



University of Central Lancashire

## **Course Handbook**

### **LLB (Hons) Senior Status Law Campus and Distance Learning Delivery 2017/18**

**Course Leader: Laura Hughes  
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

## 1.1 Rationale, aims and learning outcomes of the course

Welcome to the LLB (Hons) Senior Status course at the University of Central Lancashire.

The course is taught within Lancashire Law School. In addition to the LLB (Hons) Senior Status course, the Law School is responsible for many other courses including the LLB law degree, a full and part-time Legal Practice Course and several Masters programmes. All staff within the Law School wish you a happy and successful time with us. The LLB (Hons) Senior Status is approved and regulated by the Solicitors Regulation Authority.

This handbook is designed both to familiarise you with the salient features of the course from the outset and also to serve as a point of reference if questions subsequently occur to you about e.g. examination regulations, addresses for the Legal Practice Course or other such matters. It cannot of course answer all the questions that you might have and your tutors are willing and keen to provide further advice wherever necessary, but it will hopefully provide you with most of the basic information you need and enable you to proceed through the course in an informed rather than confused or arbitrary way.

If you need to know any additional information, please ask, and I will do my best to help you.

*Laura*

Laura Hughes

Course Leader

## 1.2 Course Team

The LLB (Hons) Senior Status is administered by the Lancashire Law School.

### Course Leader

The Course Leader, Laura Hughes, is responsible for the day to day running of the course.

### Subject Leaders

There is a Subject Leader for each core module and for skills and the independent legal research project. Each Subject Leader ensures compliance with the LLB (Hons) Senior Status Outcomes.

Together with other staff teaching the subject, they set and mark the subject assessments for their subject.

## LLB (Hons) Senior Status Teaching Team

<b>Course Leader/ Senior Status Academic Advisor</b>	Laura Hughes
<b>Room</b>	Harris 258
<b>Direct Dial No</b>	(01772) 893941
<b>E-mail</b>	<a href="mailto:lhughes@uclan.ac.uk">lhughes@uclan.ac.uk</a>
<b>Room</b>	Dianne Scullion
<b>Direct Dial No</b>	Harris 257
<b>E-mail</b>	(01772) 893081
	<a href="mailto:dscullion@uclan.ac.uk">dscullion@uclan.ac.uk</a>
<b>Room</b>	Andrew Harries
<b>Direct Dial No</b>	Harris 249a
<b>E-mail</b>	(01772) 893066
	<a href="mailto:awharries@uclan.ac.uk">awharries@uclan.ac.uk</a>
<b>Room</b>	Ian Turner
<b>Direct Dial No</b>	Harris 261
<b>E-mail</b>	(01772) 893074
	<a href="mailto:idturner@uclan.ac.uk">idturner@uclan.ac.uk</a>
<b>Room</b>	Shaun Mills
<b>Direct Dial</b>	Harris 213
<b>E-mail</b>	(01772) 893077
	<a href="mailto:pscmills@uclan.ac.uk">pscmills@uclan.ac.uk</a>
<b>Room</b>	Fiona Bledge
<b>Direct Dial</b>	Harris 013
<b>E-mail</b>	(01772) 893684
	<a href="mailto:fbledge@uclan.ac.uk">fbledge@uclan.ac.uk</a>
<b>Room</b>	Michael Gould
<b>Direct Dial</b>	Harris 217
<b>E-mail</b>	(01772) 893071
	<a href="mailto:mgould1@uclan.ac.uk">mgould1@uclan.ac.uk</a>
<b>Room</b>	Glenn Woodroffe
<b>Direct Dial</b>	Harris 151
<b>E-mail</b>	(01772) 893932
	<a href="mailto:gwoodroffe@uclan.ac.uk">gwoodroffe@uclan.ac.uk</a>

The presence of staff named on this page does not guarantee that they will be teaching or supporting you in this role in any given year.

### 1.3 Expertise of staff

Many staff on the Senior Status are professionally qualified as either solicitors or barristers and bring a wealth of practical experience to their teaching. Others are actively engaged in nationally and internationally leading research which will inform their teaching practices. In addition, staff now have teaching qualifications to ensure that the best possible student experience is given.

