Course Handbook
LLB Bachelor of Laws (Honours) Full-Time
2017-2018
Course Leader: Dr Andrew Harries
Lancashire Law School

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

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1. Welcome to the course

Your course leadership team:

Tina McKee – Year 1 course leader

Rachel Nir – 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

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 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 LLB with Mediation, Criminology, Human Rights, 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.
1.1 Rationale, aims and learning outcomes of the course

The aims of the LLB programme are:

- 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

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 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 ordinary ‘pass’ degree (unclassified), a Diploma in Higher Education and a Certificate in Higher Education. Please read Appendix 2 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:

Head of School       Jane Anthony
Room                 Harris 251
E-mail               jcanthony@uclan.ac.uk

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

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

LLB Year 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                  Rachel Nir
Room                  Harris 203
Direct dial           01772 893945
E-mail                ranir@uclan.ac.uk

LLB Year 3

Name                  Dr Susan Twist
Room                  Harris 204
Direct Dial No        (01772) 893065
E-mail                smtwist@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

Campus Admin Services (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
e-mail: 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 Campus Admin Services 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:

- 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

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 1st September of the new academic year.
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.

**LLB (Hons) degree**

The LLB (Hons) degree course is 3 years. 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 the Academic Regulations).

- 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\(^1\)
- A **minimum** of 14 of the 18 modules must be in Law coded modules (LW….)
- At least 11 of the 18 modules must be at Level 5 or above
- To gain an LLB (unclassified) requires 16 modules, 15 of which must be in Law

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\(^1\) 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.
Foundation entry level course structure (for students undertaking the 1-year foundation programme prior to their LLB (Hons) course):

- Intro to legal systems
- Intro to current legal issues
- Personal development planning
  - Intro to academic study (1/2)
  - Writing for academic success (1/2)
- + 4 law tasters (1/2 modules)

LLB (Hons) course structure (3 years):

Year 1

- Public Law
- Contract Law
- English Legal System
- Lawyers Skills 1
- 2 Law Options or 1 Law Option + 1 Elective
Year 2

- Tort Law
- EU Law
- Lawyers Skills 2
- Criminal Law
  - 2 Law Options or
  - 1 Law Option + 1 Elective

Year 3

- Land Law
- Equity
- Lawyers Skills 3
  - 3 Law Options or
  - 2 Law Options + 1 Elective
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 and elective modules. Some are compulsory, some limited choice and some free choice. The breakdown between these types of modules is as follows.

1. Year 1

(a) Compulsory Modules (4)

- LW1101: Lawyers’ Skills (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 (1)

You have a free choice of one 20 credit module only.

There are some level four Law electives available (open to law and non-law students). You may choose one of these electives only, but this is not compulsory.

- LW1015: Judicial Process (20) Semester 2
- LW1016: Foundations in Human Rights (20) Semester 2
- LW1017: The Practice of Mediation (20) Semester 2

If you do not choose one of these, you must choose a non-law elective.
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.

2. Year 2

(a) Compulsory Modules (4)

LW2502: Criminal Law (20) Semester 1 + 2
LW2503: European Union Law (20) Semester 1 + 2
LW2504: Tort Law (20) Semester 1 + 2
LW2020: Legal Research & Reasoning (20) Semester 1 + 2

(b) Law Options (1 or 2)

To see the list of 2nd year options, go to Law options

You can either study 2 Law Options or 1 Law Option + 1 Non-Law level 5 elective.

(c) Free Choice Electives (1)

You have a free choice of one level five 20 credit module only if you study only one law option. 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.

3. Year 3
(a) **Compulsory Modules** (3)

LW3505:  Land Law  (20)  Semester 1 + 2  
LW3507:  Trusts & Equity  (20)  Semester 1 + 2  
LW3092:  Interviewing, Employability and PDP  (20)  Semester 1 + 2  

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

To see the list of 3rd year options, go to Law options

You can either study 3 Law Options or 2 Law Options + 1 Non-Law level 6 elective.

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

You have a free choice of one level six 20 credit module only if you study two law options. 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.

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

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.
Please see section 2.1 above for details of the 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 the Law School web page.

