

LLB Handbook

2017-18



Contents

1.	How to use this handbook	3
2.	The university at a glance	5
2.1.	Policies	5
2.2.	Learning and teaching	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	8
2.7.	Student records	10
2.8.	Student Services	10
3.	The Dickson Poon School of Law	11
3.1.	Welcome from the Dean	12
3.2.	About the School	13
3.3.	Key contacts	14
3.4.	Student representation	16
3.5.	Mooting	17
3.6.	Learning and other resources	18
3.7.	KEATS	21
3.8.	Timetable	20
3.9.	Recording	21
3.10.	Personal tutors	22
3.11.	Personal issues and changes of circumstances	22
3.12.	Careers & Employability	23
3.13.	Common rooms	27
3.14.	Publicity	28
4.	The King's Undergraduate Law Programmes	30
4.1.	Key programme dates	30
4.2.	Programmes	30
4.3.	Study abroad programmes	35
4.4.	Module selection	39
4.5.	Examinations and assessments	40
4.6.	Plagiarism	47
4.7.	Appeals	48
4.8.	Complaints	48
5.	Maps	51
6.	Appendix 1 – LLB Marking Guidelines	54
7.	Appendix 2 – Generic Marking Criteria	61
8.	Appendix 3 – Assessment and Feedback FAQs	61

1. How to use this handbook

This handbook contains essential information to guide you through the next year as an undergraduate student at The Dickson Poon School of Law. We strongly recommend you to read this handbook from cover to cover.

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 to your KCL email account or through KEATS. Please check both regularly.

This handbook is divided into three sections. Section 2 is dedicated to College-wide information and policies, section 3 to information specific to The Dickson Poon School of Law, and section 4 to information about the Undergraduate Programmes. 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 College 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>

2.3 Regulations, assessment and feedback

All programmes of study must abide by the general university regulations and policies.

General academic regulations can be consulted in the Policy Zone website here:

<https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.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>

General information on marking and marking criteria can be found at:

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

All undergraduate programmes employ marking model 2 – 'Double Marking', for all forms of assessment unless otherwise stated.

For each module, a retrospective sample 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 of 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 and Disability

The University's offer an extensive range of services to support our students. Please follow the following links to obtain more information about the different services available.

Health Services

We ask students to please 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 College catchment area or register with your local GP. 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. 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, including those participating in bilateral agreements and the Erasmus programme.

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.

<https://www.kcl.ac.uk/aboutkings/principal/dean/chaplaincy/chaplaincyhome.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, 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.

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

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

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. The y can also assist with practical matters of student life, such as completion of mitigation circumstances form, advising on appeals or obtaining a deferral for an assignment. Visit <http://www.kclsu.org/> for further details

English Language Centre (ELC)

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 research essay or dissertation. See 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 King's 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 always include this in your emails to staff.

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

This is your IT login and gains access to all IT services such as desktops, student records and KEATS (be aware this can be case sensitive). You should not use this in any correspondence to staff.

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

This is the ID which you must include on all your assessment submissions/exam papers. It is a 5 digit number preceded by a letter and **changes annually**. **You must never write your name on your assessments which are submitted for your degree, using this number instead.** Using this number ensures 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 pages](#) and the [IT Services pages](#) to access our services and to find out more.

[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 King's username 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.

If you encounter technical or password issues and cannot access any of the King's online facilities, please contact IT Service:

Email: 8888@kcl.ac.uk

Telephone: 0207 848 8888

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

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 available to all King's email account holders and to visitors from organisations that participate in the Eduroam and JANET roaming schemes. Eduroam will give you free Wi-Fi access at many universities in the UK and abroad using your King's username (your King's K number) and password to log on to all these networks.

2.7 Student records

[Student Records](#) is a web-based service that allows students to manage their personal information at King's. All students obtain automatic access to Student Records upon joining King's. To access Student Records use your King's 'K number' and password. Your student record is an essential part of your student profile and will be used to update personal information, modules selections, and results publication. Students should get used to logging in to their student record regularly.

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.

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

Email: student@kcl.ac.uk

Tel: 0207 848 1234



3. The Dickson Poon School of Law

3.1 Welcome from the Dean

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, The Dickson Poon School of Law*



3.2 About the School

The Dickson Poon School of Law at King's College London is one of the oldest law schools in England and recognised globally as one of the best law schools in the world. The School was established in 1831, and has played an integral role in the life of King's since the College was formed almost 200 years ago.



The school has one of this country's most distinguished research and teaching reputations – staff are active in research and among the leading international experts. This helps us to continue to push the boundaries of academic thought and to innovate across disciplines.

The Dickson Poon School of Law is based in Somerset House East Wing, which was opened by Her Majesty the Queen in February 2012.



The School was renamed after the £20m donation from Sir Dickson Poon CBE FKC, the Hong Kong based British philanthropist. Sir Dickson Poon's £20m donation to the Law School, the largest in the College's history and believed to be the biggest ever to a British or European law faculty, is part of a £40m transformation project for the School which aims to further its reputation as one of the top law schools in the world and setting new standards in legal education and research. This has allowed the School to launch, among other exciting projects, the largest scholarship programme for law in Europe offering up to 75 scholarships worth £18,000 to £36,000 annually to the brightest and best new law students.

In 2013, the Yeoh Tiong Lay Centre for Politics, Philosophy & Law was established following a £7 million gift from Mark Yeoh (LLB graduate of King's) and his family.

Two former Lord Chief Justices are currently installed as distinguished visitors. The Rt Hon Lord Phillips of Worth Matravers and The Rt Hon Lord Judge.

In the 2014 Research Excellence Framework (REF), research in the School was rated as number one in the UK. 100% of Law impact case studies were rated 4-3* and 84% of outputs were rated 3-4*, where 4* represents world-leading in terms of originality, significance and rigour.

Located in the heart of the British legal and political landscape and surrounded by world renowned law firms, The Dickson Poon School of Law offers students invaluable opportunities to interact with a global legal community and establish links with peers and a wider professional network.

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

Any issues regarding the administration and day-to-day running of the LLB 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.

Annette Lee

Undergraduate Administrator

Email: annette.lee@kcl.ac.uk

Phone: 020 7848 2849

Annette is your first point of contact with regard to all administrative questions relating to the undergraduate programmes. She is responsible for the day-to-day management of the programmes, and will be able to advise you on a variety of aspects of your programme, including:

- timetabling;
- attendance monitoring;
- classrooms and lecture rooms;
- module selection;
- programme regulations and policies;
- course materials hosted on KEATS;
- Change of circumstances (interruption/withdrawing or transferring programmes).



Annette will send weekly or bi-monthly round-ups during the semester which are invaluable to the development of your studies and enhancing your experience as a King's student. Please make sure you read these emails, as they will answer many of your queries.

If you are in doubt regarding any issue concerning the undergraduate programme or your studies with us and do not know whom to contact, we encourage you to get in touch with Annette. If she is unable to answer your queries herself she will ensure it is directed to the appropriate person.

Please note that Annette does not work on Fridays and therefore you can contact another member of the team who will be happy to help.

Your other key contacts in the Law Enquiries Office include:

Law Enquiries Administrator

Email: 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

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

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

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

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.



Rabia Harrison

Director of Administration

Email: rabia.harrison@kcl.ac.uk

Phone: 020 7848 2289

Rabia leads the School's Professional Services Team, devising, developing and driving the strategic vision of the Faculty in partnership with the Dean and Executive Team.

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 [Annette Lee](#), 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.

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.

President: Katharina Rogozina – katharina.rogozina@kcl.ac.uk

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 King's Pro Bono Society

Founded in 2007 with only two projects, King's [Pro Bono](#) has since grown to encompass eight different volunteer projects involving up to 400 students. King's 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 King's Pro Bono will help you develop essential practical legal skills.

3.5 Mooting

The School of Law provides the opportunity for its students to get involved in mooting – a valuable way of putting into practice what you learn in your academic study.

Mooting is a tradition in which students who are not yet legally qualified compete in a mock appeal hearing. It is an important skill for aspiring lawyers, and offers a great opportunity to develop your skills of analysis, legal reasoning and public speaking – even if it is not your intention to pursue a career at the Bar. It requires commitment and determination, but can be extremely rewarding and enjoyable.

In a moot, two pairs of 'advocates' argue a fictitious legal appeal case in front of a 'judge'. The judge can be a lecturer or postgraduate student, but in major competitions is often a senior practising barrister or judge. One pair of advocates will argue in favour of the appeal (the appellants) and one will argue against the appeal (the respondents). In order to win you do not necessarily have to win the legal case, but you need to make the best presentation of your case to the judge.

The 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.

3.6 Learning and other resources

Introduction to Library Services

Libraries are located at all the main campuses and provide information resources relevant to the subjects taught locally. The Library Enquiry desk staff are available to offer guidance on all library services, including help using the student computing facilities. Library resources are also available online. Further information and support is available at www.kcl.ac.uk/library.

Your libraries can be found at all the campuses:

- **Strand Campus:** The Maughan Library and the Foyle Special Collections Library at Chancery Lane and the Archives Reading Room at the Strand building'
- **Guy's Campus:** New Hunt's House Library; Wills Library in the Hodgkin Building.
- **Waterloo Campus:** Franklin-Wilkins Library;
- **Denmark Hill Campus:** Weston Education Centre Library; The Institute of Psychiatry; Psychology and Neuroscience (IoPPN) Library;
- **St Thomas' Campus:** St Thomas' House Library.

Maps and locations for each of the libraries are available at www.kcl.ac.uk/library/visiting

Library Services provides access to:

- A huge multidisciplinary information resource base including over 1.2 million printed books and eBooks; thousands of journals; reference tools, statistical data, official publications, maps, music scores, multimedia resources, photographs and manuscripts, as well as archives (5 million items) and special collections of international standing;
- On and off-campus access to electronic resources including library catalogues, bibliographic and full text databases, ejournals and e-books;
- Inter-library and inter-site loans.
- Long opening hours, including 24/7, including opening hours during exam periods;
- Silent, quiet or discussion zones;
- Group study rooms with plasma screens;
- Laptop loans service;
- Training on the use of information and tools and software;
- Guidance on referencing your work correctly and avoiding plagiarism;
- Free membership of [Senate House Library](#) and access to other [university libraries](#);
- AO poster printing

Library Guides

Library Guides are an excellent place to discover resources relevant to your subject – the

guides include recommendations for databases, journals, useful websites and books – as well as advice and guidance on subjects such as referencing and plagiarism

All the Library Guides can be found here: libguides.kcl.ac.uk

Opening hours

You can find the libraries' opening hours at www.kcl.ac.uk/library/visiting/hours

Most of the libraries are open until 1am during term-time and during exam time the larger libraries are also open 24/7.