### 1.4 Academic Advisor

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



### 1.5 Administration details

Campus Admin Services provides academic administration support for students and staff and are located in the following hub which opens 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.

#### Allen Building

Medicine

Dentistry

telephone: 01772 895566

email: [AllenHub@uclan.ac.uk](mailto:AllenHub@uclan.ac.uk)

#### Harris Building HB120

Lancashire Law School

Humanities and the Social Sciences

Centre for Excellence in Learning and Teaching

telephone: 01772 891996/891997

email: [HarrisHub@uclan.ac.uk](mailto:HarrisHub@uclan.ac.uk)

#### Foster Building

Forensic and Applied Sciences

Pharmacy and Biomedical Sciences

Psychology

Physical Sciences

telephone: 01772 891990/891991

email: [FosterHub@uclan.ac.uk](mailto:FosterHub@uclan.ac.uk)

#### Computing and Technology Building

Art, Design and Fashion

Computing

Journalism, Media and Performance

Engineering  
telephone: 01772 891994/891995  
email: [CandTHub@uclan.ac.uk](mailto:CandTHub@uclan.ac.uk)

**Greenbank Building**  
Sport and Wellbeing  
Management  
Business  
telephone: 01772 891992/891993  
email: [GreenbankHub@uclan.ac.uk](mailto:GreenbankHub@uclan.ac.uk)

**Brook Building**  
Community, Health and Midwifery  
Nursing  
Health Sciences  
Social Work, Care and Community  
telephone: 01772 891992/891993  
email: [BrookHub@uclan.ac.uk](mailto:BrookHub@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.

You should expect to receive a reply to emails within 4 working days.

You will receive emails from the Senior Status Administrator from time to time and sometimes academic members of staff will email the whole cohort. It is VITAL that you check your emails regularly or you may miss important information.

**IMPORTANT : You should also check the eNoticeboard on Blackboard DAILY for current messages.**

All staff have published office hours when they are available to see students each week. So you can access face to face help on a regular basis if you need to.

## 1.7 External Examiner

The University has appointed an External Examiner to your course who help to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of the External Examiner and home institution can be found below. If you wish to make contact with an External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiners 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 the lowest marks, and work awarded marks in the middle range.

- Susan Cunningham-Hill, Staffordshire University, College Rd, Stoke-on-Trent, Staffordshire



## 2. Structure of the course

### 2.1 Overall structure

Your timetable and the year planner are available separately. You can download them from Blackboard on the Common Professional Examination page.

### 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. The timing of delivery of modules to part time students will vary year on year so you should consult your individual year planner, available on Blackboard, for full details of each year's programme of study. The full time programme is represented below but the University reserves the right to alter the delivery pattern of the modules from that stated if necessary.

In the first year of your degree you will study 5 core modules for the programme together with two introductory 10 credit modules in Lawyers Skills and English Legal System. **The typical full time programme is represented below but the University reserves the right to alter the delivery pattern of the modules from that stated if necessary.**

In year 2 you will study a further 2 core modules and then have a choice of optional modules from the LLB catalogue in operation at that time. Guidance will be given to you at 'Progression' when tutors present information about their module to you so that you can make the right choices.

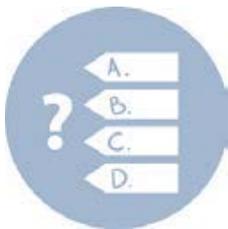
This will also be part of your meetings with your Academic Advisor in the first year and your PDP sessions will assist with you making the right modules choices.

## Year 1

- Lawyers' Skills
- English Legal System
- Contract Law
- Land Law
- Criminal Law
- Constitutional Law
- Foundations of European Union Law
- Independent Legal Research Project

**Options** - Please see the Programme Specification in Appendix 8.1 for a list of optional modules available

Your timetable and the year planner are available separately. You can download them from Blackboard.



