



Course Handbook
LLM in Financial & Commercial Law
2018-19
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Lancashire Law School (& University of Mauritius Enterprise Ltd)



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

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1. Welcome to the course

Hello! My name is Shaun Mills and I am the Course Leader for the academic LLM courses, including the LLM's in Financial and Commercial Law and International Business Law delivered at UCLan in the UK and over in Mauritius. I have overall responsibility for managing the LLM programmes for UCLan on a day-to-day basis. It is my role to deal with any specific questions or problems you may experience concerning the LLM Courses.

On behalf of all the staff at the Lancashire Law School may I welcome you as a student of UCLan and the Lancashire Law School, and wish you every success in your studies as you start your Masters Degree. We hope that you find the experience a rewarding one, and all staff will try to make it as enjoyable as possible as you rise to the challenges which lie ahead.

This Course Handbook provides you with essential information about your programme of study and the two Universities collaborating to deliver the course. It will also outline what you should expect from the teaching staff and what the teaching staff expect from you in terms of your study.

We are here to help and are more than happy to do so! If you have any doubts, queries or questions please ask – go to your personal tutor, academic staff or, ultimately, to me, your Course Leader at UCLan.

Lancashire Law School has offered law degrees for over 40 years and UCLan's roots go back to 1828. UCLan has partnerships with a number of universities around the world, with over 32,000 students studying on a dynamic portfolio of undergraduate and postgraduate courses.

Lancashire Law School is highly regarded for the quality of its legal education, its graduate satisfaction, and our high level of graduate employability. We offer a good range of undergraduate and postgraduate academic and professional taught programmes, and research masters and doctorate degrees. Academics in the Law School actively engage in cutting edge research, independently judged to be world leading, and of international and national significance. Students on the LLM Courses directly benefit from this with their learning and research supported by the School's leading experts. We pride ourselves on creating a vibrant and stimulating learning environment, with an innovative approach to student-centred learning, supported by excellent online blended learning activities to enhance the student experience. We are delighted to be able to work with colleagues at the University of Mauritius Enterprise Ltd to deliver our Masters programme. You will find all staff committed and supportive.

1.1 Rationale, aims and learning outcomes of the course



The LLM in Financial & Commercial Law course provides students with analytical and reflective skills and expertise in international financial and commercial law. It provides a learning experience which will enable students to develop their academic ability and enhance their performance in employment and further develop their career opportunities and an opportunity to meet students from other backgrounds and countries. It provides the successful candidate with a recognised postgraduate qualification in a specialised area of law.

The Course is designed to enhance the employability skills of our graduates, and reflects the growth of international arbitration and mediation in international business matters.

All students are able to take the module *International Commercial Arbitration*. The Lancashire Law School has Recognised Course Provider (RCP) status with the *Chartered Institute of Arbitrators* in the areas of domestic and international arbitration. Students passing this module will be eligible for *Associate Membership of the Chartered Institute of Arbitrators*, allowing them to use the post-nominal letters *ACI Arb*. The potential for students to become eligible for *ACI Arb* status demonstrates that our LLM Courses are geared towards employability, allowing students to gain skills that are recognised by reputable professional organisations. This qualification is the first stage towards becoming qualified as a chartered arbitrator – a valuable additional strand to a many careers. Students are able to progress further through to Membership and Fellowship levels of *CI Arb*, courses that will be offered as stand-alone short courses within the Lancashire School.

Students can also elect to take the optional module, *International Commercial Mediation*. The Lancashire Law School has achieved an international reputation for its specialisation in Mediation law and practice. Students who successfully complete this module will gain accredited mediator status, as this module is approved by the *Civil Mediation Council*, the recognised authority in the United Kingdom for civil and commercial mediation. The Law School is also applying for recognised Course provider status with the *International Mediation Institute*. This further demonstrates that our LLM Courses are geared towards employability allowing students to gain skills that are recognised by reputable professional organisations.

In summary, the course aims:

1. To facilitate a critical awareness of current issues and the financial and business environment informed by leading edge research and practice.
2. To equip students, through the use of workshop-based learning, with the ability to demonstrate effective skills of team work, self-confidence in group situations and critical and analytical reasoning skills.
3. To develop systematic understanding and critical appreciation of the complex legal, economic and political issues surrounding the international regulation of financial services and commercial activities.
4. To develop skills to enable the synthesis and interpretation of course material and enable the student to develop their own theories and hypotheses in the context of existing recorded material, apply to new situations and be able to communicate their ideas effectively.
5. To provide the basis, in particular through the undertaking of the dissertation, but also through the undertaking of coursework, for the development of critical analytical skills and application of academic knowledge, for further research within the area of International Company and Finance Law.

The learning outcomes of the LLM in Financial and Commercial Law are:

1. Knowledge and Understanding

- a. To critically reflect on, and effectively apply, legal research methods.
- b. Demonstrate a systematic understanding of legal, commercial, economic and political issues, principles and rules and be able to apply this knowledge to a wide range of complex real-life situations.
- c. Show a critical awareness of the main legal, financial, economic and political policy objectives and appreciate the practical impact of these regulations company and finance law.

2. Subject-specific skills

- a. Carry out analytical evaluation of a range of primary and secondary sources relating to legal regulation of international business, company and financial institutions.
- b. Critically evaluate the complex dynamics between legal, economic and political regulation of commerce, finance and business and their governance in a multilateral context.
- c. Develop a critical understanding and ability to evaluate the role international organisations such as the WTO, WIPO, OECD as actors in the area of international trade and global business relations and global economic governance.
- d. Plan and carry out a comprehensive programme of research, using appropriate legal methodologies.

3. Thinking Skills

- a. Identify and interpret information relevant to particular issues and apply to complex situations being aware of the context and relationship to other areas of law, economics and politics.
- b. Use the tools of economic analysis and legal reasoning to problem solve and construct well-reasoned arguments, scenarios and solutions.
- c. Demonstrate research skills of project planning, time management, construction of an appropriate research question and reasoned adoption of an appropriate methodology.
- d. Demonstrate conceptual understanding and creativity in the application of knowledge of legal concepts, rules and principles related to the international regulation of the financial services industry, corporate governance, and commercial relationships and of international trade and global business matters in global context.

