



**Durham**  
University  
Business School

# ECTS Handbook

Post-Graduate  
Incoming Students

**Academic year 2023/2024**

Durham University Business School

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## A: THE SCHOOL

Durham University Business School (<http://www.dur.ac.uk/business>) is a vibrant and multi-disciplinary business school based in Durham City Centre, offering access to a number of locations across the city.

Location maps are found here: <https://www.dur.ac.uk/map/>

Durham University Business School is one of the longest established business schools in the UK. Together we combine academic excellence, internationally rated research and superb student support services to give students the very best business education:

- Durham University was ranked 5<sup>th</sup> overall in **The Guardian University Guide 2022** and 6<sup>th</sup> in **The Complete University Guide 2023**.
- In the **QS World University Rankings 2023**, the University is 92<sup>nd</sup>.
- **The Economist 2022 'Which MBA?'** ranked Durham University Business School 2<sup>nd</sup> in the UK and 67<sup>th</sup> in the World.
- Durham University Business School is one of an elite group of institutions worldwide recognised by all three major accreditation bodies: AACSB, AMBA and EQUIS.
- All Durham University Business School's MSc Finance programmes have Chartered Financial Analyst (CFA)® recognition through partnership status with the Institute.

The Business School is underpinned by a world-class academic community:

- 120+ full or part time, plus visiting faculty
- Pool of quality academics, practitioners and consultants and an active guest speaker programme from leading public and private sector organisations

Its student body represents over 100 nationalities, comprising:

- c. 2500 undergraduate students at Durham Campus.
- c. 1600 postgraduate students, including DBA, MBA, MA, MSc and PG Dip
- 200+ doctoral research students.

## A1: Coordinators:

### **International Team, Durham University Business School:**

- Pauline Dowson-Pounder - International, Engagement and Careers Manager
- James Weston – International Coordinator
- Natalie McNeil – International Coordinator
- Sohee Kim – International Administrator
- Ryan Wong – International Administrator

#### **International, Engagement and Careers Team**

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### **Exchanges Coordinator (Academic):**

Dr Grace Gao

All queries should be sent to [business.international@durham.ac.uk](mailto:business.international@durham.ac.uk)

For further information to support you during your time at Durham University, please visit the Durham University Business School (DUBS) [Incoming Exchange Students](#) intranet site! You will be able to access this once your IT access is set up.

**DUBS EXCLUSIVE PARTNERS:**

Czech Republic	Charles University, Faculty of Social Sciences, Institute of Economic Studies
Denmark	Copenhagen Business School
	Aarhus University, School of Business & Social Sciences
France	Aix Marseille Université
	KEDGE Business School Marseille and Bordeaux
	Grenoble Business School
	EM Lyon Business School
	University of Strasbourg, Faculty of Economics and Management
	EDHEC Business School Lille (Business) & Nice (Finance, Economics)
Germany	Universität Mainz, School of Economics and Management
	Cologne University, Faculty of Management, Economics and Social Sciences
	Mannheim Business School
	WHU -Otto Beisheim School of Management
	Konstanz University, Department of Economics
	Osnabrueck University, Faculty of Business and Economics
Italy	University of Trento, Department of Economics and Management
	University of Pisa, Department of Economics and Management
	University of Siena, Dept. of Econ, Finance & Accounting
	Università Bocconi
	Turin University
Poland	Warsaw School of Economics
Spain	Universidad Complutense de Madrid, Economics and Business Faculty
Sweden	Lund University, School of Economics and Management

## B: DEGREE PROGRAMMES OFFERED

Durham University Business School offers a range of single, joint and with, honours programmes. At Master level, we offer the following programmes:

MSc Accounting

<https://www.dur.ac.uk/business/programmes/masters/msc-in-accounting/>

MSc Economics

<https://www.dur.ac.uk/business/programmes/masters/masters-in-economics/>

MSc Finance

<https://www.dur.ac.uk/business/programmes/masters/finance/>

MSc Management

<https://www.dur.ac.uk/business/programmes/masters/management/>

MSc Marketing

<https://www.dur.ac.uk/business/programmes/masters/marketing/>

Details of these programmes can be found in the University's Faculty Handbook Online at:

[Faculty Handbook - Postgraduate Module Handbook 2023/2024](#)

In Durham, the following postgraduate qualifications are also offered, but they are not included in the exchange programme:

- MSc Business Analytics
- Durham MBA: Full Time, Executive (Part time), Distance Learning
- Executive Masters
- Research Degrees: DBA, MPhil / PhD

Masters Erasmus students from institutions with a Masters postgraduate exchange agreement will be able to follow postgraduate modules from all MSc programmes.