### 2.3 Course requirements

All Foundation modules are compulsory and all elements of assessments within these modules must be passed to pass the module overall. Optional modules will have individual requirements and you should seek guidance on that before selection of which modules to take.

### 2.3 Progression Information

In year 1 of the course you will be asked to select the 4 optional modules you will study in year 2 of the course.

### 2.4 Study Time

#### 2.4.1 Weekly timetable

This will be given to you in the first week of your study. You can also access an [online timetable](#).

## 2.4.2 Expected hours of study

This is a professional course and we are preparing you for an office environment. In addition to attending classes it is important that you spend time on independent study.

The course is designed on the basis of a 35 hour week model if you are a full-time student, or a 25 hour week if you are part-time. Each week you will spend 2 to 3 hours per module in taught classes (2 hour lecture plus a 1 hour seminar fortnightly). As a *very rough guide* we recommend that you spend on average a minimum of 8 hours per week on each module that you are studying.

Your time will be spent primarily reading around the topics indicated by your lecturers and preparing for your seminars. Seminars are an extremely important part of the teaching and learning process. It is vital that you do the reading indicated on your lecture and seminar sheets and prepare the seminar questions. These questions are similar in style and content to those which you will be required to answer in the exam and so whilst primarily ensuring that you have understood the topic concerned and can apply the law correctly, the seminars provide an opportunity for you to practice exam technique. In addition you will be expected to spend approximately 10 – 15 hours preparing and writing coursework for each module. Finally, there will be exam revision in preparation for the final module assessment.

If you feel that you have not understood a particular topic or need extra help you should talk to the module staff concerned as soon as possible.



## 2.4.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Distance learning students are required to engage with all the on-line materials and e-seminars.

You will be required register at all campus class contact sessions and attendance is monitored through the University's electronic attendance system, SAM. If you are unable to attend a particular session with good cause (e.g. illness) you should inform the Law School via the Harris Hub Administration service on [HarrisHub@uclan.ac.uk](mailto:HarrisHub@uclan.ac.uk). Notification of exceptional requests for leave of absence must be made to the Senior Status Course Leader, Laura Hughes: [lhughes@uclan.ac.uk](mailto:lhughes@uclan.ac.uk) You can check your attendance record through MyUclan on the student portal.

Your attendance will be monitored by your Course Leader/ Academic Advisor, Laura Hughes. Once you have missed two sessions without good cause, you will be required to see your Academic Advisor. You must register your attendance at each class by swiping your corporate card on the reader outside the teaching room. Each time you are asked to register your attendance in this way you must remember that the University has a responsibility to keep information up to date and that **you must only confirm your own details**. To swipe anyone else's card, or have someone swipe your card, would result in inaccurate records and be dishonest. Any student who is found to have done this can be disciplined under the student guide to regulations.

If you are A Tier 4 student under the Visas and Immigration (UKVI) Points Based System, you must attend ALL sessions and contact your Academic Advisor in the event of ANY absences at all. Uclan is obliged to report to UKVI if you fail to attend the course regularly, withdraw from the course or suspend your studies. This may affect your visa.

Punctuality of attendance at sessions will also be monitored and notes will be made on your student file in the event of a persistent pattern of poor punctuality. Employers always ask for information on attendance and punctuality in reference requests.

Please also note that 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

Each module will be taught by 1 or 2 members of staff. As the Senior Status is a professional course regulated by the Solicitors Regulation Authority and the Bar Council, staff teach to a specified syllabus. Each member of staff has extensive teaching experience at undergraduate and/or postgraduate level. All module materials are prepared by the module team.

#### 3.2 Learning and teaching methods

A variety of teaching methods will be adopted across the modules but will include lectures, seminars, workshops, moots and problem solving.

