

# Update for TEIs

12<sup>th</sup> January 2017

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## Happy New Year!

We wish all members of staff in TEIs a very happy new year! We hope this update document will help you plan your Common Awards activity over the coming weeks.

## Key deadlines

The table below summarises the key deadlines that are approaching. More information about the deadlines can be found in the relevant sections of this update.

<b>20.01.17</b>	Deadline for TEIs to submit the confirmed modules marks from <b>2015/16</b> for continuing students.
<b>27.01.17</b>	Deadline for students to submit feedback to the student representatives on the Common Awards Management Board.
<b>31.01.17</b>	Deadline for TEIs to submit new programme proposals as part of the curriculum development process.
<b>08.02.17</b>	Deadline for TEIs to inform us of any errors in the student records data.

## Annual planner

We would like to remind TEIs that an [annual planner of key deadlines](#) can be found on Durham University's Common Awards website. If you have any questions about processes or deadlines, please contact the Common Awards Team: [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk)

## Student feedback for CAMB

This year we have increased the number of student representatives on the Common Awards Management Board. We would also like to provide the opportunity for **all** Common Awards students to provide feedback to the Management Board.

Further to our recent email to TEI key contacts, we would like to ask TEIs to encourage their students to provide any feedback to the two recently elected Student Representatives for the Management Board by **Friday 27<sup>th</sup> January 2017**:

- **Joe Moore** (joseph.a.moore@durham.ac.uk)
- **Neal Terry** (n.j.terry@btinternet.com),

The two Student Representatives will collate this feedback and submit it to [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk) in advance of the next meeting of the Management Board.

## Module marks for continuing students

The deadline for TEIs to submit the confirmed module marks **from 2015-16** for any continuing students is **Friday 20<sup>th</sup> January 2016**. Please ensure that the marks are presented and returned securely on [the spreadsheet template](#).

Please note that where students have withdrawn or have suspended their studies: if the student has completed a module then we need to receive the confirmed module marks for these modules in order to add them to the student's Banner record, so that we are able to produce a transcript for them if necessary.

## Curriculum development

The next deadline for the submission of curriculum development proposals is **Tuesday 31<sup>st</sup> January 2017**. TEIs are asked to submit proposals for: (i) any programmes that are new to the TEI; (ii) any programmes that are new to a specific centre within a TEI; (iii) withdrawing a Common Awards programme.

TEIs are reminded that they can find information about [curriculum development](#) in the online [TEI Handbook](#).

*Please note that the deadline for other curriculum changes (e.g. programme and module changes) is not until the end of May 2017. If TEIs wish to submit these changes sooner, they are welcome to do so.*

## **Staff training days:**

# **Assessment and Exam Boards**

We are pleased to announce that we will be running three staff training days on assessment and exam board processes, including:

- best practice in moderation procedures
- how to run exam boards
- Serious Adverse Circumstances (SAC) affecting student work
- plagiarism – prevention, detection and response
- Durham reporting requirements (particularly of special cases: resits, long extensions, SACs, etc.)
- use of Turnitin and Moodle in connection with all of the above

### **Who should attend?**

The training days will provide essential training for academic administrators, directors of study, chairs of exam boards and people who would play a lead role in dealing with plagiarism. It is recognised that large TEIs may have multiple people they wish to send and this is acceptable. However, it should be stressed that this training is NOT suitable for someone whose only involvement in assessment is first marking, moderating and attending exam boards.

### **Venues**

The same training day is being offered in three locations: Bristol, Leeds and London. Each training day will be delivered jointly by Durham University staff and Ministry Division.

#### **Leeds:**

**Date:** Friday 3<sup>rd</sup> March

**Venue:** Leeds Church Institute (a 10 minute walk from Leeds Station)

#### **London:**

**Date:** Wednesday 22<sup>nd</sup> March

**Venue:** Church House, Westminster

#### **Bristol:**

**Date:** Thursday 23<sup>rd</sup> March

**Venue:** St Michael's Centre, Stoke Gifford (5 minute walk from Bristol Parkway Station)

**We will contact TEI key contacts again shortly with registration information.**

## Census

Further to previous correspondence we will be beginning to send lists of registered students to TEIs during week commencing 16<sup>th</sup> January to check in advance of the invoice date. Further information will be provided at this time; however, TEIs are advised to note that the deadline for informing us of errors in the data will be **Wednesday 8<sup>th</sup> February 2017**. It is important that we receive notification of any errors by this date so that we have sufficient time to finalise the data prior to the issuing of invoices (1<sup>st</sup> March).

## Management Committee Dates

We recently contacted TEIs to ask you to submit the dates that your TEI Management Committees will be meeting during 2017. Thank you to everyone who has sent us their dates. Once we have received all the dates, we will work with the University Liaison Officers to identify which meetings they will be attending.

## Student Conference

We are pleased to confirm that the 2017 Common Awards Student Conference will take place from **24<sup>th</sup>-27<sup>th</sup> July 2017** at [The Hayes Conference Centre](#) in Derbyshire. The theme for this year's conference is 'Church and World'.

We anticipate that bookings will open in March 2017. Further information will be communicated to TEI key contacts in due course. Please do not hesitate to contact the Common Awards Team if you have any queries or concerns.

## Staff conference

The 2017 Common Awards Staff Conference will be taking place from **12<sup>th</sup>-14<sup>th</sup> July 2017** at Collingwood College in Durham. A planning meeting – involving representatives from Ministry Division, the TEI Forum, and the Theological Educators Network – is taking place next week. We will keep you informed with progress on the conference theme, key speakers, and registration.

## Communications with students

We would like to thank TEIs for making sure that Common Awards student queries and concerns are dealt with by the TEI in the first instance. We would also like to remind you that, if you need further assistance to help support your students, TEI staff may contact the Common Awards Team directly for information or advice. Please see the TEI Handbook section on '[Communications](#)' for more information.

## **New assessment criteria**

Further to our recent email, we would like to remind TEs that the University has approved a new set of assessment criteria for 'oral assessment and commentary' (view our [recent announcement](#)). We have uploaded the new and revised documents to the [Assessment](#) section of the Common Awards website.

## **Further information**

If you have any questions relating to the Common Awards, please contact the team: [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk)

Elena Gorman  
12<sup>th</sup> January 2017