



## A new academic year and new working pattern for Academic Services

### A big hello and welcome back to all at the start of the 2022-23 session!

The teams in Academic Services will now be working on campus every Thursday from the 6<sup>th</sup> October onwards from our location on the 4<sup>th</sup> Floor of Bidborough House. We're looking forward to meeting and working in person with our friends and colleagues from other departments and divisions.

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 43<sup>rd</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](#).

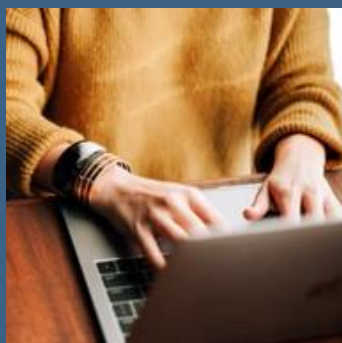
## Need to Know

### [New EC system goes live on 3 October](#)



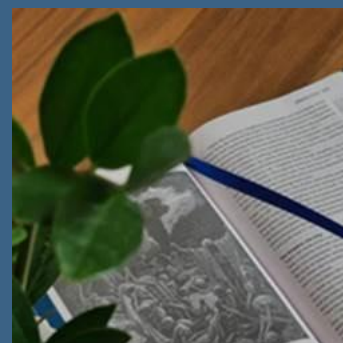
From next week, students will submit EC requests and departments will manage and process requests via Portico

### [Student Welcome and Induction 20 September – 4 October](#)



ID cards and BRP collections, in-person helpdesks, a support services fair – find out what's on campus for new students

### [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](#)

### [Candidate Numbers 2022/23](#)

### [Degree Documentation – Summer and Late Summer Assessment Awards 2022](#)



Timing and frequency changed to support new Portico processes



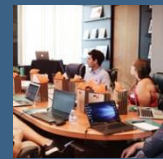
Provision of Candidate Numbers to Students



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

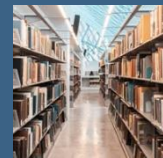
### Module Registration 2022/23 - Update

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



## Key dates and deadlines

Further dates are also available via:

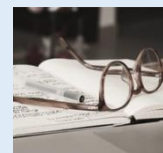
- [SRS Calendar 2021-23](#)
- [Assessment and Exam Board Schedule 2022](#)
- [Curriculum planning timescales](#)

<b>19 – 23 September</b>	-	LSA Sub Boards for UG progressing students and finalists
<b>22 August</b>	-	UG and PG re-enrolment starts for continuing students
<b>26 September</b>	-	Start of Term 1
<b>30 September</b>	-	LSA deadline for results processing and faculty approval
<b>14 October</b>	-	Deadline for new students to enrol
<b>28 October</b>	-	Deadline for continuing students to re-enrol

## Resources and Guidance

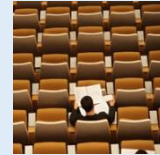
### Managing Centrally Managed Assessments on AssessmentUCL

Guidelines & Training for ELOs and TAs



### **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)**

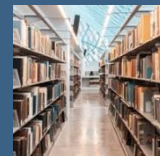
Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



## **In case you missed it**

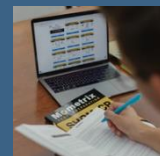
### **Enrolment and Re-Enrolment Timeline 2022**

Information regarding Enrolment and Re-enrolment for 2022



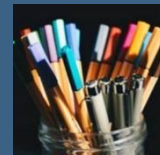
### **2022/23 Module Catalogue: Updated Publication**

Latest information about modules on offer in the coming academic year



### **Enrolment 2022 – important update**

Further information about enrolment and visa requirements for 2022



### **Updated Student Protection Plan**

Changes to the Student Protection Plan ahead of the next academic year



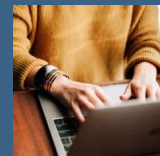
### **Academic Manual and Core Programme Information 2022-23**

Academic Manual and Core Programme Information for 2022-23 is now published



### **Masters Dissertation Submission Dates**

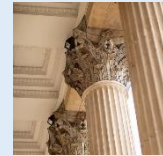
Process for Summer/Autumn 2022 data collection



## **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](#).