



Course Handbook
LLB (Hons) Law Full-Time
2019/20
Course Leader: Dr Andrew Harries
Lancashire Law School



Please read this Handbook in conjunction with the University's Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and **MUST** not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean of School. This applies to the materials in their entirety and to any part of the materials.

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1. Welcome to the course

Your course leadership team:

Tina McKee – Year 1 course leader

Dianne Scullion – Year 2 course leader

Dr. Susan Twist – Year 3 course leader

Dr. Andrew Harries – overall LLB course leader

On behalf of all the staff in the Lancashire Law School, may we welcome you to UCLan and the Law School and wish you every success in your studies with us. 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. 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.

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 Lead, your Course Rep or Student President. 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.

You are advised to read this handbook in conjunction with the [Academic Regulations](#).

General Information about Lancashire Law School

The Lancashire Law School provides 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 School has around 40 academic staff. In addition to the full-time LLB, the school runs a part-time LLB by distance learning, a Foundation programme for entry onto the LLB, and LLBs with Criminology, International Studies (languages), Business and Psychology. We also offer full and part-time versions of the Graduate Diploma in Law (the GDL), a full and part-time Legal Practice Course (the LPC). We also have an MLaw programme for those wishing to study professional modules as part of their undergraduate programme as well as a Senior Status LLB degree route. 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.

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-curricular skills enhancement.

The Lancashire Law School has a Student Experience Lead (Michael Doherty) who aims to ensure that all law students have a fantastic student experience while studying with us. There is also a team of Law School staff, headed up by Viv Ivins, who will support you in developing your employability skills and planning your careers. This supplements the support offered by the University Careers department.

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 June Examination Board to those showing outstanding achievement over the course of the academic year. We also operate a 'Dean's List' which awards students across all years who demonstrate excellence in attainment and engagement over the course of the academic year.

1.1 Rationale, aims and learning outcomes of the course

The aims of the LLB programme are:



- Obtain functioning legal knowledge and applied skills that satisfy part of the requirements for effective practice as a solicitor in England and Wales
- Meet the requirements of the academic stage of training to become a barrister in England and Wales
- Acquire a sound knowledge of legal principles and rules from a variety of sources and know how to apply these appropriately and effectively in resolving a range of legal problems and issues
- Convey self-confidence from having engaged with activities, experiences, and opportunities designed to develop the whole person within the broader Law School community
- Demonstrate a capacity for independent thought and action, initiative, creativity, and team working
- Communicate ideas and arguments effectively, professionally, and responsibly in writing, orally, and within interpersonal contexts
- Acquire a set of employability skills, knowledge and personal attributes to make securing, and being successful in, a chosen occupation more likely
- Articulate the value of learning in a supportive academic environment that develops intellectual potential, professional attitudes, and instils an ethic of life-long learning and responsible citizenship

Awards

For those completing the full programme of study you will be awarded an LLB (Hons) Law degree (LLB being a Latin abbreviation of *Legum Baccalaureus*). Your degree will contribute towards the professional competencies of functioning legal knowledge and applied skills to become a solicitor in England and Wales - as required for the Solicitor's Qualifying Examination, which is overseen by the Solicitor's Regulation Authority. It will also satisfy the Academic Stage of training to become a barrister, as defined by the Bar Standards Board, allowing you to proceed immediately to the vocational stage of training.

Your degree will be classified according to the standard classification boundaries of first class, upper and lower second, third and fail/ordinary. Please follow the link for further explanation of what these classification boundaries mean and read Regulation H4 of the [Academic Regulations](#)

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 LLB Law, which is an ordinary 'pass' degree that is not classified; a Diploma in Higher Education in Law; and a Certificate in Higher Education in Law. Please read Appendix 1 of this handbook, paragraph 14 of the Programme Specification.

1.2 Course Team

Below is a list of some of the key members of staff responsible for managing your programme of study.

Programme Managers:

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

LLB Course Leaders:

LLB Year 1

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

LLB Year 2

Name	Dianne Scullion
Room	Harris 250
Direct dial	(01772) 893081
E-mail	dscullion@uclan.ac.uk

LLB Year 3

Name	Dr Susan Twist
Room	Harris 204
Direct Dial No	(01772) 893065
E-mail	smtwist@uclan.ac.uk
Employability team lead	Viv Ivins
Room	Harris 249
Direct dial	01772 893679
E-mail	vivins@uclan.ac.uk

Disabilities Co-ordinator Munira Patel
Room Harris 151
Direct dial 01772 895310
E-mail mhpatel@uclan.ac.uk

1.3 Expertise of staff

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 undertaken (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.

