

## Welcome

This is the 25<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

Programme Amendment  
deadline for 2022/23

Curriculum Data  
Maintenance:  
Programme Diet  
Maintenance for 2021/22

Confirm staff on Board  
Data Hub occupy only  
one role

The deadline for submitting programme amendments for 2022/23 is Friday 11th June 2021

Programme diets will open on Tuesday 23 March 2021

Please check the correct staff are assigned to Chair, Deputy and Admin roles and these are filled by a different person

### **Implementing the 2021-22 Operating Model**

Decisions confirmed in the Operating Model are now being implemented

## **Key dates and deadlines**

Further dates are also available via:

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

**19 March**

**11 June** - Deadline for 2022/23 Programme Amendments

**14 June** - Exchange of marks deadline

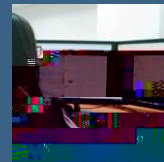
\*Please note this date has been revised since first advertised in the SRS calendar

## Events

Programme Diet Training Sessions

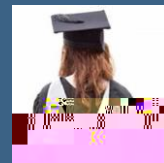
### External Examining Portico view is still 2019/20 AY

The current view on Portico for External Examining activity reflects data relating to 2019/20 AY. Please do not enter any data for 2020/21 AY



### Virtual Graduation Ceremonies 2021

Information on eligibility and award processing deadlines



### Degree Documentation

Information on degree documentation production and dispatch



### 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



## Community News

### Join TA Talk and stay connected

Community of Practice is providing opportunities to stay in touch whilst working remotely. Sign up to TA Talk for more details.

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### 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](#).