4. Other skills relevant to employability and personal development

- a. Evaluate the rigour, credibility and validity of information from printed and electronic sources.
- b. Write intelligible and persuasive prose.
- c. Develop or substantially enhance skills of independent learning, including the ability to plan, time-manage and execute a multi-stage project through the dissertation.
- d. Critically reflect upon effectiveness and efficiency of own independent learning.
- e. Enhance ability to recognise sound and unsound arguments.

1.2 Course Team

Name	Role	Contact Details
Jane Anthony	Head of Lancashire Law School	Lancashire Law School, University of Central Lancashire Preston, PR1 2HE, United Kingdom Tel: 00 44(0)1772893061 E-mail: jcanthony@uclan.ac.uk
Shaun Mills	LLM Course Leader	Lancashire Law School, University of Central Lancashire Preston, PR1 2HE, United Kingdom Tel: 00 44(0)1772893077 E-mail: pscsmills@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. They are all actively engaged in relevant research and other scholarly activities which will be incorporated into their teaching and associated learning materials. For more information about the members of staff who will teach you please refer to the [Lancashire Law School's website](#).

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

For Preston-based students (campus-based and distance learning) Campus Admin Services provides academic administration support for students and staff and are located in the Harris Hub (Room HB120) which is 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
telephone: 00 44 (0)1772 893929
email: HarrisHub@uclan.ac.uk

For students studying in Mauritius, you will be provided with full academic administration support from the Blue Tower at Ebène

The Blue Tower at Ebène.

Naresha Neetye
Administrative Officer
UOM Enterprise Ltd / University of Central Lancashire (UCLan), UK
1st Floor, Blue Tower,
Rue de L'Institut,
Ebène,
Mauritius
Office: 230 467 8925 / 8926 Fax: 230 467 8916
www.uomenterprise.mu

1.6 Communication



E-Mail The Lancashire Law School policy is for staff to respond promptly to e-mails, within three **working** days. Often, staff will be unable to deal with your query in this time, but, in these circumstances, staff will reply within the three days, even if it is just to

explain that they are unable to respond in full at that point, but will do so as soon as possible.

It is very important that you take note that 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.

Blackboard

All Lancashire Law School modules have a dedicated virtual web presence on Blackboard (UCLan's virtual learning environment platform). Module leaders and module tutors will use Blackboard to post relevant information on your module blackboard space. This is in addition to the dedicated LLM Course space for the LLM in Financial & Commercial Law. Therefore, you are advised to check the Course and Module Blackboard sites on a daily basis, and monitor these as you would your email account.

Each Blackboard Module space contains full contact details, and availability hours, for relevant members of the Course Team so that you can contact them easily.

Starfish

Starfish is about you. It is an online system designed to help you make the most of your time at UCLan by pulling together lots of information about you and your UCLan journey in one easily accessible place. Within the system you can do all of the following and more:

- See a list of staff who can support you throughout your learning journey, and easily book appointments with them
- Request help where you need additional support, whether it is academic, social or financial.
- See details of your attendance and assignment marks and grades
- Access a dashboard showing you your upcoming appointments and the achievements you have been awarded
- Alert you any items which might need your attention – for example your tutor referring you to Wiser for additional study skills support

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, their position and 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. 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.

Name of External Examiner: Richard Haggett

Position: Senior Lecturer in Law

Institution: University of Law, Chester

Students will be given access to External Examiners' Reports via the Blackboard spaces for the LLM Courses.



2. Structure of the course

2.1 Overall structure

October Start: Full-time from Preston (campus-based or distance learning)

October Semester	February Semester
LA4505: Advanced Legal Systems (Compulsory)	LA4938: International Corporate Governance (Compulsory)
LA4101: Banking and Financial Services Regulation (Compulsory)	Option 2
Option 1	Option 3
	LA4095: Dissertation (August submission)

October Start: Part-time from Preston (campus-based or distance learning)

October Semester	February Semester	October Semester	F e b r u a r y S e m e s t e r Y e a r 2
Year 1	Year 1	Year 2	

LA4505: Advanced Legal Systems (Compulsory)	LA4938: International Corporate Governance (Compulsory)	Option 2	L A 4 0 9 5 : D i s s e r t a t i o n (A u g u s t s u b m i s s i o n)
LA4101: Banking and Financial Services Regulation (Compulsory)	Option 1	Option 3	

February Start: Full-time from Preston (campus-based or distance learning)

February Semester

October Semester

LA4505: Advanced Legal Systems

LA4101: Banking and Financial Services

(Compulsory)	Regulation (Compulsory)
LA4938: International Corporate Governance (Compulsory)	Option 2
Option 1	Option 3
	LA4095: Dissertation (April Submission)

February Start: Part-time from Preston (campus-based or distance learning)

February Semester Year 1	October Semester Year 1	February Semester Year 2	October Semester Year 2
LA4505: Advanced Legal Systems (Compulsory)	LA4101: Banking and Financial Services Regulation (Compulsory)	Option 2	LA4095: Dissertation (April submission)
LA4938: International Corporate Governance (Compulsory)	Option 1	Option 3	

University of Mauritius Enterprise: Runs October 2017 – April 2019

Semester 1: Compulsory Modules	Semester 2: Compulsory Modules	LA4095: Dissertation
LA4505: Advanced Legal Systems (Compulsory)	LA4938: International Corporate Governance	Due April 2019
LA4101: Banking & Financial Services Regulation (Compulsory)	Option 2	
Option 1	Option 3	

Students studying in Mauritius are advised to check when the optional modules are running and to check the deadlines for submission of coursework before selecting. In this way, you can avoid over committing yourself with an unrealistic workload.

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 LLM in Financial & Commercial Law delivered at the Lancashire Law School can be studied in full or part-time mode. We have two enrolment points for Preston-based students: October or February. It is delivered as a campus-based course or can be studied in distance learning mode. In full-time mode you will normally complete the LLM in 11 months. This will include the equivalent of two semesters of taught material, together with a further period of supervised study in which you will complete and submit your dissertation.

