



Course Handbook
LLB (Hons) Law with International Studies Full-Time
(including Foundation Entry)
2018/19
Lancashire Law School



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

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

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1. Welcome to the course

Your course leadership team:

Rachel Nir – Foundation course leader

Tina McKee – Year 1 course leader

Dianne Scullion – Year 2 course leader

Dr. Susan Twist – Year 3 course leader

Dr. Andrew Harries – overall LLB course leader

On behalf of all the staff in the Lancashire Law School, welcome to UCLan and the Law School, and to the LLB (Hons) Law with International Studies! 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 '1', 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 International Studies degree possesses the attraction of being a 'Qualifying Law degree' (QLD) for the purposes of exemption from the academic stage of legal training.

This will include all of the core and compulsory law modules necessary for a qualifying law degree (which are currently delivered on the LLB (Hons)) and then compulsory language modules depending on the particular language pathway that a student wishes to pursue. A student can choose from:

- French
- German
- Arabic
- Japanese
- Chinese
- Spanish

Employers of law graduates, including but not limited to the legal professions, operate in an increasingly global intellectual and commercial context. Many UK-based legal firms have overseas offices and English-speaking lawyers who are qualified in English law are in demand by firms who regularly interact with UK-based firms. In certain forms of legal work foreign language skills and knowledge can also be highly valuable in dealing with clients.

The LLB degree itself is highly sought after and, in the international graduate recruitment context, the LLB degree is highly valued and internationally recognised. This programme will combine legal study with language study and a year abroad and thus will provide graduates with an identifiable, distinctive and sought-after qualification which clearly recognises their legal and linguistic competence.

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

In addition, the programme has the following aims in relation to the target language studied:

- To train competent speakers of the target language who can express themselves fluently in spoken and written modes
- To foster knowledge of the target language, society and culture by study and evaluation of aspects of contemporary life in the country, or countries, where the target language is spoken
- To provide a balance of linguistic competences and understanding of different cultures which will stimulate an enquiring, analytical and creative approach within students
- To develop students' interpersonal skills, critical self-awareness and problem-solving abilities
- To enhance students' employment and career opportunities at home and abroad
- To promote a keen interest in scholarship and a positive attitude to lifelong learning

1.2 Course Team

Programme Managers:

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

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

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

Year Leaders:

Foundation Course Leader

Name Rachel Nir
Room Harris 203
Direct Dial No (01772) 893945
E-mail ranir@uclan.ac.uk

Year 1 Course Leader

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

Year 2 Course Leader

Name Dianne Scullion
Room Harris 257
Direct dial 01772 893081
E-mail ranir@uclan.ac.uk

Year 3 Course Leader

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

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

Year 1 Core module team: Michael Doherty
Public Law Tutor
Room Harris 203
Direct Dial No (01772) 893949
E-mail moherty@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

Lancashire Law School
Humanities and the Social Sciences
Centre for Excellence in Learning and Teaching

telephone: 01772 891996/891997.

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 are 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 names 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

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)



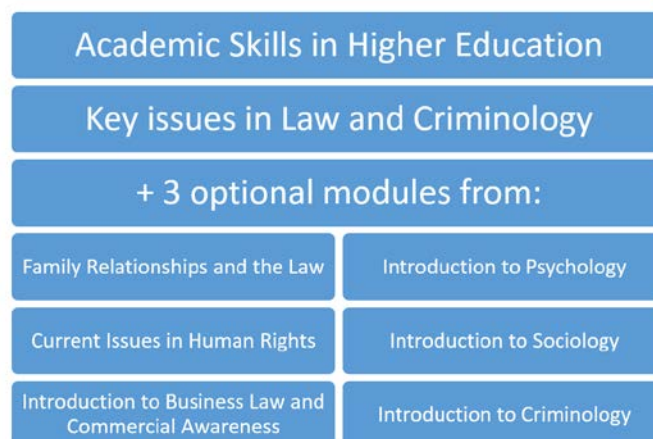
2. Structure of the course

2.1 Overall structure

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.

