

Update for TEIs

February 2017

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Dates for your diary

01.03.17	Durham University to send annual invoices to TEIs
03.03.17	Assessment and exam board training (Leeds)
10.03.17	Deadline for seedcorn grant applications
22.03.17	Assessment and exam board training (London)
23.03.17	Assessment and exam board training (Bristol)
03.04.17	TEIs to submit new student registration data (late entrants) by this date
07.04.17	TEI Forum (London)
28.04.17	TEIs to submit module registration and APL data for all Common Awards students
06.05.17	TEIs to submit student photographs for campus cards by this date
12.07.17	Staff conference (12-14 July 2017)
24.07.17	Student conference (24-27 July 2017)
31.08.17	Durham University Board of Examiners (Summer)
31.10.17	Common Awards Management Board (1)
30.11.17	Durham University Board of Examiners (Autumn)
30.01.18	Common Awards Management Board (2)
01.05.18	Common Awards Management Board (3)

New programme proposal: foundation certificate

The University is in the process of considering a proposal to introduce a new programme to the Common Awards Scheme. If approved, the proposed 'Foundation Certificate for Theology, Ministry and Mission' would require students to complete 60 credits of Level 4 modules.

The proposal, which was presented by Ministry Division and supported by the Common Awards Management Board, was considered by the University's Quality and Standards Sub-Committee earlier this month. The next step in the process is for the University's Education Committee to consider the proposal. The University's Senate needs to consider all proposals to add new programmes to the Common Awards Scheme.

We will be contacting TEIs shortly to request expressions of interest so that we can provide advice on the approval process and timescales for TEIs to introduce the new programme (should it be approved).

New module proposals

TEIs have proposed a number of new modules to the Common Awards Continuing Implementation Group, including the following:

- Call and Vocation (L4-20)
- Ministry and Mission with Children, Families and Young People (L7-20)
- Theological Perspectives of Place (L7-20)
- Theology, Ministry and Mission in Contemporary Urban Contexts (L7-20)

We will provide TEIs with updates on the progress of these (and any other) new module proposals throughout the coming months.

Taster modules

TEIs are asked to note that we have recently published the following guidance on taster modules:

*The University permits individuals to undertake **one** 10 or 20 credit module (known as a 'taster module') without being formally registered on a Common Awards programme. Several TEIs use this option to give students a 'taster' of Common Awards study without having to commit to full registration on a programme (and the associated fees). The TEI does not have to pay the per capita flat fee for students who are completing taster modules.*

Some TEIs have reported that taster modules have been a useful option for students who are unsure of whether they want to register on a formal academic programme, and for students and TEIs to assess whether the student is capable of studying on a higher education programme; in relation to this latter point, some TEIs require students to take a taster module if the students do not meet the TEI's entry requirements for the Certificate HE.

After successfully completing a taster module, the student may wish to register on a Common Awards programme. In this case, the TEI simply needs to register the student with the University at the next [student registration point](#) (either in the Autumn or the Spring). Then, once the student record has been created by the University, the TEI will inform the University that the student has completed the taster module (TEIs do this through the [APL credits process](#)) and the credit will be added to the student's record.

If, however, the student does not complete the taster module, or they do complete the module but choose not to continue to a Common Awards programme, then the TEI does not need to inform the University of the student.

TEIs are asked to contact the Common Awards Team if they have any questions about taster modules.

Student records:

New student registration (late entrants)

The deadline for TEIs to submit new student registration data (for late entrants) is **3rd April 2017**.

To submit your student data, please download the [template spreadsheet](#) and complete the fields for each student. TEIs should email the completed spreadsheet to the Common Awards Team (common.awards@durham.ac.uk) via an **encrypted or password-protected** file.

Durham University will check the data received from each TEI. We will then upload the data to Banner to create new student records. Once we have created the student records, we will return the Banner IDs to the relevant TEIs.

Campus cards (late entrants)

Following the registration process for late entrants, the next campus card production will take place in May 2017. The deadline for TEIs to submit student photographs for campus cards is **6 May 2017**.

Campus cards can be produced only after student records have been created in Banner, and student Banner IDs have been generated. The photographs must be submitted to the University with the student's Banner ID saved as the file name. This is required for the upload of photographs to student records.

Letters will be sent following the registration process, which will enable students to access the SCONUL scheme before the campus cards arrive. For further information please visit the [Campus Card web page](#).

Module registration and APL

The deadline for TEIs to submit data relating to module registration and APL credits is **28th April 2017**. TEIs are asked to submit data for **all** Common Awards students (including late entrants) by this date.

To submit your student data, please download the [template spreadsheet](#) and complete the fields for each student. TEIs should then email the data to the Common Awards Team (common.awards@durham.ac.uk) via an **encrypted or password-protected** file. Further information is available on the [Module registration web page](#) and the [APL registration page](#).

Invoices

Thank you to all TEIs who reviewed the census data and informed us of any remaining errors in the records. We will be sending invoices to TEIs on **1st March 2017**. The invoices will be based on a snapshot of student records data from 8th February; all changes communicated to us before 8th February will have been reflected in the invoices.

In the future, the Common Awards Team will send TEIs a snapshot of student data held in Banner approximately every two months. This will enable TEIs to check the ongoing accuracy of their student records, and it will enable the University to manage registration changes more efficiently.

Seedcorn grants

We are pleased to announce that the 4th round of the Seedcorn funding grant is now open and accepting applications! The application deadline is **10th March 2017**. Visit our website for more information:

<https://www.dur.ac.uk/theology.religion/common.awards/funding/>

Common Awards Management Board: Report to TEIs

We are in the process of producing the minutes from the February meeting of the Management Board. We plan to circulate a 'Report to TEI Management Committees' within the next couple of weeks; this report will highlight key points for TEIs to consider from the minutes of both the November 2016 and February 2017 meetings of the Management Board.

Members of staff in TEIs are welcome to contact the Common Awards Team if they have any questions about the November minutes and/or the February meeting of the Management Board.

Events:

Assessment and examination training events

Durham University and Ministry Division 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: resits, extensions, SACs)
- use of Turnitin and Moodle in connection with all of the above

The same training day is being offered in three locations (see below). Each session will run from 11:00 until 15:30. **Visit the Common Awards website to book your place:** <https://www.dur.ac.uk/common.awards/events/training/>

<u>Friday 3 March</u>	Leeds	Leeds Church Institute (a 10 minute walk from Leeds Station)
<u>Wednesday 22 March</u>	London	Church House, Westminster
<u>Thursday 23 March</u>	Bristol	St Michael's Centre, Stoke Gifford (5 minute walk from Bristol Parkway Station)

TEI Forum

The next meeting of the TEI Forum will be taking place on **7th April 2017** at Church House in London. Visit the Common Awards website to book your place: <https://www.dur.ac.uk/common.awards/events/teiforumapril17/>

Staff conference (2017)

This year's joint conference will be taking place from **12th-14th July 2017** at Collingwood College and Grey College in Durham. The conference theme is 'Formation for a Growing Church?'. Further details, including information on how to book, will be circulated shortly.

Student conference (2017)

This year's student conference will take place from **24th-27th July 2017** at [The Hayes Conference Centre](#) in Derbyshire. The theme for this year's conference is 'Church and World'.

Bookings will open in mid-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.

Elena Gorman
27th February 2017