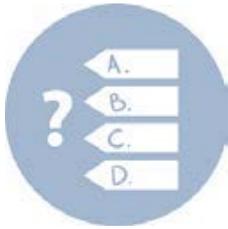
This is a short summary of the modules on offer. Full module information forms are available on the LLM Blackboard Space. Please note that if you are not an international student you may choose modules available on our LLM's in International Business Law or Law & International Security (see Year Schedule and Progression information on the Course Blackboard space).

Module Title	Short Description
LA4505: Advanced Legal Systems (Compulsory)	<ul style="list-style-type: none"> • To provide the essential skills of research, interpretation and application of legal sources required for postgraduate study of international, EU and domestic law. • To ensure that students understand the relative roles of the various actors in the domestic, European Union and international law policy-making processes. • To indicate the significance of international law as an influence upon EU and domestic law (and vice versa) • To ensure that students understand the basic concepts, which underlie the creation of, the operation of and adjudication on international, domestic and EU law.
LA4101: Banking and Financial Services Regulation (Compulsory)	<ul style="list-style-type: none"> • To provide a thorough understanding of the laws governing the international regulation of Banking and Financial Services. • To engender a critical approach to understanding the control of regulation, the processes that exist and the division of responsibilities. • To highlight the economic, business environment and context of the legal provisions and current developments in economic and political policy.
LA4938: International Corporate Governance (Compulsory)	<ul style="list-style-type: none"> • To provide an understanding of corporate governance issues, focusing initially upon the system in place within the United Kingdom and then exploring various governance systems across the world. • The module will address the following: distribution of power with companies, methods of regulating governance, auditors and internal control, the meaning and importance of good governance, the interaction of corporate social responsibility and of human rights issues to a corporation and its governance. • It aims to develop students understanding of corporate governance across various jurisdictions and also provide an analysis of the wider moral and policy considerations underpinning today's corporate governance laws.
LA4921: WTO Law &	<ul style="list-style-type: none"> • To introduce students to the fundamental legal concepts and principles

<p>Policy (Option)</p>	<p>of international trade law and the theories underpinning its relevance to the global market.</p> <ul style="list-style-type: none"> • To emphasise the importance of rules, norms and institutions to the multilateral trading system. To examine past and recent developments in international trade and the role and impact of the WTO, including trade liberalisation, the position of developing countries in the WTO, the effectiveness of the WTO dispute settlement system and regional integration. • To critically assess how international trade law impacts on national economic and non-economic policies of sovereign states. • To consider future trends in international and regional trade regulation and learn how the WTO reacts to these via its regulatory framework
<p>LA4929: International Commercial Litigation (Option)</p>	<ul style="list-style-type: none"> • Gives students a thorough understanding of the transnational issues that arise in court based dispute settlement – with a particular emphasis on litigation in Europe. • Different approaches to civil procedure and the allocation of jurisdiction within Europe have historically inhibited judicial co-operation in cross-border disputes. EU legislation has been introduced with a view to resolving these differences and ensuring the “free movement of judgments”. • Fundamental concepts and relevant international and European instruments are critically evaluated. • Students are encouraged to analyse the strategies adopted by litigants, and to critique the process of harmonisation in Europe.
<p>LA4605: International Commercial Arbitration (Option)</p>	<ul style="list-style-type: none"> • Explores the role and regulation of arbitration as a method of dispute resolution, adopting a comparative approach and highlighting contrasting approaches to regulation. • Highlights the role and significance of private institutions, national laws and international instruments in providing a framework for arbitration. • A particular focus is examination of the ways in which arbitration remains embedded in national legal systems, and a critical assessment of its potential as a ‘supra-national’ system of dispute resolution. • Students will be encouraged to undertake a critical comparison of contrasting national and institutional rules and to consider whether the 1958 New York Convention is still fit for purpose. • In the national law context, the principal comparisons will be between English and French law and the UNCITRAL Model Law. At the institutional level, comparison will be made of contrasting provisions selected from the rules of the principal arbitral institutions (e.g. ICC, LCIA). • Students passing this module will be eligible for Associate Membership of the Chartered Institute of Arbitrators, allowing them to use the post-nominal letters ACI Arb. This qualification is the first stage towards becoming qualified as a chartered arbitrator – a valuable additional strand to a many careers. Students are able to progress further through to Membership and Fellowship levels of CI Arb, courses that will be offered as stand-alone short course within the Lancashire School.
<p>LA4608: International Commercial Mediation (Option)</p>	<ul style="list-style-type: none"> • Comparative analysis of both the law and practice of mediation at national (e.g. United Kingdom, Mauritius, USA), regional (e.g. European Union, African Union), transnational and international levels. • Explores the theoretical, practical and ethical problems relating to international commercial mediation. • Sessions concentrate on practical mediation exercises in an international commercial context covering the entire procedure, from advising the client on the use of mediation, through the actual procedure itself, through to drafting settlement agreements. • Develop a systematic understanding of the role of the mediator in national, regional and international commercial disputes and will focus on the necessary skills and techniques of a successful mediation through role play exercises. • Successful completion of this module can also provide a stepping stone for students to become involved in international alternative dispute

