

Update for TEIs

1st November 2017

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Annual Self Evaluation (ASE)

The next deadline for the submission of ASE reports is **30th November 2017**.

Following the adoption of new policies and guidelines on assessment patterns, and from 2017 onwards, TEIs are required to provide their completed Module Overview Table (T4) alongside ASE forms. Module Overview Tables should clearly highlight all changes made during the year for review and monitoring by the Common Awards Team at Durham (or example via tracked changes). TEIs are asked to ensure that Module Overview Tables clearly state which modules are available for each programme.

Both Section A and Section B forms, and completed Module Overview Tables, should be submitted to Ministry Division. Ministry Division will then pass on relevant Section B forms and Module Overview Tables to Durham.

TEIs are reminded that they need to involve students in the ASE process, and that this involvement should be reflected in the ASE report. Following consideration of this matter at the Common Awards Management Board held on 4th May 2017, it was agreed that examples of how TEIs might involve students in the ASE process would be shared with TEIs. This information has been added to the ASE guidance available on the website.

Please see the [ASE guidance page](#) for further information on this process. Please do not hesitate to contact the team if you have any questions about the process: common.awards@durham.ac.uk.

Serious Adverse Circumstances (SACs)

SACs can be considered for circumstances beyond a student's control – for example, illness; a family crisis; bereavement – which have seriously affected his/her work. Although the University does not permit TEIs to amend student marks in light of such circumstances, it does permit Board of Examiners to take SACs into account when making decisions on a student's progression to the next year of their studies, or (at the overarching Board) on the award and classification of their final qualification.

The overarching Board of Examiners have noted that the SAC process is not widely used by TEIs, which may be the result of successful mitigation undertaken in year. However, TEIs are reminded that SACs can be used where, despite earlier mitigation, a student has still been adversely affected during their assessments.

Please see the [SAC guidance page](#) in the TEI Handbook for further information on this process. Please do not hesitate to contact the team if you have any questions about the process: common.awards@durham.ac.uk.

Student Campus Cards

TEIs are reminded that the deadline for submitting student photographs in order for campus cards to be produced is **3rd November 2017**.

Please see the [Campus Cards guidance page](#) for further information on this process and formatting requirements for the photographs.

Curriculum Development

If TEIs wish to make any programme or module changes relating to programmes/modules starting in early 2018, please submit these proposals as soon as possible (the deadline for this has now passed but please inform the team as soon as possible if you do have any changes to make).

The next deadline for the submission of curriculum development proposals is **Tuesday 31st January 2018**. TEIs are asked to submit proposals for: (i) any programmes that are new to the TEI; (ii) any programmes that are new to a specific centre within a TEI; (iii) withdrawing a Common Awards programme.

Please note that the curriculum development request form will be updated and published in the TEI Handbook. The new form will include a minor amendment which will allow the University to track multiple curriculum development requests which are submitted on a single form with greater ease.

TEIs are reminded that they can find information about [curriculum development](#) in the online [TEI Handbook](#).

The deadline for other curriculum changes (e.g. programme and module changes) is not until 31st May 2018. If TEIs wish to submit these changes sooner, they are welcome to do so. Please note that from 2018, TEIs will be required to routinely submit their Programme Regulations for the next academic year as part of the curriculum development cycle. If no changes are required, TEIs are requested to submit their Programme Regulations updated with the upcoming academic year in the footer, in anticipation of publication on the Common Awards website. TEIs are asked to submit this documentation by the 31st May 2018 curriculum development deadline.

Please do not hesitate to contact the team if you have any questions about the process: common.awards@durham.ac.uk.

TEI Board of Examiners Membership Lists

Action Requested

TEIs are asked to submit the membership lists for the 2017/18 Boards of Examiners to the Common Awards Team for approval by **30th November 2017**.

Thank you to those TEIs that have already submitted this information.

Overarching Board of Examiners (30th November 2017)

The Common Awards Team is expecting a significant number of students (around 400) to be considered for award and/or classification at the overarching Board of Examiners taking place on 30th November 2017.

