

Bulletin

COMMON AWARDS - MAY 2020

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Covid-19 Update

Following the most recent announcement from the Prime Minister, the Common Awards Team continue to work from home. Please use common.awards@durham.ac.uk to contact the team.

Reacting to the Covid-19 pandemic continues to be our priority and we will do everything we can to support TEIs and students. Please continue to check the [FAQs](#) – which outlines the advice and guidance from the Common Awards Team – as often as you are able. We would encourage you to review this resource before contacting us. Many will be aware that the University has released its ‘no detriment’ policy and our priority is now considering how this can be implemented for the Common Awards Framework. We ask that you please bear with us as undertake this work. We will communicate information as quickly as we can.

All communications, updates and changes regarding Covid-19 will be communicated on [this FAQ section](#) and through emails to TEI Key Contacts and Principals. Thank you for your understanding and patience at this difficult time. We hope our colleagues and students are keeping safe.

May and June Deadlines

We would be very grateful if TEIs would note the following upcoming deadlines and events.

15th May: Deadline for Seedcorn Grant Applications

29th May: Deadline for responses to Academic Misconduct Consultation

31st May: Deadline for TEIs to submit Curriculum Development documents for new programmes and modules

31st May: Deadline for Common Awards Student Survey responses

5th June: Deadline for responses to Assessment Parameters Consultation

Common Awards Management Board

We are in the process of producing the minutes from the May meeting of the Management Board. Some discussions are ongoing, so 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.

Seedcorn Grants

TEIs are reminded that the 'Call for Applications' is open for the seventh round of Seedcorn grants. In this round, priority will be given to projects that have a focus on inclusion and diversity.

To find more information on Seedcorn grants, the application process, this year's focus and to download the application form please [click here](#).

Understandably, given the current circumstances, the Common Awards Team have yet to receive any applications. If interested parties are struggling to meet the deadline, please contact Professor Higton directly at mike.higton@durham.ac.uk by Friday 15th May to express your interest.

Consultations

TEIs are encouraged to participate in the following consultations, which are live on the Common Awards website:

[Academic Misconduct](#) - Following feedback from some TEIs, the Overarching Board of Examiners discussed the provision of materials to support students in understanding and avoiding academic misconduct. It was recommended that TEIs be invited to share their experiences in this area, and collect examples of practice across TEIs, with the intention of creating a bank of resources which could be shared between all TEIs. This consultation will close on May 29th.

[Assessment Parameters](#) - Following feedback and discussions at the May meeting of Common Awards Management Board, the Assessment Parameters document has been revised. TEIs are

invited to review the new Assessment Parameters and provide feedback. This consultation will close on June 5th.

The following consultations have recently closed. Thank you for your contributions:

Student Survey - This consultation closed on April 17th. The Common Awards Team received 1 response. Following discussion and approval at the Management Board, revised questions were included in the 2020 launch of the Student Survey.

Campus Cards - This consultation closed on 29th April. The Common Awards Team received 25 responses. The proposals were also considered at the May meeting of the Management Board. An update to TEIs will be circulated in due course.

New Modules and Module Outlines

We are pleased to confirm that several new modules have been approved by the University for the 2020/21 academic year and can be introduced via Curriculum Development, should you wish to do so. The module outlines are on the website and the assessment pattern for the module should be chosen from the approved assessment parameters for undergraduate/ postgraduate modules. The new modules are as follows:

TMM 1697 – Level 4 – Elements of Mission and Evangelism – Ministry and Mission

TMM 1707 – Level 4 – Elements of Missional Entrepreneurship – Ministry and Mission

TMM 1717 – Level 4 – Introduction to Growing Faith – Ministry and Mission

TMM 1721 – Level 4 – Biblical Perspectives on Social Justice and Equality – Biblical Studies

TMM 2767 – Level 5 – Elements of Mission and Evangelism – Ministry and Mission

TMM 2771 – Level 5 – Theological Perspectives on Community Development and Organising – Theological Reflection

TMM 2781 – Level 5 – Theology and Discrimination – Theological Reflection

TMM 3861 – Level 6 – Church Planting in Perspective – Ministry and Mission

TMM 3871 – Level 6 – Further Engagement with Ministry and Worship in Context – Ministry and Mission & Theological Reflection

TMM 46120 – Level 7 – Advanced Church Planting in Perspective – Ministry and Mission

Some changes to the following existing modules have also been made:

TMM 1321 – Level 4 - Foundations for Ministry and Worship in Context

TMM 2321 – Level 5 - Developing Ministry and Worship in Context

The module outlines for all of the above can be found [here](#).

Please note that module TMM3521 should be categorised as a 'Ministry and Mission' module and not 'Theological Reflection and Reflective Practice'.

Curriculum Development

TEIs are advised to note the following upcoming Curriculum Development deadlines in May. The deadline for proposals is May 31st. Please note, the level of approval and timescale for each change depends upon the complexity of the proposals under consideration. TEIs are also reminded that Curriculum Development request forms must be submitted alongside any “tracked changes” documents. Without a complete and accurate request form, or clearly identifying changes, requests will not be approved. Please remember to submit the programme documentation you wish to “roll over” for the next academic year, for publication on the Common Awards website.

TEI programme changes: 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). Read about the [approval process](#).

TEI module changes: Proposals from a TEI (or one or more of its constituent centres) to change their selection of the module assessment details, contact hours, and/or learning and teaching methods. Read about the [approval process](#).