	<p>resolution (ADR).</p> <ul style="list-style-type: none"> Students who successfully complete this module will gain accredited mediator status as this module is approved by the Civil Mediation Council, the recognised authority in the United Kingdom for civil and commercial mediation
<p>LA4925: International Intellectual Property Law</p> <p>(Option)</p>	<ul style="list-style-type: none"> The development of international, regional and national laws regulating intellectual property with application to specific issues such as the protection of copyright works, brands, personalities, traditional knowledge and cultural expressions. Critically assesses the differential effect of this type of regulation upon industrialised and less industrialised nations. Considers intellectual property law in the context of international trade. Examines whether international protection should be extended to cover areas such as indigenous folkloric artefacts and ecological knowledge.
<p>LA4932: EU Single Market Law</p> <p>(Option)</p>	<ul style="list-style-type: none"> Focuses on the law relating to the EU Single Market and more generally on EU trade relations. Vital issues in the light of BREXIT. To enable students to understand and critically evaluate the governance and harmonization of the EU Single Market To critically evaluate and apply the fundamental freedoms to EU and non-EU citizens and businesses Critically evaluate the legal provisions covered and the policy considerations underlying them Critically assess the legal position of non-EU nationals / businesses within the EU Single Market To promote research, critical evaluation and presentation of well-structured arguments in written and oral work.
<p>LA4946: Independent Research Project</p> <p>(Option)</p>	<ul style="list-style-type: none"> Enables students to apply skills of information gathering, evaluation and written research presentation. Students will have these skills to some extent as part of their graduation, but this module aims to give them an opportunity to apply those skills at a postgraduate level. There is emphasis on evaluation of the chosen subject area and the project tutor will assist the student in choosing an appropriate question and appropriate methods of answering that question. The module aims to give students the opportunity to explore a particular subject or question in depth.
<p>LA4102: International Development Law and Policy</p> <p>(Option – Mauritius Only)</p>	<ul style="list-style-type: none"> Explores the interconnection between theories of development, legal ordering and development policies pursued at the national and international level. While paying attention to legal issues, institutions, and strategies pertaining to national development strategies, Specifically, the course will pay attention to the role of foreign aid regarding laws and legal systems development at national level, ranging from law-oriented World Bank or IMF loans to donor-funded judicial reform programmes or legal aid initiatives in developing countries. Assesses the effectiveness of international development strategies at national level and their impact on the contemporary global ordering that institutionalise development.
<p>LA4985: Shipping and Maritime Commercial Law</p> <p>(Option – Mauritius Only)</p>	<ul style="list-style-type: none"> Examines the theoretical and practical legal issues relating to the conduct of maritime affairs in a commercial context. Sets the topics within a multidisciplinary background underlying the international law relating to the carriage of goods by sea, with emphasis on the distinct types of contractual regimes employed and the associated liabilities. Examines the distinct liabilities under the law relating to marine insurance.
<p>LA4095: Dissertation</p> <p>(Compulsory)</p>	<ul style="list-style-type: none"> Enables students to put into practical effect the research skills acquired during the course and to work in a self-defined field with the objective of producing a substantial piece of work based on critical evaluation and independent thought. Gives students the opportunity to carry out extended research on a subject of interest to them.

- Gives students the opportunity to show their ability to work independently and at a high quality level, on a substantial project.



2.3 Course requirements

- The time for completion of the full-time LLM is normally one year (12 months) and for the part-time LLM normally two years (24 months). On the part-time degree students must normally successfully complete all course modules in year 1 to progress to year 2.
- Students must successfully complete six 20-credit modules plus the 60-credit dissertation to be eligible for the award of the LLM.
- Students who successfully complete six 20-credit modules, will be eligible for the award of a Postgraduate Diploma.
- Students who successfully complete three 20-credit modules, will be eligible for the award of a Postgraduate Certificate.
- The examiners have a right to examine any student *viva voce* in addition to the submission of the written dissertation. This form of assessment may be used; to determine difficult or borderline cases and in particular where there may be concerns about the authorship of the work. It may also be used as an alternative or additional assessment where valid reasons for poor performance have been established. The student may be required to amend and re-submit the dissertation after the *viva voce*.
- A student who fails to achieve a pass grade upon submitting their dissertation will normally be given the chance to resubmit the dissertation at a later date. Guidance will normally be given on the reasons for the fail grade. The revised dissertation must be submitted at the next submission date. The resubmitted dissertation may not achieve a grade higher than a bare pass.
- At the end of the taught programme, where a student's Average Percentage Mark (APM) is lower than 50%, they will not normally proceed to the LLM (by way of the dissertation) without counselling by the course leader.
- After successful completion of the module *International Commercial Arbitration*, students are eligible for *Associate Membership of the Chartered Institute of Arbitrators*, allowing them to use the post-nominal letters *ACI Arb*. However, students must note that it is their own responsibility to apply to CI Arb for associate membership and also to pay any registration fees as required by CI Arb.
- Distance learning students electing to take the optional module, *International Commercial Mediation*, should note that, due to the extensive practical exercises involved during this Module, on-campus attendance will be required. This module is block taught over a one-week period, therefore all students will need to make sure that they can commit to attending all sessions during that week before choosing this module.

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.

2.4 Study Time

2.4.1 Weekly timetable

Please refer to the Year Schedule on the Blackboard Space for this Course or use the following link <https://apps13.uclan.ac.uk/weeklyTimetable/>

2.4.2 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 classes and time spent in private study. You should therefore aim to spend approximately 200 hours studying (including class contact, tutor meetings and private research, study and assessment) per 20 credit module. The dissertation module will involve you in approximately 600 hours of study.



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:

Shaun Mills, LLM Course Leader, pscmills@uclan.ac.uk

You will get the best out of your time at UCLan if you are committed to:

- Preparing for workshops and attending punctually
- Preparing for online discussions and participating fully
- Completing your work to the best of your ability and submitting it on time
- Not committing plagiarism
- Keeping up to date with course information through UCLan email or other channels
- Using the feedback you are given to improve subsequent work
- Making appropriate use of teaching staff's time
- Taking responsibility for your personal development planning and skills development
- Treating staff, fellow students and neighbours in the local community with respect at all times

You will need to attend all workshops (whether campus-based or online) in order to achieve the learning outcomes for modules delivered during these blocks. You will also need to engage with online materials and participate in synchronous and asynchronous discussion threads in order to support this learning. Basic knowledge and skills are developed through regular contact sessions, but it is very important that time is devoted to independent study to gain the detailed in depth understanding of the subject. Even though each student will be assigned a dissertation supervisor to provide help and expert advice, the ability to work independently will become particularly useful during the dissertation.

Substantial coursework represents the main assessment method in most modules. In order to optimise your performance, you should make sure that you understand the exact requirements of each assignment, that you plan ahead and that you submit good quality work, professionally presented and taking into account given deadlines. Penalties will be imposed on coursework submitted late without approved extenuating circumstances (see the section below on extenuating circumstances). The tutor's comments on marked coursework will provide valuable feedback on how to improve your performance.

If you are an international student you should remember your responsibilities under the UK Border Agency (UKBA), Points Based System (PBS) - you MUST attend your course of

study regularly; under PBS, UCLan is obliged to tell UKBA if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance.

Your attendance will be monitored through the UCLan Student Attendance Monitoring software (SAM). This information may be shared with potential employers or anyone sponsoring your place on this course. 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.

