

# Mental Health, Ethics & Law MSc Handbook

2017-18



# Contents

<b>1.</b>	<b>How to use this handbook</b>	<b>3</b>
<b>2.</b>	<b>The university at a glance</b>	<b>5</b>
2.1.	Policies	5
2.2.	Learning, teaching and research	5
2.3.	Regulations, assessment and feedback	6
2.4.	Student support & disability	6
2.5.	Your King's IDs	8
2.6.	Library services and IT	9
2.7.	Student records	10
2.8.	Student Services	10
<b>3.</b>	<b>The Dickson Poon School of Law and the Institute of Psychiatry, Psychology and Neuroscience</b>	<b>12</b>
3.1.	Welcome from the Deans	12/13
3.2.	Administrative hub	14
3.3.	Key contacts	15
3.4.	Student representation	16
3.5.	Learning and other resources	17
3.6.	Auditing	18
3.7.	Mooting	18
3.8.	Timetable	18
3.9.	Recording	19
3.10.	Personal tutors	19
3.11.	Personal issues and changes of circumstances	20
3.12.	Careers & Employability	21
3.13.	Common rooms	22
3.14.	Publicity	22
3.15.	Diversity, Inclusion and Wellbeing	22
<b>4.</b>	<b>The MSc programme</b>	<b>24</b>
4.1.	The programme aims	24
4.2.	Staff and contact details	24
4.3.	Centre activities	25
4.4.	Welfare and support	26
4.5.	Programme information	26
4.6.	KEATS	27
4.7.	Plagiarism and Academic Honesty	27
4.8.	Examinations and Assessment	28
<b>5.</b>	<b>Key dates</b>	<b>31</b>
<b>6.</b>	<b>Maps</b>	<b>32</b>
	<b>Appendix 1: Providing references for your work</b>	<b>36</b>
	<b>Appendix 2: Policy on assistance to students with assessed work</b>	<b>39</b>
	<b>Appendix 3: Word count policy</b>	<b>40</b>
	<b>Appendix 4: Marking guidelines for PGT Programmes for the DPSoL</b>	<b>41</b>
	<b>Appendix 5: Marking guidelines for PGT Programmes with Ethics for DPSoL</b>	<b>50</b>
	<b>Appendix 6: Assessment FAQ</b>	<b>56</b>

## 1. How to use this handbook

This handbook contains essential information to guide you through the next year as an MSc student at The Dickson Poon School of Law. We expect you to read this guide from cover to cover, as it contains information with which you must be familiar. In a sense, you may consider this booklet a form of contract. We expect you to be acquainted with its contents, and we will refer to it in our correspondence and when dealing with any issues that may arise throughout the year.

While the information contained in this handbook is believed to be correct at the time of publication, it may change during the course of the year. Any updates will be communicated to you by email or through KEATS. Please check both regularly.

This handbook is divided into three sections. Section 2 is dedicated to university-wide information and policies, section 3 to information specific to The Dickson Poon School of Law, and section 4 to information about the MSc in Mental Health, Ethics and Law. All hyperlinks in this document are clickable, including those on the [contents page](#). In addition, each page has a link at the top right side which you can click to return to the contents.



## 2. The university at a glance

In this section you will find links to essential information about King's College London. If you are looking for a specific policy that is not listed below, you can perform a search on our Governance Zone website: <http://www.kcl.ac.uk/governancezone/index.aspx>

Much of the information below is also accessible on the university's "MyHandbook" pages, which we recommend you familiarise yourself with. They are accessible here: <https://www.kcl.ac.uk/aboutkings/quality/academic/myhandbook/index.aspx>

### 2.1 University policies

The King's Student Charter can be accessed at:

<http://www.kcl.ac.uk/governancezone/Students/Student-Charter.aspx>

The university's Statement on Equality and Diversity can be found at:

<http://www.kcl.ac.uk/governancezone/GovernanceLegal/Equality-and-Diversity-Statement.aspx>

Furthermore, with more than a third of women reported that they have suffered unwelcome advances in the form of groping and touching (NUS, 2014), concerns about the normalisation of sexism and sexual harassment have been raised at university campuses across the country.

It Stops Here is a collaborative campaign by King's and KCLSU to build a safe and inclusive environment where sexual harassment is never acceptable. We're asking everyone to do something, big or small, to help us.



Take the pledge now and commit to one of our events, workshops or active bystander tips to join us in saying [It Stops Here](#).

A page outlining the procedure and policy concerning student complaints is online at:

<http://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/complaints.aspx>

### 2.2 Learning and teaching

The university's strategic plan is available at:

<http://www.kcl.ac.uk/aboutkings/strategy/index.aspx>

Programme specifications for all academic programmes on offer at the university are located at:

<http://www.kcl.ac.uk/aboutkings/quality/academic/prog/specs/law/index.aspx>

While the MSc is in principle a taught degree rather than a research degree, you may choose to conduct research involving human participants for your dissertation. Information about research ethics, research support and a core code of practice, is available at:

<http://www.kcl.ac.uk/aboutkings/quality/academic/myhandbook/research.aspx>

## 2.3 Regulations, assessment and feedback

All programmes of study have to abide by the general university regulations and policies. General academic regulations can be consulted here:

<https://www.kcl.ac.uk/governancezone/GovernanceLegal/Regulations-Academic.aspx>

The School of Law's marking process will be discussed in more detail further on in this handbook. The university's general policy on marking is available at:

<http://www.kcl.ac.uk/aboutkings/quality/academic/assessment/markings.aspx>

The MSc programme utilises marking model 2: Double Marking by Retrospective Sampling for all taught modules, with some exceptions that are marked according to model 3 (double marking). Dissertations are marked according to model 3.

For each module, a sample of summative assessment will be sent to an external examiner in order to scrutinise the marking standard. A number of External examiners' reports are made available each year to students at <https://internal.kcl.ac.uk/student/external-examiner-reports/index.aspx>

Information about mitigating circumstances, as well as forms for requesting extensions or notifying absence for an exam, can be found at:

<http://www.kcl.ac.uk/aboutkings/quality/academic/assessment/mitcir.aspx>

Access our policy on student misconduct at:

<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/Misconduct.aspx>

Find information about appealing a decision of the Assessment Board at:

<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/Academic-Appeals.aspx>

## 2.4 Student support & disability

The university offers an extensive range of services in order to support our students. Please follow the following links to obtain more information about the different services available.

### Health Services

We ask students to register with a doctor (GP) as soon as possible, if you have not already done so. You are eligible to register with the King's NHS Centre if you live within the university catchment area. For more information visit:

<https://www.kcl.ac.uk/campuslife/services/health-new/index.aspx>

### Disability Advisory Service

If you have a disability, or think you have an undiagnosed disability which may impact on how you study, you should contact the Disability Advisory Service as soon as you enrol to discuss possible support strategies, such as a King's Inclusion Plan which can outline your year's study and any necessary provisions and dispensations from the beginning. There are

also Disability Advisors based in individual schools. Please consult:

<http://www.kcl.ac.uk/campuslife/services/disability>

### Counselling

Confidential psychological counselling is available on each campus to help you with any personal or emotional problems. The aim of the service is to provide a regular time and space in which you can explore and understand the nature of your problem along with associated feelings, thoughts and behaviour. If at all possible, it is a good idea to discuss any problems at an early stage. For more information, see:

<http://www.kcl.ac.uk/campuslife/services/counselling/index.aspx>

### Accommodation

The university may be able to offer assistance with regard to accommodation. Consult:

<https://www.kcl.ac.uk/study/accommodation/index.aspx>

### Study abroad

As part of King's Worldwide, the Study Abroad team identify, promote and facilitate new opportunities for study abroad and placement activities, for both incoming and outgoing students. To learn more about their work, go to:

<http://www.kcl.ac.uk/study/abroad/index.aspx>

### Child care

The university offers advice on child care, which can be found at:

<http://www.kcl.ac.uk/campuslife/services/student-advice-support/how/parents/childcare.aspx>

### Student funding

The Student Funding Office here at King's offers confidential advice to both prospective and current students covering issues such as bursaries, scholarships, grants, tuition fees, living expenses, student loans and other financial help available at King's to assist you, and we would encourage you to contact our staff if you have any queries, before or during your studies. You can find them at:

<http://www.kcl.ac.uk/campuslife/services/stufund/index.aspx>

### Pastoral care

All major world faiths are represented at King's. Your rights, beliefs and views are fully respected and provision is made for you to practise your faith if you have one. See:

<https://www.kcl.ac.uk/aboutkings/principal/dean/pray.aspx>

### International Study Support

Student Advice & International Student Support wish to extend a warm welcome to all international students. They are here to provide additional support in the form of immigration advice and orientation sessions, as well as assistance with all welfare-related topics which may affect you during your time in the UK. Find them at:

<http://www.kcl.ac.uk/campuslife/services/student-advice-support/how/intlstudentsupport/index.aspx>

### Health and safety

Health & Safety services offer information, as well as training. See what they do at:

<https://internal.kcl.ac.uk/about/ps/safety/index.aspx>

### KCLSU (King's College London Students' Union)

Every student at King's is automatically a member of KCLSU. Together with their members they are a union of students where individuals connect, have fun, build communities, share experiences, and make change. They can also assist with practical matters of student life, such as advising on appeals or obtaining a deferral for an assignment.

Visit <http://www.kclsu.org> for more information

### English Language Centre

The ELC supports all King's students with a range of free courses that run throughout the academic year. Support includes:

- Improving your English
- Study skills
- Academic writing
- Presentation skills
- Referencing
- Plagiarism awareness

We encourage you in particular to make use of the English Language Centre when writing and researching your coursework and/or dissertation. See [www.kcl.ac.uk/elc](http://www.kcl.ac.uk/elc)

## 2.5 Your King's IDs

You have a range of King's usernames and IDs, which serve different purposes:

1. **Student number:** e.g. 1712345. (found on your KCL student card)

This number typically begins with the last 2 digits of the year you enrol at King's i.e. 2017. This is how you are recognised on the university database and records, and you should include this number in your correspondence to staff.

2. **K number:** e.g. k1234567

This is your IT login which gives you access to IT services such as desktops, student records and KEATS. You should not use this number in any correspondence to staff.

3. **Candidate number:** e.g. Y12345 (published on student records in semester 1)



This is the ID you must include on all of your coursework submissions and exam papers. It is a 5-digit number preceded by a letter which **changes annually**. You must never write your name on any assessments which are submitted for your degree, using this number instead. Please use this number instead to ensure that your work will be marked anonymously.

## 2.6 Library services and IT

Library Services and IT Services work together to provide you with the information resources, IT facilities and support you need during your time at King's. Libraries are located at all the main campuses and provide information resources relevant to all the subjects taught locally. The Enquiry desk team are available to offer guidance on all services, including help using the student computing facilities. Visit the [Library Services](#) and the [IT Services](#) pages to find out more.

You can contact the IT Service Desk by email [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk) or telephone 020 7848 8888. Make sure to have your Knumber ready when contacting them. If you are able to provide a screenshot to support email enquiries, this will assist the IT Service Desk team in resolving any issues.

Please note students in debt to the university will have their IT services suspended until payment is received.

Student computing rooms are available at [each campus](#) across King's. All the machines are connected to printers. You will find two types of workstation in a Student Computing Room:

### **Campus Desktop workstation**

Access all the specialist subject applications and software and your own personal file store.

### **Global Desktop workstation**

Log in directly to your personalised Global Desktop (on Global Desktop, see below). Please note: not all specialist applications are available on the Global Desktop. A list of applications that can **only** be accessed from the Campus Desktop is available in student computing rooms. Signs in the room will tell you which PCs are Global Desktop workstations.

Login access to both the Campus Desktop and Global Desktop workstations is via your K number and password. The Desktops are synchronised so that when you save a work file in your Campus Desktop 'My Documents' folder, you can access it again from the Global Desktop when you log in via the internet.

### **King's Global Desktop**

The Global Desktop allows you to use software and to access your personal files and

documents from any computer with an internet connection. Software available on the Global Desktop includes: SPSS, Endnote and specialist departmental software.

