

## Academic Services Newsletter



## Welcome

This is the 19<sup>th</sup> 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](#).

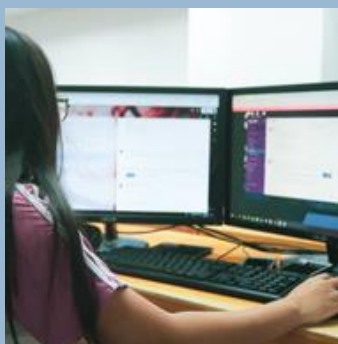
## Need to Know

### Module Selection for 2020-21 is now open



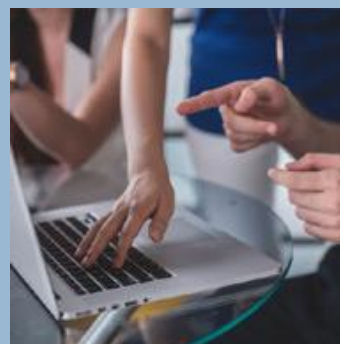
Details of Module Selection 2020-21

### Module Catalogue Update



Details of data updates and new links to the online timetable

### SRS Calendar



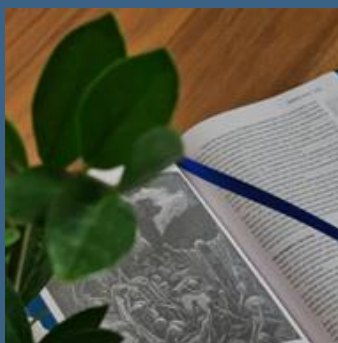
SRS Calendar of Key Events 2019-22 now available

### Students Face-to-Face or Online?



Student Location and Reports - Term 1

### Student Casework Contacts



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

### Staff Student Consultative Committee (SSCC): Submission of any outstanding 2019-20 minutes



Reminder: Deadline for submission of 2019-20 SSCC minutes – 2 October 2020

## Autumn Boards without dates



Please urgently enter Autumn Board dates so Registry teams can support you and EEs through the Exam Board process

## Extension requests for PG Taught External Examiners in final year



PGT EE in their final year do not require an extension to attend the upcoming Autumn Boards

## 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).

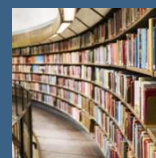
<b>24 August – 11 Sept</b>	-	Late Summer Assessment Period (for deferred 24-hour online examinations)
<b>14 September</b>	-	Exchange of marks for PG - All first attempt taught components entered onto Portico and condonement decision enabled
<b>14 September</b>	-	Deadline for LSA mark entry
<b>By 21 September</b>	-	Hold LSA Boards or Sub Boards
<b>25 September</b>	-	Deadline for completion of Transfers from Integrated Masters to Bachelors
<b>By 27 September</b>	-	Confirm LSA module results and awards on Portico. Student results will be released as soon as possible, and within 2 days of being confirmed by Chair and Faculty on Portico.
<b>16 October</b>	-	Deadline for Student Module Selection
<b>16 October</b>	-	Deadline for new students to enrol
<b>30 October</b>	-	Deadline for Department Approvals of Student Module Selections for the Year Ahead
<b>30 October</b>	-	Deadline for continuing students to enrol
-	-	External Examiner Report responses – within 4 weeks of submission

## 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](#)



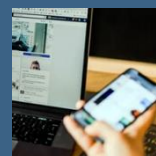
## Marks Processing in Portico

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



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

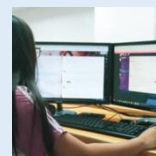
Refer to the External Examining Webpage for FAQs, timeline of Tasks and Key Contact details



## In case you missed it

### Confirm External Examiners not continuing in 2020-21

Board Admin to complete Portico task to confirm the External Examiners who are NOT continuing in 2020-21



### Board Chairs to respond to External Examiners Reports

Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission



### Degree Certificate and Transcript Production

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



### Enrolment 2020

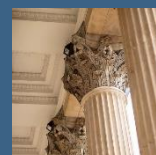
Arrangements for the enrolment of new and returning students for Start of Session 2020



## 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](#).