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



LLB (Hons) Law with International Studies Course Structure (3 years):

Year 1

Lawyers' Skills 1

Legal system

Contract law

Public law

Compulsory language pathway double module from International Studies

Year 2

Criminal law

Law of tort

European law

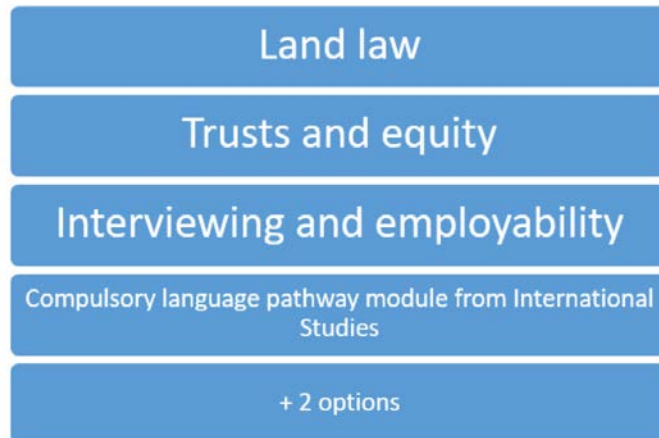
Legal research and reasoning

2 x Compulsory language pathway modules from International Studies

Year 3

Compulsory year abroad

Year 4



Your Course at a Glance: What you will study over the next 4 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 – International Studies (2)

JS1070(4)	Japanese Japanese Language 1 (Post A level)(Compulsory) Or Beginners Japanese Language and Culture (ab initio)	40
JS1106(4)	(Compulsory)	40
CL1000(4)	Chinese Chinese Language (Compulsory)	40
AK1010(4)	Arabic Arabic Language (Compulsory)	40
FR1000(4)	French Introduction to French Studies (Compulsory)	40
SH1000(4)	Spanish Introduction to Spanish Studies (Compulsory)	40
GM1006(4)	German Introduction to German Studies (Compulsory)	40

Year 1 Overview: Core Modules

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

Year 2 (Level 5)

(a) Core Modules - Law (4)

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
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(c) Compulsory Modules – International Studies (2 x 20 or 1x40)

JS2206(5)	Japanese Japanese Language 2 (post A level) (Compulsory)	40
JS2050(5)	Or Japanese Language 2 (ab initio) (Compulsory)	40
CL2004(5)	Chinese Chinese Language (Compulsory)	20
CL2201(5)	Chinese Literacy (Compulsory)	20
AK2000(5)	Arabic Arabic Language 2A (Compulsory)	20
AK2001(5)	Arabic Language 2B (Compulsory)	20
FR2001(5)	French French Language (Compulsory)	20
FR2203(5)	French Language and Society (Compulsory)	20
SH2101(5)	Spanish Spanish Language (Compulsory)	20
SH2203(5)	Contemporary Spanish Society (Compulsory)	20
GM2101(5)	German German Language (Compulsory)	20
GM2112(5)	Contemporary German Society (Compulsory)	20
ML2882(5)	Assessed Year Abroad (Compulsory)	120

STUDENTS WILL SPEND A YEAR ABROAD IN YEAR 3 OF THEIR DEGREE

Year 4 (Level 6)

(a) **Core Modules - Law** (3)

LW3504: Land Law	(20)	Semester 1 + 2
LW3506: Trusts & Equity	(20)	Semester 1 + 2

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

LW3092: Interviewing, Employability and Personal Development	(20)	Semester 1 + 2
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(c) **Compulsory/Core Modules**

JS3079(6)	Japanese Interpreting Japan through Literature and Cultural Readings (Compulsory)	20
CL3201(6)	Chinese Advanced Chinese (Compulsory)	20
AK3003(6)	Arabic Arabic / English Translation (Compulsory)	20
FR3001(6)	French French Language (Compulsory)	20
SH3001(6)	Spanish Spanish Language (Compulsory)	20
GM3001(6)	German German Language (Compulsory)	20

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_hons_law_with_international_studies.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



Completing the academic stage of training

Guidance for providers of recognised law programmes: Education and Training Unit

Last updated: 26 February 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 circumstances 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

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

attempt of 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 seminar groups will be needed. *If you do not complete progression your choice of options may be limited as new groups will not be created.*

Also, you will only progress to year 2 if and when you have passed all six modules taken in year one. For more information go to:

http://www.uclan.ac.uk/aqasu/academic_regulations.php

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* 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 your 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

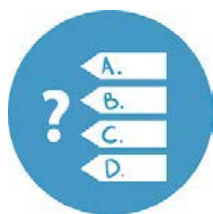
The designated lead for Disability within your school will be Munira Patel, who can be contacted on MHPatel@uclan.ac.uk , Tel ext: 01772 895310.

