

# Meet your Learning and Teaching Team

Offer Holder Session 25/26



**Judith Lines**  
Learning and Teaching  
Manager



**Tim White**  
Assistant Learning and  
Teaching Manager



**Kathryn Howe**  
Learning and Teaching  
Coordinator



**Joe Summerson**  
Learning and Teaching  
Coordinator



**Irwan Saidin**  
Learning and Teaching  
Coordinator



**Akvile Jadzgeviciute**  
Learning and Teaching  
Administrator

# Roles and Responsibilities

- Manage the various Learning and Teaching team inboxes\*
- 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>	29 <sup>th</sup> September	2025
<b>Term 1 Begins</b>	6 <sup>th</sup> October	2025
<b>Term 1 Ends</b>	12 <sup>th</sup> December	2025
<b>Term 2 Begins</b>	12 <sup>th</sup> January	2026
<b>Term 2 Ends</b>	20 <sup>th</sup> March	2026
<b>Term 3 Begins</b>	27 <sup>th</sup> April	2026
<b>Resit Submission</b>	August	2026
<b>Dissertation Submission</b>	September	2026
<b>Graduation</b>	Early January	2027

# 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 2026 (Term 1 Assessment)
- 2) June 2026 (Term 2 Assessment)
- 3) November 2026 (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

# Upcoming Sessions and the Masters Hub

## Masters Hub - Durham University Business School

Masters drop in Q&A with Business School Students and Alumni –  
Monday 21<sup>st</sup> July 6pm–6:45pm BST

Register via the link above



### **Congratulations on your offer**

I am delighted to welcome you to Durham University Business School, especially in this milestone year as we celebrate the School's 60th anniversary. It's a wonderful time to be joining our vibrant academic community, and I hope you will feel proud to become part of our rich history and exciting future.

Your time with us will be intellectually stimulating and personally rewarding. I encourage you to take full advantage of the opportunities available to deepen your understanding of your chosen subject while also broadening your social and personal horizons.

At Durham, we are committed to shaping the business leaders of tomorrow. I believe your journey here will support you in becoming an innovative thinker and an influential contributor in your field and beyond.

I wish you every success and look forward to the opportunity of getting to know you during your studies.

**Kieran Fernandes, Executive Dean**



# Any Questions?