

EC system email notifications sent to staff

There are 3 autogenerated emails sent to staff:

- Department panels (Daily): EC claims received from students in your department
- Faculty panels (Daily): EC claims received from students in your faculty
- Programme (Daily): EC decisions summary

Daily department panel notification

UCL – daily summary of EC claims received from students in your department

Dear colleague,

You are receiving this email in your role as **<role> Chair, <department name>** department, for the panel below.

Please find a summary of active EC claims for each programme associated with your Department EC Panel, showing the number of claims which are awaiting evidence (from student), awaiting Department Panel action or awaiting Faculty Panel action.

Completed claims (where a decision has been recorded on Portico) are not shown.

Panel name:	Chemistry DECP		
Faculty name:	Faculty of Mathematical and Physical Sciences		
Claims submitted within the last 7 days			
Programme Name	Awaiting Evidence	Department Panel	Faculty Panel
BSc Medicinal Chemistry	0	1	0
Claims submitted within the last 8 to 14 days			
Programme Name	Awaiting Evidence	Department Panel	Faculty Panel
BSc Medicinal Chemistry	1	0	0
MSci Chemistry (International Programme)	0	1	0
Claims submitted over 14 days ago			
Programme Name	Awaiting Evidence	Department Panel	Faculty Panel
BSc Chemistry	0	1	1
BSc Chemistry with Management Studies	3	0	0
BSc Medicinal Chemistry	0	1	0

Please log into Portico and process these at your earliest convenience.

View our [EC system user guide](#) for step-by-step instructions on how to view and process EC claims on Portico.

[Go to Portico →](#)

Note: you can set up an Outlook rule to divert these daily emails to a designated folder -- view our [guidance](#) on how to do this.

Kind regards,

Academic Services

Daily faculty panel notification

UCL – daily summary of EC claims received from students in your faculty

Dear colleague,

You are receiving this email in your role as <role> for the Faculty of <Faculty name> .

Please find a summary of active EC claims for the faculty, showing the number of claims which are awaiting evidence (from student), awaiting Department Panel action or awaiting Faculty Panel action.

Completed claims (where a decision has been recorded on Portico) are not shown.

Claims submitted within the last 7 days			
EC Admin Group	Awaiting Evidence	Department Panel	Faculty Panel
Chemistry	0	0	1

Claims submitted within the last 8 to 14 days			
EC Admin Group	Awaiting Evidence	Department Panel	Faculty Panel
Chemistry	1	1	0

Claims submitted over 14 days ago			
EC Admin Group	Awaiting Evidence	Department Panel	Faculty Panel
A Test EC Admin Group	0	1	0
Chemistry	3	2	0
Mathematics	1	1	0

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Kind regards,

Academic Services

Daily Programme EC decisions summary

New EC decisions for <programme>

(Excel attachment)

Dear colleague,

Please find attached a summary of new EC decisions recorded for this Programme since your last notification.

View our [EC system reporting user guidance](#) for step-by-step instructions on viewing, filtering and downloading EC reports in Portico.

Kind regards,

Academic Services