You can log on to [King's RemoteApp](#) using your K number and password. You will be presented with a standard Windows desktop. Click on the 'My Documents' folder to get into your file store. When you connect to the Global Desktop for the first time, you will be prompted to install a browser plug-in (if using a pc) or to install a software package called Citrix Receiver (if using a Mac). Before using the King's RemoteApp, we recommend that you read the user guide, available at the [King's IT page](#).

### Wireless network

A high-speed and secure [wireless network](#) called Eduroam is accessible across almost all sites on King's. Use your K number and password to log on to the network.

## 2.7 Student records

[Student Records](#) is a web-based service that allows students to manage their personal information, enter their module selections and view their results once published. Please make sure that your information is up to date at all times.

All postgraduate students obtain automatic access to Student Records upon joining King's. Use your K-number to [log in](#).

## 2.8 Student Services

Student Services is an integral part of our Customer Services team and is located in four of our [Library sites](#): The Franklin-Wilkins Building, Maughan Library, New Hunt's House, and the Weston Education Centre.

[The Student Services Enquiry Desks](#) provide the first port of call for all student information, advice, and guidance. The Compass team take pride in providing information and supporting students to help them successfully navigate through their studies.

They also provide students upon request with documentation such as confirmation of studies letters and records of agreed results.



## 3. The Dickson Poon School of Law and the Institute of Psychiatry, Psychology and Neuroscience

King's Mental Health, Ethics and Law MSc programme is delivered by two internationally recognised centres of excellence and provides an integrated, strongly interdisciplinary, education in mental health, ethics and law.

### 3.1 Welcome from the Deans

#### Dean of Dickson Poon School of Law

Welcome to The Dickson Poon School of Law and to King's College London. The year ahead is going to be very exciting, not least because you have joined us and are now part of our academic community. New course offerings have been developed. Conferences and special lectures have been planned. And our magnificent Somerset House has been transformed into a fitting home for the School of Law.

The Dickson Poon School of Law is a great law school by any measure. We are known as an institution that cares about our students, about the excellence of our teaching and about the quality of your educational experience. We work hard every year to make our engagement with you better, more rigorous, more stimulating. Education at King's is a partnership. We look to you to share our commitment to the pursuit of excellence in research, teaching and learning.

It is the School's deepest wish that your time at King's is exciting, challenging and remembered warmly. This is precisely what this community has achieved with thousands before you. The School of Law is a friendly place where you are encouraged to learn, to develop friendships that will last a lifetime and to grow in all the ways that matter.

You are now a part of the King's Law community that extends, through our alumni network, from the Strand Campus to all corners of the globe. As we take pride in the excellence that King's has manifested for almost two centuries, we also always ask who we as a community should strive to be. As a member of our community, we ask – through your feedback and engagement with our forums, student societies, mooting and other extra-curricular activities – that you actively contribute to its development.

Our times from the local to the global are challenging and much will be asked of law and policy. I am certain that many of you joining the School this year will play no small part in addressing these challenges. On behalf of the Principal, my colleagues and the alumni, I bid you a warm welcome to the great King's tradition and to the high enterprise we pursue.

*Professor Gillian Douglas  
Executive Dean of The Dickson Poon School of Law*



## **Dean of Education Institute of Psychiatry, Psychology and Neuroscience**

As your Dean of Education at the Institute of Psychiatry, Psychology & Neuroscience, I offer a warm welcome to King's College London and the IoPPN. My role is to lead the education agenda at IoPPN and, as a result, I take a keen interest in our students' learning, development, and broader experience as a member of one of the world's leading academic communities.

King's is one of the top universities in the world (2018 QS World University Rankings), and the IoPPN is internationally recognised as a globally renowned centre for teaching and research in mental health sciences. At IoPPN and King's we offer our students superb support for career and personal development, as well as all of the benefits that come from working and studying in one of the world's great cities.

Here, you will be studying at an institution that is committed to education and to the delivery of a high-quality student experience. Of course, you will be learning in a talented community of scholars, including many world leaders in their field. In addition, students have almost unrivalled opportunities in clinical training and research, resulting from the Institute's long relationship with the Maudsley Hospital, now the SLaM NHS Trust, with which we share a site. Being part of the larger King's community offers a wide range of opportunities, both academic and social. I am confident that you will enjoy studying at the Institute, that you can achieve your goals, and that ultimately you will join us in making a difference in the world of mental health.

*Professor Patrick Leman*  
*Dean of Education, IOPPN*



## 3.2 Administrative Hub

Any issues regarding the administration and day-to-day running of the programme is dealt with by our team in [The Law Enquiries Office, SW-1.17](#), located in the first basement in Somerset House East Wing (SHEW). You can drop in anytime when the office is open (Monday to Friday, 09.00 – 17.00; closed from 14:00 on Wednesdays) or give them a call or send them an email.

## 3.3 Key contacts

We would like to be as welcoming and helpful as possible during your studies. We are a big team and would like you to get to know us well. We also appreciate that you will have many questions, especially during your first few weeks with us, so the section below introduces you to some of the people who will be your key contacts during your studies.

### Administrative queries and help

**Lydia Gladstone**

Programme Administrator (Postgraduate Taught)

Email: [lydia.gladstone@kcl.ac.uk](mailto:lydia.gladstone@kcl.ac.uk)

Phone: 020 7848 5899

Lydia is your first point of contact for all administrative questions relating to the MSc programme. She is responsible for the day-to-day management of the programme, and will be able to advise you on a variety of aspects of the programme, such as:

- timetabling;
- classrooms rooms;
- module and pathway selection;
- submission of documents relating to Writing Projects;
- programme regulations and policies;
- course materials hosted on KEATS.

In addition, Lydia will send around (bi-)weekly round-up emails to update you about what is going on in the Law School as well as any important business students need to keep in mind. Please read these emails thoroughly as they will answer many of your queries in advance.

If you are in doubt regarding any issue concerning our MSc programme and do not know whom to contact, we encourage you to get in touch with Lydia who will pursue your issue.

Your other key contacts in the Law Enquiries Office include:



## Law Enquiries Administrator

Email: [law-department@kcl.ac.uk](mailto:law-department@kcl.ac.uk)

Phone: 020 7848 2479

If you have any questions relating to the Law School in general, or about the societies or student expenses, please contact the Law Enquiries Administrator.

## Delphine Pejchert

Senior Law Assessments Officer

Email: [delphine.pejchert@kcl.ac.uk](mailto:delphine.pejchert@kcl.ac.uk)

Phone: 020 7848 1724

Delphine is the senior assessments officer responsible for administrative matters concerning assessments, results, appeals and misconduct.



## Omonwunmi Adebambo

Law Assessments Officer

Email: [omowunmi.adebambo@kcl.ac.uk](mailto:omowunmi.adebambo@kcl.ac.uk)

Phone: 020 7848 2036

Mo is the assessments officer responsible for administrative matters concerning assessments, results, and guidance to students on assessment related matters.



## Caitlin English

Student Programmes Manager

Email: [caitlin.english@kcl.ac.uk](mailto:caitlin.english@kcl.ac.uk)

Phone: 020 7848 2265

Caitlin is responsible for the effective management of all undergraduate and postgraduate programmes within the Law School. Should you wish to discuss any elements of your programme, Caitlin will be happy to consult with you on these matters.



## Daniel Robson

Head of Student Experience and Engagement

Email: [daniel.robson@kcl.ac.uk](mailto:daniel.robson@kcl.ac.uk)

Phone: 020 7848 1121

Daniel is one of the senior managers within the School responsible for helping to ensure that your issues and concerns are addressed properly and timely.



## Academic contacts

If you have any queries regarding the academic content of a particular module or some aspect of its teaching, please get in touch with the [relevant module leader](#).

Should you wish to arrange a meeting with an academic, you can do so by checking their [office hours](#).

The module leader will provide you with their contact details at the beginning of term, together with those of other staff teaching on the module.

We kindly ask that you do not direct administrative queries to our academic staff. Our team in the Law Enquiries Office is available during normal office hours to handle your queries.

If for some reason you do not receive a response or are unable to get in touch with a module leader or other academic member of staff, please contact Lydia, who will investigate the matter on your behalf.

### **3.4 Student representation**

There are plenty of opportunities for students to get involved in student representation or student societies. Below are some of the opportunities specific to the Law School.

#### **Law Forum**

The School of Law has a student-run [Law Forum](#) which meets throughout the academic year with senior academic and administrative members of staff attending, including The Dean. You will be asked to nominate and vote for fellow students to represent you and your programme during your studies. You may even be elected yourself. It is also a key way of feeding back your experiences as a law student to the faculty and the Professional Services team. We will be in touch with you early in the year about this.

#### **The King's Postgraduate Law Society**

The [King's Postgraduate Law Society](#) organises a busy calendar of social and networking events for masters students. Elections for its organising committee are held early in the academic year.

#### **King's College London Law Society**

[The Law Society](#) is one of the most vibrant and innovative societies at King's. The Society is run by students for students and aims to cater to all whether they be undergraduate and postgraduate.

The Society hosts numerous events in order to ensure that students are given the opportunity to become accustomed to the legal and professional job markets. The committee is dedicated to organising everything from vocational social and sporting events to mooting and debating competitions.

#### **The King's College Bar and Mooting Society**

[The Bar and Mooting Society](#) offers something for all students, regardless of future career intentions. It is the society for mooting and advocacy, being the only society to offer mooting workshops and competitions from beginner level, right through to more advanced



levels. The Bar Society also offers CV workshops, interview workshops, tours of Inns of Courts, legal competitions, and events with leading barristers' chambers and law firms.

### The KCL Pro Bono Society

Founded in 2007 with only two projects, [KCL Pro Bono](#) has since grown to encompass eight different volunteer projects involving up to 400 students. KCL Pro Bono is the only society at King's that offers students a chance to put their classroom legal skills into practice. With the aim of providing free legal aid and education to the community, volunteering with KCL Pro Bono will help you develop essential practical legal skills.

## 3.5 Learning and other resources

### Law and the library

The Dickson Poon School of Law's library collection is located in the beautiful Maughan Library, seven minutes' walk from the main Strand Campus, on Chancery Lane

The Information Specialist for Law is:

Mr Tom Claydon

Email: [thomas.claydon@kcl.ac.uk](mailto:thomas.claydon@kcl.ac.uk)

As the Information Specialist for Law, Tom looks forward to:

- answering your enquiries regarding the law resources at King's Library. As an Msc student you will have access to all the major legal databases, including Lexis Library and Westlaw, Heinonline, PLC, Casetrack and JustCite;
- offering 1:1 and group support and provides training on finding and managing information;
- arranging Certification Training on the major legal databases, such as Westlaw. This is a valuable addition to every law student's CV and future employability and we encourage you to make the most of it;
- maintaining the [law library subject pages](#).

MSc students also have reference access to Senate House library at the [University of London](#).

In addition to this you will also have access to the Institute of Psychiatry, Psychology & Neuroscience library.

The Institute of Psychiatry, Psychology & Neuroscience (IoPPN) Library is one of the largest psychiatric libraries in Western Europe. Providing access to several thousand electronic journals and over 42,000 books/multimedia items.

The library is located on the Denmark Hill Campus - De Crespigny Park, London SE5 8AF

Email: [libraryservices@kcl.ac.uk](mailto:libraryservices@kcl.ac.uk)

Telephone number: 020 7848 0204

### Access to the Institute for Advanced Legal Studies library

We are very pleased that, owing to our longstanding relationship with the renowned Institute for Advanced Legal Studies, we are able to offer our students access to the Institute's library.

The Institute's library is the largest law library in Europe, and offers you:

- specialist collections in comparative and international law;
- wide range of e-resources and access to a team of reference librarians for advice;
- comprehensive database/information skills training programme;
- 1:1 research sessions, including help with referencing and researching dissertations and research essays.

We encourage you to make the most of this access, and to book a 1:1 Research Session with the Institute. Contact Tom or the IALS directly at email [ials@sas.ac.uk](mailto:ials@sas.ac.uk) or phone 020 7862 5790.

## 3.6 Auditing

Students may audit classes provided that they have obtained the lecturer's permission. Although many lecturers will have no objection, it is at their discretion whether they grant you access or not. Their decision is final and cannot be challenged. Whilst auditing classes may enrich your studies, students should take care not to prioritise audited classes over the modules taken for credit.

