

# LLB

Bachelor of Laws (Honours)  
Full-Time



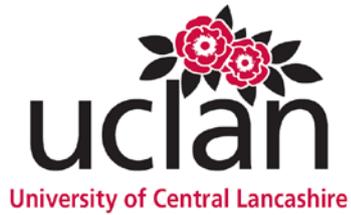
## Student Handbook

2016 – 2017

Course Leader: Dr Andrew Harries

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The full list of options indicated may not all be delivered every year, and this may depend on how many students choose that particular option. When accepting your offer of a place to study on this course, you are accepting that not all of these options will be running. At (or before) the start of each year, you will have an opportunity to discuss your course and preferred options with your tutor. The University will do all it reasonably can to ensure that you are able to undertake your preferred options.



## **Mission and Values**

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

Our values:

1. The pursuit of excellence in all that we do.
2. Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
3. The advancement and protection of knowledge, freedom of speech and enquiry.
4. Supporting the health, safety and wellbeing of all.



## The Student Charter

The Student Charter has been developed by the University and the Students' Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or 'contract' between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. [Read the full Student Charter](#)



## Supporting Diversity at UCLan

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination in relation to race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- Experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- Contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

For more detailed information on UCLan's Equality and Diversity policy, please go to:

[http://www.uclan.ac.uk/information/uclan/equality\\_diversity/index.php](http://www.uclan.ac.uk/information/uclan/equality_diversity/index.php)

## CONTENTS

UCLAN Mission Statement	3
The Student Charter	4
Equality and Diversity	5
Table of Contents	6
<b>SECTION 1</b>	
Introduction to the Course	7
<b>SECTION 2</b>	
Course Structure	17
<b>SECTION 3</b>	
Approaches to Teaching and Learning	23
<b>SECTION 4</b>	
Student Support, Guidance and Learning	28
<b>SECTION 5</b>	
Assessment	31
<b>SECTION 6</b>	
Course Regulations	44
<b>SECTION 7</b>	
Student Voice	47
<b>SECTION 8</b>	
Appendices	51
Appendix 1: LLB Programme Specification	51
Appendix 2: Starting Your Studies: Some Important Points to Remember	64

# SECTION 1

## INTRODUCTION TO THE COURSE

### 1.1 Welcome to the LLB Degree Programme at the Lancashire Law School

Hello! My name is Andrew Harries and I am the Course Leader for the LLB (full-time) programme. I have overall responsibility for managing the LLB programme on a day-to-day basis, with particular responsibility for student progression and attendance issues.

On behalf of all the staff in the Lancashire Law School, may I welcome you to UCLAN and the Law School and wish you every success over the next 3 years as you start your Law Degree. We hope you find the experience a rewarding one. All staff will try and make it as enjoyable as possible in helping you rise to the challenges which lie ahead.

This Course Handbook provides you with essential information about your programme of study over the next 3 years. It will also outline what you should expect from the teaching staff and what the teaching staff expect from you in terms of how you study and apply yourself.

Starting a University degree programme can seem daunting: new buildings to navigate; new teaching staff and teaching styles to get used to; a new timetable to understand; new friends to make; new routines and new expectations. The aim of this handbook is to provide some basic information to help you make the transition to degree level study: in particular, it provides advice on (1) your timetable; (2) attendance and study; (3) start and finish dates for teaching; (4) what to do if you experience problems in adjusting to University life; (5) assessment, deadlines, extensions, results and appeals.

Your first few weeks at University may seem bewildering as you are bombarded with information and experience many new situations. A period of adjustment is normal. We are here to help and are more than happy to do so! If you have any doubts, queries or questions please ask – go to the Harris Hub, the Student 'I', your Academic Advisor, your Year Leader, your Course Rep, Student President, or me, your Course Leader. We are all here to help smooth your transition to University, so please keep in touch and ask for help whenever you need it.

*This handbook will help you navigate your way around many of these new situations and help inform new expectations, so, please refer to it whenever you get stuck. Keep it safe and keep referring to it over the next three years of your degree. You are advised to read this handbook in conjunction with the academic regulations, which can be found at: [http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)*

## **Where to Find, and How to Contact, the LLB Course Leader**

You can find me in room HB. 249a ('HB' means 'Harris Building'; the figure '2' shows that it is on the second floor; and '49a' means that my office is the forty-ninth room on the second floor), which is in the Harris Building on Corporation Street next to the Foster Building. My direct telephone number is: 01772 893066 – if I am not in, you can leave a voice-mail message. Or, if you phone the main University number, on 01772 89201201, ask the operator for me by name or ask for extension 3066. My e-mail address is: [awharries@uclan.ac.uk](mailto:awharries@uclan.ac.uk)

### **1.1.1 General Information about the Lancashire Law School**

You have joined one of the largest and busiest Schools in the University, providing legal education across the full-range, from foundation to undergraduate and undergraduate to postgraduate (taught, research and professional courses and programmes of study) levels!

The Lancashire Law School has around 50 academic staff. In addition to the full-time LLB, the school currently runs a part-time LLB by distance learning, a Foundation programme for entry onto the LLB, and LLB with Mediation, Criminology, International Studies (languages), Business and Psychology. We also currently offer full and part-time version of the Graduate Diploma in Law' (the GDL), a full and part-time 'Legal Practice Course' (the LPC). We also have a Master of Law programme for those wishing to study professional modules as part of their undergraduate programme as well as a Senior Status LLB degree route for those wishing to extend their CPE studies. The school also offers a number of Master's Degrees (LLMs). We also accept students who wish to continue their studies by research and achieve the awards of M.Phil or PhD.

Many of the academic staff in the Law School are active researchers in their chosen specialisms. Every five years a national audit of research excellence is done (REF – research excellence framework) and the most recent report (December 2014) ranked 40% of the Law School's research outputs as "Internationally Excellent". This places the Law School as one of the best performing modern university law schools for the quality and impact of research outputs in the UK.

In some classes students from other courses will join you. This will offer you opportunities to study with students with different backgrounds and widen your perspective on the role of the law in a modern society.

The students run an active and vibrant Student Law Society (SLS) and you will be encouraged to join during the first few weeks of the course. Some of the activities they are responsible for are educational e.g. excursions to the central law courts in London, visiting speakers, e.g.

practicing solicitors and barristers and careers talks. The SLS also organises social events, weekly meetings and a Law Ball at the end of the academic year. A new executive is elected each year, providing an opportunity for extra-curricula skills enhancement.

The Lancashire Law School has a member of the academic staff who provides information about careers and also organises visiting speakers to give students an outside perspective of employment after graduation. Students are encouraged to attend and those who do find them extremely helpful as they focus on life after study and what it is like in the real world of work. Once you enter your second year it will be time to start seriously thinking about your career path and actually doing something about it. You must be proactive in doing this and should ensure you attend the meetings to gather information about what you have to do next. We are lucky to have ready advice within the School which focuses on the legal profession and supplements the university careers department.

If you decide to continue your academic study we have a growing number of post graduate courses and opportunities for you to explore. Many of our post-graduate students complete their undergraduate studies at UCLAN and choose to stay to undertake further post-graduate study.

### **1.1.2 Lancashire Law School Prizes for Attainment**

We are very proud of our students and try to encourage and recognise those who have achieved exceptional attainment. The Law School awards prizes annually at the Examination Board to those showing outstanding achievement over the course of the academic year.

## **1.2 Rationale, Aims and Learning Outcomes of the LLB Programme**

### 1.1.2 The aims of the LLB programme are to:

- To equip students with a range of transferable academic, intellectual and legal skills and knowledge developed through exposure to critical and contextual approaches to understanding Law within the English Legal System, including its relationship with the European Union
- To facilitate entry of graduates into professional employment or research with a range of relevant skills and aptitudes for life-long learning that demonstrate a capacity for independent thought and initiative, self-motivation and reflection, and cooperative and responsible working
- To allow graduates to proceed to the vocational stage of legal training to be either a solicitor or barrister
- To facilitate student learning through the use of innovative teaching methods underpinned by scholarship and research and delivered within a supportive, student-centred learning environment

### 1.1.3 Awards

For those completing the full programme of study you will be awarded an LLB (Hons) degree (which is a Bachelor of Laws with Honours, LLB being a Latin abbreviation of *Legum Baccalaureus*). Your degree is a 'Qualifying Law Degree' recognised by both the Law Society and Bar Council of England and Wales and will gain you an exemption from the 'Academic Stage of Training' thus allowing you to proceed to the 'Vocational Stage' of training to be either a solicitor or Barrister.

Your degree will be classified according to the standard classification boundaries of first class, upper and lower second, third and fail/ordinary. Please go here for further explanation of what these classification boundaries mean and read Regulation H4:

[http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)

For those students who do not complete the full programme there are a number of exit awards which can be awarded which fall short of the full honours degree: these include, an ordinary 'pass' degree (unclassified), a Post-Graduate Diploma in Higher Education and a Post-Graduate Certificate in Higher Education. Please read Appendix 2 of this handbook, paragraph 14 of the Programme Specification.

## 1.3 LLB Course Team\*

\*The presence of staff named on these pages does not guarantee that they will be teaching or supporting you in this role in any given year

### Programme Managers

**Head of School** Jane Anthony  
**Room** Harris 251  
**E-mail** [jcanthony@uclan.ac.uk](mailto:jcanthony@uclan.ac.uk)

Meeting by prior appointment only – contact Harris Hub to make an appointment

**Course Leader** Andrew Harries  
**Room** Harris 249a  
**Direct Dial No** (01772) 893066  
**E-mail** [awharries@uclan.ac.uk](mailto:awharries@uclan.ac.uk)

### LLB Year Tutors

To help with all pastoral issues, extenuating circumstances, extensions, careers advice, academic progression, results.