#### 3.3 Study skills

The following advice is to help you organise your private study time:

- Try to find a place to work that is physically comfortable but free from distractions.
- Spend two or three minutes at the beginning of each session reviewing what you are planning to do in that session.
- Aim to work for a specified length of time before taking a break. Do not try to study for too long at once. Frequent short breaks are best.
- Read through your class session notes as soon as possible after the class. Ensure that you have understood all of the topics covered. Do any additional reading indicated by the lecturer. You should note that in class sessions lecturers intend to give you a framework of the topic only. You must do your own reading on these topics and annotate your notes accordingly.
- Additional reading should include the relevant text books, *together with* cases and articles indicated by the module staff.
- A considerable proportion of your independent study time will be spent preparing for seminars. You should do the reading indicated on the seminar sheet and then attempt the questions set. You should aim to go to each seminar with at least an essay plan of the relevant questions. This will ensure that you have tried to understand and correctly apply the law prior to the session. Anything that you have not understood can then be addressed in the seminar.
- WISER student support is on hand to help with study problems – you can access materials or contact them via <http://www.uclan.ac.uk/students/study/wiser/index.php>



### 3.4 Learning resources

#### 3.4.1 Learning Information Services (LIS) & Electronic Resources

Extensive resources are available to support your studies provided by LIS – library and IT staff. You should take advantage of the free training sessions designed to enable you to gain the skills you need for your research and study. Information is available from the LIS website [http://www.uclan.ac.uk/students/study/library/electronic\\_resources.php](http://www.uclan.ac.uk/students/study/library/electronic_resources.php) or call into the library for a face-to-face discussion. The Library is open 24/7 during term time, with restricted opening hours during vacations.

One of your Lawyers' Skills workshops at the beginning of the course will guide you on accessing the library resources. You should familiarise yourself with the extensive range of legal databases available on line as these are invaluable.

### 3.5 Personal development planning

Personal Development Planning is facilitated by your Academic Advisor during your face to face sessions. In those sessions you will be invited to reflect upon your own learning, performance and / or achievement and to plan for their personal, educational and career development.'



### 3.6 Preparing for your career

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

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

It's your future: take charge of it!

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

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

## 4. Student Support

There is a centralised Student and Academic Support Service which has The 'i' Student Information Centre as its first point of contact. You can obtain information on a wide range of topics including student administration such as Council Tax and letters to verify your status plus Scholarships, Counselling, Student Finance, Mentoring, Studying Abroad, Disability Advice, Independent Academic Advice, International Advice, Multi Faith Centre, Pre School Centre, Medical Centre and general life in Preston.

Within the Law School, the Senior Status Course Leader, Laura Hughes, is here to offer advice and guidance on both academic and pastoral matters if you need help.



### 4.1 Academic Advisors

You will be allocated a Academic Advisor on arrival and they will contact you in the first weeks of the course so that you can meet and have a chat.

They will be your first port of call if you are having any problems and they will arrange appointments with you to formally discuss your progress on the course. This will be on a number of occasions and especially when you have undertaken some of the assessments so you can discuss your results and get feedback. This feedback will, of course, be in addition to that given by subject tutors when they return your work.

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

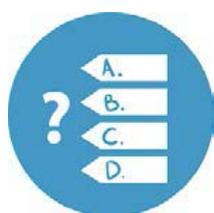
Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk) .

Your academic advisor will also help with any questions you may have in relation to adjustments and will put you in touch with the Law School's disability advisor. Or, contact the HarrisHub for details of how to get in touch with the disability advisor.

### 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.

## 5. Assessment



### 5.1 Assessment Strategy

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

Assessment on the 7 foundation (GDL) 20 credit modules of the Senior Status takes place in 2 ways –

- **Coursework**
- **Exam**

In addition, the 10 credit module, Lawyers Skills, is assessed by way of an on-line test and a Moot. The remaining 10 credit module, The English Legal System assessment is a piece of written work. .

The LLB optional modules are assessed via the requirements for each individual subject. Information will be made available before a student makes a final module selection.

Everyone wants to obtain the best possible mark in their assessments and you should obviously aim to do as well as you can. However, there is no point becoming obsessive about it - the important thing is to do your coursework conscientiously and to obtain a pass mark, preferably within the upper range of marks.

**DO NOT** copy from other students or textbooks or include **unattributed** quotes. Plagiarism is a disciplinary offence.

