam Board support pages

Key information and training materials for the Exam Board processes.



Reminders

External Examining – Key Information

Key information for the External Examining process, including new FAQs



Introduction to Academic Integrity: new Moodle course for all students

New Moodle course coming soon for all students on Academic Integrity and Plagiarism



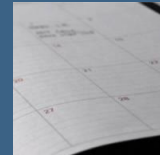
Staff Student Consultative Committee (SSCC): Submission of any outstanding 2018-19 minutes

Reminder: Submission of 2018-19 SSCC minutes



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

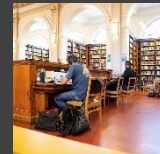
InEDITA - the Induction, Engagement and Development Initiative for Teaching Administrators

- 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](#).