



Common Awards Bulletin

Inside this issue:

Student records update

Annual Self-Evaluation (ASE) Consultation

External examiners

Boards of Examiners

Curriculum development

Policies and processes update:

- Penalties for over-length work
- Penalties for the late submission of work
- APEL guidance
- Concessions guidance
- Admissions policies
- Assessment
- Disability support
- Plagiarism and assessment irregularities

Events:

- Staff conference
- Student events

Research:

- Seedcorn grants
- Other projects

Committees and groups

FAQs

Dates for your diary

Student records update

Creating student records

We have now received the student records data from all TEIs and uploaded it to our student records system, Banner. This means that the student record creation and programme registration process is now complete. We would like to thank TEIs for their help during the data verification process.

We generated Banner IDs for all students and circulated these to TEIs on 25th November 2014 (see further our [announcement](#)).

Campus cards

The next stage in the student records process is campus card production. We have already provided TEIs with the formatting requirements for the campus card photographs in a recent [announcement](#). TEIs are reminded that the student photographs must be saved with their Banner ID as the file name.

It has been confirmed that CAVLE does not currently have the functionality for us to download campus card photographs from there at present. We are requesting that TEIs provide us with their campus card photographs either on a USB stick sent via recorded delivery to the [Common Awards postal address](#) or via email directly to common.awards@durham.ac.uk (if the file size allows it).

The deadline for submitting campus card photographs is Monday 15th December (see further our [recent announcement](#)).

APL data

We have requested that TEIs send us their APL data by **Friday 9th January 2015** (see our [recent announcement](#)).

Annual Self-Evaluation (ASE) Consultation

The second ASE consultation is now open

All TEIs have received a report regarding the ASE consultation, with the request that the TEI's Management Committee considers the draft documents and guidance by **15th March 2015**.

All members of staff in TEIs are invited to provide their own individual feedback (in addition to the collective feedback from their TEI's Management Committee).

The relevant [documents and online feedback form](#) can be found on the consultation pages of the Common Awards website.

External examiners

Recent progress

We now have external examiner candidates allocated to each TEI. The external examiners have informally agreed to take on the role. These candidates are currently undergoing the University's formal approval and appointment process. Once this process is complete, we will then be able to confirm the details of external examiner appointments with TEIs. We hope to be in a position to do this shortly, within the next few weeks.

Roles and responsibilities of external examiners

We have recently published some information on the roles and responsibilities of the Common Awards external examiners and the examining structure more generally in the TEI Handbook (see the ['Roles and Responsibilities'](#) sub-section within the ['Boards of Examiners'](#) section).

Some key points to note about the roles and responsibilities of the Common Awards external examiners are as follows:

- During 2014/15, we are appointing external examiners who will take on responsibility for **two TEIs each**, in order to ensure that the Common Awards programmes operate in an equivalent manner with comparable outcomes across TEIs. This cross-TEI examining structure is one of several important mechanisms by which the comparability of the programmes across TEIs will be ensured; other mechanisms include the appointment of University Liaison Officers with responsibility for several TEIs each, the appointment of a separate external moderator with an oversight and moderation role within the examining structure, and facilitating the sharing of good practice between TEIs.
- Each external examiner will be expected to attend their TEIs' Boards of Examiners meetings in order to review and comment on moderation and marking processes, and to contribute to the confirmation of module marks and progression.
- A separate external moderator will be appointed to sit on the over-arching University-level Common Awards Board of Examiners who will contribute to classification and awards decisions at the University-level Board of Examiners. This two-tier examining structure is designed to ensure that the work resulting from external examiners taking on responsibility for two TEIs each will be manageable. We are in the process of appointing the external moderator.

Boards of examiners

Following our recent consultation, we have published [guidance on Boards of Examiners](#) in the *TEI Handbook*. We will be developing more guidance, as well as training materials, in preparation for the first round of Boards of Examiners meetings.

TEIs are reminded to:

- send the **dates of their Board of Examiners** meetings to the Common Awards Team as soon as possible;
- send the **membership lists** for the Boards of Examiners to the Common Awards Team for approval by **15th December 2015**.

Curriculum development

Guidance now available

We recently enhanced our guidance on curriculum development. TEIs can find relevant information and documents in the *TEI Handbook*.

Key pages include:

- [Curriculum overview](#)
- [Curriculum development types](#) (including hyperlinks to more specific information on each type)
- [Useful documents](#) (including template documents and approved documents)

TEIs are advised to note that all curriculum development proposals that are intended to take effect from September 2015 should be sent to the [Common Awards Team](#) via email by **31st January 2015.**

As the guidance for the curriculum development process is new, we will be keeping it under review to make sure that it remains fit for purpose. If you have any feedback on the curriculum development process or the guidance related to it, please [contact us](#).

Policies and processes update

This section of the bulletin provides an overview of updates on key policies and processes.

Penalties for over-length work

As previously communicated to TEIs, [amended guidance on the penalties for over-length work](#) is now available in the *TEI Handbook*.

All TEIs are advised to use the policy with immediate effect, as indicated in previous communications.

Further work will take place to review the policy – in consultation with TEIs – during 2014/15 for implementation during 2015/16.

Penalties for the late submission of work

Guidance on the University's [Policy for Late Submission of Work](#) is published in the *TEI Handbook*. As you will see, the penalty for late submission within five working days of the deadline is to cap the piece of work at the module pass mark; the penalty for late submission after five working days of the deadline is to record a mark of zero.

