

Warwick Law School
POSTGRADUATE TAUGHT STUDENTS GUIDE 2020-21
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Disclaimer: The Department endeavours to ensure that the information in this handbook is as accurate and up-to-date as possible. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. However, the final arbiter of policy and procedure is the University Regulations as laid down in the University Calendar, which can be found on the [University Governance webpages](#).

Any significant changes to the practices and procedures detailed in this Handbook will be notified to students by email and the electronic copy of the Handbook available from the Law School in our [online Student Hub](#) will be updated accordingly.

Information from the Law School

PART A: GENERAL

1. Welcome

Welcome to Warwick Law School. This Guide has been prepared to help you with the formal aspects of your study. In addition to general information about the Law School and its postgraduate programmes, it contains important information about administrative and regulatory issues. We hope that this guide will provide a thorough introduction to the arrangements for postgraduate study at Warwick, as well as giving you some idea of how to find your way around the Law School.

2. The Law School and General Information

2.1. Law School Contacts

All general enquiries should be directed to Law School Reception Telephone: 02476 523 075

Email: postgraduate.law@warwick.ac.uk

Postal address: School of Law, University of Warwick, Coventry CV4 7AL, United Kingdom

Where to find us: Law School Reception, Room S0.07C, Social Sciences Building, Library Road, Main Campus

The School offices are located between the ground, first and second floors of the Social Sciences Building. You can find room numbers and contact details for Academic and Administrative staff on the Law School website [People](#) pages and rooms can be found by typing the number into the [Interactive Campus Map](#)

2.2. Teaching Locations

The Law School uses teaching spaces across the main campus site. Room numbers are shown on students' individual Tabula timetable. Rooms can be located using the Interactive [Campus Map](#).

Rooms with the Prefix:

Axxx/Bxxx/Cxxx/Dxxx/Exxx/Sxxx are in the Social Sciences Building;

Hxxx are in the Humanities Building;

MSxxx are in the Maths Building;

OCxxx are in the Oculus Building;

Rxxx are in the Ramphal Building;

LX/PLT/Pxxx/PSxxx and Bxxx are in the Sciences Buildings;

LIB1/LIB2 are in the Library Building;

Woods Scawen Room/Arts Centre Cinema are in the Arts Centre.

Chancellor's 1,2 & 3 are on the 2nd Floor of the Rootes Building

Junction Building. Opposite side of University Road from the Law School. Close to Tocil Student Residence & Carpark 8a.

2.3. Study Space

Law School Student Hub: Ground floor, Law School. A flexible space for group work or individual study shared by undergraduate and postgraduate students.

Postgraduate Hub: Senate House. Space made available by the University solely for the use of postgraduate students. For details of what facilities the Hub has to offer (including meeting space, quiet study areas and dissertation advice) opening times and booking forms, visit the study spaces [webpage](#).

Flexible study spaces can also be found in the [Learning Grids](#).

2.4. Emergency Contact Information

Please telephone 02476 523075 or email lawreception@warwick.ac.uk during normal office hours. Outside of these hours, for emergency support contact Campus Security on **024 7652 2222** or visit our [Wellbeing Support Services](#) for further information.

All calls requiring an external emergency service on campus (Fire Brigade, Police or Ambulance) should be made through the Campus Security emergency number. **024 7652 2222**

2.5. Communication in the Law School

COVID-19 (CORONAVIRUS)

Please ensure that you regularly check the University Webpages and Law School Student Hub for the most up to date guidance and advice on the Covid-19 situation.

<https://warwick.ac.uk/coronavirus>

<https://warwick.ac.uk/fac/soc/law/coronavirus/>

Email is the primary way in which you will receive messages about your timetable, work assignments, examinations, changes to groups or class times, and requests for students to see a lecturer or a member of the professional services team.

You should make sure you check your **Warwick email address** regularly (at least once per day) to ensure that you do not miss anything. Your email can be accessed via <http://webmail.warwick.ac.uk> If you download the [My Warwick app](#) (found on any app store), you can also access your emails through there.

You must use your Warwick email account for all communications with the Law School and University. We appreciate that students can receive high volumes of email. At the Law School we do our best to minimise what we will send out to you but do please look out for emails from postgraduate.law@warwick.ac.uk

Online Student Hub – <https://warwick.ac.uk/fac/soc/law/student-hub/>

We have re-designed this section of our website to provide you with everything you may need to know as a student studying at Warwick Law School. These pages are updated frequently so please do check back regularly during your time here. This space highlights important information about the Law School including careers and essential examination information. Bulletins and important updates will also be found here.

This year we have designed a new [events calendar](#) where you will find information on all the different events happening in the Law School and University but also external events that you may be interested in too. If you are after opportunities relating to study, building your skills or helping with your future career, you will find these on our [opportunities page](#). These pages will be updated regularly throughout the term with new information so make sure you check them regularly.

Academic staff set aside regular 'feedback and advice hours' during each week in term time. Feedback and advice hours, as well as email addresses can be found on the Law School [People Pages](#). The most efficient way to contact a member of staff to arrange a meeting is by email.

2.5. Cancelled Lectures and Seminars

Students will be notified as soon as possible by email (within Student Services office hours) if a particular class is cancelled due to unforeseen circumstances, for example illness. Every effort will be made to find an alternative time and date to replace the cancelled class.

2.6. IT Support

Local IT support is available from the Law School IT Team, Caroline Proctor (C.L.Proctor@warwick.ac.uk) and Sunil Chudasama (s.chudasama@warwick.ac.uk). You can contact them at law.technology@warwick.ac.uk Further information about the University IT network, together with details of the training courses offered by the University can be found on the [Information Technology Services website](#)

You should also consult the [IT guide for new students](#) and the Law School [guide to the online learning environment](#).

Study materials for each module will be available from the Moodle pages. For the first two weeks of term you will have access to all the Law modules on Moodle to enable you to access information whilst deciding on your optional modules.

All students are expected to submit their assessed essays and dissertations in a PDF document. Assessed work is submitted using the [Tabula](#) system.

2.7. Complaints Procedure

The University has procedures for the handling of both appeals and formal complaints for postgraduate students. Any concerns or complaints should initially be raised with either your personal tutor, Postgraduate Wellbeing Tutor, Director of Postgraduate Student Experience, your Staff Student Liaison Committee (SSLC), the Director of Postgraduate Studies or our Student Services Manager, Andrea Humber. Further information on the procedures for both appeals and complaints can be found [here](#).

2.8. Data Protection

The Law School holds personal data for all students and works to ensure compliance with the General Data Protection Regulation (GDPR), with clear and careful procedures around the personal data we hold, why we hold it and how it is used. When corresponding by email students must use their Warwick email account in order that staff can be sure of the identity of the person they are communicating with. Except in the case of an emergency we are also unable to discuss students with other parties outside of the University, without the explicit permission of the student themselves.

2.9. Reference Requests

One of the most common roles of a personal tutor is to provide a **reference** for their tutees. This is because they have sight of your overall academic progress and can comment on your marks for work, attendance, reliability and commitment to your studies. Whilst you are free to ask any member of staff to provide you with a reference, your personal tutor will always provide one if asked. It helps personal tutors if you keep them in touch with your progress and aspirations, and if you wish them to be a referee for you, it will be appreciated if you also provide them with a copy of your CV. It is a professional relationship and builds up overtime but it does depend on you meeting regularly and keeping appointments with them. Please remember to ask their permission before you give their name as a referee.

2.10. Transcripts

You will be issued with a formal transcript on graduating. If you need to provide a transcript for an application prior to this Law School Reception will be able to issue you with a record of your marks obtained so far. Please note that all marks are provisional until the Final Exam Board meets in November.

The Awards and Ceremonies [website](#) provides detailed information on award certificates and degree congregation registration and includes a 'Frequently Asked Questions' section.

2.11. Additional Course Costs

Much of the reading material for each module will be available for you to via the module Moodle pages or through the Library. In some cases, a module convenor may recommend a textbook for their module. The Library tends to have most key titles in stock but you may wish to purchase a copy. In some cases you may be able to find a second hand copy to reduce the cost but please make sure that it is the correct edition recommended by your module convenor.

Should you choose to print materials that are available online, you will need to pay the associated printing costs. Printers available for students to use are widely spread across campus. Please see this [link](#) for locations and access information.

3. Key Staff Contacts and Roles in the Law School

The main point of contact for general enquiries is via the Student Services team who are located in the student reception, on the ground floor of the Law School (opposite the entrance to the library café). You can contact the Student Services Team in person (Monday to Friday 10am to 2pm), by e-mail:

postgraduate.law@warwick.ac.uk

lawreception@warwick.ac.uk

Or by telephone 024 76523075.

The team are available via email 8.30am -5pm Monday to Thursday & 8.30am to 4pm on Friday.

Department Student Administration Team

Undergraduate Academic Administrator	Lesley Morris Room S0.07 Ext 23495	Responsible for student timetables, module registration, examination related matters Postgraduate
Postgraduate Academic Administrator	Claire Denney Room S0.07 Ext 23079	Responsible for student timetables, module registration, examination related matters
Taught Programme Coordinator (UG)	Victor Campos Silveira Room S0.07 Ext 23076	Responsible for Administration of UG courses
Taught Programme Coordinator (PG)	Rachael Bidgood Room S0.07 Ext 23685	Responsible for Administration of PG courses
Admissions Co-Ordinator	Anna Scott Room S0.07e Ext 23171	Responsible for Admissions, Open days, Graduation
Widening Participation Officer	Becca Kirk Room S0.07e Ext 24990	Responsible for the research and practice of the Law School's widening participation strategy
Student Records Co-Ordinator	Chris Warner Room S0.07 Ext 24938	Responsible for Student Monitoring & Attendance, Mitigation, Alternative Examination Arrangements

Student Services Manager	Andrea Humber Room S0.07d Ext 23201	Overall responsibility for the Student Services Team
Senior Careers Consultant	Valerie Matthews-Lane Room TBA Ext 28360	Provides help and guidance for Law Students
Director of Administration	Isabel Wood Room S2.09 Ext 23092	Overall responsibility for Administration within the department

All staff can be contacted by email. Individual contact details, office hours, modules taught and research interests can be found on the [People Pages](#) of the Law School website. Key postgraduate academic staff contacts are:

Director of Postgraduate Studies	Dr Celine Tan Celine.tan@warwick.ac.uk Tel. 024 76 5 73830 Room S1.34
Director of Advanced Legal Studies	Dr Ming-Sung Kuo M-S.Kuo@warwick.ac.uk Tel. 024 76 5 28990 Room S1.26
Director of International Development Law and Human Rights	Dr Jayan Nayar R.J.Nayar@warwick.ac.uk Tel. 024 76 5 23097 Room S2.27
Director of International Commercial Law	Prof Christian Twigg-Flesner c.twigg-flesner@warwick.ac.uk Tel. 024 76 1 51040
Director of International Corporate Governance and Financial Regulation & Director of International Economic Law	Dr Kathryn McMahon Kathryn.mcmahon@warwick.ac.uk Tel. 024 76 5 28399 Room S2.13
Postgraduate Wellbeing Tutor	Dr Velimir Zivkovic velimir.zivkovic@warwick.ac.uk Tel. 024 76 1 50435 Room B1.03
Postgraduate Student Experience Officer	Dr Arjumand Kazmi a.kazmi@warwick.ac.uk Tel. 024 76 1 50231 Room S1.15

4. Your First Weeks at Warwick

4.1. General Induction Information

Visit the [My Warwick](#) website for all general University of Warwick student information, including a host of welcome information.

4.2. Students' Union

Warwick Students' Union is an independent organisation which represents the interests of Warwick students and provides a huge range of student services from the organisation of student societies and social events to the provision of food and drink outlets on campus to campaigning on issues such as democracy and welfare. Do visit the [Warwick Students' Union website](#) for further information on their services.

4.3. Law School

The department will be hosting several events for new students during 'Welcome Week' and during the first week of term for all students. Further information can be found [here](#). You will attend sessions organised by key people on the postgraduate team. You will also have access to module taster sessions which will be aimed at giving you a preview of what to expect in each optional module, so that you can make an informed decision about which modules you would like to sign up for by the end of the week.

5. University Terms and Key Dates for LLM Students

5.1. University Term Dates 2020/2021

Autumn Term (Term 1)	Monday, 5 October 2020 – Saturday, 12 December 2020
Spring Term (Term 2)	Monday, 11 January 2021 – Saturday, 20 March 2021
Summer Term (Term 3)	Monday, 26 April 2021 – Saturday, 3 July 2021

Please note that these dates refer to the University teaching terms. Teaching takes place during these periods. The Summer Term (Term 3) is devoted primarily to the preparation of dissertations under guidance from supervisors.

Postgraduate students are registered by the University to study throughout the academic year and are expected to:

- **Be in attendance for the whole of the period from 5 October 2020 until they submit their dissertation in September 2021.**
- **Continue with their studies during non- teaching periods (barring public holidays).**

5.2. Key Dates and Deadlines for LLM Students

Please note: If modules are taken from outside of the Law School programmes, assessment deadlines may vary - module leaders will give details for individual subjects. Students taking an optional module from another Law School LLM programme need to note dates relating to that particular module.