If you are unsure what amounts to plagiarism please refer to the University Academic Regulations.

## **5.2 Notification of assignments and examination arrangements**

You will be notified of deadlines for coursework via the Year Planner, in taught sessions and via the relevant module Blackboard page. Exam arrangements will be notified via the Common Professional Examination / general Blackboard space, you will also see the exams on your on-line timetable. .

All coursework as due to be submitted electronically via Turnitin no later than 23.59 hrs (British time) on the submission date.

The marking criteria used is laid out in the Lancashire Law School written assessment guidance document, available on the Common Professional Examination Blackboard page.

## **5.3 Referencing**

The OSCOLA system of referencing is to be used, as detailed in the Lancashire Law School written assessment guidance document.

## **5.4 Cheating, plagiarism, collusion or re-presentation**

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In

operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

## 6. Classification of Awards

This course is governed by the Joint Academic Stage Board on behalf of both the Solicitors Regulation Authority and the Bar Council. You should refer to the LLB (Hons) Senior Status Assessment Regulations for the full details of this course.

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.

### Classification of Awards:

The GDL and LLB modules studied will be combined to give the Average Percentage Mark on which your classification is based.

The LLB (Hons) Senior Status follows the standard honours degree classifications of:

- First class honours
- Upper second class honours
- Lower second class honours
- Third class honours
- Fail

See the Academic Regulations for full details.



## 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 ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning, such as Module Evaluation Questionnaires and student forums. 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 ongoing advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their second year of part time 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.

### **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 and voice their opinions and share positive practice with the course team, primarily the Student Staff Liaison Committee Meetings (see below).

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

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

Examples of how student feedback has altered the course provision include: re-rooming of classes to facilitate easier movement across campus, increase to the amount and nature of revision, materials give to students and provision of additional careers support.

#### **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.

Course representatives are selected from each cohort of students. If there is more than one volunteer an election will be held. Students are made aware of the scheduled SSLC meetings by their Course Representative and invited to submit issues for discussion. Notes of the meetings held will be circulated via the Course Blackboard page. Following each SSLC and action plan will be completed and circulated via the programme Blackboard page to give feedback about actions taken as a result of discussions held.

## 8. Appendices

### 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.

<b>1. Awarding Institution / Body</b>	UCLAN
<b>2. Teaching Institution and Location of Delivery</b>	UCLan Preston UoM Enterprise Limited Mauritius
<b>3. University School/Centre</b>	Lancashire Law School
<b>4. External Accreditation</b>	Bar Standards Board Solicitors Regulation Authority Tertiary Education Committee of Mauritius
<b>5. Title of Final Award</b>	LLB (Hons) Senior Status Law
<b>6. Modes of Attendance offered</b>	Full Time/Part Time

	Full Time/Part Time by Distance Learning
<b>7. UCAS Code</b>	
<b>8. Relevant Subject Benchmarking Group(s)</b>	Law (2007)
<b>9. Other external influences</b>	Joint statement of the Solicitors Regulation Authority and the Bar Standards Board  Tertiary Education Committee of Mauritius  QAA Benchmark Statement for Law
<b>10. Date of production/revision of this form</b>	January 2017
<b>11. Aims of the Programme</b>	
<ul style="list-style-type: none"> <li>• To equip non-law graduates with a range of transferable academic, intellectual and legal skills and knowledge developed through contextual and critical approaches to the acquisition of knowledge of the 'Foundations' of English Law, including its relationships with the European Union</li> <li>• To facilitate entry of non-law graduates into professional employment or research with a range of relevant critical-evaluative skills and aptitudes for life-long learning that demonstrate a capacity for independent thought and initiative, self-motivation and reflection, and cooperative and responsible working</li> <li>• To facilitate entry of non-law graduates into the vocational stage of legal training to be either a solicitor or barrister</li> <li>• To facilitate student learning through the use of innovative teaching methods underpinned by scholarship and research and delivered within a supportive, student-centred learning environment</li> </ul>	
<b>1. Learning Outcomes, Teaching, Learning and Assessment Methods</b>	
<b>A. Knowledge and Understanding</b>	
<p>A1. explain how legal rules are created and developed by the principal sources of law such as common-law, statute law and EU law .</p> <p>A2. explain the key principles and supporting doctrines which underpin the 'Foundational Law' subjects, viz., Contract Law, Public Law, Criminal Law, The Law of Torts, EU Law, Land Law and The Law of Equity &amp; Trusts.</p>	