2.3 Course requirements

Please see section 2.1 for details of your course requirements.

If you intend to work in the legal profession, it is important to undertake a 'qualifying law degree'. The LLB (Hons) degree meets this requirement.

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

2.3 Progression Information

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 six modules taken in the current year. For more information, see the Academic Regulations.

2.4 Study Time

2.4.1 Weekly timetable

Your daily and weekly timetables can be accessed by logging in to the Student Portal.

2.4.2 Expected hours of study

20 credits is a standard module size and equals 200 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 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 per week (lectures, seminars, 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.

2.4.3 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 Expertise of staff

Many of the Lancashire Law School teaching team are active researchers or practising lawyers with national and international experience. They will use their skills, knowledge and experience to enhance your studies within the Law School.

3.2 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:

3.2.1 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.

3.2.2 Seminars

Seminars are smaller sessions with 10-20 students. You are expected to prepare answers to set questions in advance so that you can participate fully in the discussions.

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.

IMPORTANT: Once you have been allocated to a seminar group you are not allowed to swap groups without the authorisation of the School’s timetable manager in exceptional circumstances.
3.2.3 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.

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.

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.

3.4 Learning resources

3.4.1 Learning Information Services (LIS)

Annette Ramsden is our law librarian and is based in the UCLan library. Her contact details are:
- aramsden@uclan.ac.uk
- 01772 892494

You can find helpful links to an extensive range of support materials for law students at the Lancaster 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.

3.4.2 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.

3.5 Personal development planning

Personal development planning is supported through the compulsory Lawyers’ Skills modules 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.

3.6 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:

Foundation entry:

- Do you have a CV?
- Do you know what career(s) you are considering?
- Do you have any work experience? If so, is it relevant to the type of career you wish to pursue?
- How can you best use your time and the services offered by the Law School employability team and the UCLan Careers Service to find out more about these careers?

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 Opportunities Centre is the Union’s One Stop Shop to find employment or volunteering whilst you study. You will find thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

If you are one of the thousands of students who are not studying on the main UCLan campus in Preston, the Students Union is still your union. Please check http://www.uclansu.co.uk/ for full details on what we may be running in your partner institution.
5. Assessment

5.1 Assessment Strategy

The purpose of assessment is to test your learning against expected learning outcomes. 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

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

<table>
<thead>
<tr>
<th>Band</th>
<th>Numerical equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional Distinction</td>
<td>96</td>
</tr>
<tr>
<td>High Distinction</td>
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<tr>
<td>Mid Distinction</td>
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<tr>
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</tr>
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<td>Low Pass</td>
<td>45</td>
</tr>
<tr>
<td>Marginal Fail</td>
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<tr>
<td>Mid Fail</td>
<td>30*</td>
</tr>
<tr>
<td>Low Fail</td>
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</tr>
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<td>Fail</td>
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<tr>
<td>Non-submission</td>
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</table>

*can be compensated

<table>
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<th>Numerical equivalent</th>
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<tr>
<td>Exceptional 1st</td>
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<td>Mid 1st</td>
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<td>74</td>
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<tr>
<td>High 2.1</td>
<td>68</td>
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<td>Mid 2.1</td>
<td>65</td>
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<td>Low 2.1</td>
<td>62</td>
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<td>High 2.2</td>
<td>58</td>
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<td>Mid 2.2</td>
<td>55</td>
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<td>Low 2.2</td>
<td>52</td>
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<td>High 3rd</td>
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<td>Low 3rd</td>
<td>42</td>
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<tr>
<td>Marginal Fail</td>
<td>35*</td>
</tr>
<tr>
<td>Mid Fail</td>
<td>30*</td>
</tr>
<tr>
<td>Low Fail</td>
<td>25</td>
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<tr>
<td>Fail</td>
<td>10</td>
</tr>
<tr>
<td>Non-submission</td>
<td>0</td>
</tr>
</tbody>
</table>

*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 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 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.