### B1: Degree Structure

All Postgraduate degrees at Durham University have a modular structure, consisting of modules that are usually studied over either one or two term terms of the year.

All modules are assessed within the year in which they are taught, and assessment takes the form of assignments and/or examinations.

## C: REQUIREMENTS AND RESTRICTIONS

**This section contains important information for setting up your academic programme at Durham University. Please read through this section carefully before considering your modules and filling in the Learning Agreement!**

### C1: General

#### Choice of Modules

#### **IMPORTANT NOTE FOR STUDENTS: PLEASE READ **BEFORE** COMPLETING YOUR LEARNING AGREEMENT**

At Durham University, Partnership agreements are signed by individual university departments/faculties and are not university-wide agreements. This means that you will have to choose modules within the Business School, as this is the faculty that the agreement with your home university has been signed. Please follow the advice below carefully before completing your Learning Agreements.

Please clearly indicate the modules you wish to take on your Learning Agreement (included in your application package) for approval by the Postgraduate Programme Team. Before completing your Learning Agreement, it is very important that you read the relevant departmental section(s) of the ECTS Handbook to check which modules are available to you and any restrictions that may apply. It is imperative that a properly completed Learning Agreement is submitted as part of the application form. Only complete applications can be processed.

*Section D: Module Details* provides a list of modules available for incoming students in the department where the agreement has been established (receiving department) as well as a list of modules available for students coming in through other departments (external departments). Please choose from these modules only!

To find out about the details for each module (teaching methods and contact hours, prerequisite academic background, method of assessment, content, etc.), please refer to the Faculty Handbook.

## Postgraduate Timeline:

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Term 1 Modules			Term 1 Exams					
			Term 2 Modules				Term 3 Modules	
							Term 2 & 3 Exams	

Visiting postgraduate students typically stay for one Term (plus the exam period) and follow between 2 and 4 modules.

1st term (what we call Michaelmas): lectures start from 2<sup>nd</sup> October 2023 and finish 8<sup>th</sup> December 2023. If students have chosen a module assessed by a written assignment (in which case they could be assessed by a 'take away' paper), they would stay until December. If students have chosen modules assessed by examination, they will have to sit them in Durham<sup>1</sup> and therefore return after the New Year. **The 2023/24 exam period is 2nd – 7th January.**

2nd term (what we call Epiphany): Lectures would start from Monday 8<sup>th</sup> January and finish on Friday 15<sup>th</sup> March 2024, with **exams during May and June 2024**. Again, students can stay until March if they have 'take away' papers, however, if your modules are assessed by examinations you will have to return to Durham after the Easter vacation.

You can identify the modules for Term 1 (Michaelmas) as they will have number 1 under the Term column on the list at the end of this handbook. Likewise, for Term 2 (Epiphany) modules, they are listed with number 2 under the Term column. **BE CAREFUL WHEN YOU SELECT YOUR MODULES - ONLY CHOOSE MODULES IN THE CORRECT TERM YOU ARE ATTENDING.**

All modules are taught and assessed in English.

Term 1 (Michaelmas) exams will take place during January and Term 2 (Epiphany) exams will take place during May/June each year. Please note that not all modules are assessed by examination, some are assessed by assignments and projects, etc. (see list of modules). Students should plan their stay in Durham to include both the teaching and examination periods.

Many Durham students decide to remain in Durham during the revision periods in order to prepare efficiently for the exams. Exchange students may consider doing this as well.



If for any reason exchange students cannot attend exams in Durham during the exam periods (January and May/June) they must choose Durham modules that are assessed by assignment only (see list of modules). We do not provide alternative arrangements for students to take examinations away from Durham.

**All modules listed are subject to change for 2023/24.** Incoming students can choose any modules, from any Business School programmes, timetable permitting (the timetable will be available during August/September 2023). **IMPORTANT NOTE: IF YOU MIX MODULES FROM DIFFERENT PROGRAMMES (E.G. FINANCE AND MANAGEMENT OR ANY OTHER COMBINATION, IT IS VERY LIKELY THAT THERE WILL BE TIMETABLE CLASHES.)**

**N.B. Each single module carries 7.5 ECTS (equal to 15 UK credits)**  
**You will receive full ECTS credits for a module if you pass the exam (50% pass mark).**

### Transcripts:

For **Term 1 modules**, Exam Boards take place during March/April and official transcripts are usually available at the **END OF APRIL**. For **Term 2 modules**, Exam Boards take place during June/July and official transcripts are usually available **MID-JULY**; in the interim, the Programme Team can provide students with an unofficial statement of marks (subject to the release of provisional marks).

