

Update for TEIs

1st June 2017

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New Programme!

Foundation Award in Theology, Ministry and Mission

Earlier this year Ministry Division proposed to introduce a new Common Awards programme: a 60 credit Level 4 undergraduate Foundation Award. The programme has been developed by Ministry Division in response to requests from a number of TEIs who would like to offer a Level 4 one year part-time programme to increase accessibility and encourage greater diversity in student recruitment. The proposed new programme has the support of the Common Awards Management Board.

The proposed new programme has been considered by the University's Quality and Standards Sub-Committee (QSSC). QSSC agreed to approve the programme, and proposed that the title of the award should be 'Foundation Award in Theology, Ministry and Mission'. The following documents were submitted to QSSC:

- [Programme Specification](#)
- [Rationale](#)

University Approval

While the programme has been approved, we have yet to draft the Core Regulations for the programme (which will need to be approved by QSSC), and we will be presenting the proposal to Senate and Council in June/July 2017. Once final approval has been granted, we will be amending the validation contract between Durham University and Ministry Division to reflect the addition of this new programme in the suite of Common Awards programmes.

Invitation to submit new programme proposals

In anticipation of final approval being granted, we are inviting approved TEIs to start work on preparing their proposals to introduce the new Foundation Award in Theology, Ministry and Mission. As the Foundation Award is based on a subset of modules that have been approved already within the Common Awards Scheme, and as the Foundation Award differs from the CertHE only in terms of breadth (rather than depth), we will be using a more streamlined approval process for TEIs to introduce the Foundation Award.

Submitting a proposal

If your TEI would like to introduce the new Foundation Award, please send us the following:

1. the [programme regulations](#) for the Foundation Award;
2. the [curriculum mapping document](#) for the Foundation Award;
3. the [module overview table](#) for the Foundation Award;
4. a brief written statement to confirm:
 - (a) the proposed start date for delivering the Foundation Award;
 - (b) that the TEI's Management Committee supports the new programme proposal;
 - (c) that the TEI has a progression route from successful completion of the Foundation Award to the Certificate of Higher Education in Theology, Ministry and Mission (see the Rationale document, above).

Preparing the paperwork

In some cases, TEIs might have the above documents in place already for the CertHE. If this is the case for your TEI, you might find it easier to use those documents as a starting point for drafting the documents for the Foundation Award (e.g. TEIs may use the same module overview table for both the CertHE as for the Foundation Award; TEIs might like to adapt their programme regulations for the CertHE into a separate set of programme regulations for the Foundation Award).

When preparing the paperwork, please refer to the programme specification for the Foundation Award in Theology, Ministry and Mission (see hyperlink above). It may help TEIs to remember, when preparing the paperwork, that our new policy on 'learning hours', which gives them more freedom to shape modules as they wish. Similarly, the new proposed assessment policy should come into force shortly after 2 June, and will give TEIs more freedom when choosing the assessment patterns for the modules included in their Foundation Award. Please submit all documents electronically to the [Common Awards Team](#) by **Friday 14th July 2017**.

Initial consideration of proposals

The Common Awards Team will review the new programme proposals as and when they are received, around our core processes and highest priority activities. We will aim to prioritise proposals that have a start date of Autumn 2017. When reviewing the proposals, we will make sure that they are aligned with the programme specification (available on the Common Awards website). We will also make sure that all TEIs who wish to offer this programme have a progression route available for every student who successfully completes the Foundation Award.

We hope that this early invitation to submit proposals will help to avoid unnecessary delay. Please note, however, that final approval cannot be granted to TEIs until final approval of the award has been granted by the University. TEIs who wish to refer to the proposed new programme are advised to follow our normal [guidance on advertising and recruiting to programmes that have not yet been approved](#). If you have any questions or concerns about the above, please [contact us](#).

New modules

The University recently approved a number of new module proposals from the Continuing Implementation Group. Although we have not yet assigned module codes, the outlines are available on the Common Awards website: <https://www.dur.ac.uk/common.awards/modules/>:

New modules (May 2017)

L4-20: Call and Vocation

L4-20: Who is Jesus

L5-40: Term Study Abroad

L6-40: Term Study Abroad

L7-10: Study of a Biblical Text Employing its Original Language

L7-20: Ministry and Mission with Children, Families and Young People

L7-20: Theological Perspectives of Place

L7-20: Theology, Mission and Ministry in Contemporary Urban Contexts

L7-40: Term Study Abroad

Consultation on assessment patterns

At the recent Common Awards Management Board, a new policy on module assessment choices was provisionally agreed, subject to the results of consultation with the TEIs. The proposed new policy was developed with the aim of simplifying the choices available to TEIs, and reducing the bureaucracy involved in making changes. The proposed policy is attached in two forms, one for undergraduate modules and one for postgraduate modules.