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. They are all actively engaged in relevant research and other scholarly activities which will be incorporated into their teaching and associated learning materials. For more information about the members of staff who will teach you please refer to the [Lancashire Law School's website](#).

3.2 Learning and teaching methods

The emphasis of teaching and learning on the Law Masters Programme will be upon workshops and, for distance learning students, online 'webinar' discussions. In both, students will take an active (and in many cases a leading) role to enable consideration of legal issues within their juridical, philosophical, political and socio-economic background. Consideration of issues that have arisen, and could arise, regarding the practical application of the law and its adequacy will also figure strongly. The workshop-based approach to study on the Law Masters Programme is intended to provide students with analytical and reflective skills and postgraduate level expertise. The programme also aims to provide students with an opportunity for further enhancement of their academic ability through the undertaking of assessments and, in particular, the dissertation. This will encourage students to develop a critically reflective and research-oriented approach to the study of legal issues.

All modules will provide a module handbook on their virtual learning environment web-space (Blackboard is the platform used at UCLan). The handbook will provide important references for further reading, as well as the schedule of topics and workshop questions you will cover over the academic year.

Note that workshops and webinars focus on student led discussions. You are asked to prepare set questions in advance of the class and bring your responses to these questions to a class discussion where your oral contribution will be expected. The aim of the discussion is to consolidate what you have learnt and further your understanding of the subject matter. Workshops and webinars are also an opportunity to develop your skills of critical analysis, reasoned argument and oral communication.

Workshops and webinars will develop law specific, generic and transferable skills. Some workshops may involve the use of video and role-plays, e.g. interviewing and negotiating skills, presentations.

Key points to note on the teaching and learning strategy are:

- Teaching and learning on the Law Masters Programme will predominantly be achieved by way of independent research and debates in the context of workshops and / or online webinar discussions.
- Although predominantly workshop and online webinar discussion based, with an emphasis on student centred learning; contact sessions may also incorporate mini-lectures and student presentations to encourage a reflective analytical approach on the part of the student.
- Study methods on the Law Masters Programme place an emphasis upon independent study, research and group interaction.
- The course aims to produce, through the use of workshop-based learning, students able to demonstrate the requisite skills of teamwork, self-confidence in group situations and critical and analytical oral reasoning skills.
- The course aims through inter-student debate and discussion within the context of seminars to enable a greater analysis and critique of the relevant legal provisions - particularly given the (possible) differing backgrounds of the student cohort.
- The course aims to develop the student skills of synthesis and interpretation of course material. This will enable students to develop their own theories and hypotheses in the context of existing recorded material. Students will further be able to communicate their ideas effectively both orally and in writing.

Workshops / Online Webinars

Workshops / online webinars are whole group teaching sessions led by a lecturer. They often include the tutor providing short overviews of the issues being covered to introduce students to the fundamental structure of ideas, approaches, cases, concepts and principles which comprise the module's subject matter. Individual tutors will have different approaches as to how they deliver the 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. Much of your learning at University level is by and through independent study.

Reading appropriate primary and secondary sources prior to workshops / online webinars will help you understand the issues covered in the workshop 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 tutor mentions them.

Tutors will adopt a variety of methods in workshops to help you to engage with the materials. You must adopt your learning style to different lecturing methods.

For each module you study there will be nine workshops. Workshops 1-8 will be delivered weekly and, for all modules, the final workshop will take place two-weeks before the coursework submission date to assist with your final preparations for the end-of-module coursework. The final workshop may be conducted as an online synchronous discussion.

You will need to attend workshops in order to achieve the learning outcomes. Basic knowledge and skills are developed through regular contact sessions, but it is very important that time is devoted to independent study. Even though each student will be assigned a dissertation supervisor to provide help and expert advice, the ability to work independently will become particularly useful during the dissertation.

Please note that by way of exception from the above:

- *The first eight workshops for Advanced Legal Systems are block delivered over two weeks*
- *All workshops for the optional module International Commercial Mediation are block delivered over one week – these workshops are only delivered on-campus.*
- *Most modules delivered in Mauritius will have the first eight workshops block delivered over one week. Students will join Preston students for their final workshop (Workshop 9) in an online webinar.*

3.3 Study skills

During the induction sessions and throughout the LLM Course, you will 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.

In addition to the module specific guidance there are a variety of services UCLan provides to support its students and these include:

WISER <http://www.uclan.ac.uk/students/study/wiser/index.php>

The WISER Study Skills Blackboard space has a plethora of useful materials to assist postgraduate students enhance their study skills.



3.4 Learning resources

3.4.1 Learning Information Services (LIS)

LIS Customer Support provide help for all your IT and Library queries. Whether by email, on the phone or in person at the 3rd floor service point in the Library, they are there to help and advise. All UCLan Cards for students are produced by this team, as well as offering support with your network account. 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.

The UCLan Law Librarian is very helpful and she is able to help you with any specific research enquiries you might have. Her contact details are: Annette Ramsden, e-mail address: aramsden@uclan.ac.uk

Follow these links for more information:-

https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id= 25 1

<http://www.uclan.ac.uk/students/faq/index.php>

3.4.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. Most key readings for your modules will be clearly signposted in the module handbooks.

You should make use of the University's [Discovery](#) search facility. Discovery is a single-search tool for finding books and journals from a wide range of Library subscribed resources. It provides a Google-type experience that requires minimal skill or expertise.

Most legal material is available from electronic sources. You will be able to use the computer facilities and the extensive online Library for accessing reliable legal information.. Electronic sources of law are becoming increasingly important to legal research and the Law School maintains subscriptions to extensive online databases (such as WESTLAW and Lexis Library). You will also be able to access most of these services from your home computer.

The University's computing facilities include a wide range of software applications that will enable you to record, manage, write up and attractively present your work.

Contact the Law Librarian Annette Ramsden (aramsden@uclan.ac.uk) for further assistance with locating materials.

Perhaps the most important facility available to you is the expertise and support of the Masters teaching team.

3.5 Personal development planning

This LLM programme provides students with analytical and reflective skills and expertise in international business law. It provides a learning experience which will enable students to develop their academic ability and enhance their performance in employment and further develop their career opportunities and an opportunity to meet students from other backgrounds and countries. It provides the successful candidate with a recognised postgraduate qualification in a specialised area of law.

