**COMMON AWARDS**

**Curriculum Development: TEI Request Form**

This form should be used for introducing new programmes or modules, or amending approved programmes or modules.

You can use this form to propose several different curriculum development proposals (for example, several proposals to module assessment methods) **or** you can complete a separate form for each proposal. If you choose the former, please provide a clear list and summary details of each separate proposal within Section 2 of this form; this will help us to consider each proposal as quickly as possible, and so will prevent any unnecessary delays in the approval process.

**Types of curriculum development** that require approval include:

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| **TEI proposals:** |
| 1. To deliver a new Common Awards programme
 |
| 1. To begin delivering a Common Awards programme at a new centre/campus
 |
| 1. To withdraw a Common Awards programme
 |
| 1. To make changes to their programme regulations
 |
| 1. To make changes to their module overview tables
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| **Ministry division proposals:** |
| 1. To introduce a new programme into the Common Awards framework, or to withdraw a programme
 |
| 1. To change the Common Awards programme specifications
 |
| 1. To include a new module in the Common Awards framework
 |
| 1. To change a Common Awards module outline
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**Once completed, please return this form electronically to the Common Awards Team:**

**common.awards@durham.ac.uk**

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| **SECTION 1: TEI DETAILS** |

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| **Name of TEI:** | [Name of TEI] |
| **Has the TEI’s Management Committee endorsed the request?** | Yes | [ ]  |
| No | [ ]  |

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| **SECTION 2: DETAILS OF REQUEST** |

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| **Details of the request:** |
| *Please provide details of the request(s) in the box below:*

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|  | **TYPE** | **DETAILS** | **ATTACHMENT** |
| **Request 1:** |       |       |       |
| **Request 2:** |       |       |       |
| **Request 3:** |       |       |       |
| **Request 4:** |       |       |       |

**.** |
| **EXAMPLE:**

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|  | **TYPE** | **DETAILS** | **ATTACHMENT** |
| **Request 1:** | *Module overview table* | *Proposed change to component 2 of the assessment options for module TMM3087, 'Advanced Biblical Hebrew'* | *See entry 25 in the attached module overview table (****Attachment 1****)* |
| **Request 2:** | *Module overview table* | *Proposed change to increase the contact hours for module TMM3087, 'Advanced Biblical Hebrew', from 25 hours to 28 hours*  | *See entry 17 in the attached module overview table (****Attachment 1****)* |
| **Request 3:** | *Programme regulations* | *Proposal to begin teaching the module TMM3461, 'Anthropology and Christian Mission'* | * *List C in the BA programme regulations (****Attachment 2****);*
* *Entry 12 in the attached module overview table (****Attachment 1****)*
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| **Reasons for the request:** |
| Summarise the rationale for the request; e.g. feedback from students and our external examiner suggests that the addition of this module would provide a valuable alternative to the "Biblical Studies" module for Readers in our two delivery centres.' |

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| **Consultation:** |
| Indicate who you have consulted; e.g. 'This request was considered by the TEI's Management Committee on 14th November 2021, at which students were present. We also consulted the ULO and external examiner, both of whom support this request.' |

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| **Will there be any publicity / published information that will require Common Awards approval resulting from this request?** |
| This could be new or be changes to existing publicity/ published information.Delete as appropriate: **YES/NO***If you have answered yes above, please submit this along with the Curriculum Development request.*  |

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| **Supporting documentation:**  |
| *See appendix 1 for an indication of the required documentation. Please make sure that any proposed changes are clearly highlighted in the supporting documentation (preferably in ‘track changes’).*

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| **Document 1:** | [Title of document] |
| **Document 2:** | [Title of document] |
| **Document 3:** | [Title of document] |
| **Document 4:** | [Title of document] |

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**NEW PROGRAMMES**

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| **SECTION 4: COMPLETE THIS SECTION IF YOUR PROPOSAL RELATES TO A NEW PROGRAMME** |

*This section of the form should be completed only if the proposal relates to a new programme, i.e.:*

* *if Ministry Development Team intends to propose a completely new Common Awards programme, or;*
* *if a TEI wishes to deliver a programme that has been approved in the Common Awards Scheme, but which would be new to the TEI, or;*
* *if a particular centre or campus within a multi-centre or multi-campus TEI wishes to begin delivering a programme that has been approved in the Common Awards Scheme, and that has been approved for other centres/campuses within the TEI, but which would be new to the proposing centre/campus.*

*If you are not sure whether you need to complete this section of the form, please contact the Common Awards Team for advice.*

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| **Type of new programme \*** | [New TEI programme / New overarching programme] |
| **Title of proposed new programme** | [e.g. BA Theology, Ministry & Mission] |
| **Proposed date of the first intake** |       |

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| **Location of study** | [Delivery centre / campus] | **Mode of study** | [Full-time; Part-time] |
| **Duration of programme** | [e.g. 3 years] | **Level of programme** | [Level 4; 5; 6; 7] |

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| **Does the TEI have recent experience of delivering comparable academic programmes at the same Level?**  | [Yes / No] |

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| **Provide a brief overview of the nature and aims of the proposed programme.** |
| Succinctly summarise the academic rationale for the proposed programme: the nature of the programme; its aims; its focus. (This section is only relevant for Ministry Development Team proposals for an entirely new programme). |