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 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,

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

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. Appendices

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
3. University Department/Centre	Lancashire Law School
4. External Accreditation	Joint Academic Stage Board
5. Title of Final Award	LLB (Hons) Law with International Studies
6. Modes of Attendance offered	Full time/Part time/Sandwich route/Blended delivery
7. UCAS Code	
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	October 2015
11. Aims of the Programme	
<p>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.</p> <p>The specific aims of the LLB programme are to help students:</p> <ul style="list-style-type: none"> • 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

In addition, the programme has the following aims in relation to the target language studied:

- To train competent speakers of the target language who can express themselves fluently in spoken and written modes
- To foster knowledge of the target language, society and culture by study and evaluation of aspects of contemporary life in the country, or countries, where the target language is spoken
- To provide a balance of linguistic competences and understanding of different cultures which will stimulate an enquiring, analytical and creative approach within students
- To develop students' interpersonal skills, critical self-awareness and problem-solving abilities
- To enhance students' employment and career opportunities at home and abroad
- To promote a keen interest in scholarship and a positive attitude to lifelong learning

A. Knowledge and Understanding

A1. demonstrate knowledge and understanding of the principle sources of law, explain how legal rules are created and developed.

A2. show evidence of an understanding of the principles and doctrines which underpin the Foundations of English law, Common law systems, Cypriot law and European law

A3. demonstrate knowledge and understanding of a range of legal theories and principles across a variety of legal areas and contexts.

A4. be able to take account of the social, political and economic context of knowledge and understanding of laws

A5. communicate with some confidence and accuracy in the target language in spoken and written modes

Teaching and Learning Methods

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

Assessment methods

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

B. Subject-specific skills

- B1. identify, locate, and interpret both primary and secondary legal sources.
- B2. critically evaluate legal concepts and rules and apply them in the legal analysis of actual and hypothetical problems
- B3. analyse written information and select the parts of the material most relevant to the question or issue being addressed.
- B4. synthesise apparently diverse and conflicting legal authorities and policy arguments.
- B5. summarise and interpret legal judgements
- B6. undertake effective research and solve problems in new and developing areas of law and another subject.
- B7. display a variety of linguistic skills in the target language including oral and written competence in a variety of registers.

Teaching and Learning Methods

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

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, Blackboard 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.
- C5. apply relevant knowledge across a broad spectrum of issues relating to the country, or countries, of the target language.

Teaching and Learning Methods

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

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, Blackboard 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, Blackboard discussion forums, guest lectures, utilising problem-based learning, case-study analysis, experiential learning, role plays, hypotheses, interactive technologies, reading and listening comprehensions, translation and research exercises.

Assessment methods

Unseen examinations, mooting, oral performance, group presentation, workshop research exercises, case analysis, Blackboard 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		Year 4		LLB (Hons) Law with International Studies Requires 360 credits, including a minimum of 220 at level 5 or above and 100 at level 6. A minimum of 240 credits will be in Law. Sandwich route requires successful completion of ML2882 Assessed Year Abroad which has a notional credit rating of 120 credits LLB Law with International Studies Requires 320 credits, including minimum of 180 at level 5 or above and 60 at level 6.
		Compulsory modules		
	LW3505(6)	Land Law	20	
	LW3507(6)	Trusts & Equity	20	
	LW3092(6)	Lawyer's Skills: Interviewing and Advising, Negotiation and Personal Development	20	
		Choice from ONE language pathway		
	JS3079(6)	Interpreting Japan through Literature and Cultural Readings (Compulsory) OR	20	
	JS3050 (6)	Japanese Language and Society	20	
	CL3201(6)	Chinese Language 3 (Compulsory)	20	
	AK3003(6)	Arabic / English Translation (Compulsory)	20	
FR3001(6)	French Language (Compulsory)	20		
SH3001(6)	Spanish Language (Compulsory)	20		
GM3001(6)	German Language (Compulsory)	20		