All the libraries (apart from St Thomas' House Library) are staffed from:

- 08.30 – 20.30 - Monday to Friday
- 10.00 – 18.00 - Saturdays and Sundays.

These hours apply in term-time and during vacations.

You will need your King's ID card to enter any library, as well as the 24/7 student computing rooms. Your ID card is for your use alone and should not be shared.

Training for your Subject Area

Library Services offers a wide range of training opportunities - both at the start of term and throughout your course - to help you make the best use of library resources for your studies and research:

- Library Welcomes
- Literature searching and dissertation searching workshops
- Refworks and Desktop Endnote training
- Finding library resources for your subject
- Curriculum-integrated teaching
- Support for referencing (to avoid plagiarism)
- IT training (SPSS, NVIVO, Microsoft Office)
- Study Skills Support

For more information visit <https://www.kcl.ac.uk/library/subjectsupport/index.aspx>

MyReadingLists

Your course tutor will have added your module reading list to the online reading-list service. You can find it at myreadinglists.kcl.ac.uk by either searching for the module title or using the Browse feature to navigate your way to your module. The reading lists contain links to ebooks, journal articles or holdings information in the Library Catalogue.

Laptop Loan Service

Students can borrow laptops from the libraries. These are available to borrow for free from self-service laptop cabinets. The laptops are loaned for 24 hours, are issued on a first-come, first-served basis, and can be taken out of the library.

Full details can be found here: www.kcl.ac.uk/library/using/loans/laptops.aspx

Disability Support

To discuss your requirements in confidence, please email library-disability@kcl.ac.uk. Site contacts are available to tell you about using libraries and IT and the help you can expect. We provide a range of services, facilities and software, and individual tuition can be arranged. More information is available at <https://www.kcl.ac.uk/library/disability/index.aspx>

Please see also the section on disability under 'STUDENT SUPPORT' within this Handbook.

Resources and Support for your subject

Library Services can help you to find the best resources (print and electronic) for your subject area or just for a particular essay or piece of work. We can help you to find ebooks, ejournals and databases for your subject area and show you how to get the most out of them.

If we don't have the resource you need, we can help you find it in another library or may be able to order it for you. You can ask for new resources via the online Suggest a book form.

More information can be found here: www.kcl.ac.uk/library/resources/Suggest-a-book-form.aspx

Study Spaces and Zones

Zoning has been introduced in libraries and student computing rooms, indicating areas where different activities are appropriate. These zones include:

- Silent
- Quiet
- Discuss (group study areas)

Please respect these distinctions. You will appreciate them when you need silence yourself, or a suitable place to discuss your work with others.

Mobile phones should be set to silent in most zones. Eating hot food or drinking alcohol is not allowed in any of the zones, but hot and cold soft drinks may be consumed, so long as they are in cups or containers with lids.

Contacting Library Services

There are many ways to contact to Library Services:

- Real time chat service called 'Ask a Librarian'
- (Available remotely from anywhere with an internet connection)
- Email – libraryservices@kcl.ac.uk
- Phone and web form.

Full contact details can be found here: www.kcl.ac.uk/library/contact/index.aspx

3.7 KEATS

Kings 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 function will be to host general learning materials for undergraduate students and specific learning materials for each module, as well as enabling easy and convenient on-line access to them. It is a hub for forums and messages and will also be used to support our assessment and examination process.

The [KEATS log in page](#) can be located at keats.kcl.ac.uk and can be accessed from anywhere with an internet connection, and on a range of devices. You must use your King's K number and password to login.

Once logged in you will see your tailored course list under the 'My Courses' tab and university news and announcements. You will also have access to a number of supporting courses to include;

- Law Undergraduate General Information
- Law Undergraduate How to Guides, Study Skills and Employability

In these areas, you will find general programme documentation and resources to further support your learning at King's, including 'How to guides' on KEATS itself.

For KEATS assistance:

Student queries relating to enrolments and material access:

law-department@kcl.ac.uk

Technical/username password queries:

Email: 8888@kcl.ac.uk

Phone: 0207 848 8888

3.8 Timetable

You can access your personal timetable via the link on your [Student Records](#); on the [King's timetabling system](#) or the [King's Mobile App](#) which is available to download for Apple, Android or Blackberry devices. To log into your timetable, you should enter your King's email username and password. If you find that this link does not work with your internet browser, we recommend you try an alternative; for instance, Firefox or Chrome.

Your timetable will indicate your module selections and which tutorial and seminar groups you are assigned to and when they occur in the week. The Law Enquiries Office is responsible for tutorial and seminar group allocations. Please **do not** attend any tutorial/seminar groups other than those to which you have been assigned. If you do not attend a tutorial or seminar you will be marked as absent and this will be logged on your module attendance record

All queries regarding timetables should be directed to Annette Lee. You will be notified of any changes to your timetable (such as rescheduled classes) through KEATS or your teachers may email you directly. It is therefore your responsibility to ensure that you check your email and KEATS accounts regularly.

Your timetable will indicate where your classes are located. Teaching for lectures in your first year modules will take place in FWB Auditorium B.5, (Franklin Wilkins Buildings, Ground Floor) at the [Waterloo Campus](#). Tutorials and seminars take place in a variety of rooms across campuses so please check your timetable in advance. Information on rooms and directions to them can be accessed [here](#).

Note: Teaching starts at 5 minutes past the hour and finishes at 5 minutes to the hour so that students who need to travel between campuses for classes can be on time.

Teaching delivery

Module teaching is delivered by a combination of lectures, tutorials and seminars which are the main teaching methods for the undergraduate programmes. Teaching materials for each module are available on King's Virtual learning environment, KEATS. Core modules use all three modes of delivery, while optional module utilise them in various forms depending on the class size and nature of teaching. Thus, some optional modules may have lectures and seminars or tutorials, whereas in others, particularly those with smaller numbers, teaching is entirely through weekly seminars.

Core Lectures are delivered in two weekly one-hour sessions per module and involve the entire class.

Core Tutorials last one hour and are held weekly for each of the core modules. Tutorials are small groups of approximately 15 students. The format allows discussion and analysis of selected topics with the tutor and fellow tutees.

Core Research seminars last two hours. In the core modules the groups are approximately 10 students and there are two classes per semester. They allow in-depth investigation of the set material, which forms the basis of the assessed essays.

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.

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. When recordings are made, they will be uploaded to a designated section of the KEATS module page.

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.

T: 0207 848 3398

E: disability@kcl.ac.uk

Please inform Annette Lee 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 see who your personal tutor is on [your student record](#).

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

If for some reason you are not allocated a personal tutor or have any questions, Annette will be happy to help. The university's general information regarding the personal tutor programme can be found [here](#).

3.11 Personal issues and changes of circumstances

Sometimes things do not always go according to plan. 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 Annette Lee in the first instance to ensure that you have considered every option available to you.

Should you wish to make changes to your registration status – such as interrupting your studies or withdrawing from them – you must complete and submit an online changes to registration form, which you can find by logging on to your [Student Records](#).

Specific information for Tier 4 students

If you are an international student studying in the UK on a student visa, you need to think carefully before making changes to your registration status. You should arrange to talk to a [Student Advisor](#).

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 contact the Undergraduate Administrator, Annette.lee@kcl.ac.uk

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 A3, paragraph 3 under 'Period of Study'. 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

Who We Are

King's Careers & Employability exists to help you develop crucial employability skills and plan for your future career. We provide bespoke employer events, skills development programmes and one-to-one support to ensure that you understand your options, know what employers are looking for, and can effectively demonstrate that you have the skills they need. Whatever your career goals, our labour market knowledge and expertise around work experience, internships, and graduate recruitment can help you find and apply for opportunities from the first year onwards.

A King's law degree is a credential highly valued by employers. Many of our students go on to careers in the city or in international law, while others are interested in government, the EU, or international development. Many go onto postgraduate study after their undergraduate degree. Whatever your plans, it is important that you start preparing for the world of work at the outset of your course of study.

Developing your employability skills while meeting the intellectual demands of your law degree can be challenging, but your Careers & Employability team is here to make it easier. We can help you think about what you really want and develop a plan to go after it; teach you how to write strong CVs and applications and give stand-out interviews; and find valuable job experience through vacation schemes, internships, and part-time work opportunities. Even if you do not know what you want, and irrespective of your year of study, we can help you find your way and identify the options best suited to you.

Within Careers & Employability, there are two Careers Consultants who spend 100% of their time focused on the career development needs of *all* students of The Dickson Poon School of Law. Whether you ultimately decide to pursue a career in the legal profession or choose another career, they are here to help you all year round.

How we help

Our law school-dedicated Careers Consultants offer a number of opportunities for personalised one-to-one assistance. They are available Monday through Thursday most weeks throughout the year. Log onto King's CareerConnect to book an appointment:

<https://kcl.targetconnect.net/home.html>

And while the law school's Careers Consultants are fully qualified to offer advice on a wide range of careers, you always have the option of requesting a non-law Consultant or Applications Advisor if you prefer. Careers & Employability offers the following types of appointments:

- **Careers Guidance** – during these 20-minute sessions, you can get help looking for jobs, CV and applications assistance, advice on career direction, or pretty much any other career support you'd like, especially if you have no idea what you want to do or how to get started. The sessions are offered most days and you can come back as many times as you like. You can make an appointment by booking through King's CareerConnect: <https://kcl.targetconnect.net/home.html>
- **Extended Careers Guidance** – These hour-long sessions are for students whose needs are more complex than can be addressed in a 20-minute session. They are available only after referral from a Careers Consultant following a regular 20-minute Careers Guidance session, and they usually have to be booked at least one day in advance.
- **Practice Interviews** – Once you have secured an interview for a job or other opportunity, you can sign up for a 30-60 minute Practice Interview. These bespoke sessions are created by a Law School Careers Consultant based on your individual application materials and their knowledge of the position you are applying for. Practice Interviews are very helpful and students give them excellent feedback. At least 24-hours' notice is needed to book a Practice Interview to ensure your Careers Consultant has adequate time to prepare.