Other staff have professional qualifications, either as solicitors or barristers, and teach across both the undergraduate and professional programmes. They are drawn from a range of backgrounds, from corporate city firms to regional high street practices.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.

1.5 Administration details



Course Administration Service (CAS) provides academic administration support for students and staff and are located in the following Hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The Harris Hub can provide general assistance and information for law students including advice on processes such as extenuating circumstances, extensions and appeals.

The Harris Hub

Harris Building Room 120

telephone: 01772 891996/891997

email: HarrisHub@uclan.ac.uk

Details of the other Hubs can be found at the link below:

<https://www.uclan.ac.uk/students/study/academic-support-hubs.php>

1.6 Communication



The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email 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 Blackboard

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.

1.6.2 Lancashire Law School Facebook page

Use the [Lancashire Law School facebook page](#) for news, information and details of events.

1.6.3 Staff contact details

You can access the contact details of individual Law School staff via the following link:

[Lancashire Law School staff](#)

Academic staff will normally attempt to reply to your telephone messages or emails within 3 working days.

1.6.4 Academic 'Office Availability Hours'

Academic staff have a notice on their office door of times when they will be available for students to drop in to see them. Alternatively, you can email them for an appointment outside of these times, using the contact details via the link in the above section.

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 Course Administration Service within the **Harris Hub on 01772 891996/891997**.

1.6.6 Change of Personal Circumstances or Mode of Study

You must notify your Academic Advisor, Year Leader 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 Leader.

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 available 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.

Current Lancashire Law School LLB External Examiners:

- Paul Kerrigan, Manchester Metropolitan University
- Dr Manos Maganaris, Glasgow Caledonian University
- John O'Leary, Anglia Ruskin University
- Dr Francis Sheridan King, University of Westminster
- Dr John Child, University of Sussex

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 should be available from the 1st September onwards of the new academic year, subject to external examiner submission.

2. Structure of the course

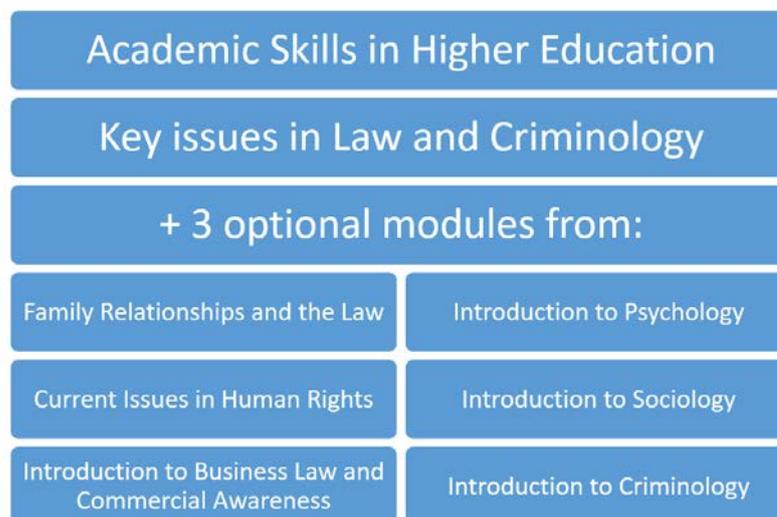
2.1 Overall structure



Foundation entry route to the LLB

Some students will undertake a foundation entry to the LLB course – this is a one year course to prepare students for entry onto the full LLB.

Course Structure (Foundation Entry)



LLB (Hons) degree

The LLB (Hons) degree course is 3 years. The normal workload for a full time student is four 30 credit modules per academic year. Normally a student must pass all modules each year in order to proceed to the next year.

To gain an Honours Degree in Law you must study **12 thirty credit modules (or equivalent) over a three year period**, this equates to 360 credits at levels 4, 5 and 6¹

¹ 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 (APL) in *lieu* of studying some of the modules.