All TEIs are advised to consult and implement the full policy with immediate effect.

APEL guidance

The University's Quality and Standards Sub-Committee (QSSC) recently approved the enhanced [APEL guidance](#) for the Common Awards Scheme, subject to a review of the guidance prior to the academic year 2015/16.

TEIs are reminded that [guidance on APL](#) is also available in the *TEI Handbook*.

Concessions

The *TEI Handbook* now provides [guidance and documents on the concessions process](#), including:

- Non-standard admission
- Late entry to a programme
- Exemptions from programme requirements
- Programme transfers

Brief information about assessment concessions is also provided, although we will be developing fuller guidance shortly.

Policies and processes update

Overview of updates on key policies and processes (continued)

Admissions policies

Thank you to all the TEIs that have submitted their Admissions Policy to the Common Awards Team for approval. We are in the process of considering all the policies and will be responding to you shortly if we have not done so already. TEIs are reminded that they will need to have an approved policy in place before they start recruiting new students.

Assessment

After our earlier consultation on assessment, we published guidance on assessment in the *TEI Handbook*. A small number of TEIs have asked for clarification on the status of the policies and processes in the *Handbook*.

TEIs are advised to note that the policies and processes should be implemented with immediate effect, although we are intending to review the content shortly to make sure that it continues to be fit for purpose.

Disability support

Recently we added more information to the *TEI Handbook* pages on [disability support](#). This includes a new FAQ booklet. We will continue to develop these pages in response to queries from TEIs during the present academic year.

Plagiarism and assessment irregularities

TEIs are reminded that [the procedure for dealing with cases of suspected plagiarism](#) is set out in the *TEI Handbook* section on assessment irregularities.

Do you have any questions about the Common Awards policies and processes?

If so, please contact the Common Awards Team: common.awards@durham.ac.uk

Events

Staff conference

The first Common Awards Staff Conference will be held from the afternoon of Monday 6 July to the evening of Wednesday 8 July 2015 at Grey College, Durham University. We are in the process of appointing a committee of TEI staff to assist with the planning, and will send out further details early in the new year.

Student events

The first Common Awards Student Conference will run from Wednesday 22nd to Friday 24th July 2015 at St Aidan's College, Durham University. We are also planning to hold one-off study days for Common Awards students, on a variety of topics – and will send out further information in due course.

The call for student volunteers who would like to help shape these student events is open until Monday 15th December. For further details please email Frances Clemson:
frances.clemson@durham.ac.uk.

Research

Seedcorn grants

Applications for the first round of Seedcorn Grants have come in. After a flurry of last minute applications, we eventually received ten, with budgets adding up to roughly twice the available pot of £10,000. We will be making our decisions about which projects to fund by December 13th.

We expect a second round of funding to be available for projects starting between Sep 1, 2015 and Jun 30, 2016. The deadline for that round will be **31st March 2015**.

Other projects

As well as using the Seedcorn Grants to elicit projects from around the TEIs, we aim to initiate some projects from here in Durham. We are discussing numerous possibilities amongst ourselves and with various potential partners, but three initial strands are already taking shape.

Mike Higton is developing a strand of work on the place of doctrine in the life of the church. If you would like to be involved in discussions about this, and have not yet let Mike know, please email him direct at mike.higton@durham.ac.uk.

Frances Clemson is developing a strand of work on worship and pedagogy (looking at the relationship between the learning that takes place in worship and the other kinds of learning involved in theological education). If you would like to be involved in discussions about this, please email her direct at frances.clemson@durham.ac.uk.

We are also working with Bishop Steven Croft and with Ministry Division to develop a project exploring the visions of ministry and mission that animate Anglican theological education. A core group of bishops, TEI principals, and academics will be meeting soon to clarify the questions that most need to be asked, to establish the best way to consult more widely, and to discuss what form the rest of the conversation should take – and what the most effective kinds of output will be.

Committees and groups

The Management Board and Management Committees

The first meeting of the Common Awards Management Board took place on Thursday 6th November 2014. We have circulated the following documents to all TEIs:

- the minutes of the Management Board meeting
- an overview report summarising key issues that should be noted or actioned by TEI Management Committees
- the action log for the Management Board

TEI Management Committees are encouraged to include the report from the Management Board on the agenda of their next Management Committee, to ensure that any important issues are communicated to all relevant members of staff in TEIs.

TEIs are reminded of the following actions in relation to the Management Board and TEI Management Committees:

- TEIs should aim to send the minutes of their Management Committees to the Common Awards Team within two weeks of each meeting of their Management Committee. The Common Awards Team will then produce an overview report of any key issues arising from the minutes, which will be considered at the next meeting of the Management Board.
- TEIs should inform the Common Awards Team of the dates of the meetings of their Management Committees at the start of the academic year.

TEI Forum

The first meeting of the [TEI Forum](#) will be taking place in Durham on **Wednesday 7th January 2015**. All members of the TEI Forum have been invited to [register](#) their attendance at the event.



FAQS

The Common Awards Team is currently reviewing its FAQ page to make sure that it provides useful information for the operation of the partnership and programmes. This piece of work is ongoing. We hope to launch the new FAQs page in Spring 2015.

Dates for your diary

We have started to develop a 'calendar' of important dates relating to the Common Awards.

The calendar can be found on the Common Awards website:
<https://www.dur.ac.uk/common.awards/calendar/>.

We will be adding to the calendar throughout the year. Our hope is that, in the future, the calendar will be a useful reminder of upcoming events and key activities.

Common Awards Team Contacts

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