

Doughty, Charlotte

From: O'Brien, Maggie
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To: Twigg-Flesner, Christian; Kirk, Becca; Lowe, Daniel; Skeates, Andrew; Doughty, Charlotte; Law.DUGS Resource
Subject: Fw: DUG UPDATE _ PRE SUBMISSION SUPPORT AND REMINDERS
Categories: Law - Student Email Archive

Dear Student

A very quick update today, with a few important reminders for those of you submitting work in the first week of Term 3. Today's briefing covers:

1. Extensions and Mitigating Circumstances
2. Good Academic Practise and Referencing
3. Mistaken Submission Policy
4. Term 3 Workshops and Activities

1. Extensions and Mitigating Circumstances

Your last DUG update contained a fuller briefing on the different between applying for an extension and applying for Mitigating Circumstances. Guidance is also available on the Student Hub, [HERE](#) Remember you need evidence to support both types of application. If you do not provide evidence your application can't be considered.

2. Good Academic Practise and Referencing

Your submissions must conform to the rules on Academic Integrity . We have uploaded the slides from the Term 2 workshop of Good Academic Practise [HERE](#). You can find guidance on both referencing and Academic Integrity on the [Legal Skills page](#) OSCOLA is the Law School's required referencing system, our expectation is that your essays and portfolios will be referenced with OSCOLA footnotes. To help you get this right we have one more pre-submission workshop on OSCOLA referencing. This is scheduled for **11-12am on Thursday 19th April – ONLINE**. In this short session Dr Daniel Lowe will run through the basic requires of OSCOLA referencing. There is plenty of time for you to check your work after the workshop and before the Term 1 submission dates. Join the Workshop [HERE](#)

Slides from the Term Two preparatory workshops are available on the Student Hub.

- Good Academic Practise with an exercise, [HERE](#):
- Essay Writing Skills [HERE](#):

3. Mistaken Submission Policy

If you have made a mistake on submission and you inform us within 15 minutes of the submission deadline, you will be given an opportunity to re-upload without penalty. To take advantage of the policy, check your submission immediately after upload. By this I mean you must download a copy to make sure you have submitted the correct document. If you notice an incorrect submission after the

15 minute window late penalties will be applied. Mistakes uncovered only when marking is complete cannot be rectified.

4. Term 3 Activities

We are finalising a programme of educational workshops and lectures for Term 3. Skills workshops are designed to build your skills for the more demanding level of study expected next year, while guest lectures will cover some of the most controversial and high profile legal issues of the day. Look out for more details in next week's DUG update.

I hope you continue to enjoy your Easter Break. Good luck with your submissions.

Best wishes Maggie