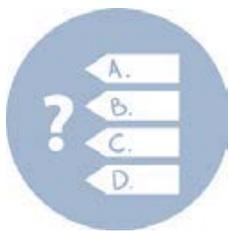
4 x 30 Credits Law	4 x 30 Credits Law	4 x 30 Credits Law
<p><u>Options</u> (Choose FOUR)</p> <p>Contract Law (Sem. 2) LW1021 (30)</p> <p>Criminal Law (Sem. 2) LW1022 (30)</p> <p>Legal Method (Sem. 1) LW1023 (30)</p> <p>Public Law (Sem. 1) LW1024 (30)</p> <div data-bbox="197 1070 555 1353" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Law Pathways</p> <p>Professional-Legal</p> <p>Professional-Academic</p> <p>Business</p> <p>Crime & Criminal Justice</p> <p>International</p> </div>	<p><u>Options</u> (Choose FOUR)</p> <p>Consumer and Commercial Law LW2026 (30)</p> <p>Criminal Justice Practice & Procedure LW2027 (30)</p> <p>Criminology LW2028 (30)</p> <p>Employment Law LW2029 (30)</p> <p>EU Single Market Law LW2030 (30)</p> <p>Family Law LW2031 (30)</p> <p>Human Rights LW2033 (30)</p> <p>International Criminal Law LW2034 (30)</p> <p>Land Law LW2035 (30)</p> <p>Public International Law LW2036 (30)</p> <p>Research Methods LW2037 (30)</p> <p>Tort Law LW2038 (30)</p>	<p><u>Options</u> (Choose FOUR)</p> <p>Dispute Resolution LW3038 (30)</p> <p>Company and Corporate Law LW3039 (30)</p> <p>Dissertation LW3040 (30)</p> <p>Equity and Trusts in Life and Death LW3041 (30)</p> <p>Jurisprudence LW3042 (30)</p> <p>Law for Entrepreneurs LW3043 (30)</p> <p>Medicine and the Law LW3044 (30)</p> <p>Policing LW3045 (30)</p> <p>Private International Law LW3046 (30)</p> <p>Sex and Violence LW3047 (30)</p> <p>Transnational Commercial Law LW3048 (30)</p> <p>Professionalism & Work Based Learning LW3049 (30)</p>
Year 1	Year 2	Year 3

- **2.2 Modules available**

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 30 credits. It equates to the learning activity expected from one quarter of a full-time undergraduate year.

Please see section 2.1 above for details of the modules you will be able to do.

2.3 Course requirements



Please see section 2.1 for details of your course requirements.

If you are thinking about a career as a solicitor, follow the link below to find out more about the requirements of the Solicitors Regulation Authority (SRA). This is the professional body that regulates solicitors. There is a useful section on the website for students:

[Solicitors' Regulation Authority](#)

If you are thinking about a career as a barrister, follow the link below to find out more about the requirements of the Bar Standards Board (BSB). This is the professional body that regulates barristers. There is a useful section on qualifying as a barrister:

[Bar Standards Board](#)

2.4 Module Registration Options

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.

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

You will only progress to the next year of your studies if and when **you have passed all four modules** taken in the current year. For more information, see the [Academic Regulations](#)

2.5 Study Time

2.5.1 Weekly timetable

A timetable will be available once you have enrolled onto the programme, through the Student Portal.

2.5.2 Expected hours of study



30 credits is a standard module size and equals 300 notional learning hours – this includes attendance at UCLan and time spent in private study.

Law is a challenging subject to study. You need to work hard to do well. You should be studying for an 38 hours per week on a full-time programme. You will have approximately 12 hours formal class contact time on average per week (lectures, workshops etc.), which leaves around 26 hours per week for private study. We expect you to undertake this private study by studying between classes in the library (or other University study spaces) or studying at home.

2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module.

Email the [Harris Hub Attendance Team](#) to notify them of any unavoidable absences due to illness etc. You should also email your apologies to any tutors of classes that you miss. If you wish to apply for a period of authorised leave of absence, email your Year Leader.

If you face longer term illness or other personal circumstances that are likely to have a significant effect on your attendance, you should inform your Academic Advisor as soon as possible.

For international students you must comply with the UK Visas and Immigration (UKVI) points based system (PBS). Under PBS, UCLan is obliged to inform the UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

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.

