

**School of Media, Arts and Humanities**  
**Policy on Marking Responsibilities While on Leave**

**Marking and Research/Scholarship Leave**

|  |  |
|--|--|
| <p><b>On Leave in Semester 1</b></p> <p>Dates vary from year to year, but roughly mid-July to mid-January.</p> | <p>WILL be required to mark:</p> <ul style="list-style-type: none"> <li>- August Resits from modules taught in the previous academic year</li> <li>- Spring term module work and August Resits resulting from those modules</li> <li>- MA dissertations submitted in January</li> </ul> <p>WILL NOT be required to mark:</p> <ul style="list-style-type: none"> <li>- Autumn term module work or August Resits resulting from those modules</li> <li>- MA dissertations submitted in August</li> </ul> |
| <p><b>On Leave in Semester 2</b></p> <p>Dates vary from year to year, but roughly mid-January to mid-July.</p> | <p>WILL be required to mark:</p> <ul style="list-style-type: none"> <li>- Autumn term module work and August Resits resulting from those modules</li> <li>- MA dissertations submitted in August</li> </ul> <p>WILL NOT be required to mark:</p> <ul style="list-style-type: none"> <li>- Spring term module work or August Resits resulting from those modules</li> <li>- MA dissertations submitted in January</li> </ul>  |

**Resit Marking and Annual Leave**

All faculty are expected to be available to mark work submitted during the August Resit Assessment Period. Please check Resit marking deadlines with your Head of Department and/or the CAO team before planning your annual leave so you and your Head of Department are sure that the marking will be completed by the deadline (usually late August for UG work and late September for PGT work).