



**Durham**  
University  
Business School

# Meet your Learning and Teaching Team

Offer Holder Session 24/25





**Judith Lines**  
Learning and Teaching  
Manager



**Tim White**  
Learning and Teaching  
Coordinator



**Kathryn Howe**  
Learning and Teaching  
Coordinator



**Joe Summerson**  
Learning and Teaching  
Coordinator



**Akvile Jadzgeviute**  
Learning and Teaching  
Administrator



**Hebe Lawrence**  
Learning and Teaching  
Administrator

# Roles and Responsibilities

- Manage the [business.masters@durham.ac.uk](mailto:business.masters@durham.ac.uk) inbox
- Support with registration and module and seminar changes
- Liaise with module leaders to set-up Learn Ultra sites
- Upload and facilitate assessment and examination submissions
- Support students with queries specifically pertaining to assessments and attendance.

# Programme Timeline

<b>Induction Week</b>	30 <sup>th</sup> September	2024
<b>Term 1 Begins</b>	7 <sup>th</sup> October	2024
<b>Module Change Deadline</b>	11 <sup>th</sup> October	2024
<b>Term 1 Ends</b>	13 <sup>th</sup> December	2024
<b>Term 2 Begins</b>	13 <sup>th</sup> January	2025
<b>Term 2 Ends</b>	21 <sup>st</sup> March	2025
<b>Term 3 Begins</b>	28 <sup>th</sup> April	2025
<b>Resit Submission</b>	August	2025
<b>Dissertation Submission</b>	September	2025
<b>Graduation</b>	8 <sup>th</sup> -9 <sup>th</sup> January	2026

# Module Registration

- Students will need to select optional modules they want to take on Banner Self Service
- Need to pay close attention to available modules and restrictions based on Programme.
- Summary Scheme of Studies will be available to help with this
- If a student wants to change module, they need to submit a request through our new Module Change request form\*
- Students have until the end of week 1 teaching to make Module Changes
- Students will have the same opportunity for Term 2 modules

# Assessments and Examinations

# Assessments

- Essays, Projects, Reflections, Groupwork, Presentations etc.
- Four weeks' notice (minimum) of submission deadline and access to content.
- Late submission window of 5 working days
- Extensions are possible

# Examinations

- On-campus: Usually 2-hour exams in-person at the University
- Online: Available for a period of 24 hours with an expected effort of 2 hours.
- Takeaway: Released for 5 working days.
- Synchronous: 2-hour online exam released at the same time for all students (restricted window)
- Content only available on the release date.
- No late submission policy (late submission will be marked as 0)
- No extension requests



# Lates and Non-Submissions

## Late Submissions

- Only apply to Assignments, **NOT EXAMS**
- Late Submission Policy – 5 working-days from original deadline
- Work capped at 50%
- The Deadline is Final – No Allowances

## Non-Submissions

- Non-submissions for assessments are either no engagement or late submission outside of late submission policy
- Late submissions for exams count as Non-Submissions
- Automatic Mark of 0
- Automatic enrolment onto capped resit opportunity (if applicable)

# Extensions

- Extensions are granted by the Chair of the Board of Examiners
- They review your circumstances under which you are requesting the extension e.g. illness, injury, other adverse circumstances
- A decision is made either Approving or Declining your request
- Approved extensions are usually 3-5 working days from your original deadline
- All extensions are made through a dedicated extensions app

# Board of Examiners Meetings

Three meetings in an academic year:

- 1) March 2025 (Term 1 Assessment)
- 2) June 2025 (Term 2 Assessment)
- 3) November 2025 (Term 3 Assessment – Resits and Dissertation)

Board of Examiners Meetings Confirm all your marking from each Term. These marks are then locked in place ready to go on your transcript and to calculate towards your degree classification i.e. Pass/Merit/Distinction

# Any Questions?