#### LLB Year 1

**Name** Tina McKee  
**Room** Harris 109  
**Direct Dial No** (01772) 893944  
**E-mail** [tmckee@uclan.ac.uk](mailto:tmckee@uclan.ac.uk)

#### LLB Year 2

**Name** Rachel Nir  
**Room** Harris 203  
**Direct dial** 01772 893945  
**E-mail** [ranir@uclan.ac.uk](mailto:ranir@uclan.ac.uk)

#### LLB Year 3

**Name** Susan Twist  
**Room** Harris 204  
**Direct Dial No** (01772) 893065  
**E-mail** [smtwist@uclan.ac.uk](mailto:smtwist@uclan.ac.uk)

## Special Help, Advice and Support

<b>Employability Room Direct dial E-mail</b>	Rachel Nir Harris 203 01772 893945 <a href="mailto:ranir@uclan.ac.uk">ranir@uclan.ac.uk</a>
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<b>Disabilities/Special Needs Room Direct dial E-mail</b>	Munira Patel  Harris 018 01772 895310 <a href="mailto:mhpatel@uclan.ac.uk">mhpatel@uclan.ac.uk</a>
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### 1.4 Academic Advisors

Each student will be allocated an Academic Advisor at the beginning of his or her first year. Your Academic Advisor is there to help you should you have any problems during your time at Central Lancashire. S/he will offer advice on both academic and pastoral matters.

You will be allocated an Academic Advisor during Induction Week. When you have the tutor's name, write it here along with their contact details:

My Academic Advisor is called .....and can be found in HB.....and contacted on 01772 89.....and .....@uclan.ac.uk

### OPTIONS (where a course has options)

The full list of options indicated may not all be delivered every year, and this may depend on how many students choose that particular option. When accepting your offer of a place to study on this course, you are accepting that not all of these options will be running. At (or before) the start of each year, you will have an opportunity to discuss your course and preferred options with your tutor. The University will do all it reasonably can to ensure that you are able to undertake your preferred options.

### 1.5 Administrators

Campus Admin Services provides academic administration support for students and staff and are located at the Harris Hub on the ground floor of the Harris Building and is open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals. Course specific information is also available via school Blackboard sites.

The Harris Hub telephone number for is 01772 891996/891997.

The Harris Hub email contact is [harrishub@uclan.ac.uk](mailto:harrishub@uclan.ac.uk)

## 1.6 Communication

It is essential that you keep in contact with members of staff on a regular basis.

The University expects you to use your UCLan e.mail address and check regularly for messages from staff. If you send us e.mail messages from other addresses they risk being filtered out as potential spam and discarded unread.

In addition to e-mail the following forms of communication are used in the Law School.

### 1.6.1 'Contact Your Students' and 'SAM'

Members of staff increasingly use the UCLAN intranet to contact students so it is vital that you have a remote link operating between your university and home computer so you can check for these messages daily. Alternatively, if you check your University e-mails whilst on campus then you will pick up these messages. The 'contact your students' facility allows course leaders or module tutors to send messages to whole cohorts or students. The 'SAM' facility (Student Attendance Monitoring system) allows course leaders, year tutors, module tutors and Academic Advisors to send individual messages to students regarding attendance for specific modules. **Please check your University e-mail account on a daily basis.**

### 1.6.2 Academic's Pigeon-Holes

*Academic members of staff* have pigeon-holes located in the Harris Hub where messages can be left. If you leave a contact number they will ring you back. They also have voice mail, where you can leave a message. A list of room numbers and telephone numbers is left on the course notice-boards. It is good practice for students to take down (in your diary/student organiser) the contact details for all the tutors and lecturers who take you for classes. Academic staff will normally attempt to reply to your messages within 48 hours.

### 1.6.3 Module VLE Sites: Blackboard/Student Portal

All Lancashire Law School modules have a dedicated virtual web presence on Blackboard (UCLAN's virtual learning environment platform). Module leaders and module tutors will use Blackboard to post module specific information so you are advised to check module sites on a daily basis and monitor these as you would your e-mail account.

#### **1.6.4 Academic 'Office Availability Hours'**

In order to minimise difficulties in communicating and meeting with academic staff, academic have an '*office hours availability*' system. Staff will post on their office doors their office hours, these being the times during the week when they available to meet students. If you adhere to the times stated, the member of staff will be there and will see you. You can also *e-mail* staff whose addresses can be found within the Outlook web-mail directory (in the search facility enter the staff member's surname, a list of name appears, please ensure you send it to the member of staff in the Law School - hover your mouse over the name and their details appear, law staff have an 'LW' description against the 'department'). Please note that staff are not always at their desks and may not be able to respond to e-mails immediately. Staff will endeavour to respond to e-mails within 48 hours. If staff are away from the university, either on university business or on annual leave, an automated message will be sent giving an indication when the staff member will return and be able to respond to your e-mails.

#### **1.6.5 What to do In an Emergency**

If an emergency arises please contact a member of staff by telephone and make an appointment to see them to discuss the problem. Staff are generally willing to speak with students outside their designated 'office hours' if it is an emergency situation. If they are not around to speak with then contact Campus Admin Services within the Harris Hub.

#### **1.6.6 Change of Personal Circumstances or Mode of Study**

You must notify your Academic Advisor, Year Tutor or Course Leader of any change to your programme of study. Module Change Forms are available from the Harris Hub but changes MUST be signed by your Year Tutor.

The Harris Hub must be *notified in writing* immediately of any change of address, either your home or term address. If you do not tell us you have moved, letters, results etc will not reach you and this could lead to problems.

## 1.7 External Examiners

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person and their home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. The External Examiner reports will also be made to you electronically.

The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

### *Lancashire Law School LLB External Examiners 2016 - 2017*

Chara Bakalis, Senior Lecture in Law, Oxford Brookes University

\*Susan Cunningham-Hill, Senior Lecturer in Law, University of Staffordshire

Paul Kerrigan, Senior Lecturer in Law, Manchester Metropolitan University

John O'Leary, Senior Lecturer in Law, Anglia Ruskin University

Manos Maganaris, Senior Lecturer in Law, Glasgow Caledonian University

\* Appointment ends in September 2016 and replacement to be confirmed by June 2016

### *Availability of External Examiner Reports*

Students can access the full reports on the LLB Blackboard page, under the 'External Examiner Reports' folder. Reports for the academic year just completed will be available from the 1<sup>st</sup> October of the new academic year

(i.e., reports for the 2015-16 academic year will be available from the 1<sup>st</sup> September 2016 onwards)

## **1.8 LLB Induction Information: 2016 - 2017**

Your first few weeks at UCLAN will probably be quite daunting. It is essential that you adjust to life in the Law School and the University as soon as you can. Members of staff are willing to help answer any questions you may have - please do not be afraid to ask anybody.

The Law School runs a formal induction programme ('Welcome Week') from the week beginning 12<sup>th</sup> September 2016 – the programme is designed to provide guidance, support and information for the new intake of LLB students.

## SECTION 2

### COURSE STRUCTURE

#### 2.1 Overall Structure of the LLB Programme

All students are entered initially for a Bachelor of Laws degree with honours. The normal workload for a full time student is six 20 credit modules per academic year. Normally a student must pass all modules each year in order to proceed to the next year. *In exceptional circumstances* you may carry one 20 credit module, either because you have failed the module and are required to re-register it, or have been unable to 'sit' the module due to illness. There is no provision in the Academic Regulations to carry more than one 20 credit module into the following year

(see: [http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php))

- To gain an Honours Degree in Law you must study 18 twenty credit modules (or equivalent) over a three year period, this equates to 360 credits at levels 4, 5 and 6<sup>1</sup>
- A minimum of 15 of the 18 modules must be in Law coded modules (LW....)
- *At least 12 of the 18 modules must be at Level 5 or above, with a minimum of 5 of the 12 at Level 6 or above*
- To gain an LLB (unclassified) requires 16 modules, 15 of which must be in Law

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<sup>1</sup> Level four is Year 1, five is Year 2 and six is Year 3. You may be able to accredit some of your prior experience and learning (APEL) in *lieu* of studying some of the modules.

## Your Course at a Glance: What you will study over the next 3 years

The 6 (twenty credit or their equivalent) modules you study each year comprise compulsory, optional<sup>2</sup> and elective modules. Some are compulsory, some limited choice and some free choice. The breakdown between these types of modules is as follows.

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### 1. Year 1

#### (a) **Compulsory Modules** (4)

LW1101: Lawyers' Skills and Personal Development	(20)	Semester 1
LW1102: Legal System	(20)	Semester 1
LW1013: Contract Law	(20)	Semester 1 + 2
LW1005: Public Law	(20)	Semester 1 + 2

#### (b) **Law Options** (1)

Either

LW1015: Judicial Process (20) Semester 2

Or

LW1016: Foundations in Human Rights (20) Semester 2

#### (c) **Free Choice Electives or Law Options** (1)

You have a free choice of one 20 credit module only from the University catalogue. To see the catalogue, go to:

<https://www.uclan.ac.uk/students/study/electives.php>

To see the full list of 1<sup>st</sup> year law options, go to:

[http://www.uclan.ac.uk/courses/l1b\\_hons\\_law.php](http://www.uclan.ac.uk/courses/l1b_hons_law.php)

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### Year 1 Overview: Compulsory Modules

Each compulsory law module is worth 20 credits. These modules comprise the 'foundations of legal knowledge': you must study these in order that your law degree is 'qualifying', meaning you satisfy the professional bodies' academic stage of training should you want to be a lawyer.

**Lawyer's skills** – semester one only; weekly lecture and workshop. Workshops focus on legal research, Personal Development Planning (PDP) and how and where to find the law, making sure it is up to date and still in force, how to use the different sources both paper and electronic, and how to apply legal principles. Attendance is compulsory as this is a basic foundational module for all the other first year law modules. Assessment is via an, on-line exercise, submission of a reflective portfolio, and a short oral presentation.

**Legal System** – semester one only; weekly lecture and seminar. This module examines the legal profession, aspects of civil and criminal process and the participation of lay people in the administration of justice. Learning outcomes are assessed by seminar performance and an end of module essay.

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<sup>2</sup> Options listed are indicative only. Whether or not they will actually be taught in the 2016-17 academic year depends on how many students choose a particular option. The minimum number of students required in order for any individual option to be taught is 12. When accepting your offer of a place to study on this course you are accepting that not all of these indicative options will be running. At (or before) the start of each academic year, you will meet with your Academic Advisor/Course Leader to discuss your course and indicate your preferred options. The University will do all it reasonably can to ensure that you are able to undertake your chosen options.

**Contract Law** – runs all year, both semester 1 & 2; weekly lectures and fortnightly workshops. Contract Law introduces students to the language, concepts and reasoning process of the English Law of Contract. It is assessed by seminar performance, a formative essay at the end of semester 1, and a two hour examination in May.