### C2: School requirements and restrictions

**Erasmus students can only choose among the postgraduate modules offered in Durham University Business School.** Durham University Business School expects students to attend all classes and monitors attendance.

### Co-requisites / Prerequisites

**Co-requisite** means you must take that module **together with** another. For exchange students this may not apply if you have passed one of the core requisites at your home university. For example, the core requisite for Advanced Financial Theory is Econometrics 1. If you have already studied Econometrics 1 at your home university then you will be able to study Advanced Financial Theory in Durham.

**Pre-requisite** means you must have completed the prerequisite module **before** studying the current module. For example, the prerequisite for Financial Risk Management is Derivative Markets. If you have already studied Derivative Markets at your home university then you will be able to study Financial Risk Management in Durham.

\*The above restrictions are to enable students to understand the material that they are studying.

## D: MODULE DETAILS

The following section lists modules that are available to you.

To find further details for each module (teaching methods and contact hours, prerequisite academic background, method of assessment, content, etc.) please refer to the Faculty Handbook.

Please be aware that **not** all modules listed below may run in the academic year (or the Term outlined below) that you are applying for as there may be last minute changes.

### Changing Your Modules:

Students who study with us in Michaelmas Term are offered the opportunity to change their module choices during their induction week and throughout the first week of term (subject to approval by the Academic Exchanges Coordinator). The deadline for Term 1 (Michaelmas Term) module changes is planned for 6<sup>th</sup> October 2023. The deadline for Term 2 module changes 8<sup>th</sup> December 2023 and no changes will be able to made once Epiphany Term starts in January 2024. **You must have all of your modules registered on Banner Self Service before Epiphany Term starts.**

Upon arrival, you will be able to obtain all signatures you require (including on your Learning Agreement); therefore, we request that you bring all of your documentation to Induction. You will receive more details/information on modules including instructor's name, reading lists and contents, when you register on arrival at Durham.

### D1: Modules available to Erasmus students coming on a direct departmental link & overseas exchange students

**Modules offered are listed below according to DUBS Master Programmes. Visiting students can select modules from any programmes (please notice that if you mix modules from several programmes there may be timetable clashes. In that case you will be given the opportunity to change your selection upon arrival). Please note below are subject to change for the start of terms in 2023/2024.**

\*Modules that state '1 & 2' or '2 & 3' in the **Term** column, means that the module takes place throughout both terms. If you are coming only one term, it won't be possible for you to take these types of modules.

## Module List 2023-2024

### Section A: Accounting

#### Term 1

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
ACCT40915	None	<a href="#">Corporate Governance</a>	15	100% 2500 word assignment
ACCT40315	None	<a href="#">Financial Accounting and Reporting</a>	15	100% 2 hour examination
ACCT40415	None	<a href="#">Financial Planning &amp; Control</a>	15	100% 2 hour examination
ACCT40815	None	<a href="#">Accounting Theory</a>	15	100% 2500 word assignment
ACCT50115	None	<a href="#">Business Economics and Accounting</a>	15	50% 2000 word takeaway assessment AND 50% 2 hour examination

#### Term 2

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
ACCT40115	Co-req - <a href="#">Click here</a>	<a href="#">Auditing and Accountability</a>	15	100% 2500 word assignment
ACCT40215	None	<a href="#">Modern Accounting Research</a>	15	100% 2500 word assignment
ACCT40515	None	<a href="#">Research Methods in Accounting</a>	15	100% 2500 word research proposal
ACCT42115	None	<a href="#">Accounting: An Information Content Perspective</a>	15	100% 2 hour examination
ACCT41015	Co-req - <a href="#">Click here</a>	<a href="#">Financial Statement Analysis</a>	15	100% 2500 word assignment

## Section B: Economics

### Term 1

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
ECON44815	None	<a href="#">Advanced Macroeconomics</a>	15	80% 2 hour in-person written examination, 20% 1000 word project
ECON44715	None	<a href="#">Advanced Microeconomics</a>	15	100% 2 hour in person written examination
ECON41515	Pre-req - <a href="#">Click here</a>	<a href="#">Econometric Analysis</a>	15	25% 1000 word project AND 75% 2 hour in-person written examination
ECON42515	None	<a href="#">Behavioural Economics</a>	15	40% 750 word assignment AND 60% 1500 word assignment
ECON40615	None	<a href="#">Environmental and Climate Economics</a>	15	40% x2 take home assignments (24 hours) AND 40% 8x in-class tests AND 20% recorded presentation