Essay feedback is published within 20 working days of deadline. You will be notified via Tabula if there is feedback waiting for you.

Key Dates and Deadlines for ALS Students

Details of deadline dates and assignments will follow those of the programme from which the student has chosen modules. If in any doubt concerning these arrangements, you should contact the Postgraduate Administrator.

Monday, 5 October 2020 – Friday, 9 October 2020	Law School Postgraduate Welcome Week
Monday, 12 October 2020	Teaching commences on all modules
Monday, 11 January 2021 By 12pm (mid-day)	Deadline for submission of first assessed essays and other written assignments selected from the IDLHR/ICL/ICGFR/IEL programmes
Tuesday, 12 January – Friday, 15 January 2021	Examination Period (I)
Friday, 5 February 2021 By 12pm (mid-day)	Deadline for submission of dissertation topics (one-two sentence summary) using online form
Thursday, 18 March 2021 By 12pm (mid-day)	Deadline for submission of dissertation research proposals (2,000 words)
Monday, 26 April 2021 By 12 noon (mid-day)	Deadline for submission of second assessed essays and other written assignments for those modules taken from the IDLHR/ICL/ICGFR/IEL programmes
Tuesday, 27 April – Friday, 30 April 2021	Examination Period (II)

Thursday, 1 July 2021	Deadline for submission of last draft of dissertation directly to supervisor. Final update/discussion meeting to take place within first two weeks of July. Dissertation supervision will then end.
Monday, 19 July – Friday, 23 July 2021	Examination Resit/Coursework Resubmission Period
Wednesday, 8 September 2021 By 12pm (mid-day)	Deadline for submission of completed dissertations

Key Dates and Deadlines for IDLHR Students

Monday, 5 October 2020 – Friday, 9 October 2020	Law School Postgraduate Welcome Week
Monday, 12 October 2020	Teaching on commences on all modules
Monday, 9 November – Friday 13 November 2020	Reading Week (no teaching on IDLHR modules)
Monday, 11 January 2021 By 12pm (mid-day)	Deadline for submission of first assessed essays and other written assignments on Tabula
Friday, 5 February 2021 By 12pm (mid-day)	Deadline for submission of dissertation topics (one-two sentence summary) using online form on Law School website
Monday, 15 February – Friday 19 February 2021	Reading Week (no teaching on IDLHR modules)
Thursday, 18 March 2021 By 12pm (mid-day)	Deadline for submission of dissertation research proposals (2,000 words) For IDLHR students the proposal will count towards 10% of your dissertation mark
Monday, 26 April 2021 By 12pm (mid-day)	Deadline for submission of second assessed essays and other written assignments
Monday, 19 July – Friday, 23 July 2021	Examination Resit/Coursework Resubmission Period
Wednesday, 8 September 2021 By 12pm (mid-day)	Deadline for submission of completed dissertations on Tabula

Key Dates and Deadlines for ICL Students

Monday, 5 October 2020 – Friday, 9 October 2020	Law School Postgraduate Welcome Week
Monday, 12 October 2020	Teaching on commences on all modules
Monday, 11 January 2021 By 12pm (mid-day)	Deadline for submission of first assessed essays and other written assignments on Tabula
Tuesday, 12 January – Friday, 15 January 2021	Examination Period (I)
Friday, 5 February 2021 By 12pm (mid-day)	Deadline for submission of dissertation topics (one-two sentence summary) using online form on Law School website
Thursday, 18 March 2021 By 12pm (mid-day)	Deadline for submission of dissertation research proposals through Tabula (2,000 words)
Monday, 26 April 2021 By 12 noon (mid-day)	Deadline for submission of second assessed essays and other written assignments on Tabula
Tuesday, 27 April – Friday, 30 April 2021	Examination Period (II)
Thursday, 1 July 2021	Deadline for submission of last draft of dissertation directly to supervisor Final update/discussion meeting to take place within first two weeks of July. Dissertation supervision will then end.
Monday, 19 July – Friday, 23 July 2021	Examination Resit/Coursework Resubmission Period
Wednesday, 8 September 2021 By 12pm (mid-day)	Deadline for submission of completed dissertations on Tabula

Key Dates and Deadlines for ICGFR Students

Monday, 5 October 2020 – Friday, 9 October 2020	Law School Postgraduate Welcome Week
Monday, 12 October 2020	Teaching on commences on all modules
Monday, 11 January 2021 By 12pm (mid-day)	Deadline for submission of first assessed essays and other written assignments on Tabula
Tuesday, 12 January – Friday, 15 January 2021	Examination Period (I)
Friday, 5 February 2021 By 12pm (mid-day)	Deadline for submission of dissertation topics (one-two sentence summary) using online form on Law School website
Thursday, 18 March 2021 By 12pm (mid-day)	Deadline for submission of dissertation research proposals through Tabula (2,000 words)
Monday, 26 April 2021 By 12 noon (mid-day)	Deadline for submission of second assessed essays and other written assignments on Tabula
Tuesday, 27 April – Friday, 30 April 2021	Examination Period (II)
Thursday, 1 July 2021	Deadline for submission of last draft of dissertation directly to supervisor. Final update/discussion meeting to take place within first two weeks of July. Dissertation supervision will then end.
Monday, 19 July – Friday, 23 July 2021	Examination Resit/Coursework Resubmission Period
Wednesday, 8 September 2021 By 12pm (mid-day)	Deadline for submission of completed dissertations on Tabula

Key Dates and Deadlines for IEL Students

Monday, 5 October 2020 – Friday, 9 October 2020	Law School Postgraduate Welcome Week
Monday, 12 October 2020	Teaching on commences on all modules
Monday, 11 January 2021 By 12pm (mid-day)	Deadline for submission of first assessed essays and other written assignments on Tabula
Tuesday, 12 January – Friday, 15 January 2021	Examination Period (I)
Friday, 5 February 2021 By 12pm (mid-day)	Deadline for submission of dissertation topics (one-two sentence summary) using online form on Law School website
Thursday, 18 March 2021 By 12pm (mid-day)	Deadline for submission of dissertation research proposals through Tabula (2,000 words)
Monday, 26 April 2021 By 12 noon (mid-day)	Deadline for submission of second assessed essays and other written assignments on Tabula
Tuesday, 27 April – Friday, 30 April 2021	Examination Period (II)
Thursday, 1 July 2021	Deadline for submission of last draft of dissertation directly to supervisor. Final update/discussion meeting to take place within first two weeks of July. Dissertation supervision will then end.
Monday, 19 July – Friday, 23 July 2021	Examination Resit/Coursework Resubmission Period
Wednesday, 8 September 2021 By 12pm (mid-day)	Deadline for submission of completed dissertations on Tabula

6. Support Services and Pastoral Care

6.1. Personal Tutoring System

Each student is allocated to a personal tutor. Your personal tutor's details can be found by logging into [Tabula](#) and viewing your profile. Your tutor is a member of staff in the Law School. Your tutor will be your primary point of contact with whom to discuss your academic progress. You can also talk to your tutor about any other matter of concern to you. Please do not hesitate to contact them if you are experiencing any difficulties. If any issue is a matter of concern to you, for example, as it pertains to your health, well-being, personal safety or is a barrier to access, you may wish to discuss them with your personal tutor who will then be able to facilitate access to other helpful services should you need them. If matters are more concerning, you or your personal tutor may decide that the Postgraduate Wellbeing Tutor should be consulted.

Any information you provide will not impact on your studies and your personal tutor, along with the Law School, will do their best to assist you. Your personal tutor will be able to help you get in touch with other services should you need them. These may include the Students' Union, Counselling Services, the Medical Centre, Nightline, the Careers Advisory Service, and the Chaplaincy. For further information, see the [Wellbeing Support Services](#) webpages.

Please make arrangements with your personal tutor to meet up in the first couple of weeks of term. It is especially important that you see your personal tutor at the beginning of the year so that they can get to know you. All students are required to meet with their personal tutor at the beginning of the Terms 1 and 2 during their office hours. Please make sure to contact your personal tutor to arrange a meeting. If you wish to see them outside of these times then please do contact them directly to arrange a meeting.

One of the most common roles of a personal tutor is to provide a reference for their tutees. Whilst you are free to ask any member of staff to provide you with a reference, your personal tutor will always provide one if asked. It helps personal tutors if you keep them in touch with your progress and aspirations and if you wish them to be a referee for you it will be appreciated if you also provide them with a copy of your CV.

Our experience is that the personal tutor system works well. If, however, you do not find your relationship with your tutor to be a helpful one, then please discuss the situation with our Postgraduate Wellbeing Tutor, Dr Velimir Zivkovic.

The Postgraduate Wellbeing Tutor can assist with all problems that impact on academic work, especially surrounding issues of essay submission deadlines and examinations, as well as any temporary absences from the university. Students can consult him directly or via their own personal tutor. The Postgraduate Wellbeing Tutor works closely with other student support services where appropriate, and can discuss referrals onto further specialist support services for specific advice on health, accommodation, financial, careers, skills, counselling or mental health issues. He also works with the Student Services Manager Andrea Humber and the Student Support Team to facilitate adjustment support within the Law Department for any ongoing disability or learning difference.

Any adjustment advice for ongoing disability or learning difference should be directed to our Student Services Manager (Andrea Humber) in the first instance. The Student Services team, can also signpost you to other advice services within the University.

6.2. Support and Personal Development

The University has a range of student support services. To find out exactly what is available please visit our [Wellbeing Support Services](#).

The Law School [Student Hub](#) webpages are a useful source of guidance on the support available within the Law School and the wider University.

Support for Students with Disabilities, Mental Health Conditions and Specific Learning Differences and Alternative Examination Arrangements

Some students may have had alternative exam arrangements in the past whilst at school and/or university, such as extra time or examinations in smaller rooms. Please note that if you think that you may qualify for alternative exam arrangements during the course of your degree then you will need to arrange these by specified deadlines. More information is available [here](#).

For students with disabilities or specific learning differences, the University [Disability Services](#) department provide a valuable service. We would recommend that you contact Disability Services at the beginning of Term 1 so that arrangements can be put in place as soon as possible to support you.

Within the Law School Student Support team, Chris Warner provides support to our students if you have any questions about the alternative exam arrangements.

Disability Services may also provide the Law School with guidance on how best to support specific students, which may include reading materials in particular formats, or lecture notes in advance. Please do discuss these recommendations with your module convenors, lecturers or seminar teachers. If you have any problems with the implementation of these, then please contact Chris Warner in the first instance.

Policy on Recording Lectures:

<http://warwick.ac.uk/quality/recordinglectures/>

6.3 Developing Key Skills

We advise students to make full use of the services provided within the University to assist you with the development of your general study skills such as time management, essay writing or stress management. Developing good study skills will help you to avoid the issues set out in section 13 regarding poor academic practice. You can find out more at: [Student Opportunity: Skills](#).

6.4 Careers Services

Good career decisions involve thinking about your interests and qualities and also spending time developing your CV and researching possible occupations. The Careers service at [Student](#)

[Opportunity](#) offer a wide range of resources to help you to identify and develop transferable skills and to assist in planning your career.

Our Careers Consultant, Valerie Matthews-Lane (V.Matthews-Lane@warwick.ac.uk) has special responsibility for advising all Law School students. She delivers one-to-one appointments, careers skills sessions and organises outside speakers. She liaises regularly with employers offering jobs relevant to law students.

6.5. Library Services

Our Law Librarian, Helen Riley (Helen.Riley@warwick.ac.uk) will be pleased to assist with library queries throughout your period of study. Helen organises regular Library introductory sessions during the LLM Welcome Week and further training and support during the teaching terms.

For information about using the Library and an orientation tutorial please visit the [Get Started webpages](#). The Library [Subject Support page for Law](#) provides specific guidance for all Law students, including an online tutorial which will show you how to find a wide range of legal material (see more details on p 61).

6.6. Senior Tutor Services

It may be that the Department is not able to deal with serious non-academic issues affecting your study or you prefer to speak to someone outside of the department. In such cases, the University has Faculty Senior Tutors, who will advise you on your difficulties. The Social Sciences Faculty Senior Tutor is Dr David Lees, email: Facultyseniortutorsocialscience@warwick.ac.uk, tel: 024 7652 3331.

6.7. Counselling Services

There are also members of staff trained to give counselling at the University [Counselling Service](#) The University has developed a new online appointment system for students who feel they need support in relation to their mental health. For general advice on mental health services, please visit [Wellbeing Support Services](#)

6.8. Financial Services

Financial advice including for those in financial difficulties is available from the University's [Student Funding team](#)

6.9. Student Union Welfare Support Services

There is an Advice Centre in the Students Union. The [Students' Union Advice Centre](#) offers advice on a range of problems, including immigration and visa issues

6.10. Accommodation Support

All students who have accommodation on campus have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University's support network.

Resident Tutors are there to help with a wide range of matters including personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team.

