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Sent: 02 October 2023 00:01
To: Twigg-Flesner, Christian
Cc: Law.DUGS Resource; McMahon, Kathryn; undergraduate.law Resource; postgraduate.law, Resource; Doughty, Charlotte; Kirk, Becca
Subject: Important Start of Term information for all students
Categories: Law - Student Email Archive

2 October 2023

Dear students,

This Monday (2 October 2023) is the start of the first week of term 1, and teaching gets underway from this week.

Undergraduate students will mostly start with lectures this week, and the Director of Undergraduate Studies, Dr Maggie O'Brien, has circulate the timetable with her message to all our undergraduate students.

LLM students will start seminars this week except for modules from the LLM (IDLHR) portfolio; most of these will start next week.

I would like to provide some general information which applies to all our students, whether a new undergraduate student, a visiting student, or a new LLM student. Please do read this carefully.

(i) 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) 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

latecomers. Tutors can ask students arriving more than a few minutes late to leave, and their attendance will not be recorded.

(iii) 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 .

(iv) Getting the most out of seminars

Seminars for undergraduate modules will start in weeks 2 or 3 – please check your module timetable, or information provided on the module’s *Moodle* page. An attendance register is taken at the start of each seminar by your seminar tutor (hence the importance of being punctual).

For all students (UG and LLM), seminars are a crucial part of your learning process, as they provide the forum to explore, discuss, critique, and apply your learning. To get the most out of your seminars, remember this: “**Prepare – Participate – Reflect**”. *Prepare* for each seminar in advance (following the instructions given to you by module teaching teams); *participate* by contributing to class discussions and activities, asking questions, and offering your views on the topics discussed (and don’t be afraid of making mistakes – this is an important aspect of the learning process); and finally, *reflect* on each seminar afterwards to think about what you have learned, what you didn’t understand, how well you prepared and contributed, and any follow-up questions (which you can address to your seminar tutor).

Lecture capture

The University provides lecture capture technology. Individual lecturers can decide whether to opt into lecture capture (for lectures only) or not. Although many Law School staff have agreed to opt in, please do not assume that every module will have its lectures captured. Where lectures are captured, lecturers/module teams will agree when the recordings will be made available, and will tell you about this at the start of each module (usually on the *Moodle* page).

Don’t fear the assessments!

At university, assessments are designed to allow you to demonstrate your knowledge and understanding of the subjects you have studied, based on the learning outcomes set for each module, and graded against standard marking criteria. All the teaching on each module – lectures, seminars and your independent work (reading) – prepares you for the module assessments. Attending classes, making the most of seminars, and keeping on top of your reading are the best way of preparing for an assessment (and much better than trying to cram as you approach an assessment deadline).

What do you when you are ill or feel unwell

As we start the academic year, it is inevitable that some of you might get ill, be it with a cold, the flu, or Covid. We advise you **not to come onto campus (i.e., teaching buildings, including the Law School) if you are unwell** and to stay at home until you have recovered. If coming onto campus, please consider wearing a good mask (FFP2 or FFP3) that fully covers your nose and mouth. In any case, please do not come to campus if you have tested positive for Covid-19. See above for notifying the School that you cannot attend a class due to illness. Although you might be worried about falling behind, it is better for your coursemates and Law School staff if you take a few days to recover away from campus so as to prevent others from getting ill. Support is available; please contact your module tutors in the first instance, or your personal tutor for general advice.

Questions

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

General questions 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.

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

Have a great start of term!

Best wishes,

Prof. Christian Twigg-Flesner

Deputy Head/Director of Teaching & Learning