

# Update for TEIs

26<sup>th</sup> February 2019

## Contents

### For Action by TEIs:

1. [Upcoming deadlines](#)
2. [Student representation](#)
3. [CAMB Student elections](#)

### For Information:

4. [Changes to Postgraduate Certificate learning outcomes](#)
5. [GDPR reminder](#)
6. [TEI Invoices](#)
7. [TEI Forum](#)
8. [Common Awards Management Board report](#)
9. [Seedcorn Grants](#)
10. [NUS card collection](#)
11. [Student Survey update](#)
12. [Staffing update](#)

## For Action by TEIs:

### 1. Upcoming deadlines

#### **New student registration (late entrants)**

The deadline for TEIs to submit new student registration data (for **late entrants**) is **2nd April 2019**.

To create student records in Banner, TEIs need to provide programme registration data in a specific format. For those TEIs using Moodle, you should be able to download the data straight from Moodle and send the CSV or Excel file 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 2019. The deadline for TEIs to submit student photographs for campus cards is **3 May 2019**. 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 **26th April 2019**. TEIs are asked to submit data for **all** Common Awards students (including late entrants) by this date.

Further information on the process for submitting this data is available on the [Module registration web page](#) and the [APL registration page](#).

TEIs should email the data to the Common Awards Team (common.awards@durham.ac.uk) via an **encrypted or password-protected** file.

#### **Curriculum development: TEI Programme and Module Changes**

**31st May 2019:** 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).

**31st May 2019:** 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 University. The updated Module Overview Tables and Programme regulations will be published on the Common Awards website.

**Please note** that the Common Awards Team will be providing TEIs with their approved Programme Regulations and Module Overview Tables (on a new format) in order for these changes to be indicated to the University. Please ensure that you use these documents only to indicate any proposed changes and using the tracked changes function. We will be unable to accept the changes in any other format or on any other documentation. Thank you for your cooperation.

## 2. Student representation

The Common Awards Team are keen to develop a more meaningful relationship between the student representatives to the Management Board and the students within each TEI, in order to improve the student voice within the partnership. To facilitate this, we hope to create a link between the student representatives to the TEI Management Committees and the representatives to the Management Board.

**Request:** Once elected, we would be grateful if you could send us the names and email addresses of your TEI student representatives elected for the next academic year (with their permission), and any information on your student representation structure if possible. To avoid having to request permission separately from elected TEI representatives, we would advise adding a note on your nomination form to advise that by completing the nomination form candidates agree for their details to be shared with the student representatives to the Management Board.

We will be putting the Common Awards Management Board student representatives in touch with TEI student representatives to share good practice, and look at how best feedback can be shared between students in TEIs and the Management Board. We will also be developing some guidance for TEI representatives around sharing of issues raised and how they can contribute to the agenda items raised at CAMB.

## 3. Common Awards Management Board student elections

The elections for student representatives on the Common Awards Management Board are currently open, and will close on **28th February 2019**.

There are three 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 **8th March**. Please don't forget to rank the candidates in order of 1 (highest number of votes) to 3 (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 **22nd March**.

## For information:

### **4. Changes to Postgraduate Certificate learning outcomes**

Changes to the Programme Learning Outcomes for the Postgraduate Certificate have been approved by the University's Quality and Standards Committee. The programme learning outcomes have been amended in order to permit them to be met by a wider combination of modules. The revised programme specification (showing the tracked changes) for 2019/20 is attached to this Bulletin.

In summary: Students will now be required to meet Subject Specific Knowledge (SSK) 1, and *at least one of* SSK 2, 3 or 4; *at least two of* the Subject Specific Skills (SSS) programme learning outcomes and *at least two of* the Key Skills (KS) programme learning outcomes.

### **5. GDPR reminder**

In order to comply with GDPR requirements, TEIs are reminded that the single, individual TEI password previously provided should be used to protect **all** student data spreadsheets or documents that include student names/Banner IDs that you send to us.

Please also be reminded that student details should not be included in the body of an email; should you need to email the Common Awards Team about a particular student, please send the details in a separate password-protected document.

### **6. TEI 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 2019**. The invoices will be based on a snapshot of student records data from 1st December; all changes communicated to us before 1st December will have been reflected in the invoices.

## 7. TEI Forum

TEIs are asked to note that the next TEI Forum will take place on 5th April 2019, at Church House, Westminster, London, SW1P 3AZ. TEI Forum members can register their place [here](#). Please contact Dr Steve Summers directly with any agenda items.

## 8. Common Awards Management Board report

We are in the process of producing a 'Report to TEI Management Committees' from the January 2019 Common Awards Management Board, which will be circulated 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.

## 9. Seedcorn Grants

TEIs are asked to remind colleagues that we are now inviting applications for the **6<sup>th</sup> round of Seedcorn Grants from Common Awards**. We are committed to fostering research across the Common Awards partnership and the theme for this year is 'Theological Reflection'.

Applications should be sent to [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk), to arrive **no later than midnight on March 8<sup>th</sup>, 2019**; further information can be found on our [research web pages](#).

## 10. NUS Card Collection

Common Awards students are eligible to buy an NUS/TOTEM Card which can be purchased from the [NUS website](#). When selecting their "Place of study", students should select "Durham Students' Union" from the drop down menu. Students will have to pay for the NUS Extra card. However, they will be able to apply for the NUS Extra card as soon as they commence their studies, rather than waiting for the next campus card production point.

Students will be informed by email when their card is ready to collect. They must inform their TEI of this. The TEI should then email the Common Awards team to arrange for the card to be collected and posted.

## 11. Student Survey update

The 2018-19 Common Awards Student Survey will run from Wednesday 1<sup>st</sup> May – Friday 24<sup>th</sup> May 2019. 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 2018-19 (as per the December census). The questions asked as part of the survey will be identical to those asked in the 2017-18 survey, in order for comparisons to be drawn.

The Common Awards team will shortly be contacting TEIs with more information on the 2018-19 timeline.

## 12. Staffing update

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

Rhianne Jones left the team on 14<sup>th</sup> December 2018 after covering a period of maternity leave for the role of Common Awards Officer; Emma Harrington returned to the role on 8<sup>th</sup> January 2019.

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)

Emma Harrington  
26<sup>th</sup> February 2019