**Public Law** – runs all year, both semester 1 & 2; weekly lectures and fortnightly workshops. The module examines the relationship between citizen, the state and the law, and the way governmental power is exercised and controlled in the UK. It is assessed by seminar performance, a formative coursework towards the end of semester 1 and a two hour examination in May.

## 2. Year 2

### (a) **Compulsory Modules** (4)

LW2500: Criminal Law	(20)	Semester 1 + 2
LW2501: European Law	(20)	Semester 1 + 2
LW2504 Tort Law	(20)	Semester 1 + 2
LW2020 Legal Research & Reasoning	(20)	Semester 1 + 2

### (b) **Law Options** (2 or 1)

To see the list of 2<sup>nd</sup> year options, go to:

[http://www.uclan.ac.uk/courses/lb\\_hons\\_law.php](http://www.uclan.ac.uk/courses/lb_hons_law.php)

You can either study 2 Law Options or 1 Law Option + 1 Non-Law level 5 elective from the elective catalogue. Law options run in either semester 1 or 2 (options are semester long).

### (c) **Free Choice Electives** (1)\*

You have a free choice of one level five 20 credit module only from the University catalogue only if you study only one law option. To see the elective catalogue, go to:

[http://www.uclan.ac.uk/students/employability/futures/elective\\_modules.php](http://www.uclan.ac.uk/students/employability/futures/elective_modules.php)

\*n.b., you can only study one 20 credit elective if you choose one 20 credit law option only. Electives may run all year or may run semester long only.

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## 2. Year 3

### (a) **Compulsory Modules** (3)

LW3504: Land Law	(20)
Semester 1 + 2	
LW3506: Trusts & Equity	(20)
Semester 1 + 2	
LW3092: Interviewing, Employability and PDP	(20)
Semester 1 + 2	

### (b) **Law Options** (3 or 2)

To see the list of 2<sup>nd</sup> year options, go to:

[http://www.uclan.ac.uk/courses/lb\\_hons\\_law.php](http://www.uclan.ac.uk/courses/lb_hons_law.php)

You can either study 3 Law Options or 2 Law Options + 1 Non-Law level 6 elective from the elective catalogue. Law options run over semester 1 + 2 (all year).

### (c) **Free Choice Electives** (1)\*

You have a free choice of one level six 20 credit module only from the University catalogue only if you study two law options. To see the elective catalogue, go to:

[http://www.uclan.ac.uk/students/employability/futures/elective\\_modules.php](http://www.uclan.ac.uk/students/employability/futures/elective_modules.php)

\*n.b., you can only study one 20 credit elective if you choose two 20 credit law options only. Electives may run all year or may run semester long only.

### 2.1.1 Elective modules

Free-Choice Elective modules enable you to develop skills such as a language or acquire knowledge outside your main subject(s). You can make your choice from a selection of modules that are delivered across many subject areas from the Free Choice Electives Catalogue - for the process go to <http://www.uclan.ac.uk/students/study/electives.php>

### 2.1.2 Accreditation of Prior Learning

If you consider that you may have already achieved some of the learning outcomes of the course through previous learning, please consult your course leader and gain advice from the APL Coordinator (Michael Doherty) to find out whether you can make a claim for accreditation of prior learning for part of your course.

## 2.2 Modules Available

Please see section 2.1 above for details of the core/compulsory modules you will be required to do as well as an indication of some of the law options. For a more detailed list of the law modules which may be available (***subject to sufficient demand and staff expertise being available***), please go to: [http://www.uclan.ac.uk/courses/llb\\_hons\\_law.php](http://www.uclan.ac.uk/courses/llb_hons_law.php)

### 2.2.1 Progression

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

It may seem a long way ahead at this point but we need to know as early as possible which optional subject will 'run' and how many seminar groups will be needed. *If you do not complete progression your choice of options may be limited as new groups will not be created.*

Also, you will only progress to year 2 if and when you have passed all six modules taken in year one (for more information go to [http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)

During, and leading up to, progression, information is made available about the law options, their content, teaching methods and assessment

methods. The school also holds a session where tutors will present the modules they teach, to give further information and answer questions.

## 2.3 Study Time

### 2.3.1 Weekly Timetable

Your weekly timetable can be accessed via the student portal at <https://portal.uclan.ac.uk/webapps/portal/frameset.jsp>

### 2.3.2 Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for at least *10 hours per week for each credit you need to achieve* – this includes attendance at UCLan and time spent in private study.

You should be studying for an average of 38-40 hours per week on a full-time programme. You will have approximately 12-14 hours formal class contact time on average (lectures, seminars, workshops etc) per week, which leaves around 26 hours per week for private study which equates to around 5 hours per day each week. So, you must fit this 5 hours into your personal timetable by either studying between classes (reading, note-taking, preparation for future classes or assessments) or deferring this study time until the evening when you are at home.

For *lectures* you should as a minimum read the relevant chapters in your textbook and the information in the module handbook prior to the lecture each week.

For *seminars/workshops* you should allow in the region of 3-5 hours per session as adequate preparation time to prepare answers to pre-set questions.

For *coursework* additional reading time will be needed. Occasionally, coursework deadlines are preceded by a preparation\advice week when no seminars are running. Thus you will have no seminar preparation, and so the hours should be utilised for essay information gathering and writing.

For end of module assessments the questions are usually available eight weeks or so prior to the deadline for submission. They tend to be extended essays and require thorough research and careful preparation. *Tutors cannot 'look at' or advise individual students about draft answers but will look at a synopsis of not more than half A4 page for an essay plan. PLEASE NOTE: Essays cannot be re-submitted to gain a better grade, passed essays cannot be re-sat or retaken, failed pieces of work are normally allowed one re-sit and a maximum mark of*

*40% is awarded. See Regulation G12.8 at*  
[http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)

### **2.3.3 Attendance Requirements**

You are required to attend all timetabled learning activities for each module. Students should report non-attendance to the hub email – [HarrisHubAttendance@uclan.ac.uk](mailto:HarrisHubAttendance@uclan.ac.uk) or by telephoning the hub on 01772 891996 or 01772 891997.

For international students you must comply with the UKBA points based system (PBS). Under PBS UCLAN is obliged to inform the UKBA if you defer, suspend or withdraw from your studies, or, if you fail to attend on a regular basis.

***If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course.*** If this is the case, then the date of withdrawal will be recorded as the last day of attendance.

You are advised to check your SAM attendance data regularly (for accuracy) on your 'MyUCLAN' page. Please note: Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that **you must only enter your own details on the system**. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the student guide to regulations.

Please also note that we are required to share attendance data with your funding bodies and unexplained absences may lead to suspension or withdrawal of part or all of your funding, as continued funding is usually conditional on regular attendance. We may also be required to comment on attendance matters when writing references and attendance is also an issue which examination boards consider.

## **2.4 Data Protection**

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use and disclosure of personal information, please contact the Information Governance Officer, Clerk to the Board Service, University of Central Lancashire, Preston, PR1 2HE or email [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk).

## SECTION 3

### APPROACHES TO TEACHING AND LEARNING

#### 3.1 Expertise of staff

You will be taught by members of teaching staff who have broad national and international professional and academic experiences which will help enhance your learning experience. Most staff have publications to their name and a substantial number are active researchers in the legal field who will share with you the insights such experience brings.

#### 3.2 Learning and teaching methods

##### 3.2.1 Lectures

Lectures are large teaching sessions led by a lecturer. They are the main teaching method for introducing students to the fundamental structure of ideas, approaches, cases, concepts and principles which comprise the module's subject matter. Individual lecturers will have different approaches as to how they deliver this material, but in the main *they will provide you with a framework of knowledge upon which you must build your own knowledge and understanding through further independent study. 65% of your learning at University level is by and through independent study.*

Reading an appropriate chapter in a textbook prior to the lecture will help you understand the lecture better than if you do nothing. Even if you do not understand all you read you will be at least familiar with some of the ideas and cases when the lecturer mentions them.

Lecturers will adopt a variety of methods in lectures to help engage you with the materials: some will ask you to sit back and listen and take minimal notes, because detailed written handouts may be provided or powerpoint slides; others may ask you to take copious and detailed notes of what they say. You must adopt your learning style to different lecturing methods.

All modules will provide a module handbook on their virtual learning environment web-space (Blackboard is the platform used at UCLAN). The handbook will guide you through the lectures and provide important references for further reading, as well the schedule of topics and seminar questions you will cover over the academic year. You will be given a paper copy of all the seminar questions you must prepare.

### 3.2.2 Seminars

Seminars are student led discussion groups. You are asked to prepare set questions in advance of the class and bring your responses to these questions to a class discussion where your oral contribution will be assessed. The aim of the discussion is to consolidate what you have learnt and further your understanding of the subject matter. Seminars are also an opportunity to develop your skills of critical analysis, reasoned argument and oral communication.

Seminars are a part of the assessment of each module. Your performance and contribution to seminars will form part of your overall mark for that module for some modules. For the criteria of how we assess your seminar performance see section 5.1.1. Seminars will develop law specific, generic and transferable skills.

**IMPORTANT: please read.** Once you have been allocated to a seminar group you are not allowed to swap groups unless this is first discussed with the School's timetable manager. Groups swaps will only be allowed in *exceptional* circumstances. It is unfair on other students if seminar groups become unbalanced (either too many or too few in a group). If you have permission to swap groups permanently (and this requires the permission of the Year Tutor and seminar tutor of the group you want to swap to – you must seek these permissions) you must ensure your new tutor gets your grades to date from the seminar group you are coming from.

If you wish to attend another seminar group as a 'one off' (owing to illness or other such problems which prevented you attending) then you must complete an 'absence from seminar' form and then, with this form, approach the tutor of the class you wish to attend. If the tutor is satisfied with your self-certified absence he/she may let you attend another group, but it is entirely at their discretion and you have no right to attend another class in lieu of absence from a timetabled session. However, under no circumstances will you be allowed to be assessed for your attendance at this other group. Your non-attendance will be condoned (so long as it authorised correctly) so you can only attend to participate in discussion but as a *non-assessed participant only*.

### 3.2.3 Workshops

Some modules use workshops, e.g. lawyer's skills, contract law, public law. These differ from seminars in that there is usually a task or activity to perform as well as tutor lead lecturing material. The same rule applies as per your preparation. Some workshops may involve the use of video and role-plays, e.g. interviewing and negotiating skills.

