

Doughty, Charlotte

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Sent: 11 October 2023 09:02
To: Twigg-Flesner, Christian
Cc: undergraduate.law Resource; postgraduate.law, Resource; Doughty, Charlotte; Law.DUGS Resource; McMahon, Kathryn
Subject: [Please read]: All WLS student email: week 2 (11 October 2023)
Categories: Law - Student Email Archive

11 October 2023

To all undergraduate and postgraduate taught law students

Dear Warwick Law School students,

Term 1 is now fully underway, and your classes are in full swing. This seems a good moment to highlight some important information:

(i) Reminder: Attendance

Attendance at all teaching sessions is a course requirement, and attendance registers will be taken for all seminars/workshops.

If you fail to attend a seminar, you may be asked to discuss absences with your personal tutor. If you cannot attend class due to illness, please complete the absence form at <https://warwick.ac.uk/fac/soc/law/student-hub/forms/attendance> .

This is essential - it is not enough to contact your seminar tutor nor your personal tutor. You must complete this form immediately. You can also email law.attendance@warwick.ac.uk .

Don't forget to **prepare, participate and reflect** to make the most of all your seminars/workshops.

(ii) Recording of lectures and seminars

Please note that it is not permitted to record lectures on your own devices without the express consent of your lecturers! You must seek permission to make recordings *before every session* from your lecturer. If this is not granted, you **must not record** the session. This also applies to one-on-one meetings with any academic staff (lecturer, seminar tutor, personal tutor etc).

It is also not permitted to record seminars unless every person in the seminar has consented in advance to the recording being made. If your lecturer or seminar participant refuses to give consent, you **must not** record the seminar. Even if your lecturer agrees, you must still ask every participant in the seminar (including any late arrivals).

A breach of this rule is a disciplinary offence covered by the University's Disciplinary regulations.

Where recordings are permitted, **you must not distribute them in any format** (the recording or a transcript), i.e., you must not share this with anyone, or post it on an online forum, social media or other sharing website.

For further information, please visit <https://warwick.ac.uk/services/aro/dar/quality/recordinglectures/>

Please note: in some instances, recordings of lectures can be a reasonable adjustment in accordance with the Equality Act 2010. This will be advised in individual cases by the University's Wellbeing Service, and the Wellbeing Service would advise us if a student is permitted to make recordings on the grounds of reasonable adjustments.

(iii) Lecture capture

Many of your lectures will be captured through the University's lecture capture system and made available to students via the relevant module *Moodle* page some time after the lecture has been delivered. Please be aware that lecturers will need to review each recording before it is published to edit out any individual conversations with students before/after the lectures which might have been recorded by the lecture capture system. Lecturers will do this as soon as they are able – please don't email them within a couple of days of the lecture to ask for the recordings.

In some instances, lecture captures will not be published immediately but at a later point. Your module convenor will have informed you about the approach adopted on each module, and will have posted a notice/announcement on the *Moodle* page.

Each lecturer can decide whether to enable lecture capture or not. It is their decision, and they may decline to enable lecture capture for a variety of reasons.

If you have any questions about lecture capture, please ask the relevant lecturer and/or module convenor.

(iv) Reminder: Finding the teaching rooms

If you are unsure where a particular teaching room is located, please use Warwick's interactive campus map to help you find a room. You can key in the room code, and the map should show you where the room is, and even give you directions. Have a look at the map the day before your classes so you know in advance where the teaching rooms are, how to get to them, and how much time to allow for this. See <https://campus.warwick.ac.uk/> (ii)

(v) Reminder: Classes start/finish times

Classes start at 5 minutes past the hour and should finish no later than 5 minutes to the hour to allow sufficient time for change-overs between classes. Please leave the teaching room promptly at the end of a class – you can chat to your classmates or your seminar tutor/lecturer outside the teaching room. Classes lasting for 2 or 3 hours will have breaks at appropriate times. Please ensure that you arrive at the teaching room at least 5 minutes early to ensure that each class can start promptly and that there are no disruptions from 2 latecomers. Tutors can ask students arriving more than a few minutes late to leave, and their attendance will not be recorded.

Questions

Questions about individual modules should be directed to the module convenor or your seminar tutor as appropriate.

General questions, including administrative and organisational queries, should be addressed to undergraduate.law@warwick.ac.uk or postgraduate.law@warwick.ac.uk (LLM students).

The Director of Undergraduate Studies can be contacted on law.DUGS@warwick.ac.uk and is the main point of contact for general academic queries not specific to one module.

I can be contacted via law.DTL@warwick.ac.uk (please do not just reply to this email – thank you.)

Best wishes,

Prof. Christian Twigg-Flesner

Deputy Head/Director of Teaching & Learning