



Welcome

This is the seventh 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](#).

Need to Know

[LSA and PGT Exam Board training](#)



Portico Processes for LSA and PGT Exam Boards

[SRS Calendar 2019-20: Changes to timelines](#)



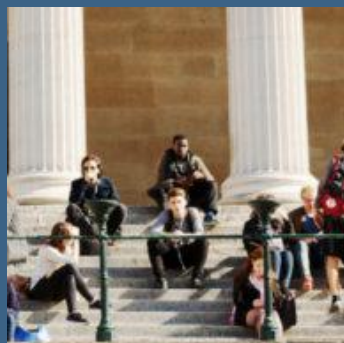
The SRS Calendar of key dates for the 2019-20 academic session is now live

[Module proposal and amendment forms: LSA Alternative Assessments](#)



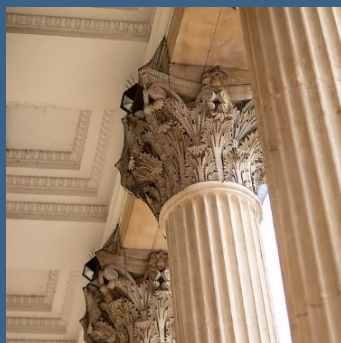
Updated forms for 2019/20 to capture Alternative Assessment requirements for the LSA

[Important changes to the Annual Student Experience Review \(ASER\)](#)



The Annual Student Experience Review (ASER) process has been revised for 2019/20.

[Start of session 2019: Update](#)



Learn more about enrolment arrangements and communications

[External Examining: Updates](#)



Key updates to the External Examining process, including new FAQs

Key dates and deadlines

1 August - 15 September	-	Reconfirmation task for Chairs and Board Administrators to reconfirm continuing External Examiners for the next academic session
19 August - 6 September	-	Late Summer Assessment period
13 September	-	UG: Deadline for LSA mark entry
18 – 26 September	-	Main enrolment period
By 20 September	-	UG: Hold LSA Board of Examiners of Sub-Boards
By 27 September	-	UG: Confirm LSA module results, awards and progression outcomes on Portico
By 27 September	-	UG: Online approval of LSA Exam Board Reports by Exam Board Chairs and Faculties
1 October	-	Deadline for submission of 2018-19 SSCC minutes
11 October	-	Module Selection Deadline (September starters)
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
25 October	-	September starters: Deadline for Departments to approve Change of Module Selection requests for Term 1 modules
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



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

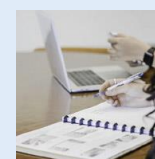
Pre-Nomination: revised processes

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

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

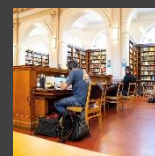
InEDITA - the Induction, Engagement and Development Initiative for Teaching Administrators

- 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](#).



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](#).