The key things to note are:

- that it will *not* require you to change any module assessment patterns that have already been agreed;
- that when you do want to change the assessment pattern for any module, or offer a new module, you will not need to choose from the restricted menu of options specific to that module, but will be able to choose any appropriate pattern from the new policy; and
- that you will not need to seek approval from Durham for such changes in advance.

The proposed new policy provides a generic list of assessment patterns for different sized modules. We have tried to create the list so as to cover the vast majority of the patterns already in use across Common Awards, but one or two anomalous existing patterns are not covered.

As stated above, you will *not* need to change the assessment for any module currently using an anomalous pattern that is not included in the new policy – but if in future you do want to change the assessment pattern on such a module, you will need then either to bring it into line with the new policy or provide a pedagogical rationale explaining why you need to employ an unusual pattern.

TEIs are reminded to submit any feedback to common.awards@durham.ac.uk by **Friday 2 June**. Once we have received feedback, and providing that no serious problems with the proposal have emerged, we plan to bring the policy into effect as soon as possible thereafter, which would allow TEIs to make changes to assessment patterns in readiness for the new academic year.

Consultation documents

- [Assessment Patterns \(UG\)](#)
- [Assessment Patterns \(PG\)](#)

New policy on learning hours

We recently circulated a message to all TEIs to confirm that a new policy on contact hours (learning hours) was agreed at the most recent meeting of the Common Awards Management Board. The new policy comes into **immediate effect**. Visit the Common Awards website to [read more about the new policy on learning hours](#).

Changes to module outlines

The University recently approved a number of proposals from the Continuing Implementation Group to update several of the Common Awards module outlines. A summary of the approved changes is provided in the table below. All updated module outlines are now available on the Common Awards website: <https://www.dur.ac.uk/common.awards/modules/>

Summary of changes to module outlines (May 2017)			
Code	Title	Credits	Change
TMM1067	Elementary New Testament Greek	10	Amended the existing assessment option 2 to allow multiple shorter tests in place of the ½ hour test
TMM1077	Continuing New Testament Greek	10	Amended the existing assessment option 1 to allow a number of tests/exams, not just one 1 ½ hour exam
TMM2107	Intermediate New Testament Greek	10	Amended the existing assessment option 3, replacing a journal of 1000 words weighted at 25% with a written assignment of 1000 words weighted at 30%.
TMM1191	Informal Learning with Young People and Children	20	Addition of second assessment option: - Essay + theological reflection
TMM42720	Mission and Ecclesiology in Contemporary Context	20	Change in module description wording: - “traditional parishes and circuits” to “forms” - “Anglican and Methodist identities” to “denominational identities”
TMM43520	Reflective Practice: Mission and Evangelism	20	Change in module description wording: - “Fresh Expressions” to “new forms of church”

TMM3601	Reflective Practice: Mission and Evangelism	20	Change in module description wording: - “Fresh Expressions” to “new forms of church”
TMM3811	The Arts, Culture and Christian Ministry and Mission	20	Addition of the following modes of teaching: - Small group learning creates an environment where students learn to articulate their knowledge and understanding effectively and in a way that is relevant to the group and its context. - Programmed online learning materials guide students through knowledge content, its wider framework and different approaches to its application. - Virtual discussion forums offer students the opportunity to articulate the knowledge and understanding they have acquired to others and to engage in informed debate.
Various	All 'Independent Learning Project' modules (long & short)	10, 20	Module titles and descriptions updated to include level

Changes to the Graduate Certificate

In 2016 the University approved a proposal from the Continuing Implementation Group to amend the Graduate Certificate programme specification in order to **liberalise** the requirement to a specific number of credits in specific areas. The Graduate Certificate programme specification has been updated and uploaded to the [‘Programmes’](#) page of the Common Awards website. The amendments are as follows:

Appendix 2: Syllabus	
Previously	Revised
<ul style="list-style-type: none"> At least 20 credits of Biblical Studies from a defined list At least 20 credits of Christian Tradition from a defined list 	<p><i>The requirement for at least 20 credits in each of Biblical Studies and Christian Tradition has been removed and replaced with the following text:</i></p> <ul style="list-style-type: none"> TEIs are responsible for ensuring that all students' module selections give them the opportunity to achieve the programme learning outcomes specified in Section 4 of this document. A total of <u>60 credits</u> to be achieved, with a minimum of 40 credits at level 6, and a maximum of 20 credits at Levels 4 and 5.
Section 4: Programme Learning Outcomes	
Previously	Revised
SSK: On successful completion of the programme, students will be able to:	SSK: On successful completion of the programme, students will meet at least one of the following outcomes: they will be able to:
SSS: On successful completion of the programme, students will be able to:	SSS: On successful completion of the programme, students will meet at least one of the following outcomes: they will be able to:
KS: On successful completion of the programme, students will be able to:	KS: On successful completion of the programme, students will meet at least two of the following outcomes: they will be able to:

TEIs are not required to make any changes to their GradCert programmes. However, if TEIs wish to take advantage of this liberalisation, **please submit your revised programme regulations for the GradCert for 2017/18 onwards to the Common Awards Team** (common.awards@durham.ac.uk).