5.5 Cheating, plagiarism, collusion or re-presentation

It is important that you act honestly and ethically during your studies. The Law School will give you guidance on how to comply with the Academic Regulations when undertaking your assessments. Please see the University Student Handbook for further details. 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 Programme Specification – LLB (Hons) Law

8.2 Programme Specification – LLB (Hons) Law Foundation Entry
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.

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Teaching Institution and Location of Delivery</td>
<td>UCLan Preston</td>
</tr>
<tr>
<td>3. University School/Centre</td>
<td>Lancashire Law School</td>
</tr>
<tr>
<td>4. External Accreditation</td>
<td>Bar Standards Board</td>
</tr>
<tr>
<td>5. Title of Final Award</td>
<td>LLB (Hons) Law</td>
</tr>
<tr>
<td>6. Modes of Attendance offered</td>
<td>Full Time/Part-Time</td>
</tr>
<tr>
<td>7. UCAS Code</td>
<td>M101</td>
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### 8. Relevant Subject Benchmarking Group(s)

| Law (2007) |

### 9. Other external influences

| Joint statement of the Solicitors Regulation Authority and the Bar Standards Board  
| Tertiary Education Committee of Mauritius  
| QAA Benchmark Statement for Law |

### 10. Date of production/revision of this form

| January 2017 |

### 11. Aims of the Programme

- 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

### 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.

| 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, 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.

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.
**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.

**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, 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.
## 13. Programme Structures*

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<th>Level</th>
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<th>Module Title</th>
<th>Credit rating</th>
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<td>20</td>
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<tr>
<td></td>
<td>7</td>
<td>Trusts &amp; Equity *</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>LW309</td>
<td>Lawyers’ Skills: Interviewing,</td>
<td>20</td>
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<tr>
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<td>2</td>
<td>Employability and Personal Development *</td>
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<td>LW300</td>
<td><strong>Optional modules</strong></td>
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<td></td>
<td>7</td>
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<td></td>
<td>LW301</td>
<td>Human Rights in an European &amp; International Law</td>
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<tr>
<td></td>
<td>0</td>
<td>Context *</td>
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<tr>
<td></td>
<td>LW301</td>
<td>Intellectual Property Law *</td>
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## 14. Awards and Credits*

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<tbody>
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<td><strong>LLB (Hons) Law</strong></td>
<td>Requires 360 credits, including a minimum of 220</td>
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<td>at level 5 or above and 100 at level 6.</td>
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<td><strong>LLB Law</strong></td>
<td>Requires 320 credits, including minimum of 180</td>
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<td><strong>BA (Hons) Law</strong></td>
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<td>220 at level 5 or above and 100 at level 6</td>
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<td>• not completed 1 or more compulsory modules at</td>
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<td>--------------</td>
<td>---------------------------------------------------------</td>
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<tr>
<td>LW250 2</td>
<td>Criminal Law *</td>
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<td>LW250 3</td>
<td>European Union Law *</td>
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<td>LW250 4</td>
<td>Tort Law *</td>
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<td>LW202 0</td>
<td>Legal Research &amp; Reasoning Skills and Personal Development *</td>
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<td>LW200 7</td>
<td>Sentencing &amp; Treatment of Offenders</td>
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<td>LW200 8</td>
<td>Moral Dilemmas in Law</td>
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<td>LW201 1</td>
<td>Sports Law</td>
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<td>LW201 2</td>
<td>The Law relating to Children</td>
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<td>LW201 3</td>
<td>The Lawyer’s Role in Mediation</td>
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<td>LW201 4</td>
<td>War Crimes Trials</td>
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* denotes offered at UoM Enterprise Limited

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<td>LW110 1</td>
<td>Lawyers' Skills and Personal Development *</td>
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<tr>
<td>LW110 2</td>
<td>Legal System *</td>
</tr>
<tr>
<td>LW100 5</td>
<td>Public Law *</td>
</tr>
<tr>
<td>LW101 3</td>
<td>Contract Law *</td>
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<tr>
<td>LW100 7</td>
<td>Law for Biodiversity</td>
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<tr>
<td>LW100 9</td>
<td>Thinking &amp; Arguing Law*</td>
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<td>LW101 5</td>
<td>Judicial Process*</td>
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<td>LW198 1</td>
<td>Student Initiated Module *</td>
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</table>