Legal Week, 16 – 20 October 2017

Legal Week is our biggest law careers event of the year. Hundreds of law and non-law students turn up for presentations, workshops and networking events with graduate recruiters, alumni, trainees, solicitors and barristers.

Held each year in the early autumn, the week's events are designed to provide students with a sound understanding of recruitment practices in the legal sector, life as a lawyer, and the opportunities and challenges facing the industry. It also outlines the range of career opportunities and assistance available to students interested in a legal career. Hardcopies of the Legal Week brochure will be available closer to the event, and the online version will be uploaded to the 'Legal Week' section of the 'Law School Careers and Employability' KEATS page: <https://keats.kcl.ac.uk/course/view.php?id=38768>

Law Fair, 24, 25, 26 October 2017

Approximately seventy employers attend the Law Fair on campus over three days, providing students with the chance to speak with trainees, associates, barristers, pupils, graduate recruitment staff and other professionals to learn more about the opportunities their organisations offer.

A wide range of employers are represented – last year's Fair included all five Magic Circle firms, several barristers' chambers, US firms, top-tier City firms, national and regional firms, law schools and more, so there's something for everyone. In the weeks leading up to the Fair, your law Careers Consultants will hold sessions specifically designed to help you learn how to research firms and approach them at the Fair so that you can make the most of this exceptional opportunity.

The Professional Futures Programme

The Professional Futures Programme is a series of timetabled workshops held in the first and second semesters. It is aimed at helping you develop your career skills as you approach the job market. These sessions are tailored to address your specific employability concerns in a timely and relevant manner. Sessions are often co-presented by your law-specific Careers Consultants and employers who share their perspectives on what makes a good candidate. In this way, Professional Futures is not only a skills programme but also a great way to engage directly with employers.

In addition to these bespoke programmes created specifically for law students, Careers & Employability also runs the King's Leadership & Professional Skills Award (KLPSA), which is open to all students regardless of degree pursued. The KLPSA consists of a variety of online and in-person skills sessions over the course of the academic year, and has been designed to enable you to develop the skills you'll need to secure a job and enjoy success in your future career.

Internships and Work Experience

Finding the right opportunity for you can be a complex process. We guide you through the range of UK-based and global internships, placements, and work experience opportunities available within law and in other sectors. Researching, choosing and applying are made easy with our online tools and dedicated one-to-one help. 'Internship' is a broad term covering both law-related and non-law work experience such as mini-pupillage at the Bar, vacation schemes/work experience in law firms and in-house organisations and other commercial organisations. Often strict deadlines apply – sometimes as early as your first year.

Graduate and Other Education Opportunities including scholarships

We also help with applications to graduate schools – both in the UK and overseas - including all kinds of Masters, PhDs, teaching and other vocational qualifications. We can help with scholarship applications such as those offered by the Inns of Court for the BPTC and many others.

How May We Help You?

In your first year . . .

Start thinking and planning now! Whether you want a career in law or another sector, you should start plotting a path forward beginning in your first year. If you have ambitions of working in the City after graduation, you will have to start planning your route to career success as soon as you arrive on campus. This is why the Dickson Poon School of Law has two Careers Consultants who work full-time specifically with law students. The earlier you start engaging with them and the Professional Futures programme, the easier it will be to start planning your career effectively.

Many employers expect you to deliver at minimum a 2:1 result during each year of study, *including your first year*. Furthermore, many firms and chambers have begun actively targeting first years with open days and other events intended to get you thinking about your future. These events are a great way to get ahead, but they are often competitive. If you want to make sure your CV and cover letters are in the best possible shape to take advantage of these opportunities, make an appointment for a CV check with Careers & Employability.

In your second year . . .

Your second year (or penultimate year for those on longer programmes) is when the pressure for the legal job hunt escalates. This year you will be heavily targeted by City and international firms, and there are pressing deadlines throughout the year. The second year is also a crucial time for weighing law against other career options; if you think your future may lie along another path, you'll have to keep an eye out for autumn deadlines for summer internships in other sectors. And while it is true that employers love King's students, it is still a highly competitive job market out there, because they are looking to recruit the best of the best. Presenting yourself in the best light possible and drafting successful applications is an art, and King's Careers & Employability is here to help you learn how it's done.

In your final year . . .

At this point, many students come to us wondering if it's too late to apply to law firms or perhaps choose an alternative career. While an early start is always best, the truth is it's never too late if you're determined to put the necessary work. Come and visit us at the beginning of your final year to make sure you have the best possible choices when you finish your degree.

After graduation . . .

The end of your time at King's does not have to mean the end of your relationship with Careers & Employability. You can continue to use our full range of services for up to two years after graduation as a member of GradClub. This is not only a great option for students who do not have a job when they graduate, but also for those who anticipate moving on from a first job after a year or two. Membership is free for King's graduates. Contact King's Careers & Employability for details.

Contacts and Resources

Explore our online tools or drop in to talk to our Information Officers, Tom and Mark, Monday to Thursday 9:30-17:00 and Friday 12:00-17:00.

You will also receive a weekly careers newsletter in your King's email inbox every Monday morning during term time. If you'd like to receive tips and news of opportunities immediately, then 'Like' and follow our law-specific Facebook page for King's students at **King's Careers – Law**.

Law Careers Consultants:

Helen Lovegrove (helen.lovegrove@kcl.ac.uk) and

Kiren Gui (kiren.gui@kcl.ac.uk)

Careers Services: careers@kcl.ac.uk; 0207 848 7134

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

Facebook:

<https://www.facebook.com/kingslawcareers>

King's CareerConnect:

<https://kcl.targetconnect.net/home.html>

Website: <http://www.kcl.ac.uk/careers>

3.13 Common Rooms

There are two common spaces in the Law School for the exclusive use of law 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 the King's. You are welcome to share good news with us via lawcomms@kcl.ac.uk for possible use in internal and external publicity.

3.15 Modern Language Centre

The [Modern Language Centre \(MLC\)](#) at King's offers an exciting range of language modules. Undergraduate students can take a language module but this will not count towards your credit for the undergraduate programme, therefore you will need to pay. Studying a language is not only hugely beneficial to your future employability, but can also enhance your legal studies. Students who intend to apply to study abroad may want to consider taking a language module, in order to better prepare for study at a non-English speaking partner institution.

3.16 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](#), 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 King's Undergraduate Law Programmes

4.1 Key Programme Dates

Enrolment and Induction: 18 – 22 September 2017

Semester Dates

25 September 2017 – 15 December 2017

9 January 2018 – 29 March 2018

23 April 2018 – 1 June 2018

Semester 1 teaching: 25 September – 15 December 2017

Reading week: 30 October - 5 November 2017

Christmas holiday: 16 December 2017 – 4 January 2018

Mid-session Exams (1st year only): 5 January (Friday) – 11 January 2018

Semester 2 teaching: 12 January (Friday) – 29 March 2018

Reading week: 19 February – 25 February 2018

Easter holiday: 30 March – 22 April 2018

Revision/Surgery week: 23 April - 27 April 2018

Examinations: 30 April – 1 June 2018

August Examinations: 6 August – 18 August 2018

Please note that students are required to be in London for the duration of each semester. Students are strongly advised against making arrangements, such as booking flights, which may clash with academic dates, particularly during the examination periods. In your induction pack is an annual events calendar which outlines some of the key academic and social events which will take place. You will receive email notification of further events throughout the year.

4.2 Programmes

Our undergraduate programmes offer a unique opportunity to fulfil the requirements of a qualifying law degree. Focusing on the study of law as an intellectual discipline, it can either form the first step towards qualifying as a solicitor or barrister or as a preliminary training for a range of other careers where legal knowledge is an asset. The LLB degree programmes offered are below. Please click each programme header for a detailed look at the [programme specifications](#):

- LLB Law (3 years)
- LLB Law & French Law (4 years)

- LLB Law & German Law (4 years)
- LLB Politics, Philosophy and Law (4 years)

Study Abroad programmes:

At the end of your first/beginning of your second year of study on the LLB programme you will be invited to apply for one of the following study abroad programmes:

- [English Law & American Law - LLB/JD Columbia Programme](#) (4 years)
- [Law with American Legal Studies](#) (4 years)
- [Law with Australian Law](#) (4 years)
- [Law with European Legal Studies](#) (4 years)
- [Law with Transnational Legal Studies](#) (4 years)
- English Law and Asian Law (4 years)

You will receive correspondence concerning these opportunities during your studies though preliminary information can be found on our [website](#).

LLB

The LLB is a three-year programme worth 360 credits. In each of the three years students take a selection of [full \(30 credits\)](#) **or** [half \(15 credits\) modules](#), worth 120 credits each year.

The curriculum includes a number of core modules which comprise the basic material needed for any general education in English law. Additionally, you take a selection of optional modules (click the link above for the full current list of modules on offer in 2017-18) in your second and third years. You may also, with permission, choose an optional law module offered at another London University, on the condition that the module is not available nor overlap with any other Law modules at King's. When the time comes, you will receive information on how this selection process works however it is the student's responsibility to gain permission from the selected institution and to complete the necessary paperwork required.

Year 1:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#)

In addition to the core modules, you also take the Legal Skills module taught during the first semester, attendance and participation for which is compulsory.

Year 2:

The second year study three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Year 3:

[Jurisprudence and Legal Theory](#) is the only core module in year 3. The remaining modules (worth 90 credits) are chosen from a list of [options](#).

You can click on the link [here](#) for the 2017-18 list of optional modules however this is subject to change on an annual basis and therefore you should not base any firm selections on this information.

LLB English Law and French Law

This is a four-year dual-degree programme worth 390 credits. The two degree awards are the LLB in English Law and French Law from King's and the and a Maîtrise en Droit 1 degree from the Université Paris 2 (Panthéon-Assas). Students study years 1 and 2 at King's, followed by years 3 and 4 in Paris.