The Course is designed to enhance the employability skills of our graduates, and reflects this by giving students the opportunity to gain additional qualifications in the areas of alternative dispute resolution (specifically, international arbitration and mediation).

Personal development planning is supported by a personal tutor. 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, and visiting academics will support career planning and employability.

For further information and support materials regarding PDP, please contact your personal tutor.



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 Starfish, 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 10.30am-3pm 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.

Wendy Backhouse (WLBackhouse@uclan.c.uk) is the careers tutor for postgraduate students studying with Lancashire Law School.

4. Student Support

[The 'i'](#) is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters and UCLan Cards.

Shaun Mills, the UCLan LLM Course Leader is the main person to help you with general support and guidance regarding the LLM Course. Shaun Mills can deal with any problems you have specifically with the LLM Courses. Each module tutor will offer support and guidance in relation to their modules.



4.1 Academic Advisors

All students are allocated to an academic advisor (personal tutor) during Induction Week. 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 programme. Academic advisor meetings can be arranged via Skype for those who do not study in Preston.

We try where possible to ensure that your academic advisor remains the same through your studies. 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. Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available.

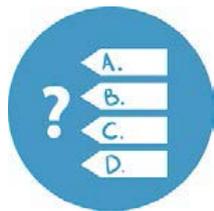
Contact the Disability Adviser for advice and information, disability@uclan.ac.uk and / or the UCLan Law Tutor with responsibility in this area (Munira Patel: mhpatel@uclan.ac.uk).

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

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 allow you to defer your assessment.



5.1 Assessment Strategy

The assessment of the course is seen as an essential part of the learning process, not merely a series of hurdles for you to jump. Within each module, the assessments are intended to play a major role in your development - providing feedback, giving encouragement and motivation, identifying specific opportunities for improvement, and finally giving an accurate summary of your performance in relation to the learning outcomes.

The learning outcomes of each module are described in the Module Descriptions (see LLM Course Blackboard Space), and will be explained to you by the Module Tutor. The assessments are designed to measure your achievement of these learning outcomes. Your level of achievement in relation to these learning outcomes under assessment will be judged in relation to the assessment criteria in the form of a percentage grade.

Modules are predominantly assessed by way of 1000-word essay plan (worth 25% of the module marks) for which you will receive detailed feedback. This then leads into the main assignment which is the main essay (3000 words), worth 75% of the marks.

Your module mark is worked out on a composite of your marks in each element of assessment and as long you score at least 50% on your composite mark you will pass the module.

5.2 Notification of assignments and examination arrangements

All assignments will be made available on the module Blackboard space in accordance with the dates specified in the LLM Year Schedule.

All work must be word processed, carefully presented, and all quotations and sources of information must be acknowledged. (see section 5:5 below, on plagiarism). There are a number of 'house' rules the Law School adopts regarding the presentation and submission of written coursework. These are listed below:

- All assessed Coursework must be handed-in, on or before, the deadline date and time in electronic format. Submission must be via the Turnitin software via the Blackboard site for the individual module concerned (a special 'in box' folder will be created in the Assessments Folder on your module Blackboard site and you must upload a copy of your assessment into the inbox in this folder).
- Students should use the UCLan network to back-up all their work to avoid the risk of work being lost. Loss of work resulting from failure to back-up will not be accepted as valid excuse for non-submission.
- You must not exceed the word limit; if you do, the tutor will only mark the work to the stated word limit and disregard the rest. You must provide an exact word count as recorded on your computer.
- The work must be handed in on or before the deadline date or penalties will be applied
- All written work must be produced and submitted in accordance with our House Style. The format to be followed is laid out in the Lancashire Law School Assessment Guide (You will find a copy of this guide on the LLM Course Blackboard pages)

5.3 Referencing

You need to cite fully and precisely, each time you use a source.

The Law School has adopted the Oxford Standard for Citation of Legal Resources (OSCOLA). You can access the full guide to citation, plus online tutorial and frequently asked questions at <http://www.law.ox.ac.uk/publications/oscola.php>.

A hard copy of the latest edition of the OSCOLA guidelines is available on the Blackboard Spaces for the LLM Course.

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

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.

Specific resources have been designed to help students to understand the meaning of plagiarism and how to avoid it (see the Lancashire Law School Assessment Guide and the Study Skills Folder on the Course Blackboard Space for guidance on avoiding plagiarism and referencing your work effectively). There are also some excellent materials on the [WISER](#) Study Skills Blackboard space. There, you will also find guidance on how to use the Turnitin Originality Reports to spot problems with your referencing before you submit your 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:

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:

- the penalty will be 0% for the element of assessment, and an overall fail for the module.
- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark.
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: suadvice@uclan.ac.uk for support and guidance.

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. Students are able to check as many drafts as they wish before the final submission date. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. Turnitin is 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.

Very good performance at Masters level (where the Average Percentage Mark (APM) is 69.5% or higher) will lead to an award of LLM with Distinction.

A good performance at Masters level (where the Average Percentage Mark (APM) is 59.5% – 69.39%) will lead to an award of LLM with Merit.



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.

Examples of Changes to the Programme made in 2015-16 in Response to Student Concerns Raised at Staff-Student Liaison Panel Meetings

Two very productive meetings were held with student representatives

Some of the concerns raised and how staff responded to them to improve the quality of the teaching and learning experience are listed below:

Student Concern	Action
Students did not think the Advanced Legal Research Module should be assessed	This module was removed for 2016-17 as a compulsory module and its sessions, now relabelled <i>Writing Your Dissertation</i> , are now taught as part of the Dissertation Module and are not assessed.
Coursework deadlines tended to be clustered	Deadlines reviewed to ensure a more even spread
Social events should be arranged at induction so that students can get to know each other	A meet and greet social event has been organised for 2015-16 cohorts.

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.

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting. These are examples of typical agenda items:-

- Update on actions completed since the last meeting

- Feedback about the previous year – discussion of external examiner’s report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

During induction you will be asked to elect a course representative; 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 above).

