

Doughty, Charlotte

From: Maggie.O-Brien@warwick.ac.uk
Sent: 09 October 2023 15:59
To: O'Brien, Maggie
Cc: lawDugs@warwick.ac.uk; Doughty, Charlotte
Subject: DIRECTOR OF UNDERGRADUATE STUDIES UPDATE 9 OCTOBER 2023

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Categories: Law - Student Email Archive

Dear Student

I hope you are settling into your studies now and getting into the rhythm of university life. Here is a quick update on key issues this week from Daniel and I – the DUG team.

First a correction – our DUG drop-ins will be at the Student Hub at 10am on **Wednesday**, not Friday as previously stated. If you want to ask a question, you can come and see us on campus or drop into the [online meeting room](#) if you are not.

ITEMS FOR ACTION

1. Lectures and Seminars

Please make sure you recheck your timetable to make sure you are aware of any last-minute rescheduling or room changes. We always remind students to check their timetables at this point in the year, but it is particularly important you do so in light of the constraints we have been operating under in terms of your Module Selection.

All law modules are now full and there is no scope for changes now. You have already received a detailed explanation from the Director of Teaching and Learning as to the reasons for the late allocation of modules to some students and I can only reiterate we are really sorry if all of your preferences have not been met. But we hope to work closely with the Student Liaison Committee this year to make sure we have a Module Selection process that works for everybody. If you have any comments or concerns, please direct them this way.

Remember that seminars are compulsory, and we advise attendance at all lectures. Not all lectures are being recorded and, even if recorded, they will not necessarily be released immediately – this is a decision for the Convenor and Lecturer. If you have been assessed as having reasonable adjustments in relation to lectures or seminars these are usually communicated directly to your Tutors. However, if your Disability Assessment is not yet complete, drop a line to your Module Convenors to let them know what you need to study effectively and safely.

2. Advice and Feedback Hours

If you have questions about a subject you are studying remember you can always drop into the Office Hours slot of every academic staff member. Your Personal Tutor will also have hours set aside each week for you to stop by and visit for chat. You can find a list of office hours for all staff members [here](#).

It is usually best to visit your Seminar Tutor if you have questions about subject matter of your Module— they will have more time! But if you have questions or queries about the wider Module, you can also visit your Module Convenor.

3. Marking and Feedback

A number of intermediate and finalists have asked why assessment feedback from the Summer and Autumn assessments is no longer showing in either WAS or Tabula. I promise you, your marks and feedback are still there, but not visible temporarily as we work to complete marking of all scripts affected by the marking and assessment boycott phase of industrial action. I realise this is really frustrating to you after working so hard to complete your assignments and examinations, and again must apologise for this delay in getting what is rightfully yours. Our understanding of the system issue is that feedback will become visible once the marking and moderation of MAB affected modules is completed. We are monitoring this closely.

4. Illness and Attendance

Fresher's flu is real – with so many people converging on our campus there tends to be a spike in illness and in Covid at this time of year. So, a couple of things about sickness.

Inevitably some staff will get ill in the Autumn Term. We will do our utmost to cover all classes and minimise the impact of staff sickness on your teaching. We will usually try to cover seminars with available staff, or if there is no one with suitable expertise we will re-arrange to make sure you do not miss vital learning. As a last resort, Seminars and Lectures may be cancelled through staff sickness. If that is the case, the PSS team will email you to explain how your classes will be made up.

If you are feeling ill, please stay at home until your symptoms have gone. If you have a cough or cold and are attending campus, consider wearing a mask to stop the spread of bugs to your peers and colleagues. If you cannot attend University for more than a week, please contact your Personal Tutor in the first instance to discuss. The notification is available on the [Attendance Pages](#) in your online Student Hub.

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6. Careers and Opportunities

For those of you wishing to join the legal professions, one of the most important events this term takes place on **24 October – The Careers Fair**. If you want to pursue a career in law, you must attend to meet representatives of many of the UK's leading Solicitors Practises and Barristers Chambers. In this very competitive market, you also need to consider how to augment your legal studies with the practical experience needed to secure a training contract or pupillage. On 25th October, the Careers Service are

holding a talk on how to access internships and vacation schemes. You can find information on both events [here](#).

For those of you wishing to study abroad, consider dropping into the "**Introduction to Study Abroad**" drop-in this **Thursday 12 October from 6-7pm in R1.03 at the Ramphal building**. This event is primarily targeted at second-year students who will soon start preparation for their study abroad. It's been organised by Year Abroad officers Laura Chisolm (Laura.Chisolm@warwick.ac.uk) and Sicheng Li (Sicheng.Li@warwick.ac.uk), so they can equip students with timely and relevant advice, knowledge and expertise to get the best out of your Year Abroad experience.

7.Student Wellbeing

Remember to request an assessment for reasonable adjustments if you need extra support with study or assessment. You can ask for an assessment through our Disability Service – accessed through Wellbeing. Once we have the results of this assessment, we can make sure those adjustments are in place for all your classes and assessments. You can request an assessment at any point in the year.

You can access the Wellbeing and Disability Service [HERE](#)

8.Working Late?

For those of you working late in the Library there is now a new social space "The Eating Place", located on the ground floor. This is a seating area with kitchenette facilities, including a microwave and hot water, so you can bring food with you to heat up or make a hot drink for yourself between law reports.

9.Sending emails to Staff

Please be mindful that staff are not expected to answer emails from Friday 17:00 to Monday 9:00 and it would be appreciated if you send emails during normal working hours 9:00-17:00, unless an emergency. Also, when contacting the administrative staff on undergraduate.law@warwick.ac.uk they will respond within 48 hours – please do not chase repeatedly. Thank you.

10.Using Padlet

You will know already that lots of tutors also use Padlet. There are also DUG Padlets for you to ask questions- one for first years and one for later years.

[First Years Padlet](#)

[Intermediate Years and Finalists Padlet](#)

Here are a few instructions as to how to use the Padlets in case you are still struggling. Remember, – it is really helpful to have your name rather than 'anonymous' against any post you make (but of course anonymous is OK if you prefer). But if you want to leave your name you will need to sign into Padlet:

- 1. In a browser, go to warwick.padlet.org
- 2. Click on Log in with Microsoft.
- 3. Enter your email address in this format: username@live.warwick.ac.uk (e.g., u1234567@live.warwick.ac.uk).
- 4. Enter your University IT account username (e.g., [u1234567](#)).

- 5. Enter your University IT account password. 5. Complete two-step authentication.

Please use: undergraduate.law@warwick.ac.uk for any admin related queries. That's all for now! Have a good week and I look forward to welcoming the new SSLC representatives soon.

Best wishes, Maggie and Daniel

Dr Margaret O'Brien

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Office Hours: Tuesdays, 2pm– 4pm. Room S1.42 Fridays 10am-11am. (*online – call on Teams*)