uclan
University of Central Lancashire

Course Handbook
LLB (Hons) Law with Criminology
2018/19
Lancashire Law School

Contents

1. Welcome to the course

On behalf of all the staff in the Lancashire Law School, welcome to UCLan and the Law School, and to the LLB (Hons) Law with Criminolgy ! We hope that you find your studies here both enjoyable and rewarding.

Starting at university is a thrilling but also an anxious time for most people. It can sometimes be difficult to adapt to University life, both inside and outside studies. Please be assured that we are conscious of this, and there are many avenues of support for you. If you have any doubts, queries or questions please ask – go to the Law Office, the Student 'I', see your Academic Advisor, or your Course Leader. We are all here to help smooth your transition to University, so please keep in touch and ask for help whenever you need it.

This handbook provides information about the overall framework of your programme of study. This handbook explains your academic responsibilities, what is expected of you, what you can expect from us, and also information including:

- guidance on work and attendance
- dates of terms and semesters
- rules and regulations you need to know
- sources of help, advice and information

You are advised to read this handbook in conjunction with the academic regulations, which can be found at: http://www.uclan.ac.uk/aqasu/academic_regulations.php

1.1 Rationale, aims and learning outcomes of the course

The LLB (Hons) Law with Business degree possesses the attraction of being a 'Qualifying Law degree' (QLD) for the purposes of exemption from the academic stage of legal training.

By combining an internationally recognised LLB degree with a broad understanding of modern business, you will be perfectly placed to pursue a successful professional career as a solicitor or barrister in either a business context or as a practice manager. Right from the outset, this course focuses on developing transferable legal skills, including research, oral and written communication skills and mooting. Whether you use this academic training to go on and professionally train as a solicitor or barrister is up to you - this course can open up many career paths in the world of business.
In the course of study, core and optional modules in both subjects are offered to allow students to acquire the range and depth of knowledge and skills appropriate to their own needs and ambitions in a supportive and friendly environment.

Your University experience is not only about achieving your chosen award, it is also about developing as a person and realising your potential. We want you to gain the skills and attitudes that will help you to achieve your goals and aspirations.

The broad aim of the law degree programme is to support the University's mission statement and strategy for teaching and learning by promoting equality of access to a high quality legal education which facilitates the development of a student's full academic potential using stimulating and challenging teaching materials and methods, informed by current legal knowledge and research, and current thinking and practice used by the Law School's partners and stakeholders in the wider public and private sectors.

The specific aims of the LLB programme are to help students:

* Acquire knowledge and understanding of a wide range of legal concepts, processes, procedures, values, principles and rules of English law and Common law, European law and International law. Demonstrate how processes and procedures operate in practice and explain the reasons for the relationships between them in a number of complex areas
* Demonstrate a comprehensive, and accurate, knowledge and understanding of the detail of legal rules, including theoretical issues pertinent to any of the substantive areas of law studied and their relationship to relevant economic, social, commercial, political, European and international contexts
* Apply knowledge to situations and scenarios of increasing legal complexity, analyse facts, evaluate principles and produce reasoned conclusions
* Demonstrate effective use of a range of research skills, including the use of paper and electronic based sources to find up-to-date information from a variety of sources, developing and executing a clear research plan, and producing a clear and accurate presentation of law on a topic
* Synthesise doctrinal and policy issues in relation to a topic area and demonstrate an ability to offer personal perspectives
* Demonstrate an ability to identify and rank legal issues in order of relevance and importance and offer personal and informed criticism, including comments on the reliability, validity and significance of what is read
* Reflect on progress, present work in a timely fashion for feedback and develop a programme of action based on feedback given and show independence in identifying further learning opportunities as part of an ongoing process of lifelong learning
* Demonstrate accurate use of the English language and legal terminology, both in writing and orally
* Demonstrate proficiency in retrieving legal information using electronic databases, use a wide range of formatting and other word processing techniques, and manage and exchange information by e-mail
* Proceed to the professional stage of legal training
* Enter, or return to, employment with a sound knowledge of the structure, processes and rules/doctrines which comprise the legal environment, and demonstrate a range of transferable skills of practical use in helping develop a chosen career or specialist area of work
* To stimulate a keen interest in business issues
* To promote a balanced and objective approach to the analysis of business problems
* To provide an awareness of the relevant environment within which business operates

1.2 Course Team

Public Law Tutor	Michael Doherty
Room	Harris 203
Direct Dial No	(01772) 893949
E-mail	mdoherty@uclan.ac.uk
Contract Law Tutor	Andrew Harries
Room	Harris 249a
Direct Dial No	(01772) 893066
E-mail	awharries@uclan.ac.uk
Lawyers Skills Tutor	Tina McKee
Room	Harris 109
Direct Dial No	(01772) 893944
E-mail	tmkee@uclan.ac.uk
Legal System Tutor	Martin Salisbury
Room	Harris 260
Direct Dial No	(01772) 893680

E-mail	msalisbury@uclan.ac.uk

1.3 Expertise of staff

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

1.4 Academic Advisor

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

1.5 Administration details

Course Administration Service 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 hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Harris Building, Room 120
Lancashire Law School
Humanities and the Social Sciences
Centre for Excellence in Learning and Teaching
telephone: 01772 891996 or 01772 891997
email: Harrishub@uclan.ac.uk

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 'Contact Your Students' and 'SAM'

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

1.6.2 Academic's Pigeon-Holes

Academic members of staff have pigeon-holes inside the Harris Hub where messages can be left. If you leave a contact number they will ring you back. They also have voice mail, where you can leave a message. Room numbers and telephone numbers can be found

on Starfish and blackboard spaces for your modules It is good practice for students to take down (in your diary/student organiser) the contact details for all the tutors and lecturers who take you for classes. Academic staff will normally attempt to reply to your messages within 3 working days.