## 3.3 Study skills

Running throughout all 3 years of the LLB is what we call a 'skills spine'. The modules which comprise the Skills Spine will help you develop particularly legal skills, such as research, case briefing and reading, applying the law and using legal principles to write and present legal argument.

In addition, you will also be taught some generic study skills which will not only help you communicate legal arguments more effectively but will also be invaluable transferable skills which can be used in whatever future employment path you choose. So, in Year 1 we have a number of dedicated Writing Workshops to help develop your writing skills. In Year 2 you will undergo study in critical reasoning skills.

In addition to these specific resources in the Law School, all students can use UCLan's WISER service which is a dedicated unit devoted solely to academic study skills for Higher Education learning. Please go to their web-site for further details at:

[https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id= 33 1](https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id= 33 1)

For LIS resources go here:

[https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id= 25 1](https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id= 25 1)

## 3.4 Learning resources

### 3.4.1 Learning Information Services (LIS)

Extensive [resources](#) are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

To see some of the extensive support materials the library makes available to law students, including a superb range of e-databases dedicated to law, please go to:

[http://www.uclan.ac.uk/students/study/library/law\\_guide.php](http://www.uclan.ac.uk/students/study/library/law_guide.php)

### **3.4.2 Electronic Resources**

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. Please go to:

[http://www.uclan.ac.uk/students/study/library/e\\_databases.php](http://www.uclan.ac.uk/students/study/library/e_databases.php)

for examples of what is available.

All law modules provided by the Lancashire Law School have dedicated Blackboard sites. All relevant module resources can be found on these sites as well as additional resources and links deemed of relevance by the module team. Students should access these sites daily during the teaching year as materials are often added on a weekly basis by module teams.

### **3.5 Personal development planning**

Personal development planning is supported through the compulsory Lawyers Skills modules in years one two and three will be taught by the students Academic Advisor/s. (LW1101 and LW2020 and LW3092). Students will complete portfolios and reflect on their development through the programme. They will be required to reflect on their own and others personal development through processes of peer review. A programme of guest speakers including industry, business, legal practice, the police, probation service and visiting academics will support career planning and employability within the core skills modules.

### **3.6 Preparing for Your Career**

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it at every level. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

You will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

It's your future: take charge of it!

[Careers](#) offers a range of support for you including:

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 9.00am-5.00pm for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

### 3.7 Preparing for a Career in Law: Enhancing your Employability

*Year 1:* Ask yourself these questions - do you have any relevant and recent work experience? Relevant at this stage = related to the graduate career of your choice eg if you want to be a solicitor, you need some work experience in a solicitors office. If you would like to work in a large firm (eg in Manchester), you need to formally apply for their summer vacation placements during your first year so that you can undertake it during the summer. Do you have a part-time job that shows a level of responsibility, commitment, trustworthiness, reliability etc Do you have a CV?

*Year 2:* Ask yourself these questions - do you have any MORE recent relevant work experience? Relevant at this stage = related to the SPECIFIC graduate career of your choice eg if you want to be a solicitor, you need some work experience in a solicitors office doing the type of work that you hope to do once qualified. If you would like to work in a large solicitors' firm (eg in Manchester) or for a large, national graduate employer you need to look at when they require applications for graduate jobs to be made. This is often **1 or 2 years BEFORE** you graduate. Are you still holding down a part-time job with useful skills and where you are successfully combining that with your studies?

*Year 3:* Do you now have some definite ideas about your future career? How does your CV look now that you have added your work experience etc? Are you still on the look out for relevant work experience or suitable graduate jobs?

## SECTION 4

### STUDENT SUPPORT, GUIDANCE AND CONDUCT

#### 4.1 Academic Advisors

All first year students are allocated to a Academic Advisor. This will be a member of staff who will guide you and offer pastoral and academic support, often on a one-on-one basis, over the 3 years of your degree programme. You will keep the same Academic Advisor throughout your three year stay with us, thus allowing you to build a close bond and rapport with a member of staff. This member of staff will be your confidante and will support you in all that you do both during your time with us and after you have left (i.e., by helping with references etc).

Your Academic Advisor will also invite you to at least one review meeting per semester where you can have an informal chat about your academic progress and raise any concerns which you have. Your Academic Advisor will also help coordinate meetings to review your PDP file and advise you on aspects relating to careers and employability.

#### 4.2 Student Support

[The 'i'](#) is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the 'i' shop and UCLan Financial Support Bursary (first year students only).

#### 4.3 Students with Disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service - [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk) - or let one of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

##### **Assessment arrangements for students with a disability**

Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk)

If you have any questions or issues regarding disability support then the academic law staff contact is Munira Patel (HB018, 01772 895310, [mhpatel@uclan.ac.uk](mailto:mhpatel@uclan.ac.uk))

#### **4.4 Health and Safety**

As a student of the University you are responsible for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

#### **4.5 Conduct**

You will be expected to abide by the [Regulations for the Conduct of Students](#) in the University. UCLan expects you to behave in a respectful manner demonstrated by using appropriate language in class, and switching mobile phones / other devices off prior to attending classes.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the regulations for the Conduct of Students.

#### **4.6 Students' Union**

The Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Student Affairs Committee (SAC) as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities.

Representation and campaigning for students' rights is at the core of what we do and is encompassed by our tag line of, *Making Life Better for Students*. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Union is where your voice can be heard, actions taken, or campaigns launched.

Your Union is also the home to a fantastic range of student-led [societies](#), [sports teams](#) and multitudes of volunteering opportunities. You can also receive help in finding part-time work, whilst you study. Not sure where to go

pop into the [Opportunities Centre](#) on the ground floor of the Students' Union building and someone will point you in the right direction. The Opportunities Centre is the Union's One Stop Shop to find employment or volunteering whilst you study. With thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then our dedicated staff team in the [Advice and Representation Centre](#) are on hand to help. As we are independently run from the university, we can offer truly impartial advice.

More information on all these things, as well as details about all our (not-for-profit) commercial services, including our student supermarket (Essentials) and student-bar (Source) can be found at <http://www.uclansu.co.uk/>.

# SECTION 5

## ASSESSMENT

**Please note:** all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

### 5.1 Assessment Strategy

The purpose of assessment is to test your learning against expected learning outcomes.<sup>3</sup> Assessment will either have formative (designed to help you learn what standards are expected – e.g., an ‘in-course’ assignment) and summative (usually a ‘final’ assessment of your attainment when the module has been completed – e.g., an end of year examination or a dissertation). The feedback you receive from assessment (a grade + some written/oral comments) gives you an indication of the extent to which you have achieved the expected learning outcomes for the module. Feedback is extremely important for helping you make improvements towards attaining the full learning outcomes. Reading and acting upon feedback is the only way you will improve your standard of learning and understanding. At University level you are expected to take responsibility for making these improvements (the philosophy of ‘student-centred’ learning, which underpins teaching at undergraduate and postgraduate levels). Reading the expected learning outcomes is, therefore, a useful method for working out what lecturers expect from you when they set assignments or exams.

A variety of assessment methods are used to assess different types of learning outcomes. So examinations test your ability to think under time pressure, marshal evidence in support of an argument and resolve set problems or develop a perspective on a topic for discussion. Assignments allow you more time to construct a detailed argument supported by evidence of wide-ranging reading and research. Group presentations also test research skills and your ability to work as part of a team and deliver a polished oral performance. Seminars test your individual ability to communicate orally within a group discussion and demonstrate not only good research but an ability to think creatively, quickly and laterally.

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<sup>3</sup> The learning outcomes for the programme can be found in the programme specification for the LLB located in Appendix 2.

## 5.1.1 Seminars

### (a) What is Being Assessed in Seminars?

When your performance in a seminar session is 'assessed' tutors are focussing on your oral performance only, not the written notes or other research undertaken which has helped prepare you for making a contribution to class discussion.

*Tutors will **not**, therefore, accept written notes in lieu* of either (1) poor oral performance in a seminar you have just completed; or (2) your absence from class for reasons outside your control or otherwise. The correct procedure for dealing with the latter situation is the extenuating circumstances procedure.

### (b) Criteria for Assessment of Seminar Performance

Your oral performance will be judged against four criteria, which reflect your ability to lead or contribute to a class discussion on topics and questions given to you in advance of the class or in response to directions from the seminar tutor during the discussion itself: (1) level of preparation exhibited; (2) degree of understanding exhibited and willingness to develop understanding; (3) willingness and ability to contribute to discussion; (4) sensitivity and receptiveness to the views of others.

#### (1) Level of Preparation Exhibited

Preparation is evidenced through your oral contribution to discussion. The standard of knowledge, analysis and informed opinion expressed, comes from preparatory reading. Good preparation is evidenced by reference to articles, cases, judicial decisions and reasoning, and contribution is not restricted to lecture notes and textbook. It should take between 4-6 hours to prepare correctly for a seminar discussion. The reading and note-taking undertaken will be of ongoing use in helping you with in course assessments and end of module examinations.

#### (2) Degree of Understanding Exhibited and Willingness to Develop Understanding

This criterion underlines the point that the seminar is primarily a learning vehicle and that intelligent questions and recognition of ambiguities/difficulties should be seen as a strength not a weakness. Understanding is assessed by the application of knowledge to set

questions. The ability to think laterally and to understand and apply different view points and draw conclusions from conflicting arguments are key skills we look for.

**(3) Willingness and Ability to Contribute to Discussion**

This is linked to the other criteria but recognises interpersonal skills rather than the content of seminar performance. This aspect of seminar performance aims to encourage and develop confidence in oral communication and the ability to think and answer points raised by others. Tutors will make allowances, particularly in the early stages of the first year, for students who are less confident than others. Tutors will seek to involve all students through non-threatening questions, but will look for gradual improvement over semester one.

**(4) Sensitivity and Receptiveness to the Views of Others**

An important part of communication and inter-personal skills is the ability to facilitate discussion and listen to others. Students should be sensitive to the views of their colleagues in the group. They should not respond in a negative way but with respect for others' opinions, knowledge and contributions. Students must be prepared to listen and give others an opportunity to speak. A student who does not give others a chance to contribute will be marked down

## 5.1.2 Seminar Attendance and Absence

### (a) Lancashire Law School Policy on Compulsory Seminar Attendance

#### **IMPORTANT: Please Read**

Seminars play a very important role in helping you consolidate your understanding by developing your knowledge and skills on a regular basis. Ultimately this will help you pass assessments during, and at the end of, the academic year.

