

Welcome to the New Academic Year

As we begin the new academic year, we would like to welcome colleagues across our partner colleges and thank you for your continued collaboration. We look forward to working with you throughout the year to support our students and ensure the smooth delivery of assessment and student record activities.

Onboarding and Enrolment

A key priority at the start of the academic year is ensuring that all students are correctly onboarded and enrolled. Timely and accurate student data is essential to support access to systems, assessment activity, progression and awards.

The key milestones for this academic year are;

The following deadlines are to provide this information:

Census point 1 - **Monday 21st September 2026** (most data to be received by this date)

Census point 2 - **Monday 12th October 2026** (a final mop up deadline for late enrolments)

Enrolment data will be used to create records for your students on our student records system, to enrol these students, allow the IT systems to produce student usernames/activation codes for accessing SHU space (Library and Blackboard sites) and produce SHU cards.

Any data received after census point 2 will impact the student experience by delaying the user activation process, limiting access to online learning and affecting the production of SHU cards.

SHU Cards. (new change for this academic year)

We have improved the process for producing SHU cards, making it quicker and easier to track progress through MS Teams for both SHU and FE College partners. Using a new IT process, there is no longer a need to embed photos in the Excel enrolment template.

When submitting enrolment data, please provide photos as image files (for example, JPEGs). Photos can be supplied as individual files or in a single folder. This will make it easier for both College Partners and the SHU Card Team to track card production. College Partners will also be able to view the status of each card throughout the process.

Programme Delivery and Diet Changes

We are currently working on the assumption that there have been no changes to programme delivery arrangements for this academic year and that any approved modifications have been agreed prior to the start of teaching. If there are any proposed changes to assessment diets, these must be discussed with both the Academic Lead and the SHU Assessment Team as soon as possible to ensure any required modifications can be requested in a timely manner.

Key Dates – Assessment Board Dates

Period	Deadline for marks to SHU	Module Reports Available	CMR Meetings as required	PAB Meeting Date	Marks Released
Sem 1	Thursday, 18, Feb, 2027	Tuesday, 23, Feb, 2027	24 Feb - 02 Mar 2027		Thursday, 11, Mar, 2027
Sem 2	Monday, 7, Jun, 2027	Thursday, 10, Jun, 2027	11 - 17 Jun 2027	Friday, 18, Jun, 2027	Monday, 21, Jun, 2027
Reassessment	Monday, 2, Aug, 2027	Thursday, 5, Aug, 2027	Not applicable	Friday, 6, Aug, 2027	Monday, 9, Aug, 2027

These dates are based on the University standard academic calendar. If they do not align with your college calendar, please contact us as early as possible. We are happy to meet with you to discuss alternative timelines and agree a suitable schedule in advance.

Communication and Data Sharing

Microsoft Teams remains the primary communication channel between SHU Student Records and Assessment team and partner colleges. Student data should be shared via the agreed Teams channels wherever possible. If information must be shared via email, it must be sent using appropriate encryption and security measures.

Who to Contact

To ensure continuity of service and appropriate cover across our teams, please use either the teams channel or our shared team inboxes rather than contacting individual team members wherever possible.

Team	Key Responsibilities	Email Contact
Student Records	• Enrolment and registration • Student record maintenance	enrolment@shu.ac.uk

Team	• Programme information and general student records queries • Recognition of Prior Learning (RPL) maintenance	
Student Processes Team	• Change in Circumstances • Break in Study • Withdrawals • Extenuating Circumstances • Course Transfers • Extensions	studentprocesses@shu.ac.uk
Assessment Team	• Assessment schedules and diets • Assessment processing and results • Progression and award boards • Assessment regulations	srapartnershipprovision@shu.ac.uk

Using the shared inboxes helps us ensure queries are responded to promptly and that support continues uninterrupted during periods of leave or staff absence.

We hope you have a great start to the academic year, and thank you for your continued partnership.