



## A new academic year and new location for Academic Services

### A big hello and welcome back to all at the start of the 2021-22 session!

As more staff and students come back to campus, we're looking forward to once again meeting and working in person with our friends and colleagues from other departments and divisions.

The teams in Academic Services will be working on campus two days per week, on a rota basis, from our new location on the 3rd Floor of Bidborough House. Please check staff will be on site before you drop in to avoid a wasted journey.

Student-facing services will not be available from this location so please continue to direct your students to [askUCL](#), the online student enquiries system.

With best wishes for the year ahead from the Academic Services Editorial Team

This is the 31<sup>st</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

### [Welcome Hub - Now Open](#)



Welcome Hub - now offering campus tours and help desks for students

### [LSA Exams](#)



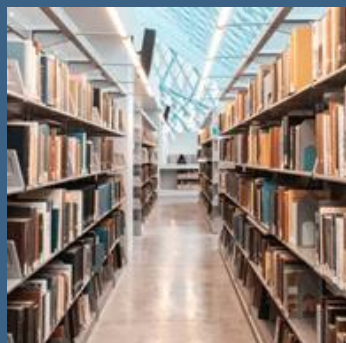
Information on the LSA for resitting and deferred candidates

### [Coming Soon: Assessment Operating Model for 2021-22](#)



Work is underway to agree and publish the detailed Assessment Operating Model for the coming academic year

**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

**Module Registration for 2021-22**



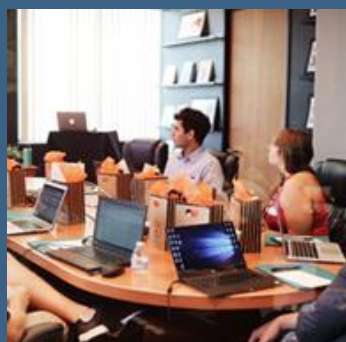
Key Dates for Module Registration 2021-22

**Candidate Numbers 2021-22**



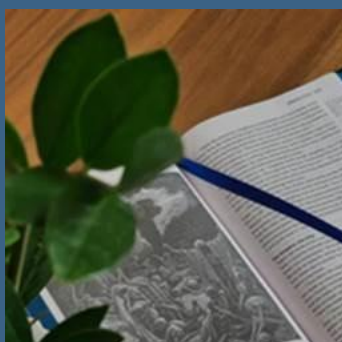
Candidate numbers to be issued to students

**Final Call: Staff Student Consultative Committees (SSCC) 2020-21 Minutes**



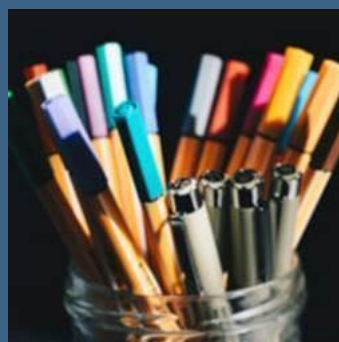
Final Call for Term 3 SSCC minutes

**Important updates/actions – External Examining Activities**



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

**New Academic Misconduct Forms**



Two new forms in Chapter 6: Investigatory Viva Report, and Academic Misconduct Appeals

**Launch of new online process for MPhil-PhD upgrade notification**



**2021/22 Module Catalogue: Updated Publication**



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



Easy to use Portico workflow for research staff

Latest information about modules on offer to support student selections

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

## Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2020-23](#)
- [Revised Exams and Assessments Timeline 2021](#)
- [Curriculum planning timescales](#)

<b>17 September</b>	-	LSA mark entry and exchange deadline
<b>20 – 24 September</b>	-	LSA Sub Boards
<b>1 October</b>	-	LSA deadline for results processing & faculty approval <ul style="list-style-type: none"><li>• UG - Confirm module results, awards, interim results and progression on Portico</li><li>• PG - Confirm any LSA completed module results on Portico</li><li>• Student records will invite students to re-enrol after Faculty approval on Portico</li></ul>
<b>Within 5 days of Faculty approval</b>	-	LSA Results and Progression outcomes
<b>15 October</b>	-	Deadline for Initial Module Selection (Student)
<b>15 October</b>	-	Deadline for enrolment and re-enrolment
<b>22 October</b>	-	End of four weeks grace period for students to arrive and begin studying on-campus
<b>29 October</b>	-	Deadline for Initial Module Selection (Department Approval)
<b>Within 3 months of release of results</b>	-	Certification and transcript dispatch for students completing their programmes in June 2021
<b>End of October</b>	-	Certificate and transcript dispatch for any Summer Board (1 <sup>st</sup> July/1 <sup>st</sup> August)

## Resources and Guidance

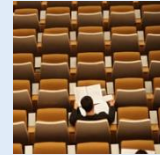
### Exam Board Support

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



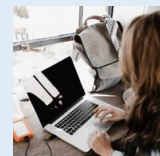
### **Extension Request Form for External Examiners**

August 2021 – Submit extension requests for External Examiners using a new form



### **Interruptions of Study - Resource for Staff**

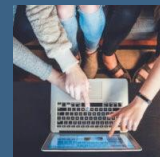
Staff Guidance, slides and recordings from recent briefing sessions for the new Interruptions of Study process



## **In case you missed it**

### **Autumn Boards of Examiners**

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



### **Board Chairs response to External Examiners Reports**

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



### **Portico Functionality for Programme Approval and Prospectus Copy Calls**

Programme Summaries Update



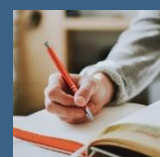
### **Masters Dissertation Submission Dates**

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



### Self-Certification for 2021-22

Changes to the Extenuating Circumstances policy for the coming term



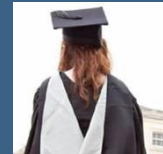
### Academic Manual 2021-22 Published

Information about all of the updates to the 2021/22 version of the Academic Manual and the Core Programme Information



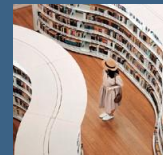
### 2021 Graduation Ceremonies

Staff attendance at this year's Virtual Ceremonies and student eligibility if undertaking Late Summer Assessments



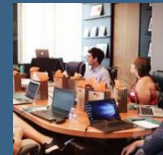
### Degree Documentation – Summer 2021

Degree documentation dispatch dates for students being awarded in the Summer 2021



### Board Chairs Response to External Examiners Reports

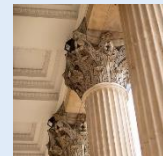
Board Chairs task – On Portico enter a response to External Examiner reports within four weeks of submission about



## 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](#)