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

1.6.4 Academic 'Office Availability Hours'
In order to minimise difficulties in communicating and meeting with academic staff, academics have an *'office hours availability' system*. Staff will post on their office doors , and/or on Starfish their office hours, these being the times during the week when they available to meet students. If you adhere to the times stated, the member of staff will be there and will see you. You can also *e-mail* staff whose addresses can be found within the Outlook web-mail directory (in the search facility enter the staff member's surname, a list of name appears, please ensure you send it to the member of staff in the Law School - brush your mouse over the name and their details appear, law staff have an 'LW' description against the 'department'). Please note that staff are not always at their desks and may not be able to respond to e-mails immediately. Staff will endeavour to respond to e-mails within 3 working days. If staff are away from the university, either on university business or on annual leave, an automated message will be sent giving an indication when the staff member will return and be able to respond to your e-mails.

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

1.6.6 Change of Personal Circumstances or Mode of Study
You must notify your Academic Advisor or Course Leader of any change to your programme of study. Module Change Forms are available from the School Office but changes MUST be signed by your 1st Year, Academic Advisor or Course Leader, Andrew Harries.
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 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. The name of this person and their home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. The External Examiner reports will also be made to you electronically.

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

Lancashire Law School LLB External Examiners 2017-2018

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 (i.e., reports for the 2014-15 academic year will be available from the 1st September 2015 onwards)

2. Structure of the course
2.1 Overall structure
There is a foundation entry route available for this programme. The programme specification for this course is available in the appendices of this handbook.

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.

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.

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

Year 1 (Level 4)

   (a) ***Core Modules - Law*** (4)

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

   (b) ***Compulsory Modules –*** (2)

CJ1101: Crime and Society	(20)	Semester 1
CJ1102: Key Thinkers in Criminology	(20)	Semester 2

Year 2 (Level 5)

    (a) Core Modules - Law (3)

        LW2500: Criminal Law   (20)   Semester 1 + 2

        LW2501: European Union Law   (20)   Semester 1 + 2

        LW2504: Law of Tort   (20)   Semester 1 + 2

    (b) Compulsory Modules - Law (1)

        LW2020: Legal Research and Reasoning (20)   Semester 1+ 2

    (c) Any 2 Law or Criminology Modules - (2 x 20 or 1x40)

LW2 or CJ2 modules   (20)

LW2 or CJ2 modules   (20)

To see the list of law and criminology options, go to:

http://www.uclan.ac.uk/courses/llb_law_with_criminology.php

Year 3 (Level 6)

    (a)   *Core Modules - Law* (2)

        LW3504: Land Law   (20)

Semester 1 + 2

        LW3506: Trusts & Equity   (20)

Semester 1 + 2

    (b)   **Compulsory Modules - Law** (1)

        LW3092: Interviewing, Employability and   (20)   Semester 1 + 2
                  Personal Development

    (c)   **Law/Criminology Options** (3)

        3 modules, with all LW or all CJ or a mixture of LW and CJ

2.1.1 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 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 core/compulsory modules you will be required to do as well as an indication of some of the options. For a more detailed list of the modules which may be available (subject to sufficient demand and staff expertise being available), please go to:

http://www.uclan.ac.uk/courses/llb_law_with_criminology.php
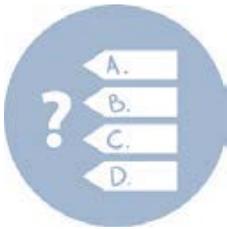
2.3 Course requirements

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

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

Extract from SRA Guidance 2008

2.2 Number of attempts at foundation subjects
The **maximum number** of attempts permitted for any of the **foundations of legal knowledge subjects** within a qualifying law degree **is normally three**., (page 8)
Please note that an 'attempt' is counted as a first sit of all components of assessment for the module and excludes situations when you have extenuating circumstances which are accepted (in these situations your first sit is discounted and treated as if it never happened, but only if your circs are accepted).
Under UCLAN regulations a re-registration gives you a further two 'attempts'[1]. However, under the SRA Regulations quoted above, you will have to pass the first of your re-registration attempts to not fall foul of the rule quoted therein. If you fail the first attempt of

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[1] Please read the following G12 regulation on the number of 'attempts' you are permitted at Stage 1 and Stage 2: http://www.uclan.ac.uk/aqasu/academic_regulations.php

a re-registration but pass the August resit, this will be counted as your 4th 'attempt' (subject to no ex circs being submitted) and your degree will be 'non-qualifying'.

