

Doughty, Charlotte

From: Kathryn.McMahon@warwick.ac.uk
Sent: 04 December 2023 08:40
To: McMahon, Kathryn
Cc: Doughty, Charlotte
Subject: Mailing Group(s)'la-la951,la-la984'

Categories: Law - Student Email Archive

Dear LLM students,

As we start the final week of a very busy term I just wanted to draw your attention to a few things.

Staff Student Liaison Committee

The first meeting of our PG SSLC 2023-24 took place last week. Thank you to all the SSLC representatives for a very constructive meeting.

Our SSLCs offer essential channels of communication between students and staff and often lead to [changes being implemented](#) to improve your student experience.

<https://warwick.ac.uk/fac/soc/law/student-hub/pg/feedback>

Meet your SSLC team:

Representative	Email	Course
Fareedah Mustapha (Chair)	Fareedah.Mustapha@warwick.ac.uk	ICGFR
Darasimi Olujomoye (Vice Chair)	Darasimi.Olujomoye@warwick.ac.uk	IEL
Rachel Manson	Rachel.Manson@warwick.ac.uk	IDLHR
Runze Li	Runze.Li@warwick.ac.uk	ICL
Yi Liu	Yi.Liu.11@warwick.ac.uk	ICL
Alfie Dove	Alfie.Dove@warwick.ac.uk	ALS

If you have suggestions to improve your experience at Warwick throughout the year, please speak to your SSLC representative, or [complete this feedback form](#).

Student surveys

This week you will have the opportunity to provide some feedback on your modules. We take feedback very seriously. It is immensely useful for our planning and improvement. We hope you will take some time to provide feedback. Thank you.

Potluck lunch

There will be a 'potluck' lunch **on Thursday, 7 December 2023 at 12.00 – 13.00pm** for all LLM students at the Law School Student Hub to celebrate the end of term. Everyone is welcome.

References

Many firms and organisations are now opening for applications for internship and training opportunities and you might well be asked for an academic reference when applying. There is a formal protocol around references. You

should never identify a member of academic staff as a referee in an application without asking their permission first, and the formal protocol is always to ask your Personal Tutor first. It is much easier for us to write a really good reference if you have participated actively in your seminars and met your Personal Tutor regularly. Speaking up in class, attending regularly, working as a student rep, volunteering, all are activities that might set you apart from other applicants.

When you ask for a reference please always do so in good time and provide as much information as possible including an updated CV, the results of your modules thus far and your motivation for seeking this particular employment or further postgraduate study. Completion of the Academic reference request form provides very useful information to your referee.

<https://warwick.ac.uk/fac/soc/law/student-hub/pg/extra>

Dignity at Warwick

As a student of the University of Warwick, you are expected to embody [Warwick Values](#), these are:

- We treat everyone with respect
- We do not tolerate discrimination
- We do not tolerate sexual misconduct, violence or abuse
- We keep our campus and community safe
- “We” means all of us, students and staff alike

Please read through the Warwick Values information and [Dignity at Warwick policy](#) to make sure you understand the role you play in ensuring the Warwick environment is a safe and respectful one.

We hope that you have not been subjected to any unacceptable behaviour but please do make a report if you have any concerns. There are a number of procedures in place for doing so including the form found on the above links. You can also talk to your personal tutor or please contact our **Equality and Diversity Officer**. The student facing ED&I officer is your main point of contact for any Equality, Diversity, and Inclusion concern. [Find out more.](#)

[Dr Rachael Blakey](#)

[Deputy Director of EDI \(Student Facing\)](#)

Assessments: Essays and Examinations

The January assessment period is approaching and you will be preparing to take your examinations and submit your research essays.

The ‘**LLM Examination Guidance**’ provides some useful information for preparing for online examinations. It can be found here:

<https://warwick.ac.uk/fac/soc/law/student-hub/pg/extra>

There are other useful guides for the submission of your **research essays and assignments**. Please take account of the following:

Preparing to submit an assessment

NOTE THAT YOU ARE RESPONSIBLE FOR:

- (i) submitting the final and complete version of your assessment before the deadline
- (ii) making sure that you upload the correct file for the module in question

(iii) checking that the file is in the correct format (.docx or .pdf)

(iv) checking that the file you have submitted is not corrupted prior to the deadline, i.e., that it can be opened and read.

Please be aware that your markers will not contact you if they discover a problem with the file you have submitted. You are responsible for your submissions.

Whilst writing your assessment:

1. Regularly save your work

2. Keep a back-up copy of your work on a network/cloud drive

3. Make sure you use clear filenames to distinguish between different assessments you're working on at the same time. Include the module code and name in the file name.

4. Identify the finished version of your work clearly by adding "_final", as well as your username and the module code and name (e.g., "u123456_LA456-RocketLaw_final")

Please be aware that your markers will not contact you if they discover a problem with the file you have submitted. You are responsible for your submissions.

Getting ready to submit your assessment:

(i) Be ready to submit no later than 30 minutes before the submission deadline!

(ii) Make sure the file you intend to upload is the correct and final version of your work, that the file is not corrupted, and that it is the correct file for the module you intend to submit to (see above)

(iii) Access the submission system and upload your work

(iv) Check that you have uploaded the correct file, and that it is not corrupted, after you have uploaded it (but before) the submission deadline.

Remember that making an incorrect submission can result in a mark of "0" for the submission and the need to retake the assessment for a mark capped at the passmark!

Have you noticed that you have submitted the wrong essay, or that the file you submitted is corrupted, after the submission deadline?

Immediately write to postgraduate.law@warwick.ac.uk and attach the correct file, i.e., the file you wanted to submit.

Late submission penalties will apply (except if you email within 15 minutes of the submission deadlines).

Don't leave submission to the last moment:

"There are many circumstances in life when the only way of being on time is to allow for contingency and arrive early."

(Lords Neuberger and Sumption in *ParkingEye Ltd v Beavis* [2015] UKSC67, para [111])

<https://warwick.ac.uk/fac/sci/lifesci/study/pgt/induction/before-you-arrive/training>

And Finally...

Very best wishes for the last week of term. Good luck with your essays and examination preparation.

Very happy holidays to all.

Kathryn McMahon