

COMMON AWARDS

# Update for TEIs

24<sup>th</sup> April 2019

## Contents

### For Action by TEIs:

1. [Upcoming deadlines](#)
2. [Board of Examiners](#)

### For Information:

3. [Common Awards Student Events](#)
4. [Annual Conference for Theological Educators 2019](#)
5. [Student Survey 2019](#)
6. [CAMB meeting dates 2019/20](#)
7. [Common Awards website](#)

## For Action by TEIs:

### 1. Upcoming deadlines

#### **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**. 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. Board of Examiners

### Meetings: Agenda template

Essential information, flowcharts and template documents to help TEIs manage the administration and operation of their Boards of Examiners can be found [here](#).

The [TEI BoE agenda template](#) points to the key information and guidance required to enable BoE members to make decisions about the progression of students in accordance with University policy. It is important that TEI BoE members have an understanding of the relevant Core Regulations (including regulations around compensation), programme regulations and learning outcomes.

### Sending information to the University

TEIs are reminded to submit the following to the Common Awards Team following the meeting within the required timeframe:

- the confirmed marks for **completing students** (as soon as possible after the Board of Examiners meeting, and no later than 2 weeks after the meeting);
- the **minutes of the meeting** (within 2 weeks of the Board of Examiners meeting). It is recommended that the anonymised list of students and their progression decisions (including the number and level of credits) are routinely recorded within the minutes as a full record to facilitate checking accuracy (notwithstanding that the ULO and EE will have been provided with the mark sheets at the meeting);

TEIs are reminded that where the external examiner is unable to attend the TEI Board of Examiners meeting, this should be approved by the University Chair of the Management Board in advance of the meeting(s).

### Serious Adverse Circumstances (SACs)

Please ensure that SAC grades are recorded alongside the relevant module(s) in the spreadsheet of student marks submitted to the University.

Copies of the SAC panel minutes should also be sent to the University for information.

## For information:

### 3. Common Awards Student Events

#### **Tuesday 21<sup>st</sup> May, 6pm - Common Awards Ten Minute Talks**

##### **Judas**

(Dr Frances Clemson, Assistant Professor in Theology and Ministry, Durham University)

This will be the first in a series of Ten Minute Talks, in which a minister, scholar or other practitioner shares with Common Awards students a key idea from their current work. Students will be able to access the talk live online via Big Blue Button on the Common Awards Hub.

*In this Ten Minute Talk, Dr Frances Clemson will speak about some recent work she has been doing on Judas' appearances in theology and in art in the modern era.*

- *What challenges emerge from the story of Judas for our thinking about human tragedies and divine providence?*
- *What should we make of the ways in which artists, writers and film makers have tried to 'fill the gaps' in Judas' story?*
- *What did Karl Barth mean when he identified Judas as the disciple who 'reserves the right to decide for himself ... what discipleship really involves'?*

After the Ten Minute Talk, there will be around 30 minutes for live Q & A. Students will be able to submit questions via Big Blue Button and social media.

In order to gauge interest and to send more detailed instructions to students about how to join in this live event, we are asking students to register in advance for this event via the Common Awards website. Registration will open in the week beginning 8th April. Students can register [here](#).

#### **Tuesday 4th June, 2-4pm - Creative Ministries and the Climate Crisis: A Panel Discussion**

*In October 2018 the United Nations Intergovernmental Panel on Climate Change warned that we have only twelve years left to limit the catastrophic effects of global warming.*

*Church leaders across the world have called upon Christians to take action in light of this unprecedented threat, drawing upon the Gospel message of hope and God's love for creation. Archbishop Justin Welby has underlined the need to place our response to this 'moral crisis' at the heart of our purposive and joyful work of loving our neighbours. The Joint Public Issues Team of the Baptist Union, Church of Scotland, Methodist Church and United Reformed Church have highlighted the need to consider how creation may not just survive but may thrive in the context of climate change.*

- *How can we respond creatively to the problem of climate change and its effects?*

- *How should the climate crisis shape our ministry?*
- *And how might we connect the changes we need to make, individually and collectively, with the core practices of our faith – with bible study, worship, prayer and discipleship?*

This is the first of our Common Awards panel discussion events for students. The event will take place at the **Durham University Business School** and will be live streamed via the Big Blue Button on the Common Awards Hub. There will be around 40 places available to attend the event in person. The event will be followed by an opportunity for further conversation over refreshments. We will be gathering questions for the panel from students participating remotely as well as from those present in Durham.

There will also be a regional gathering for students to come together to watch and join in with the event. This will be hosted by **Wycliffe Hall** and will followed by communion. We are able to provide financial assistance with travel costs for any students who are in a situation of hardship, either to enable them to travel to Durham or to travel to Wycliffe Hall. Students will be able to indicate that they need a travel grant via the registration form.

Our panellists will include:

- Dr Rachel Muers - Senior Lecturer, University of Leeds
- Revd Alex Mabbs - minister of Brixton URC Church and Community Centre in Brighton, Sussex
- Dr Carmody Grey – Assistant Professor in Catholic Theology, Durham University

Students are asked to register for this event. Student will be asked to indicate on the registration form whether they wish to:

- attend in person in Durham
- attend the regional gathering at Wycliffe Hall
- join in remotely via the Common Awards Hub

Registration will open in the week beginning 8th April. Register [here](#).

## 4. Annual Conference for Theological Educators 2019

### **Towards a receptive church: When is it better to receive than to give?**

Every July, we collaborate with the Theological Educators' Network to put on the Annual Conference for Theological Educators. Places on the conference are free for staff engaged in teaching or administering Common Awards programmes.

The conference will run from lunchtime on Monday 15th July to lunchtime on Wednesday 17th July.

Further details are available [here](#).

Book your place [here](#).

## 5. Student Survey 2019

The 2018-19 Common Awards Student Survey will run from Wednesday 1<sup>st</sup> May – Friday 24<sup>th</sup> May 2019. Thank you to all TEIs who have sent student information.

The survey will be available to all students registered on Common Awards programmes in 2018-19 (as per the December census); students will be contacted by email next week to invite them to participate in the survey. 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.

## 6. CAMB Meeting Dates 2019/20

The Common Awards Management Board will meet on the following dates next academic year:

Tuesday 29 <sup>th</sup> October 2019	12:00-16:00	Durham University
Thursday 30 <sup>th</sup> January 2020	12:00-16:00	London
Thursday 30 <sup>th</sup> April 2020	12:00-16:00	Durham University

## 7. Common Awards Website

Progress is being made on the development of the new Common Awards website, which will launch in the summer in preparation for the 2019/20 academic year. The review will not involve any substantive changes to content, however we hope that TEIs will find the site easier to navigate and that the information is presented in a clearer way. Links will largely remain the same, however TEIs will be informed of any changes where applicable.

The Common Awards Team demonstrated sections of the new website to members of the TEI Forum in April. Further information will be circulated to TEIs in due course.

## 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  
24<sup>th</sup> April 2019