*denotes offered at UoM Enterprise Limited

**Certificate HE**
Requires 120 credits with a minimum of 100 credits at level 4 or above.
15. Personal Development Planning

Personal development planning (PDP) is embedded within the curriculum at levels 4, 5 and 6 (1st to 3rd 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

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

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lancashire Law School Website:</strong></td>
<td><a href="http://www.uclan.ac.uk/schools/lancashire_law_school/">http://www.uclan.ac.uk/schools/lancashire_law_school/</a></td>
</tr>
<tr>
<td><strong>UoM Enterprise Limited website:</strong></td>
<td><a href="http://www.uomtrust.ac.mu/index.php/uom-enterprise">http://www.uomtrust.ac.mu/index.php/uom-enterprise</a></td>
</tr>
<tr>
<td><strong>Lancashire Law School Office:</strong></td>
<td>Telephone + (44) 01772 893062</td>
</tr>
<tr>
<td><strong>University of Mauritius Trust:</strong></td>
<td>Telephone +(230) 467 8925 / 467 8926</td>
</tr>
<tr>
<td><strong>Course Leader:</strong></td>
<td>Dr Andrew Harries Tel. 01772 893066 e-mail - <a href="mailto:awharries@uclan.ac.uk">awharries@uclan.ac.uk</a></td>
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<td><strong>Fact Sheet:</strong></td>
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<td>LW3026</td>
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<td>LW3031</td>
<td>Placement (work based Learning for Lawyers)</td>
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<td>Contract Law</td>
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<td>LW1007</td>
<td>Law for Biodiversity</td>
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<td>LW1009</td>
<td>Thinking and Arguing Law</td>
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<td>LW1017</td>
<td>The Practice of Mediation</td>
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<td>LW1981</td>
<td>Student Initiated Module</td>
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## Programme Specification

<table>
<thead>
<tr>
<th>13. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
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<tr>
<td>14. Teaching Institution and Location of Delivery</td>
<td>University of Central Lancashire</td>
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<td>15. University Department/Centre</td>
<td>Lancashire Law School</td>
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<tr>
<td>16. External Accreditation</td>
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<tr>
<td>17. Title of Final Award</td>
<td>LLB (Hons) Law (FE) (non-award bearing programme: initial stage of a 4 year degree course)</td>
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<td>18. Modes of Attendance offered</td>
<td>Full time\part time</td>
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<td>20. Relevant Subject Benchmarking Group(s)</td>
<td>Law</td>
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<td>21. Other external influences</td>
<td>Law Subject Benchmarks</td>
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<td>22. Date of production/revision of this form</td>
<td>January 2017</td>
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<tr>
<td>23. Aims of the Programme</td>
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<tr>
<td>• To equip the student with a broad range of transferable, legal and academic skills that will facilitate entry onto the undergraduate honours programme.</td>
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<tr>
<td>• To enable the student to gain confidence as an independent learner and the ability to reflect on his/her own range of skills and knowledge.</td>
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<tr>
<td>• To provide an introduction to key issues in the areas of law and criminology</td>
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<tr>
<td>• To encourage the student to identify and pursue further learning opportunities and/or employment</td>
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<tr>
<td>24. Learning Outcomes, Teaching, Learning and Assessment Methods</td>
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</tr>
<tr>
<td>A. Knowledge and Understanding</td>
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<tr>
<td>On successful completion of the programme the students will have;</td>
<td></td>
</tr>
<tr>
<td>A1. An appreciation of the skills necessary to undertake degree level study, including basic IT skills</td>
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<tr>
<td>A2. Knowledge and understanding of the principles that underpin the English legal system</td>
<td></td>
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<tr>
<td>A3. Knowledge and understanding of the purpose of law in modern society</td>
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<tr>
<td>A4. Knowledge and understanding of the role of law in specific circumstances e.g. Family life, Business, Human Rights</td>
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<tr>
<td>Teaching and Learning Methods</td>
<td></td>
</tr>
<tr>
<td>A range of teaching and learning methods will be used including seminars, workshops, role play, debates, case studies library and research exercises including use of IT.</td>
<td></td>
</tr>
<tr>
<td>Assessment methods</td>
<td></td>
</tr>
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</table>
Students ability to demonstrate learning outcomes will be through unseen examinations, coursework, mooting (mock trials), presentation, peer and self evaluation.