Year 1 (at King's):

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#), [Public Law](#). You are also required to take Legal Reasoning and Legal Services and French Methodology 1. There are no credit bearing for these two modules. All classes and examinations in French Legal System are taught in French.

Year 2 (at King's):

The second year study three core modules worth 90 credits plus optional module/s worth 30 credits (total 120 credits). The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#). The remaining module worth 30 credits are chosen from a list of [options](#) for 2017-18. Optional modules are subject to change. In addition to the

Note: For years 1 and 2, students will also be able to attend an optional French language class. Students whose first language is not French are encouraged to attend this class if it is deemed necessary.

The second year study three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Years 3 and 4 (Université Paris 2 (Panthéon-Assas):

A range of compulsory subjects are taken, with all classes and examinations conducted in French.

Yearly credit contribution:

Year 1 at King's contributes 120 credits to the final award calculation.

Year 2 at King's contributes 120 credits.

Years 3 and 4 in Paris each contribute 60 credits to the final award. The best four marks equivalent to 60 King's credits achieved in each year are converted to King's equivalent marks for inclusion in the calculation.

For further information, click [here](#).

LLB English Law and German Law

This is a four-year dual-degree programme. The two degree awards are the LLB English Law & German Law awarded by King's and either the Staatsexamen (First State Exam) or the Master of Laws (LLM) awarded by Humboldt University of Berlin. Students who want to practice law in Germany will be interested in pursuing the First State Exam, while the LLM will be an attractive option for students who want to practice in the UK but wish to obtain an in-depth knowledge of German law.

Year 1 at King's:

The first year consists of four core modules: [Elements of the Law of Contract](#), [Criminal Law](#), [Public Law](#), and [German Public Law](#). In addition, and depending on language skills, students are required to participate in a German legal language course offered by the Modern Language Centre, exclusively for students of the programme.

Year 2 at King's:

The second year consists of four core modules: [Law of Tort](#), [Law of Property](#), [Law of Trusts](#), and [German Civil Law](#). Students who want to pursue the First State Exam pathway at Humboldt will also have to study German Criminal Law as a fifth subject.

First State Exam pathway:

Years 3 and 4 (Humboldt University):

Upon successful completion of year 3, students will be awarded a Certificate in Advanced German Legal Studies and be able to continue for an additional year towards the First State Exam.

Yearly credit contribution:

Year 1 at King's contributes 120 credits to the final award calculation.

Year 2 at King's contributes 150 credits.

Years 3 and 4 at Humboldt each contribute 60 credits to the final award. The best four marks equivalent to 60 King's credits achieved in each year are converted to King's equivalent marks for inclusion in the calculation.

King's LLM pathway:

Year 3 at Humboldt University and return to King's for year 4.

[Jurisprudence and Legal Theory](#) is the only core module in year 4. The remaining modules (worth 90 credits) are chosen from a list of [options](#) (again subject to change on an annual basis).

Yearly credit contribution:

Year 1 at King's contributes 120 credits to the final award calculation.

Year 2 at King's contributes 120 credits.

Years 3 at Humboldt: students must pass their studies.

Year 4 at King's contributes 120 credits to the final award calculation. The award calculation is based purely on King's marks.

Students will receive a separate programme handbook at their programme induction during induction week. For further information, click [here](#).

LLB Politics, Philosophy and Law

The LLB Politics, Philosophy and Law programme offers a unique opportunity for students to fulfil the requirements of a qualifying law degree. It's a four year single honours degree programme worth 480 credits. In each year you take 120 credits worth of full modules (30 credits) or half modules (15 credits) from the Department of Law, Department of Philosophy and the Department of Political Economy. These modules are a combination of core and optional modules.

Year 1:

You study three core modules worth 90 credits: plus optional modules worth 30 credits.

Core modules: [Elements of the Law of Contract](#), [European Law](#), [Comparing Political Systems](#).

Optional modules: 30 credits from Philosophy department, for details click [here](#)

Due to the large range of optional modules to choose from, PPL students will receive a separate module handbook at their programme induction which will take place during induction week.

Year 2:

You study two core modules worth 60 credits, plus a further 60 credits of optional modules from either Law, Politics or Philosophy.

Core modules: [Criminal Law](#); [Government and Law](#)

Years 3 and 4:

You must study four core modules worth 120 credits and optional modules to the value of 120 credits.

Core modules: [Law of Tort](#), [Law of Property](#), [Law of Trusts](#). and [Jurisprudence and Legal Theory](#).

Optional modules: Choice of 120 credits of optional modules from Law, Philosophy and Politics.

4.3 Study Abroad Programmes

Once a year (in or around October/November), you will be invited to attend an information session to help decide whether you are interested in taking part in any of our study abroad programmes. Application and admission details are provided at the session.

LLB English Law and American Law (LLB/JD)

This is a four-year dual-degree programme. The two degree awards are the LLB in English Law and American Law at King's and the JD degree from Columbia University, New York. Students study years 1 and 2 at King's, followed by years 3 and 4 at Columbia.

Year 1 at King's:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#)

Year 2 at King's:

The second year consists of three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Years 3 and 4 at Columbia University:

A range of compulsory and optional subjects are taken in each year. Students are required to take a legal theory module equivalent to the King's Jurisprudence and Legal Theory module.

Yearly credit contribution:

Years 1 and 2 at King's each contribute 120 credits to the final award calculation.

Years 3 and 4 at Columbia each contribute 60 King's credits to the final award. The best four grades achieved in the equivalent to 60 King's credits in each year are converted to King's equivalent marks for inclusion in the calculation

For further information, please click [here](#).

LLB English Law with American Legal Studies

This is a four-year single degree programme. This programme allows students to study in year 3 at either University of San Diego, University of North Carolina or Cornell University

in the United States of America (the list of partner institutions is subject to change as we continue to develop and expand our partnership programmes).

The final degree awarded from King's reflects the results achieved at King's only however you **must** pass the year abroad to be awarded the LLB English Law with American Legal Studies.

Year 1 at King's:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#).

Year 2 at King's:

The second year consists of three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Year 3 at the host institution:

A range of compulsory and optional subjects are taken.

Year 4 at King's:

Jurisprudence and Legal Theory is the only core module in year 4. The remaining optional modules worth 90 credits are chosen from a list of options.

For further information, please click [here](#).

LLB English Law with Australian Law

This is a four-year single degree programme. This programme allows students to study in year 3 at Monash University, Australia or University of New South Wales (UNSW).

The final degree awarded from King's reflects the results achieved at King's only however you **must** pass the year abroad to be awarded the LLB English Law with Australian Law.

Year 1 at King's:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#).

Year 2 at King's:

The second year consists of three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Year 3 at Monash University:

A range of compulsory and optional subjects are taken at Monash or UNSW.

Year 4 at King's:

[Jurisprudence and Legal Theory](#) is the only core module in year 4. The remaining optional modules worth 90 credits are chosen from a list of options.

For further information, please click [here](#).

LLB English Law with European Legal Studies

This is a four-year single degree programme. The programme allows students to study year 3 at one of our Erasmus [partner universities](#) across Europe.

The final degree awarded from King's reflects the results achieved at King's only however you **must** pass the year abroad to be awarded the LLB English Law with European Legal Studies.

Year 1 at King's:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#).

Year 2 at King's:

The second year you study three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Year 3 at European university:

A range of compulsory and optional subjects are taken.

Year 4 at King's:

[Jurisprudence and Legal Theory](#) is the only core module in year 4. The remaining optional modules worth 90 credits are chosen from a list of options

Students will receive a separate programme handbook once accepted onto the European Legal Studies programme. This handbook outlines what life is like at each of the partner institutions, the academic requirements, and the language in which the classes are taught.

Our partner universities and further information can be found [here](#).

LLB Law with Transnational Legal Studies

This is a four-year single degree programme. This programme allows students to study their third year at the Centre for Transnational Legal Studies (CTLTS) in London.

The final degree awarded from King's reflects the results achieved at King's only however you **must** pass the year at CTLS to be awarded the LLB English Law with Transnational Legal Studies.

Year 1 at King's:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#)

Year 2 at King's:

The second year consists of three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Year 3 at CTLS:

A range of compulsory and optional subjects are taken at CTLS.

Year 4 at King's:

[Jurisprudence and Legal Theory](#) is the only core module in year 4. The remaining optional modules worth 90 credits are chosen from a list of [options](#).

For further information, click [here](#).

English Law and Asian Law LLB and LLM (from 2017/18)

This is a three-year degree programme. Students who wish to do the English Law and Asian Law LLB and LLM can apply in their second year of studies on the LLB programme to spend their third and final year at National University of Singapore (NUS) or Hong Kong University (HKU) to study an LLM. At the end of the programme, the student will achieve both an LLB from King's and LLM from NUS or HKU.

Year 1 at King's:

The first year you study four core modules (120 credits):

[Elements of the Law of Contract](#), [Criminal Law](#), [European Law](#) and [Public Law](#).

Year 2 at King's:

The second year you study three core modules worth 90 credits plus optional module/s worth 30 credits. The core modules are: [Law of Tort](#), [Law of Property](#) and [Law of Trusts](#).

Year 3 at Hong Kong University NUS

You study an LLM at NUS or HKU and also achieve an LLB at Kings.

4.4 Module Selection

While your first-year modules are compulsory, you will be asked to select your optional modules for year 2 in semester 2 – the same applies to years 3 and 4. The module selection period typically opens in mid-March and remains open until late April. All modules are selected through your online student record and module descriptions are posted on the School's [intranet pages](#).

When the time comes, you will be notified that the module selection period is opening and that you should begin to consider your choices. Please bear in mind that:

- Some modules are capped at certain class sizes (Commercial Arbitration and Medical Law);
- Some modules are restricted to final year students (Commercial Arbitration; Commercial Law; Medical Law; Student Law Clinic)
- When the timetable for the following year is published in August/September, your original module choices will not clash. However, if you select your modules after the deadline date, it is likely that your modules may clash and therefore you will need to select another option.

While we wish to allow students to study the modules they first select, certain constraints mean that we cannot satisfy every request. We do however try to be as flexible as possible therefore if you select a module which you then wish to change at a later date, there is an online facility which manages these requests, though they must be made by a certain date and are subject to approval. Annette Lee manages module selections and change requests.

