

COMMON AWARDS

Update for TEIs

29th January 2020

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For Action by TEIs:

1. January and February Deadlines

We would be very grateful if TEIs could take a note of the following upcoming deadlines for submission of data or information relating to student records and curriculum development processes.

30th January: CAMB Student nomination deadline.

30th January: Deadline: Curriculum development – New programmes and modules.

26th February: Common Awards Management Board

Further deadlines can be found in our [2019/20 calendar of deadlines and events](#)

2. Common Awards Management Board - Student Representatives

The Common Awards Management Board is a committee with responsibility for and oversight of the quality and standards of the overarching Common Awards partnerships and programmes. The membership of the Management Board is constituted by representatives from Durham University, the Archbishop's Council and staff at TEIs.

Information on the Common Awards Management Board is available on our [website](#), including the membership, schedule of business for 2018-19 and information for members (which includes meeting dates and details of the expenses claims process for attendees).

Student representatives to the Management Board are responsible for attending relevant meetings of the CAMB and collating feedback from Common Awards students, usually by liaising with TEI student representatives.

TEIs have previously been sent information on students nominating themselves for a CAMB representative position. Please ensure all communications are circulated to students. The deadline for student nominations is January 30th.

3. 2018/19 Continuing Students

Following conversations with a number of TEIs on how to share this information with the Common Awards Team, TEIs are reminded that there is a process in Moodle for filtering the relevant information and generating a subsequent report. If you have any queries regarding this process, please contact Ken Farrimond through the Moodle Helpdesk.

4. Curriculum Development

TEIs are advised to note the following upcoming deadlines in January. Please note, the level of approval and timescale for each change depends upon the complexity of the proposals under consideration.

New TEI programme: Proposals from a TEI to begin delivering a programme that has already been approved in the Common Awards framework, but which has not yet been approved for that TEI. Read about the approval process .	Approval by QSC on the recommendation of the Management Board	Deadline: 30.01.20
New TEI programme centre: Proposals from a multi-centre or multi-campus TEI to begin delivering a programme that has already been approved in the Common Awards framework, but which has not yet been approved for that constituent centre or campus within the TEI. Read about the approval process .	Approval by QSC on the recommendation of the Management Board	Deadline: 30.01.20
Withdraw TEI programme: Proposals from a TEI to discontinue delivering a programme that has been approved at the TEI (or at one or more of its constituent centres). Read about the approval process .	Approval by QSC on the recommendation of the Management Board	Deadline: 30.01.20

To see further information on Curriculum Development processes, and further deadlines, click [here](#).

5. Consultations

TEIs are reminded that the following Consultations are live.

1. Consultation: Academic Progress Notice (APN) Procedure.
 - 1.1. The Common Awards Management Board is inviting feedback from all TEIs on the proposed procedure for Academic Progress Notice (APN)
2. Consultation: Entry Requirements for International Students.
 - 2.1. Members of staff in TEIs that recruit international students are invited to provide feedback on the IELTS entry requirements for Common Awards programmes.
3. Consultation: TEI Handbook

3.1. The online TEI Handbook collates all policies, processes and information specific to Common Awards. We would welcome your thoughts on the structure and content of the handbook.

All consultations, both live and closed, can be accessed [here](#).

6. TEI Communications

TEIs are reminded that they can contact the Common Awards Team for information, advice, and guidance in relation to any aspects of the Common Awards partnership, programmes, processes, structures, or events. If your query relates to another professional service within the University (e.g. Legal Services or Student Registry), we will liaise with the relevant staff on your behalf.

When communicating with the Common Awards Team via email, please try to be specific as possible in your email subject and highlight who it is intended for. If your email is part of an ongoing conversation, please include all relevant and previous discussions in your response; this hugely helps our effectiveness in tracking ongoing and completed actions.

Whilst any member of staff in a TEI may contact the Common Awards Team, we will copy our response to your TEIs key contact, so that they are aware of any questions or issues. **If you do not wish for us to do this** (for example, if your query is of a sensitive or confidential nature), please make this clear in your initial communications with us.

7. TEI Forum April 2020

TEIs are advised to note that registration for the TEI Forum is now open. It is scheduled to take place on 2nd April 2020 at Church House, London. Further information will be released closer to the date, but please register your attendance using the form [here](#).

For Information:

8. Winter Graduation 2020

Thank you to all TEI students and TEI staff who were able to attend the Graduation Ceremony at Durham Cathedral on January 9th, and the subsequent celebration event at Cranmer Hall (St John's College). We were honoured to host you all, alongside The Most Reverend and Right Honourable Dr John Sentamu, Archbishop of York, who received an honorary degree. We were pleased that the Chancellor and Vice Chancellor, amongst others, specifically referenced and spoke highly of the Common Awards partnership.

Whilst the events at Durham Cathedral and Cranmer Hall (St John's College) were a success, the events did highlight a number of issues with TEI communications and Congregation which we thought it would be helpful to share.

In the week before Congregation, the Common Awards Team received a high number of enquiries from students who had no knowledge of the Congregation events at Durham Cathedral or Cranmer Hall (St John's College). The deadline for registering attendance was December 13th 2019.

We have identified two causes for this:

1. The Common Awards Team did not receive complete lists of students eligible for Congregation from TEIs.
2. Students did not receive communications and invitations from their TEIs regarding the events and registration deadlines.

TEIs are therefore asked to carefully check all data sent to the Common Awards Team regarding those eligible for Congregation, and ensure they have updated contact details for all students to ensure they receive the invites. It is also imperative that the relevant information is shared with the Common Awards Team before any arranged deadlines. This is particularly important for future Winter Graduation events as students will be **unable to defer** their attendance to the Summer Graduation event.

9. Serious Adverse Circumstances (SACs)

SACs can be considered for circumstances beyond a student's control – for example, illness; a family crisis; bereavement – which have seriously affected his/her work. Although the University does not permit TEIs to amend student marks in light of such circumstances, it does permit Board of Examiners to take SACs into account when making decisions on a student's progression to the next year of their studies, or (at the overarching Board) on the award and classification of their final qualification.

The overarching Board of Examiners previously noted that the SAC process is not widely used by TEIs, which may be the result of successful mitigation undertaken in

year. However, TEIs are reminded that SACs can be used where, despite earlier mitigation, a student has still been adversely affected during their assessments.

Please see the [SAC guidance page](#) in the TEI Handbook for further information on this process. Please do not hesitate to contact the team if you have any questions about the process: common.awards@durham.ac.uk.

10. The Annual Conference for Theological Educators 2020

We are delighted to confirm that The Annual Conference for Theological Educators 2020 will take place between 6-8 July 2020 at College Court: Conference Centre and Hotel, Knighton Road, Leicester, LE2 3UF. TEIs are advised to make a note of the date and venue, and further information will be provided in due course.

11. Common Awards Website

We have previously advised that the Common Awards website is under review and due for significant developments. TEIs are advised that the University has taken the decision to move to an alternative platform for its website, which means that this work has been delayed. Whilst we are aware of some outdated sections of the website, the Common Awards Team are unable to make significant changes until the University website re-development is completed. TEIs are advised to contact the Common Awards Team with questions or queries regarding the Common Awards website. Thank you very much for your patience.

12. 2019/20 Calendar

The [Common Awards 2019/20 calendar of events and deadlines](#) is available on our website. Please make a note of all key events and deadlines.

13. Staffing Update

TEIs are asked to note the following changes to the Common Awards team:

Professor Mike Higton has now returned from research leave.

Further information

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

With thanks and best wishes,
Mike, Frances, Eve, Alyson, Emma, Deborah and Adam