Suspension of Study, Withdrawal and Repeating Years
If you have ongoing and very disruptive extenuating circumstances causing you to miss so much class time that you feel you are irretrievably behind, then you can submit extenuating circumstances and ask the examination board to suspend your studies. This basically means we allow you to take a year off to pick up your studies where you left them the previous year. This is not the same as a repeat year with good cause, where any marks gained are taken off your record, because you are able to retain any marks gained. There may be funding implications though and you should check these with your funding provider first. You also require permission from your Course Leader or the Assessment Board and there are forms which must be completed also.

Unsatisfactory Progress

The year tutors, course leader and members of the extenuating circumstances committee meet regularly to review the progress of students. If a student's progress (particularly attendance) is less than satisfactory, the student will be interviewed by the course leader to ascertain the cause of the problem. Appropriate support will be given if needed. Any students whose progress is deemed unsatisfactory will be monitored by their Academic Advisor and the course leader. **Unsatisfactory progress may result in penalties and withdrawal from the course.**

Reassessment
All re-assessments, whether coursework or examination will take place during the August re-assessment period. A maximum mark of 40% for each reassessed component is awarded for re-assessment. Where a student is unable to sit, or fails an examination by reason of extenuating circumstances that have been accepted by the Board, then a first sitting will be offered in the August re-assessment period and your marks will not be capped at 40%. If taken as a first sitting the mark achieved is awarded but the student is still required to have passed six modules in order to proceed into the next year. Once the August sits are completed there are no further assessment opportunities until the following May at the earliest. Failing more than 20 credits, even when it is not your fault, could prevent you progressing into the next year, therefore.

A student must **pass** 6 modules (120 credits) in order to proceed to year two. In some circumstances a student may be able to carry **one failed module or one incomplete module** into year two. However, this means the student will be taking seven modules and the work load increases. Not a situation to be recommended.

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.

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

Also, you will only progress to year 2 if and when you have passed all six modules taken in year one. For more information go to: http://www.uclan.ac.uk/aqasu/academic_regulations.php

During, and leading up to, progression, information is made available about the law options, their content, teaching methods and assessment methods. The school also holds a session where tutors will present the modules they teach, to give further information and answer questions.

2.4 Study Time
2.4.1 Weekly timetable
Your weekly timetable can be accessed via the student portal at:
https://portal.uclan.ac.uk/webapps/portal/frameset.jsp

2.4.2 Expected hours of study
20 credits is a standard module size and equals 200 notional learning hours.

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.

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

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

For *seminars* and workshops you should allow in the region of 2-4 hours per seminar session as adequate preparation time to prepare answers to preset questions

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

For end of module assessments the questions are usually available eight weeks or so prior to the deadline for submission. They tend to be extended essays and require thorough research and careful preparation. *Tutors cannot 'look at' or advise individual students about draft answers but will look at a synopsis of not more than half A4 page for an essay plan.* **PLEASE NOTE**: *Essays cannot be re-submitted to gain a better grade, passed essays cannot be resat or retaken, failed pieces of work are normally allowed one re-sit and a maximum mark of 40% is awarded. See Regulation G11 at* http://www.uclan.ac.uk/aqasu/academic_regulations.php

2.4.3 Attendance Requirements
You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to the Course Leader or your Academic Advisor if the Course Leader is unavailable.

For international students, to comply with the Visas and Immigration (UKVI) Points Based System (PBS) – you MUST attend your course of study regularly; under PBS, UCLAN is obliged to tell the UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

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

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.

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

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

Reading an appropriate chapter in a textbook prior to the lecture will help you understand the lecture better than if you do nothing. Even if you do not understand all you read you will be at least familiar with some of the ideas and cases when the lecturer mentions them. Lecturers will adopt a variety of methods in lectures to help engage you with the materials: some will ask you to sit back and listen and take minimal notes, because detailed written handouts may be provided or powerpoint slides; others may ask you to take copious and detailed notes of what they say. You must adopt your learning style to different lecturing methods.

 All modules will provide a module handbook on their virtual learning environment webspace (Blackboard is the platform used at UCLAN). The handbook will guide you through the lectures and provide important references for further reading, as well the schedule of topics and seminar questions you will cover over the academic year.

3.2.2 Seminars
Seminars are student led discussion groups (maximum of around 15 students.) You are asked to prepare set questions in advance of the class and bring your responses to these questions to a class discussion. The aim of the discussion is to consolidate what you have learnt and further your understanding of the subject matter. Seminars are also an opportunity to develop your skills of critical analysis, reasoned argument and oral communication.
. Seminars will develop law specific, generic and transferable skills.

IMPORTANT: please read. Once you have been allocated to a seminar group you are not allowed to swap groups unless this is first discussed with the School's timetable manager

in the Harris Hub. . Group swaps will only be allowed in *exceptional* circumstances. It is unfair on other students if seminar groups become unbalanced (either too many or too few in a group). If you have permission to swap groups permanently (and this requires the permission of the Year Tutor and seminar tutor of the group you want to swap to – you must seek these permissions) you must ensure your new tutor gets your grades to date from the seminar group you are coming from.

