Academic Services Newsletter

UCL

Welcome

This is the 32nd 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

Assessment Operating Model for 2021-22: Now Available

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

Postgraduate Exam Boards - Autumn 2021

Guidance on results and awards processes for PGT boards and information on when students will receive results and degree documentation

Curriculum Data Maintenance for 2022-23

CDM Modules and Assessments and Programme Diet Maintenance Changes for 2022-23 opening w/c 29th November 2021

Examination Timetable Data Task

Data checking task to open w/c 8 November 2021

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

Programme Amendment Guidance 2021/22

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

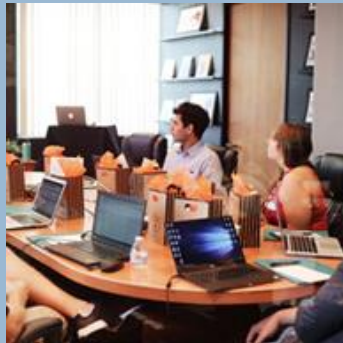### External Examiner UCL Credentials (for IT and Moodle access)

Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access
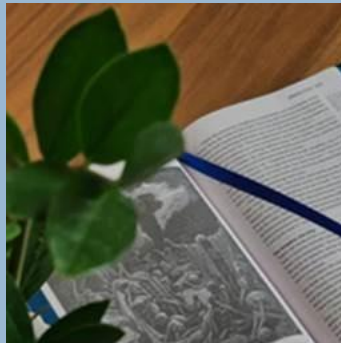
Student Welcome & Induction 2021 Update

With the Welcome Period coming to a close, we would love to share with you how we think it went

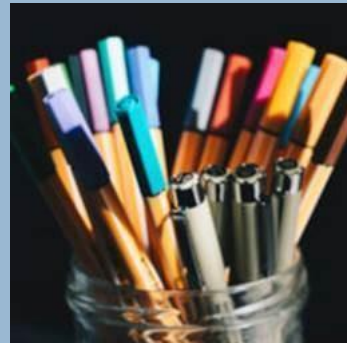### Staff-Student Consultative Committees (SSCC): Arrangements for 2021-22

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

Module Registration for 2021/22 – Reminder

Student module registration for 2021/22 is now closed

Key dates and deadlines

Further dates are also available via:

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

Within 5 days of Faculty approval - LSA Results and Progression outcomes

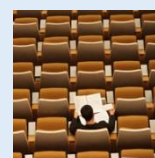|		
4 October – 29 October	-	Main PGT dissertation marking and second-marking period (Note: colleagues may begin marking earlier than the dates shown)
15 October	-	Deadline for enrolment and re-enrolment
22 October	-	End of four weeks grace period for students to arrive and begin studying on-campus
29 October	-	Deadline for Initial Module Selection (Department Approval)
Within 3 months of release of results	-	Certification and transcript dispatch for students completing their programmes in June 2021
End of October	-	Certificate and transcript dispatch for any Summer Board (1st July/1st August)
1 November – 12 November	-	PGT Boards of Examiners
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
2 December	-	PGT Results Day

Resources and Guidance

Exam Board Support

Key information and training materials for the new Exam Board processes
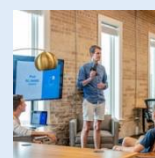

Mark Entry Quick Guides

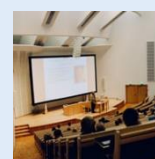New Quick Guides available to assist with many mark entry topics

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
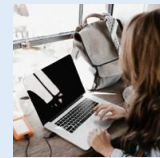

Extension Request Form for External Examiners

August 2021 – Submit extension requests for External Examiners using a new form
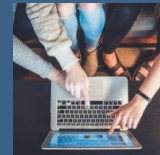
Interruptions of Study - Resource for Staff

Staff Guidance, slides and recordings from recent briefing sessions for the new Interruptions of Study process
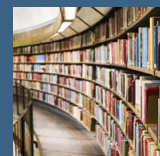
In case you missed it

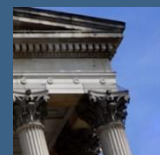### Module Registration for 2021-22

Key Dates for Module Registration 2021-22

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 for 2021/22
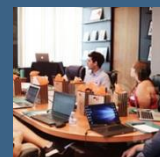
Launch of new online process for MPhil-PhD upgrade notification

Easy to use Portico workflow for research staff

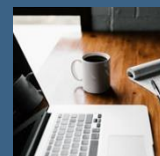### Bulk assignment of Personal Tutors to taught students implemented in Portico

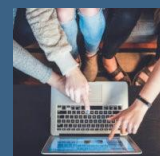Learn more about the new features available to support Personal Tutor allocations for taught programmes

Important updates/actions – External Examining Activities

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

Autumn Boards of Examiners

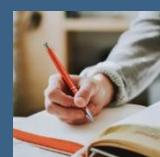Updates and Key Actions on RtW checks, EE early termination of role and Autumn Boards without dates

Masters Dissertation Submission Dates

Changes to collection of Masters dissertation submission dates
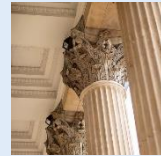
Updated Placement Agreement Templates

Immigration provisions in the Placement Agreement templates have been updated and are available to download

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