



Welcome

This is the 20th 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](#).

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:

Enrolment:

- 48,614 students enrolled as of 7th October, including:
 - 24,614 new students enrolled via entirely online method for the first time
 - 24,000 returning students enrolled
- 20,000 oyster cards processed

Module Registration:

- 28,000 students selecting modules during module registration

Examinations:

- 7851 students in Main Exam Period
- 18,089 candidatures in Main Exam Period
- 667 online exams in Main Exam Period
- 235 Deferred exams in LSA period
- 368 candidatures in LSA period

Progression, award and graduation:

- 5,759 certificates in the process of being sent
- 5,300 calculations of awards for undergraduates
- 300 LSA awards processed
- 5,000 programme diets across UCL

New Progression and Award Rules Tool 2019-20:

- 343 Progression and Award Codes created
- 1,426 sets of progression, award and classification rules programmed into SITS, including 289 different No Detriment Rules
- 2,979 allocations of different rules to individual programmes

Research Degrees:

- 1,172 Research degree examiner nominations received 01 Oct 2019 – 30 Sept 2020
- 1,238 Research degree certificates sent out
- 1,500 Research students had their registration extended

Need to Know

Enrolment Deadlines



Deadlines for Enrolment and re-enrolment

Checking module credits and approval statuses



How to check all students have a full set of approved modules and the correct number of credits on their records

Enhanced Extenuating Circumstances Procedure for 2020-21



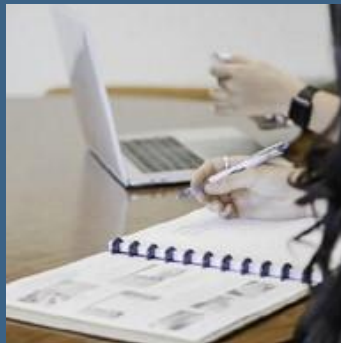
Students can now self-certify for Extenuating Circumstances of up to 14 days on two occasions

No Detriment End Dates



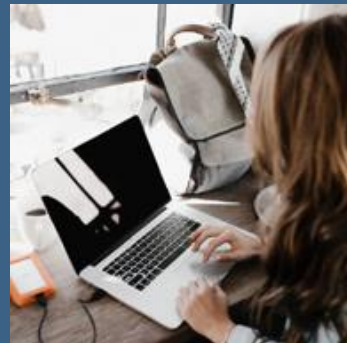
Covid-19 No Detriment rules coming to an end

January Examinations



Timetable for January resit exams to be released 30 October

Student Candidate Cards 2020-21

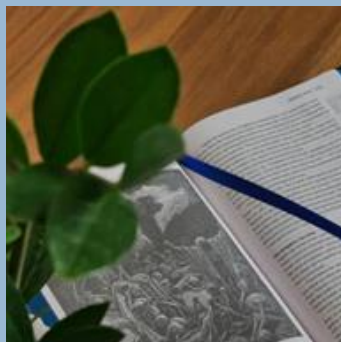


All students to receive email with their candidate card for 2020-21

Extension to expected end dates for completing postgraduate taught students



Portico Exam Board Enhancements Survey



Academic Misconduct Changes 2020-21



Arrangements to provide continued access to resources

Survey for Portico Exam Board Enhancements feedback - open until Friday 30th October

UCL has agreed a number of changes and clarifications for the 2020-21 academic session

Updated process for developing new PGT programmes



PGT New Programme Development Process has been revised to increase likely approval and viability of high-quality programmes.

Programme Amendment Guidance 2020-21



Guidance for the submission of programme amendments

Changes to Assistant Internal Examiner criteria for 2020-21



Assistant Internal Examiner eligibility criteria amended to help programmes which have over-recruited

Annual SITS/Portico upgrade rescheduled



Service outage to take place in April 2021

Staff-Student Consultative Committees (SSCC): Arrangements 2020-21



Information on SSCC arrangements for 2020-21

Student Disciplinary Procedures and non-compliance with social distancing measures



Information on Student Disciplinary relating to non-compliance with social distancing

Key dates and deadlines

The Examinations and Assessments Contingency Panel have approved a revised timetable for this year's Exam Boards and associated activities. The new dates are provided via the [Revised timeline page](#) (staff login required).

- 16 October** - Deadline for Student Module Selection
- 16 October** - Deadline for new students to enrol

19 – 23 October	-	Draft Exam Timetable Review Period (January Resit Exams)
30 October	-	Publication of January Resit Exam Timetable
30 October	-	Deadline for Department Approvals of Student Module Selections for the Year Ahead
30 October	-	Deadline for continuing students to enrol
-	-	External Examiner Report responses – within 4 weeks of submission

Forthcoming Events

Further details will be provided shortly on the following training events:

- **Exam Timetable Data Collection**
- **PG Exam Boards**

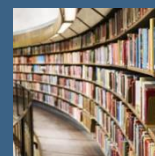


Resources and Guidance

Exam Board Support pages

Key information and training materials for the new Exam Board processes, including:

- [Exam Board checklists](#)
- [Accessing Exam Board tasks and reports](#)



Marks Processing in Portico

Online training materials are available to help explain Marks Processing in Portico



External Examining Web page – FAQs, Tasks timeline, Key Contacts

Refer to the External Examining Webpage for FAQs, timeline of Tasks and Key Contact details



In case you missed it

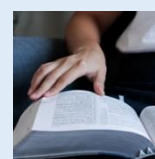
SRS Calendar

SRS Calendar of Key Events 2019-22 now available



Student Casework Contacts

Who to contact for Student Casework (Academic Misconduct and non-Academic Misconduct)



Degree Certificate and Transcript Production

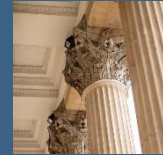
Certificate and Transcript production service for current, completing and alumni students



Community News

Join TA Talk and stay connected

Become part of UCL's community of Teaching Administrators. The Community of Practice is providing opportunities to stay in touch whilst working remotely. Sign up to TA Talk for more details.



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](#).