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

School Presidents 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

Those chosen will have to commit to attend two SSLC meetings, one per semester. Minutes of the meetings are circulated to the whole student cohort. The minutes will contain evidence of actions taken in response to concerns. These are then summarised at the end of the academic year and published in the following year’s course handbook.

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.

Sources of information on the programme can be found in Section 17

1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution	University of Central Lancashire University of Mauritius Enterprise Ltd
3. University Department/Centre	Lancashire Law School
4. External Accreditation	Tertiary Education Committee Mauritius
5. Title of Final Award	LLM in Financial and Commercial Law
6. Modes of Attendance offered	Full time & Part-time (campus and distance learning)
7. UCAS Code	Not applicable
8. Relevant Subject Benchmarking Group(s)	There are no relevant benchmarking groups available.
9. Other external influences	None
10. Date of production/revision of this form	January 2017
11. Aims of the Programme	
	<ul style="list-style-type: none">• To facilitate a critical awareness of current issues in the financial and business environment informed by leading edge research and practice.• To equip students, through the use of workshop-based learning, with the ability to demonstrate effective skills of team work, self-confidence in group situations and critical and analytical reasoning skills.• To develop systematic understanding and critical appreciation of the complex legal, economic and political issues surrounding the international trade relations, global business and their regulation.• To develop skills to enable the synthesis and interpretation of course material and enable the student to develop their own theories and hypotheses in the context of existing recorded material, apply to new situations and be able to communicate their ideas effectively.• To provide the basis, in particular through the undertaking of the dissertation, but also through the undertaking of coursework, for the development of critical analytical skills and application of academic

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1 To critically reflect on, and effectively apply, legal research methods.

A2 Demonstrate a systematic understanding of legal, commercial, economic and political issues, principles and rules and be able to apply this knowledge to a wide range of complex real-life situations.

A3 Show a critical awareness of the main legal, financial, economic and political policy objectives and appreciate the practical impact of these regulations in the areas of financial and commercial law.

Teaching and Learning Methods

- This is done by students reading recommended texts and through workshops.
- In addition, knowledge will be gained through tuition on the *Writing Your Dissertation* workshops on the Dissertation module.
- Workshop presentations and/or online activities will be used, the discussion of set questions and through discussion with other students in workshops and through the discussion forum platform of the virtual learning environment and through informal discussion with other students. Through the answering of coursework questions and the writing of the dissertation.
- In particular, through the study of the compulsory and optional modules.

Assessment methods

Assessed through coursework and the dissertation.

B. Subject-specific skills

B1 Carry out analytical evaluation of a range of primary and secondary sources relating to legal regulation of international business, company and financial institutions.

B2 Critically evaluate the complex dynamics between legal, economic and political regulation of commerce, finance and business and their governance in a multilateral context.

B3 Develop a critical understanding and ability to evaluate the role international organisations such as the WTO, WIPO, OECD as actors in the area of international trade and global business relations and global economic governance.

B4 Plan and carry out a comprehensive programme of research, using appropriate legal methodologies.

Teaching and Learning Methods

- This will be carried out as part of the process of answering the various questions that are set during the course and which the students set themselves in the course of researching for the dissertation. Conceptual analysis and grasp of broad objectives of economic policy in relation to international agreements and case-law form a major part of the work expected of students on the course. Such analyses constitute a crucial aspect of an advanced research and also consultant/legal adviser/policy-maker work.
- Some of the tasks and questions asked of students demand that they can link and interpret the economic, legal and political context with specific international trade rules and agreements.
- By answering the discussion questions and coursework questions proficiently and to provide a competent dissertation, students will have to prepare coherent analytical arguments.
- This will be gained through the dissertation.

Assessment methods

Assessed through coursework, participation in workshop discussion and the dissertation.

C. Thinking Skills

C1 Identify and interpret information relevant to particular issues and apply to complex situations being aware of the context and relationship to other areas of law, economics and politics.

C2 Use the tools of economic analysis and legal reasoning to problem solve and construct well-reasoned arguments, scenarios and solutions.

C3 Demonstrate research skills of project planning, time management, construction of an appropriate research question and reasoned adoption of an appropriate methodology.

C4 Demonstrate conceptual understanding and creativity in the application of knowledge of legal concepts, rules and principles related to regulation and governance of international trade and global business matters in global context.

Teaching and Learning Methods

- This is gained through reading the various questions set as discussion questions or coursework and selecting material from recommended texts and other material identified through application of research skills, including in the course of research for the dissertation and coursework.
- In addition it is gained through the analysis of problems set by various modules as discussion or coursework questions.
- Through students preparation for answering the discussion questions, the coursework and the dissertation.
- Through engagement with appropriate learning resources and discussion in seminars; through preparation for coursework and the dissertation.

Assessment methods

It will be assessed through coursework on the various modules, workshop presentations and/or online activities on a number of modules, and the dissertation.

D. Other skills relevant to employability and personal development

D1 Evaluate the rigour, credibility and validity of information from printed and electronic sources.

D2 Write intelligible and persuasive prose.

D3 Develop or substantially enhance skills of independent learning, including the ability to plan, time-manage and execute a multi-stage project through the dissertation.

D4 Critically reflect upon effectiveness and efficiency of own independent learning.

D5 Enhance ability to recognise sound and unsound arguments.

Teaching and Learning Methods

- Through the collection and evaluation of information in various formats.
- Through the preparation of responses to questions set for workshops, discussion in those workshops and the production of the module assessed coursework and the production of the dissertation.
- If students are to be successful on the course, they need to use their existing skills and, if necessary, develop those skills. They will be assisted in developing their skills through teaching on the modules themselves and through the provision of constructive feedback. In part this will involve reflection by students upon their own learning skills as well as their progress on the course.
- Through students using their existing skills and, if necessary, developing those skills which will be developed through teaching on the modules and through the provision of constructive feedback.