If you audit a class, you will **not** gain any credits for it, or be eligible to sit the exam/complete coursework associated with the course.

If you wish to audit a class, please contact the module leader of the class by email and copy in [Lydia \(lydia.gladstone@kcl.ac.uk\)](mailto:lydia.gladstone@kcl.ac.uk)

## 3.7 Mooting

The Law School has a highly active [mooting community](#) and there are many opportunities to get involved. Moots take place in our Moot Court in Somerset House East Wing.

## 3.8 Timetable

Timetables are accessed [here](#). We advise you to use Firefox or Chrome to access the timetable.

They can also be accessed through the King's mobile app which we encourage you download to your iPhone/Android.

Please remember to refer to the timetables when selecting your modules as some module combinations may be subject to timetable constraints.

### **3.9 Recording of classes**

It is the aim of the university to provide lecture capture facilities in all teaching rooms with a capacity of 50 or more. To find out whether your classes are equipped for lecture capture, please discuss this with each of your teachers at the beginning of the semester. When recordings are made, they will be uploaded to a designated section of the KEATS module page. Students will be sent guidance and policy on lecture capture in due course.

If you wish to record the class on your personal device, you must ask your lecturer's permission before making a recording of a lecture, seminar or tutorial. If they agree, please also note that recordings may only be made on the condition that no commercial use is made of the recording and it cannot be distributed in any other way. Doing so could lead to disciplinary action.

Students who have a medical condition or disability which requires they record a class should contact the [Disability Advisory Service](#) for further help and advice, as outlined in the [Student Support section](#) in the handbook.

T: 0207 848 3398

E: [disability@kcl.ac.uk](mailto:disability@kcl.ac.uk)

Please inform Lydia should you require special dispensation.

### **3.10 Personal tutors**

Your personal tutor is a member of faculty who will take an active interest in your academic progress and university experience. We will contact you with details of your personal tutor during the first few weeks of term. In the first instance you will meet your personal tutor with the rest of your tutor group. Following this initial gathering you will be invited to attend individual meetings at least once a semester. You will be able to view your personal tutor on your online [student record](#). If you are not allocated a personal tutor or have any questions, please contact Lydia, our Postgraduate Administrator.

We strongly encourage students to help develop their academic relationship with their personal tutor. If you would like to see your personal tutor at any time outside the specified meeting points, this can be arranged by contacting him/her via email in the first instance or by visiting him/her during the designated [office hours](#).

### 3.11 Personal issues and changes of circumstances

If your situation changes and begins to impact on your studies, you should inform us as soon as possible. We appreciate that it can be difficult to discuss personal circumstances, but please be assured we endeavour to support you in any way we can and will be as discreet as possible. Please contact either your personal tutor or the Postgraduate Administrator, Lydia in the first instance.

Should you wish to make changes to your registration status – such as interrupting studies or withdrawing from them – you must complete and submit an online [change of registration form](#), which you can find by logging on to your student record (<http://mykcl.kcl.ac.uk>).

Please read the relevant [guidance](#) for students before completing your request.

*Interrupting:* With approval from the department you can interrupt your programme by taking an authorised break in your studies. If you wish to interrupt your studies, you may do so for a total of 2 years. You remain enrolled at the university during this time though your IT access is limited. You will retain access to your email so that you can communicate with us during your interruption period. Generally speaking students interrupt for 12 months at a time (as this best accounts for any teaching which is missed) therefore you return at the point at which you interrupted and resume your studies and fees payments. It is advisable that you interrupt at a suitable time like the start of the year or semester. If you wish to interrupt after you have already attended all your classes, please seek advice from the Law Enquiries Office - it may be that there is a more suitable course of action.

*Transferring:* Under certain circumstances you may wish to request to be transferred to a different programme of study outside of the Law School. Such requests depend on the programme to which you wish to transfer authorising the request in principal therefore it is very important you seek guidance from the department in question first. Should you wish to transfer to another programme offered by the Law School, please consult your programme administrator first as the School does not permit an automatic right to transfer between programmes due their varying specifications

*Withdrawing:* Withdrawing means that you are permanently leaving your programme of studies and will cease to be a student at the university. The decision to withdraw is binding therefore you may wish to consider interrupting instead, so that you have some time to consider your options. Once you have formally withdrawn, you cannot be readmitted onto your programme, even if you have completed a previous year's worth of study. The only way to return to the programme is by applying for readmission in year 1 and no guarantee as to the outcome of that process can be given.

*Note that all changes to your registration status may impact on your tuition fees. Our policy with regard to accepting changes to your status can be found in our [academic regulations](#). See section T. Generally speaking, changes will be allowed only in case of serious personal circumstances or*

*other adequate reason and all requests must be approved by a senior member of the administrative team.*

## **3.12 Careers & Employability**

Right from the start of the MSc programme dedicated Dickson Poon School of Law School Careers Consultants offer you opportunities to accelerate your professional development by accessing advice and meeting employers and alumni.

King's Careers and Employability offers a whole range of events throughout the year, including:

### **Legal Week 16 - 20 October 2017**

This is the week of the year for finding out what is going on in the legal world, what employers want and meeting alumni. Sessions are at lunch time or in the early evening and include finding a law firm that suits YOU, Understand the Legal Market, Globalisation and Researching and engaging with employers at King's Law Fair.

### **The Law Fair 24 - 26 October 2017**

We are delighted to bring you one of the largest law fairs in the UK

Three unrivalled days of meeting with alumni, graduate recruiters and associates from over 60 law firms.

### **One-to-one help**

The Careers Consultants can help you by discussing employment options as well as guidance on working in the UK or overseas and help with application advice and interview practice. They'll introduce you to a wide range of online resources including job boards and social networking. They also offer longer guidance appointments. To book call 0207 8487134.

### **Weekly careers newsletter, Facebook and JobOnline**

Together these alert you to events, jobs, internships and activities – both on and off campus. You will automatically receive a newsletter to your King's email, supplemented by daily updates on Facebook.

### **More information**

Explore the King's Careers & Employability online tools below or drop in and ask, Monday to Friday 09.30 – 17.00

King's Careers Service: [careers@kcl.ac.uk](mailto:careers@kcl.ac.uk)

Phone: 020 7848 7134

FB: [www.facebook.com/kingslawcareers](http://www.facebook.com/kingslawcareers)

JobOnline: <http://jobonline.thecareersgroup.co.uk/kings/student/Vacancies.aspx>

Website: [www.kcl.ac.uk/campuslife/services/careers/about/index.aspx](http://www.kcl.ac.uk/campuslife/services/careers/about/index.aspx)

Location: King's Careers & Employability, Level 1, The Macadam Building, Strand Campus.

### **3.13 Common rooms**

There are two common spaces in the Law School for the exclusive use of its students. Both spaces are located in the first basement of Somerset House East Wing. If you find yourself on the Strand campus and have a few moments between lectures or are looking for a good place to meet and catch up with your peers, then please stop by.

The Dawson Woo common room is a well-furnished quiet study space located in SW-1.23.

The Willie's common room is a comfortably furnished social space located in SW-1.13/14 where you will find a microwave, tea and coffee.

### **3.14 Publicity**

We would be delighted to hear about your achievements in and outside of King's. You are welcome to share good news with us via [lawcomms@kcl.ac.uk](mailto:lawcomms@kcl.ac.uk) for possible use in internal and external publicity.

### **3.15 Diversity, Inclusion and Wellbeing**

The School runs a program of activity across the academic year which is designed to recognise and champion diversity and inclusion, and to promote good student wellbeing. To achieve this, we work closely with central university services, such as [King's Wellbeing](#) and the [Counselling Service](#).

We provide students with information, engage in campaigning activity, and run pop-ups and events relating to various different identity markers and demographics which we know are present within our student body, for example, recognising Black History Month, LGBTQ Pride in London, or Interfaith Week. We also play our part in recognising university-run and nation-wide campaigns relating to bullying and harassment, mental health and student wellbeing. We are always looking for student input into the work that we do, and the way we operate as a School, whether that be through suggesting or championing initiatives and events, or providing feedback through our annual Student Diversity & Inclusion Survey and Focus Groups!

You will receive regular newsletter updates from our Diversity & Inclusion Coordinator, and can find more information on the work we do and on opportunities to get involved on our [Diversity & Inclusion webpages](#). Contact Jack Kilker ([jack.kilker@kcl.ac.uk](mailto:jack.kilker@kcl.ac.uk)), Diversity & Inclusion Coordinator, for more information about the work going on in the School, how to access specific support services, or how to get involved!



## 4. The MSc in Mental Health, Ethics & Law

On our integrated MSc you will study the clinical, ethical and legal thinking behind current law, policy and clinical practice. In addition you will have the opportunity to undertake modules from across the College to study perspectives on mental health from the social sciences, epidemiology, philosophy, literature and arts.

The interface between the law, ethics and the mental health disciplines raises fundamental questions concerning human nature. While each discipline approaches these questions from its own perspective and understanding of the world, increasingly connections have been made and relationships recognised. At a theoretical level this has led to a growing and vibrant literature.

At the level of practice the close interaction between law, ethics and mental health, which has been evident across the centuries, has become increasingly significant and vexed. In the context of evolving societal attitudes to mental health and disability and the expanding influence of international human rights norms, the role of the law is becoming both more complex and more contentious.

Building on the experience gained from working across our disciplinary boundaries we have developed a strongly interdisciplinary programme. It is designed to investigate the interface between mental health, law and ethics at a theoretical level, and to engage directly with the dilemmas and experience of ill health encountered in practice. The course will expand students' understanding, both within and beyond their own disciplines, and will provide them with the skills necessary to analyse and critique current law, practice and policy in relation to mental health.

### 4.2 Staff and contact details

Director of the programme

Dr Gareth Owen

Core module tutors 2017-18

Dr Gareth Owen Senior Lecturer/Honorary Consultant Psychiatrist

[gareth.1.owen@kcl.ac.uk](mailto:gareth.1.owen@kcl.ac.uk)

Mr Alex Ruck Keene

Wellcome Trust Research Fellow/Barrister at Law

[alexander.ruck\\_keene@kcl.ac.uk](mailto:alexander.ruck_keene@kcl.ac.uk)



Academic staff hold ‘office hours’ when students may visit them in their offices discuss any issues or problems they may have. A list of office hours is available in the Law Enquiries Office, SW-1.17 and is also posted online at <https://www.kcl.ac.uk/law/people/hours.aspx>

If your tutor is in another department, you can also ask your tutor about their office hours. If you are unable to visit them during those times, you are welcome to email them to arrange an alternative time.

### **4.3 Other activities**

The core teachers on the programme are all research active and we host a research seminar series in Mental Health, Ethics and Law that MSc students are encouraged to attend. You can sign up to the mailing list for the seminars here:

<http://www.kcl.ac.uk/ioppn/depts/pm/research/mentalhealth-ethics-and-law/mhel-seminars.aspx>

Please also follow our Wellcome funded, interdisciplinary “Mental Health and Justice” research project here:

[www.mhj.org.uk](http://www.mhj.org.uk)

The Institute of Psychiatry, Psychology and Neuroscience (IOPPN) holds Grand Rounds at Denmark Hill Campus approximately weekly where mental health cases are discussed by a variety of clinical teams with invited experts. These are excellent opportunities to learn about cases at the frontline of mental healthcare. Details will be circulated via KEATS. Make sure to bring your KCL ID.

The Maudsley Philosophy Group hold evening seminars of interest and the IOPPN hold public “Maudsley Debates” on controversial issues in mental health.

Each year the Centre of Medical Law & Ethics arranges the Lent Lecture Series, which may also be of interest. The lectures are held in the second semester usually at lunch time and are open to anyone who is interested. Recent lecturers have included John Harris, Tom Shakespeare, Stephen Wilkinson, Simon Baron-Cohen, Ruth Chadwick, Mike Parker and Graeme Laurie.