B. Subject-specific skills

On completion of the programme the students will be able to:

B1. Demonstrate basic competence in legal research methods including use of electronic sources.
B2. Communicate through mock trials, legal debate and presentations
B3. Write and make presentations about legal issues
B4. Work as a team member and appreciate others’ sensibilities

Teaching and Learning Methods

A range of teaching and learning methods will be used, specifically for the legal skills, mooting (mock trials), library exercises and debate.

Assessment methods

Students ability to demonstrate learning outcomes will be through unseen examinations, coursework, mooting (mock trials), library exercises, peer and self evaluation

C. Thinking Skills

On completion of the programme the students will be able to:

C1. Select and collate information from different sources
C2. Communicate ideas in various forms
C3. Plan and conduct specific projects using problem solving methods.
C4. Reflect on their own understanding and begin to develop critical judgements.

Teaching and Learning Methods
A range of teaching and learning methods will be used including seminars, workshops, role play, debate, case studies, library and research exercises including use of IT.

**Assessment methods**

Students ability to demonstrate learning outcomes will be through unseen examinations, coursework, mooting (mock trials), library exercises, peer and self evaluation.

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

On completion of the programme the students will be able to:

D1. Work autonomously and as part of a team and manage time effectively
D2. Communicate proficiently and effectively
D3. Demonstrate enhanced transferable and academic skills.
D4. Self-assess progress and personal development.

**Teaching and Learning Methods**

A range of teaching and learning methods will be used including seminars, workshops, role play, debate, case studies, library and research exercises

**Assessment methods**

Students ability to demonstrate learning outcomes will be through unseen examinations, course work, mooting (mock trials), portfolio, peer and self evaluation.
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<thead>
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<th>Module Title</th>
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<td>LWC017</td>
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<td>LWC001</td>
<td>Family Relationships and the Law</td>
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<td>LWC006</td>
<td>Current Issues in Human Rights</td>
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<td>LWC012</td>
<td>Introduction to Business Law &amp; commercial awareness</td>
<td>20</td>
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<td>PSC005</td>
<td>Introduction to Psychology</td>
<td>20</td>
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<td>MLC001</td>
<td>Skills for language students</td>
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<tr>
<td></td>
<td>SOC101</td>
<td>Introduction to Sociology</td>
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**Compulsory Modules**

**Optional Modules**

- LLB (Hons) Law (FE)
- Successful completion of the Foundation entry programme requires 120 credits.

- LLB (Hons) Law
- Successful completion of the course leads to progression onto any of the Undergraduate programmes offered by Lancashire Law School
- LLB (Hons) Law with Criminology
- LLB (Hons) Law with Business
- LLB (Hons) Law with Psychology
- LLB (Hons) Law with International Studies
- BA Criminology and Criminal Justice
- BA Criminology and Sociology
### 15. Personal Development Planning

Personal development planning is supported through the compulsory modules. Students will engage with the process of personal reflection and planning. Students will meet their Academic Advisor to reflect on and plan their future careers.

### 16. Admissions criteria

There are no formal educational or special knowledge requirements for entry onto the foundation year. Applicants are expected to show a strong desire and ability to study and be prepared to make a commitment to four years of undergraduate study. Applicants will be considered on an individual basis, normally through informal interview and may be asked to produce a piece of written work to help us to assess their ability to benefit from the programme. Applicants will have to demonstrate that they will benefit from the course and that they have a good grasp of the English language, which should be at or above 6.0 IELTS or equivalent.