Modules at the Modern Language Centre

The [Modern Language Centre](#) (MLC) at King's offers an exciting range of language modules. Undergraduate students can take a language module but this will not count towards your credit for your undergraduate programme, therefore additional fees do apply.

Studying a language is not only hugely beneficial to your future employability, but can also enhance your legal studies. Students who intend to apply to study abroad may want to consider taking a language module, in order to better prepare for study at a non-English speaking partner institution. The deadline to apply is 30 September 2017.

4.5 Examinations and Assessments

General information on assessment policies and processes is available [here](#). It is essential that you refer to this website throughout your time at university as it contains important information as to how you are assessed. Some topics covered are:

- Marking
- Progression
- Mitigation Circumstances
- C-Score ([how your degree is calculated](#))
- Award classifications
- Programme specifications

The Assessments Officers produce a detailed Assessment Factsheet which is located on KEATS. It is vital that students read this document so they understand the various procedures and policies related to assessment, such as word count policy, penalties for late submission, plagiarism (see 4.6), and results. This document can be found on your USB key and the 'Law Undergraduate General Information page' on KEATS and should be consulted frequently throughout each year of study so students are aware of any changes/updates to policy and practice.

Module assessment

All core modules are assessed by written examinations and essays and various weightings. Some modules are 100% exam, some are 50% exam and 50% essay, while most core modules are 30% essay and 70% exam. Optional modules are assessed by written examination, essay and/or presentation. [Module descriptions](#) will indicate the assessment pattern and weighting, module leader and a brief overview of the module. Please note that assessment methods may change from year to year so please check when selecting your modules for years 2 and 3.

Formative work

'Formative work' is defined by the college as follows: Assessment which is used in a developmental way to assist a student's learning and which does not count towards the final mark of a module.

You will be asked to complete formative work/essays for all your modules, particularly your first year modules. While formative work does not count towards your final mark, it is designed to help you develop your legal writing skills and practise for your coursework essays. You will normally receive feedback through tutorials and marker's comments within 4 working weeks of the deadline which will enable you to monitor your own progress. The nature of formative work is set out at the beginning of each individual module. The methods of submission of formative work vary and will be communicated by your teachers. Though this work is not compulsory, we strongly advise you take every opportunity to practise your

writing and receive feedback. First year students also sit formative 'mid-sessional' exams which are discussed below.

Summative 'research' essays

Some modules are assessed (in part) by way of summative essay. Summative essays count towards your module mark and also your final degree classification and should be distinguished from formative essays. Summative essay topics are set by the module leaders who will also inform you of the deadlines submission, both of which will be published on KEATS.

In 2017-18 all summative essays are to be submitted on the same date (unless you are informed otherwise), prior to the commencement of the May examination.

Submission dates (to be confirmed)

Tuesday 2nd January 2018 by 3:00 pm for semester 1

First year UG (level 4 modules) - Monday 9th April 2018 by 3:00 pm for semester 2

Other UG (Level 6 modules) - Tuesday 10th April 2018 by 3:00 pm for semester 2

These dates (and any which are exempt from this practice) will be confirmed once the term is underway. It is very important that you do not leave your essay writing and submission to the later stages as this will interfere with your examination revision and potentially jeopardise the quality of your individual submissions. Summative essay topics should be released in a staggered fashion and you should use this as a means to prioritise your work and submissions.

Summative Essay Submission and Turnitin

Summative essays are submitted on KEATS through a system called Turnitin.

Turnitin is a plagiarism detection service which checks submissions made by a student (e.g. a summative essay, a research essay 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. Students are strongly encouraged to access their Turnitin reports so they can understand how Turnitin analyses their work and improve their referencing technique over time. Guidance on how to access this report is on KEATS.

Turnitin is managed by Library Services on behalf of all Schools and departments within

the College, and they provide User-guides, FAQs and other helpful information on Turnitin. Links to the library website and 'How to Guides' referring to Turnitin can be found on your KEATS homepage. If you cannot see this please contact law-department@kcl.ac.uk

When submitting your summative essays, the following criteria must be adhered to:

Cover pages should be used (a usable version can be found on KEATS under the 'Assessment' tab) and must include:

- ✓ Your candidate number – the 5 digit number proceeded by a letter (this is published on your student record and **changes annually**).
- ✓ The module code, title, date of submission and word count.
- ✓ Students **MUST NOT** put their name anywhere on their essay.
- ✓ Essays must be word processed as Microsoft Word documents; line spacing should be 1.5 and font size 12.
- ✓ All pages must be numbered.
- ✓ Referencing style is used **accurately and consistently** throughout. The school does not have a preferred style though module leaders may advise you on which they prefer you to use. By default, students should use OSCOLA.
- ✓ Essay is within the word limit.

You are strongly advised not to leave your online submissions to the last minute as an over-crowding of the system inevitably leads to delays. Late submissions will be accepted within 24 hours after a deadline but the mark will be capped at 40 (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 do encounter issues with your online submission, instead of submitting your work on KEATS and as a last resort, please submit your essay by your deadline with explanation via email to law-department@kcl.ac.uk as proof of submission. You can find further guidance and an instructional video on how to submit your essays in the 'How to Guide' section on KEATS.

Essay extensions

If for some reason you are unable to submit an essay or other piece of work in time you may request an essay extension by submitting a [Mitigating Circumstances Form](#). Please note that students must submit these forms as early as possible and no later than 7 days after the deadline date. You should read the guidance [here](#) before submitting. Completed forms and documentary evidence should be submitted to lawmcf@kcl.ac.uk. If you have any questions, please contact our Law Assessments Officers at lawmcf@kcl.ac.uk.

Examinations Periods

The LLB examinations periods take place in January, May and August (resits and deferrals only). The vast majority of LLB modules are assessed by written examination and take place during the May-June session. A very small number of semester 1 optional modules will have examinations held in January (though this is subject to change each year). For those who defer their examinations through mitigating circumstances or fail at the first attempt – are required to sit in August. If you defer your examination(s), you take what we call a ‘replacement’ examination in August. Provided this is a first attempt examination, you can still score within the full range of marks. If however you fail an examination, you take what we call a ‘re-sit’ examination. The marks for re-sit examinations are capped at 40, and as a result, so is the overall module mark. Students are only required to pass a module with an overall mark of 40 or above. If therefore you fail an essay component, you may still pass the module providing your score highly enough in the examination (or vice versa). We strongly encourage you make the most of every assessment opportunity and do not try to pass modules on examinations/essays alone.

Mid-session exams (First Year Students only)

Mid-session examinations in all first-year modules are held in January at the beginning of the second semester. The results do not count towards the first year examinations but provide students with a valuable opportunity to test their knowledge, examination technique and overall performance and also enable your tutor to identify any problems at an early stage. Mid-session scripts are marked and returned to students in tutorial classes; results may be recorded on Student Reports and be referred to for references. **Resit and replacement exams are not available for mid-session examinations.**

Examination timetable and conditions

Examination timetables are published via Student Records as well as on the [Examinations and Awards Office](#) website. You are responsible for checking that you are registered for the correct modules and also the time and place of your examinations. Please note that different modules have different rules in terms of what materials candidates may take into the examination. Further details on specific examinations will be made available by your module teachers over the course of the academic year. Please see below for a basic outline:

Modes of Exam	Students are permitted to bring the following into the exam:
Open Book	Written notes and text books – which can be highlighted and contain notes. NO electronic devices are permitted.
Limited Open Book	Documents/published books as specified by the module leader only. These may be highlighted and/or have tabs on the pages but there cannot be ANY writing anywhere on the text or the tabs. NO photocopies or hand-written notes are permitted.
Closed	NO documents may be brought into the examination. Some closed book

Book	exams provide documents for students which will be specified on the exam cover.
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The Law School publishes the front pages of the examinations prior to the exam sessions so students are briefed on what is provided in the exams. This is also communicated in the module guidance throughout the year.

When sitting an examination you must use your candidate number (as explained on page 8). Do not confuse it with your student number or your K number, for doing so may breach your anonymity. Candidate numbers are issued on student records and change annually. You must never write your name on your examination scripts and you must not remove the examination question paper from the exam hall.

The [Examination and Awards Office](#) produce a very detailed guide for candidates which students must read before entering an examination. It details a very important list of Do's and Don'ts as well as crucial conduct information. If anything untoward occurs during an exam or you fall ill, you must notify an invigilator and complete an 'Examination Irregularity Form'. Please pay attention to the guidance given on the Examinations Office website and that which is given in the exam hall.

Personalised Assessment Arrangements (PAA)

Students with learning difficulties or disabilities which may affect how they complete assessments/sit exams are entitled to apply for [Personalised Assessment Arrangements](#) which aim to create an environment in which said students can be assessed equitably and comfortably. Students who re-sit/replacement exams may also apply to sit their exam in their home country.

The Examinations and Awards Office (and not the Law School) receives and manages requests for PAA form and is responsible for putting these arrangements in place for the entire College. The deadlines for submission of PAA requests are circulated by the Examinations and Awards Office throughout the year and should be made note of. Typically the deadlines are in November, February and July. It is very important that you do not miss these deadlines.

Mitigating circumstances

We understand that you may fall ill or for some other reason be forced to miss an examination. If you miss an examination you will need to complete a [Mitigating Circumstances Form](#). Please note that students must submit these forms as early as possible and no later than 7 days after the deadline/examination date. You should read the guidance provided on the form before submitting. Completed forms should be submitted to lawmcf@kcl.ac.uk with documentary evidence.

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. (See the university's A3 regulations, section 17.3).

All questions regarding MCFs should be directed to lawmcf@kcl.ac.uk

The marking criteria and process

You should familiarise yourself with the university's [generic marking criteria](#) for undergraduate students as it explains how the marking and classification system operates. The Law School also issues its own LLB marking criteria (available on [KEATS](#) and as an appendix in this handbook – see Appendix 1) which goes into more detail on what is expected in order to score within each classification range. This criteria explains what is required when answering both essay questions and problem solving questions, terms which you will become very familiar with during your studies.

The LLB operates a policy of double marking. This means that all examination scripts and each summative essay are double marked internally i.e. by two King's examiners who each give an independent assessment. They then deliberate if necessary to produce an agreed mark.