If you wish to attend another seminar group as a 'one off' (owing to illness or other such problems which prevented you attending) then you must complete an 'absence from seminar' form and then, with this form, approach the tutor of the class you wish to attend. If the tutor is satisfied with your self-certified absence he/she may let you attend another group.. Your non-attendance will be condoned (so long as it is self-certified correctly and you've not reached the maximum number of self-certifications) so you can only attend to participate in discussion..

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

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

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

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

3.4 Learning resources
3.4.1 Learning Information Services (LIS)
Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.
To see some of the extensive support materials the library makes available to law students, including a superb range of e-data-bases dedicated to law, please go to: http://www.uclan.ac.uk/students/study/library/law_guide.php.

The library is open 24/7 during term-time.

3.4.2 Electronic Resources
LIS provide access to a huge range of electronic resources – e-journals and databases, ebooks, images and texts.
Please go to: http://www.uclan.ac.uk/students/study/library/e_databases.php for examples of what is available.

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

3.5 Personal development planning

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

3.6 Preparing for your career

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

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self- employment,
- You will then be ready to learn how to successfully tackle the recruitment process.
  You will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.
  It's your future: take charge of it!
  Careers offers a range of support for you including:-
- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

Preparing for a Career in Law: Enhancing your Employability

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

Year 2: Ask yourself these questions - do you have any MORE recent relevant work experience? Relevant at this stage = related to the SPECIFIC graduate career of your choice eg if you want to be a solicitor, you need some work experience in a solicitors office doing the type of work that you hope to do once qualified. If you would like to work in a large solicitors' firm

(eg in Manchester) or for a large, national graduate employer you need to look at when they require applications for graduate jobs to be made. This is often **1 or 2 years BEFORE** you graduate. Are you still holding down a part-time job with useful skills and where you are successfully combining that with your studies?

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

4. Student Support

4.1 Academic Advisors

All first year students are allocated to 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. This member of staff will be your confidante and will support you in all that you do both during your time with us and after you have left (i.e., by helping with references etc).

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

4.2 Students with disabilities

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

Assessment arrangements for students with a disability

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

The designated lead for Disability within your school will be Munira Patel, who can be contacted on MHPatel@uclan.ac.uk , Tel ext: 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. With 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.
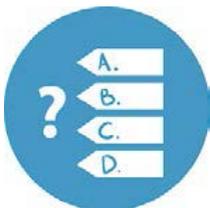
5. Assessment
5.1 Assessment Strategy

The purpose of assessment is to test your learning against expected learning outcomes.[2] Assessment will either have formative (designed to help you learn what standards are expected – e.g., an 'in-course' assignment) and summative (usually a 'final' assessment of your

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

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

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

5.2 Notification of assignments and examination arrangements

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

In the Lancashire Law School most submission dates always fall on either a Tuesday or Thursday, so part-time students are not placed at a disadvantage and the deadline is 2.00pm for full-time students and part-time students are usually permitted an evening submission time (to be notified by the module leaders in advance) time to fit their teaching pattern.

All students are required to submit their courseworks electronically using the Turn-it-In plagiarism detection platform. Module leaders will create an assignment 'drop-box' on their web-ct sites 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.

5.3 Referencing

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

5.4 Confidential material

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

5.5 Cheating, plagiarism, collusion or re-presentation

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

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulations. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations. In simple terms an undergraduate honours degree classification is based on the highest classification:

1. The Average Percentage Mark (APM) of your level 5 and 6 modules (generally taken in years 2 and 3 of a full time course) weighted 30:70. Or
2. Your Average Percentage Mark in year 3 only (ie your level 6 modules)

If the APM is near a borderline, 'at the discretion of the Assessment Board, students may be classified according to the academic judgement of the Assessment Board taking into account their overall profile and performance with the minimum requirement that:

1. A minimum of 3 modules (60 credits) at level 6 are in the classification band **and**
2. The APM is no lower than 2 percentage points below that required for the higher classification.'

In operating discretion for profiling Course Assessment Boards will use academic judgement and may refer to performance in core modules; the placement component, the dissertation/project or other factors which have been published to students.

7. Student Feedback

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 as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

7.1 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.

8.1 Programme Specification(s)

UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

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

1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution and Location of Delivery	University of Central Lancashire at Preston and Burnley campuses Runshaw College London School of Business and Finance
3. University Department/Centre	Lancashire Law School
4. External Accreditation	Joint Academic Stage Board
5. Title of Final Award	LLB (Hons) Law with Criminology
6. Modes of Attendance offered	Full time/Part-Time
7. UCAS Code	M190
8. Relevant Subject Benchmarking Group(s)	Law
9. Other external influences	Joint statement of Solicitors Regulation Authority and Bar Training Council
10. Date of production/revision of this form	March 2013
11. Aims of the Programme	

The broad aim of the law degree programme is to support the University's mission statement and strategy for teaching and learning by promoting equality of access to a high quality legal education which facilitates the development of a student's full academic potential using stimulating and challenging teaching materials and methods, informed by current legal knowledge and research, and current thinking and practice used by the Law School's partners and stakeholders in the wider public and private sectors.