### Term 2

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
ECON47715	Co-req – <a href="#">Click here</a>	<a href="#">Microeconometrics</a>	15	100% 3000 word project
ECON41615	Co-req – <a href="#">Click here</a>	<a href="#">Time Series Analysis</a>	15	50% 1250 word project AND 50% 2 hour in-person written examination
ECON44415	None	<a href="#">Development Economics</a>	15	100% 2 hour written online examination
ECON43415	None	<a href="#">Experimental Economics</a>	15	100% 2 hour online written examination
ECON44115	None	<a href="#">Game Theory</a>	15	100% 2 hour in person written examination
ECON44215	None	<a href="#">Industrial Organisation</a>	15	100% 2 hour online written examination
ECON40815	None	<a href="#">International Trade and Finance</a>	15	100% 2 hour online written examination
ECON42015	None	<a href="#">Money and Banking</a>	15	100% 2 hour online written examination

ECON44615	None	<a href="#">Natural Resource Economics</a>	15	100% 2 hour online written examination
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## Section C: Finance

### Term 1

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
FINN40515	Co-req – <a href="#">Click here</a>	<a href="#">Advanced Financial Theory</a>	15	100% group assignment report
FINN40615	Co-req – <a href="#">Click here</a>	<a href="#">Corporate Finance (MSc Finance)</a>	15	100% 2 hour synchronous online examination
FINN41715	None	<a href="#">Econometric Methods</a>	15	40% 2000 word written group project AND 60% 2 hour online written examination
FINN43515	None	<a href="#">Banking and Financial Intermediation</a>	15	100% 2500 word assignment
FINN40715	Co-req – <a href="#">Click here</a>	<a href="#">Derivative Markets</a>	15	40% 1 hour multiple choice test AND 60% 1500 word assignment
FINN41315	None	<a href="#">Financial Technologies I</a>	15	100% 2500 word assignment
FINN43815	None	<a href="#">Python for Finance</a>	15	60% 2 hour written online examination AND 40% 2500 word group project
FINN40115	Co-req & Pre-req – <a href="#">Click here</a>	<a href="#">Security Analysis</a>	15	100% 2500 word assignment
FINN42215	None	<a href="#">Fundamentals of Finance</a>	15	100% 2 hour written online examination

### Term 2

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
FINN41215	None	<a href="#">Bank Management</a>	15	100% 2 hour in-person written examination
FINN43615	None	<a href="#">Behavioural and Neurofinance</a>	15	100% 2500 word assignment

FINN43415	None	<a href="#">Capital Market Development</a>	15	100% 2500 word assignment
FINN41515	None	<a href="#">Climate Finance</a>	15	100% 2500 word assignment
FINN41415	None	<a href="#">Fintech Regulations</a>	15	100% 2500 word assignment
FINN41615	Co-req – <a href="#">Click here</a>	<a href="#">Financial Modelling and Business Forecasting</a>	15	100% 2500 word project
FINN40215	Co-req – <a href="#">Click here</a>	<a href="#">Financial Risk Management (students must also take Derivative Markets if opting for this module)</a>	15	100% 2 hour in-person written examination
FINN43715	None	<a href="#">Financial Technologies II</a>	15	100% 2500 word assignment
FINN42815	None	<a href="#">~International Study Visit</a>	15	100% 2500 word report
FINN40815	Co-req – <a href="#">Click here</a>	<a href="#">Market Microstructure</a>	15	100% 2500 word assignment
FINN40915	None	<a href="#">Mergers, Acquisitions and Corporate Restructuring</a>	15	100% 2500 word assignment
FINN40415	Co-req – <a href="#">Click here</a>	<a href="#">Portfolio Management</a>	15	100% 2500 word assignment
FINN43915	None	<a href="#">Private Equity and Wealth Management</a>	15	100% 2500 word assignment
FINN50115	None	<a href="#">Financial Management</a>	15	100% 2 hour in-person written examination
FINN42315	None	<a href="#">Corporate Finance for Managers</a>	15	100% 2500 word assignment