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 765 75570.

7. Student Engagement

7.1. Staff Student Liaison Committees

Staff Student Liaison Committees (SSLCs) constitute an essential part of the postgraduate programme. The committee includes representatives from students elected for each course to represent that student body. Student representatives are able to raise any matters relating to the course of study in this forum. These will be addressed by the Law School initially via our Director of Postgraduate Student Experience, Dr Arjumand Kazmi, Deputy Director of Student Experience, Carolina Alonso Bejarano, and our LLM programme directors but also via discussion at the Postgraduate Committee.

SSLC members attend all appropriate School committee meetings. We hold an SSLC meeting each term enabling SSLC Representatives to raise and discuss any issues that arise with the Director of Postgraduate Studies, the LLM programme directors and members of the Student Services team. For more information visit the [SSLC pages](#) of the Student Union website.

You can run for election as a Course Representative in the first few weeks of Term 1 – further details will be provided during Week 1 of Term 1.

7.2. Questionnaires and Student Feedback

The Law School actively seeks feedback from students. You will be asked to provide an evaluation for each module you undertake in our short online survey. We take your responses very seriously. Your responses are analysed electronically and provided to module tutors and to course directors. Each year module tutors are asked to report on their student module evaluations. We use the information to help us to develop modules and courses and to ensure the overall quality of our degrees. We would also urge students to participate in University wide surveys of the student learning experience such as the Postgraduate Taught Experience Survey and the International Student Barometer. In this way the University as a whole can learn how to respond effectively to students' needs.

7.3. Appeals and Complaints

The University has procedures for the handling of both appeals and formal complaints for postgraduate students. Any concerns or complaints should initially be raised with either your personal tutor, the Director of Postgraduate Student Support, Postgraduate Wellbeing Tutor, your Staff Student Liaison Committee (SSLC) representative, your LLM programme director or our Student Services Manager, Andrea Humber.

Further information on the procedures for both appeals and complaints can be found at [here](#).

PART B: POSTGRADUATE TAUGHT STUDIES IN THE LAW SCHOOL

8. Postgraduate Programmes and Modules

The School offers taught programmes in Advanced Legal Studies (ALS), International Development Law and Human Rights (IDLHR), International Commercial Law (ICL), International Corporate Governance and Financial Regulation (ICGFR), and International Economic Law (IEL). All five courses are taught over one year (or two years for part-time students). Further information about each of the taught programmes available this year and the modules available is provided on the [online Student Hub](#).

8.1. Contact Hours

Teaching Format for 2020/21

Our LLM programmes will be based on a blended curriculum which will include a mix of instruction, directed learning and self-study depending on the modules. For all modules, there will be an opportunity for you to interact with your module convenors and your course mates on the module every teaching week either in-person or synchronously online.

There are two main formats of teaching and learning on the LLM programmes:

- 1. Instruction and Self-Study:** These modules will be taught via a combination of asynchronous (pre-recorded) online instructional videos or presentations from the module convenors, supplemented by other online materials, quizzes, podcasts, and a selection of other learning activities, AND a synchronous online or in-person seminar once a week for eight or nine weeks (depending on the module). You will be expected to prepare for your seminar in advance by undertaking the online learning activities and ensuring that you have studied the readings set for each week. You are expected to discuss and engage in discussion with the module convenor and with your coursemates during the seminars.
- 2. Directed Reading and Self-Study:** These modules will be taught as weekly programmed independent learning based on a module work schedule. Each week, you will be given a list of materials to read, together with questions or tasks to guide you through the reading. In addition, there will be a weekly in-person or synchronous online tutorial with the module convenor. You are expected to discuss and engage in discussion with the module convenor and with your coursemates during the tutorial. There will also be opportunities for two to three one-to-one supervision meetings (likely to be conducted online) with your module convenor over the course of the term to support you in preparing your essays.

Modules on the IDLHR timetable

These run for 8 weeks from Weeks 2 – 10, Terms 1 and 2. Week 6 is a reading week. Outside of class time students are expected to take responsibility for their own studies and show initiative in independent learning. All students are expected to prepare fully and actively participate in classes and group activities. IDLHR students are also required attend the [Legal Research and Writing Skills](#) sessions.

Teaching takes place during the working week (Monday-Friday). Teaching normally takes place between 9am-5pm though some modules may be timetabled to run through to the early evening (7 or 8pm).

Modules on the ICL/ICGFR/IEL timetable

Optional modules on this timetable run for 9 weeks from Weeks 2 – 10, Terms 1 and 2. Outside of class time students are expected to engage in self-directed learning and preparation for class discussions. All ICL/ICGFR/IEL students are also required to attend the [Legal Research and Writing Skills](#) sessions.

Teaching takes place during the working week (Monday-Friday). Teaching normally takes place between 9am-5pm though some modules may be timetabled to run through to the early evening (7 or 8pm).

ALS Students

Timetable structure will depend on which LLM programme timetable you are taking modules. Outside of class time students are expected to take responsibility for their own studies and show initiative in independent learning. All students are expected to prepare fully and actively participate in classes and group activities. All ALS students are also required to attend the [Legal Research and Writing Skills](#) sessions.

8.2. External Options

LLM students are permitted to take up to 40 CATS of modules run by external departments (usually from within the Social Sciences faculty). These must be 20 CAT modules at Masters' level. If you wish to take an external option you must first seek permission from your LLM programme director and from the external department. Once permission is granted please email postgraduate.law@warwick.ac.uk so that module registrations can be kept up to date and accurate.

8.3. Course Transfers

You are accepted to study for a particular LLM programme. We therefore do not expect students to transfer between programmes. If you wish to make a request then it **must be made in the first week of term one accompanied by a statement making it clear why you wish to do this**. A request in the second week will only be considered in exceptional circumstances. Please note that a transfer will require the agreement of your current Programme Director, the Programme Director of the LLM to which you wish to transfer and the Director of Postgraduate Studies in the Law School. It is then dependent on approval from the Chair of the Board of Graduate Studies. Please note, if you have a Tier 4 visa (CAS) to study in the UK, the University will be required to inform the Home Office –Visa and Immigration of this change to your course.

9. Attendance Requirements and Monitoring

9.1. Attendance and Monitoring

The success of any module depends on your advance preparation and active participation in classes. You should therefore regard these classes as appointments between you, the other members of your class, and the module teacher. **We regard attendance at classes as essential and you should expect your module teachers to keep a record of your attendance.** We also ask that you ensure that all personal tutor or dissertation supervision meetings are recorded on your Tabula profile.

If you are unsure how to do this please contact lawreception@warwick.ac.uk or postgraduate.law@warwick.ac.uk.

Postgraduate students are registered by the University to study throughout the academic year and are expected to:

- **Be in attendance for the whole of the period from 5th October 2020 until they submit their dissertation in September 2021.**
- **Continue with their studies during non- teaching periods (barring public holidays).**

Departments are required to monitor student academic engagement and progress using a number of monitoring points. This gives the department an opportunity to identify those students who are not engaging with their studies and to work with them to address whatever issues they may be facing.

The monitoring process is quite straight forward. For example, the department requires that you attend induction meetings, tutor meetings and seminars. Non-attendance at any of the monitoring points is a signal to the Department that you are not fully engaging with your degree.

Should you have any health problems or other difficulties that prevent you from fulfilling these requirements you must advise your personal tutor and module tutor as soon as possible.

If you miss a Monitoring Point due to ill health then you should complete an online [self-certification form](#). Students are able to self-certify for up to a period of seven days except where the absence is at a significant time of assessment. A doctor's note or medical certificate will be required for absences of longer than seven days and for examination purposes.

Monitoring Point Scheme 2020-2021	Postgraduate Taught	Timing (week)
Term 1 - Autumn		
1	Personal tutor meeting	1-5
2	Attendance of a teaching session	2
3	Attendance of a teaching session	5
4	Attendance of a teaching session	7
5	Attendance of a teaching session	9
6	Attendance of a teaching session	10
Term 2 - Spring		
7	Personal tutor meeting	1-5
8	Attendance of a teaching session	5
9	Attendance of a teaching session	7
10	Attendance of a teaching session	9
Term 3 - Summer		
11	Attendance at/of examination or submission of coursework	1-6
Summer		
12	Dissertation draft, discussion with supervisor	Week commencing 28.6.2021
13	Submission of Dissertation	Week commencing 6.9.2021

Please be aware that you will be contacted should we become concerned about your missed Monitoring Points.

At the end of each term the Department will report all students who have missed monitoring points to the University Academic Office who will then contact you via email.

A. Where three Monitoring Points are missed we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.

B. After four Monitoring Points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor or the Counselling Service, as appropriate.

C. After five Monitoring Points are missed you will be contacted to make you aware that you are at risk of being recommended for termination of your registration at the University.

D. After six Monitoring Points are missed the Department is able to invoke Regulation 36 (see below link to the University Calendar) to begin termination of registration proceedings and your case is handed over to the Academic Office.

[\(http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/\)](http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/)

If you cannot attend a particular seminar group, please let the student reception know in advance by

Either Text +44 7422 128960 or complete the on-line Self Certification form (link below) to inform the Law School of the seminar you will be absent from and the reason you are unable to attend.

<https://warwick.ac.uk/fac/soc/law/student-hub/pg/attendance>

Please ensure you provide all details required. We will then inform the seminar tutors of your absence.

We will then inform the seminar tutors of the absence on your behalf. You must include the following information: university ID, module code, date/time/tutor of seminar and reason for absence.

Students must obtain permission from their Director of Studies if they intend for any reason to be away from the University for more than a week (excluding days on which the University is closed).

9.2. International Students and Immigration Responsibilities (Tier 4 Visa Holders)

International students should be particularly aware of the consequences of missing Monitoring Points. The Academic Office is obliged to report to the Home Office UK Visas and Immigration if any Tier 4 student has been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

UK Visas and Immigration (a government agency) issue Tier 4 visas allowing non EEA/EU individuals to study in the UK. These visas are issued with very strict guidelines that impose responsibilities on both the student and the University.

Details of your immigration responsibilities, and those of the University, can be found [here](#).

Planned absence from a single teaching session should be reported to the Law School, as explained [here](#). However any longer planned absences should be discussed with the LLM programme directors and Student Services team beforehand in order that we can check they do not present a potential breach of your visa and in order that we can meet the University's obligations to monitor your attendance. Please email: postgraduatelaw@warwick.ac.uk

10. Course Regulations

Advanced Legal Studies - TLAA-M3PJ

Course Requirements

The period of study normally required is twelve months full-time, beginning at the start of the academic year. Special arrangements may be made for part-time students, in which case the required period of study shall be at least twenty-four months.

All candidates must satisfy the Board of Graduate Studies' requirements for entry. Normally, candidates should have obtained at least upper second-class honours in a first degree in law of an approved university, or in a degree containing a substantial legal component.

Scheme of Study

The LLM Advanced Legal Studies degree seeks to enable candidates to construct their own focused study programme, under guidance from the Course Director.

Unlike the other specific LLM programmes offered by the School of Law, there is no required core course, but, instead, the candidate is encouraged to develop a package of study modules which will enable focused development within a specialised field of postgraduate study. The LLM in Advanced Legal Studies also involves submission of a dissertation. Depending on the option taken this would be of:

- a) 10,000 words (60 CATS) and a selection of modules from any LLM taught course to a minimum of 120 CATS
- b) 25,000 word (100 CATS) and a selection of modules from any LLM taught course offered by the School of Law equivalent to a minimum of 80 CATS

Candidates are encouraged to construct their programme of study on the basis of postgraduate modules offered by the School of Law, but, with the approval of the Course Director, it is also possible for modules to be undertaken outside the Law School. A list of such optional modules has been approved, although, in exceptional circumstances, a candidate may be permitted to follow a module outside the approved list.

Year 1

Examination Scheme

Submission Dates

A dissertation written in partial fulfilment of the requirements of an LLM degree shall be submitted to the Law School prior to the end of the academic year in which the candidate first registered for the degree. The submission deadline will be confirmed by the Chair of the Postgraduate Committee at the start of the academic year.

Submission dates for essays or other assessed work in modules for any course of study shall be approved by the School of Law and announced at the beginning of the academic year.

In appropriate cases an extension of such deadlines may be considered. Such extensions shall be granted only for good cause and in accordance with University regulations.

Transfer

A candidate admitted initially to a specific course of study may be permitted to transfer to another course of study.

Such transfers shall be subject to the approval of the Chair of the Postgraduate Committee and of the Chair of the School of Law and notified to the Board of Graduate Studies.

Approval of Modules for Courses of Study

The module(s) for any course of study shall be such postgraduate modules as are approved from time to time by the School of Law. The School of Law may also approve appropriate undergraduate honours modules in Law either for inclusion in a course of study generally, or as part of the specific module of a particular student.

Any exceptional combinations of modules, variations to assessment or course requirements, or any other derogations from these rules shall require the approval of the Senate.