The specific aims of the LLB programme are to help students:

- Acquire knowledge and understanding of a wide range of legal concepts, processes, procedures, values, principles and rules of English law and demonstrate how processes and procedures operate in practice and explain the reasons for the relationships between them in a number of complex areas

- Demonstrate a comprehensive, and accurate, knowledge and understanding of the detail of legal rules, including theoretical issues pertinent to any of the substantive areas of law studied and their relationship to relevant economic, social, commercial, political, European and international contexts
- Demonstrate an understanding of the nature, theoretical approaches and methodologies of law and criminology
- Apply knowledge to situations and scenarios of increasing legal complexity, analyse facts, evaluate principles and produce reasoned conclusions
- Demonstrate an understanding of the nature, function and practices of criminal justice agencies and contextualise these
- Demonstrate effective use of a range of research skills, including the use of paper and electronic based sources to find up-to-date information from a variety of sources, developing and executing a clear research plan, and producing a clear and accurate presentation of law on a topic
- Synthesise doctrinal and policy issues in relation to a topic area and demonstrate an ability to offer personal perspectives
- Demonstrate an ability to identify and rank legal issues in order of relevance and importance and offer personal and informed criticism, including comments on the reliability, validity and significance of what is read
- Reflect on progress, present work in a timely fashion for feedback and develop a programme of action based on feedback given and show independence in identifying further learning opportunities as part of an ongoing process of lifelong learning
- Demonstrate accurate use of the English language and legal terminology, both in writing and orally
- Demonstrate proficiency in retrieving legal information using electronic databases, use a wide range of formatting and other word processing techniques, and manage and exchange information by e-mail
- Proceed to the professional stage of legal training
- Enter, or return to, employment with a sound knowledge of the structure, processes and rules/doctrines which comprise the legal environment, and demonstrate a range of transferable skills of practical use in helping develop a chosen career or specialist area of work

In addition, the programme has the following aim in relation to criminology:
- To enable students to develop an understanding of the nature, function and practices of criminal justice agencies and contextualise these

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A 1. demonstrate knowledge and understanding of the principal sources of law, explain how legal rules are created and developed.

A 2. show evidence of an understanding of the principles and doctrines which underpin the Foundations of English Law.

A 3. demonstrate knowledge and understanding of a range of legal theories and principles across a variety of legal areas and contexts.

A 4. be able to apply knowledge and understanding in a social, political and economic context.

A 5. Demonstrate knowledge and understanding of the theoretical and methodological approaches in criminology.

Teaching and Learning Methods

A range of teaching and learning methods will be used including lectures, seminars, moots, workshops, web-ct discussion forums, guest lectures, utilising problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, web-ct quizzes, interactive questions, case reviews, portfolios and extended essays.

B. Subject-specific skills

B 1. identify, locate, and interpret both primary and secondary legal sources.
B 2. critically evaluate legal concepts and rules and apply them in the legal analysis of actual and hypothetical problems
B 3. analyse written information and select the parts of the material most relevant to the question or issue being addressed.
B 4. synthesise apparently diverse and conflicting legal authorities and social and criminological policy arguments.
B 5. summarise and interpret legal judgements.
B 6. undertake effective research and solve problems in new and developing areas of law.
B 7. Demonstrate knowledge of a range of theoretical and methodological approaches in law and criminology.

Teaching and Learning Methods

A range of teaching and learning methods will be used including lectures, seminars, moots, workshops, web-ct discussion forums, guest lectures, utilising problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, web-ct quizzes, interactive questions, case reviews, portfolios and extended essays.

C. Thinking Skills

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

Teaching and Learning Methods

A range of teaching and learning methods will be used including lectures, seminars, moots, workshops, web-ct discussion forums, guest lectures, utilising problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, web-ct quizzes, interactive questions, case reviews, portfolios 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.   demonstrate an ability to interpret simple numerical and statistical information
D6.   reflect on his\her own learning and seek from feedback from others.
D7.   demonstrate skills of critical reasoning and ability to conduct independent research D8. demonstrate skills of interviewing and negotiation

Teaching and Learning Methods

A range of teaching and learning methods will be used including lectures, seminars, moots, workshops, web-ct discussion forums, guest lectures, utilising problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, and research exercises.

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, web-ct quizzes, interactive questions, case reviews, portfolios and extended essays

13. Programme Structures*				14. Awards and Credits*
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 6		***Core modules***		**LLB (Hons) Law with Criminology**
	LW3505	Land Law (Core)**	20	Requires 360 credits, including a
	LW3507	Trusts & Equity (Core)**	20	minimum of 220 at level 5 or
		Compulsory modules		above and 100 at level 6. A
	LW3092	Lawyers Skills: Interviewing and Advising, Negotiation and Personal Development (Compulsory)**	20	minimum of 240 credits will be in Law.
		Optional modules		**Bachelor Degree without Honours (LLB)**
	LW3010	Human Rights in an European & International Law Context	20	Requires 320 credits, including minimum of 180 at level 5 or
	LW3018	Criminal Law Relating to Sex & Violence	20	above and 60 at level 6.
	LW3020	Criminal Evidence	20	
	LW3026	Jurisprudence**	20	
	LW3031	Placement (worked based learning for lawyers.)**	20	
	LW3033	Criminal Process: the law in Action	20	
	LW3035	Terrorism and the Law	20	
	LW3090	Dissertation (double)**	40	
	LW3091	Project**	20	
	CJ3007	Sex, Violence and Strategies	20	
	CJ3010	Obeying the Law: Political Obligation	20	
	CJ3018	State Crime and Genocide: State Terrorism and Denial	20	
	CJ3013	Theories of Crime and Punishment	20	
	CJ3021	Drugs & Society Why	20	
	CJ3024	Prison?	20	
	CJ3027	Human Trafficking and 'ModernDay' Slavery	20	
	CJ3029	Developmental Criminology	20	
	CJ3030	Diversity, Crime and Justice	20	
	CJ3101	Texts in Criminology	20	
		Students can choose from any other options available that the course leader deems appropriate for the programme of study		