The seminars and Lent Lectures are announced on the Mental Health, Ethics and Law blog, which also lists a range of events in London and beyond to complement and enhance your studies:

<https://mentalhealthethicsandlaw.wordpress.com>

## 4.4 Welfare and support

All students are allocated a Personal Tutor at the beginning of the academic year. Your Personal tutor is the first person to approach if you need general academic or non-academic advice and support. They are there to help you resolve any problems that may arise during your time at King's. Sometimes these problems will be personal and your tutor will, as far as possible, provide appropriate support. However, there may be occasions when you may need more specialist support services and, where necessary, your tutor will help you to access these.

Your tutor is well placed to understand the specific academic pressures you may be experiencing and will probably know you well enough by the end of your programme to write you an informed reference.

However, the help of a tutor other than your personal tutor may be requested if you are working on a piece of work in an area of their expertise. Please note that dissertation supervisors are assigned independently of the personal tutor system. Please also note that if you have a query relating to a specific element of a given module, the best person to approach is the tutor for that module.

## 4.5 Programme information

### Modules

See the separate document 'Programme Structure: Modules and Assessment' for key information about the structure of the programme, available on KEATS.

### Teaching methods

#### Seminars

In all core modules, the classes involve discussion and debate between the tutor and the group based upon detailed reading prior to the class. The required reading will be made clear in advance. The aim is to explore the problems raised by the material on the assumption that the basics of the material have been assimilated in advance. Issues will be addressed with the expectation that the discussion will be informed by the relevant reading.

#### Reading

In addition to these classes, you will be expected to undertake a considerable amount of self-guided learning by reading cases and materials and researching various topics that follow (and sometimes expand upon) the module syllabus, prior to attending classes. Your tutors will be able to provide advice and assistance if you find you are unable to deal with a particular topic on your own.

## 4.6 KEATS

For access to the KEATS pages for your chosen modules you can self-enrol using the enrolment key provided.

[King's E-Learning and Teaching Service \(KEATS\)](#) is the virtual learning environment for staff and students of King's College London. It is a web-based tool for delivering resources for learning and teaching and is designed to support you in your studies. Its main functions are:

- to provide on-line access to learning materials for each MA module
- to enable the online submission of assignments and other required documentation (for example a dissertation plan);
- to function as a hub for forums and messages.

We also use KEATS to circulate updates on module details, for example room or timetable changes.

On the [KEATS homepage](#) you will find 'How to Guides' to help you navigate your way around the system. We recommend that you take the time to familiarise yourself with the interface and to refer to the guides available on KEATS. We also urge you to check KEATS on a regular basis.

### Help and Support

Should you experience any problems with the KEATS service, please refer to the [Student Guide](#).

If you continue to experience problems, please contact the IT Service Desk by email [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk) or telephone 020 7848 8888. Be sure to have your K-number ready when contacting them. If you are able to provide a screenshot to support email enquiries, this would assist the IT Service Desk team in resolving any issues.

Should you experience difficulty in downloading or opening course materials for specific MSc modules, please contact Lydia as she will be able to check your enrolment status for the relevant KEATS module.

## 4.7 Plagiarism and academic honesty

### University policy

You **must** familiarise yourself with the University's policy on plagiarism and academic honesty. Even without malicious intent, it is possible to commit plagiarism or to breach the rules for academic honesty. It is therefore imperative that you know what these rules entail.

Please read the [full document on plagiarism and academic honesty](#) thoroughly.

Students are assumed to have **fully acquainted** themselves with our plagiarism policy prior to assessment completion. Ignorance is not a valid defence for the purposes of any misconduct proceedings.

### Turnitin

Turnitin is a service which checks submissions made by a student (e.g. coursework or a dissertation) against a database of published journals, web pages and previous submissions. It also checks them against submissions made by all other students in your cohort. In order for us to be sure that you have not plagiarised somebody else's work, you will be required to submit your work through this system.

Once a piece of written work has been submitted, Turnitin produces an originality report which provides a percentage for how much of the work is quoted or copied from other sources. If work is referenced correctly, there is no need to worry even if there is a high percentage of matching text.

Turnitin is managed by Library Services on behalf of all Schools and departments within the University, and they provide User-guides, FAQs and other helpful information on Turnitin. Links to the library website and 'How to Guides and Study Skills' referring to Turnitin can be found on your KEATS homepage.

## 4.8 Examinations and assessment

### Coursework

**Coversheet.** The Coversheet will be available on KEATs and when you submit your work electronically through KEATS, you will be asserting that you have read and complied with the College's Statement on Academic Honesty and Integrity (see section 4.7).

**Format and Presentation.** Coursework must be typed and double-spaced with ample margins for comments and in 12point font. Please number the pages.

**Identification.** The College has an anonymous system of marking for all written assessed work. You will be provided with a candidate number which you must use. Do not use your name or your student number on your coursework.

**Referencing.** Each piece of coursework must include a bibliography listing all materials to which you have referred or which you have used as part of your research. Remember to reference completely and properly any part of your coursework which you have taken directly or indirectly from your own or other people's materials. Appendix 1 provides guidance on referencing.

**Word Limit.** You must adhere to the specified word limit. This includes internal references, footnotes (preferably) and endnotes. It does not include the bibliography or appendices.

Word limits will be strictly enforced. Please include a word count and note that this will be verified using the electronic copy of the coursework. Please refer to Appendix 3 for more information.

**Deadlines.** Coursework submitted after the deadline, and for which an extension has not been approved in advance, will normally be failed with a mark of zero.

**Submission.** Detailed guidance on submission is provided on a module-specific basis. You must submit an electronic copy on KEATS, using your Candidate Number in the 'Title' field.

**Marking procedure and return of coursework.** Marked coursework will be returned to you with comments and raw results which are subject to change until ratified by the Board of Examiners which meets twice per year.

The marking criteria follow the College's generic marking scheme for taught postgraduate awards which is available by searching for 'kcl generic marking criteria taught postgraduate' and the more specific criteria for the Dickson Poon School of Law will be available on KEATS from October 2017.

## Examinations

At the School of Law examinations will be held either at the beginning of semester 2 (early January) or in semester 3 (usually in May). However, this may differ for those who are taking optional modules with other departments. Resit examinations are typically held in August.

The College publishes its examination timetables late in semester 1 (November) for semester 2 examinations and late in semester 2 (mid-March) for semester 3 examinations. The website for exam timetables is [www.kcl.ac.uk/campuslife/services/examinations/exams/timetable.aspx](http://www.kcl.ac.uk/campuslife/services/examinations/exams/timetable.aspx)

**Registration.** Your Student Records screen will show module and examination registration details.

**Identification.** Examination scripts will be identified by candidate number only. You will also need to bring your student ID card to gain entry to the examination hall.

## Mitigating circumstances

If for any reason, e.g. illness or other personal circumstances, you miss an examination or you wish to apply for a deferral of an examination, you will need to complete a [Mitigating Circumstances Form \(MCF\)](#) and submit it from your **KCL email account** to [lawmcf@kcl.ac.uk](mailto:lawmcf@kcl.ac.uk).

All questions regarding MCFs should be directed to [lawmcf@kcl.ac.uk](mailto:lawmcf@kcl.ac.uk). The completed form should be submitted as soon as possible and no later than 7 days after a missed deadline/examination. The outcome of such request can take up to 7 days to be communicated to students.

Note that a student who attends, submits or participates in any form of assessment shall be considered by the College to be in a position to do so; that is to say, the student does not believe that they are affected by any mitigating circumstances, as defined above, which would have a significant and adverse impact on their academic performance. As such, any result achieved in that assessment will stand.

### Submission extensions

If for some valid reason you are unable to submit an essay or other piece of work in time you may request an extension to the submission date by submitting a [Mitigating Circumstances Form \(MCF\)](#). The completed form must be submitted with documentary evidence [lawmcf@kcl.ac.uk](mailto:lawmcf@kcl.ac.uk) as soon as possible and normally 7 days before your deadline.

Late submissions will be accepted within 24 hours after a deadline but the mark will be capped at 50 (the pass mark). After 24 hours, late submissions will not be accepted and that element of the module will be marked zero for absence. If you have any questions, please contact [lawmcf@kcl.ac.uk](mailto:lawmcf@kcl.ac.uk)

### Personalised Assessment Arrangement (PAA)

Students with learning difficulties or disabilities which may affect how they complete assessments/sit exams are entitled to apply for [Personalised Assessment Arrangement](#), which aim to create an environment in which said students can be assessed equitably and comfortably. Personalised examinations provisions can also be used to request to sit a resit or deferred exam abroad.

The University's Examinations and Awards Office (and not the Law School) receives requests for PAA and is responsible for putting these arrangements in place for the entire University. The deadlines for submission of PAA requests are circulated by the Examinations and Awards Office throughout the year and should be made note off.