### 17. Key sources of information about the programme
• Lancashire Law School Website – [www.uclan.ac.uk/facs/class/legalstu/index.htm](http://www.uclan.ac.uk/facs/class/legalstu/index.htm)
• Lancashire Law School Office – Telephone 01772 893062
• Course Leader Hilary Chadwick
• Fact Sheet - available from Admissions or Law School Office.
<table>
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<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Knowledge and understanding</th>
<th>Programme Learning Outcomes</th>
<th>Other skills relevant to employability and personal development</th>
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<tr>
<td>LWC018</td>
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<td>Academic Skills for Higher Education</td>
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<td>Introduction to Business Law and Commercial awareness</td>
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Addendum to the Course Handbook for

LLB Hons Law
LLB Hons Law with Business
LLB Hons Law with Mediation
MLaw

2017-18

<table>
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<th>Section</th>
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<td>Change of titles of modules: LW3025 EU Single Market Law</td>
<td>May 2017</td>
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<tr>
<td>Programme Specification</td>
<td>Addition of optional modules: CJC002 An Introduction to Criminology</td>
<td>May 2017</td>
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Please read this Handbook in conjunction with your Course 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/Head of School. This applies to the materials in their entirety and to any part of the materials.

*This Handbook is produced centrally and locked for editing. Partner institutions only are given permission to contextualise the Handbook.*
UCLan Mission statement
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.

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

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 on various grounds including 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.

Please review the UCLan Equality and Diversity Policy for further information.
1. Welcome and Introduction to the University
2. Learning Resources
3. Preparing for your career
4. Student support
5. Students' Union
6. Rationale, aims and learning outcomes of the course
7. Assessment
8. Student Voice
1. Welcome and Introduction to the University
The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. Part one of this Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

1.1 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 as unread.

1.2 External Examiner
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. External Examiner reports will 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. Details of the External Examiner associated with your course can be found in your Course Handbook.

1.3 Expected hours of study
The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact a member of staff within the relevant School.

1.4 Attendance Requirements
Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may appeal this decision by following the Complaints Procedure

You must swipe in using your student card. Each time you are asked to enter your details on the Student Attendance Monitoring system (SAM) you must remember that the University has a responsibility to keep information up to date. You must only enter your own details on the system as to enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries, such as scanning but not attending, can be disciplined under the Regulations for the Conduct of Students

1.5 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 purposes 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
2. Learning resources

2.1 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.

You can find the link to the Library Opening Hours here: [http://www.uclan.ac.uk/students/study/library/opening_hours.php](http://www.uclan.ac.uk/students/study/library/opening_hours.php)

2.2 Electronic Resources
LIS provide access to a range of electronic resources – e-journals and databases, e-books, images and texts.

3. 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 employability learning integrated into it. This is not extra to your degree, but an important part of it.

Your course will take you on a journey of development that will help you to map your personal story of your time at university.

You will be encouraged to record your learning journey so that you can demonstrate all the work-related skills you have developed, both before and during your time at UCLan. This will help you to show future employers just how valuable your degree is and the employability skills you have acquired.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

UCLan Careers offers a range of support for you including:-

- One to one career and employability advice and guidance appointments.
- Advice on finding graduate jobs, including how to improve your CV with work placements, internships, voluntary opportunities and part-time employment.
- Workshops, seminars, and events to enhance your learning and develop your skills.
- Employer presentations and events, to give you the chance to network with potential employers and find out from them what they are looking for.

Our drop-in service is available from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. We offer CV and cover letter checks, careers information and can tell you about our full range of services. 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

It’s your future: take charge of it!

UCLan Careers | Foster Building | University of Central Lancashire, Preston PR1 2HE
01772 895858
careers@uclan.ac.uk
www.uclan.ac.uk/careers

4. Student support, guidance and conduct

4.1 Student Support

“Got a Problem to Sort? Come to us for Support”.

The <i> is your first point of call for all enquiries, help and advice. We provide guidance to all UCLan students whatever the query may be. We are based on the ground floor of the UCLan Library and open 7 days a week most of the year. Our friendly and approachable team will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study. http://www.uclan.ac.uk/students/study/library/the_i.php

4.2 Students with disabilities

You are strongly encouraged to declare your disability on your application form when you apply to study at UCLan. If you have declared this Disability Services will be in contact with you to advise you about reasonable adjustments which may be appropriate in the circumstances. You can also tell any member of staff at the University, who will ask you to sign a disability disclosure form, to let the Disability Service know that you have a disability and agree to share this information with them. Disability Services will then get in touch with you to discuss your available options. Following this you will be assigned a Disability Adviser whom you can contact should you need any further help or assistance. https://www.uclan.ac.uk/students/health/disability_services.php

4.3 Assessment arrangements for students with a disability

Arrangements are made for students who have a disability/specific learning difficulty for which valid supporting evidence can be made available. Contact your Disability Adviser for advice and information, disability@uclan.ac.uk

4.4 Health and Safety

As a student of the University you share responsibility 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 towards all members of
the University at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites.