For these reasons your attendance at all seminar sessions<sup>4</sup> in the Lancashire Law School is compulsory.

Seminar tutors expect you to attend, and be thoroughly prepared, for every seminar session. A zero-tolerance approach to absences will be adopted unless you satisfy the exceptional requirements listed below: please make sure you fully understand and comply with this procedure (if in doubt discuss it with your module or Academic Advisor). A strict approach will be adopted by tutors in the monitoring of absence from seminars and such absences will have academic, or possibly even financial, or other implications for you.

### (b) What to do if you are Unavoidably Absent from a Seminar

If you cannot *for good reason* attend a seminar (or workshop) then, *exceptionally*, then follow the UCLAN extenuating circumstances procedure (e-mail [harrishub@uclan.ac.uk](mailto:harrishub@uclan.ac.uk)).

If you miss a seminar and the absence is not authorised as above you will be given zero. All absences will be monitored using the University's Student Attendance Monitoring (SAM) database.

The exam board may have to consider issues such as whether an alternative method of assessment should be undertaken in *lieu* of seminar performance as well as whether the evidence is sufficient and acceptable to explain the number of absences. *If you find yourself in a situation where illness or other factors beyond your control are likely to cause unavoidable absences, it is important that you alert your seminar tutor and your Academic Advisor to the issues as soon as possible so that any appropriate support can be provided or other necessary actions taken in a timely manner.*

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<sup>4</sup> Also applies to any small group discussion/teaching session such as workshops, for example.

### 5.1.3

## Coursework

### (a) Procedure for Producing and Submitting Coursework

If Coursework is required as part of a module assessment it must be word processed, carefully documented *and all quotations and sources of information must be acknowledged.* (see section 9.3 on plagiarism). There are a number of 'house' rules the Law School adopts regarding the presentation and submission of written coursework. These are listed below:

- ✓ All assessed Coursework must be handed in, on or before the deadline date and time. *An electronic copy* must be submitted via the Turn-It-In software via the Blackboard site for the individual module concerned (a special 'in box' folder will be created on your module Blackboard site and you must upload a copy of your assessment into the inbox in this folder- your tutor will inform you where and when you can access this folder).
- ✓ No work will be accepted in person other than via the Turn-it-In assessment box. Students are not permitted to fax or e-mail their submission unless prior permission is gained first and there are justifiable reasons for doing so (speak with the module tutor concerned or the personal tutor, year tutor, or course leader)
- ✓ Students who use word processors must ensure that *all work is backed-up on a separate disk* to avoid the risk of work being lost. Loss of work resulting from failure to back up will not be accepted as valid excuse for non-submission.
- ✓ You must not exceed the word limit; if you do, the tutor will only mark the work to the stated word limit and disregard the rest. You must provide an exact word count as recorded on your computer.
- ✓ The work must be handed in on or before the deadline date or penalties will be applied (see section 9.1)
- ✓ All written work must be produced and submitted in accordance with the style sheets laid out in the Lancashire Law School Assessment Guide– or the latest available version - (it will be placed on the virtual learning environment office and module Blackboard pages).

## (b) Marking Criteria for Coursework

A frequently asked question is, “What are tutors looking for when marking my work?”. Broadly we are looking for written evidence that you have reached an adequate standard of understanding to satisfy the learning objectives for the assignment such that we can make a judgement that your work achieves the ‘pass’ criteria of 40%. In terms of the substance of an answer we require evidence that you have used (i.e., cited, discussed, applied, evaluated) some or all of the materials on the particular legal topic the question addresses, as shown by the lecture and seminar outlines of cases and principles.

The University applies a system of ‘banded’ marks – see the UCLAN ‘Assessment Handbook’ which can be accessed here:  
[http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)

## 5.2 Notification of Assignments and Examination Arrangements

### 5.2.1 Assignments

Copies of all assessments will be distributed on individual module Blackboard and module leaders will notify students when they can access questions. Module handbooks should also give an indication of how many assessments will be distributed, their form and format, and details of submission dates and protocols.

In the Lancashire Law School the deadline is Midnight of the day stated for submission (turn-it-in will automatically give a time of submission, which must be **no later than 12.00 midnight** (for the avoidance of doubt, 12.00 midnight and midnight +  $\geq +1$  second is a late submission and subject to penalty.

All students are required to submit their courseworks electronically using the Turn-it-In plagiarism detection platform. Module leaders will create an assignment ‘drop-box’ on their Blackboard page and students are required to upload an electronic copy of their assignment to this drop-box so it can be run through the plagiarism software.

## **5.2.2 Examinations**

All core modules have an examination component. Exams are organised centrally by the Exams and Awards Department, not the Lancashire Law School. Please see the University calendar which indicates when the examination period starts and end.

Exams and Awards usually distribute detailed examination timetables in the last couple of weeks before the University closes for the Easter holiday. Teaching staff will know what these dates are at the same time students are informed (please keep your eyes on the noticeboards immediately before you finish for Easter). Exam timetables are displayed on the relevant course noticeboard when they are released.

## **5.2.3 Marking Criteria for Assessments**

Module leaders will give students details about the assessment outcomes and how they will be assessed. These outcomes will also form the basis of the feedback you eventually receive.

Assessment outcomes will vary from module to module, level to level. However, we broadly follow the Quality Assurance Agencies' (QAA) Benchmark Statement for Law 2007 when assessing and defining learning outcomes. These outcomes are generally tailored to the specific substantive content of each module.

## **5.3 Referencing**

All assessments undertaken in the Lancashire Law School must follow a House Style. Each year we produce a Lancashire Law School Coursework Guide which gives details of how to produce work in accordance with the approved House Style; this includes a detailed guide to referencing. You will be given a copy of the Guide during Induction Week and thereafter it can be found on the Law School's virtual office. The OSCOLA style guide is a standard template all students should use and can be found at [http://www.law.ox.ac.uk/published/OSCOLA\\_4th\\_edn\\_Hart\\_2012.pdf](http://www.law.ox.ac.uk/published/OSCOLA_4th_edn_Hart_2012.pdf)

## **5.4 Confidential material**

Students are reminded that they have ethical and legal responsibilities in respect of confidentiality and anonymity of individuals and organisations whenever they write and submit assignments.

## **5.5 Dealing with difficulties in Meeting Assessment Deadlines**

Assignments must be submitted no later than the date on your assignment instructions/brief. If you anticipate that you will have difficulty in meeting

assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity to either your Academic Advisor, Module Tutor, Year Tutor or Course Leader. Or, if not available contact the Harris Hub in person or at [harrishub@uclan.ac.uk](mailto:harrishub@uclan.ac.uk) and leave a message.

**Authorisation of the late submission** of work requires written permission. Your School is authorised to give permission for **one extension period of between 1 and 10 working days** where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances ([Academic Regulations](#)).

You should complete and submit an [extension request form](#), with any supporting evidence, to your School office. Further information is available on the Student Portal at:

[https://www.uclan.ac.uk/students/study/examinations\\_and\\_awards/extenuating\\_circumstances.php](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php)

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Extenuating Circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).

### 5.5.1 Extenuating circumstances

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their students than can be solved by the use of an extension. If this applies to you, the University is ready to support you both with regard to your course and your personal wellbeing through a process called Extenuating Circumstances (see Academic Regulations and Assessment Handbook).

Normally extenuating circumstances will relate to a change in your circumstances since you commenced your course, which have had a significant, adverse effect on your studies. Everyday occurrences such as colds or known conditions such as hay-fever will not qualify unless the effects are unusually severe and this is corroborated by a medical note. The University does not look sympathetically on absences or delays caused by holiday commitments or by work commitments in the

case of full-time students. The normal work commitments of part-time students would not constitute an extenuating circumstance. A disability or learning difficulty does not constitute an extenuating circumstance (see [Academic Regulations](#)).

Further information is available on the Student Portal at: [https://www.uclan.ac.uk/students/study/examinations\\_and\\_awards/extenuating\\_circumstances.php](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php)

You can apply for extenuating circumstances online via myUCLan. You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester. All evidence that is provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

Further information about the submission process is available at: [https://www.uclan.ac.uk/students/study/examinations\\_and\\_awards/extenuating\\_circumstance\\_submission.php](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstance_submission.php)

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).

### **5.5.2 Late submissions**

If you submit work late and unauthorised, a universal penalty will be applied in relation to your work:

- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

## 5.6 Feedback Following Assessments

UCLan is committed to giving you clear, legible and informative feedback for all your assessments ([Academic Regulations](#)). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress through the course.

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Feedback may be oral, written, posted on a website or other.

## 5.7 Cheating, Plagiarism, Collusion or Re-presentation

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the [Academic Regulations](#) and the [Assessment Handbook](#).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the [Assessment Handbook](#).
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.

- Re-presentation is an attempt to gain credit twice for the same piece of work.

For advice on the use of Turn-it-In see UCLAN Digital Services Turn-it-In Guides and the Lancashire Law School Assessment Handbook.

The process of investigation and penalties which will be applied can be reviewed in the [Assessment Handbook](#). If an allegation is found to be proven then the appropriate penalty will be implemented:

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:

- the penalty will be 0% for the element of assessment, and an overall fail for the module.
- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark.
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.

### Some Guidance for Students

- (a) Copying from the work of another person is an unfair practice. If you want to use a quote, or material from a source, whether it is textbook, journal article or part of judgement, or another student's work, then you must fully acknowledge the source in your footnotes
- (b) Coursework and dissertations submitted for assessment must be the students own work. You will be required to sign a declaration to that effect on the front sheet that is submitted with all written assessed work.
- (c) In relation to "take-away" examinations, students are required to sign a declaration stating that the work submitted is their own and all sources are acknowledged.
- (d) The use of any unfair means in an invigilated examination is dishonest and regarded as a serious matter by the University.
- (e) *All forms of academic dishonesty are regarded as serious malpractice. Where a case of academic dishonesty is found this is left on the student's file and relayed to prospective employers in references. **In addition the School is required to notify the SRA/BSB of any proven cases.** This will have serious implications for any student found guilty of academic dishonesty in obtaining entry to the profession.*

## 5.8 Appeals Against Assessment Board Decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University [Academic Regulations](#): Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, **for good reason**, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.

For more information on the dates for the publication of results please refer to the University calendar.