## **5. Key dates**

### **Induction activities**

19 – 29 September 2017

### **Semester 1 teaching**

25 September 2017 – 15 December 2017

### **Christmas holiday**

16 December 2017 – 4 January 2018

### **Examination Week 1**

5 January 2018 – 11 January 2018

### **Semester 2 teaching**

15 January 2018 – 30 March 2018

### **Easter holiday**

31 March 2018 – 23 April 2018

### **Examination Week 2**

30 April 2018 – 1 June 2018

### **Examination Week 3 (Re-sits)**

6 August 2018 to 17 August 2018

### **Dissertation deadline**

3 September 2018 TBC

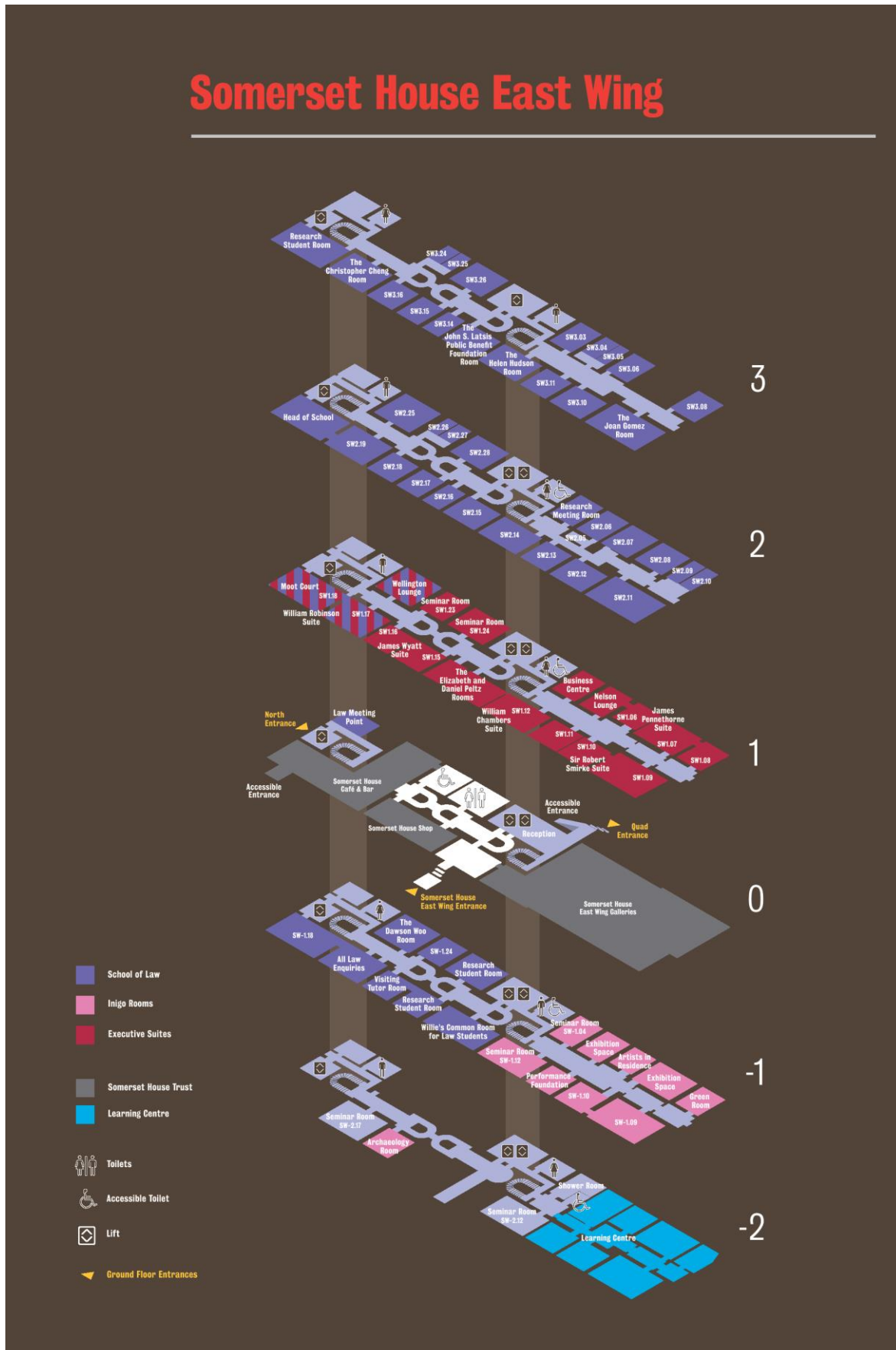
## 6. Maps

### Strand campus

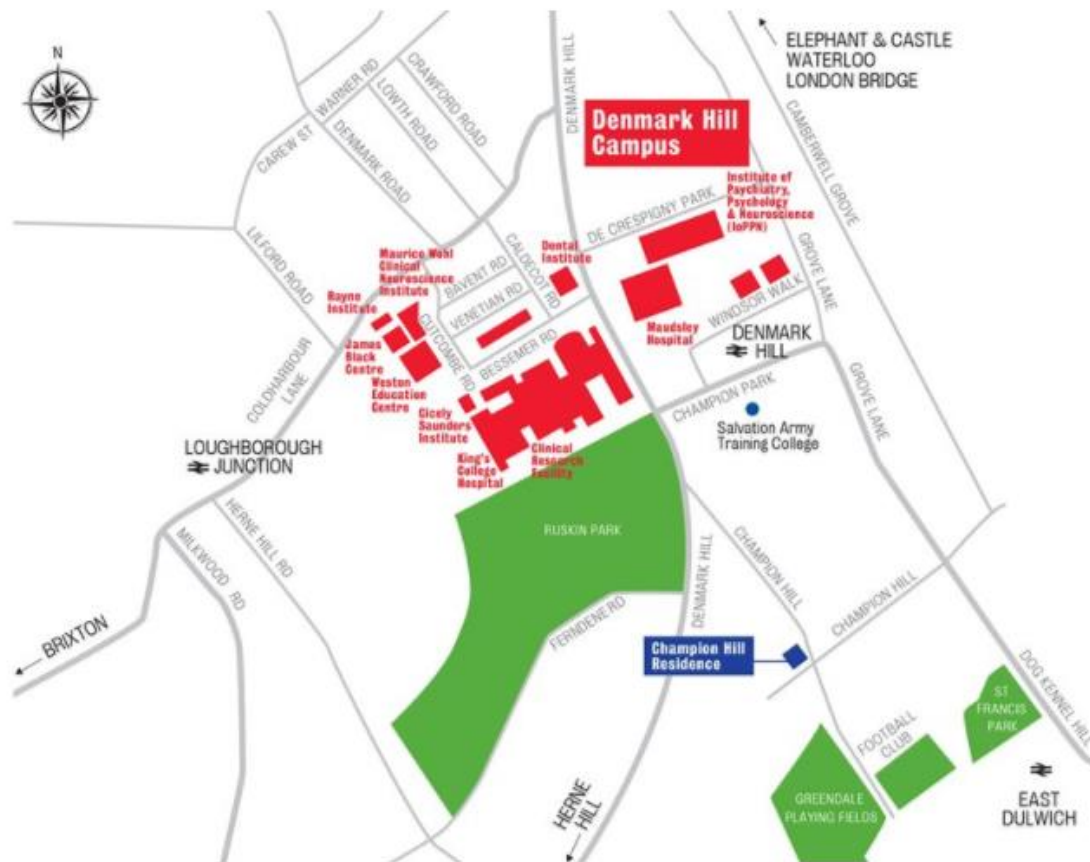




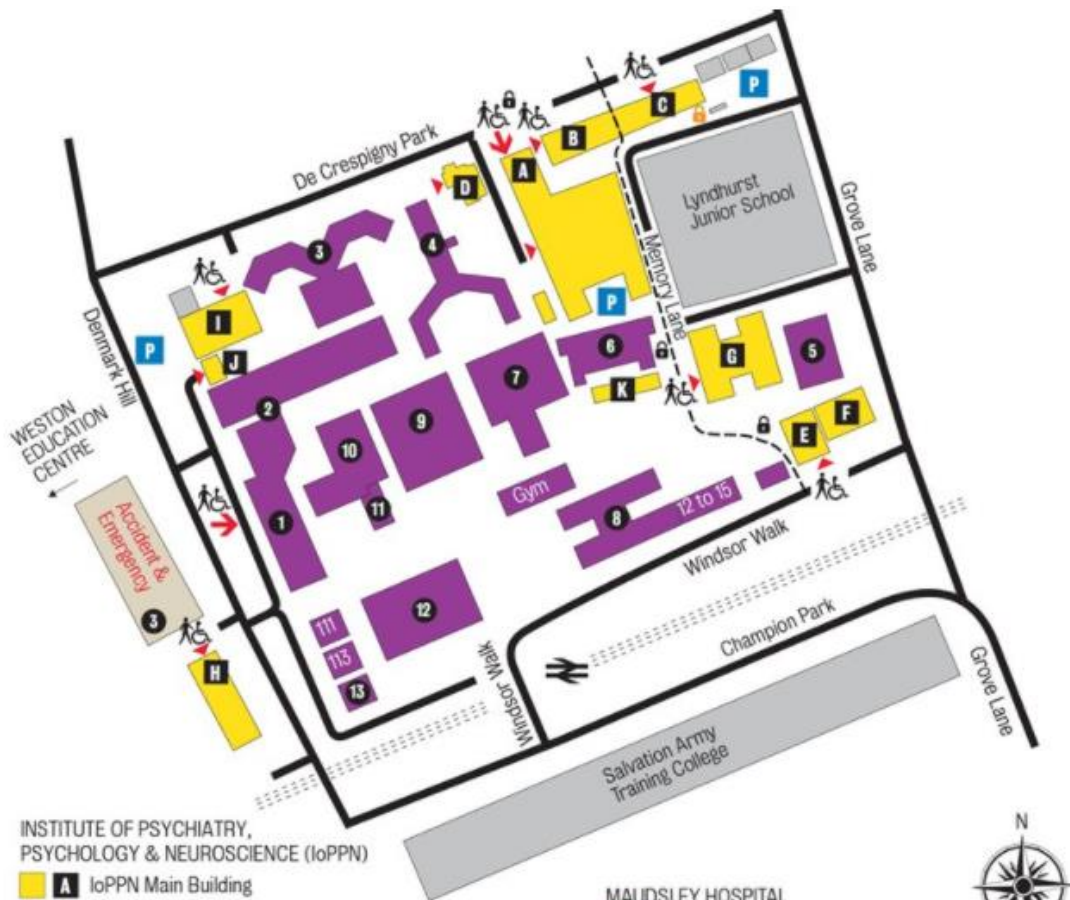
# Somerset House East Wing



## Denmark Hill location map



# Institute of Psychiatry, Psychology and Neuroscience Detail Map



INSTITUTE OF PSYCHIATRY,  
PSYCHOLOGY & NEUROSCIENCE (IoPPN)

- A IoPPN Main Building
- B Henry Wellcome Building for Psychology
- C David Goldberg Centre for Health Services Research
- D Child Psychiatry
- E Addiction Sciences Building, 4 Windsor Walk
- F 1 Windsor Walk
- G MRC SGDP (Social, Genetic & Developmental Psychiatry Centre)
- H Academic Neuroscience Centre
- I Centre for Neuroimaging Sciences
- J 103 Denmark Hill
- K Portacabin on the Green
- ➔ Main entrance
- Other entrance
- Assisted disabled access
- Secure bike parking –you must register with Security for access
- Bike parking
- P Car park
- Railway line

MAUDSLEY HOSPITAL

- 1 Main Entrance Building
- 2 Outpatients
- 3 Mapother House
- 4 Michael Rutter Centre
- 5 ORTUS – learning, events and café
- 6 Felix Post Unit
- 7 Aubrey Lewis House
- 8 Douglas Bennett House
- 9 Middle House
- 10 Eileen Skellern House
- 11 136 Suite
- 12 Clinical Treatment Centre
- 13 115 Denmark Hill

KING'S COLLEGE HOSPITAL

- 3 Denmark Wing:  
Accident & Emergency



2014-07 brand@iop.ac.uk

## Appendix 1: Providing references for your work

Virtually all original academic work, professional or otherwise, owes debts to the work of others. This is more or less unavoidable if new work is to be situated within the identifiable concerns of a particular discipline. However, it is important that these debts are acknowledged. The reasons for this most relevant to you as a student are:

- i. academic integrity - the intellectual labours of others ought to be identified as such;
- ii. the avoidance of plagiarism - since the penalties for this examination offence can be severe (see section 4.7).

The following notes are intended to enable you to compile co-ordinated bibliographies and references that meet the School's academic and presentation standards. You must ensure that your bibliography and references fulfil the minimum content requirements described below, and are of a consistent style.

### Citation style

You are free to use any standard academic citation style. However, your coursework and dissertation must include a bibliography (endnotes or footnotes are not a bibliography).

As an example, the law school encourages the use of the Oxford University Standard for Citation Of Legal Authorities (OSCOLA) is to be used for footnotes and the bibliography. The OSCOLA Quick Reference Guide is available at

[http://www.law.ox.ac.uk/published/OSCOLA\\_Quick\\_Reference\\_Guide\\_001.pdf](http://www.law.ox.ac.uk/published/OSCOLA_Quick_Reference_Guide_001.pdf). The full OSCOLA manual is available at:

[http://www.law.ox.ac.uk/published/OSCOLA\\_4th\\_edn.pdf](http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf).

### Bibliographies

You must provide a bibliography listing all the source material you have used in your dissertation, including material not explicitly referred to in your text. The bibliography should be organised alphabetically, by author surname, which precedes his or her initial. Multiple entries for the same author should be arranged in chronological order (starting with the oldest), and in alphabetical order of first major word of the title within a single year.

## Quotations

Give explicit indications when you quote:

When you quote or paraphrase you must clearly indicate in your text that that is what you are doing. Short quotations (roughly three lines of text) remain within your text, and should be enclosed in single quotation marks. Longer quotations should be separated from your text and indented; quotation marks are not required.

If you edit a quotation:

You may need to edit a quotation, for example to delete a sentence that is irrelevant to the point you are making. You can do this by removing the sentence and indicating its absence through the use of an ellipsis (...). If you need to edit individual words, for example to change a verb tense, or to add some explanatory words, you must enclose any changes in square brackets.

## Paraphrasing

When you re-express a passage taken from another work, by altering some or all of the wording, the resulting paraphrases must be referenced with the same degree of accuracy required in the case of direct quotations.

Examples:

This may account for the evidence presented by Otlowski which suggests that ‘there is some basis for suggesting that the incidence of active termination of life without the patient’s request reported in the Rummelink survey may be disproportionately high’.<sup>1</sup>

Otlowski suggests that the relatively small number of hospices in the Netherlands does not provide evidence of a lack of palliative care resources as Dutch policy is to

integrate [palliative care] into other aspects of the health care infrastructure . . .  
Thus, palliative care is widely available, and a request for active euthanasia cannot be seen as an indication that inadequate care has been provided.<sup>2</sup>

Griffiths, Bood and Weyers suggest that the concept of respect for life has been under-developed and yet implicit in the Dutch debate, and acknowledge that greater explicitness would be desirable.<sup>3</sup>

## Subsequent Citations

(i) In a subsequent citation of a source, briefly identify the source and provide a cross-citation in brackets to the footnote in which the full citation can be found. If the subsequent citation is in the footnote immediately following the full citation, you can generally use ‘ibid’ instead.

For subsequent citations of cases, a short form of the case name is sufficient to identify the source. Subsequent citations of legislation may use abbreviations or other short forms. Subsequent citations of secondary sources require only the author’s surname, unless several works by the same author are being cited, in which case the surname and the title of the work (or a short form of the title) should be given.