		**denotes modules offered at London School of Business and Finance		
Level 5		***Core modules***		**Diploma HE**
	LW2502	Criminal Law (Core)**	20	Requires 240 credits, including a minimum of 100 at level 5 or above.
	LW2503	European Union Law (Core)**	20	
	LW2504	Tort Law (Core)	20	
		Compulsory modules		
	LW2020	Legal Research & Reasoning Skills and Personal Development (Compulsory)**	20	
		Optional modules		
	LW2004	Mooting and Legal Debating**	20	
	LW2012	Human Rights in the UK	20	
	LW2013	Criminology**	20	
	LW2014	Sentencing & Treatment of Offenders	20	
	LW2016	Moral Dilemmas in Law	20	
	LW2032	War Crimes Trials	20	
	CJ2003	Media & Crime	20	
	CJ2005	Drugs & Crime	20	
	CJ2012	Victims, Communities & Crime Offending	20	
	CJ2013	Corporations: Safety, Economic and Environmental Crime	20	
	CJ2016	Understanding Policing	20	
	CJ2018	Prostitution, Infanticide & Punishment in the Nineteenth Century	20	
	CJ2021	Youth Justice	20	
	CJ2101	Critical Thinkers in Criminology	20	
	CJ2102	Research Methods in Criminology	20	
		Students can choose from any other options available that the course leader deems appropriate for the programme of study		
		**denotes modules offered at London School of Business and Finance		
Level 4		**Core modules**		**Certificate HE**
	LW1101	Lawyers' Skills and Personal Development (Core)* **	20	Requires 120 credits with a minimum of 100 credits at level 4 or above.
	LW1102	Legal System (Core)* **	20	
	LW1005	Public Law (Core)* **	20	
	LW1013	Contract Law (Core)* **	20	
		Compulsory modules		

	CJ1101	Crime and Society* **	20	
	CJ1102	Key Thinkers in Criminology* **	20	
		*denotes modules offered at London School of Business and Finance		
		* denotes modules offered at Runshaw College		

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 Academic Advisors in LW1101; students are also required to complete a weekly reflective diary entry for inclusion in their portfolio. The portfolio is reviewed formally twice a year by Academic Advisors in one-to-one meetings with their tutees. Students are also encouraged to use the reflective diary to set, and review, targets and their attainment for both the semester and year. 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.

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 BBB 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. Applications from individuals with nonstandard qualifications, relevant work or life experience and from those who can demonstrate the ability to cope with, and benefit from, degree level studies are welcome to apply and will be considered on an individual basis.

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

17. Key sources of information about the programme

Lancashire Law School Website: www.uclan.ac.uk/ahss/lancashire_law_school/index.php

Lancashire Law School Office: Telephone 01772 893062

Course Leader: Ian Turner, 01772 893074, idturner@uclan.ac.uk

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

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Knowledge and understanding					Subject-specific Skills							Thinking Skills				Other skills relevant to employability and personal development							
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	D7	D8
LEVEL 6	LW3505	Land Law	C	X	X	X	X		X	X	X	X	X		X	X	X		X	X		X	X	X	X	X	
	LW3507	Trusts and Equity	C	X	X	X	X		X	X	X	X	X		X	X	X		X	X		X	X	X	X	X	
	LW3092	Lawyers Skills: Interviewing and Advising, Negotiation and Personal Development	COMP		X		X			X	X					X	X	X	X	X	X	X	X	X	X	X	X
	LW3010	Human Rights in a European and International Law Context	O	X		X	X		X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	
	LW3018	Criminal Law Relating to Sex and Violence	O	X		X	X		X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	
	LW3020	Criminal Evidence	O	X		X	X		X	X	X	X	X	X	X			X	X		X	X		X	X	
	LW3026	Jurisprudence	O	X		X	X		X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	
	LW3031	Placement (work based Learning for Lawyers)	O			X	X								X	X	X	X		X	X	X	X		X	X	
	LW3033	Criminal Process: the Law in Action	O	X		X	X		X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	
	LW3035	Terrorism and the Law	O	X		X	X		X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	
	LW3090	Dissertation (double)	O	X			X		X	X	X	X	X	X	X	X	X	X	X	X			X		X	X	
	LW3091	Project	O	X			X		X	X	X	X	X	X	X	X	X	X	X	X			X		X	X	
	CJ3007	Sex, Violence and Strategies	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3010	Obeying the Law: Political Obligation	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3018	State Crime and Genocide: State Terrorism and Denial	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3013	Theories of Crime and Punishment	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3021	Drugs & Society	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3024	Why Prison?	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3026	Crime and New Technologies	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3027	Human Trafficking and 'Modern-Day' Slavery	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3029	Developmental Criminology	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3030	Diversity, Crime and Justice	O				X	X			X	X				X	X	X	X	X	X		X		X	X	
	CJ3101	Texts in Criminology	O				X	X			X	X				X	X	X	X	X	X		X		X	X	