Assessment methods

Assessed through coursework and the dissertation.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 7		Core Modules – to be delivered by UCLan staff		Masters Degree LLM in Financial and Commercial Law
	LA4095	Dissertation	60	Requires 180 credits with 160 credits at Level 7
		Compulsory Modules – to be delivered by UCLAN staff		Postgraduate Diploma Requires 120 credits with 100 credits at Level 7
	LA4505	Advanced Legal Systems	20	
	LA4938	International Corporate Governance Banking and Financial Services Regulation	20	Postgraduate Certificate Requires 60 credits with 40 credits at Level 7
	LA4101			
		Optional (Choose 60 Credits)		
	LA4102*	International Development Law and Policy Shipping and Maritime Commercial Law	20	
	LA4985*	International Commercial Arbitration	20	
	LA4605	WTO Law and Policy	20	
	LA4921	International Intellectual Property Law International Commercial Litigation	20	
	LA4925			
	LA4929	EU Single Market Law EU Trade Law and Policy	20	
	LA4932	Independent Research Project	20	
	LA4950	Students can choose from any other options available that the course leader deems appropriate for the programme of study	20	
	LA4946	* Offered at UoME only (delivered by UoME staff)	20	
15. Personal Development Planning				
Students will be assigned a Personal Tutor and will be given a PDP folder with sheets to reflect on personal skills, feedback and career development. Students are expected to meet with their Personal Tutor to discuss				

coursework feedback and general progress on the course. During these meetings, the Personal Tutor will assist the student to reflect upon their own learning, performance and/or achievement and to plan for their own personal educational and career development.

PDP will draw on and encourage students to reflect on their engagement with and development of the skills that are embedded in the programme. These include, the higher level reasoning skills that are a key aspect of Masters level education, the increased element of independence in the learning process and the autonomy and self-responsibility involved in planning and delivering the dissertation.

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.

A bachelor degree with Honours at lower second class or above or a professional qualification in law deemed to be degree equivalent. (Other qualifications or specific professional training and /or experience may also be considered if applicant is able to demonstrate his/her suitability for the course and to provide evidence as appropriate. Such applicants may be interviewed.)

IELTS – 6.5 or equivalent

17. Key sources of information about the programme

- Lancashire Law School website – www.uclan.ac.uk/law
- University of Mauritius Enterprise website - <http://www.uomtrust.ac.mu/index.php/courses>
- University of Central Lancashire Post-Graduate Prospectus

Fact Sheet: Available from University of Mauritius Enterprise or Lancashire Law School Office or UCLan International Office.

- **University of Mauritius Enterprise:** Telephone + (230) 467 8925 / 467 8926
- **Lancashire Law School Office:** Telephone +(44) 01772 893929 / 893077

University Student Handbook for Taught Courses



2018/19

Please read this Handbook in conjunction with your Course Handbook.

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

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

UCLan Mission statement

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

UCLan Values

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

Student Charter

The Student Charter has been developed by the University and the Students' Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or 'contract' between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. [Read the full Student Charter](#)

Supporting Diversity at UCLan

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan [Equality and Diversity Policy](#) for further information.

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1. Welcome and Introduction to the University

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

1.1 Communication

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

1.2 External Examiner

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

1.3 Expected hours of study

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

1.4 Attendance Requirements

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

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may request a review of this decision if you have grounds in line with the [Academic Appeals Procedure](#). Tuition fees will be charged in accordance with Appendix 2 of our [Tuition Fee Policy](#).

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

1.5 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use and disclosure of personal information, please see the University's Data Protection Policy and [Privacy Notice](#) or contact the Information Governance Officer, Office of the University Secretary and Legal Officer, University of Central Lancashire, Preston, PR1 2HE or email DPFOIA@uclan.ac.uk.

2. Learning resources



2.1 Learning Information Services (LIS)

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

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

http://www.uclan.ac.uk/students/study/library/opening_hours.php

2.2 Electronic Resources

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

3. Preparing for your career

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

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

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

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

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

- One to one career and employability advice and guidance appointments.

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

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

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

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

4. Student support, guidance and conduct



4.1 Student Support

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

The <i> is your first point of call for all enquiries, help and advice. We provide guidance to all UCLan students whatever the query may be. We offer advice on:

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

and much more.

We are based on the ground floor of the UCLan Library and open 7 days a week most of the year. Our friendly and approachable team will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study.
http://www.uclan.ac.uk/students/study/library/the_i.php

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

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

4.2 Students with disabilities

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

https://www.uclan.ac.uk/students/health/disability_services.php

4.3 Assessment arrangements for students with a disability

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



4.4 Health and Safety

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

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

4.5 Conduct

You will be expected to abide by the [Regulations for the Conduct of Students](#) in the University. UCLan expects you to behave in a respectful manner towards all members of the University at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites.

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



5. Students' Union

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

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

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

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

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

6. Rationale, aims and learning outcomes of the course

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

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a

course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course. For details about changes to course information after you have accepted any offer, please see our [Additional Information and Conditions of Offer](#)



7. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances have been expressly agreed by the University to allow you to defer your assessment.

7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment instructions / brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity. An academic staff member, such as your Academic Advisor or Module or Course Leader, will be able to provide advice to you on how to do this. Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

7.2 Extensions

Authorisation of the late submission of work requires written permission. Your School is authorised to give permission for **one extension period of between 1 and 10 working days** where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances. Requests for extensions should be made prior to the submission date as extensions cannot be given Retrospectively ([Academic Regulations](#)).

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

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Extenuating Circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).



7.3 Extenuating circumstances

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the University is ready

to support you, with both your course and your personal wellbeing, through a process called Extenuating Circumstances (see [Academic Regulations and Assessment Handbook](#))

You can apply for Extenuating Circumstances online via [myUCLan](#). You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

[Further information about the submission process](#)

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).



7.4 Late submissions

If you submit work late without authorisation, a universal penalty will be applied in relation to your work:

- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

You may apply to appeal this decision in accordance with the University's [Academic Regulations](#).

7.5 Feedback Following Assessments

UCLan is committed to giving you clear, legible and informative feedback for all your assessments ([Academic Regulations](#)). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress 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](mailto:suadvice@uclan.ac.uk) by emailing: suadvice@uclan.ac.uk for support and guidance.

7.7 Appeals against assessment board decisions

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

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

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



8. Student voice

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

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

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

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

8.1 Course Representatives and School Presidents

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

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

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

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



8.2 Student Staff Liaison Committee Meetings (SSLC)

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

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

used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

8.3 Complaints

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

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college's complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college's procedure, you will be entitled to submit your complaint to UCLan under stage 3 of the procedure.