## Section D: Management & Marketing

### Term 1

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
BUSI48W15	None	<a href="#">Sustainable Supply Chain Management</a>	15	100% 2500 word assignment
BUSI5B815	None	<a href="#">Strategic Marketing Management</a>	15	100% 2500 word assignment
PHIL41515	None	<a href="#">Business Ethics 1: Ethical Leadership</a>	15	100% 3000 word assignment
BUSI4V815	None	<a href="#">Organisational Behaviour</a>	15	100% 2500 word assignment
BUSI42115	None	<a href="#">Strategy</a>	15	100% 2500 word assignment
BUSI47H15	None	<a href="#">Entrepreneurship and the Entrepreneurial Process</a>	15	75% 2000 word assignment AND 25% 1000 word group assignment
BUSI55215	None	<a href="#">Operations and Supply Chain Management</a>	15	100% 2500 word assignment
BUSI53215	None	<a href="#">Human Resource Management</a>	15	100% 2 hour examination
BUSI4G515	None	<a href="#">Business to Business Marketing</a>	15	100% 2500 word assignment
BUSI42515	None	<a href="#">Buyer Behaviour and Marketing Innovation</a>	15	100% 2500 word assignment
BUSI4H215	None	<a href="#">Contemporary Marketing Communication</a>	15	100% 3000 word assignment
BUSI4G915	None	<a href="#">Marketing Management and Strategy</a>	15	100% 2500 word assignment
BUSI4H015	None	<a href="#">Marketing Theory</a>	15	100% 3000 word assignment

## Term 2 & 3

Module Code	Pre-requisites or Co-requisites	Module Title (click on links below to view module outline and assessment)	Credit	Summative Assessment
BUSI45L15	None	<a href="#">Human Resource Development</a>	15	100% 2500 word assignment
BUSI5C715	None	<a href="#">New Venture Creation</a>	15	70% 2000 word assignment AND 30% 1000 word learning log
BUSI49T15	None	<a href="#">Retail Marketing Management</a>	15	100% 3000 word assignment
PHIL41615	None	<a href="#">Business Ethics 2: Society and Sustainability</a>	15	100% 3000 word assignment
BUSI4X715	None	<a href="#">Change Management</a>	15	100% 2500 word assignment
BUSI46S15	None	<a href="#">Competitive Strategies and Organisational Fitness</a>	15	100% 2500 word assignment
BUSI45J15	None	<a href="#">Consulting</a>	15	100% Group assignment and 15 minute presentation
BUSI4G215	None	<a href="#">Decision Making and Business Option Modelling</a>	15	100% 2500 project-based report
BUSI49U15	None	<a href="#">Designing and Marketing Services</a>	15	100% 2500 word project report
BUSI5A815	None	<a href="#">East Asian Business and Management</a>	15	100% 2500 word assignment
BUSI5C315	None	<a href="#">Employee Relations</a>	15	100% 2 hour examination
BUSI49Z15	Co-req – <a href="#">Click here</a>	<a href="#">Employee Reward Strategy</a>	15	100% 2500 word assignment
BUSI5G815	None	<a href="#">Global Business</a>	15	100% 2500 word assignment
BUSI45W15	Co-req – <a href="#">Click here</a>	<a href="#">Global Marketing</a>	15	100% 2500 word assignment
BUSI4Q515	None	<a href="#">Global Sport Business</a>	15	100% 2500 word assignment
BUSI48Z15	None	<a href="#">Global Supply Chain Leadership</a>	15	100% 2500 word assignment
BUSI53315	None	<a href="#">Innovation and Technology Management</a>	15	70% 2000 word assignment AND 30% 20 minute group presentation
BUSI44U15	None	<a href="#">The Science of Leadership</a>	15	100% 2500 word assignment



BUSI4X215	None	<a href="#">Thinking Entrepreneurially</a>	15	100% 2500 word assignment
BUSI5F015	None	<a href="#">Work and Society</a>	15	100% 2 hour examination
BUSI4X615	None	<a href="#">Digital, Resilient and Sustainable Procurement</a>	15	100% 2500 word assignment
BUSI4Q415	None	<a href="#">Digital Marketing</a>	15	100% 2500 word assignment
BUSI45Y15	None	<a href="#">Project Management (Term 3)</a>	15	100% 2500 word assignment

## Frequently Asked Questions

**1. Where do I find information about specific modules?**

Module outlines are available at <https://www.dur.ac.uk/faculty.handbook/> provide you with a very good overview of the delivery, contents and assessments for each module. You will be able to access more detailed information (including instructors, detailed syllabus, lecture notes, reading lists etc.) upon arrival at Durham University and after registration at Durham University Business School. We regret we cannot send you these in advance as they may be subject to changes.

