

# Update for TEIs

26<sup>th</sup> February 2018

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## Student records deadlines

### New student registration (late entrants)

The deadline for TEIs to submit new student registration data (for **late entrants**) is **2nd April 2018**.

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.

[More detail about the process is available here](#)

### **Campus cards (late entrants)**

Following the registration process for late entrants, the next campus card production will take place in May 2018. The deadline for TEIs to submit student photographs for campus cards is **4 May 2018**. 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. Please also ensure that the photos provided are in the dimensions requested.

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 **27th April 2018**. 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 [Module Registration template spreadsheet](#) and complete the fields for each student.

To submit your credits data relating to **approved** APL requests complete the [APL template spreadsheet](#).

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 2018**. The invoices will be based on a snapshot of student records data from 1<sup>st</sup> December; all changes communicated to us before 1<sup>st</sup> December will have been reflected in the invoices.

## **Curriculum development deadlines**

### **TEI Programme Changes**

**31<sup>st</sup> May 2018**: deadline for proposals from a TEI to make any changes its programme regulations (including, but not limited to: deleting a module, adding a module, restructuring module lists, and rewording the rubrics within the programme regulations. Please note that the Common Awards Team will share with TEIs a word version of their most recently approved programme regulations and request that any changes be highlighted on these versions. These will be circulated on **Tuesday 1<sup>st</sup> May** but please do contact the team if you require these any earlier.

## **TEI Module Changes**

**31<sup>st</sup> May 2018:** deadline for TEIs to submit Module Overview Tables if they have made any changes that were approved at TEI level, or if they have any changes outside of the published assessment patterns guidance which need to be approved by Durham. The updated Module Overview Tables will be published on the Common Awards website.

You can read more about the Assessment Patterns monitoring and approval process [here](#) and further guidance will be published in the TEI Handbook shortly.

## **GDPR Sessions**

The new **General Data Protection Regulation** (GDPR) will come into effect on 25<sup>th</sup> May 2018. In anticipation of this we are looking to host a number of online interactive sessions via The Hub to provide TEIs with information. The sessions will be hosted by the Common Awards team at Durham and the Ministry Division with contributions from the Queen's Foundation.

The seminars will be held on the following dates:

### **Session 1**

15<sup>th</sup> March (2-4pm)

19<sup>th</sup> March (2-4pm)

*These two sessions will be the same, but offered twice to allow colleagues to attend and ask questions.*

### **Session 2**

23<sup>rd</sup> April (10-12 noon)

### **Session 3**

10<sup>th</sup> May (2-4pm)

21<sup>st</sup> May (10-12 noon)

*These two sessions will be the same, but offered twice to allow colleagues to attend and ask questions.*

All sessions will be recorded. The sessions are designed to be interactive and will allow participants to ask questions. We anticipate that the GDPR seminars will be of most use for teaching and professional support staff with particular responsibility for student data. Further information will be circulated in advance of the sessions; however we wanted to confirm the dates in colleagues' diaries as soon as possible. The sessions will be held via The Hub. If you do not have a login for The Hub, please contact Ken Farrimond ([ken.farrimond@churchofengland.org](mailto:ken.farrimond@churchofengland.org)).

## New APL Guidance

Following a period of consultation with TEIs new APL guidance has been approved by the Common Awards Management Board for 2018/19 entry. The new guidance provides a clear description on how to handle modules that are not formally part of the Common Awards suite, and should help to clarify the APL process in general. It also includes a new APL application form for 2018/19 entry and quick guides for applicants and TEI staff.

The updated guidance documents can be found on the [Common Awards website](#).

## Upcoming consultations

The Common Awards team will shortly be inviting TEIs to participate in a number of consultations running this term.

We would like to remind members of TEIs that they are also welcome to contribute to the [rolling consultation on the TEI Handbook](#) at any point. We would welcome your feedback to help us make sure that the *Handbook* provides the information you need, in the format that is helpful.