Credit Accumulation and Transfer

LLM degree = 180 credit points

Full module = 20 credit points

International Development Law and Human Rights - TLAS-M1M2

Course Requirements

Candidates are required to register for the degree of LLM in International Development Law and Human Rights.

The LLM in International Development Law and Human Rights is a Masters degree by assessed work and dissertation. The normal period of study for the LLM is twelve months full-time or twenty-four months part-time.

All candidates must satisfy the Board of Graduate Studies' requirements for entry. Normally, candidates should have obtained at least upper second class honours or equivalent in a first degree in law of an approved university, or in a degree containing substantial legal component.

Students have a core dissertation module LA951 (60 CATS). **Students must pass their core module to be eligible for award of LLM.** They will then choose 6 taught module options (20 CATS each) 180 credits in total. Please see the module list on the Law School web site and link to the requirements for award below.

<https://warwick.ac.uk/fac/soc/law/current/pg/modules/>

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt>

Year 1

Examination Scheme

Candidates for the LLM are required to submit a dissertation of between 8,000-10,000 words.

The modules for this course of study will be tested by either assessed essay, examination, oral presentation or project work or by such combination of these as shall be approved by the School of Law and announced at the beginning of the academic year.

International Corporate Governance and Financial Regulation - TLAS-M221

Course Requirements

Students have two core modules LA9A3 (20 CATS) and the dissertation module LA984 (60 CATS). **Students must pass their core modules to be eligible for award of LLM.** They will then choose 5 taught module options (20 CATS each) 180 credits in total. Please see the module list on the Law School web site and link to the requirements for award below.

<https://warwick.ac.uk/fac/soc/law/current/pg/modules/>

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt>

The LLM in International Corporate Governance and Financial Regulation is a Masters degree by assessed work and dissertation. The normal period of study for the LLM is twelve months full-time or twenty-four months part-time.

All candidates must satisfy the Board of Graduate Studies' requirements for entry. Normally, candidates should have obtained at least upper second class honours or equivalent in a first degree in law of an approved university, or in a degree containing a substantial legal component.

International Economic Law - TLAS-M3P7

Course Requirements

Candidates are required to register for the degree of LLM in International Economic Law The LLM in International Economic Law is a Masters degree by assessed work and dissertation.

The normal period of study for the LLM is twelve months full-time or twenty-four months part-time.

Students have two core modules LA908 (20 CATS) and the dissertation module LA984 (60 CATS). **Students must pass their core modules to be eligible for award of LLM.** They will then choose 5 taught module options (20 CATS each) 180 credits in total. Please see the module list on the Law School web site and link to the requirements for award below.

<https://warwick.ac.uk/fac/soc/law/current/pg/modules/>

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt>

All candidates must satisfy the Board of Graduate Studies' requirements for entry. Normally, candidates should have obtained at least upper second class honours or equivalent in a first degree in law of an approved university, or in a degree containing a substantial legal component.

International Commercial Law - TLAS-M223

Course Requirements

Candidates are required to register either for the degree of LLM in International Commercial Law. The LLM in International Commercial Law is a Masters degree by assessed work and dissertation.

The normal period of study for the LLM is twelve months full-time or twenty-four months part-time.

Students have two core modules LA9FN (20 CATS) and the dissertation module LA984 (60 CATS). Students must pass their core modules to be eligible for award of LLM. They will then choose 3 Commercial Law Options (Optional Core List A.) and 2 Contextual options (Option List B) 180 credits in total. Please see the module list on the Law School web site and link to the requirements for award below.

<https://warwick.ac.uk/fac/soc/law/current/pg/modules/>

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt>

All candidates must satisfy the Board of Graduate Studies' requirements for entry. Normally, candidates should have obtained at least upper second class honours or equivalent in a first degree in law of an approved university, or in a degree containing a substantial legal component.

11. Examination and Assessment

11.1. Assessed Written Work

On Warwick's LLM programmes, students are required to complete three different types of assessed written work: essays or other written assignments, examinations, and dissertations. Details of the assessment pattern for individual modules are available from the [online Student Hub](#).

The LLMs in International Commercial Law (LA9FN), International Corporate Governance & Financial Regulation (LA9A3) and International Economic Law (LA908) each have a core module that students are required to pass in order to qualify for an LLM award.

11.2. Essays and Other Written Assignments

The **prescribed** length for assessed essays and other written assignments attracting 20 CATS is 4,000 words.

Please note, word lengths for modules taken outside of the department or for different CATS weightings may differ.

Module teachers will distribute information about the assessment requirements for their modules well in advance of the deadlines for submission.

The prescribed word length for an essay is the **maximum** permitted. ***The examiners will not give any marks for words used beyond the permitted length.*** The maximum length *includes* text, footnotes, endnotes or a table prepared by students, but *excludes* references to sources. The maximum length does not include abstract, bibliography or appendices which consist of material such as text of cases, legislation, questionnaire forms, maps, imported statistical or other tables, or photographs. Please see detailed guidance on these issues for dissertations in Appendix C.

Students should clearly indicate the exact total word length on the form for the submission of work including footnotes. ***A false indication of word length will constitute cheating and will be penalised as such.***

11.3. Procedures for Submission of Written Work

The dates for all coursework submissions should be visible in [Tabula](#). We recommend you submit your coursework at least 30 minutes before the deadline, to allow you time for any last-minute issues without incurring a late penalty.

Submitting your work after the deadline, even by a few seconds, will result in a late penalty being applied to your marks. Late penalties accumulate every day or part of day by which the deadline is exceeded.

All assessed work (except for examinations) must be submitted electronically via the University's Tabula E-Submissions System. Instructions can be found below.

Please follow the instructions below:

1. At least 30 minutes before your deadline, log on to [Tabula](#) and click on the assignment you want to submit.
2. Ensure your submission is final and that everything is in one single .pdf file. Your word count and student ID number should be clearly indicated on the first page of your work. **Do not put your name on your essay**, as all work is marked anonymously. There is a different format for the presentation of LLM dissertations. (Please refer to Appendix B for further details).
3. Click 'choose file' to select and upload your coursework file. **Double check that you are uploading the correct, final document for the correct assignment**. Once the deadline has passed, you cannot overwrite this file.
4. Once your work is uploaded, you will see a confirmation screen and will receive confirmation by email. If you fail to see the confirmation screen, upload the file again.

Things to remember:

- Late penalties are applied for even a second after the deadline, so it is important to leave yourself plenty of time before trying to submit.
- Please note that your assignment filename may only contain alpha numeric characters (a-z, or 0-9) and must be a PDF.
- If you experience any problems, please contact [our IT Team](#).

All work must be submitted electronically using the instructions above. HANDWRITTEN PAPERS AND/OR PRINTED DOCUMENTS ARE NOT ACCEPTABLE.

11.4 Examinations

We have three examination periods on our LLM programmes.

- Week 1 of Term 2 (Examinations for Term 1 Modules)
- Week 1 of Term 3 (Examinations for Term 2 Modules)
- Mid- July (Examination resit and essay resubmission period)

11.5. Dissertations

All LLM students are required to complete a supervised dissertation of 10,000 words. You will receive guidance on the process of dissertation writing in the [Legal Research and Writing Skills module](#). In general, it is expected that the dissertation will be on a topic related to your particular degree and approved by the director of your programme. **You are encouraged to begin thinking about dissertation topics as soon as possible**. The timetable for developing your thesis is set out in the Key Dates section.

11.6. Marking of Assessed Written Work

It is University policy to mark all assessed work (except dissertations) within **20 Working Days** of the date of submission. The marking scheme adopted by the Law School is set out in **Appendix A**.

You will be given a mark for your work, together with feedback/comments from the Law School markers. Such feedback is provided for your guidance and we do urge you to consider it carefully. If you wish, you can discuss this feedback with your module tutor but **module tutors will not enter into any negotiation with students over marks**.

Please note that the marks given to you during the year for your essays and examinations are **provisional marks**. All provisional marks for essays, examinations and the dissertation are subject to the approval and moderation of the external examiners and the Board of Examiners. They may be changed.

An Interim Board of Examiners is held in June to record marks and to review progress on the taught element of the masters' programme. **Satisfactory performance is required in order to proceed to the dissertation stage.**

11.7. Late Submission Policy

You will find on your Tabula Profile the submission dates for your coursework. Late essays (without an extension) will be penalised by the deduction of **5 marks for every working day (or part of a day late)**. A day is counted as a 24-hour period from the original published deadline. Penalties only accrue on University working days (Not on weekends and public holidays).

A penalty will be imposed on all essays which miss the deadline. Thus, if a deadline is set at 12pm on Monday, an essay received at 12.30pm will receive a 5-mark penalty. Where a period of lateness covers a weekend, an essay which is delivered by 9.30 am on Monday morning will be deemed to have been submitted after 12pm on the preceding Friday.

Essays may still be uploaded electronically after the deadline for submission (so long as a previous copy has not been uploaded prior to the deadline), by following the guidelines listed under the submission procedure above.

11.8. Applying for an Extension

If you are unable to submit your assessment on time and have good reason with supporting evidence, it may be possible to request an extension to a deadline. This must be done in advance of the deadline and be supported by relevant evidence. If you are unable to complete written work in accordance with a deadline, you may be able to apply for an extension, following a set procedure.

You must request an extension through Tabula (one for each separate essay in each module) setting out your reasons for requesting an extension. Supporting evidence of your reasons for requesting an extension should also be attached and uploaded. These are only accessible to the Wellbeing team (and to IT administration) and treated as confidential.

You should always try to apply before the final deadline in question. Please note that extension requests will not be reviewed during weekends, public holidays or periods of University closure.

Circumstances warranting an extension

- Extensions are granted only for *unforeseen* events, such as illness or bereavement. All applications must be supported by documentation of your reasons for requiring an extension, so for illness you must, if possible, obtain a note from a doctor or hospital. Even if you have been ill, you will not automatically be granted an extension; you should therefore plan to finish pieces of work well before the deadline if you can.

- If you have the support of your personal tutor, your chances of being given an extension are increased. Please keep them informed about the background to your difficulties with assessed work and discuss specific difficulties in meeting any deadline as far in advance as possible.
- You will not be given an extension where you have failed to plan your academic work pattern adequately, with the result that the assessed work is late or where work commitments outside the University have impacted on your University work.

In particular, extensions will not be granted in cases where late submission is attributable to IT or printing difficulties. You should ensure that you make adequate back-up copies of any work produced in digital format and that you leave sufficient time to submit the final version of your work.

If you are granted an extension you must **submit your piece of work via Tabula following the normal procedures**. Tabula will reflect the extension granted which will allow you to submit at a later (agreed) date.

11.9 Essay Feedback

Feedback will normally be provided on coursework within 20 working days of your submission date, with the exception of dissertations. Please note that all feedback will be considered provisional and in some cases the marks may be altered in the process of moderation or on the advice of an external examiner. You are not able to appeal individual marks though you can arrange to meet up with the module convenor to discuss your mark and feedback.

11.10. Re-Examination

If you fail a module (the pass mark is 50) you will normally be permitted one opportunity to remedy the failure. **Please note that the maximum pass mark which may be awarded for a module on re-examination or essay re-submission is 50.** The resit/resubmission period for modules in Terms 1 and 2 will be in July.

Please see Appendix D and the [requirements for taught postgraduate awards](#) for further information.

The final Board of Examiners meets in November. You will be notified of your final marks and degree shortly after the Examination Board meeting. The [requirements](#) that govern the Exam Board's award and classification of degree can be found on the University website.

11.11. Exit Qualifications

Students who fail to meet the requirements for the award of an LLM may be able to exit with a postgraduate diploma or postgraduate certificate, depending on the number of credits passed. Please see the [postgraduate award requirements](#) for further information.

12. Guidance on Mitigating Circumstances

12.1. Mitigating Circumstances

Mitigating circumstances are unforeseen events or circumstances which have a significant negative impact on your ability to successfully complete, or study effectively in preparation for, summative assessment tasks such as essays, written or oral examinations, assessed presentations or assessed laboratory work. If you want any such events or circumstances to be considered by the relevant Board of Examiners you are required to communicate formally (in writing) with the Department about them. Please note that while it is acknowledged that cultural attitudes to the disclosure of personal information may vary, students are expected to fully disclose all matters they wish to have taken into consideration by the Board of Examiners.

Board of Examiners procedures for recording mitigating circumstances

Sometimes events that are outside your control affect your studies. If these affect your performance in assessments or examinations or prevent you from attending these then you may be able to apply for mitigating circumstances. Full information about this is available on our website:

<https://warwick.ac.uk/fac/soc/law/student-hub/pg/exams>

Any mitigating circumstances affecting student performance should be submitted online to <https://tabula.warwick.ac.uk/profiles/view/me/personalcircs>.

