

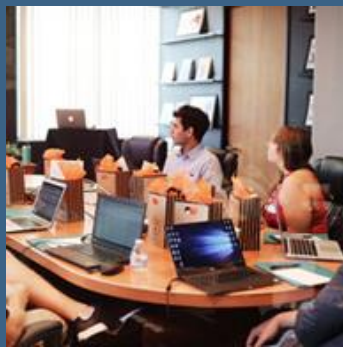
Academic Services Newsletter



This is the 44th 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

December 2022: new timeframe for migrating Portico to the Cloud



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

28 October: Re-enrolment and module selection deadlines



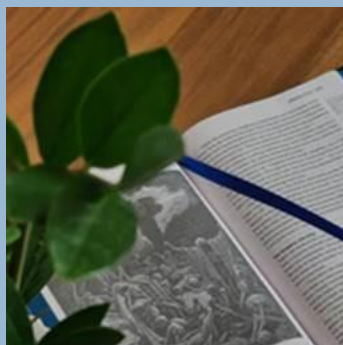
Reminder of important start of session deadlines for students

Central Assessment Timetable Data



Requests for timetabling information to be sent to ELOs

Assessment Schedule 2023-24



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

Module Selection for 2022/23 – Update



Important Module Selection 2022/23 Update

Postgraduate Taught Results Release – Autumn 2022



Results Day for PGT Students is Monday 28 November 2022

Staff-Student Consultative Committees (SSCC):

Assessment due dates to be inputted to the EC system on Portico

In-person Right to Work checks for UG External Examiners

Arrangements for 2022-23



SSCC Arrangements for 2022-23



Making the EC process more automated and easier for students and staff to navigate



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

New Academic Year: Information to send External Examiners

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:

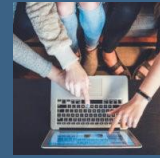
- [SRS Calendar 2021-23](#)
- [Assessment Schedule 2022/23](#)
- [Curriculum planning timescales](#)

28 October	-	Deadline for continuing students to re-enrol
28 October	-	September starters: Deadline for Departments to approve Change of Module Selection requests for Term 1 modules
28 October	-	September starters: Deadline for Departments to approve Initial Module Selections.
28 October	-	September starters: Deadline for Programme Transfers
31 October – 11 November	-	PGT Boards of Examiners
18 November	-	Deadline for Faculty approval (Faculty approval of results and awards)
28 November	-	PGT Results Day
8 – 12 December	-	SITS/Portico migration to Cloud

Training

Briefing: Curriculum Data Maintenance and Module Selection for 2023/24

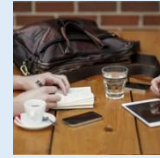
Upcoming briefing session for Curriculum Data Maintenance and Module Selection



Resources and Guidance

Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



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

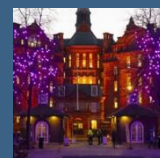
Autumn and LSA Boards of Examiners

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



New EC system now live

Students will now submit EC requests and departments will manage and process requests via Portico



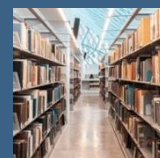
Student Visa Application Checking Service

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



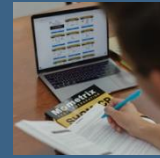
Earlier generation of 2022-23 student assessment records

Timing and frequency changed to support new Portico processes



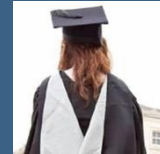
Candidate Numbers 2022/23

Provision of Candidate Numbers to Students



Degree Documentation – Summer and Late Summer Assessment Awards 2022

Degree documentation dispatch dates for students being awarded in the Summer and during LSA 2022



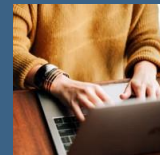
Module Registration for 2022/23 - Update

Key Dates for 2022/23 Module Selection



Checking module credits and approval statuses

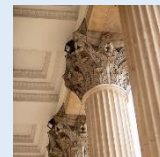
How to check all students have a full set of approved modules and the correct number of credits on their records for 2022/23



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](#).