A3. identify and outline the theoretical principles underpinning legal knowledge and argument across a range of legal contexts and specialisms.

A4 explain how social, political and economic contexts inform the development of the law and how this affects perspectives on understanding the social function and limits of legal regulation

### Teaching and Learning Methods

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

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

### Assessment methods

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

### B. Subject-specific skills

B1. identify, locate, and interpret primary, secondary and tertiary legal sources.

B2. select, explain, apply, and evaluate the relevance of, legal concepts and rules in the analysis of actual and hypothetical legal problems.

B3. assess the relevance of written information and select those aspects of material worth for the resolution of the question or issue under consideration.

B4. synthesise apparently diverse and conflicting legal authorities and policy arguments.

B5. summarise and interpret legal judgements.

B6 undertake effective research and solve problems in new and developing areas of law.

### Teaching and Learning Methods

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

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### Assessment methods

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

### C. Thinking Skills

C1. distinguish relevant and irrelevant factual and legal information in resolving problems.

C2. synthesise information from a variety of sources.

C3. develop and demonstrate independent thinking.

C4. analyse, evaluate and interpret information.

### Teaching and Learning Methods

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

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#### **Assessment methods**

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

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

Students should be able to:

D1. communicate accurately, persuasively and succinctly both in writing and presentations.

D2. work independently and as part of a team.

D3. co-operate with others and participate constructively in the resolution of problems and clarification of issues through group discussion.

D4. make appropriate use of information technology including electronic communication, word processing and assessing electronic information sources.

D5 interpret basic numerical and statistical information.

D6 reflect on his\her own learning and seek feedback from others.

D7 reflect and reason critically and conduct independent legal research.

D8. reflect on their own learning and to seek and benefit from feedback from others

### **Teaching and Learning Methods**

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

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### **Assessment methods**

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

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6		<b>Year 2</b>		<b>LLB ( Senior Status) Hons Law</b> Requires 240 credits including a minimum of 140 at level 6.
		<b>Compulsory Modules</b>		
	LA 3091	Tort Law	20	
	LA 3096	Trusts & Equity	20	
		And <b>ONE</b> from the following modules :		
	LW3090	Dissertation (Double) <u>or</u> Project	40	
	LW3091		20	
		<b>Optional modules</b>		
		Medicine and the Law		
		Company Law		
LW3007	Criminal Law Relating to Sex & Violence	20		
LW3015		20		
LW3018	Placement (work based learning for lawyers)	20		
LW3031	Family Law	20		
	Employment Law			
	Sports Law			
Level 5	LW2007		20	
	LW2011		20	
	LW2017		20	

		<b>Year 1</b>		
		<b>Compulsory Modules</b>		
Level 6		Public Law	20	
	LA 3093	Contract Law	20	
	LA 3095	Criminal Law	20	
	LA 3090	European Union Law	20	
	LA 3094	Land Law		
		Independent Legal Research Project	20	
	LA 3092			
	LA 3097		10	
Level 5		Lawyers' Skills		
			10	
	LA 2080			

### 15. Personal Development Planning

- Students are introduced to PDP during their induction and given a PDP folder which includes several exercises for students to complete to increase self awareness of their own skills, qualities, attitudes and capabilities as well as developing their skills of reflection
- Students are assigned to a Personal Tutor to provide guidance in all areas of PDP
- Students have an initial meeting with their Personal Tutor during induction week
- Students are expected to see their Personal Tutor to review their progress during the two PDP weeks identified in the academic timetable
- Students are given comprehensive written feedback on their formative course works in order to assist in identifying their strengths and weaknesses and the need and direction for change
- Students are given a careers talk during their induction and are encouraged to attend various departmental careers events in order to aid them in planning for their career progression and development

## 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 admissions policy for this course is conducted within the terms of reference and the aims and objectives of the University's Mission and Equal Opportunities Statements and the University's Admissions Policy and Code of Practice. All students must have either an undergraduate degree from a UK institution or a Certificate of Academic Standing from either the Solicitors Regulation Authority or the Bar Standards Board.

