

**From:** [O'Brien, Maggie](#)  
**To:** [Lowe, Daniel](#); [Lewis, Rachel](#); [ppl, Resource](#); [Woodhead, Charlotte](#); [Garton, Jonathan](#); [Jackman, Susanna](#); [Hiorns, Sara](#); [Singh, Dalvinder](#); [Skeates, Andrew](#)  
**Subject:** Fw: DUG UPDATE - Important Information - Submissions/AI Policy/Modules  
**Date:** 27 April 2026 16:47:32  
**Attachments:** [image.png](#)

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For information and circulation

Best wishes Maggie

Dr Margaret O'Brien

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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:** 27 April 2026 16:44  
**To:** O'Brien, Maggie <Maggie.O'Brien@warwick.ac.uk>  
**Subject:** DUG UPDATE - Important Information - Submissions/AI Policy/Modules

Dear Undergraduate Student

Most of you will be submitting your Term Two assessments over the next two weeks. I wanted to flag some important points around submission and remind you again of the guidance available on mitigating circumstances, extensions and self-certification.

### **AI USE AND DECLARATION.**

I have already advised you to check your Module Guidance very carefully before you submit, especially in relation to the Law Schools Policy on the use of Generative AI. I want now to re-emphasize how important it is to make sure your submission is in line with this policy (access [HERE](#)), and to offer you some more specific advice in relation to the Generative AI policy

1. Check the Rubric for your assessment. If it has specific instructions in relation to Generative AI Technology, follow them.
2. If AI use is not permitted in Module Guidance remember that you could breach academic integrity guidelines if you have used AI merely to tidy up your text. This is a big risk to take. Some Modules go further in asking you not to use Generative AI in structuring or researching your question. Be sensitive to what your Module Convenor is asking of you.
- 3. If AI is not specifically prohibited, the default position is that you must make a declaration as to how you have used the technology.** If you use a generative Artificial Intelligence (GAIT) in the process of completing any assignment you **MUST** set out clearly before the bibliography/references [or other suitable place] the following:

- **WHY** you used a GAIT
- **WHAT** it was used for
- **WHICH** AI was used; and
- If any generated content has been used directly in this submission, if so where.

4. You will also have to confirm in your declaration that the work remains yours and you have intellectual ownership of it. You may be called for viva or other interview to demonstrate such intellectual ownership. A failure to disclose the use of AI, or the use of a misleading description of its use may have significant consequences for your studies. As a result, keeping good records of your interactions is strongly advised.

5. You can use a copy of the Law School's Declaration ([HERE](#)) or write your own, but you must engage with the policy to avoid an ACP referral or marks reductions for poor academic practise. If you have reasonable adjustments that allow you to use assistive technology remember your submission must still conform to the Law School's GAIT policy and declare your usage.

### **SUBMISSIONS ADVICE**

The most important advice I can give is not to leave any of the vital pre-submission tasks to the last minute, those vital tasks being:

- Checking your references are in order:
- Making sure you have filled in the AI declaration if appropriate, and
- Uploading the correct version of your paper to the correct portal.

Here's a brief summary of last week's submissions advice.

- **Tabula Uploads** - All assignments are uploaded to the Tabula portal - your assessments with submission dates should be listed under the Coursework Tab. It would do no harm to check now whether all your submissions are visible on Tabula. 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.
- **Late Penalties:** 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 set out on the student hub.
- **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. We have uploaded materials from the March OSCOLA workshop [HERE](#) – **check your citations before submission**
- **Mistaken Submissions Policy:** Check you have uploaded the right paper before submission. You can upload as many times as you need before the submission date passes check after you have uploaded at least once.

You are responsible for uploading the correct document and you could fail the assignment if you don't. There is little we can do to mitigate a mistaken submission. If you realise your mistake 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. 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 and attach a hard copy of your essay or assignment. Late penalties will run from the time your correct assignment is received by email. You will be given another opportunity to upload

- **Mitigating Circumstances, Extensions and Self Certification.** You have already received a detailed DUG briefing. All relevant information can be found on the student hub - [HERE](#)

### **MODULE CHOICES**

I am receiving quite a few queries on the Module Application process. This starts on 15 May, after the Module Fair and runs to the 29<sup>th</sup> May 2026. We'll be briefing you in detail about the process at the pre Module Fair session at 10am in OCO.1.5. However, a few points you might want to bear in mind if you are starting to think about Modules.

- For straight law and law with language degrees, you can take up to 30 cats of external modules each year.
- You must apply to each individual department using their module application process. A list of departments with the deadlines for application is [HERE](#).

Here are some more great External Module choices to consider.

- I have been asked to alert you to Modules available at the **School of Education, Learning and Communications.(SELCS)**. There are some fascinating choices – full details [HERE](#)
- **The Institute of Advanced Teaching and Learning (IATL)** hold their [online module fair on Wednesday 29<sup>th</sup> April at 1 pm](#) – you can also [attend via the link on the webpage](#). There are some fantastic inter-disciplinary modules, it is well worth taking a look.
- You are welcome to drop a line to the DUG inbox if you have further queries, but there is no need to worry about missing the application date – there is plenty of time and you will receive lots of reminders.

### **PHD Conference**

If you have any time left, have a look at the Criminal Justice Centre **annual PhD Conference**, taking place on the 8<sup>th</sup> of May from 9:30am to 3:00pm in OC0.04. Lunch and refreshments will be provided. Please find attached the conference programme. The event will be running in a hybrid format so it is possible to join on Teams.

**Join:** <https://teams.microsoft.com/meet/388454854692081?p=6XXTqeVyjpirHscJmF>

Meeting ID: 388 454 854 692 081

Passcode: pw7r22hy

### **Contact**

Email [Law.Dugs@warwick.ac.uk](mailto:Law.Dugs@warwick.ac.uk) for any question or query relating to this briefing. If you are worried about any aspect of the process, contact you Module Convenor, or, as a last resort, the DUGs on the email above.

Good luck with your Term 2 submissions

Best wishes,

Maggie

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