## SECTION 6

### COURSE REGULATIONS

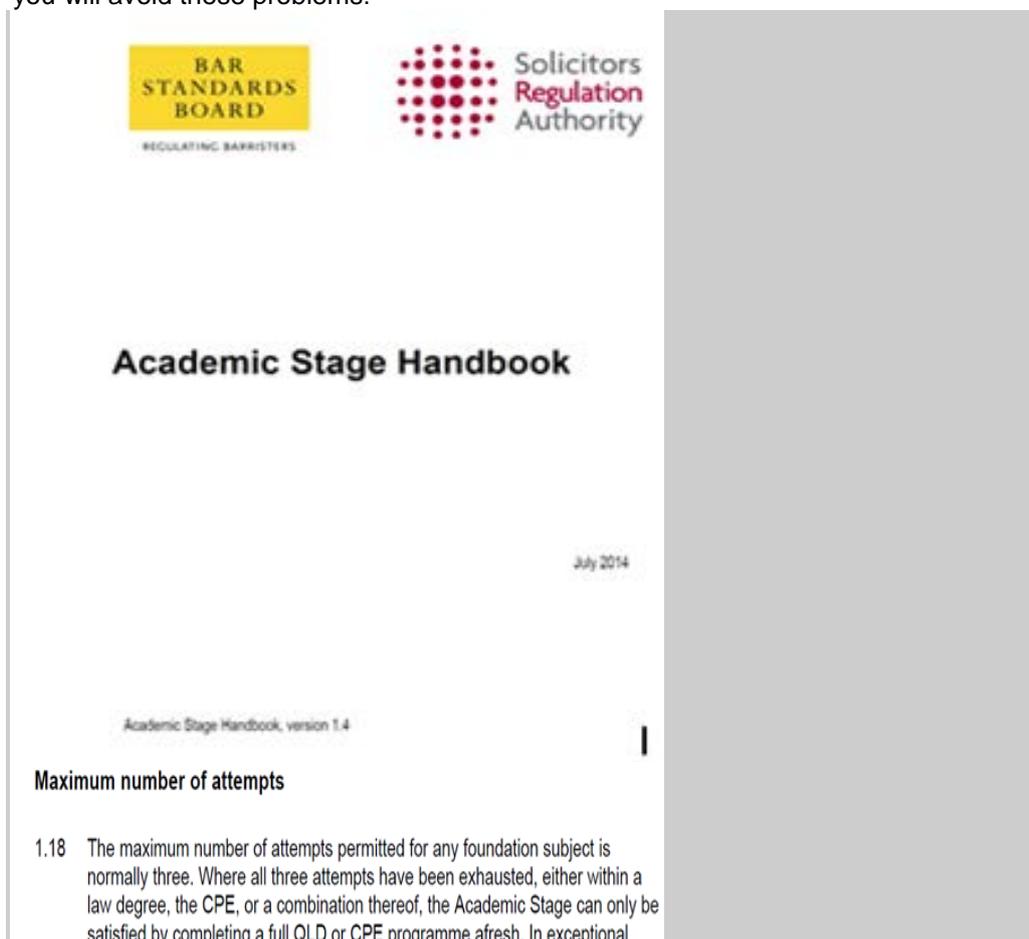
#### 6.1 Course requirements

##### 6.1.1 Compulsory Modules: Foundations of Legal Knowledge

To be awarded an LLB degree all the 'compulsory' modules must be completed and passed. We will allow you two attempts at each compulsory module. If you fail your first sit and then the resit we will offer you a 're-registration' (a 'retake') the following year. A re-registration means you must start the whole module again, no marks are carried over and your final mark is capped at 40%. You will again be offered a first sit and then a resit for your re-registration. You will be allowed to re-register the module up the maximum number of 'attempts' permitted under UCLAN regulations – 6 at Stage 1 and 6 at Stage 2.

##### 6.1.2 Compulsory Modules and 'Attempts': The Professional Requirements

**IMPORTANT NOTE:** *please take note of the following if you intend training to become a Barrister or Solicitor.* The following extract is very important – if you take more than 3 attempts to pass a core module your subsequent LLB (assuming you eventually graduate) may be 'non-qualifying'. Try and ensure you pass first time and you will avoid these problems!



**Maximum number of attempts**

1.18 The maximum number of attempts permitted for any foundation subject is normally three. Where all three attempts have been exhausted, either within a law degree, the CPE, or a combination thereof, the Academic Stage can only be satisfied by completing a full QLD or CPE programme afresh. In exceptional

Please note that an 'attempt' is counted as a first sit of all components of assessment for the module and excludes situations when you have extenuating circumstances which are accepted (in these situations your first sit is discounted and treated as if it never happened, but only if your circumstances are accepted).

Under UCLAN regulations a re-registration gives you a further two 'attempts'<sup>5</sup>. However, under the SRA/BSB Regulations quoted above, you will have to pass the first of your re-registration attempts to not fall foul of the rule quoted therein. If you fail the first attempt of a re-registration but pass the August resit, this will be counted as your 4<sup>th</sup> 'attempt' (subject to no extenuating circumstances being submitted) and your degree will be 'non-qualifying'.

### **6.1.3 Intercalation (Suspension of Study), Withdrawal and Repeating Years**

If you have ongoing and very disruptive extenuating circumstances causing you to miss so much class time that you feel you are irretrievably behind, then you can submit extenuating circumstances and ask the examination board to 'intercalate' your studies, so long as you have completed some modules (i.e., completed marks have been presented to an examination/module board). This basically means we allow you to take a year off to pick up your studies where you left them the previous year. This is not the same as a repeat year with good cause, where any marks gained are taken off your record, because you are able to retain any marks gained. There may be funding implications though and you should check these with your funding provider first. You also require permission from your Year Tutor or the Assessment Board and there are forms which must be completed also.

### **6.1.4 Unsatisfactory Progress**

The Academic Advisors, year tutors and course leader and attendance staff review the progress of students. If a student's progress (particularly attendance) is less than satisfactory, the student will be interviewed to establish the cause of the problem. Appropriate support will be given if needed. Any students whose progress is deemed unsatisfactory will be monitored. **Unsatisfactory progress may result in penalties and withdrawal from the course.**

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<sup>5</sup> Please read the following G12 regulation on the number of 'attempts' you are permitted at Stage 1 and Stage 2:

[http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)

## **6.2 Classification of Awards**

The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

### **6.2.1 A note on First Year Grades and their Contribution to your Classification**

The grades attained in Year 1 do not 'count' (in a mathematical sense) towards your final degree classification. However, they do 'count' in other ways because you must pass your first year in order to proceed into Year 2 and it is common for staff to provide references for students who may need to refer to year one grades. When deciding final degree classifications, first year performance and attainment may also be a factor when discussing the exercise of discretion when establishing classification.

Students are therefore advised to apply themselves fully and seriously to their Year 1 studies as they will do in Years 2 and 3. A good Year 1 performance generally lays solid foundations for good attainment in Years 2 and 3.

## SECTION 7

### STUDENT VOICE

You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

#### **Examples of Changes to the Programme made in 2014 – 2015 in Response to Student Concerns Raised at Staff-Student Liaison Panel Meetings**

Two very productive meetings were held between student representatives from all 3 years of the LLB, the LLB Course Leader, and the Law School President.

Some of the concerns raised and how staff responded to them to improve the quality of the teaching and learning experience are listed below:

<b>Student Concern</b>	<b>Action</b>
• More staff-student interaction	Team building event at USA
• Stop scanning and 'scramming'	Random manual registers for all lectures
• Lectures too long in year 1	1 hr lectures for cores in 2015-16
• Blackboard downtime affected submission of assessments	Changed deadline to accommodate
• Longer time in examinations	2hr 15 mins for all exams in 2015-16
• Strengthen Academic Advisor role	Introduce Year tutors for 2015-16

The Student's Union can support you in voicing your opinion, provide ongoing advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means,

The Union's Student Affairs Committee (SAC), and members of Students' Council and School Presidents each have particular representative responsibilities, and are involved with decision making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

## 7.1 Course Representatives and School Presidents

A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students' union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the [Students' Union](#) website or by emailing: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk).

School Presidents meanwhile are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who is your School President or more about the role visit the [Students' Union website](#) or email: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk)

## 7.2 Student Staff Liaison Committee meetings (SSLC)

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);

- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

### **7.2.1 Electing Course Representatives**

The SU will coordinate the selection of Course Representatives during Welcome Week. They will ask each cohort to e-mail an expression of interest by an agreed date. The appointment is for one year and priority is given to those who have not done the job before to ensure that the maximum number of students can take advantage of this opportunity.

If there are more expressions of interest than vacancies for the position, lots are drawn at random (using an anonymised procedure) and both the successful and unsuccessful candidates are informed. Those selected are then given training by the SU.

Those chosen will have to commit to attend two SSLC meetings, one per semester. Minutes of the meetings are circulated to the whole student cohort. The minutes will contain evidence of actions taken in response to concerns. These are then summarised at the end of the academic year and published in the following year's course handbook.

### **7.2.2 Other Methods of Generating and Disseminating Student Feedback**

#### **7.2.2.1 Mid-Module Review Forms**

Module Review Forms, where staff take on board constructive feedback and make necessary adjustments to their modules the following year so the student experience is continually enhanced.

#### **7.2.2.2 Peer Observation**

Module teams peer observe teaching practice to ensure good practice is followed

#### **7.2.2.3 National Student Survey (NSS)**

An annual national survey of 3<sup>rd</sup> year students, the results of which inform a school action plan designed to tackle any concerns raised.

#### **7.2.2.4**

#### **Student Satisfaction Survey (SSS)**

An internal, annual, UCLAN survey open to students from all years, the results of which also feed into an annual school action plan to address any concerns raised.

### **7.3 Complaints**

The University recognises that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response. Click on this link for more information [Complaints Procedure](#).

