Academic Services Newsletter

Welcome

This is the 54th 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

Degree certificate and transcript dispatch 2023

Significant improvement in turnaround times for documentation dispatches

Student Welcome and Induction Update

Find out about campus activity during the Welcome period and how to stay up to date!

2023/24 Module Catalogue: Updated Publication

Latest information about modules on offer in the coming academic year

Key Dates for 2023/24 Module Selection

Details of key dates and training materials for staff and students

Checking module credits and approval statuses for 2023/24

How to check all students have a full set of approved modules and the correct

Assessment date entry process 2023/24

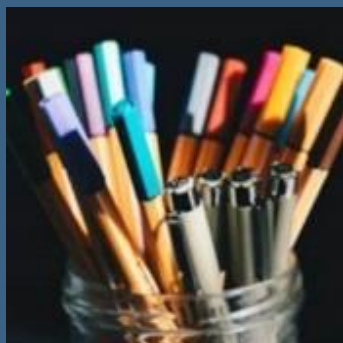Details of the process for assessment date entry for the coming academic year

number of credits on their records for 2023/24

Confirming and releasing LSA results and degree certificate timelines

Information on the timelines for releasing results to students and when they can expect to receive they transcripts and degree certificates

Autumn and LSA Boards of Examiners

PGT External Examiners in their final year do not require an extension to attend Autumn BoEs

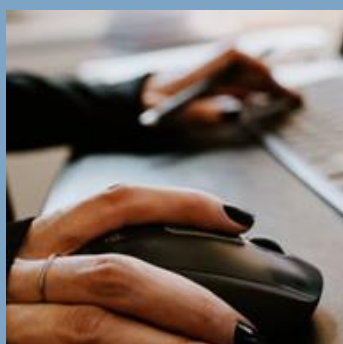### Provision of Candidate Numbers to Students

Candidate numbers for the 2023/24 academic session will be generated in the first week of term

Generation of 2023-24 student assessment records

Student module assessment records will be generated from early October 2023

New workflow for Programme Transfer requests from 1 November

We are developing a new workflow on Portico to replace C2RS for Programme Transfer requests from November

Latest enhancements to the EC system

Read about the latest updates to improve user experience and claim list loading times

Academic Manual and Core Programme Information for 2023-24

Board Chairs response to External Examiners Reports
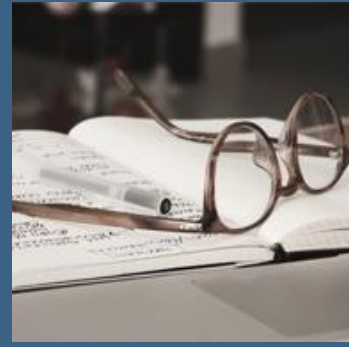
Change to process of nominating and appointing New Chairs and Deputy Chairs

The Academic Manual and Core Programme Information for 2023-24

Board Chairs task – On Portico enter a response to Summer Board External Examiner reports asap

Board Chair and Deputy Chair nominations should be processed by Faculty approvers, and no longer need to be sent to the central external examiner team

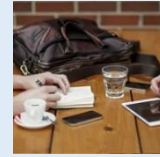## Key dates and deadlines

Further dates are also available via:

- SRS Calendar 2022-24
- Assessment Schedule 2022/23
- Curriculum planning timescales

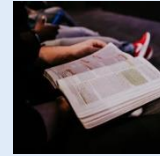|		
17 July – 15 September	-	Graduate copy call for the Graduate Prospectus
29 August – 15 September	-	LSA marking and second-marking period
11 September	-	Start of new student module selection
15 September	-	LSA mark entry and exchange deadline
15 September	-	Deadline for UG offer holders to meet academic conditions of offers
18 September – 3 October	-	ID card and Biometric Residence Permit collection
22 September	-	LSA Sub Boards deadline
25 September	-	Start of Term One
28 September	-	Programme and Module Approval Panel (PMAP)
29 September	-	LSA results deadline
13 October	-	September starters: Deadline for enrolment and re-enrolment
13 October	-	September starters: Deadline for students' initial Module Selection

Resources and Guidance

Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics

How are Managers, Markers and Reviewers assigned in AssessmentUCL?

How/Where to update staff roles

Directory of Portico Functionality

Resource to help staff discover what Portico has to offer

Portico Training

Request form for individual or group training sessions for staff

Please see the External Examining webpage for guidance around Taught programme External Examining

Refer to the External Examining Webpage for FAQs for EEs and Board teams, guidance on arranging EEs IT access, EE nomination and appointment, the Board Team toolkit, and much more

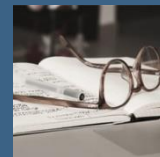### External Examiner UCL Credentials (IT, Moodle, AssessmentUCL access)

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

In case you missed it

Marking and Assessment Boycott - Student Complaints

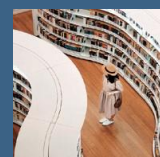Information for staff about the Marking and Assessment Boycott and how students can submit a complaint

Graduate Prospectus 2024/25 entry Copy Call has commenced

Information about the Graduate Prospectus 2024/25 entry Copy Call

Assessment Change deadline of November 30 for 2024/25 assessments

Take note of the earlier deadline for assessment change requests this year

Staff Student Consultative Committees (SSCC) Minutes Reminder

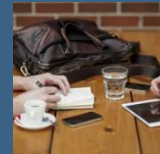Reminder: Please submit your Term 3 SSCC minutes

Board Chairs response to External Examiners Reports

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

External Examining Updates and Toolkit – Resources for Board Teams
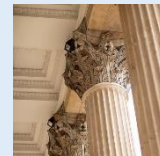
Key updates on Expenses and Nominations and a Planning Toolkit webpage showing guides on completing tasks and other useful resources

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.