Level	Code	Title	Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
LEVEL 5	LW2502	Criminal Law	C	X	X	X	X		X		X	X	X			X	X		X	X	X	X	X		X		
	LW2503	European Union Law	C	X	X	X	X		X		X	X	X			X	X		X	X	X	X	X		X		
	LW2504	Tort Law	C	X	X	X	X		X		X	X	X			X	X		X	X	X	X	X	X	X		
	LW2020	Legal Research & Reasoning Skills and Personal Development	COMP	X					X		X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	
	LW2004	Mooting & Legal Debating	O	X	X	X	X		X	X	X	X	X	X		X	X		X	X	X	X	X	X	X	X	X
	LW2012	Human Rights in the UK	O	X		X	X		X		X	X	X				X		X	X		X	X				
	LW2013	Criminology	O	X		X	X		X		X	X	X				X		X	X		X	X				
	LW2014	Sentencing and Treatment of Offenders	O	X		X	X				X	X	X				X		X	X		X	X				
	LW2016	Moral Dilemmas in Law	O	X		X	X				X	X	X				X		X	X		X	X				
	LW2032	War Crimes Trials	O	X		X	X		X	X	X	X	X	X			X		X	X		X	X				
	CJ2018	Prostitution, Infanticide & Punishment in the Nineteenth Century	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2016	Understanding Policing	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2013	Offending Corporations: Safety, Economic and Environmental Crime	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2012	Victims, Communities & Crime	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2005	Drugs & Crime	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2003	Media & Crime	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2012	Youth Justice	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2101	Critical Thinkers in Criminology	O				X	X			X					X			X	X	X	X	X	X	X		X
	CJ2102	Research Methods in Criminology	O				X	X			X					X			X	X	X	X	X	X	X		X
LEVEL 4	LW1101	Lawyers' Skills and Personal Development	C	X					X		X		X	X		X	X	X	X	X	X	X	X	X	X	X	
	LW1102	Legal System	C	X		X	X		X		X							X		X	X		X	X			
	LW1005	Public Law	C	X	X	X	X		X		X	X	X			X	X		X	X		X	X			
	LW1013	Contract Law	C	X	X	X	X		X		X	X	X			X	X		X	X	X	X	X	X			
	CJ1101	Crime and Society	C				X	X			X					X			X	X	X	X	X	X	X		X
	CJ1102	Key Thinkers in Criminology	C				X	X			X					X			X	X	X	X	X	X	X		X

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Programme Specification

1.	Awarding Institution / Body	University of Central Lancashire
2.	Teaching Institution and Location of Delivery	University of Central Lancashire Preston/Burnley Campuses UoM Enterprise, Mauritius
3.	University Department/Centre	Lancashire Law School
4.	External Accreditation	Tertiary Education Committee of Mauritius (subject to validation)
5.	Title of Final Award	LLB (Hons) Law (Foundation Entry) (non-award-bearing programme: initial stage of 4 year degree course)
6.	Modes of Attendance offered	Full time\part time
7.	UCAS Code	M101
8.	Relevant Subject Benchmarking Group(s)	Law
9.	Other external influences	Law Subject Benchmarks

10. Date of production/revision of this form	October 2015

11. Aims of the Programme

- **To equip the student with a broad range of transferable, legal and academic skills that will facilitate entry onto the undergraduate honours programme.**
- **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.**
- **To provide an introduction to current legal issues in various areas of law.**
- **To encourage the student to identify and pursue further learning opportunities and\or employment**

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

On successful completion of the programme the students will have;

A1. An appreciation of the skills necessary to undertake degree level study, including basic IT skills

A2. Knowledge and understanding of the principles that underpin the English, French and Mauritius legal systems

A3. Knowledge and understanding of the purpose of law in modern society

A4 Knowledge and understanding of the role of law in specific circumstances e.g. Family life, Terrorism, Business, Human Rights

Teaching and Learning Methods

A range of teaching and learning methods will be used including lectures, seminars, workshops, role play, debates, 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), portfolio, 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), portfolio, 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 lectures, 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), portfolio, 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 lectures, 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.