(ii) The abbreviation 'ibid', which is short for ibidem, meaning 'in the same place', can be used to repeat a citation in the immediately preceding footnote. Standing alone, 'ibid' means strictly 'in the very same place' while 'ibid 345' means 'in the same work, but this time at page 345'.

Examples:

<sup>1</sup> Margaret Otlowksi, *Voluntary euthanasia and the common law* (Oxford University Press 2000) 438

<sup>2</sup> *ibid* 452-53

<sup>3</sup> John Griffiths, Alex Bood and Heleen Weyers, *Euthanasia and law in the Netherlands* (Amsterdam University Press 1998) 192, 195

<sup>4</sup> Otlowski (n 1) 333

If you adhere to these guidelines you will minimise the likelihood of being challenged about the originality of your work. Please see section 4.7 for further resources

## **Appendix 2: Policy on assistance to students with assessed work**

In order to ensure fairness and consistency, a policy on assistance to students with assessed work has been agreed.

### **Coursework and dissertation**

No draft versions will be considered in advance of submission for assessment. However, students may seek comments on a bullet-point plan of their coursework or dissertation if they wish.

Research enquiries should be directed to the library staff. See the [library section above](#).

## Appendix 3: Word Count Policy

For every 3.33% (or fraction thereof) a piece of summative written work extends beyond its prescribed word limit, a mark is deducted. This is an uncapped policy and marks will continue to be deducted. The word count does not include cover sheet, title page, table of contents or bibliography, but **DOES** include footnotes and endnotes. Should you wish to use an appendix, it is vital that you seek approval from your coursework supervisor/module leader. This will determine whether or not the material should actually be incorporated into the main body of the piece of work, or whether the appendix will contribute to the word count (this is a rare feature and is usually only utilized at PhD level).

The table below shows how the policy applies:

ASSESSMENT	WORD LIMIT	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	3.33% =
		1 mark	2 marks	3 marks	4 marks	5 marks	6 marks	
Dissertation	15,000	15,001-15,500	15,501 - - 16,000	16,001 - - 16,500	16,501 - - 17,000	17,001 - - 17,500	17,501 - - 18,000	500 words
Research Essay	7,500	7,501 - 7,750	7,751 - 8,000	8,001 - 8,250	8,251 - 8,500	8,501 - 8,750	8,751 - 9,000	250 words
Coursework	3,500	3,501 - 3,616	3,616 - 3,733	3,734- 3,850	3,851 - 3,966	3,967 - 4,083	4,084 - 4,200	115 words
Coursework	3,000	3,001 - 3,100	3,101 - 3,200	3,201 - 3,300	3,301 - 3,400	3,401 - 3,500	3,501 - 3,600	100 words
Coursework	2,500	2,501- 2,582	2,583- 2,664	2,665- 2,746	2,747- 2,828	2,829- 2,910	2,911- 2,992	82 words
Coursework	2,000	2,001- 2,067	2,068- 2,134	2,135- 2,201	2,202- 2,268	2,269- 2,335	2,335- 2,402	67 words
Coursework	1,500	1,501- 1,550	1,551- 1,600	1,601- 1,650	1,701- 1,750	1,751- 1,800	1,801- 1,850	50 words



## **Appendix 4: Marking guidelines for Postgraduate Taught Programmes with Law Modules for the Dickson Poon School of Law**

These guidelines cover the criteria for the assessment of taught modules in exams (by way of essay or problem question) and extended written work. They are based on and supplement the College's taught postgraduate marking criteria. It should be noted that the College's PGT criteria mainly focus on the assessment of essays and dissertations/project reports at level 7. The present guidelines also take into account the QAA Master's degree characteristics (March 2010), which provide general guidance on characteristics of graduates.

For the generic College marking criteria: see

<https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/assets-17-18/Academic-Regulations-2017-18.pdf>

For the QAA Master's degree characteristics (March 2010): see

<http://www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf>

Students should note that in most cases the summative assessment of taught modules is marked by two internal markers by retrospective sampling<sup>1</sup> and reviewed by an external examiner, while dissertations and writing projects are all double marked and reviewed by an external examiner, according to the standards set out below.

The following sections are broken down by levels of achievement: distinction (70%+), merit (60-69%), pass (50-59%), and fail (0-49%). Each section contains a further division into, on the one hand, essay and problem questions in exams (usually two or three hours), and, on the other hand, extended written work in the form of coursework (usually 2,000 or 3,500 words) and long essays (usually 5,000 or 10,000 words), dissertations and writing projects (usually 10,000 or 15,000 words).

---

<sup>1</sup> Double-marking of all papers is used for some modules on the MA Medical Ethics and Law and for all modules on the MSc Construction Law and Dispute Resolution.

## **Distinction (70+)**

Overall, at this level a distinction should be awarded for an exceptional answer that reflects outstanding knowledge of material and critical ability.

### Exams

#### *Essay Questions*

The answer contains a clear, compelling, and independent argument, which directly addresses the question asked. An 'argument' does not necessarily involve taking an overall position that the law, or a view about the law, is right or wrong. Rather an argument develops a position in relation to the question that involves analysing the question and adopting a critical response. An argument at this level will address its own weaknesses as well as presenting its strengths, and will be appropriately referenced.

The structure is tightly focused around the question asked, and develops the argument in a logical, coherent and compelling way. The answer should not be a mere list of points. It should present its argument from the outset, and contain an introduction and conclusion, with subheadings as appropriate.

The answer should address all, or almost all, of the relevant legal issues raised by the question, and none that are irrelevant. Treatment of these issues should be exceptional, displaying a comprehensive and authoritative understanding of the sources and legal principles involved, including any ambiguities, as well as showing insightful and original analysis. The analysis will be informed by current legal practice, scholarship and research and will use a full range of sources selectively to support the argument.

Each of these three elements (argument, structure, and content) will be well covered or presented in the answer, albeit the combination of all three might not always be perfectly attained throughout the entire answer.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

An outstanding answer at this level (above 80%) will present all the qualities for a distinction-level answer above to a remarkable degree. The exceptional quality of the work can be demonstrated, in particular, through the presentation of sources and their analysis,

the originality of thought, or the striking insight the answer provides. The answer will show potential for PhD work.

### *Problem Questions*

A distinction answer to a problem question will identify and address all, or almost all, of the relevant legal issues in a fact scenario, as studied and examinable for a PGT module.

In addressing these issues, the answer should demonstrate a comprehensive and authoritative understanding of the relevant legal principles and their complexities/ambiguities, applying and referencing these as appropriate to analyse the facts in issue. No irrelevant legal principles will be relied on. The analysis will be informed by current legal practice, scholarship and research and the answer will use a full range of sources selectively to support any argument made. Students will demonstrate an understanding of the potency and pertinence of the legal sources they rely on.

Students will address the question(s) posed by the problem directly. If a question invites students to advise particular parties, they should advise all parties as directed, although advice should usually be given in the third person (as counsel's opinion), not directly addressed to each party. In advising parties, students should present both the strengths and weaknesses of the parties' cases.

The structure is tightly focused around the legal issues raised, and develops the answer in a logical, coherent and compelling way. The answer should not be a mere list of points.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

An outstanding answer at this level (above 80%) will present all the qualities for a distinction-level answer above to a remarkable degree. The exceptional quality of the work can be demonstrated, in particular, through the presentation of sources and their analysis, the originality of thought, or the striking insight the answer provides.

### Long Essays, Coursework, Dissertations, and Writing Projects

The comments above in relation to distinction-level essay answers obtain equally here. In addition, students will display a high level of research skills in discussing and integrating relevant literature or legal sources into their argument. Students will need to demonstrate that they have searched comprehensively for relevant legal literature and legal sources in the

field and read widely, and then relied on key pieces as sources in their work. The work will have to be informed by a critical awareness of current issues and developments in legal academic debates and/or the legal profession.

Students will demonstrate highly competent standards of presentation, including legal citation skills, with clear consistency. The writing style should show that students have revised their work to make it as succinct and concise as possible. Word limit policies must be adhered to.

An outstanding answer at this level (above 80%) will present all the qualities for a distinction-level answer mentioned above to a remarkable degree. An important aspect for giving a mark above 80% will be whether the work is of publishable quality displaying excellent or even outstanding research potential. The work must meet professional standards of presentation.

### **Merit (60-69%)**

Overall, at this level a merit should be awarded for a coherent answer that demonstrates critical evaluation.

### Exams

#### *Essay Questions*

The answer contains a clear and independent argument, which addresses the question asked. An argument at this level will address weaknesses as well as presenting its strengths, and will be appropriately referenced.

The structure is focused around the question asked, and develops the argument in a concise and explicit manner. The answer should not be a mere list of points. It should present its argument from the outset, and contain an introduction and conclusion, with subheadings as appropriate.

The answer should address most of the relevant legal issues raised by the question, and few, if any, that are irrelevant. Treatment of these issues should show an independent, critical evaluation of the sources and legal principles involved, including any ambiguities, with some evidence of original analysis. The analysis will be informed by current legal practice, scholarship and/or research and will use key sources effectively to support the argument.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

Answers at the upper end of this category (68-69%) may contain an ambitious argument as well as comprehensive knowledge of the relevant sources. However, unlike a distinction-level answer these may not always be sustained and followed through with detailed analysis at all stages. The answer will display evidence of insight and originality that is regularly, but not always consistently, compelling in its analysis and impressive in its display of relevant knowledge of sources.

### *Problem Questions*

A merit answer to a problem question will identify and address most of the relevant legal issues in a fact scenario, as studied and examinable for a PGT module.

In addressing these issues, the answer should demonstrate independent and critical evaluation of the sources and legal principles involved, including any ambiguities, with some evidence of original analysis, applying and referencing these as appropriate to analyse the facts in issue. It will use key sources effectively to support the argument. Few, if any, irrelevant legal principles will be drawn on. The analysis will mainly be informed by current practice, scholarship and/or research. Students will demonstrate understanding of the potency and pertinence of the legal sources they rely on.

Students will address the question(s) posed by the problem directly. If a question invites students to advise particular parties, they should advise all parties as directed, although advice should usually be given in the third person (as counsel's opinion), not directly addressed to each party. In advising parties, students should present both the strengths and weaknesses of the parties' cases.

The structure is focused around the legal issues raised, and develops the answer in a logical and coherent way. The answer should not be a mere list of points.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

### Long Essays, Coursework, Dissertations, and Writing Projects

The comments above in relation to merit-level essay answers obtain equally here. In addition, students will display a competent level of research skills in discussing and

integrating relevant literature or legal sources into their argument. Students will need to demonstrate that they have conducted an extended search for relevant legal literature and legal sources in the field and read relatively widely, and then relied on relevant pieces as sources in their work. The work will have to be informed by critical awareness of current issues and developments in legal academic debates and/or the legal profession.

Students will demonstrate competent standards of presentation, including legal citation skills, with clear consistency. The writing style should show that students have edited their work to make it relatively succinct and concise. Word limit policies must be adhered to.

A merit mark at the upper end of the category (68-69%) will contain all the elements mentioned above for higher merit marks for essays. An important consideration is whether the answer will approach excellence in some areas with evidence of the potential to undertake research.

### **Pass (50-59%)**

Overall, a pass mark should be awarded if the work presents a coherent and logical answer, which shows understanding of the basic principles.

### Exams

#### *Essay Questions*

The answer contains some argument that is reasonably independent, which addresses the question asked, but is descriptive in parts.

The essay has a clearly presented structure, which is focused around the question asked. An introduction and conclusion, even if brief should be included. The argument is developed, but lacks fluency.

The answer will address some or most of the relevant legal issues raised by the question. Treatment of these issues will show some capacity to reflect critically on the sources and legal principles involved, but with no significant evidence of originality. It will show sound knowledge of legal sources and will reference them as appropriate. Issues addressed in an answer should not deviate too far from the question asked.

Overall there are gaps in relevant knowledge, weakness or brevity in the analysis or argument, and/or deficiencies in the overall structure.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

Answers at the lower end of this category (50-54%) will display cogent argument and sound knowledge only in parts rather than in a sustained way, and will not always be clearly written.