In particular admissions will be conducted within the following criteria, although no one criterion will predominate:

- Past academic performance or achievement
- Any individual circumstances indicated to the School
- The School's preference for a mixed and balanced cohort
- Evidence of a commitment to complete the GDL

In appropriate circumstances the School will call applicants for interview where it is thought necessary that further information might be required to assess the student's ability to meet the above criteria

For overseas applicants whose first language is not English or who have received higher education where the medium of instruction is not English, the language requirement is IELTS 6.5, or equivalent qualification.

## 17. Key sources of information about the programme

- Lancashire Law School Website – [http://www.uclan.ac.uk/courses/l1b\\_hons\\_senior\\_status.php](http://www.uclan.ac.uk/courses/l1b_hons_senior_status.php)
- UoM Enterprise Limited website: <http://www.uomtrust.ac.mu/index.php/uom-enterprise>

- |  |
|--|
| <ul style="list-style-type: none"><li>• Lancashire Law School Office – Telephone 01772 893062</li></ul>  |
| <ul style="list-style-type: none"><li>• Course Leader *****Tel. 01772 893066 e-mail - <a href="mailto:cmain@uclan.ac.uk">cmain@uclan.ac.uk</a></li></ul> |
| <ul style="list-style-type: none"><li>• Fact Sheet - available from Admissions or Law School Office.</li></ul>   |

## 18. Curriculum Skills Map

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

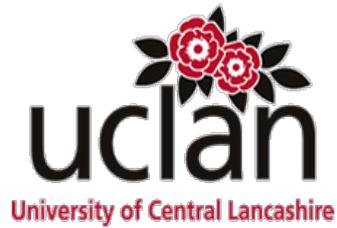
Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																							
				Knowledge and understanding						Subject-specific Skills						Thinking Skills				Other skills relevant to employability and personal development							

				A1	A2	A3	A4	B 1	B 2	B3	B 4	B 5	B 6	C1	C 2	C 3	C 4	D 1	D 2	D 3	D 4	D 5	D 6	D 7	D 8	
6	LA3092	Land Law	Comp	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	X		X		
	LA3096	Trusts & Equity	Comp	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	X		X		
	LA3093	Public Law	Comp	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X	X		X		
	LW3015	Company Law	O	X		X	X	X	X	X	X	X	X		X		X	X		X	X	x				
	LW3018	Criminal Law Related to Sex and Violence	O	X		X	X	X	X	X	X	X	X		X		X	X		X	X					
	LW3031	Placement (work based Learning for Lawyers)	O			X	X						X		X	X		X		X	X		X		X	
	LW3007	Medicine and the Law	O	X		X	X	X		X	X	X			X		X	X	X	x	X	X				
	LW3090	Dissertation (double)	Comp	X			X	X	X	X	X	X	X		X	X	X	X	X			X		X	X	X
	LW3091	Project	Comp	X			X	X	X	X	X	X	X		X	X	X	X	X			X		X	X	X

	LA3097	Independent Legal Research Project	Comp	x			x	x	x	x	x	x	x		x	x	x	x					x		x	
	LA3095	Contract Law	Comp	x	x	x	x	x		x	x	x		x	x		x	x		x	x	x				
	LA3094	European Union Law	Comp	x	x	x	x	x		x	x	x		x	x		x	x		x	x					
	LA3090	Criminal Law	Comp	x	x	x	x	x		x	x	x		x	x		x	x		x	x					
	LA3091	Tort Law	Comp	x	x	x	x	x		x	x	x		x	x		x	x		x	x	x				
<b>5</b>	LA2080	Lawyers Skills	Comp	x	x	x	x	x						x	x					x			x	x		x
	LW2007	Family Law	O	x		x	x	x		x	x	x			x		x	x		x	x					
	LW2011	Employment Law	O	x		x	x	x		x	x	x			x		x	x		x	x					
	LW2017	Sports Law	O	x		x	x	x		x	x	x			x		x	x		x	x					