## Modules at other TEIs

At the meeting of the Common Awards Management Board on 30<sup>th</sup> January 2018, the Board approved a new process for the consideration and confirmation of module marks for those studied at TEIs alternate to the TEIs students are registered with (the 'home' TEI).

Where a student's programme under a TEI board's authority includes modules under the jurisdiction of another board of examiners, the 'home' TEI board is responsible for receiving the confirmed marks for those modules (once those marks have been confirmed by the other board of examiners).

The full procedure can be found in the [TEI Board of Examiners section of the TEI Handbook](#), and the list of [TEI Board of Examiner responsibilities](#) has been updated to reflect this addition.

Given the importance of ensuring that module marks are shared between TEIs where necessary, **it is essential that TEIs provide the dates of their upcoming Board of Examiners over the summer, and by 31<sup>st</sup> August at the latest.**

## TEI Boards of Examiners Reminders

The Common Awards Management Board was pleased to note that the TEI BoE minutes submitted to the Common Awards team provided a transparent record of the deliberations and decisions made by boards, and broadly confirmed that boards were operating effectively and in conformity with the expectations of the University.

However TEIs are asked to note the following reminders:

- that TEI Boards of Examiners cannot recommend classifications, and that this remains the responsibility of the overarching Board of Examiners. The [TEI handbook](#) and the TEI board of examiners [agenda template](#) have both been amended to clarify this point. **Please use the updated version of the agenda template in preparation for your 2017-18 boards;**
- that TEIs **should provide the Common Awards team with their 2017-18 Board of Examiners dates** if they have not done so already;
- that SACs are still being underused, despite being an important mechanism for mitigating the impact of illness or absence. The Common Awards team will work on providing TEIs with more guidance on how to identify typical SAC cases and how evidence is used to support claims;
- that students must be considered anonymously by the boards;
- that boards with very small memberships should ensure they have sufficient back-up options available in situations where key members are not able to attend.

## Annual Self Evaluations

The Common Awards team would like to thank TEIs for the submission of their Annual Self Evaluations, and for highlighting key issues to be addressed by the Common Awards team. The team will circulate an overview of the University's ASE report to all TEIs in due course, and will contact TEIs individually to respond to any specific concerns highlighted.

As requested by TEIs, a summary of good practice examples identified within TEIs as part of their ASEs has been published on the [Common Awards website](#).

## Office for Students

The Common Awards team recently communicated updates on two pieces of external regulation relevant to TEIs:

### Office for Students

Attached to the original email update was a summary of the new *Office for Students* (OfS) consultation published before Christmas. It outlined some of the key requirements of the new regulatory regime. The big implications are for existing universities, but **TEIs with SLC access / Tier 4 Visas will need to engage by April 30<sup>th</sup>**. The OfS was created in January, and will gradually take on its new regulatory responsibilities over the next 6 months.

**If you would like another copy of the summary report please contact the Common Awards team.**

### Office of the Independent Adjudicator

The *Office of the Independent Adjudicator* (OIA) has also published a [new consultation](#). This document – taking its lead from the Higher Education and Research Act (HERA) – **would require all TEIs to join the OIA scheme from next academic year** (as per definition in [para. 1.1](#)).

At present, students of TEIs with SLC access can appeal to the OIA, and any Common Awards student can appeal to the OIA (through Durham University) where they have an appeal or complaint that relates directly to the programme. The change would mean that TEI students can appeal or complain (through the TEI) to the OIA about services provided by TEIs. TEIs would need to pay an annual subscription to the OIA (likely to be £500-£1000).

## **Student Survey update**

The 2017-18 Common Awards Student Survey will run from **Monday 31<sup>st</sup> April – Friday 25<sup>th</sup> May 2018**. These dates have been chosen as they: are after the NSS has concluded (which affects several TEIs); are before courses finish for the academic year; and provide Durham with time to analyse the survey results to feed into the mid-contract review, and TEI ASE processes.