Annual Self Evaluations

The Section B template for Annual Self Evaluations has been amended for 2019/20 reflections. In light of decisions made at the Management Board, the template form has been updated to include a specific section on matters relating to staffing within TEIs. The new template is available to download from the TEI Handbook.

Student Survey

Further to the information provided in the [April Bulletin](#), the 2020 Common Awards Student Survey is now open, with a closing date of 31st May 2020.

The new survey is available online for students to complete if they wish to do so. The new survey questions take into account the feedback received from TEIs in the recent consultation. Thank you for your contributions.

An email was distributed to TEI Key Contacts on 6th May providing an email to share with all Common Awards students. We would be grateful if TEIs would send the email out to all students registered on Common Awards programmes in 2019-20 (as per the December census), to invite them to complete the survey. Please note that an updated Privacy Notice is included at the start of the survey.

The Student Survey is available [here](#).

Concessions and Changes of Registration

TEIs are reminded that concession requests which require Durham approval must be requested in advance. This is to avoid a situation in which the Chair of the Common Awards Management Board is unable to approve the request, and a student is inadvertently disadvantaged by the process not being followed correctly.

Only when the request has been approved would we advise TEIs inform the student that they can proceed with the actions outlined in the concession.

It is also important that full details of the request are provided on the Concession Request form. Guidance about the appropriate supporting evidence for each type of concession request can be found on our website. Please click [here](#), and follow the links under the heading 'Concession Type'.

If the approval of a concession results in a change to a students' record, please ensure that a Change of Registration form is submitted as soon as possible. Change of Registration forms should be completed accurately and in full, and after the completion of the relevant concessions process.

We are looking at ways to improve the presentation and clarity of the concession information, but do not hesitate to contact the team with any queries.

Campus Cards

As previously announced in the [April 2020 Bulletin](#), TEIs are reminded that the Campus Card production for late entrants to Common Awards Programmes (scheduled for May 2020) will unfortunately not take place as planned.

TOTUM Cards

TEIs are reminded that Common Awards students are eligible to apply for TOTUM (formerly NUS Extra) Cards.

TEIs are asked to note that as of 1st May, TOTUM have amended their application process, due to the Covid-19 crisis. Students looking to request a card must contact their TEI directly, requesting a verification link. TEIs will then need to contact the Common Awards Team who will issue verification codes upon request. The URL link will allow students to order TOTUM Cards directly, rather than being posted to their TEI by the Common Awards Team. If you encounter any issues with the new process, please inform the Common Awards Team.

Learning and Teaching Resources

The Common Awards Team would like to make TEIs aware of the following resources.

Learning Resources: We are aware that some very useful additional resources have been made open-access by institutions and organisations around the world. We are working closely with the National Ministry Team to compile a composite list of those which might be most useful to TEIs and staff. This will be made available on the Common Awards Hub. Colleagues are invited to contribute. The Common Awards team has additionally invested in the eBooks Religion Collection, which will now be available via EBSCO.

Online Teaching Resources (Staff): This resource has been developed to support staff wanting to explore options for delivering some or all of their modules online. The guidance is predominately directed at supporting colleagues based at Durham and so may make specific references that are not applicable to TEIs (such as DUO, the University's online learning environment, instead of Moodle, for instance); however, we hope that the principles can be easily translated to support TEIs. Please give careful attention to any processes that might need be adapted to fit the Common Awards

Framework, and as outlined in the FAQs above. To access, [please click here](#). The National Ministry Team recently hosted an online event dedicated to supporting TEI staff in delivering teaching via Moodle.

Online Learning Resources (Students): This resource is designed to help students at Durham University find effective ways to learn using digital resources and tools. It is designed to be used together with subject-specific advice from academic departments and lecturers. TEIs are invited to use the resource, if this would be helpful. To access, please [click here](#).

Wellbeing Resources: The current crisis may cause anxiety for many colleagues and students. We know that TEIs will be doing everything possible to support students and staff during this difficult time. The University's Organisation Development team and others (such as Public Health England) have published a range of resources on support and wellbeing activities. We hope you find these helpful. Please take a look at the University's [Wellbeing and Development for colleagues working differently](#) webpages, and take care of yourselves during these challenging times.

TEI Communications

TEIs are reminded that they can contact the Common Awards Team for information, advice, and guidance in relation to any aspects of the Common Awards partnership, programmes, processes, structures, or events. If your query relates to another professional service within the University (e.g. Legal Services or Student Registry), we will liaise with the relevant staff on your behalf.

When communicating with the Common Awards Team via email, please be as specific as possible in your email subject and please highlight which member of the team it is intended for, if you know. If your email is part of an ongoing conversation, please include all relevant and previous discussions in your response; this hugely helps our effectiveness in tracking ongoing and completed actions.

Common Awards Staffing Update

The Common Awards Team are pleased to announce that Ms Rhianne Jones has recently joined the Common Awards Administrative Team in the role of Assistant Quality Manager. Rhianne previously covered the role of Assistant Quality Manager during a period of maternity leave within the team.

Further Information

The full 19/20 academic calendar is available [here](#).

Please remember to check the [Covid-19 FAQs as frequently as possible](#). The information provided in these FAQs is updated regularly.

With thanks,

Mike, Frances, Eve, Alyson, Emma, Deborah, Rhianne and Adam