Your information is treated with sensitivity and full respect for your confidentiality. If you have any questions regarding the process of submitting mitigation, you can speak with Chris Warner our Mitigation Circumstances Officer: law.mitigation@warwick.ac.uk or our Student Support Manager, Andrea Humber. We recommend that you make an appointment to discuss your mitigating circumstances with your personal tutor, our Student Support Manager Andrea Humber, or our Postgraduate Wellbeing Tutor Velimir Zivkovic before submission. Your claim will be assessed in confidence by the relevant Mitigating Circumstances Panel (MCP) of the Department. Additionally, you may wish to derive extra support from the wider University resources such as - Wellbeing Support Services or the Students' Union Advice Centre. Further guidance on Mitigating Circumstances can be found in Appendix E.

There are 5 types of situations where you may put in a mitigating circumstances claim

1. Where you were affected by mitigating circumstances outside your control and you submitted your coursework late without requesting an extension in advance; here you are asking the MCP to consider your claim – a possible outcome might be that the MCP decides to waive the penalties that were applied for late submission
2. You were unable to attend a class test because of mitigating circumstances outside your control.
3. You were unable to attend a formal university examination because of mitigating circumstances outside your control.
4. Something occurred during a formal university examination, for example you were taken ill suddenly.
5. You attended an examination, class test or submitted an assignment but at the time you were experiencing mitigating circumstances outside your control which may have affected your performance.

Putting together a general mitigating circumstances claim in the Law School

Stage 1	We recommend that you discuss any potential mitigation request with your personal tutor or with the postgraduate wellbeing tutor (Velimir Zivkovic.)
Stage 2	Gather together evidence that will support your claim. Where the circumstances involve something other than medical grounds and your personal tutor has supported you during this time, you may wish to ask your personal tutor to write a statement as supportive secondary evidence.
Stage 3	Complete the online mitigation form on Tabula. If you do not have evidence to submit at stage 3 then submit the mitigation form but explain that evidence will follow. This evidence must be received as soon as possible and at the latest within 5 working days of the Mitigating Circumstances Panel.
Stage 4	If more evidence is to follow after the submission of your form, the online platform allows you to continue submitting and refining your submission up to and until 5 working days of the Mitigating Circumstances Panel.

Mitigating Circumstances Panel (MCP)

The Postgraduate Mitigating Circumstances Panel will usually include the following members:

- Mitigating Circumstances Officer
- Postgraduate Wellbeing Tutor
- Representative of the postgraduate teaching team

Extra support and guidance are available from the following sources

[Wellbeing Support Services](#)
[Students' Union Advice Centre](#)

13. Academic Practice

13.1. Academic Practice and Cheating

What is the difference between Poor Academic Practice and Cheating?

The difference between Poor Academic Practice and Cheating is a matter of fact and degree. The person looking at your work makes a decision based on the quality and the quantity of the work reproduced without proper acknowledgment. There is no formal line between the two.

Investigation of Poor Academic Practice and Cheating

Every piece of work you submit goes through an electronic detection system (Turnitin) as well as being checked manually by the person marking. A finding of Poor Academic Practice results in the re-marking of your work. Any passages which have not been correctly attributed are discarded for the final mark. A finding of plagiarism or cheating will result in a mark of 0 and you may be asked to withdraw from your degree. Beyond university, professional bodies may investigate your academic record which may affect your chances of getting a job. If you believe that you have been incorrectly been found guilty of cheating, there is an opportunity to appeal to the University.

Guidance to Avoid Cheating and Poor Academic Practice

In an effort to prevent such incidents we have devised the following guidance for your assistance. ***It is imperative that you read, understand and comply with the following notes of advice:***

13.1. The General Rule

Any piece of work submitted by a student must be that student's own work. For this reason, all forms of cheating are forbidden.

'Cheating' is defined in the University Regulations as 'an attempt to benefit oneself or another, by deceit or fraud'. This includes 'deliberately reproducing one's own work or the work of another person or persons without proper acknowledgement' contrary to University Regulation 11B (extract from [Regulation 11](#)).

Additionally, in the School of Law, cheating in assessments occurs where a student takes passages, ideas or structures from another work or author without proper attribution (on which, see 4.2 below). The instructions of the School are supplementary to those contained in University Regulations.

13.2. Proper Attribution

What follows is an introduction, but more details of the OSCOLA and Harvard (author/date) systems are available on many websites. **You are strongly advised to consider the following:**

Where passages, ideas or structures are taken from another author, the student assessment must indicate unequivocally the source of the material in question according to the following conventions:

- (a) Where material is reproduced from another source (such as a book, article, judgment or statute), the relevant passage must be enclosed within quotation marks ('...') and accompanied by proper citation.

Example

*In seeking to understand the role of victims in crime, criminologists have commonly used victim surveys. Whilst these provide an insight into victims and crime, surveys are subject to limitations. Thus, for example, victims may 'exaggerate incidents or fail to remember them at all' (H. Croall, *Crime and Society in Britain*, (1998) Longman, at p.89). Surveys may also be misrepresentative...*

- (b) An alternative method of presentation is to indent the relevant passage so as to distinguish it from the rest of the text of the assessment. Where material from another source is indented in this way, it must also be enclosed within quotation marks ('...') and accompanied by proper citation.

Example

Whilst the spread of CCTV surveillance might help dissuade prospective criminals from committing criminal acts, video evidence derived in this way may not be all good news in court cases:

'Video evidence is very persuasive and possessed of a high degree of reliability. It is not entirely reliable however. 'Seeing is believing' and 'the camera never lies' are brocards which cannot be completely and invariably true. There is thus a risk of over-persuasion of the jury.' (D. Elliot, 'Video Tape Evidence: The Risk of Over-Persuasion' (1998) *Criminal Law Review*, 158-174, at p. 159).

This risk of over-persuasion may occur in several different ways...

13.3. Citation

There are two aspects to acknowledgement of sources. You must always list the works (and people) you consulted in doing the research for the essay in a general bibliography at its end but you must also acknowledge the sources for specific points as your essay goes along.

It is important that your citation refers to the precise page(s) of the book or article; it is not sufficient to merely cite the book or article without reference to the page(s) relied upon. Be aware of the citation techniques used in the books and articles, which you are reading in connection with your modules. These techniques will provide useful guides for your own written work.

Once you have decided that a given statement or passage should be attributed to a source or group of sources, you can do so in a variety of different ways. The most common is to provide a footnote number at the appropriate point in your text, leading the reader to a

note at the foot of the page or at the end of the whole essay. Other systems include putting the source in brackets following the item, putting it in the margin, incorporating it in the text itself - ('Street points out (*Freedom, The Individual and the Law*, p.22) that...') - or doing anything else that does the job without interrupting the flow of the text too drastically.

When citing a book, you should include:

1. the author's name (or authors' names)
2. title of the work
3. edition
4. year of publication
5. page or pages from which the information is drawn.

When citing a journal article, give the following:

1. author's name
2. title of the article
3. year of publication
4. volume number
5. name of periodical
6. page number on which the article begins
7. page or pages from which the information is drawn.

When citing a case report, you should give:

1. its full title (the parties' names should be underlined)
2. the year of its publication
3. the volume number (if there is one)
4. the series of reports which you consulted
5. where appropriate, the specific page and judge whose view you are referring to.

If you are citing a source quoted in another source, without having yourself gone to the original, you should make this clear.

13.4. Footnoting

There are a variety of systems for cutting down on the amount of information which you need to supply in a given footnote. If you have already provided all the details of a source in a previous note, you can refer back to it. For example, where you have already cited a book by Fawcett at footnote 3 in your essay, you can refer to it again as: 'Fawcett (note 3 supra)'. Or you can use op. cit. (meaning 'in the work already referred to'). If the work in question is cited in the note immediately preceding, you use ibid (meaning 'the same work').

Footnotes also supply a vehicle for the inclusion of extra material which, although relevant to your theme and of likely interest to the reader, would interfere with the flow of your argument if included in the main text. You do not have to use such textual footnotes in your essays, but they are a well-established part of the scholarly scene and you may wish to make use of them accordingly.

13.5. Author-Date System

The Author-Date system is an alternative and acceptable system for citation. Instead of footnoting the citation, the reference is placed within the text itself thus:

Harvey (1996: 4), for example, suggests that 'maps are typically totalising usually two-dimensional Cartesian, and very un-dialectical devices with which it is possible to propound any mixture of extraordinary insights and monstrous lies' (See also Santos 1995: 441).

The full reference is then provided in the Bibliography at the back of the assessment as:

Harvey, D (1996) *Justice, Nature & the Geography of Difference*, Blackwell, Oxford

Santos, B (1995) *Toward a New Common Sense: Law, Science and Politics in Paradigmatic Transition*, Routledge, London.

13.5. Paraphrasing

Your essay must be in your own words. It may sometimes be appropriate to reproduce a useful quotation in order to emphasise a point. You should only make selective use of direct quotations, which must be fully and properly attributed. **An essay which consists of excessive use of direct quotations, e.g. a series of quoted paragraphs with linking sentences, is not work of an acceptable degree standard.** If the quotes are fully and properly attributed, the essay will not be an example of plagiarism. However, it will not be an essay in your own words and will likely receive a low mark because you have not demonstrated that you can present the arguments yourself.

In writing an essay, you will generally refer to a variety of primary and secondary sources, and may legitimately paraphrase the ideas contained in these sources. These sources must not be presented as your own work; rather, you must show that you have understood and assimilated the information. **All sources must be fully referenced when you rely upon them for your ideas.**

There are various sorts of paraphrasing. The first may be described as syntactical paraphrasing, e.g. where the sentence is changed from the present to the past tense, or some synonyms are used, or where the word order may be changed. **Even if this is attributed, and therefore not plagiarism, this is not work of acceptable degree standard and will receive a low mark.** This form of paraphrasing does not display any qualitative understanding or critical evaluation on your part because it is not using your own words.

The second form of paraphrasing distils the essence of an argument. Much of what you do in assessments consists of this form of work. Here, after reading a number of sources, you summarise in your own words, the key elements of an idea or argument. This goes beyond superficial changes in style or grammar, and requires a degree of internal processing of the concepts involved. In contrast with syntactical paraphrasing, where someone untrained in the area of study could recognise the similarity between the two paragraphs, here a degree of specialist expertise would be necessary in order to link the paraphrase with its source. **It must be stressed that even where you are properly paraphrasing, as in the second example, full and proper citations must be supplied.** The source of all ideas, which are not your own, must be referenced.

The structure and argument must be your own work. Whether an essay will be considered your own work may depend on the degree and extent of paraphrasing, and the nature of the question set. For example, where instead of using direct quotations, an essay consists mainly of paraphrased references to various authors – according to Dicey, X is the rule on constitutional conventions, whereas according to Jennings it is Y – this may be poor quality work if there is not sufficient original

contribution by the student. However, if the question asks you to make a critical evaluation of various perspectives on a particular issue, then a greater degree of paraphrasing may be permissible, provided this is used in support of your own argument about the sources referred to.

13.6. Using the Internet

If you draw upon material obtained via the Internet you must observe the following protocols:

1. Give a full citation to the source and site consulted in your assessment.
2. Keep an electronic copy of the material or webpage on file. You may be asked to produce this if there is an investigation into your work. It is not sufficient to keep merely a record of the universal resource locator (URL) as this may change. You should save a copy of the webpage.

Citation of material on the web should in principle be in the same form as that for any other references. However, in addition it is **essential** to include the full universal resource locator (URL) and, in the case of websites which are likely to change, the date on which the student accessed the material. Thus:

Example

Bruce, T. (1995) 'Legal Information, Open Models and Current Practice', Montreal Conference on Crown Copyright in Cyberspace, May 1995, <http://www.droit.umontreal.ca/CRDP/Conferences/DAC/BRUCE/BRUCE.html>. 20 July 1998.

Where there is no specific author indicated on the website, then the reference should commence with the website name.

Example

Civil & human rights bulletin board, Wednesday, 8 July 1998, One out of three children born each day are at risk. <http://lawlounge.com/setup.hts>. 20 July 1998.

13.7. Reliance on Material not in the University Library

Should you decide to rely upon an article, book or document which is not held in the University library or which cannot be found online, you must retain the original or a photocopy of the article or relevant section of the book relied on. You may be asked to produce this if there is an investigation into your work. Failure to cite such sources fully or to provide copies of the material when requested may be regarded as evidence of plagiarism.

13.8. Reliance on Previously Prepared Work

Assignments are set for particular modules, therefore work previously prepared in any context is **not acceptable** even if on the same subject matter.

13.9 Collusion

'Collusion' is also prohibited under School of Law rules. 'Collusion' occurs where two or more people combine to produce something which is then passed off or submitted as a piece of **individual** work. Students may discuss their essay topics with one another and assist each other in identifying sources. However, each student must individually read and make notes from all sources used in their assessments, and you must prepare the assignment (including compiling footnotes and the

bibliography) on your own. Any close similarities between assessments presented by two or more students are likely to result in an investigation for collusion.

13.10. Bibliography

At the end of your essay, you must supply a complete appropriately presented bibliography of all works to which you have referred in writing your essay. There are at least three categories of work which should be included: sources which you have directly quoted from in your essay, sources which you have used to support a particular fact or argument even if you have not quoted from them directly (and which should also be footnoted), and sources which you have drawn on for background information and ideas, but which you may not have used to support directly any point in your essay. Failure to refer to all sources upon which you have relied in any way in writing your essay is to mislead the examiner.