The survey will be available to all students registered on Common Awards programmes in 2017-18 (as per the December census). The questions asked as part of the survey will be identical to those asked in the 2016-17 survey, in order for comparisons to be drawn.

The Common Awards team will shortly be contacting TEIs with more information on the 2017-18 timeline.

## **Student Elections**

The elections for student representatives on the Common Awards Management Board are open, and will close on **28<sup>th</sup> February 2018**.

There are four candidates standing this year; you can find more information on each candidate on our [student election website](#).

Hopefully your local election processes are underway, and we look forward to receiving your election results form by the **9<sup>th</sup> March**. Please don't forget to rank the candidates in order of 1 (highest number of votes) to 4 (lowest number of votes). We will use a Single Transferable Vote system to identify the two candidates with the highest number of votes across all TEIs. The results of the election will be announced on **23<sup>rd</sup> March**.

## Student Conference

This year's Common Awards Student Conference will be held at [St Aidan's College](#), Durham from 16-18 July 2018.

**Bookings will open on 26<sup>th</sup> March 2018.**

The theme for the conference is '**The Ministry and Mission of Prayer**'. The following speakers have been confirmed, with more to follow:

- [Dr Adesola Akala](#) (St John's College, Durham)
- [Dr Renie Choy](#) (St Mellitus College, London)
- [Rev'd Dr Liz Hoare](#) (Wycliffe Hall, Oxford)
- [Sr Helen Julian CSF](#) (The Community of St Francis)
- [Professor Nicola Slee](#) (The Queen's Foundation, Birmingham)
- [Rev'd Simon Sutcliffe](#) (Methodist Pioneer Minister)
- [Dr Medi Ann Volpe](#) (Durham University)

TEIs can help to publicise the event by displaying copies of the 2018 [conference poster](#) around their institution; the Common Awards team will also be sending out hard copies shortly. The conference is open to all students on Common Awards courses. Accommodation for the Tuesday and Wednesday nights, all meals and the conference sessions are free. A travel bursary of £75 is available for each student attending. More details to follow on the [conference website](#). Don't forget to follow us on Twitter: [@CommonAwards](#)

## Staff Conference

The 2018 Annual Conference for Theological Educators will be held at [High Leigh Conference Centre, Hertfordshire](#) from Mon 23 – Wed 25 July, lunchtime to lunchtime.

**Bookings will open on 3<sup>rd</sup> April 2018.**

The theme for the conference is '**Formation for an Engaged Church: Theological Education and the Resourcing of Discipleship**'.

As in 2017, this will be a joint meeting of the Common Awards Staff Conference, the [Theological Educators' Network \(formerly CAEIMT\) conference](#), and the [Ministry Development network](#).

Please note that, because of the way that our funding works, the conference is free for Common Awards staff (all core and associate staff who are or expect to be involved in teaching, assessing or administering Common Awards programmes in the designated Common Awards TEIs). For other attendees, including members of TEN and the Ministry Development networks who do not teach, assess or administer Common Awards programmes, there will be a charge for board and lodging.

Further information will be available on [our website](#) soon.

## **Common Awards Management Board Minutes**

We are in the process of producing the minutes from the January 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 the meeting.

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

## **Common Awards Staffing Update**

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

- we are sad to announce that Ana-Maria Costea will be leaving the team as Common Awards Assistant, and her last day in the office will be 7<sup>th</sup> March. She will be taking up a new post as College Office Manager at Durham's Collingwood College. The recruitment process for her replacement will be underway shortly;
- we are pleased to announce that Deborah Thompson will be joining the team as Common Awards Assistant/PA to Professor Highton on 3<sup>rd</sup> April;
- Dr Frances Clemson will be returning from maternity leave on 23<sup>rd</sup> April; Dr Ashley Cocksworth will remain in post as cover for Dr Clemson until the end of July 2018;

Please continue to use the [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk) email address to contact members of Common Awards Team.

## **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)

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26<sup>th</sup> February 2018