## SECTION 8

### APPENDICES

#### Appendix 1

#### UNIVERSITY OF CENTRAL LANCASHIRE

#### Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

<b>1. Awarding Institution / Body</b>	University of Central Lancashire
<b>2. Teaching Institution and Location of Delivery</b>	UCLan Preston UCLan Burnley UoM Enterprise Limited, Mauritius
<b>3. University School/Centre</b>	Lancashire Law School
<b>4. External Accreditation</b>	Bar Standards Board Solicitors Regulation Authority Bar Council of India Tertiary Education Committee of Mauritius
<b>5. Title of Final Award</b>	LLB (Hons) Law
<b>6. Modes of Attendance offered</b>	Full Time/Part-Time Full Time/Part-Time by Blended Delivery
<b>7. UCAS Code</b>	M101
<b>8. Relevant Subject Benchmarking Group(s)</b>	Law (2007)
<b>9. Other external influences</b>	Joint statement of the Solicitors Regulation Authority and the Bar Standards Board Tertiary Education Committee of Mauritius QAA Benchmark Statement for Law
<b>10. Date of production/revision of this form</b>	October 2015
<b>11. Aims of the Programme</b>	
	<ul style="list-style-type: none"><li>To equip students with a range of transferable academic, intellectual and legal skills and knowledge developed through exposure to critical and contextual approaches to understanding Law within the English Legal System, including its relationship with the European Union</li></ul>

- To facilitate entry of graduates into professional employment or research with a range of relevant skills and aptitudes for life-long learning that demonstrate a capacity for independent thought and initiative, self-motivation and reflection, and cooperative and responsible working
- To allow graduates to proceed to the vocational stage of legal training to be either a solicitor or barrister
- To facilitate student learning through the use of innovative teaching methods underpinned by scholarship and research and delivered within a supportive, student-centred learning environment

## 12. Learning Outcomes, Teaching, Learning and Assessment Methods

### A. Knowledge and Understanding

- A1. explain how legal rules are created and developed by the principal sources of law such as common-law, statute law and EU law .
- A2. explain the key principles and supporting doctrines which underpin the 'Foundational Law' subjects, viz., Contract Law, Public Law, Criminal Law, The Law of Torts, EU Law, Land Law and The Law of Equity & Trusts.
- A3. identify and outline the theoretical principles underpinning legal knowledge and argument across a range of legal contexts and specialisms.
- A4 explain how social, political and economic contexts inform the development of the law and how this affects perspectives on understanding the social function and limits of legal regulation

### Teaching and Learning Methods

**Campus delivery** will include a range of teaching and learning methods such as lectures, seminars, moots, workshops, discussion forums, guest lectures, problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

**Blended delivery** will include module handbooks setting out framework knowledge, recommended reading lists of primary and secondary sources, seminars (during block delivery), power point presentations, interactive workbooks, on-line discussion threads in Blackboard, tutor guidance, remote synchronous and asynchronous group and individual discussion of pre-prepared questions, and use of a virtual learning environment (e.g., Blackboard) to access (through upload and download) all teaching, assessment, discussion and learning support materials

### Assessment methods

Unseen examinations, mooting, oral performance, group/individual presentation, workshop research exercises, case analysis, virtual-quizzes, interactive questions, case reviews, portfolios, poster presentations, portfolios, PDP diaries, and extended essays.

### B. Subject-specific skills

- B1. identify, locate, and interpret primary, secondary and tertiary legal sources.
- B2. select, explain, apply, and evaluate the relevance of, legal concepts and rules in the analysis of actual and hypothetical legal problems.
- B3. assess the relevance of written information and select those aspects of material worth for the resolution of the question or issue under consideration.
- B4. synthesise apparently diverse and conflicting legal authorities and policy arguments.
- B5. summarise and interpret legal judgements.
- B6 undertake effective research and solve problems in new and developing areas of law.

### Teaching and Learning Methods

**Campus delivery** will include a range of teaching and learning methods such as lectures, seminars, moots, workshops, discussion forums, guest lectures, problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

**Blended delivery** will include interactive worksheets, discussion threads, face to face workshops (during block delivery), feedback sheets, synchronous and asynchronous discussion threads.

**Assessment methods**

Unseen examinations, mootings, oral performance, group/individual presentation, workshop research exercises, case analysis, virtual-quizzes, interactive questions, case reviews, portfolios, poster presentations, portfolios, PDP diaries, and extended essays.

**C. Thinking Skills**

- C1. distinguish relevant and irrelevant factual and legal information in resolving problems.
- C2. synthesise information from a variety of sources.
- C3. develop and demonstrate independent thinking.
- C4. analyse, evaluate and interpret information.

**Teaching and Learning Methods**

**Campus delivery** will include a range of teaching and learning methods such as lectures, seminars, moots, workshops, discussion forums, guest lectures, problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

**Blended delivery** will include module handbooks setting out framework knowledge, recommended reading lists of primary and secondary sources, seminars (during block delivery), power point presentations, interactive workbooks, on-line discussion threads in Blackboard, tutor guidance, remote synchronous and asynchronous group and individual discussion of pre-prepared questions, and use of a virtual learning environment (e.g., Blackboard) to access (through upload and download) all teaching, assessment, discussion and learning support materials

**Assessment methods**

Unseen examinations, mootings, oral performance, group/individual presentation, workshop research exercises, case analysis, virtual-quizzes, interactive questions, case reviews, portfolios, poster presentations, portfolios, PDP diaries, and extended essays.

**D. Other skills relevant to employability and personal development**

- D1. communicate accurately, persuasively and succinctly both in writing and presentations.
- D2. work independently and as part of a team.
- D3. co-operate with others and participate constructively in the resolution of problems and clarification of issues through group discussion.
- D4. make appropriate use of information technology including electronic communication, word processing and assessing electronic information sources.
- D5. interpret simple numerical and statistical information.
- D6. reflect on his\her own learning and seek, and act on, feedback from others.
- D7. reflect and reason critically and conduct independent legal research.
- D8. interpersonal problem management through client interviewing and negotiation.

**Teaching and Learning Methods**

**Campus delivery** will include a range of teaching and learning methods such as lectures, seminars, moots, workshops, discussion forums, guest lectures, problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

**Blended delivery** will include module handbooks setting out framework knowledge, recommended reading lists of primary and secondary sources, seminars (during block delivery), power point presentations, interactive workbooks, on-line discussion threads in Blackboard, tutor guidance, remote synchronous and asynchronous group and individual discussion of pre-prepared questions,

and use of a virtual learning environment (e.g., Blackboard) to access (through upload and download) all teaching, assessment, discussion and learning support materials

**Assessment methods**

Unseen examinations, mootings, oral performance, group/individual presentation, workshop research exercises, case analysis, virtual-quizzes, interactive questions, case reviews, portfolios, poster presentations, portfolios, PDP diaries, and extended essays.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6		<b>Compulsory modules</b>		<p><b>LLB (Hons) Law</b> Requires 360 credits, including a minimum of 220 at level 5 or above and 100 at level 6.</p> <p><b>LLB Law</b> Requires 320 credits, including minimum of 180 at level 5 or above and 60 at level 6.</p> <p><b>BA (Hons) Law</b> Will be awarded where the student has</p> <ul style="list-style-type: none"> <li>• completed 360 credits, including a minimum of 220 at level 5 or above and 100 at level 6</li> <li>• not completed 1 or more compulsory modules at level 4, 5 or 6</li> <li>• completed an alternative law module as a substitute for the compulsory module not completed</li> </ul>
	LW3505	Land Law *	20	
	LW3507	Trusts & Equity *	20	
	LW3092	Lawyers' Skills: Interviewing and Advising, Negotiation and Personal Development *	20	
		<b>Optional modules</b>		
	LW3007	Medicine and the Law *	20	
	LW3010	Human Rights in an European & International Law Context *	20	
	LW3013	Intellectual Property Law *	20	
	LW3014	Environmental & Planning Law	20	
	LW3015	Company Law *	20	
	LW3018	Criminal Law Relating to Sex & Violence	20	
	LW3020	Criminal Evidence*	20	
	LW3025	EU Business Law	20	
	LW3026	Jurisprudence	20	
	LW3031	Placement (worked based learning for lawyers.)	20	
	LW3035	Terrorism and the Law	20	
	LA3034	Law Clinic	20	
	LW3037	Mediator Skills	20	
	LW3090	Dissertation (double) *	40	
LW3091	Project *	20		
		<i>*denotes offered at UoM Enterprise Limited</i>		
Level 5		<b>Compulsory modules</b>		<p><b>Diploma HE in Law</b> Requires 240 credits, including a minimum of 100 at level 5 or above.</p>
	LW2502	Criminal Law *	20	
	LW2503	European Union Law *	20	
	LW2504	Tort Law *	20	
	LW2020	Legal Research & Reasoning Skills and Personal Development *	20	
		<b>Optional modules</b>		
	LW2004	Mooting and Legal Debating *	20	
	LW2006	Consumer Law	20	
	LW2007	Family Law *	20	
	LW2008	Media Law *	20	
	LW2011	Employment Law*	20	
	LW2012	Human Rights in the UK	20	
	LW2013	Criminology	20	
	LW2014	Sentencing & Treatment of Offenders	20	
	LW2016	Moral Dilemmas in Law	20	
	LW2017	Sports Law	20	
	LW2019	The Law relating to Children	20	
	LW2024	The Lawyer's Role in Mediation	20	
	LW2032	War Crimes Trials	20	
LW2989	Student Initiated Module	20		

		* denotes offered at UoM Enterprise Limited		
<b>Level 4</b>		<p><b>Compulsory modules</b></p> <p>LW1101 Lawyers' Skills and Personal Development *</p> <p>LW1102 Legal System *</p> <p>LW1005 Public Law *</p> <p>LW1013 Contract Law *</p> <p><b>Optional modules</b></p> <p>LW1007 Law for Biodiversity</p> <p>LW1009 Thinking &amp; Arguing Law*</p> <p>LW1015 Judicial Process*</p> <p>LW1016 Foundations in Human Rights*</p> <p>LW1017 The Practice of Mediation</p> <p>LW1981 Student Initiated Module *</p> <p>*denotes offered at UoM Enterprise Limited</p>	<p>20</p>	<p><b>Certificate HE in Law</b></p> <p>Requires 120 credits with a minimum of 100 credits at level 4 or above.</p>

## 15. Personal Development Planning

Personal development planning (PDP) is embedded within the curriculum at levels 4, 5 and 6 (1<sup>st</sup> to 3<sup>rd</sup> years inclusive). PDP is supported, and developed by, three modules: LW1101, LW2020 and LW3092. Together, they comprise a compulsory 'skills spine' across all three years of the LLB programme. In Year 1 students are introduced to the process of reflection and portfolio planning by their personal tutors in LW1101; students are also required to complete a workbook which incorporates reflection tasks as part of the assessed outcomes. In Year 2 these skills are consolidated and extended in LW2020, which focuses on critical reasoning skills and career planning. To supplement these skills, a programme of guest speakers from industry, business, legal practice, the police, probation service and visiting academics supports career planning and employability objectives by encouraging students to focus on CV writing, best practice in application form writing, and preparing effectively for interviews. In their final year, students consolidate these skills further and then extend them in LW3092 through participation in legal interviewing and negotiation scenarios. Throughout all three years students are encouraged to create a portfolio of evidence which demonstrates how their skills have developed, using techniques such as self-reflection and peer review of their own, and others', personal development. This evidential base is reviewed twice yearly in one-to-one meetings between a student and their personal tutor.