Addendum to the Course Handbook for  
LLB Senior Status Hons Law  
2017-18

Page	Section	Summary of change & previous text removed (state whether addition / deletion / amendment / etc)	Date of Approval
	Programme Specification	Change of titles of modules: LA3093 Public Law LA9094 EU Law LA3096 Trusts & Equity	May 2017



## University Student Handbook



**2017/18**

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**
- 2. Learning Resources**
- 3. Preparing for your career**
- 4. Student support**
- 5. Students' Union**
- 6. Rationale, aims and learning outcomes of the course**
- 7. Assessment**
- 8. Student Voice**

## 1. Welcome and Introduction to the University

The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. Part one of this Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

### 1.1 Communication

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

### 1.2 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range. Details of the External Examiner associated with your course can be found in your Course Handbook.

### 1.3 Expected hours of study

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

### 1.4 Attendance Requirements

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

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

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

### 1.5 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use and disclosure of

personal information, please see the University's Data Protection Policy and [Privacy Notice](#) or contact the Information Governance Officer, Clerk to the Board Service, University of Central Lancashire, Preston, PR1 2HE or email [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk).



## 2. Learning resources

### 2.1 Learning Information Services (LIS)

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

You can find the link to the Library Opening Hours here:

[http://www.uclan.ac.uk/students/study/library/opening\\_hours.php](http://www.uclan.ac.uk/students/study/library/opening_hours.php)

### 2.2 Electronic Resources

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

## 3. Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has employability learning integrated into it. This is not extra to your degree, but an important part of it.

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

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

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

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

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

Our drop-in service is available from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. We offer CV and cover letter checks, careers information and can tell you about our full range of services. For more information come along and visit the team (in Foster building

near the main entrance) or access our careers and employability resources via the [Student Portal](#)

It's your future: take charge of it!

**UCLan Careers** | Foster Building | University of Central Lancashire, Preston PR1 2HE

01772 895858

[careers@uclan.ac.uk](mailto:careers@uclan.ac.uk)

[www.uclan.ac.uk/careers](http://www.uclan.ac.uk/careers)

#### 4. Student support, guidance and conduct



##### 4.1 Student Support

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

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

[http://www.uclan.ac.uk/students/study/library/the\\_i.php](http://www.uclan.ac.uk/students/study/library/the_i.php)

##### 4.2 Students with disabilities

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

[https://www.uclan.ac.uk/students/health/disability\\_services.php](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](mailto:disability@uclan.ac.uk)



##### 4.4 Health and Safety

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment.

Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

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

##### 4.5 Conduct

You will be expected to abide by the [Regulations for the Conduct of Students](#) in the University. UCLan expects you to behave in a respectful manner towards all members of

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

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



## 5. Students' Union

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

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

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

Your Students' Union is also the home to a fantastic range of student-led [societies](#), [sports teams](#) and multitudes of volunteering opportunities. You can also receive help in finding part-time work, whilst you study. Not sure where to go? Pop into the [Opportunities Centre](#) on the ground floor of the Students' Union building and someone will point you in the right direction.

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

More information on all these things, as well as details about all the Student Union's (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at [www.uclansu.co.uk](http://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](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 through 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](mailto:suadvice@uclan.ac.uk) for support and guidance.

## 7.7 Appeals against assessment board decisions

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

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

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



## 8. Student voice

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

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

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

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

### 8.1 Course Representatives and School Presidents

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

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

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



### **8.2 Student Staff Liaison Committee Meetings (SSLC)**

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

against issues raised.

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

### **8.3 Complaints**

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

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

