

COMMON AWARDS

Update for TEIs

21st November 2019

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For Action by TEIs:

1. November, December and January 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.

29th 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](#).

2nd December: Census Date.

Early January – CAMB Student Representative Nominations.

9th January: Common Awards [graduation ceremony](#) at Durham Cathedral. The ceremony will take place at 10am. This will be followed by a celebration event, final details of which are to be confirmed with you shortly.

Mid-January: CAMB student election opens.

17th January: Students [marks data submission](#) for any 2018/2019 continuing students.

30th January: Common Awards Management Board (CAMB).

30th January: [Curriculum development](#) – New programmes and modules. CAMB Student election closes.

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

2. Overarching Board of Examiners

The Overarching Board is considering more students for award year on year, and we will consider more than 500 students for award 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 next week. 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.

Please note that the Overarching Board of Examiners date has been moved to accommodate the later TEI Board of Examiners dates. The Overarching Board of Examiners has been scheduled for **Thursday 5th December**. Pass lists will be generated and circulated to TEIs by Friday 13th December.

3. Submission of TEI policies

TEIs are reminded to submit any policies relating to Common Awards which may have been amended by for the new academic year. Changes to Policies relating to matters such as Admissions, APL, Complaints and Appeals, Placements, Over-length work 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

Thank you to TEIs who have already provided details of their student representatives. To date, we have received Management Committee student representative information from only half of TEIs. We are looking 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. However, until all information has been received this cannot be done.

If you have not done so already, 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.

5. Consultations

The Management Board invites feedback from TEIs on the following matters:

- A proposed Academic Progress Notice procedure; and
- Proposed changes to the entry requirements for international students for all Common Awards programmes.

The consultations are now live in the [Consultations](#) sections of the TEI Handbook on the Common Awards website.

Please note that proposed changes to the Common Awards Student Survey will also be shared with TEIs for consultation very shortly.

For Information:

6. Winter Graduation 2019

Students

Students eligible for graduation (those who have successfully completed the BA, MA, Postgraduate Diploma or Postgraduate Certificate) have been invited to attend the [graduation ceremony](#) at 10am on **9th January 2020**, at Durham Cathedral. TEIs should have received student invitation letters, and registration for the ceremony will close on the 10th December.

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 Congregation ceremony. We have been advised that any TEI staff member who wishes to attend Winter Congregation will need to complete the retired staff form (external) as they will not be able to access the standard staff form. Please visit the following link to complete the [online registration form](#).

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 participating in the academic procession you can also use the above registration form to register.

Parchments and transcripts

Parchments for those students who are not eligible for Congregation (awarded at the summer Board of Examiners) have been sent to TEI key contacts for circulation. Documentation for those eligible for Congregation, and those awarded at the winter Board of Examiners, will be received up to eight weeks after the ceremony.

7. Staff development opportunities

Following on from the success of online professional development opportunities for TEI staff over the past three years, the Durham Centre for Academic Development has now streamlined their programme to enable Common Awards staff to gain accreditation as teachers in Higher Education without having to enrol as students at the University. The new programme will commence in the spring of 2020 and provide participants with the opportunity to work through interactive online content in their own time, to discuss their learning with colleagues across the UK and with

facilitators from DCAD, and to submit an Account of Professional Practice for the award of Associate Fellow of the HEA.

This new approach launches with an online introductory session on 6th December 2019. More information, and the registration form, can be found on the Common Awards [website](#).

8. 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.

9. Staffing Update

TEIs are asked to note the following changes to the Common Awards team. We are delighted that Adam Walker has recently joined the team in November 2019, in the role of Common Awards Administrator.

Professor Mike Higton will return from research leave in January 2020. In his absence, Dr Frances Clemson will be making all approvals.

10. Common Awards Office Closure

TEIs are asked to note that the Common Awards Office will close on the afternoon of Wednesday 18th December and reopen on Thursday 2nd January. TEIs are strongly advised to flag any urgent queries before 18th December. The University will be closed from Friday 20th December and reopen on Thursday 2nd January 2020.

TEIs are advised that colleagues in the Common Awards team may be participating in the expected UCU strike action starting 25th November until 4th December. TEIs are strongly advised to flag any urgent queries before 25th November.

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.