

**From:** [O'Brien, Maggie](#)  
**To:** [Singh, Dalvinder](#); [Lowe, Daniel](#); [Woodhead, Charlotte](#); [Skeates, Andrew](#); [Hiorns, Sara](#); [Sociology-HOD, Resource](#); [Jackman, Susanna](#); [ppl, Resource](#)  
**Subject:** Fw: DUG UPDATE - Submissions/Exam Timetable/Modules  
**Date:** 14 April 2026 16:58:23  
**Attachments:** [Outlook-igrdis0p.png](#)

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For information

Best wishes, Maggie

Dr Margaret O'Brien

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Coventry | CV4 7AL UK | [Find us on the interactive map](#)

Office Hours: Tuesdays, 2pm– 4pm. Thursdays 3pm to 5pm.. Room S1.07



[Book time to meet with me](#)

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**From:** Maggie.O-Brien@warwick.ac.uk <Maggie.O-Brien@warwick.ac.uk>  
**Sent:** 14 April 2026 16:54  
**To:** O'Brien, Maggie <Maggie.O-Brien@warwick.ac.uk>  
**Subject:** DUG UPDATE - Submissions/Exam Timetable/Modules

Dear Student

I hope you have had an enjoyable Easter break and feel ready for the challenges of your next round of assessments. In this briefing, we will be largely focussing on those assessments. I will circulate our previous guidance on self-certification, extensions and mitigating circumstances at the beginning of next week. In the meantime, you can find all that information on the Student Hub, [HERE](#).

This briefing includes:

1. Assessment Submission Guidance
2. Law Examination Timetable
3. Module Fair/Module Application Reminder

Remember detailed guidance on assessments can be found on the Student Hub - [HERE](#)

### **1. Assessment Submission Guidance**

#### **a) How to Submit**

You submit all written assessments using the Tabula portal. Your assessments with submission dates should be listed under the Coursework Tab. If anything is missing for Term 1, you should contact the Student Services Team ([undergraduate.law@warwick.ac.uk](mailto:undergraduate.law@warwick.ac.uk)) now.

On submission day it is very important that you give yourself enough time to upload your paper, check it at least once, and then upload again. All late submissions receive a 5-mark penalty for each 24-hour period beyond the original submission date, subject to the Self-Certification and Extensions policies described above. There is no mitigation available for last minute IT problems, or a failure to plan your work. Ideally, upload the day before or at the very least, 3 hours before.

#### **b) Check your Guidance**

Each Module assessment will include guidance specific to that assessment. Always check this guidance before submission. There might be differences in the application of the GenAI policy for example. Or specific requests as to the presentation of your work. It is your responsibility to make sure each submission reflects the guidance for each Module.

### c) **Referencing and Citation**

The referencing standard for the Law School is for comprehensive citations using the OSCOLA referencing system. If you do not reference, you might be vulnerable to suspicions of poor academic practise or plagiarism. Please make sure you reference all of your submissions using OSCOLA. Most Module Convenors will give credit in marking submissions where referencing is to a high standard.

We have uploaded materials from the March OSCOLA workshop [HERE](#). There is a short OSCOLA exercise for you to complete in your own time and mark yourself, as well as workshop slides.

### d) **Document type and Formatting**

Standard submission format is in 12.point font size and 1.5 spacing. You will not usually be penalised for variations in formatting, but check the guidance for each Module.

### e) **Mistaken Submissions Policy**

You are responsible for uploading the correct document and you could fail the assignment if you don't. If you realise after submission, we will offer you an opportunity to re-upload the correct paper to Tabula, but you will be subject to late penalties in accordance with the late penalties policy. This is no discretion for your Convenor/Marker to mark outside of the Tabula system.

To avoid mistakes, consider these tips for those vital hours\* before submission:

- Check your paper immediately before submission, and for good measure check immediately after submission.
- Contact the Student Services Team ([undergraduate.law@warwick.ac.uk](mailto:undergraduate.law@warwick.ac.uk)) and Module Convenor immediately if you have incorrectly uploaded your submission. Late penalties will run from the time your correct assignment is received by email.
- Save your document in one of the advised formats, e.g. either Word or PDF. PDF is a safer option as it won't corrupt. We do not mitigate if you have uploaded in an unreadable format and your paper will be marked at 0.
- Save your final document with a title that indicates it is final, e.g. CourtReflection1875033Final.pdf. so you don't unwittingly upload an unfinished or unreferenced version. Download at least once to check it is the correct submission before uploading finally and clicking submit.