The standard of internal marking is supervised and checked by an external examiner, who is an expert in that subject at another University or College. The external examiner reviews all failing papers, a selection of first class papers, and a sample of papers from the classifications in between including some borderline cases.

A list of the external examiners who currently assist in the examination of undergraduate modules can be found on the Law School intranet. Please note: students are not to make direct contact with external examiners, in particular regarding their individual performance in assessments, and that other mechanisms are available, such as [appeal](#) or a [complaint](#).

Assessment Boards

Once the scripts have been double marked internally and assessed by an external examiner, the marks of each candidate are considered at a meeting of the relevant Assessment Board whose membership includes internal and external Examiners. The undergraduate Board expects to meet in July 2018 and again in September 2018. The Board makes the final decision on whether a candidate has passed or failed an examination and agrees on the classification of final year students.

LLB module and classification results are typically released in the first week of July and early September for those to whom it applies. Annette Lee and the Assessments Officers

will circulate updates on the exact date as it approaches and will also communicate extremely important information regarding results therefore it is essential you read the communication from the Professional Services team in the build-up to and during your examinations, and as results day approaches.

The membership lists for the relevant Assessment Boards are available on the Law School intranet.

Feedback

Feedback on formative work is typically provided in a one-on-one written fashion though some module leaders/tutorial leaders may find other methods beneficial, such as peer assessment, model answers, feedback tutorials or essay plans. You should use your feedback to help improve your subsequent work, bearing in mind what strengths and weaknesses your teachers have highlighted when writing your next piece of work. It is therefore very important that you understand your formative feedback so if you are unsure, please make time to speak to your teacher as soon as possible. If you are still unsure, the module leader or your personal tutor may be able to help so please contact them to arrange an appointment. Persisting issues should be reported to the Law Enquiries Office.

Feedback on summative work is typically provided by way of a general feedback report which addresses the entire class as a whole (this applies to both essays and exams for 2016-17). These reports will be published on KEATS and can contain information on how each question was answered and overall trends and observations. The class range of marks per assessment can also be included. Where the assessment pattern for a module is quite unique, the module leader may find alternative methods, which still meet this standard, more appropriate.

In the event a student fails an assessment i.e. scores below the pass mark of 40, they will receive an individual feedback report from the module leader. Students should be aware that there is a maximum number of attempts permitted for each assessment. In first year modules students are permitted 3 attempts in total, and in all other modules they are permitted 2 attempts. Failure to pass a module at the last attempt can result in withdrawal from the programme and university.

Your final, ratified marks are published to your student records in July.

Once students have received their final, ratified marks, they often want to consult their module leaders and request more feedback. The provision of further feedback however is at the module leader's discretion therefore it is very important you observe the feedback you receive throughout the year and in the reports published on KEATS.

Retrieving your exam papers

Once the results have been released, students are entitled to request a copy of their examination paper. Further information on how to make such request will be given by the assessment officers during the year.

Past exam papers

Past exam papers from the past three years are available on your KEATS homepage. If you are unable to access them, please contact Annette to arrange access.

4.6 Plagiarism

At The Dickson Poon School of Law we take plagiarism very seriously. In line with College policy we treat plagiarism as a form of cheating and a serious academic offence.

The following paragraph has been extracted from the College's statement on [Academic Honesty & Integrity](#) which students are expected to read in full. 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.

What follows is an excerpt from our plagiarism policies that runs you through the main points. We still ask you to read the full statement at the link provided above.

Plagiarism is the taking of another person's thoughts, words, results, judgements, ideas, images etc., and presenting them as your own. All work submitted as part of the requirements for any examination or assessment of the College must be expressed in the student's own words and incorporate their own ideas and judgments. Direct quotations from the published or unpublished work of others, including that of other students, must always be identified as such by being placed inside quotation marks with a full reference to the source provided in the proper form. Paraphrasing – using other words to express another person's ideas or judgments – must also be acknowledged and referenced in the appropriate manner. In the same way, the authors of images and audio-visual presentations must be acknowledged.

Plagiarism is the most common form of academic misconduct, and may arise intentionally or otherwise (e.g. through negligence, poor scholarship or lack of understanding). The College is committed to ensuring that students have appropriate guidance and opportunities to familiarise themselves with this concept and the measures which students should take to avoid plagiarism in their work. However, there is also a requirement for students to take responsibility for their academic work and to comply with the College's standards and requirements.

Examples of plagiarism include but are not limited to:

- **Copying:** A student should not copy someone else's work or thoughts and pass this off as their own, even if s/he has their permission;
- **Copying:** A student should not insert the writing or thoughts of others into their written work without the correct referencing;
- **Copy and paste:** A student may not copy text verbatim and pass this off as their own, without using quotation marks and citing the original source;
- **Paraphrasing:** Avoid closely paraphrasing someone else's work (e.g., by changing the order of the words slightly); either quote the work directly using quotation marks or put the ideas completely in your own words. Remember either way you must acknowledge the source using the appropriate citation conventions;
- **Self-plagiarism:** When students submit the same piece of work (or a significant part thereof) for different assessments – students can only be given credit once for any given piece of work;
- **Essay banks:** When students submit an assessment that has been written by a third party or obtained from a professional writing 'service'. Please remember that the English Language Centre offers guides and courses on how to improve your academic writing and avoiding plagiarism – for details see www.kcl.ac.uk/elc.

4.7 Appeals

The university's [Misconduct and Appeals Office](#) offers students the chance to appeal their results on certain grounds through the [Stage One Appeals](#) process. This can only be done once you have formally received your results through your student records. Please consult their website and ensure you read the guidance on how to make an appeal very carefully before doing so.

Students cannot appeal academic judgement therefore marks cannot be changed once they have been ratified by the Assessment Board. If an appeal is upheld, the outcome is that the student sits a replacement examination at the next available attempt i.e. August. Students must be aware that when they are appealing the result of a module, they have to be prepared to sit the exam/submit an essay in that module within a few weeks of making an appeal. You should therefore prepare a revision schedule at the earliest opportunity and not await the outcome before beginning your revision.

If an appeal is not upheld, students can submit a Stage Two Appeal. Appropriate guidance on this is provided by the Misconduct and Appeals Office during the process.

4.8 Complaints

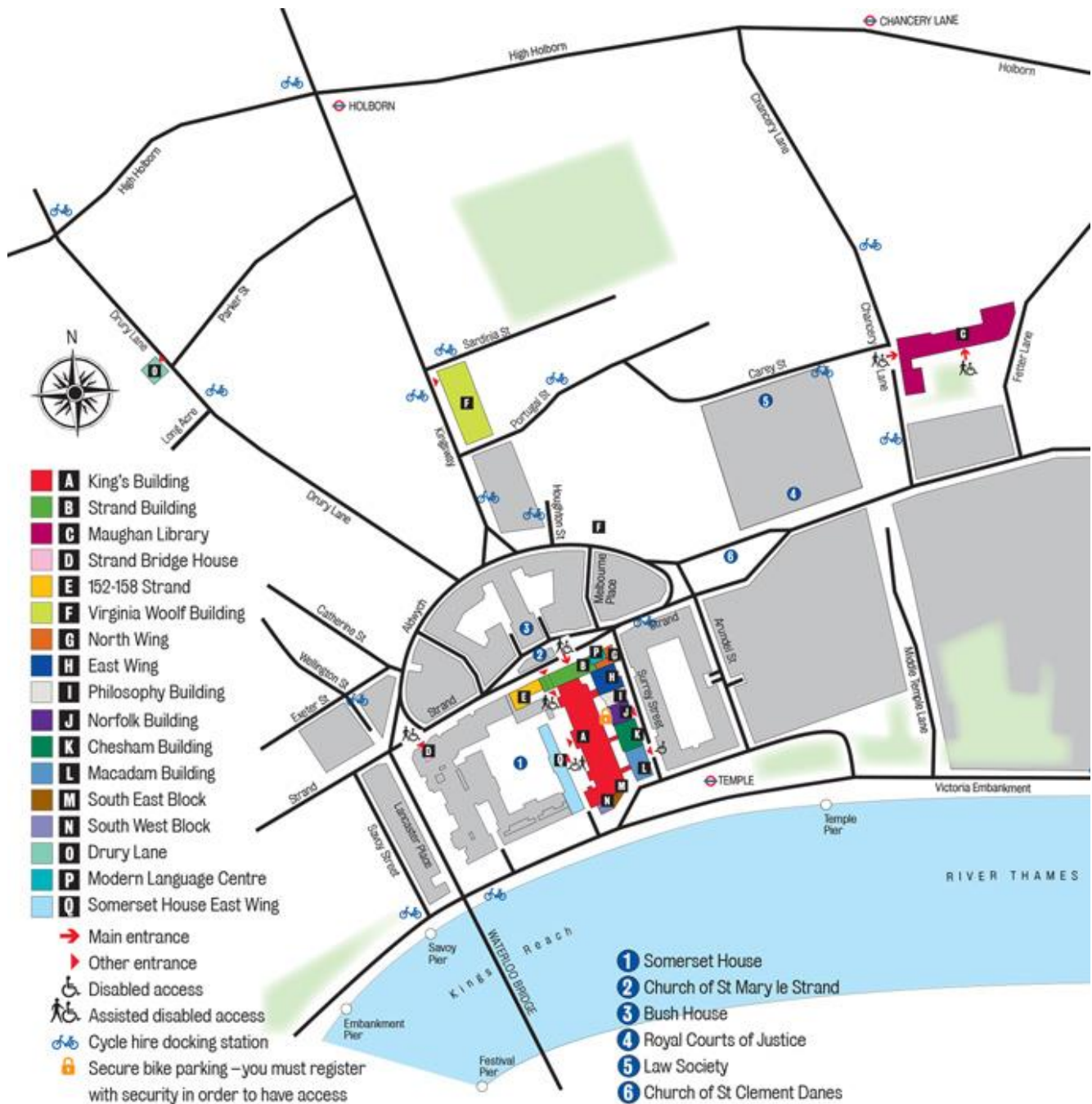
The nature of an appeal and a complaint are different and are managed differently by the university. If you would like to make a complaint, we recommend you contact Daniel Robson, Student Programmes Manager, in the first instance who will be happy to review

your circumstances. If the issue can be resolved in an informal fashion at a local School level (what we consider a Stage 1 complaint), Daniel will try to facilitate this. Depending on the nature of the complaint however, it may be more suitable that the complaint is directed through our formal process (as a Stage 2 complaint or higher) which you can find guidance on [here](#).