## 16. Admissions criteria

Programme Specifications include minimum entry requirements, including academic qualifications, together with appropriate experience and skills required for entry to study. These criteria may be expressed as a range rather than a specific grade. Amendments to entry requirements may have been made after these documents were published and you should consult the University's website for the most up to date information.

Students will be informed of their personal minimum entry criteria in their offer letter.

The University's minimum standard entry requirements for degree level study is a 12 unit profile, made up from one of the following: at least two A2 level subjects or equivalent including one A2 level subject plus one single award Advanced VCE, one double or two single awards Advanced VCE.

The normal entry requirement for this course is BBC at A2 level (or equivalent) and a grade C or above in GCSE English or an IELTS score of 6.0 or above and Maths, or successful completion of LLB (Hons) Foundation Entry programme. Applications from individuals with non-standard qualifications, relevant work or life experience and from those who can demonstrate the ability to cope with, and benefit from, degree level studies are welcome to apply and will be considered on an individual basis.

It is Law School policy to recognise the value of an applicant's existing qualifications, life experiences, skills and abilities. Students may, therefore, apply for accreditation based on either prior certificated learning (APCL) or accreditation of prior experiential learning (APEL), or a combination of both in accordance with University procedures.

## 17. Key sources of information about the programme

**Lancashire Law School Website:** [http://www.uclan.ac.uk/schools/lancashire\\_law\\_school/](http://www.uclan.ac.uk/schools/lancashire_law_school/)  
**UoM Enterprise Limited website:** <http://www.uomtrust.ac.mu/index.php/uom-enterprise>

**Lancashire Law School Office:** Telephone + (44) 01772 893062

**University of Mauritius Trust:** Telephone +(230) 467 8925 / 467 8926

**Course Leader:** Dr Andrew Harries Tel. 01772 893066 e-mail - [awharries@uclan.ac.uk](mailto:awharries@uclan.ac.uk)

**Fact Sheet:** Available from UoM Enterprise Limited, International Office or Law School Office.

### 18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																							
				Knowledge and understanding				Subject-specific Skills						Thinking Skills				Other skills relevant to employability and personal development									
				A1	A2	A3	A4	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	D7	D8		
LEVEL 6	LW3505	Land Law	COMP	X	X	X	X	X	X	X	X	X	X	X		X	X			X	X	X		X			
	LW3507	Trusts and Equity	COMP	X	X	X	X	X	X	X	X	X	X	X		X	X			X	X			X			
	LW3092	Lawyers' Skills: Interviewing and Advising, Negotiation and Personal Development	COMP		X		X		X	X			X	X	X	X	X	X	X	X	X		X	X	X		
	LW3007	Medicine and the Law	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LW3010	Human Rights in a European and International Law Context	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LW3013	Intellectual Property Law	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LW3014	Environmental & Planning Law	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LW3015	Company Law	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LW3018	Criminal Law Relating to Sex and Violence	O	X		X	X	X	X	X	X	X		X		X	X			X	X			X	X		
	LW3020	Criminal Evidence	O	X		X	X	X	X	X	X	X				X	X			X	X						
	LW3025	EU Business Law	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LW3026	Jurisprudence	O	X		X	X	X	X	X	X	X		X	X	X	X			X	X						
	LW3031	Placement (work based Learning for Lawyers)	O			X	X					X		X	X		X			X	X						
	LW3035	Terrorism and the Law	O	X		X	X	X	X	X	X	X		X		X	X			X	X						
	LA3034	Law Clinic	O		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
	LW3037	Mediator Skills	O				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
	LW3090	Dissertation (double)	O	X			X	X	X	X	X	X		X	X	X	X			X				X			
	LW3091	Project	O	X			X	X		X		X		X	X	X	X			X				X			

LEVEL 5	LW2502	Criminal Law	COMP	x	x	x	x	x		x	x	x		x	x		x	x						
	LW2503	European Union Law	COMP	x	x	x	x	x		x	x	x		x	x		x	x						
	LW2504	Tort Law	COMP	x	x	x	x	x		x	x	x		x	x		x	x						
	LW2020	Legal Research & Reasoning Skills and Personal Development	COMP	x				x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	LW2004	Mooting & Legal Debating	O	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
	LW2006	Consumer Law	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2007	Family Law	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2019	The Law relating to Children	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2008	Media Law	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2011	Employment Law	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2012	Human Rights in the UK	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2013	Criminology	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2014	Sentencing and Treatment of Offenders	O	x		x	x			x	x	x			x		x	x		x	x			
	LW2016	Moral Dilemmas in Law	O	x		x	x			x	x	x			x		x	x		x	x			
	LW2017	Sports Law	O	x		x	x	x		x	x	x			x		x	x		x	x			
	LW2024	The Lawyer's Role in Mediation	O				x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x
	LW2032	War Crimes Trials	O	x		x	x	x	x	x	x	x	x		x		x	x		x	x			
	LW2989	Student Initiated Module	O			x	x			x					x		x	x		x				
	LEVEL 4	LW1101	Lawyers' Skills and Personal Development	COMP	x			x	x		x		x	x	x	x	x	x	x	x	x	x	x	x
LW1102		Legal System	COMP	x		x	x	x		x					x		x	x		x	x			
LW1005		Public Law	COMP	x	x	x	x	x		x	x	x		x	x		x	x		x	x			
LW1013		Contract Law	COMP	x	x	x	x	x		x	x	x		x	x		x	x	x	x	x			
LW1007		Law for Biodiversity	O	x		x	x	x		x					x		x	x		x	x			
LW1009		Thinking and Arguing Law	O	x				x		x	x				x	x	x	x		x	x			
LW1015		Judicial Process	O	x						x					x		x	x			x			
LW1016		Foundations in Human Rights	O	x			x	x			x	x			x	x	x	x			x			
LW1017	The Practice of Mediation	O				x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	
LW1981	Student Initiated Module	O	x			x									x	x	x	x		x				





## Appendix 2

### Starting Your Studies: Some Important Points to Remember

#### *Teaching and Learning Sessions*

- Do not arrive late for classes – it disturbs the lecturer and other students
- Food and drink should not be brought into any classes
- Tape-recording or recording via a mobile phone or similar device is not permitted unless you have first asked permission from the lecturer concerned, or you have special dispensation (based on a certified, assessed learning need) to do so

#### *Attendance in General*

- Attendance at all timetabled activities is compulsory
- When you enrol in September you commit yourself to 12 months of attendance (September to the end of the following August), because some of you may have reassessments to complete and reassessment take place in August and may require your physical attendance in Preston (i.e., for an assessed seminar or for an examination)
- You *must not book holidays in the part of August* when reassessments take place (see the University Calendar for when the exact dates are) – the exam board does not usually accept as an excuse for non-attendance the fact that you were on holiday
- If you live overseas (i.e., Greece, Cyprus, Africa, EU countries) then ***you must return to England in August for your resits unless given special dispensation to take your resits at the British Council in your home country*** – dispensation is only given if you have a medically certified reason for not being able to travel back to the UK for resits in August
- Unauthorised absence from classes is not accepted and may draw academic penalties
- You should tell your seminar tutor, Academic Advisor or year tutor or course leader of any absence for illness or other such problems
- You should always respond to any written or electronic communication regarding your attendance or progress on the course – please ensure all your home contact details remain up-to-date and you check your e-mail, and course noticeboards daily (this is your responsibility as we use these channels of communication to inform you of important information)
- If you do not respond to letters and e-mails we will assume you have withdrawn from the course and will take active steps to then withdraw you formally (which will have financial and other implications for you – bursaries will be withdrawn, for example)
- If you are withdrawn from the course, the date of withdrawal is your last date of attendance

### *Seminar Attendance*

- Any absence from seminars must be explained to the relevant seminar tutor otherwise you could face academic or other such penalties
- Please note: once you've been allocated to seminar groups you are not permitted to swap groups without the prior permission of the Year Tutor and Module Tutors concerned

### *Change of Address or Change of Programme*

- You must speak with your Academic Advisor before changing your programme of study
- If you want to change a module you must complete a 'module change form' (available from the Harris Hub)
- If you change address or contact details please let the Harris Hub know as soon as possible – this is very important to ensure we can keep you up-to-date and in contact with you

### *Submission of Coursework*

- All coursework must be submitted electronically
- You must submit work by the stated deadline
- Penalties may apply for work submitted late
- Extensions may be granted in exceptional circumstances - Academic Advisors, lecturers, seminars tutors, year tutors and course leaders do not grant extensions so please do not approach them with such requests, contact the Harris Hub
- Coursework can not be re-submitted to gain a higher mark
- You will have an opportunity in Semester 3 to resit (in August) any work you fail – you will be given a different set of questions nearer the time (usually posted on Blackboard in early July)

### *Studying Abroad*

- You may be able to study abroad in the USA or Australia in your second year
- You may be able to study in France or Germany so long as you can speak these languages proficiently
- Arrangements for a year abroad start in semester 2 of the first year and are dealt with by the International Office – check the noticeboards or contact the International Office or Course Leader for further details

### *The Student Law Society*

- The Student Law Society is run by students for students – they always need enthusiastic members so get involved and join in their social and educational events
- Law School staff strongly advise all law students to join the Student Law Society

### *European Study Tour*

- We usually try and arrange (subject to staff support, availability and finance as well as minimum numbers), in February/March, a week long trip to Brussels to visit the institutions of the European Union, including the Commission, Council of Ministers, European Parliament and the European Court of Justice
- The trip is open to students from all years – keep your eye on the noticeboard for further information. The trip is of particular use for those studying Public Law, EC Law and Human Rights based modules