The preparation of data for the overarching Board involves a substantial amount of work including marks entry for individual students, the printing and manual checking of student marksheets, liaising with each TEI to resolve errors and queries, and making the required changes in the student records system before final documentation is sent to the Board members.

Action Requested

As there are several TEI Boards also taking place in November this year, which does not leave a lot of time to prepare required data for the overarching Board (the documentation is scheduled to be sent to Board members on 23rd November), the Common Awards Team would appreciate the **prompt submission** of any completing students' marks and Board minutes to the team following your TEI Board. We would also be grateful if you could respond to queries from the team as soon as possible.

It would also be helpful if TEIs could **send a list of the names, Banner IDs and programmes** of all students you will be submitting to the overarching Board for award and/classification in advance of your meetings, so that we can begin to prepare our paperwork in advance.

Registration Changes (Updated Deadline)

TEIs have recently received snapshots of the data held in Banner from the Common Awards Team following the New Student Registration process, which took place in October 2017.

TEIs are asked to review this data and complete the following:

1. Report any changes to the data through the usual [Registration Changes process](#) by **17th November 2017** (*please note that this deadline has been extended from 3rd November 2017*);
2. Highlight any students in the data snapshot spreadsheet who completed their studies in 2016/17 and will therefore be considered for award and/or classification at the overarching Board of Examiners in November.

DULTA 2017/18

Following the success of the 2016/17 programme, we are delighted to announce that the Durham University Learning and Teaching Award (DULTA) is now available to Common Awards teaching staff for the 2017/18 academic year.

This professional development programme has been designed to enable staff to participate in the programme from a distance to gain accreditation as teachers in Higher Education.

The programme will be launched with a face-to-face introduction day in Durham on **Monday 20th November 2017**. Following the introduction day, the remainder of the programme will be delivered online through a specially designed module on Durham's online learning environment ('Durham University Online') and from January 2018.

The programme is open to all part-time and full-time members of core staff or associate staff who teach on the Common Awards programmes in approved TEIs.

For further information, and to **register your place now**, please visit the staff development pages of the Common Awards

website: <https://www.dur.ac.uk/common.awards/policies/staff.development/>

TEI Staff Attendance at the Durham University Congregation

Members of staff in TEIs are welcome to attend the Durham University graduation ceremony, which is taking place on Thursday 11th January 2018 at 10:00am.

If any of your members of staff would like to attend, registration is now open and is available at the following link: <https://www.dur.ac.uk/ceremonies/congregation/staff/attendance/>.

The deadline for registration is **Sunday 17 December 2017**.

Common Awards Student Conference 2018

The next Common Awards Student Conference will take place from 16-18th July 2018 at [St Aidan's College](#) in Durham. The theme for next year's conference will be announced in due course.

Read about the [previous conference](#), held in 2017 at [The Hayes Conference Centre](#) in Derbyshire.

More specific information about the conference will be published on our [website](#) nearer the time.

Common Awards Staffing Update

The Common Awards Team is pleased to report the following updates to staffing within the team:

- Ms Alyson Bird joined the Common Awards Team as the Quality Assurance Manager in July 2017. Alyson joined the team from her previous role as Education Policy Support Officer in Durham University's Academic Support Office, and is also a Reviewer for the Quality Assurance Agency;
- Dr Ashley Cocksworth has been appointed to the maternity cover post for Dr Frances Clemson until July 2018. Ash is being seconded from The Queen's Foundation in Birmingham, where he has been Tutor in Systematic Theology since 2012;
- Mrs Suzanne Bradley has joined the Common Awards Team as the Common Awards Assistant and PA to Professor Higton. Suzanne joined the team from her previous role as Faculty Support Secretary (Faculty of Arts and Humanities) in Durham University's Academic Support Office, a position she has held for several years;
- Mrs Emma Harrington is expecting a baby and will be on Maternity Leave from 27 November 2017. Recruitment for Emma's maternity cover is already underway, and further information will be communicated to TEIs in due course.

Calendar of Key Dates (2017/18)

Please see the [Common Awards Calendar](#) for details of all key dates and deadlines for the 2017/18 academic year.