	LW3031(6) LW3090(6) LW3091(6)	<p>Optional modules</p> <p>Placements (worked based learning for lawyers.) 20</p> <p>Dissertation 40</p> <p>Project 20</p> <p>Students can choose from any other options available that the course leader deems appropriate for the programme of study</p>		
Level 5	LW2502(5) LW2503(5) LW2504(5) LW2020(5)	<p>Year 2</p> <p>Compulsory modules</p> <p>Criminal Law 20</p> <p>European Union Law 20</p> <p>Tort Law 20</p> <p>Legal Research & Reasoning Skills and Personal Development 20</p> <p>Choice from ONE language pathway</p>		<p>Diploma HE</p> <p>Requires 240 credits, including a minimum of 100 at level 5 or above</p>
	JS2080(5)	Post A Level Japanese Studies Language 2A (Compulsory) 20		
	JS2081 (5)	Post A level Japanese Studies Language 2B 20		
	JS2206(5)	Japanese Language 2A (ab initio) (Compulsory) 20		
	JS2050(5)	Japanese Language 2B (ab initio) (Compulsory) 20		
	CL2004(5)	Chinese Language 2A (Compulsory) 20		
	CL2201(5)	Chinese Language 2B (Compulsory) 20		
	AK2000(5)	Arabic Language 2A (Compulsory) 20		
	AK2001(5)	Arabic Language 2B (Compulsory) 20		
	FR2001(5)	French Language and Society 1 (Compulsory) 20		
	FR2203(5)	French Language and Society 2 (Compulsory) 20		
	SH2101(5)	Spanish Language and Society 1(Compulsory) 20		

	SH2203(5)	Spanish Language and Society 2 (Compulsory)	20	
	GM2101(5)	German Language and Society 1(Compulsory)	20	
	GM2112(5)	German Language and Society 2 (Compulsory)	20	
	ML2882(5)	Assessed Year Abroad (Compulsory)	120 (notional)	
Level 4		Year 1		Certificate HE
		Compulsory modules		Requires 120 credits with a minimum of 100 credits at level 4 or above.
	LW1101(4)	Lawyers' Skills and Personal Development	20	
	LW1102(4)	Legal System	20	
	LW1005(4)	Public Law	20	
	LW1013(4)	Contract Law	20	
		Choice from ONE language pathway		
	JS1070(4)	Japanese Language 1 (Post A level)(Compulsory)	40	
	JS1106(4)	Japanese Language and Culture (ab initio) (Compulsory)	40	
	CL1000(4)	Chinese Language 1 (Compulsory)	40	
	AK1000(4)	Arabic Language 1A (Comp)	20	
	AK1004 (4)	Arabic Language 1A (Comp)	20	
	FR1000(4)	Introduction to French Studies (Compulsory)	40	
	SH1000(4)	Introduction to Spanish Studies (Compulsory)	40	
	GM1006(4)	Introduction to German Studies (Compulsory)	40	

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 specifically supported, and developed by, three modules: LW1101(4), LW2020(5) and LW3092(6); together, these comprise a compulsory 'skills spine' across all three years of the LLB programme. In Year 1 students are introduced to the concept of PDP and the importance of personal planning, which is followed up with workshops to engage students with the process of reflection and portfolio planning held by their personal tutors; 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 personal tutors 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 (5), 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(6) 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. The year abroad will facilitate students in reflecting on their own language learning and abilities to utilise personal and language skills in an authentic setting

16. Admissions criteria

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

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

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

The normal entry requirements for this course are BBB in A2 level subjects or equivalent and a grade C or above in GCSE English or an IELTS score of 6.0 or above and Maths. Students should also be able to demonstrate an aptitude for language study for ab initio languages (Arabic and Chinese), with a grade C or above in the relevant language at A level or equivalent (French, German, Japanese, Spanish). Applications from individuals with non-standard qualifications, relevant work or life experience and who can demonstrate the ability to cope with and benefit from degree level studies are welcome and will be considered on an individual basis.

Accredited Prior Learning

It is the policy of the Law School to give appropriate recognition to an applicant's existing qualifications and abilities. Applications for accreditation of prior certificated learning and prior experiential learning may be made in accordance with the University procedures through discussion with the course leader/admissions tutor.

17. Key sources of information about the programme

Lancashire Law School Website:

www.uclan.ac.uk/lancashire_law_school/index.php

Lancashire Law School Office: Telephone 00 44 1772 893062

18. Curriculum Skills Map

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

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																							
				Knowledge and understanding							Subject-specific Skills							Thinking Skills				Other skills relevant to employability and personal development					

