

Update for TEIs

29th May 2018

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1. Meeting dates 2018/19

TEIs are asked to submit the following information to the Common Awards Team – common.awards@durham.ac.uk – for the attention of Deborah Thompson:

- The date, time and venue of the TEI's 2018/19 **Management Committee** meetings;
- The date, time and venue of the TEI's 2018/19 **Boards of Examiners** meetings.

Please note that TEIs are requested to hold their TEI Board of Examiner meetings **at least 3 weeks before the overarching Durham Board of Examiners** meetings which will provisionally be held on:

Friday 30th August 2019

Friday 29th November 2019

Once we have received this information we can produce an attendance schedule for University Liaison Officers for 2018/19

2. Board of Examiner deadlines

TEIs are reminded to submit the following to the Common Awards Team:

- **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).

3. Curriculum Development update/deadlines

TEI Programme Changes

31st 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 changes should be highlighted on the recently approved programme regulation documents that the Common Awards Team shared with TEIs on 1st May.

TEI Module Changes

31st 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.

New Modules 2018/19

[Six](#) new modules have been approved by the University with effect from the 2018/19 academic year. These modules have been added to overall suite of Common Awards modules.

4. GDPR

Following the publication of the University's Privacy Notice, we are now able to share with you a [Statement on the Use of Personal Data relating to Common Awards Students](#).

This statement outlines how the University uses students' personal data shared by TEIs, or in some (few) cases, by students directly. This statement is in relation to

Common Awards programmes and students registered on Common Awards programmes only.

This has been developed to provide TEI's with clarity about our use of their students' data, to inform TEI's own Privacy Notices.

Any queries about this document should be directed to the Common Awards Team in the first instance (common.awards@durham.ac.uk). Further information about Durham's approach to data protection is detailed in the University's generic [Student Privacy Notice](#).

5. External Examiners update

The Common Awards Team is pleased to announce that all External Examiner vacancies for 2017-18 have now been filled. The process this year was complicated by the USS strike action; we contacted over 20 colleagues who were unable to take up the position at the time. Thank you to all TEIs affected for your patience and support in providing nominations.

Proposals to allow TEI staff to act as External Examiners for other TEIs are going to the University's Quality and Standards Sub-Committee in June, which will open up more possibilities for the future. If this is approved we will be contacting TEIs for potential nominations. The Common Awards team is building up a pool of potential candidates for future years. External Examiner appointments for 2018/19 onwards have already been made.

6. Updates to programme information

The Common Awards team has reviewed information relating to Common Awards programmes following consultation with TEIs and discussions at the Continuing Implementation Group. A number of recommendations were recently made to the Common Awards Management Board to ensure the continued accuracy, increased transparency and accessibility of programme information for TEIs, students, potential applicants and the Common Awards team. The Management Board approved the following changes which will be implemented in the coming weeks:

- following the approval of any new modules to the Common Awards suite of modules, the [Programme Specifications](#) will be routinely updated to include these new modules, and published on the Common Awards website;
- existing summative assessment information will be removed from all [module outlines](#) and be replaced with a link to the [assessment patterns guidance](#);
- the modes of teaching and learning section will be removed from module outlines and replaced with overarching guidance available in the TEI Handbook. A link will be provided to this guidance in all module outlines;

- indicative reading lists will be removed from the module outlines and replaced with information and access to resources via the Common Awards Hub;
- new modules will be listed on the website both separately and included within the searchable database;
- the T6 template for proposing a new module will be amended to reflect these changes;
- [Module Overview Tables](#) will be required to be submitted as part of curriculum development in May and will be published on the Common Awards website;
- TEIs will be routinely sent their programme information by the Common Awards team – and in advance of the curriculum development cycles – in order to ensure their accuracy and consistency;
- during the May 2018 curriculum development process, further consideration will be given to Competition and Markets Authority compliance.

Further information on the above will be provided to TEIs during this month's Curriculum Development process, and TEIs can contact the Common Awards team on common.awards@durham.ac.uk if they have any questions.

7. Updates to the concessions process

Thank you to all TEIs who provided feedback on the concessions process during the recent consultation. The Management Board recently approved the following enhancements to the guidance on concessions:

- the Common Awards website has been updated to link to the relevant information on concessions processes to increase awareness, for example information on non-standard admissions is now linked from existing information on the [admissions pages](#) of the Common Awards website;
- the guidance notes for concession [PR3: Programme transfer to another TEI](#) have been updated to clarify that the *receiving* TEI is responsible for both submitting the concession to Durham and communicating the outcome to the student;
- the general [concessions guidance](#), and guidance notes for [PR2: Programme transfer within a TEI](#), [PR3: Programme transfer to another TEI](#) and [RE1: Suspension of studies](#) have been updated to strengthen the link between the quality assurance processes and student records processes.

8. TEI Forum Chair

Rev'd Dr Sally Myers stepped down as TEI Forum Chairperson at the meeting of the Forum on 15th May 2018. The Common Awards team would like to extend thanks to Rev'd Dr Myers for her role in shaping the forum, and for creating a place to share good practice and address issues relevant and interesting to TEIs!

We would also like to congratulate **Canon Dr Steve Summers**, Principal of Guildford Local Ministry Programme (SCRTP), who has been elected by Forum members as the new Chair of the TEI Forum.

9. Seedcorn Grants

The recent research bulletin the Common Awards team circulated Common Awards contained **a new call for applications for the 2018 Seedcorn Grants**; we are particularly eager to receive applications related to the current research theme of 'receptivity'. The closing date for applications is **29th June**; more information is available within the bulletin and on our [research web pages](#).

10. Student Survey 2018

The Common Awards Student Survey 2018 has launched and remains open until **1st June 2018**. Students from participating TEIs have been sent an email with a personal log-in to the survey. We would be grateful if you could remind students of the importance of participating to help shape the future of the Common Awards partnership.

11. Conferences 2018

The [Common Awards Student Conference](#) and [Annual Conference for Theological Educators](#) both have a limited number of spaces remaining. Bookings for the student conference will close at the end of May; we would be grateful if you could remind your staff and students that they can book on the conferences here:

[Book on the Student Conference](#)

[Book on the Annual Conference for Theological Educators](#)

12. Certificate of Higher Education in Christian, Ministry and Mission (180 credits)

The University's Quality and Standards Sub-Committee approved changes to the [Certificate of Higher Education in Christian, Ministry and Mission](#) programme specification, following a recommendation from the Management Board. The compulsory requirements for the 180 credit CertHE are now identical to those for the 120 credit CertHE, removing the need for restrictions on which level 5 modules are studied. The changes make the programme more flexible, enabling a greater number of students to benefit from the award.

13. Staffing update

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

- Deborah Thompson joined the team as Common Awards Assistant/PA to Professor Higon on 3rd April;
- Dr Frances Clemson returned from maternity leave on 23rd 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 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

Rhianne Jones
29th May 2018