TEIs are asked to note that, with the changes noted above, most combinations of modules would fulfil the programme learning outcomes (I think it would be quite difficult to find a combination that didn't, though I suspect it is possible).

As these revisions are minor changes that liberalise programme requirements, we would be happy to receive TEIs' proposed revised programme regulations for the GradCert by **30th June 2017**.

Changes to the PG programme specifications

The programme specifications for the Postgraduate Certificate, Postgraduate Diploma and the MA have been updated to reflect that students may study Level 4, 5, or 6 biblical language modules. The programme specifications have been updated and uploaded to the ['Programmes'](#) page of the Common Awards website. The amendments are as follows:

PGCert programme specification	<ol style="list-style-type: none">1. Text added to Appendix 2, Syllabus: <i>"Up to 20 credits of modules may be taken from level 6 or biblical language modules at levels 4 or 5"</i>2. Text added to p.12 to clarify the maximum credits permitted below Level 7
PGDip programme specification	<ol style="list-style-type: none">1. Text added to Appendix 2, Syllabus: <i>"Up to 30 credits of modules may be taken from level 6 or biblical language modules at levels 4 or 5"</i>2. Text added to p.12 to clarify the maximum credits permitted below Level 7
MA programme specification	<ol style="list-style-type: none">1. Text added to Appendix 2, Syllabus: <i>"Up to 30 credits of modules may be taken from level 6 or biblical language modules at levels 4 or 5"</i>2. Text added to p.12 to clarify the maximum credits permitted below Level 7

Level 7 Assessment Criteria

During 2016 the Continuing Implementation Group proposed some amendments to clarify further the Level 7 assessment criteria. The changes to the wording of the criteria – especially for work in the 50s – was intended to ensure that there was at least some evidence of criticality at this Level of study. Subsequently, it was deemed to be too late to ask TEIs to implement the revised assessment criteria for the academic year 2016/17.

Now TEIs are advised to note that **all TEIs will need to use the revised Level 7 assessment criteria from the academic year 2017/18 onwards**. We will be publishing the revised assessment criteria on the assessment pages of the Common Awards website on the week beginning 22nd May 2017. TEIs are advised to make sure that their student handbooks and online information for the academic year 2017/18 onwards refers to the revised Level 7 assessment criteria.

Boards of Examiners (progression flowchart – DipHE)

Please note that the [progression flowchart for the DipHE](#) has been updated, and is available on the Common Awards website (within the [guidance on TEI Boards of Examiners](#)).

Common Awards Management Board: Report to TEIs

The minutes from the February 2017 meeting of the Common Awards Management Board have been circulated with this bulletin. The minutes from the May 2017 meeting are in progress and will be circulated to TEIs shortly.

Student survey

The Common Awards Team would like to thank TEIs for their valuable feedback on the draft questions for the Common Awards Student Survey. All comments received were considered by the Student Survey Working Group, and some amendments were made before the final version of the survey was launched on Thursday 4th May. Each student was sent a unique link from the survey system, which enabled them to access the survey.

The student survey closed yesterday (31st May 2017). We have received a good response rate of 41%. We will be analysing the responses in due course, and will send further information to TEIs shortly.

Staff conference: Register now!

This year's joint staff conference will be taking place from **12th-14th July 2017** at Collingwood College and Grey College in Durham. The conference theme is 'Formation for a Growing Church?'. Members of staff in TEIs are reminded that they can book their place via [our online booking system](#).

Dates for your diary

31.05.17	Submission deadline for curriculum development (programme and module changes)
02.06.17	Submission deadline for consultation responses (assessment patterns)
30.06.17	Submission deadline for revised GradCert programme regulations
12.07.17	Staff conference (12-14 July 2017)
14.07.17	Submission deadline for the new Foundation Award proposals
31.08.17	Durham University Board of Examiners (Summer)
19.07.17	TEI Forum , Durham
31.10.17	Common Awards Management Board, Durham
30.11.17	Durham University Board of Examiners (Autumn)
30.01.18	Common Awards Management Board, London
31.01.18	Submission deadline for curriculum development (new programmes)
01.05.18	Common Awards Management Board, Durham
31.08.18	Durham University Board of Examiners (Summer)
30.11.18	Durham University Board of Examiners (Autumn)

Elena Gorman, 1st June 2017