We wish you the very best for your studies and hope your time at King's meets and exceeds your expectations.

5. Maps

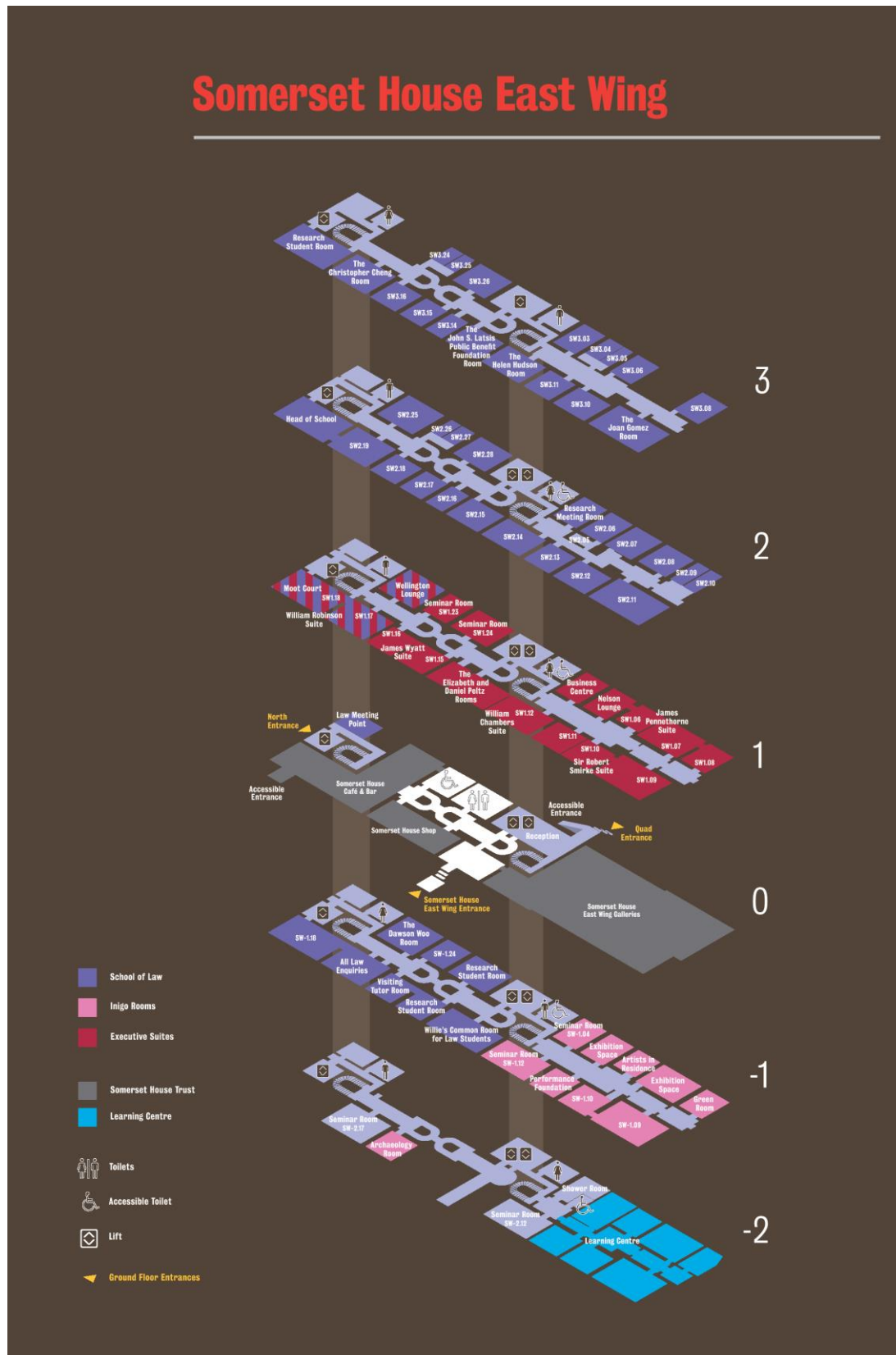
Strand Campus



Waterloo Campus



Somerset House East Wing



Appendix 1 – LLB Marking Guidelines

LLB Marking Guidelines

These guidelines supplement the College undergraduate marking guidance criteria, as they apply to formative and summative assessment set for undergraduate LLB modules. Whilst the guidelines focus on essay questions, problem questions and dissertations/research essays, the guidelines generally apply to any formative or summative work set for LLB modules, as appropriate.

Students should note that they should aim to these standards over the course of the LLB degree, and that account is always taken of the year/level of a student in applying these guidelines. Note also that, for summative assessment, all work is double marked and reviewed by an external examiner, according to the standards set out below.

First Class Answers (70+)

An explanation of the qualities that markers generally expect of First Class work within the discipline of law is set out below in respect of essay questions, problem questions and research essays/dissertations. The level of expectation in relation to those qualities at level 4 and 6 respectively and the mark awarded within the first class band is guided by the following:

80 +

Work at level 4 will provide a thorough understanding and informed discussion, demonstrate critical evaluation, show very well focused use of the full range of resources and will be very well structured. At level 6, work will in addition provide insightful discussion and independent critical evaluation, integrating relevant legal sources and resources throughout.

70 – 79

Work at level 4 will provide a thorough understanding and sound discussion, with reference to a comprehensive range of legal sources and relevant material, clearly and logically presented. At level 6, there will also be evidence of insightful and creative analysis, demonstrating independent thought and extensive reading. The presentation will be clear, fluent and focused.

Essay Questions (including Extended Essays)

In a first class answer, the essay contains a **clear, robust, sophisticated 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, displaying some lateral thinking. A first class argument will address its weaknesses as well as presenting its strengths, and will be appropriately referenced.

The **structure** of an essay is tightly focused around the question asked, and develops the essay’s argument in a **logical, coherent and integrated** way. An essay should not be a mere

list of points. It should present its argument from the outset, and an introduction and conclusion should be included, with subheadings as appropriate.

In terms of **content**, a first class answer will **address all, or almost all, legal issues that are relevant to the question**, and none that are irrelevant. Treatment of these issues should be exceptional, displaying both a **comprehensive and sophisticated understanding** of the sources and legal principles involved, including any ambiguities, with appropriate referencing, as well as **insightful analysis**.

Each of these three elements – argument, structure, and content – will be well covered or presented in the essay, as set out above, albeit that the combination of all three might not always be perfectly attained throughout the entire essay.

Writing is grammatically sound and displays a **strong command of plain English** writing skills.

Problem Questions

A first class 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 an LLB module. In addressing these issues, the answer should demonstrate **comprehensive knowledge of the relevant legal principles and their complexities/ambiguities**, applying and referencing these as appropriate to analyse the facts at issue. No irrelevant legal principles will be relied on. An understanding of the hierarchy of norms in the relevant legal system(s) should be demonstrated. For example, in tort law, relevant statutes should generally be applied before case law doctrine is covered.

In drawing on case law to deal with legal issues in a problem question, students should demonstrate an ability to draw on the ratio decidendi of decided cases and to distinguish the facts of relevant cases (where appropriate) by close comparison and analysis of the facts.

Students will **address the question** posed by the problem question **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 to a solicitor), not directly addressed to each party. In advising parties, students should present both the strengths and weaknesses of the parties' cases.

Writing is grammatically sound and displays a **strong command of plain English** writing skills.

Research Essays and Dissertations

The comments above in relation to first class essay answers obtain equally here. In addition, students will display **very competent research skills (as appropriate to the level of the module – 4,5,6)** in discussing and integrating relevant literature into their arguments. A first

class answer will show that students have **searched comprehensively** for legal literature in the field and read widely, and then relied on key pieces as sources in the essay or dissertation.

Students will also demonstrate **highly competent legal citation skills**, with clear consistency in citation. Students may adopt one of the main legal citation conventions, such as OSCOLA.

The writing style should show that students have revised and reworked their essays to make them as succinct and concise as possible. Word limit policies must be adhered to.

Upper Second Class Answers (2:1 – 60-69)

An explanation of the qualities that markers generally expect of Upper Second Class work within the discipline of law is set out below in respect of essay questions, problem questions and research essays/dissertations. In distinguishing between levels, work at level 4 will demonstrate a good understanding of legal principles and sources and relevant literature, presented coherently and in a well-organised fashion. At level 6, in addition, a good understanding of all key issues will be required, demonstrating extended reading where appropriate, with a coherent, well-organised and logical presentation.

Essay Questions (including Extended Essays)

The essay contains a **clear and independent argument**, which addresses the question asked. An upper second class argument should address its weaknesses as well as presenting its strengths, and will be appropriately referenced.

The **structure** of an essay is focused around the question asked, and develops the essay's argument in a **logical and coherent** way. An essay should not be a mere list of points. It should present its argument from the outset, and an introduction and conclusion should be included, with subheadings as appropriate.

In terms of **content**, an upper second class answer will address **most of the relevant legal issues studied** for the particular LLB module, and few if any that are irrelevant. Analysis of these issues should be **detailed and insightful**, and show a **competent understanding** of the legal principles involved, including any ambiguities, with appropriate referencing.

Writing is grammatically sound and displays a **strong command of plain English** writing skills.

Strong 2:1 Essays

Essays at the upper end of this category (68-69) may contain an ambitious argument as well as a comprehensive knowledge of the relevant sources. However, unlike a first class essay these may not always be sustained and followed through with detailed analysis at all stages. The essay will display evidence of intelligence that is regularly, but not always consistently, sophisticated in its analysis, impressive in its display of relevant knowledge of sources and has some originality and flair.

Problem Questions

An upper second class answer to a problem question **will identify and address most of the relevant legal issues** that arise in a fact scenario, as studied and examinable for an LLB module. In addressing these issues, the answer should demonstrate **detailed knowledge of the relevant legal principles and some appreciation of their complexities/ambiguities**, applying and referencing these as appropriate to analyse the facts at issue. Few if any irrelevant legal principles will be drawn on. An understanding of the hierarchy of norms in the relevant legal system(s) should be demonstrated. For example, in tort law, relevant statutes should generally be applied before case law doctrine is covered.