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| **Set out the anticipated market and recruitment for the new programme.** |
| Provide an indication of the anticipated student numbers in the first year (and, if possible, subsequent years) of the programme. If applicable, provide a break-down of student numbers (e.g. by ordinands, Readers, independent students) |

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| **Provide a summary to confirm that the overall level of academic staffing will be adequate to enable students to meet the requirements of the new programme.** |
| You may wish to comment on: the number and category of staff delivering the new programme; staff qualifications; previous teaching experience; staff:student ratio (or equivalent); new or imminent appointments. |

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| **Provide a summary to confirm that the overall learning support infrastructure and environment will be adequate to enable students to meet the requirements of the new programme.** |
| You may wish to comment on: the TEI's annual budget for library resources related to the proposed programme; the adequacy, currency, availability, and relevance of resources (suited to the Level of study); IT and AV equipment; teaching and study space |

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| **Summarise the academic and welfare support and guidance that students will receive.** |
| You may wish to comment on: induction; study skills support; tutorial support; course information; feedback on assessed work; support for students with additional needs; attendance monitoring.  |

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| **Please summarise the assessment methods you have chosen for the new programme.** |
| Summative assessment: you do not need to provide detail here, but you may wish to summarise the rationale for your assessment choices. Formative assessment: what types of assessment will the programme use? How will this support student learning?  |

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| **Provide an overview of the assessed field trips, placements and other opportunities students will engage with as part of the formal academic programme.**  |
| You may wish to comment on: types of placements; how placements will be allocated; quality assurance processes; DBS clearance, safeguarding and ethical considerations; student support before, during and after placements |

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| **In what ways does the programme link research and teaching?** |
| Please summarise how the learning, teaching and assessment methods will encompass research-led education. Please refer to the relevant programme specification. **For more information on research-led, research-oriented, research-based and research-informed links, see: https://www.durham.ac.uk/departments/academic/common-awards/policies-processes/curriculum/teaching/** |

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| **What quality management processes will you use to govern the new programme?** |
| You may wish to comment on: applications and admissions; teaching quality; assessment; student engagement. |

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| **Please provide details of any external accreditation required for the proposed programme (for example, through Ministry Development Team’s ministerial pathways approval process).**  |
| Click here and type |

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| **Please summarise how you engaged/consulted with students when designing the new programme.** |
| All TEIs are expected to have consulted with students / student representatives when designing their programme(s). Please summarise how you have done this, and indicate the outcomes. If appropriate, please provide or append supporting evidence. |

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| **TO BE COMPLETED BY DURHAM UNIVERSITY** |

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| **DATE OF RECEIPT:** | [dd/mm/yyyy] |

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| **OBSERVATIONS**  |
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| **APPROVAL / CONSULTATION REQUIRED** |
| **1** | Does **Ministry Development Team** need to be consulted / approve the change?*(N.B. Ministry Division approval is required for changes to contracts and ministerial pathways)* | [ ]  |
| If yes, provide a brief summary of the details here:       |
| **2** | Does an **external examiner / external subject specialist** need to be consulted? | [ ]  |
| If yes, provide a brief summary of the details here:       |
| **3** | Do any other **professional services in the University** need to be consulted? | [ ]  |
| If yes, provide a brief summary of the details here:       |

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| **CONTRACTS** |
| Will the change require amendments to the TEI’s Standard Validation Contract?*(N.B. Ministry Development Team approval is required for any change to the Standard Validation Contract)* | [ ]  |
| If yes, note the required changed here:       |

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| **OUTCOMES** |  |
| The request is **approved**  | [ ]  |       |
| **Further information** is required | [ ]  |       |
| The request is **rejected** | [ ]  |       |
| The request should be referred to: | CA Management Board | [ ]  | QSC | [ ]  |
| **ACTION REQUIRED:** |       |

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| **CONSIDERED BY:** |       |
| **SIGNATURE:**  |  |
| **DATE:** |       |

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| **Appendix 1: SUPPORTING DOCUMENTATION** |

The table below provides an indication of the supporting documentation that is required from the TEI for different types of curriculum development proposals. If you are unsure which documents to submit with your proposal, please contact the Common Awards Team (common.awards@durham.ac.uk).

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| **TYPE OF CURRICULUM DEVELOPMENT** |  | **DOCUMENTS REQUIRED** *(IN ADDITION TO THIS CD REQUEST FORM)* | **SUBMIT THE DOCUMENTS TO:** |
| **New programmes for TEIs (or their constituent centres / campuses)** |  | * **Programme regulations**
* **Module overview table**
* **Curriculum mapping document**
 | The Management Board, via the Common Awards Team: common.awards@durham.ac.uk |
| **Change to approved programme** |  | * Amended **programme regulations** (proposed amendments to be highlighted or indicated in track changes)
* Amended **module overview table** (proposed amendments to be highlighted or indicated in track changes)
* Amended **curriculum mapping document** (proposed amendments to be highlighted or indicated in track changes)
 | The Management Board, via the Common Awards Team: common.awards@durham.ac.uk |
| **Withdraw an approved programme** |  |  | The Management Board, via the Common Awards Team: common.awards@durham.ac.uk |
| **Change to approved module** |  | * Amended **module overview table** (with the additional module highlighted or indicated in track changes)
 | The Management Board, via the Common Awards Team: common.awards@durham.ac.uk |