Programme Structures				14. Awards and Credits
Level	Module Code	Module Title	Credit rating	
Level 3	LWC015	Introduction to Academic Study:	10	**LLB (Hons) Law (Foundation Entry)**
	LWC014	Writing for Academic Success	10	Requires completion of 120 credits at Level 3.
	LWC011	Introduction to Legal Systems	20	Successful completion of the course leads to progression on to Year 1 of the following programmes:
	LWC003	Introduction to Current Legal Issues	20	
	LWC004	Personal Development Planning	20	LLB (Hons) Law LLB (Hons) Law with Criminology LLB (Hons) Law with Psychology
	LWC005	Tasters of Law x 4	10	LLB (Hons) Law with International Studies
	LWC001	Street Law***	10	LLB (Hons) Law with Business LLB (Hons) Law with Mediation
	LWC008	Family Relationships and the Law	10	MLaw
	LWC006	Introduction to War Crimes Trials	10	Students who exit after successful completion of 120 credits at Level 3 will receive a transcript of the modules and grades
		Current Issues in Human Rights		

33	LWC002	Foundations of English Law *	10	
	LWC020	Foundations of English and Mauritius Law ** ***	10	
	LWC009	Defamation and Privacy in the Media	10	
	LWC012	Introduction to Business Law	10	
	LWC013	Introduction to Mediation	10	
	PSC005	Introduction to Psychology	20	
	CJC101	Introduction to Criminology and Criminal justice	20	
	MLC001	Skills for language students	20	

* UK delivery only (Preston and Burnley campuses)

** Mauritius delivery only

*** Compulsory module in Mauritius

15. Personal Development Planning

Personal development planning is supported through the compulsory PDP module that will be taught by the students' personal tutor/s. These sessions will engage students with the process of personal reflection and portfolio planning. Students will be required to complete a reflective workbook and will have one to one meetings with their personal tutor.

16. Admissions criteria

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

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

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 –** http://www.uclan.ac.uk/schools/lancashire-law-school/index.php
- **Lancashire Law School Office – Telephone 01772 891996**
- **Course Leader Hilary Chadwick**

18. Curriculum Skills Map

| | | | | Programme Learning Outcomes | | | | | | | | | | | | | | | |
| | | | | Knowledge and understanding | | | | Subject-specific Skills | | | | | Thinking Skills | | | Other skills relevant to employability and personal development | | | |
Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
Level 3	LWC004	Personal Development Planning	Comp	X				X	X	X	X	X	X		X	X	X	X	X
	LWC003	Intro. Current Legal Issues	Comp		X	X		X	X	X			X		X	X	X		
	LWC015	Introduction to Academic Study	Comp	X				X		X		X	X	X	X	X	X	X	
	LWC014	Writing for Academic Success	Comp	X				X		X		X	X			X	X	X	X
	LWC011	English for Law	Comp	X	X	X		X	X	X	X	X	X	X		X	X	X	
	LWC012	Introduction to Business Law	O			X	X	X	X	X	X	X	X	X		X	X	X	
	LWC006	Current Issues in Human Rights	O				X	X	X	X	X		X		X	X	X	X	
	LWC008	Intro. To War Crimes Trials	O				X	X	X	X	X		X		X	X	X	X	

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Code	Module	Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
LWC001	Family Relationships & the Law	O				X		X	X	X			X	X			X	X
LWC005	Street Law	Comp *		X	X	X	X	X	X	X		X		X		X	X	X
LWC002	Foundations of English Law	O		X	X	X		X				X	X			X	X	X
LWC020	Foundations of English and Mauritius Law	Comp *		X	X	X		X				X	X			X	X	X
LWC013	Introduction to Mediation	O				x		x	x			X	X	X	X	X	X	X
CJC101	Introduction to Criminology and Criminal Justice	O					x					x	x		x	X	X	X
PSC005	Introduction to Psychology	O	x				x		x			x	x	X	x	X	X	X
MLC001	Skills for language students	O	x				x					x			x	X	X	x	x
LWC009	Defamation & Privacy in the Media	O			X	X	X	X	X	X	X	X	X	X	X	x	x	X

Comp * compulsory at

University Student Handbook
for Taught Courses

2018/19

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.

Contents page

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. 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 request a review of this decision if you have grounds in line with the Academic Appeals Procedure. Tuition fees will be charged in accordance with Appendix 2 of our Tuition Fee Policy.

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 personal information, please see the University's Data Protection Policy and Privacy Notice or contact the Information Governance Officer, Office of the University Secretary and Legal Officer, University of Central Lancashire, Preston, PR1 2HE or email DPFOIA@uclan.ac.uk.

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

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.

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- 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.

The UCLan careers portal careerEDGE contains all the information and resources you will need to help navigate your way to a successful career, including access to hundreds of graduate vacancies, placements and part-time jobs.

We are based in the entrance to Foster building and are open from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. Come to see us to arrange your guidance appointment, have your CV and cover letter checked, get help in applying for a job or just to find out more about our full range of services.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 offer advice on:

- Bank and Confirmation of Study Letters
- Council Tax Exemption Certificates
- International Student Support
- Library Services and Support
- Printing and Printer Credit
- Student Financial Support
- UCLan Cards
- UCLan Financial Bursary (1st year students only)
- Student Support and Wellbeing (including Disability)

and much more.

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

If you are struggling financially or have financial concerns which may prevent you from continuing on your course, you are advised to seek advice from the University's Finance Support Team, based in the <i>, or in the Advice and Representation Centre at the Students' Union.

If you are finding the course challenging or cannot complete independent study and assessments on time you should consult your Academic Advisor.

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

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 Student*s. 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;

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 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 which are outlined below. Where appropriate, 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 Student 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 Student [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 under stage 3 of the procedure.