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.

3. Approaches to teaching and learning

3.1 Learning and teaching methods

All modules provide a module handbook on BlackBoard (UCLan's virtual learning environment web-space). The module handbook contains details of the different types of learning and teaching sessions as outlined below:

3.1.1 Lectures

Lectures are large sessions led by a lecturer. The key purpose of lectures is to give you a framework of basic knowledge about a legal topic. You are expected to read the relevant parts of your module text books to build on this framework and to develop a deeper understanding of the law for yourself.

3.1.2 Workshops

Many modules use workshops instead of seminars. These differ from seminars in that they are very interactive and include team tasks and activities. We expect you to prepare well for your workshops, completing any pre-workshop reading and tasks as outlined by the module tutor. Some workshops may involve the use of video and role-plays, e.g. interviewing and negotiating skills.

IMPORTANT: Once you have been allocated to a workshop group you are not allowed to swap groups without the authorisation of the School's timetable manager in *exceptional* circumstances.

3.2 Study skills

These skills will be integrated within the modules which you study throughout your degree and will help you develop 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.

UCLan also has some central services open to all students. WISER is the Academic Support 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 [WISER](#).

3.3 Learning resources

3.3.1 Learning Information Services ([LIS](#))



Louise Guilfoyle is our law librarian is based in the UCLan library. Her contact details are below:

lguilfoyle@uclan.ac.uk, 01772 892302

You can find helpful links to an extensive range of support materials for law students at the [Lancashire Law School Library web page](#). This web page includes links to the key electronic databases that you will be expected to access as law students, Westlaw and LexisLibrary.

Other [resources](#) are available to support your studies provided by LIS – library and IT staff. LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

3.3.2 Blackboard

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 regularly during the teaching year as materials are often added on a weekly basis by module teams.

3.4 Personal development planning

Personal development planning is supported through the modules which you study in years 1, 2 and 3. You will be required to reflect on your own personal development and to set yourself targets and goals, with strategies as to how to reach them. Your Academic Advisor will support you with this process.

3.5 Preparing for your career



Your LLB (Hons) degree will prepare you academically if you wish to enter the legal profession e.g. as a solicitor or a barrister. However, the knowledge and skills that you develop will serve you well in a broad range of non-legal careers that also require good communication and analytical thinking e.g. teaching, the civil service, running a business etc.

If you have a particular career in mind, speak to your Academic Advisor so that s/he can help you to select appropriate modules and advise you on relevant work experience etc.

A programme of guest speakers including industry, business, legal practice, the police, probation service and visiting academics will support your career planning and employability.

The Law School has an employability team led by Viv Ivins. The team arrange a range of events such as the Lancashire Law Fair and 'Breakfast@8' (a monthly breakfast meeting attended by local practitioners, staff and students). They also organise regular training opportunities to help you to build key skills such as networking, advocacy etc.

Here are some questions to consider as you progress through your law degree:

Year 1:

- Do you have a CV? If so, have you updated it with recent skills, volunteering and/or work experience?
- Do you know what career(s) you are considering? If not, how can you use the Law School employability team and the UCLan Careers Service to explore your options?
- Can you identify work experience or volunteering opportunities that will help you to prepare for your future career? (e.g., if you want to work as a solicitor in a corporate firm, you should be applying for summer vacation schemes at the end of your first year).
- What skills and experience do you need to access your chosen career? How can you build these up?

Year 2:

- Have you updated your CV with recent skills, volunteering and/or work experience?
- Can you identify any skills or experience gaps on your CV that you plan to fill this year?
- Have you identified the career that you wish to pursue? How can you make an effective plan to equip you for this career?
- Have you checked application deadlines for the type of graduate job you wish to do? (e.g. if you want to be a trainee solicitor in a national corporate law firm, the application deadlines are often 1 to 2 years prior to your graduation)
- Do you have part time work that is relevant to your chosen career or which equips you with key transferable skills?

Year 3:

- Have you updated your CV with recent skills, volunteering and/or work experience?
- Have you identified specific graduate jobs that you wish to apply for or decided on a further course of study?
- Have you checked the deadlines for any applications for employment or further study?
- Are there any gaps in your skills or experience that you need to address?

