

COMMON AWARDS

Update for TEIs

12th September 2019

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For Action by TEIs:

1. September, October & November deadlines

We would be very grateful if TEIs could take a note of the following upcoming deadlines for submission of data or information relating to student records and curriculum development processes:

30th September: submission of 2019-20 T9 staff list.

4th October: the deadline for TEIs to submit [new student programme registration data](#). Please note that for those TEIs using Moodle, you no longer need to use our template spreadsheets but should be able to download the data in the required format from Moodle, and send us the .csv or .excel file

31st October: the deadline for TEIs to submit Board of Examiners membership lists

31st October: the deadline for TEIs to submit [curriculum development](#) changes for late programmes

5th November: the deadline for TEIs to submit student photographs for [campus card production](#). Please note that our IT department have been very clear this year that any photos received after this deadline won't be printed until the next production in May.

28th November: deadline for the submission of ASE documentation to us. Please note that the form for 2019 includes a new section about equality, diversity and inclusion. The form can be found [here](#).

Further deadlines can be found in our [2019/20 calendar of deadlines and events](#)

2. Overarching Board of Examiners

TEIs are reminded to submit module marks for all completing students to be considered for award at the Overarching Board of Examiners **within 48 hours** of their TEI Exam Board meeting. The Overarching Board is considering more students for award year on year, and we are expecting more than 500 students to be awarded at the next meeting. As many TEIs hold their Exam Boards in November the timescales are tight for the Common Awards Team to finalise all records in advance of the documentation circulation. We would be grateful for timely responses from TEI staff when contacted with data queries and for confirmation of the accuracy of marksheets during the preparation period.

3. Submission of TEI policies

TEIs are reminded to submit any policies relating to Common Awards which may have been amended by TEI's over the summer, in anticipation of the new academic year. Changes to Policies relating to matters such as Admissions, APL, Complaints and Appeals, Placements etc. require approval by the Chair of the Management Board. Please contact the Common Awards team if you are unsure if a policy needs consideration by the Chair of the Management Board.

4. Student Representation

We would be grateful if you could **send us the names and email addresses of your TEI student representatives elected for the 2019/20 academic year** (with their permission), and any information on your student representation structure if possible.

We hope to put the new Common Awards Management Board student representatives in touch with TEI student representatives to share good practice, and look at how best feedback can be shared between students in TEIs and the Management Board.

For Information:

5. Winter Graduation 2019

Students

Students eligible for graduation (those who have successfully completed the BA, MA, Postgraduate Diploma or Postgraduate Certificate) will be invited to attend the graduation ceremony at 10am on **9th January 2020**, at Durham Cathedral. We will shortly be sending student invitation letters to TEIs, and registration will be open between October and December 2019 (exact dates to be confirmed).

We will also be hosting a post-ceremony **celebration event** in Durham for those attending graduation; further information will follow shortly.

TEI Staff

Members of staff in TEIs are also welcome to attend the Durham University graduation ceremony; the registration link will be sent to TEIs when it opens in October.

Academic Procession

Members of staff in TEIs who hold an undergraduate degree are eligible to participate in the academic procession for the Common Awards students. If you are interested in this please let the Common Awards team know as soon as possible.

6. 2019/20 Calendar

We are pleased to let you know that the [Common Awards 2019/20 calendar of events and deadlines](#) is now available on our website.

7. TEI Forum

TEIs are asked to note that the next TEI Forum will take place on **8th October 2019** at Durham University. TEI Forum members can register their place [here](#). Please contact Dr Steve Summers directly with any agenda items.

8. Staffing Update

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

Leaona Clarkson left the team in May 2019 to take up a new position nearer to her home. We are hoping to fill the vacant post very soon.

Professor Mike Higton is on research leave this term. He will return in January 2020. In his absence, Dr Frances Clemson will be making all approvals.

Dr Eve Parker joined the team as Postdoctoral Research Associate in Theological Education at the beginning of September.

Further information

If you have any questions relating to the Common Awards, please contact the team: common.awards@durham.ac.uk. With thanks and best wishes,

Emma Harrington
12th September 2019