Please be careful and consult our ECTS handbook when you select modules for term 1 (Michaelmas) and Term 2 (Epiphany).

**2. How many ECTS can I gain from each MSc module?**

Upon successful completion of each MSc module (pass mark is 50%), you will gain 7.5 ECTS.

**3. Which modules can I select?**

Any module from the list contained in our ECTS handbook (subject to you holding the relevant pre requisites/core requisites, see ECTS handbook on this). Visiting students can mix available modules from all Master programmes at Durham University Business School.

**4. I have applied, but I have not received confirmation of my placement at DUBS yet**

No need to worry, confirmation of a placement is sent by our central administration and they typically deal with a very large number of applications.

**5. The confirmation of my placement says I cannot take some modules I had selected**

This may be due to several reasons (e.g. module is not running or is delivered in a different term, etc.) and those will be stated on the confirmation letter. Nothing to worry, as you can change your modules choice. The best time to do so is at the DUBS induction at the beginning of your placement (see next question on this).

**6. How to Register?**

You will register on our online platform. Once registered; you will see your lectures (large group teaching) and seminar (small group teaching) timetable, please ignore the listings of seminars as you will allocated your seminar groups once you arrive in Durham. Just check for any clashes in the lectures timetable only. If there are clashes in the lecture timetable you can change your modules.

**7. Can I change modules?**

Yes, we can do this when you arrive in Durham, you don't need to do anything before; we can do when you arrive in Durham. There are deadlines to change modules – by 7<sup>th</sup> October for T1 and by the end of T1 for T2 & T3 modules. Please inform the International, Engagement and Careers office or email [business.international@durham.ac.uk](mailto:business.international@durham.ac.uk) (your request will be forwarded for approval to the Exchanges Coordinator).

**8. What happens if I have a lecture clash?**

You must delete one of your modules and choose another module which doesn't clash.

**9. My lecture overlaps into my seminar group**

Wait until you are assigned to a seminar group after you have registered at Durham. We will endeavour to assign you to a seminar group that does not overlap. Subsequently to this, you can request to change your seminar group but only if you have a valid reason.

**10. Can I have an alternative assessment for my module?**

We don't normally provide an alternative assessment as your placement should be arranged in such a way to include all classes and assessments (we typically offer term/semester modules at Master level); please arrange your Erasmus placement accordingly. If a module runs over the entire academic year and your placement covers a shorter period, we will be able to arrange an alternative assessment for this module only (all information will be given to you on arrival).

**11. Can I take modules from different departments?**

You need to contact the other department directly –Please notice that it is unlikely you will be able to as they run on a different cycle and have different entry requirements.

**12. When will I receive my transcript?**

You will receive your transcript once the Board of Examiners have met and have confirmed your marks. For T1 assessments, the BoE will meet in March; for T2 assessments, the BoE will meet in July. For the August resit period, the BoE will meet in November.

We can however issue a statement of marks which will confirm any provisional marks issued.

**13. If I have an exam and I can't be in Durham to take it?**

You must choose another module with no examination upon registering at the Business School; otherwise you will receive 0 credits on your transcript if you don't notify us in time.

**14. Can students who link with other departments attend our MSc courses?**

Unfortunately no.

**15. How do I get my documents signed?**

- Learning agreements – any amendments to your LA can be emailed to [business.international@durham.ac.uk](mailto:business.international@durham.ac.uk)
- Certification of Placement/Arrival & Departure dates – are signed by the central International Office based in the Palatine centre.

**16. If I have a query who should I contact?**

**Before your placement**

Please notice that we organise a comprehensive DUBS information session and individual students' consultations at the beginning of your placement (October and January). You are very welcome to ask all questions you may have and have not been answered by our online resources at those events. Unless your query is very urgent, all questions are best addressed at the induction session. You will be able to make amendments to your Learning Agreement and obtain all needed signatures at that stage. If your query is urgent you can in the first instance email [business.international@durham.ac.uk](mailto:business.international@durham.ac.uk)

**During and after your placement**

In the first instance email [business.international@durham.ac.uk](mailto:business.international@durham.ac.uk)

**17. If I want to meet the Academic Exchanges Coordinator?**

There will be a drop in session offered once per week during term. The times can be obtained from [business.international@durham.ac.uk](mailto:business.international@durham.ac.uk) or alternatively if you are not able to attend the drop in session, email for an appointment.