### *Problem Questions*

A pass answer to a problem question will identify and address most key (but not all relevant) legal issues in a fact scenario, as studied and examinable for a PGT module.

In addressing these issues, the answer should demonstrate some capacity to reflect critically on the sources and legal principles invoked, but with no significant evidence of originality.

The answer will not address complexities or ambiguities of applicable legal principles in any detail. It will show sound knowledge of legal sources and will reference them as appropriate.

Students will address the question(s) posed by the problem directly, although advice should usually be given in the third person (as counsel's opinion), not directly addressed to each party. If a question invites students to advise particular parties, they should advise all parties as directed.

The arguments may be clearly developed, but lack fluency.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

### Long Essays, Coursework, Dissertations, and Writing Projects

The comments above in relation to pass-level essay answers obtain equally here. In addition, students will display a moderate level of research skills in discussing and integrating relevant literature or legal sources into their argument. Students will need to demonstrate that they have conducted an appropriate search for relevant legal literature and legal sources in the field, read the literature and legal sources as appropriate, and then relied on relevant pieces as sources in their work. The work will only occasionally be informed by

some critical awareness of current issues and developments in legal academic debates and/or the legal profession.

Students will demonstrate some competent standards of presentation, including legal citation skills, with some consistency.

A lower pass mark (50-54%) will show that the work is broadly satisfactory, but contains a narrow argument with some inaccuracies.

### **Fail (below 50%)**

Overall a mark between 40% and 49% should be awarded to a superficial answer with limited knowledge of core material and limited critical ability. An answer that is incomplete with only peripheral knowledge displaying poor and disorganised presentation should be given a mark below 40%. Where the answer is entirely lacking in knowledge and substance or is unacceptably brief a mark below 30% is appropriate.

### Exams

#### *Essay and Problem Questions*

The answer will address few of the relevant legal issues raised by the question or problem. Treatment of these issues will show a lack of understanding and focus. It will display only limited sources. The argument will not be fully developed and lacks a coherent structure.

Overall, the knowledge displayed will be patchy and there will be little evidence of independent thought. The work will also show deficiencies in English writing skills.

Answers at the lower end of this category (below 40%) will show almost no insight into the legal issues raised and will use irrelevant or out of date sources. An argument will not have been developed and the structure is confused and incoherent. Generally, there will be fundamental mistakes and poor or unacceptable writing skills.

### Long Essays, Coursework, Dissertations, and Writing Projects

The comments above in relation to failed answers obtain equally here. In addition, students will display limited level of research skills in discussing and integrating relevant literature or legal sources into their argument. Students will have included limited legal literature and legal sources in the field. The work will show no critical awareness of current issues and developments in legal academic debates and/or the legal profession.



The work will contain presentational weaknesses, including legal citation skills.

At the bottom end of this category (below 40%) the work contains fundamental mistakes and poor or unacceptable presentation skills.

## **Appendix 5: Marking guidelines for Postgraduate Taught Programmes with Ethics Modules for the Dickson Poon School of Law**

These guidelines cover the criteria for the assessment of taught modules in ethics which are examined by written coursework and dissertation. They are based on and supplement the College's taught postgraduate marking criteria. It should be noted that the College's PGT criteria mainly focus on the assessment of essays and dissertations/project reports at level 7. The present guidelines also take into account the QAA Master's degree characteristics (March 2010), which provide general guidance on characteristics of graduates.

For the generic College marking criteria: see

<http://www.kcl.ac.uk/governancezone/Assessment/Marking-Criteria-Taught-Postgraduate.aspx>

For the QAA Master's degree characteristics (March 2010): see

<http://www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf>

Students should note that in most cases the summative assessment of taught modules in ethics is marked by two internal markers by retrospective sampling and reviewed by an external examiner. However, where it is thought necessary, assessment of some taught modules will be double marked and reviewed by an external examiner. Dissertations are double marked and reviewed by an external examiner, according to the standards set out below.

The following sections are broken down in the levels of achievement: distinction (70%+), merit (60-69%), pass (50-59%), and fail (0-49%).

### **Distinction (70+)**

Overall, at this level, a distinction should be awarded for an exceptional answer that reflects outstanding knowledge of material and critical ability.

#### Coursework and Dissertation

The written work should contain a clear, compelling, and independent argument, which directly addresses the question, or questions, asked. An 'argument' does not necessarily involve taking an overall position that a particular moral view is right or wrong. Rather, an argument develops a position in relation to the question that involves analysing the question and adopting a critical response. An argument at this level should address its own weaknesses as well as presenting its strengths, and should be appropriately referenced.

The structure should be tightly focused around the question asked, and develop the argument in a logical, coherent and compelling way. The answer should not be a mere list of points. It should present its argument from the outset, and contain an introduction and conclusion, with subheadings as appropriate.

The answer should address all, or almost all, of the relevant moral issues raised by the question, and none that are irrelevant. Treatment of these issues should be exceptional, displaying a comprehensive and authoritative understanding of the relevant theoretical and applied ethics literature, and the moral principles involved, an awareness of ambiguities and subtleties in different ethical positions, as well as showing insightful and original analysis. The analysis should be informed by scholarship and research in ethics and will use a full range of sources selectively to support the argument.

Each of these three elements (argument, structure, and content) should be well covered or presented in the answer, even though the combination of all three might not always be perfectly attained throughout the entire answer.

Students should display a high level of research skills in discussing and integrating relevant literature into their argument. Students will need to demonstrate that they have searched comprehensively for relevant ethical literature and have read widely, and then relied on key pieces as sources in their work. The work should also be informed by a critical awareness of current issues and developments where relevant

Students should demonstrate highly competent standards of presentation, including citation skills, with clear consistency. The writing style should show that students have revised their work to make it as succinct and concise as possible. Writing should be clear, focused and grammatically sound. It should contain a good command of plain English. Word limit policies must be adhered to.

An outstanding answer at this level (above 80%) should present all the qualities for a distinction-level answer above to a remarkable degree. The exceptional quality of the work can be demonstrated, in particular, through a high level of critical analysis, originality of thought, or striking insight the answer may provide. The answer will show potential for PhD work.

### **Merit (60-69%)**

Overall, at this level a merit should be awarded for a coherent answer that demonstrates critical evaluation.

#### Coursework and Dissertation

The written work should contain a clear and independent argument, which addresses the question asked. An argument at this level should address weaknesses as well as presenting its strengths, and should be appropriately referenced.

The structure should be focused around the question asked, and develop the argument in a concise and explicit manner. The answer should not be a mere list of points. It should present its argument from the outset, and contain an introduction and conclusion, with subheadings as appropriate.

The answer should address most of the relevant moral issues raised by the question, and few, if any, that are irrelevant. Treatment of these issues should show an independent, critical evaluation of the relevant theoretical and applied ethics literature, and of the moral principles involved, some awareness of ambiguities in different moral positions, with some evidence of original analysis.

The analysis should be informed by scholarship and/or research in ethics and use key sources effectively to support the argument. Students should display a competent level of research skills in discussing and integrating relevant literature into their argument. Students will need to demonstrate that they have conducted an extended search for relevant ethical literature in the field and have read relatively widely, and then relied on relevant pieces as sources in their work. The work should be informed by critical awareness of current issues and developments, where relevant.

Students should demonstrate competent standards of presentation, including citation skills, with clear consistency. The writing style should show that students have edited their work

to make it relatively succinct and concise. Word limit policies must be adhered to. Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

Answers at the upper end of this category (68-69%) may contain an ambitious argument as well as comprehensive knowledge of the relevant sources. However, unlike a distinction-level answer, these may not always be sustained and followed through with detailed analysis at all stages. The answer should display evidence of insight and originality that is regularly, but not always consistently, compelling in its analysis and impressive in its display of relevant knowledge of sources. The answer should approach excellence in some areas with evidence of the potential to undertake research.

### **Pass (50-59%)**

Overall, a pass mark should be awarded if the work presents a coherent and logical answer, which shows understanding of the basic principles.

### **Coursework and Dissertation**

The essay should contain some argument that is reasonably independent, and addresses the question asked, but may be descriptive in parts.

The essay should have a clearly presented structure, which is focused around the question asked. An introduction and conclusion, even if brief should be included. The argument should be developed, but may lack fluency.

The essay should address some or most of the relevant ethical issues raised by the question. Treatment of these issues should show some capacity to reflect critically on the relevant theoretical and applied ethics literature and the moral principles involved, but may contain no significant evidence of originality. It should show sound knowledge of sources and reference them as appropriate. Issues addressed in an answer should not deviate too far from the question asked.

Overall there may be gaps in relevant knowledge, weakness or brevity in the analysis or argument, and/or deficiencies in the overall structure.

Students may display a moderate level of research skills in discussing and integrating relevant literature into their argument. Students should demonstrate that they have conducted an appropriate search for relevant theoretical and applied ethics literature, have

read the literature and then relied on relevant pieces as sources in their work. The work may only occasionally be informed by some critical awareness of current issues and developments, where they are relevant.

Writing should be clear, focused and grammatically sound. It should contain a good command of plain English.

Students may demonstrate some competent standards of presentation, including citation skills, with some consistency. Word limit policies must be adhered to.

A lower pass mark (50-54%) will show that the work is broadly satisfactory, but that it contains a narrow argument with some inaccuracies. It should display cogent argument and sound knowledge but this may be only in parts rather than in a sustained way, and may not always be clearly written.

#### **Fail (below 50%)**

Overall a mark between 40% and 49% should be awarded to a superficial answer with limited knowledge of core material and limited critical ability. An answer that is incomplete with only peripheral knowledge displaying poor and disorganised presentation should be given a mark below 40%. Where the answer is entirely lacking in knowledge and substance or is unacceptably brief a mark below 30% is appropriate.

#### **Coursework and Dissertation**

The answer may address few of the relevant ethical issues raised by the question or problem. Treatment of these issues may show a lack of understanding and focus and display only limited sources. The argument is likely not to be fully developed and may lack a coherent structure.

Overall, the knowledge displayed is likely to be patchy and there may be little evidence of independent thought. The work may also show deficiencies in English writing skills.

Students are likely to display limited level of research skills in discussing and integrating relevant literature into their argument and may have drawn on a limited range of ethical literature. The work may show no critical awareness of current issues and developments, where they are relevant.

Answers at the lower end of this category (below 40%) are likely to show almost no insight into the ethical issues raised and may use irrelevant sources. An argument may not have been developed and the structure may be confused and incoherent. Generally, there may be fundamental mistakes and poor or unacceptable writing skills, including poor citation skills.

## Appendix 6: Assessment FAQ

You can find all relevant regulations to taught programmes and their assessment [here](#). All students should be familiar with these regulations.

### How will I be assessed?

Please read your student handbook for more information on formative and summative work. Formative work is set throughout the year as a means of developing your academic writing, research skills and problem solving ability. It does not count towards your degree. Summative work is the work set which counts towards your degree and usually comes in the form of coursework essays or examinations. Some modules incorporate additional forms of assessment such as oral presentations or group work however the standard is essay, exam or both. The assessment pattern and amount each is worth is explained in the course outline on KEATS and in the module descriptions made available when selecting your modules.

### When do I submit my work?

You are required to submit formative work throughout the year and the deadlines are communicated by your teachers. The manner in which you submit *formative* work varies depending on your teacher and you should make sure you are clear on how to do this.

*Summative* essays are submitted online through a function called Turnitin on a module's KEATS page. Please see your student handbook for more information on this.

Deadlines for the submission of summative essays and the dissertation will be set by module leaders.

### What do I do if I can't meet a *formative* deadline?

You should make your tutor to whom you're submitting the work aware and discuss whether you can submit on an alternative date. Your request must be for good reason. If it is not, your tutor can refuse to accept a late submission. Clear and timely communication is always the best course of action.

### I have mitigating circumstances and need to request an extension for a *summative* essay and/or defer my exams. What do I do?

Please complete a mitigating circumstances form available [here](#).

It is very important that you read the information and guidance available at this link and on this form carefully so you know what is required and to be expected.