13.11. Frequently Asked Questions

Q. The question has asked me for my opinion, but I feel that I do not know enough about the subject to have any firm opinions of my own. What should I do to avoid presenting opinions I have read in articles as my own?

A. A question of this nature is not asking you to develop some ground-breaking legal theory or idea (although this is not to discourage you from so doing). The question is designed to ensure that you are familiar with and understand the contemporary debate on a given legal controversy. It would be appropriate here to refer to opinions in books and journals, and to draw on a range of opinions, showing how these opinions were formed and reformed. This would then enable you to make a relative judgement, based on the strengths and weaknesses of the actual opinions to which you have referred. What is crucial is that you present these opinions in your own words – reflecting on the most important components of existing arguments will help in the process of coming to some critical evaluation of your own.

Q. Can I ask someone else to proof-read my essay before submitting it?

A. Yes, but you must make sure that this person limits him or herself to suggesting only editorial changes or improvements to your English and not to the substance of your essay. It is also advisable that you use as a proof-reader someone who is not taking the module to which the essay relates, so as to avoid any suspicion of collusion.

13.12. Further Information

Detailed rules concerning cheating investigations are set out in University Regulation 11B which can be found [here](#).

For more information on University and Law School rules and policies relating to cheating and poor academic practice as well as advice on how to avoid cheating and bad academic practice, see: <http://www2.warwick.ac.uk/fac/soc/law/current/gap/>

The University library has a useful [online tutorial](#) on plagiarism and referencing. Please see the Library Website for further information.

The [Student Opportunity](#) web pages have useful links and advice on referencing and avoiding plagiarism, including an online tutorial and links to their specialist writing workshops.

APPENDIX A

MARKING SCHEME FOR TAUGHT LLM PROGRAMMES

70% and above			
Comprehension	Analysis	Critique	Presentation
Use of wide range of relevant sources, well understood and fully appreciated	Excellent answer to question. Locates suitable concepts and makes comprehensive assessment of issues involved. Understand the relevant theories and applies them to answering the question.	Ability to set sources and view points in context and evaluate contributions. Methodological awareness and theoretical appreciation	Well structured and planned. Clear, articulate style (with good spelling, grammar and syntax). Proper referencing and bibliography. Confident presentation and appropriate length.

60% - 69%			
Comprehension	Analysis	Critique	Presentation
Good understanding of main sources, well summarised and used in a relevant way.	Competent answer to the question bringing out useful points and substantiating them. Use of theoretical models in a relevant way to answer the question. Presentation of arguments and intelligent comments relevant to the question.	Appreciation of main issues and ability to make appropriate critical points. Sensible commentary on evidence and materials used.	Competent structure. Clear presentation (including good spelling, grammar and syntax). Proper referencing and bibliography. Control of length.

50% - 59%			
Comprehension	Analysis	Critique	Presentation
Understanding of the literature and fair range of source material consulted.	Limited use and understanding of theoretical models. Presentation of arguments and intelligent comment relevant to the question.	Sensible commentary on evidence and materials used.	Coherent presentation. Satisfactory spelling, grammar and syntax. Satisfactory referencing and bibliography.

LLM PASS MARK = 50%

40% - 49%			
Comprehension	Analysis	Critique	Presentation
Some evidence of reading and understanding.	Some relevant concepts used but inadequately appreciated. Presence of inappropriate arguments.	Mainly descriptive, derivative and unsubstantiated points. Uncritical.	Inadequate presentation. Too many spelling, grammatical and typographical errors. Inadequate referencing.

Below 40%			
Comprehension	Analysis	Critique	Presentation
Few relevant sources used. Poor understanding.	Lack of analytical approach. Purely descriptive account. Often the question has been ignored or badly misunderstood.	Irrelevant comments. Lack of critical or appreciative framework.	Unstructured presentation, lack of coherence, page referencing, etc.

APPENDIX B

WARWICK LAW SCHOOL CODE OF PRACTICE FOR THE SUPERVISION OF LLM DISSERTATIONS

Duties and Responsibilities of the Supervisors

Supervisors should satisfy themselves that the project which the student wishes to undertake is appropriate for an LLM dissertation and can reasonably be undertaken with the resources available and in the required timescale, and that they are confident, as far as is possible, that the student has the capacity to undertake the project successfully.

Supervisors are expected:

- To give guidance about the identification of a suitable research topic, about the nature of research and the standard expected, about the planning and writing of the dissertation, about relevant literature and sources, and to encourage students to keep aware of all relevant developments within the subject.
- To draw the attention of students to all relevant University and departmental regulations and monitoring arrangements.
- To give advice on the necessary completion dates of successive stages of the work, agreeing objectives for each stage so that the dissertation may be submitted within the scheduled time.
- To provide advice on writing up the work during the Summer Term.
- To read through a draft of the dissertation if submitted at the end of the Summer Term and provide detailed comments. Meeting to discuss draft with student in the first two weeks of July. **Supervisors are not required to read or comment upon any drafts submitted after the end of the Summer Term.**
- To maintain contact with students through supervisory meetings and other types of structured communication as appropriate.
- To inform students should they plan to be away from the University for more than one week prior to the end of the Summer Term to allow students to plan accordingly.
- To respect the contribution and intellectual property rights of the student in external output of any form emanating from the research.
- To inform students if either their progress or the standard of their work is unsatisfactory, and arrange a plan of supportive action.
- To report regularly to the Directors of the LLM programmes on each student's progress.
- To advise students on matters of confidentiality or ethical considerations relating to particular techniques, sources or results.

Responsibilities of LLM Students

LLM candidates completing dissertations are expected:

- To agree an LLM dissertation topic with their dissertation supervisor.
- To discuss with the supervisor the type of guidance and comment they find most helpful, and to agree a schedule of meetings.
- To seek advice from their supervisor in an active manner recognising that it is the student's responsibility to have their own topics to raise with the supervisor.
- To maintain the progress of the work in accordance with the stages agreed with the supervisor. This would include in particular, the provision of well-presented written work within the agreed timescales for comment and discussion before proceeding to the next stage.
- To take note of the guidance and feedback on their work provided by their supervisor and to recognise that the supervisor's role is to offer advice on the academic content of the work and its general presentation and not to provide detailed correction of written English.
- To be familiar with and comply with the regulations and departmental guidelines relating to their degree and the monitoring of progress.
- To respect the contribution and intellectual property rights of the supervisor in external output of any form emanating from the research.
- To inform their supervisor in good time where possible, should they plan to be away from the University for more than one week prior to the end of the Summer Term. **Please note that any absence for more than a week requires prior approval of the Programme Director.**
- To take the initiative in raising problems or difficulties with the supervisor(s) in the first instance, however elementary they may seem, including any matters which may require a suspension of registration or will cause a delay in the expected completion date of the work.
- To accept a commitment to complete their project and submit their dissertation in accordance with the Law School's Dissertation submission date.
- To decide when to submit the dissertation taking due account of the opinion of the supervisor on the draft of the dissertation. It should be clearly understood that any opinion expressed by the supervisor is necessarily only advisory and that the supervisor's agreement to submission of the dissertation is not a guarantee of success.

Although practices vary between supervisors, students should normally expect to meet with their supervisor once before submitting their proposal and two to three times between submitting the proposal and the end of term 3. **Students are expected to remain in residence at the University until submitting their dissertation in September unless permission has been granted by the Course Director.**

APPENDIX C

WARWICK LAW SCHOOL STYLE GUIDE FOR LLM DISSERTATIONS

1. Presentation of LLM Dissertations

LLM candidates are required to submit their dissertation onto Tabula. The dissertation should be presented in the following way:

1.1 Title

The title should describe the content of the thesis accurately and concisely.

1.2 Title Page

The title page of the dissertation shall give the following information in the order listed:

The full title of the thesis and the subtitle if any;
The full name of the author;

The following declaration:

'Dissertation submitted in partial fulfilment of the requirements for the Master of Laws degree in [International Economic Law /International Corporate Governance & Financial Regulation/ International Commercial Law/ Advanced Legal Studies/ International Development Law and Human Rights] at the University of Warwick'

The month and year of submission; and
The actual number of words (excluding bibliographic material, see 1.10 below).

1.3 Table of Contents

The table of contents shall immediately follow the title page. It shall list in sequence, with page numbers, all relevant subdivisions of the dissertation, including the title of chapters, sections and subsections, as appropriate; the list of references; the bibliography; the list of abbreviations and other functional parts of the whole dissertation; and any appendices.

1.4 Tables and Illustrated Material

Photographs, maps, graphs, and other statistical tables should be mounted where they appear in the text. Photographs should be mounted on good bond paper, on both copies. Copy paper is unsuitable for this purpose. Bindery Services should be advised when a thesis contains material of this kind. Additional costs may be charged for preparation work. Maps or diagrams larger than A4 must be folded well inside the front edge of the dissertation. The lists of tables and illustrations shall follow the table of contents and should list all tables, photographs, diagrams, etc. in the order in which they occur in the text.

1.5 Acknowledgements

Any acknowledgements shall be on the page following the table of contents.

1.6 Declaration

When submitting a dissertation the author shall indicate in a declaration any material contained in the thesis which he/she has used before or which the author has had published. The declaration shall immediately follow the acknowledgement under a separate heading.

1.7 Abstract

There shall be an abstract of the thesis, not exceeding 250 words, bound in at the beginning of the dissertation. The abstract should not extend beyond a single A4 side, and to facilitate this, single spaced typing is permitted for the summary only. The summary shall provide a synopsis of the dissertation and shall state clearly the nature and scope of the research undertaken. There should be a brief outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

1.8 Abbreviation

Where abbreviations are used a key shall be provided. Abbreviations may be used at the discretion of the author. For an abbreviation not in common use, the terms shall be given in full at the first instance followed by the abbreviation in brackets.

1.9 Length of Thesis

The dissertation shall not exceed 10,000 words, which shall be exclusive of the abstract, abbreviations, acknowledgements, bibliography and any appendices. Standard footnotes will not be included in your overall word count but any footnotes which are more elaborative than simple citation must be included along with any incorporated tables.

1.10 Bibliography

Dissertations shall contain a full bibliography. The bibliography should list references in alphabetical order by authors' last names. Where there is more than one publication by the same author, they should be listed in chronological order with the older item first. The bibliography may be divided into sections (e.g. books, journal articles, web sites, etc.).

2. Formatting of Dissertation

In relation to format there are no specific guidelines other than to ensure that the dissertation is readable. For example a good font size to use would be 12. Arial, Times Roman or Garamond are examples of clear readable fonts you could consider. Please also ensure that you allow for good margins.

APPENDIX D

Requirements for Taught Postgraduate Awards (University Examination Conventions)

The Requirements for all LLM programmes are available online at:

<http://warwick.ac.uk/quality/categories/examinations/conventions/pgt/>

Requirements for Taught Postgraduate Awards

(DIRECTLY APPLICABLE TO ALL POSTGRADUATE TAUGHT STUDENTS BEING CONSIDERED BY BOARDS OF EXAMINERS FROM AUTUMN 2015 ONWARDS, IRRESPECTIVE OF STUDENTS' MODE OF STUDY OR DATE OF INITIAL REGISTRATION. PREVIOUS EXAMINATION CONVENTIONS, IN FORCE AT THE TIME OF A STUDENT'S ORIGINAL REGISTRATION, WOULD BE APPLIED ONLY IF RESULTING IN AN OUTCOME MORE BENEFICIAL TO THE STUDENT IN QUESTION.)

- **Principles**

1. The University has a single set of rules for the award of taught postgraduate qualifications which are not otherwise constrained by accreditation requirements.
2. The classification system for the award of merit and distinction is based on averaging.
3. These arrangements are consistent with the QAA Framework for Higher Education Qualifications and take account of module and course learning outcomes.
4. The system is designed to be transparent, clear and comprehensible for students and staff.
5. In arriving at decisions for an award, a fail mark for a module may not be condoned and a module may not be passed by compensation.

(f) For students who first registered prior to the academic year 2017-18

The award of Master will normally be made on successful completion of 150 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s) and all core modules are passed. Where departments require students to attain 180 credits at level 7 for the award of Master this must be clearly specified in information supplied to students.

(f) For students who first registered in or after the academic year 2017-18

The award of Master will normally be made on successful completion of 150 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s) and all core modules are passed. Where departments require students to attain higher volume of credit at level 7 for the award of Master this must be clearly specified in information supplied to students.

- a. The award of Postgraduate Diploma will normally be made on successful completion of 90 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s) AND all core modules are passed. Where departments require students to attain 120 credits at level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.
- b. It is the responsibility of examination boards to act in accordance with these rules. Where professional, statutory or regulatory bodies specify requirements for accreditation which are inconsistent with these rules, departments must propose alternative arrangements which must be approved by Academic Quality and Standards Committee. No additional conventions may be specified by departments.
- c. Where departments wish to maintain flexibility of award as outlined in (f) and (g) above, they may indicate modules, which students must take, but where the achievement of a pass mark of 50 is not critical for progression (within the context of paragraph (f) above). Any such arrangements must be clearly specified in information supplied to students and these 'required' modules listed.