				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	C5	D1	D2	D3	D4	D5	D6	D7	D8		
LEVEL 6	LW3505	Land Law	Comp	X	X	X	X		X	X	X	X	X			X	X		X		X		X	X	X		X			
	LW3507	Trusts and Equity	Comp	X	X	X	X		X	X	X	X	X			X	X		X		X		X	X	X		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		
	JS3079	Interpreting Japan through Literature and Cultural Readings	Comp					X								x					X						x	X	x	
	JS3050	Japanese Language and Society	Comp					x								x			x	x	x	X	x	x	x	x		x	x	x
	CL3201	Advanced Chinese	Comp					x								x			x	x	x	X	x	x	x	x		x	X	x
	AK3003	Arabic / English Translation	Comp					x								x			x	x	x	X	x	x	x	X		x	X	x
	FR3001	French Language	Comp					x								x			x	x	x	X	x	x	x	X		x	X	x
	SH3001	Spanish Language	Comp					x								x			x	x	x	X	x	x	x	x		x	X	x
	GM3001	German Language	Comp					x								x			x	x	x	X	x	x	x	X		x	X	x
	LW3031	Placements (work based learning for lawyers)	O			X	X									X			X	X			X		X	X				
	LW3090	Dissertation	O	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	

UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

12. Awarding Institution / Body	University of Central Lancashire
13. Teaching Institution and Location of Delivery	University of Central Lancashire
14. University Department/Centre	Lancashire Law School
15. External Accreditation	None
16. Title of Final Award	LLB (Hons) Law (FE) (non-award bearing programme: initial stage of a 4 year degree course)
17. Modes of Attendance offered	Full time\part time
18. UCAS Code	M101
19. Relevant Subject Benchmarking Group(s)	Law
20. Other external influences	Law Subject Benchmarks
21. Date of production/revision of this form	January 2017
22. Aims of the Programme	
<ul style="list-style-type: none">• 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 key issues in the areas of law and criminology• To encourage the student to identify and pursue further learning opportunities and/or employment	
23. 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 legal system
- 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, Business, Human Rights

Teaching and Learning Methods

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

Assessment methods

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

B. Subject-specific skills

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

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

Teaching and Learning Methods

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

Assessment methods

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

C. Thinking Skills

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

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

Teaching and Learning Methods

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

Assessment methods

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

D. Other skills relevant to employability and personal development

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

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

Teaching and Learning Methods

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

Assessment methods

Students ability to demonstrate learning outcomes will be through unseen examinations, course work, mooting (mock trials), portfolio, peer and self-evaluation.

Programme Structures				14. Awards and Credits
Level	Module Code	Module Title	Credit rating	
Level 3	LWC018	<u>Compulsory Modules</u> Academic Skills in Higher Education	30	LLB (Hons) Law (FE) Successful completion of the Foundation entry programme requires 120 credits. Successful completion of the course leads to progression onto any of the Undergraduate programmes offered by Lancashire Law School LLB (Hons) Law LLB (Hons) Law with Criminology LLB (Hons) Law with Business LLB (Hons) Law with Psychology LLB (Hons) Law with International Studies BA Criminology and Criminal Justice BA Criminology and Sociology
	LWC017	Key Issues in Law and criminology	30	
		<u>Optional Modules</u>		
	LWC001	Family Relationships and the Law	20	
	LWC006	Current Issues in Human Rights	20	
	LWC012	Introduction to Business Law & commercial awareness	20	
	PSC005	Introduction to Psychology	20	
	MLC001	Skills for language students	20	
	SOC101	Introduction to Sociology	20	
	CJC002	An Introduction to Criminology	20	

15. Personal Development Planning

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

16. Admissions criteria

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

17. Key sources of information about the programme

- **Lancashire Law School Website – www.uclan.ac.uk/facs/class/legalstu/index.htm**
- **Lancashire Law School Office – Telephone 01772 893062**
- **Course Leader Rachel Nir**
- **Fact Sheet - available from Admissions or Law School Office.**

18. Curriculum Skills Map

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes															
				Knowledge and understanding				Subject-specific Skills					Thinking Skills				Other skills relevant to employability and personal development		
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
	LWC018	Academic Skills for Higher Education	Comp	X				X		X		X	X			X	X	X	X
	LWC017	Key issues in Law and Criminology	Comp	X	X	X		X	X	X	X	X	X	X		X	X	X	
	LWC012	Introduction to Business Law and Commercial awareness	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		
	LWC001	Family Relationships & the Law	O				X		X	X	X			X	X			X	X
	PSC005	Introduction to Psychology	O	x				x		x		x	x	X	x	X	X	X	
	SOC101	Introduction to Sociology	O					x	x	x	x	x	x	x	x	x	x	x	x
	MLC001	Skills for language students	O	x				x				x			x	X	X	x	x
	CJC002	An Introduction to Criminology	O	X				X		x		X			X	X	X	X	x