You will need to supply supporting evidence and submit your form and documents to [lawmcf@kcl.ac.uk](mailto:lawmcf@kcl.ac.uk).

The form is then submitted to the Assessment sub-Board Chair who will decide, based on the evidence, whether to accept your request or not. You will then be notified within 7 working days of the outcome.

When requesting an essay extension for summative work, please make sure you provide a suggested deadline date that is reasonable based on your circumstances. This is clearly requested on the form.

Please discuss matters with your personal tutor or the Professional Services staff if you are unsure.

If requests are not approved, you must submit your essay by the original deadline date and/or sit your exam on the original date scheduled so you should always continue your work in case of this.

### What is plagiarism and how do I avoid it?

Plagiarism is the taking of another person's thoughts, words, results, judgements, ideas, images etc., and presenting them as your own. It is very important that you understand how to reference work properly so that you work is not suspected of plagiarism. You must also ensure that you do not collaborate with your peers to the point at which your work can be suspected of collusion.

Students must read the university's [Academic Honesty and Integrity statement](#) before attempting any assessed work. As part of your enrolment you are expected to have read and understood this statement and anything in breach of these regulations can be considered misconduct. You must also read your student handbook which gives you detailed information on plagiarism and Turnitin – a web-based tool which compares your work to countless recognised sources and other students' work. Your handbook also gives you detailed information on how you submit your work through Turnitin and how you retrieve and understand your Turnitin originality report.

There is a vast amount of guidance on KEATS on plagiarism and how to avoid it. You can find this in the course named '[How to Guides, Study Skills and Employability](#)' which is under the 'My Courses' tab on your KEATS homepage. This includes videos on how to submit work and guidance on Turnitin.

### What happens if I commit plagiarism or am suspected of plagiarism?

If your work is suspected of plagiarism, it will either be investigated at a local level (in cases of minor plagiarism) by the module leader and Assessment sub-Board Chair, or, in cases of suspected major plagiarism, the work will be referred to the Misconduct and Appeals Office for investigation.

In cases of minor plagiarism, you will be invited to an informal hearing at the Law School where you will be asked to explain certain aspects of your work. If you admit that you have plagiarised, you will be asked to sign a declaration and the piece of work will (normally) be marked as zero. Your right to resubmission will not usually be withdrawn though any resubmissions will usually be capped

at a mark of 50 resulting in an overall module mark of 50. If you do not admit the charge, or the investigation determines that the case of plagiarism is major, it will be referred to the Misconduct and Appeals Office for investigation.

If the Misconduct and Appeals team determine there is a case to be investigated, you will be sent a formal invitation to a hearing on a certain date. Until this outcome is reached all of your module results will be withheld and you will not be allowed to enrol onto the next year of your programme. It is very important that you contact the School office in these events so that they can explain to you the possible outcomes of your circumstances.

Once the hearing is concluded, the committee will either issue a penalty or rebuke the charge. Penalties vary in severity depending on the action and whether it is a repeat offence or not. If you are permitted to continue on the programme, your results will be released and any necessary resubmissions set. Depending on when your hearing takes place, the School may be able to arrange for a temporary reenrolment on to the next year of your programme however this will be subject to the outcome of your hearing. You should contact the School Assessments Officers if unsure of your progression/completion status in such events.

#### Where can I find more information on academic misconduct?

You can find detailed information on academic misconduct [here](#). The examinations and awards office also produce detailed yet clear guidance documents which explain how candidates should behave and what they may and may not bring into the exam hall. These documents are:

[Examination Information for Candidates](#)

[Examination Candidate Instruction Sheet](#)

#### What is my candidate number and where can I find it?

Your candidate number is what students must use to identify all summative work. You must never use your name or your student number. It can be found on your Student Record. It is a 5 digit number preceded by a letter e.g. Y12345 which **changes annually**.

#### How do I know whether my exam is open or closed book?

You will be informed by your module leader/outline at the start of the term. Please also see information on the copy of the front cover of your exam available on KEATS, shortly before the exam. This can be found in the 'Law Postgraduate General Information' course which all students should have on their homepage.

An **Open Book exam** allows students to bring in any documents/texts they wish. These may have writing on them. **NO** electronic devices are allowed.

A **Closed Book exam** means that you **CANNOT BRING ANYTHING** into the exam with you. Some Closed Book exams will provide you with documents as part of the paper itself.

#### What does 'Limited Open Book' actually mean?

The university has strict rules about **Limited Open Book exams**:

During a Limited Open Book exam, you are only permitted to bring specified texts into the examination. The details of the texts will be on the cover of your exam paper on KEATS before your exam but also communicated to you by your teachers in good time. **The specified texts must NOT have ANY written notes inside them or any other paper/notes stapled or added to them.** However, key words or phrases can be highlighted or underlined and small page tabs may be used however, **nothing must be written on these tabs.** The tabs can be different colours.

#### How long is my exam?

You will be informed by your module leader/outline at the start of the term. It will also state the duration of the exam on your examination timetable. Please also see information on the copy of the front cover of your exam available on KEATS, shortly before the exam. This can be found in the 'Law Postgraduate General Information' course which all students should have on their homepage.

#### How do I find out what my exam timetable is?

Personal exam timetables can be found via your Student records and the [exam timetable](#) on the [Exams Office Website](#).

Examination dates **cannot** be negotiated as a vast amount of work goes into planning them for the entire university. You should not book any transport or make any important plans until you know your examination dates. The dates cannot be issued any earlier than the dates specified on the exams office website.

#### What do I do if there is a timetable clash?

If you have an examination clash then you must email the [Examinations and Awards Office](#) immediately. Please include your name, student ID number and the date, time, module codes and module titles of the clashing exams. Please note that exams on back-to-back days are **not** considered a clash.

The exams office is responsible for arranging hundreds of exams for thousands of students and while attempts are always made to give students as much time in between exams as possible, unfortunately they cannot meet the needs and expectations of every student.

**I am not registered for one of my modules on my examination timetable.**

This means you will need to register for the exam on the day of the exam and therefore you must ensure you give yourself as much time as possible to get to the exam venue. You will need to present at the venue's registration desk with your student ID or passport/driver's license and register for a desk. There is no need to worry about this as your exam will still be received and marked in the usual way. For any further concerns please contact the [Law School Office](#).

**Where is the exam venue?**

This will be announced on the examinations office [website](#).

**I have a disability, can I get help with the examinations?**

Yes you can, there are many ways in which you can get support for your examinations. For example, you may wish to apply for Personal Assessment Arrangements and request additional time for your examinations. See [further information](#).

**Please note that there is a deadline for PAA applications for each exam period which must be met.**

You should also contact the Disability Advisory Service for advice: <http://www.kcl.ac.uk/campuslife/services/disability/index.aspx>.

**How will my work be judged?**

The university has generic marking guidelines and local PGT marking guidelines. The former can be found [here](#) while the latter are located on KEATS in the '[Law Postgraduate General Information](#)' page which can be found under the 'My Courses' tab.

**Who marks my work?**

Depending on which programme you are studying, your summative work is marked in accordance with one of the university's [marking models](#). These are highlighted and explained in your student handbook.

Once all summative work has been marked according to the applicable marking model a sample across all classification ranges is sent to an external examiner which includes all failing students for additional scrutiny. Once the external examiner has approved the marks they are readied for recommendation and ratification at the Assessment Boards.

**What is feedback?**

Feedback is designed to help you understand what about your work was good and what needs improving. You will receive feedback on your formative work which you should use to inform your summative work.

Feedback can come in various forms which are explained in your handbook and you should make the time to understand your feedback and consider it when writing your next piece of work. Your handbook also explains what you should do if you do not understand your feedback however consulting your teacher or personal tutor is always a good place to start. You can also consult the university policy on student feedback for staff to help you decipher your feedback.

You will receive feedback on your summative assessments after your final results are released to you on your Student Record.

#### What is the role of the Assessment Boards?

The Assessment Boards are fundamentally responsible for approving assessment results. This includes progressing students, finalists and cases of deferral. Detailed information on their role can be found [here](#).

Membership lists for Assessment Boards can be found [here](#). This also includes external examiner membership. Please note that these lists are subject to frequent change due to Faculty sabbaticals and other affecting factors and students **are not** to make direct contact with external examiners, in particular regarding their individual performance in assessments.

#### How do I calculate my award?

See [useful information](#) (including an example calculation).

#### When will the results be published?

PGT - late July for exams and November for dissertations, writing projects and overall awards.

#### What happens if I fail an assessment or exam?

Students are required to score the pass mark in a module. In postgraduate modules this is 50. You must score this mark as an overall combined mark taking into account all summative assessment components on a module i.e. if a postgraduate module is 30% essay and 70% exam, you must score 40 in total to pass the module

Therefore you can technically score below the pass mark in an assessment component and still pass the module though we do not recommend you make this your strategy.

If you fail a module you are required to re-take the component/s which you have failed i.e. if you score 38 for an essay and 38 for an exam in an undergraduate module, you must take both again in order to pass.

When you sit an assessment component for the second time through failing the first attempt, the maximum you can score in the second attempt is the pass mark (50 for postgraduate). Your overall module mark will then also be capped at the pass mark.

If you fail an essay, the standard date for resubmission is in August.

If you fail an exam you are required to sit at the **next available opportunity** normally during the August re-sit period. Information on the dates of all exam periods can be found on the [Examinations and Awards Office website](#).

Students having to defer their August exams will be invited to sit them in May of the following academic year.

This is subject to change as some modules change their assessment patterns from year to year but as a general rule of thumb this is accurate. You should consult the Assessments Officers for confirmation. When you have not passed an exam or you have deferred through mitigating circumstances, you are automatically scheduled for the next attempt.

For postgraduate students, if you do not pass all your modules at the first attempt, you have one further attempt to pass and this is scheduled at the next available opportunity.

#### **What happens if I fail one or more modules?**

For postgraduate students, reassessment attempts take place at the next possible opportunity. Essay resubmission dates are communicated by the Assessments Officers.

#### **What happens if I fail assessments on more than one occasion?**

For postgraduate students two attempts are permitted for all modules.

This means that should you fail your module/s on the last attempt, you are subject to withdrawal from the programme as you have not satisfied the requirements. It is therefore very important that you are aware of these regulations and you prepare thoroughly for any re-sit attempts.

Full details of the assessment requirements for both undergraduate and postgraduate programmes [can be found here](#) and should be consulted.

#### **What happens if I have passed all of my modules but one in my final year?**

Certain programmes permit what is known as a condoned fail which allows a student to complete their programme despite not having passed a certain number of credits.

If specified in the relevant programme specification, the examiners may permit a student to be awarded non-transferable credit for a limited number of non-core modules where the student has

failed the module but has attained a minimum mark for condonement, subject to the following restrictions:

(a) in no case may the condoned fail mark be lower than 33 for a level 4, 5 or 6 module or lower than 40 for a level 7 module; and

(b) the total number of modules condoned may not exceed the credit tariff stated in the programme specification. All programme specifications can be found [here](#) and students are held to the regulations in place in the year they enrolled on said programme.

Condonement will be considered for students who have failed a condonable module with a mark within the condonable range as detailed in individual programme specifications. For non-finalists, condonement will be applied only once the student has exhausted any reassessment opportunities. Finalists who have failed a module within the condonable range but who have met the requirements for award should normally be classified and no re-assessment offered.

**N.B. CORE MODULES CANNOT BE CONDONED.**

#### When is graduation?

The College holds two sessions of graduation ceremonies each year. These normally take place in January July in the summer. See [further information](#).

#### How do I appeal?

An appeal can be on the grounds of undisclosed mitigating circumstances or administrative error. It is very important students are aware that an appeal cannot be against academic judgement.

A successful appeal will result in either a replacement exam/essay. You must be aware that a replacement exam would take place in August which follows very closely from submitting an appeal therefore you should be revising for the exam while you wait for the outcome so that you are prepared.

Please complete a [Stage One Appeal Form](#) should you wish to appeal. An appeal must be lodged within 21 days of results release. Full guidance and the address to submit to can be found [here](#).

#### Where do I find the university Examination FAQs?

See [College Exam FAQs](#).

#### Where do I find university Assessment policies and processes?

See [College Assessment policies and processes](#).