- **Marking**

- a. All marks should be given on a 0-100 scale.
- b. The minimum pass mark for all postgraduate modules is 50.
- c. Departments must specify in module proposals and in information supplied to students whether students must pass all elements of the assessment on a module in order to be awarded a pass mark. In the event that departments do not do so, students will be awarded a pass in the module if they attain an average mark, weighted according to the percentage of the individual elements of the assessment, which is not lower than 50.

- **Re- examination**

- a. Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course. Only one re-examination will be permitted for each module except as set out in (g) below.
- b. Students should normally be allowed one opportunity to remedy failure in their dissertation/project module. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked submission for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma, except as set out in (g) below.
- c. Where the failure on an initial assessment in a taught module, dissertation or similar piece of independent project work is the result of penalties for late submission, the student should normally not be allowed to revise or resubmit the same assessment in order to remedy that failure, but should be required to undertake a new assessment, dissertation or project. Where it is impracticable for the department to allow the student to undertake a new assessment, dissertation or project that has failed due to penalties for late submission, the initial failure should be allowed to stand (and the matter referred to the Board of Examiners for their consideration of all the circumstances relevant to the case).
- d. Where a failure results from a finding of cheating under University regulations, it should be for the Head of the department (or his or her authorised deputy), the University Investigating Committee or the Board of Examiners to determine whether the student should be allowed to remedy that failure.
- e. Where a student has failed to reach the minimum pass mark for a module which contains more than one element of assessment, the student shall normally be required to be re-examined only in the element(s) of the assessment which has (have) not met the minimum pass mark, noting that the appropriate method of reassessment should be determined by the Board of Examiners.
- f. The maximum pass mark which may be awarded for a module on re-examination is 50, irrespective of the mark(s) which have been given for other elements of the assessment for that module, except as set out in (g) below. Departments are however required to keep a record of the uncapped mark, although it would not appear on the student's transcript.
- g. Where there is evidence of serious medical or personal problems disclosed to, and discussed by, the relevant departmental Special Cases Committee, that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account in offering to the student an opportunity to be examined as a first attempt or offered a further opportunity for re-examination. Any discretionary consideration should be clearly minuted by Examination Boards. The Examination Board should not amend a module mark or the mark for any element of assessment as a result of special circumstances being taken into account except that where there are a number of elements to the assessment the Examination Board may recalculate a module mark based on the elements of the assessment which have attained a pass mark and which were not affected by the special circumstances.

- **Progression**
 - i. Where students are not initially enrolled for a full Master's award, they may normally only progress to the next stage of a course when they have acquired the required minimum number of credits specified in the tabulated summary at Appendix A, including passing all modules designated as core to ensure that the stated course learning outcomes have been met. If a department requires that students must also obtain a specified average mark across some or all modules before progressing from a postgraduate certificate to a postgraduate diploma, or from a postgraduate diploma to the Master's, this must be clearly specified in information provided to students.
 - ii. Course proposals and documentation provided to students must, therefore, explicitly identify the core modules on any course for which credit must be achieved in order to progress.
 - iii. Where any additional modules are required to be passed (in addition to the total minimum credit volume to be passed as specified in Appendix A) to meet the learning outcomes for an award or for progression to the next stage of a course, this must be indicated clearly in the course approval and specification and be made clear in documentation supplied to students.

- **Awards and classification**
 - (a) **For students who first registered prior to the academic year 2017-18**
Students are eligible for the awards shown in Appendix A if they obtain the minimum number of credits at the appropriate level(s) and all core modules are passed. Where departments require students to attain 180 credits at level 7 for the award of Master this must be clearly specified in information supplied to students.
 - (a) **For students who first registered in or after the academic year 2017-18**
Students are eligible for the awards shown in Appendix A if they obtain the minimum number of credits at the appropriate level(s) and all core modules are passed. Where departments require students to attain a higher volume of credit at level 7 for the award of Master this must be clearly specified in information supplied to students.
 - a. Where departments require students to attain 120 credits at level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.
 - b. Subject to the provisions of (d) below the award of Master, Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award should be with merit if a student attains an Award Average (weighted according to the credit rating of the modules comprised within the award) of between 60.0 and 69.9 inclusive and with distinction if a student attains an Award Average of 70.0 or above. Where departments specify that a student must attain a mark on a particular module or modules of 60.0 or above for an award with merit or 70.0 or above for an award with distinction this must be specified in information provided to students.
 - c. Irrespective of the award average attained by a student and subject to the provisions of (e) below no student may receive an award with merit or distinction if the student has not received the minimum pass mark for any module.
 - d. Where there is evidence of serious medical or personal problems disclosed to and discussed by the relevant departmental Special Cases Committee that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account. Any discretionary consideration should be clearly minuted by Examination Boards.

Taught Postgraduate Awards

Tabulated Summary of Credit Requirements for Awards

Qualification	Total Minimum Credit to be Taken	Total Minimum Credit to be Passed: <u>including all core modules</u>	Highest Level of Credit	Minimum Credit to be Passed at Highest Level
Master (PGT)	180	150*	7	150
PG Dip	120	90**	7	90
PG Cert	60	60	7	60

* The award of Master may be made where a student has obtained 150 credits providing the student has obtained a mark of at least 40 in the failed module(s).

** The award of Postgraduate Diploma may be made where a student has obtained 90 credits providing the student has obtained a mark of at least 40 in the failed module(s).

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt/>

Approved by the Senate on 2 July 2014. Application extended by Senate in October 2015. Amended by Senate in July 2017.

APPENDIX E: Evidence Required for Mitigating Circumstances Claims

Mitigating Circumstance	Evidence MUST include:
<p>A significant deterioration of a permanent or chronic condition which you have already told us about and is covered under reasonable adjustments. Where this permanent condition has already been adequately adjusted for through Special Examination arrangements or other reasonable adjustments only the deterioration counts as a Mitigating Circumstance.</p>	<p>(i) Letter from health professional, or Disability Services, or Mental Health and Well Being on official, headed paper (or have an official stamp) confirming deterioration with dates AND (ii) Must be written at the time of the deterioration* AND (iii) Must attest to evidenced impact on the student.</p>
<p>Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.</p>	<p>(i) Letter from an appropriately qualified health professional (e.g. medical doctor, nurse) on official, headed paper or have an official stamp confirming illness with dates AND (ii) Must be recorded at the time* of the serious illness, accident or trauma AND (iii) Must attest to evidenced impact on the student.</p>
<p>Death of someone close to you. Bereavement at assessment time or in preparation for it earlier in the academic year (not normally more than 6 months after the event). ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, inlaws, grandparents and grandchildren, if it can be demonstrated that the relationship was close. (</p>	<p>(i) if relationship is close and death occurred within the last six months, evidence that death has occurred must be submitted, this could be a copy of the death certificate or order of funeral service or death announcement in a newspaper or on the web OR (ii) If death occurred more than six months ago, evidence of impact on ability to do the assessment; such as from a doctor or counsellor or Students’ Union Advice Centre or University Wellbeing Services or Senior Tutor OR (iii) If relationship is not close and regardless of time of death, evidence of impact on your ability to do the assessment, such as from doctor or counsellor or Students’ Union Advice Centre or University Wellbeing Services or Senior Tutor.</p>
<p>Serious illness or accident of someone close to you at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, if it can be demonstrated that the relationship was close.</p>	<p>EITHER: (i) Letter from health professional on official, headed paper or have an official stamp confirming the circumstances with the dates AND (ii) Evidence of closeness (e.g. statement from Personal Tutor, Student Support, counsellor or Students’ Union Advice Centre) AND (iii) Letter from health professional, or Student Support or counsellor explaining how the circumstances are affecting your ability to do the assessment.</p> <p>OR FOR CARERS: (i) Letter from health professional on official, headed paper or have an official stamp confirming the circumstances with the dates AND (ii) Proof that you have substantial care and support responsibilities for the person .</p>

Significant change in your employment circumstances beyond your control (part time students only).	(i) Letter from employer confirming new working hours AND/OR (ii) Statement from Personal tutor or Senior Tutor or Student Support or Students' Union Advice Centre attesting to impact on student.
Unforeseen significant change in your personal or financial circumstances (e.g. divorce of student, fire, court appearance or jury duty by student, acute accommodation issues of student, serious and unforeseeable transport disruptions such as road closure due to traffic accident).	<p>Serious Family Problems (i) Letter from a doctor, solicitor or other professional person confirming the circumstances and dates (must be on official, headed paper) AND (ii) Evidence from a doctor, nurse or relevant professional of how the problem is affecting your ability to do the assessment.</p> <p>Unforeseen change to financial circumstances: (i) Evidence proving unforeseen financial hardship, e.g. bank statements showing your current financial circumstances AND/OR (ii) Letter of support from Student Funding / Hardship Fund.</p> <p>https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds Court Appearance/jury duty: (i) Letter from court with date student is expected to appear. Other issues not listed: Evidence provided must prove the circumstance exists (must be from independent source) with dates AND evidence from a doctor, nurse or relevant professional of how the problem is affecting your ability to do the assessment.</p>
Late diagnosis of a Specific Learning Difficulty. Only eligible when diagnosis is obtained too late (after the University deadline) for reasonable adjustments to be made by way of special exam arrangements.	Diagnosis letter and confirmation from the Department or Disability Services that it was submitted too late and missed the University deadline.
Bullying, harassment or threatening behaviour.	(i) Report from Senior Tutor or Student Support Services or Students' Union Advice Centre outlining nature of circumstance with dates affected AND (ii) Copies of relevant emails, screenshots, videos, social media posts, witness statements, or other communications (with dates where possible) that illustrate bullying, harassment or threatening behaviour
You are the victim of a crime/assault	(i) Official police report giving the date of the crime OR a letter from health professional, or Senior Tutor, or Student Support or counsellor or Students' Union Advice Centre explaining how the circumstances are affecting your ability to do the assessment. AND (ii) Crime reference number.

*Medical notes must demonstrate advice or treatment was sought at the time, or soon after any illness. Disclosure weeks or months later will carry little weight or may not be eligible.

Part C: Information from the University

General Information for All Students

Student Protection Plan

This is a document all universities are required to have, setting out the measures in place should a risk to student studies arise. <https://warwick.ac.uk/services/aro/spp>

University Calendar: <http://warwick.ac.uk/calendar/>

Regulation 10; Examination Regulations: <http://warwick.ac.uk/regulation10>

Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test: <http://warwick.ac.uk/regulation11>

Regulation 23; Student Disciplinary Offences:
<http://warwick.ac.uk/calendar/section2/regulations/disciplinary/>

Regulation 31; Regulations governing the use of University Computing Facilities:
<http://warwick.ac.uk/regulation31>

Regulation 36; Regulations Governing Student Registration, Attendance and Progress:
<http://warwick.ac.uk/regulation36>

University Community Values and Expectations:

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment within which all members of our community can successfully learn, work, live and socialise.

We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, [equality and diversity](#), and mutual respect and consideration for the rights, safety and dignity of all.

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following links to help you understand what this means for you:

Link to **University Community Values and Expectations**:
<https://warwick.ac.uk/services/aro/studentrights>

which summarises key expectations for students and signposts to associated support.

Equal Opportunities Statement (<http://warwick.ac.uk/equalops>)

‘The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of our community. It is expected that we will all contribute to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our work force and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected.’

Link to **Dignity at Warwick**: <https://warwick.ac.uk/services/equalops/dignityatwarwick>

Setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying.

Link to **University Strategy**: <https://warwick.ac.uk/about/strategy>

Setting out our vision as a world-class university and our values.

Link to Warwick Community Statement:

<https://warwick.ac.uk/services/aro/dar/quality/categories/wscs>

Sets out aims for the University as well as for students.

Link to **University Calendar**: <http://warwick.ac.uk/calendar/> the main ‘rule book’ and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.

Health, Safety and Wellbeing Policy Statement:

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

Anti Bribery Policy <https://warwick.ac.uk/services/gov/university-policies/antibribery>

Policy on Recording Lectures: <http://warwick.ac.uk/quality/recordinglectures/>

Smoking Policy:

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

Policy on the Timing of the Provision of Feedback to Students on Assessed Work:

<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness>

Moderation guidance: <http://warwick.ac.uk/quality/categories/examinations/moderation>

University assessment strategy:

<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat>

Postgraduate Students

Warwick Doctoral College

The [Doctoral College at Warwick](#) is responsible for enhancing postgraduate student experience and upholding the high standards of graduate educational provision across the University. The Doctoral College provides support to students to ensure timely progress, academic success and appropriate preparation for careers, and is available as a source of information and support beyond students' departments.

