

Update for TEIs

19th June 2017

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- a. TEI meeting dates (2017/18)
- b. CAMB minutes

New Policy on Assessment Patterns

Further to our recent circular email to TEIs and [online announcement](#), we are pleased to announce that the responses to the consultation on assessment patterns were very positive. Following several minor amendments to the policy and guidance, we have now published the final version of [the assessment patterns documents](#) on the Common Awards website.

TEIs are advised to familiarise themselves with:

- the new policies and guidelines on assessment patterns
- the processes for monitoring and approving changes to assessment patterns and learning hours
- the new requirement for TEIs to submit up-to-date T4s (Module Overview Documents) annually alongside the ASE report each Autumn

Over the Summer we will be amending the module outlines and updating information on our website to reflect the new policies and approaches to assessment patterns and learning hours. If you have any questions, concerns, or suggestions in relation to the above, please [contact the Common Awards Team](#).

New Policy on Learning Hours

At the recent Common Awards Management Board, a new policy on contact hours was agreed. The new policy, which now goes under the heading 'learning hours', was developed with the aim of simplifying the choices available to TEIs, and reducing the bureaucracy involved in making changes. Read the new [Common Awards policy on learning hours](#).

The key things to note are:

- that the introduction of this policy does *not* require you to change any of your existing patterns of learning hours;
- that when you do want to change the pattern of learning hours for any module in future, your TEI Management Committee will be able to approve any pattern that complies with the new policy; and
- that you will not need to seek approval in advance from Durham for such changes (though we will monitor them retrospectively, as explained in the policy).

The new policy comes into effect immediately, so that there is an opportunity for your TEI Management Committee to approve changes to learning hours in time for the coming academic year. If you have any questions about the new policy, please [contact the Common Awards Team](#).

Boards of Examiners: Guidance and Reporting

TEIs are reminded that [updated guidance](#) on TEI Boards of Examiners meeting has been published on the Common Awards website.

We ask TEIs 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).

Reminder: Foundation Award

As reported in the previous TEI Bulletin and an online [announcement](#), the proposed Foundation Award in Theology, Ministry and Mission will be presented to 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.

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.

If your TEI would like to introduce the new Foundation Award, please submit all documents electronically to the [Common Awards Team](#) by **Friday 14th July 2017**.

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.

Dates for Your Diary: Student Records (2017/18)

A full timeline for student records data collection processes for the 2017/18 academic year has now been added to the [TEI Handbook](#). Please see below for further information on key processes, deadlines and meeting dates:

New student registration and campus cards:

Date	Action	Detail
2 nd October 2017	New student programme registration data submission (student records creation)	TEIs send programme registration data to Durham for new students. Durham verifies the data and uploads it to Banner to create new student records. Once records are created, Durham circulates Banner IDs to TEIs.
3 rd November 2017	Campus card production	TEIs send campus card photographs to Durham, in order for campus cards to be printed for students.
1 st December 2017	Census	On 1 st December of each academic year , Durham takes a snapshot of TEIs' student records data in Banner; this is used to calculate TEI validation fees. Please note: TEIs will be charged for any students who withdraw after the census date.

Note: See our guidance in the TEI Handbook for more information on [programme registration](#) and [campus cards](#).

Validation fees:

Date	Action (TEI)	Action (DU)
1 st March 2018	-	DU issues invoices based on student numbers at census
31 st March 2018	TEIs pay invoice by this date	

Note: Further information about the validation fees can be found in the validation contract between your TEI and Durham University.

New student registration (for late entrants), module registration, APL data, and campus cards:

Date	Action (TEI)	Action (DU)
2 nd April 2018	TEIs submit new student registration data (late entrants) by this date	DU creates new student records and Banner IDs
27 th April 2018	TEIs submit module registration data & APL data for ALL students by this date	DU adds module and APL data to student records
4 th May 2018	TEIs submit student photos (saved by Banner IDs) by this date	DU creates student campus cards

Note: See our guidance in the TEI Handbook for more information on [module registration](#) and [APL data](#).

Overarching BoE:

Date	Meeting
31st August 2018	Overarching Board of Examiners (Summer)
30th November 2018	Overarching Board of Examiners (Summer)

Note: See the TEI Handbook for more information about the [Board of Examiners](#).

Action Requested: TEI Meeting Dates (2017/18)

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

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

We hope to receive this information over the Summer so that we can produce an attendance schedule for University Liaison Officers during 2017/18. If you have any questions about this, please contact Olwen Lachowicz in the first instance (common.awards@durham.ac.uk).

Action Requested: CAMB Minutes

The minutes of the most recent meeting of the Common Awards Management Board are appended to this bulletin. TEI key contacts are asked to ensure that the minutes are considered at the TEI's next meeting of its Common Awards Management Committee. If you have any questions about the minutes, please contact the Common Awards Team: common.awards@durham.ac.uk

Elena Gorman, 19th June 2017