4. Student Support

The Law School offers a range of student support in addition to the central support services provided by UCLan.

4.1 Academic Advisors



All students are allocated an 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. We aim to keep you with the same Academic Advisor if possible throughout your time in the Law School, thus allowing you to build a close bond and rapport with a member of staff.

Your Academic Advisor will invite you to regular review meetings 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 Students with disabilities

Munira Patel is the Law School Disability Co-ordinator. If you have any questions or issues regarding disability, please contact her:

- mhpatel@uclan.ac.uk
- HB151
- 01772 895310

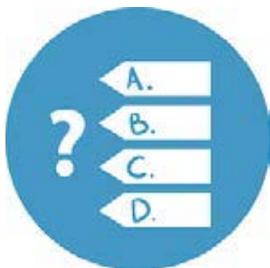
4.3 Students' Union One Stop Shop

The Students' Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website:

<http://www.uclansu.co.uk/>

5. Assessment

5.1 Assessment Strategy



The purpose of assessment is to test your learning against expected learning outcomes.² 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 best way to 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. Coursework 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.

5.1.1 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*. There are a number of ‘house’ rules the Law School adopts regarding the

² The learning outcomes for the programme can be found in the programme specification for the LLB located in Appendix 1.

presentation and submission of written coursework. These are listed below:

- ✓ All assessed Coursework must be submitted on or before the deadline date and time. *An electronic copy* must be submitted via the Turnitin 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 Turnitin 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)

- ✓ Students who use word processors must ensure that *all work is backed-up* to avoid the risk of work being lost. Loss of work resulting from failure to back up will not be accepted as a 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.

- ✓ All written work must be produced and submitted in accordance with the guidance in the Lancashire Law School Assessment Guide – (accessible via BlackBoard).

- ✓ **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 in the [Academic Regulations](#).

(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 Law School applies a system of ‘banded’ marks as follows:

Undergraduate programme years 1-3

Band	Numerical equivalent
Exceptional 1st	100
Very High 1 st	94
High	87
Mid 1 st	80
Low 1 st	74
High 2.1	68
Mid 2.1	65
Low 2.1	62
High 2.2	58
Mid 2.2	55
Low 2.2	52
High 3 rd	48
Mid 3 rd	45
Low 3 rd	42
(Minimum Pass/Capped Mark)	40
Marginal Fail	35*
Mid Fail	30*
Low Fail	25
Fail	10
Non-submission/Penalty/No Academic Merit	0

*can be compensated

See the Law School Assessment Guide for further details of how your assessments are marked.

5.2 Notification of assignments and examination arrangements

5.2.1 Assignments

Copies of all assessments will be distributed on individual module Blackboard spaces 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 (Turnitin will automatically give a time of submission, which must be **no later than 12.00 midnight**).

All students are required to submit their courseworks electronically using the Turnitin 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 compulsory 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 ends. Exams and Awards will distribute the details of examinations once they have been timetabled.

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 receive once your work has been marked.

Assessment outcomes will vary from module to module, level to level. However, we broadly follow the Quality Assurance Agencies' (QAA) Benchmark Statement for Law 2015 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 Lancashire Law School must follow a House Style. Please see the Lancashire Law School Assessment Guide for further details (available on Blackboard).

Law students are expected to use OSCOLA (the Oxford University Standard for Citation of Legal Authorities) when referencing their written work. You can find further details at [OSCOLA](#).

5.4 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

To avoid any problems, you should follow the guidance in the Lancashire Law School Assessment Guide (available on Blackboard) and use OSCOLA for referencing your written work.

6. Classification of Awards

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

7. Student Feedback



You can play an important part in the process of improving the quality of this course through the feedback you give.

We seek your feedback at various points throughout the academic year but you are always welcome to make constructive suggestions about your course to your Academic Advisor or your Year Leader.

Examples of ways in which your course has been improved as a direct response to student feedback in the past include:

- Using practical workshops instead of lectures to train you how to use the legal databases
- Staggering assessment deadlines throughout the year so far as possible to avoid periods of overload
- Introducing more specific support with respect to employability
- Using interactive workshops to promote skills learning

7.1 Student Staff Liaison Committee meetings (SSLCs)

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

8. Appendices

8.1 Appendix 1: Programme Specification – LLB (Hons) Law