To meet the needs of the University's postgraduate students, the Doctoral College:

- a) Works to ensure that postgraduate students are provided with appropriate facilities and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the PG Hub
- b) Supports and delivers a series of activities and events to provide postgraduates with opportunities for networking and socialising beyond their departments
- c) Administers student feedback mechanisms, for example, research students' Annual Reports and the Postgraduate Research and Taught Student Experience Surveys
- d) Provides information and support to students applying for internal and external bursaries and scholarships
- e) Offers impartial advice on the University's regulatory framework
- f) Supports the conduct of formal appeals and complaints processes and other investigations

[Postgraduate Hub](#)

PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation through Dissertation Station
- Find mentorship to take you to the next level
- Get actively involved in cultural events, such as Hallowe'en, the Burns Poetry Competition, Chinese New Year and a Nowruz Celebration
- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

We recognise that postgraduate life is about more than just work. The PG Hub exists to make your time at the University more productive and enjoyable, so we welcome your ideas on things you want to see as a Warwick postgraduate.

For more information:

http://warwick.ac.uk/pghub/postgraduate_hub

[#WarwickPGHub](#)

pghub@warwick.ac.uk

Regulation 37; Regulations Governing Taught Postgraduate Courses:

<http://warwick.ac.uk/regulation37>

Requirements for Taught Postgraduate Awards (harmonised PGT conventions), including any approved exemptions and specific departmental requirements:

<http://warwick.ac.uk/quality/categories/examinations/conventions/pgt/>

Masters Skills Programme <https://warwick.ac.uk/services/skills/events/mastersworkshops>

Use the Masters Skills Programme to develop your academic, personal and professional skills whilst at Warwick. Our range of workshops, events and online resources will help you adjust to postgraduate study, boost your employability and enhance your research skills.

There are plenty of opportunities to meet other students and you can gain recognition for your efforts through the Warwick Skills Portfolio Award.

For more information:

<http://warwick.ac.uk/skills/events/mastersworkshops>

skills@warwick.ac.uk

@warwickskills

Learning Resources and Student Support

Library

The Library has a designated Academic Support Librarian (ASL) for each academic department. The Academic Support Librarian for Law is Helen Riley, and you can contact her via the Library's [Subject Support page for Law](#). On that page you will find guidance on finding and using resources for your studies and research.

Students will find much useful information on the Library website at:

<http://warwick.ac.uk/library>, as well as their subject support page. Regular news and updates can be found via the Library's homepage, FaceBook pages (@WarwickUniLibrary) and its Twitter account (@warwicklibrary).

The Library also manages a number of study spaces tailored to different study needs:

<https://warwick.ac.uk/services/library/using/libspaces/>

Information on the Library's community engagement wellbeing services for students can be found at: <https://warwick.ac.uk/library/students/study-happy/> or via Twitter at #StudyHappy.

Student Careers & Skills within Student Opportunity Team

The Student Careers & Skills team offers a wide range of online resources, workshops, 1:1 information, advice and guidance, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone. Student Careers & Skills can help students:

1. Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations
2. Understand what's important to them, their values, strengths and career goals
3. Recognise and develop the transferrable skills employers look for
4. Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Each academic department has a designated Careers Consultant who can provide discipline-specific support for students and online careers. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions. Students can also be referred to the Careers & Skills website for more information

(<http://warwick.ac.uk/careers>).

IT Services

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 8.30am-5.30pm) or email: helpdesk@warwick.ac.uk.

Every student, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT

Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at: <http://warwick.ac.uk/its>. IT Services also produce information on acceptable use of University IT facilities for students and staff: <http://warwick.ac.uk/regulation31>.

A range of Help Desk Leaflets providing useful IT support information are available from: <http://warwick.ac.uk/servicedesk/leaflets> or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students and is provided to facilitate students to work more effectively with applications delivered by IT Services: <http://warwick.ac.uk/its/servicessupport/training>.

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: <http://warwick.ac.uk/its/servicessupport/networkservices/resnet/>.

Other useful links:

MyWarwick at: <http://warwick.ac.uk/students> for links list to useful pages.

Language Centre

The Language Centre (<http://warwick.ac.uk/languagecentre>) supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules and the facilities, resources and programmes to support students.

Lifelong Language Learning (LLL) Courses

A programme of language courses available to students, staff and the public from beginner through to advanced level. More information is available from: <http://warwick.ac.uk/languagecentre/lifelonglearning/>.

Enrolment takes place on Wednesday, Thursday and Friday of week 1, with online enrolment for Lifelong Language Learning courses from mid-September, and consultation evenings for those unsure of their level.

The Language Centre is located on the ground floor of the Humanities Building and can be contacted by email: language.enquiries@warwick.ac.uk.

Wellbeing Support Services

Wellbeing Support Services (<http://warwick.ac.uk/supportservices>) offer a comprehensive support structure available to help with all kinds of different problems, including personal, physical and mental health; financial; problems connected with the law and University regulations; problems involving the provision of facilities for students with disabilities; or harassment of any sort.

Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations.

Support services available to students through the University and the Students' Union comprise the following:

- (a) Student Support (<http://warwick.ac.uk/studentssupport>)
- (b) Dean of Students' Office (<http://warwick.ac.uk/services/tutors>)
- (c) Personal Tutoring System (<http://warwick.ac.uk/personaltutors>)
- (d) Residential Life Team (<http://warwick.ac.uk/residentiallife>)
- (e) International Student Office/Student Opportunity
(<http://warwick.ac.uk/services/ofge>)
- (f) Counselling Service (www.warwick.ac.uk/counselling)
- (g) Disability Services (<http://warwick.ac.uk/disability>)
- (h) Mental Health & Wellbeing Team (<http://warwick.ac.uk/mentalhealth>)
- (i) University Health Centre (<http://www.uwhc.org.uk>)
- (j) Chaplaincy (<http://warwick.ac.uk/chaplaincy>)
- (k) Students' Union Advice Centre (<https://www.warwicksu.com/advice/>)
- (l) Student Funding (<http://warwick.ac.uk/academicoffice/funding/>)
- (m) Security Services (<http://warwick.ac.uk/services/campus-security>)

Wellbeing Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570.

Student Support

The Deputy Director of Wellbeing Support and the Student Support Team work closely with the University Dean of Students to help students in times of need, and lead on the development of policy and practice in the area of student support across the University.

They advise students on non-academic issues, including personal or family problems, financial difficulties, accommodation problems, and situations where students are unsure who to go to or where to get help.

The Student Support Team provide support and pastoral care giving advice and practical help to students on a daily or more long term basis, and manage emergency and crisis situations which impact on students.

Student Support, located on the ground floor of Senate House, can be contacted by telephone on 024 765 75570 or follow the link to arrange for an appointment.

<https://wellbeing.warwick.ac.uk/>

University Dean of Students and Faculty Senior Tutors

The University Dean of Students works closely with Faculty Senior Tutors to help students in times of need by promoting the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and Senior Tutors.

The University Dean of Students has overall responsibility for the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students' Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The Dean of Students' Offices are located on the First Floor of the Social Sciences Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm). In the first instance, please contact the appropriate Faculty Senior Tutor (<http://warwick.ac.uk/services/tutors/about/>). The Dean of Students can be contacted on: SeniorTutor@warwick.ac.uk or telephone the Offices on 024 765 22761.

Personal Tutors

Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. They provide academic advice to personal tutees on their studies and personal development including feedback on academic progress and transition into university life. They also offer help and advice on other issues that impact students' ability to study which may involve signposting students to Wellbeing Support Services for professional assistance.

Personal tutors are the first point of contact for help with concerns about academic progress, study problems, enquiries about course changes, general concerns about university life, and financial issues. All departments have one or more Senior Tutors with whom students can also discuss issues. On occasion your personal tutor may refer you to the Senior Tutor.

Residential Life Team

All students who have accommodation on campus have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University's support network.

Resident Tutors are there to help with a wide range of matters including personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team.

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 7652 4704.

International Student Office (Immigration Team)

The International Student Office supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, Police registration, providing letters to prove student status for visa purposes, banking); and the International Student Experience (Welcome to Warwick programme and a programme of ongoing induction events, social events and trips for international students and their families, and the opportunity to take part in a HOST visit).

Immigration Advice for Students

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. Students should be directed to the Immigration Team within the International Student Office (immigrationservice@warwick.ac.uk) or the Students' Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in a student's enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students may wish to seek advice accordingly.

The International Student Office is located on the first floor of University House Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 765 23706 or via: <http://warwick.ac.uk/study/international/connect/contacts>.

Disability Services

Disability Services offer advice, guidance and support to students with specific learning differences/dyslexia; hearing and visual impairments; physical disabilities and mobility difficulties; social communication difficulties/ASD; unseen medical conditions; and any other disability that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aimed at enabling students to successfully complete their studies and have a positive experience of University life.

Disability Services can support students with reasonable adjustments and the Disabled Student Allowances (DSAs); NMH support such as mentoring or specialist study skills; information about accessible campus accommodation and assistive technology; and signposting students to other support services.

Disability Services are located on the ground floor of Senate House (office hours Monday to Thursday, 8.30am-5pm) and Fridays 8.30-4.30pm and can be contacted by telephone on 024 761 50641 or email: disability@warwick.ac.uk.

Mental Health and Wellbeing Team

The University Mental Health and Wellbeing Team provides advice, information and support to facilitate academic work and participation in University life. Their main aims are to promote mental health and wellbeing throughout the University; to identify support needs; to discuss strategies for managing mental health difficulties; to provide short-term or ongoing support, which may include mental health mentoring for students in receipt of Disabled Students Allowances; to provide information and, if needed, access to other services within the University and local mental health services.

Students should contact the Mental Health and Wellbeing Team if they are struggling to manage a mental health difficulty; if they, or other people, have become concerned about their mental health recently; and if they would like to discuss strategies which may help them to cope with university life.

As well as working institutionally to promote positive wellbeing, there is also an opportunity for students to attend wellbeing groups or to meet with a Wellbeing Advisor if they have concerns about their wellbeing or would like to make changes to their lifestyles in order to improve their wellbeing, e.g. healthy lifestyle, work life balance, managing stress, relationships with others, etc.

The University Mental Health and Wellbeing Team can be contacted by telephone on 024 765 75570 or electronically via wellbeing@warwick.ac.uk

University Health Centre

Students resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; and physiotherapy sessions. Students should visit the Health Centre if they require a consultation with a doctor or nurse, an emergency appointment, emergency contraception, vaccinations or advice on vaccinations, and sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: www.nhs.uk.

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888.

Chaplaincy

The Chaplaincy is the focus of Spiritual life on campus and provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can 'learn to live well together'. Students of all faiths and none can come and find a friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.

Students can visit the Chaplaincy with personal issues: stress, debt, relationships, loneliness, vocational issues, theological issues, and enquiries about using the Chaplaincy for religious and social functions.

The Chaplaincy is located by the Arts Centre and can be contacted by telephone on 024 765 23519 or email: chaplaincy@warwick.ac.uk.

Students' Union Advice Centre

The Students' Union Advice Centre is an independent Warwick Students' Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams; change of course; academic appeals and complaints; have a housing problem with their accommodation, on or off campus; have immigration problems such as entry clearance, family members and working in the UK; have money or legal difficulties; or are simply not sure who to talk to or where to get help.

The Advice Centre is on the second floor of SU HQ (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email: advice@warwicksu.com.

Student Funding

The Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, and scholarships and bursaries provided directly by the University. The team can provide budgeting advice to help make students' money go further and also administers University hardship funds.

Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

The Student Funding team is located on the ground floor of Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 761 50096 or email: studentfunding@warwick.ac.uk.

Security Services

The University Security Team works 24 hours a day to support the University's overall aims by ensuring there is a safe, secure and friendly environment for students, staff and visitors.
<https://warwick.ac.uk/services/campus-security/>

For an emergency on campus phone 22222 or 024 765 22222 and in an emergency off-campus phone 999.

Students should call the security team about emergency response requirements: Doctor/Ambulance/Fire; safety and security issues on and off campus; assistance: pastoral care, directions and facility support; outdoor event applications and entertainment support.

Security 24-hour Control Centre (general enquiries) 22083 or 02476 522 083
Security General Enquiries: campussecurity@warwick.ac.uk

University Children's Services

Some students, especially postgraduate or mature, may need information about child care provision on campus. Children of Warwick staff and students are eligible to attend the University Nursery (<http://warwick.ac.uk/nursery>). In recent years, holiday schemes and summer schemes have also been made available (<http://warwick.ac.uk/services/childrensservices>).

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

Academic Registrar's Office

Academic Office: <http://warwick.ac.uk/ao>
International Student Office: <http://warwick.ac.uk/services/ofge>
Student Careers and Skills: <http://warwick.ac.uk/careers>
Education Quality & Policy: <http://warwick.ac.uk/quality>

Academic Office

Examination Office: <http://warwick.ac.uk/ao/examinations>
Student Records: <http://warwick.ac.uk/studentrecords>
Awards and Ceremonies: <http://warwick.ac.uk/ao/congregation/ceremonies>
Student Finance: <http://warwick.ac.uk/ao/finance>
Student Funding: <http://warwick.ac.uk/ao/funding>