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.

5. Students’ Union

You can play an important part in the process of improving the quality of your 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 feed back about your experience of teaching and learning. Where appropriate, we aim to respond to your feedback and let you know of our plans for improvement.

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 the Students’ Union does and is encompassed by its 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 Students’ Union is where your voice can be heard, actions taken, or campaigns launched.

Your Students’ 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.

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 the Student Union’s dedicated staff team in the Advice and Representation Centre are on hand to help and offer impartial advice.

More information on all these things, as well as details about all the Student Union's (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at www.uclansu.co.uk

6. Rationale, aims and learning outcomes of the course

6.1 You will find information specific to your chosen course of study in your Course Handbook, in the form of a ‘programme specification’. As defined by the QAA (Quality Assurance Agency) - the regulatory body responsible for overseeing quality compliance in the Higher Education Sector - a programme specification is a concise description of the intended learning outcomes of an HE programme. It is the means by which the outcomes are achieved and demonstrated. In general, modules or other units of study have stated outcomes, often set out in handbooks provided by institutions to inform student choice. These intended learning outcomes relate directly to the curriculum, study and assessment methods and criteria used to assess performance. Programme specifications can show how modules can be combined into whole qualifications. However, a programme specification is
not simply an aggregation of module outcomes; it relates to the learning and attributes developed by the programme as a whole and which, in general, are typically in HE more than the sum of the parts.

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course. For details about changes to course information after you have accepted any offer, please see our Additional Information and Conditions of Offer.

7. Assessment

Please note that 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 have been expressly agreed by the University to allow you to defer your assessment.

7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and 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. An academic staff member, such as your Academic Advisor or Module or Course Leader, will be able to provide advice to you on how to do this. Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

7.2 Extensions

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. Requests for extensions should be made prior to the submission date as extensions cannot be given Retrospectively (Academic Regulations).

You should complete and submit an extension request form, with any supporting evidence, to your CAS Hub. Further information is available on the Student Portal at: https://www.uclan.ac.uk/students/study/examinations_and_awards/extensions.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).

7.3 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 studies than can be solved by the use of an extension. If this applies to you, the University is ready
to support you, with both your course and your personal wellbeing, through a process called Extenuating Circumstances (see Academic Regulations and Assessment Handbook).

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 in which they apply. All evidence 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

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).

7.4 Late submissions
If you submit work late without authorisation, 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.

You may apply to appeal this decision in accordance with the University’s Academic Regulations.

7.5 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 though the course.

For courses (except distance learning):
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. Generic feedback may be oral, written, posted on a website or other.

For distance learning courses:
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 20 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 20 days of publication of results. Generic feedback may be oral, written, posted on a website or other.
7.6 Unfair Means to Enhance Performance

The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation (‘unfair means’).

You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

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.

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 as set out below:

In the case of a **single** offence of unfair means in an undergraduate or postgraduate assessment:
- the appropriate penalty will be 0% for the element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected element of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a **repeat** offence of unfair means (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 for support and guidance.
7.7 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 (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

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 for support and guidance.

8. 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 on-going 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.

The Students Union can support you in voicing your opinion, provide on-going 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), members of Students’ Council and School Presidents each have particular representative responsibilities and are involved with decision making committees at levels 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.

8.1 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.
The role of a course representative is extremely beneficial to both students on your course and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

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.

School Presidents 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 your School President is or more about the role visit the Students’ Union website or email: coursereps@uclan.ac.uk

8.2 Student Staff Liaison Committee Meetings (SSLC)

The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other’s views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. Your School President will Chair the meetings with an academic co-Chair, using guidelines and will provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

8.3 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 University’s Complaints Procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, prompt and appropriate response. Click on this link for more information University’s Complaints Procedure

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college’s complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college’s procedure, you will be entitled to submit your complaint to UCLan.