*\*Hours or days not minutes. If you leave upload to the last 5 minutes and something goes wrong it is on you!*

Leaving things to the last minute can have severe consequences. Markers are unable to inform you of a mistaken submission and will mark accordingly. If you have uploaded the wrong paper entirely, you will receive zero marks and mitigation will not be extended to your resit. If you realise you have uploaded the wrong paper within the marking period of 20 working days you can request your paper is uploaded, however it will be subject to late penalties of 5 marks per 24-hour period. Three weeks late and your mark will be zero due to these penalties, even if it is a first-class paper.

**Taking a few moments to check your paper can make the difference between excellence and failure – it is definitely worth it!**

Any questions, email [Law.DUGS@warwick.ac.uk](mailto:Law.DUGS@warwick.ac.uk)

## **2. Examination Timetable**

The University has now published the full examination timetable. I have extracted the law examinations for ease of reference. Use [THIS LINK](#) to see the full timetable. In the coming week or so you will also be able to see your personalised timetable on this site, as well as access the Warwick Assessment System examination platform. We will be providing you with more information and opportunities for a test upload in the early part of Term 3. Daniel, Sukhjit and I will be running an Examination Preparation session on Wednesday 6<sup>th</sup> May 2026.

Code	Subject	Date	Start	Duration	Access
LA104-30	Criminal Law	09/06/2026	09:30	03:00	WAS Online Platform
LA124-30	Tort Law	02/06/2026	09:30	03:00	WAS Online Platform
LA205-30	International Law	08/06/2026	09:30	03:00	WAS Online Platform
LA212-30	French Law	02/06/2026	09:30	02:00	WAS Online Platform
LA216-30	German Law	09/06/2026	09:30	02:00	WAS Online Platform
LA217-30	Social Theory of Law	02/06/2026	09:30	02:00	WAS Online Platform
LA2D8-30	Criminal Law L5	09/06/2026	09:30	03:00	WAS Online Platform
LA2E1-30	Tort Law L5	02/06/2026	09:30	03:00	WAS Online Platform
LA307-30	Law of Trusts	18/05/2026	09:30	03:00	WAS Online Platform
LA310-30	Law of Business Organisations	19/05/2026	09:30	02:00	WAS Online Platform
LA333-15	Medicine and the Law	26/05/2026	09:30	02:00	WAS Online Platform
LA359-15	Family Law	20/05/2026	09:30	02:00	WAS Online Platform
LA363-15	Climate Change and Law	28/05/2026	09:30	02:00	WAS Online Platform
LA365-15	Financial Services Regulation	04/06/2026	09:30	02:00	WAS Online Platform
LA372-15	Commercial Law	11/06/2026	09:30	02:00	WAS Online Platform
LA373-15	Criminal Evidence	22/05/2026	09:30	02:00	WAS Online Platform
LA3C9-15	Contemporary Issues in Trusts Law	18/05/2026	09:30	02:00	WAS Online Platform

### **3. Module Fair Reminder**

The Module Application process this year will start this year with a briefing by Kelly and I explaining the Module application and allocation process and giving you some ideas on what to consider when applying for Modules. This will take place on 14<sup>th</sup> May 2026 at 10am in the OCO.1.05.

The Annual Module Fair will take place immediately afterwards, in rooms SO.08, SO.09, and SO.10/ At the fair, you will be able to look at details of the Law modules on offer this year, speak to the Convenors of his year's optional modules and perhaps even catch up with students who have already taken optional modules this year. It's usually a really nice occasion and a chance to catch up with friends and teachers.

More details to follow on both events.

As always, if you have any queries about any of these items, email

**Law.DUGs@warwick.ac.uk.**

Best wishes,

Maggie

Dr Margaret O'Brien | Associate Professor | Director of Undergraduate Studies | School of Law | University of Warwick | Coventry | CV4 7AL UK | [Find us on the interactive map](#)