In drawing on case law to deal with legal issues in a problem question, students should demonstrate an ability to draw on the ratio decidendi of decided cases and to distinguish the facts of relevant cases (where appropriate) by comparison and analysis of the facts.

Students will **address the question** posed by the problem question **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 to a solicitor), not directly addressed to each party. In advising parties, students should present both the strengths and weaknesses of the parties' cases.

Writing is grammatically sound and displays a **strong command of plain English** writing skills.

Research Essays and Dissertations

The comments above in relation to upper second class essay answers obtain equally here. In addition, students will display a **competent level of research skill (as appropriate to the level of the module – 4,5,6)** in discussing and integrating relevant literature into their arguments. An upper second class answer will show that students have undertaken an **extended search** for legal literature in the field, read relatively widely, and then relied on relevant pieces as sources in the essay or dissertation.

Students will also demonstrate **competent legal citation skills**, showing consistency in citation. Students may adopt one of the main legal citation conventions, such as OSCOLA.

The writing style should show that students have edited their essays to make them relatively succinct and concise. Word limits policies should be respected (or if a word limit is exceeded, a 2:1 grade may represent a reduction in marks from a higher grade).

Lower Second Class Answers (2:2 – 50-59)

An explanation of the qualities that markers generally expect of Lower Second Class work within the discipline of law is set out below in respect of essay questions, problem questions and research essays/dissertations. At level 4, a sound understanding of relevant legal principles and sources is required, although there may be a largely descriptive account, with some reference to, and attempts to use, appropriate reading. The work will be clearly presented but with little development. At level 6, there will be sound understanding of basic principles/issues, with some evidence of analysis or synthesis. Appropriate material will

have been accessed, but there may be little evidence of extended reading.

Essay Questions (including Extended Essays)

The essay 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.

In terms of **content**, a lower second class answer will address **some or most of the relevant legal issues studied** for the particular LLB module. Analysis of these issues should show a **sound understanding** of the legal principles involved, and 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 is grammatically sound and displays **reasonable plain English writing skills**.

Low 2:2 Essays

Essays at the lower level of this class (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 lower second class answer to a problem question will **identify and address most key (but not all relevant) legal issues** that arise in a fact scenario, as studied and examinable for an LLB module. In addressing these issues, the answer should demonstrate **accurate knowledge** of the relevant legal principles, applying and referencing these as appropriate to analyse the facts at issue, **albeit that the complexities or ambiguities of applicable legal principles might not be addressed in any detail**. Some irrelevant legal principles may be drawn on. An understanding of the hierarchy of norms in the relevant legal system(s) should be demonstrated. For example, in tort law, relevant statutes should generally be applied before case law doctrine is covered.

In drawing on case law to deal with legal issues in a problem question, students should demonstrate an ability to draw on the ratio decidendi of decided cases and to distinguish the facts of relevant cases (where appropriate) by comparison and analysis of the facts. The answer may contain some substantive errors in undertaking this kind of analysis.

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

Writing is grammatically sound and displays **reasonable plain English writing skills**.

Research Essays and Dissertations

The comments above in relation to lower second class essay answers obtain equally here. In addition, students will display a **moderate level of research skill (as appropriate to the level of the module – 4,5,6)** in discussing and integrating relevant literature into their arguments. A lower second class answer will show that students have undertaken an **appropriate search** for legal literature in the field, read the literature as appropriate, and then relied on relevant pieces as sources in the essay or dissertation.

Students will also demonstrate **some legal citation skills**, with some consistency in citation. Students may adopt one of the main legal citation conventions, such as OSCOLA.

Word limits policies should be respected (or if a word limit exceeded, a 2:2 grade may represent a reduction in marks from a higher grade).

Third Class Answers (40-49)

An explanation of the general quality of work attracting a third class mark within the discipline of law is set out below in respect of essay questions, problem questions and research essays/dissertations. In distinguishing between levels:

At level 4, there will be general knowledge of some relevant legal areas, although lacking detail and of low quality in some areas. Presentation will be adequate, possibly with some disorganisation. At level 6, there will be general knowledge but limited analysis, skeletal coverage and insufficient use of relevant legal sources and literature where appropriate. Presentation will be adequate and generally logical.

Essay Questions (including Extended Essays)

The essay responds generally to the question asked, but is **mainly descriptive**. The essay may contain sections that relate poorly to the question.

The essay has **some form of structure** but it may include some disorganised sections and in parts deviate from the question asked.

In terms of **content**, a third class answer will address **some of the relevant legal issues studied** for the particular LLB module. Analysis of these issues should show **general knowledge** of the legal principles involved, although it **might contain inaccuracies**. The use of the relevant material may be derivative rather than independent, or involve poor choice in the selection of relevant sources and materials. Referencing may be poor (although no plagiarism is permitted). Some issues addressed may deviate from, or be irrelevant to, the question asked.

Writing may contain some grammatical errors and there may be lack of clarity in the writing, but its overall sense should be clear and it should display **some plain English writing skills**.

Problem Questions

A third class answer to a problem question will **identify and address some of the legal issues that arise in a fact scenario**, as studied and examinable for an LLB module. In addressing

these issues, the answer should demonstrate **general knowledge** of the relevant legal principles, applying and referencing these as appropriate to analyse the facts at issue, **albeit that the complexities or ambiguities of applicable legal principles are not addressed in any detail**. Irrelevant legal principles might also be adduced.

In drawing on case law to deal with legal issues in a problem question, students should demonstrate an ability to draw on the ratio decidendi of decided cases. The answer may contain substantive errors in undertaking this kind of analysis.

If a question invites students to advise particular parties, students **should advise all or most of the parties as directed**, although advice should usually be given in the third person (as counsel's opinion to a solicitor), not directly addressed to each party.

Writing may contain some grammatical errors, but its sense should be clear and it should display **some plain English writing skills**.

Research Essays and Dissertations

The comments above in relation to third class essay answers obtain equally here. In addition, students will display a **low level of research skill** in discussing and integrating relevant literature into their arguments. A third class answer will show that students have undertaken a **limited search** for legal literature in the field, resulting in key pieces being omitted as sources in the essay or dissertation.

Students will demonstrate **basic legal citation skills**, paying at least some attention to citation.

Word limit policies should be respected (or if a word limit is exceeded, a 3rd class grade may represent a reduction in marks from a higher grade).

Failing Answers

Failing answers will fail to answer the question and/or reveal some of the following characteristics: serious deficiencies in understanding, organisation and breadth of relevant sources; widespread inclusion of irrelevant material; and minimal or superficial understanding of the materials.

The category within which a fail mark falls at levels 4 and 6 respectively is determined as follows:

33 – 39

At level 4, there will be some knowledge but limited understanding with inaccuracies; limited resources; poor referencing; and disorganised, unclear presentation. At level 6, key issues will not have been identified, and there will be poor analysis, insufficient or poor references to relevant material, sketchy argument and disorganised/unclear presentation.

20 – 32

At level 4, mainly inaccurate, lack of understanding and poor/inappropriate use of resources. Poor presentation/structure/language. At level 6, very poor or no analysis, poor use of resources, understanding and presentation.

0 – 20

Marks below 20 will usually refer to answers that fail to meet an examination or assessment rubric (e.g. failing to answer a problem question in an examination when one is required to be answered) or an examination answer or piece of writing so devoid of content that it effectively constitutes a failed attempt to answer the question set.

Appendix 2 – Generic Marking Criteria

Please find at the following link

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

Appendix 3 – Assessment and Feedback FAQs

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. In 2017-18, the Law School has imposed a standardised deadline for summative essays.

For *summative essays* due to be submitted in semester 1 = 2nd January 2018 at 3pm

For *summative essays* due to be submitted in semester 2 = 9th and 10th April 2018 at 3pm

Some module leaders may choose to set deadlines outside of these dates and will communicate this with you accordingly. Questions will be released by module leaders in good time and in as staggered a fashion as possible and it is very important that students create a timetable for the completion of their summative essays which works for them but which also allows time for examination revision.

It is very important that you do not try to complete your essays at the same time. Please use the staggered release of questions to allocate time to each individual essay and do not leave all of your submissions to the last minute. Even though the deadline may be near the May exam period, you should not let this be a reason for it to affect or interfere with your revision. You are given adequate time to complete your essays and revise for your exams separately. A suggested work schedule is detailed below:

Module 1: Essay questions released in December – spend some time in the Christmas holidays composing your research and writing an essay plan.

Module 2: Essay questions released in mid-January – spend two weeks in January/February composing your research and writing an essay plan.

Module 3: Essay questions released in mid-February – spend two weeks in February/March composing your research and writing an essay plan.

Module 1: Write essay mid-late January (make additional amendments as and when necessary).

Module 2: Write essay mid-late February (make additional amendments as and when necessary).

Module 3: Write essay mid-late March

Late March/Early April: Final read through of essays and submit

April: Examination Revision

This is just a suggested model and your actual work will depend on the time-frames in which it is set however it demonstrates how time can be allocated to one piece of work at a time so that you are focused and engaged with the material and your argument.

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 circumstance 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 **no later than 7 days after your submission deadline.**

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 your 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 40 resulting in an overall module mark of 40. 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 Undergraduate 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 Undergraduate 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](#).

First year UG undergraduate students sit mid-sessional (mock) exams in all year 1 subjects in January. Though not compulsory, you are strongly encouraged to sit these exams for practice and feedback. You should check the links above in mid-late November for confirmation of the date on which exam timetables will be published. Mid-sessional exams cannot be deferred or sat at another time.

A very small number of UG examinations are held in January and this is subject to change on an annual basis and should be checked as above.

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 Examination Provisions and request additional time for your examinations. See [further information](#).

Please note that there is a deadline for PEP 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 LLB marking guidelines. The former can be found [here](#) while the latter are located on KEATS in the 'Law Undergraduate 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.

Please see the university policy on student feedback [here](#).

What is the role of the Assessment Boards?

The Assessment Boards are fundamentality 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).

An undergraduate student who has not met the requirements for a particular classification but who is within a two percent margin of a higher classification boundary (i.e. 68/58/48) will be awarded the higher classification provided that at least 60 credits at level 6 or above (level 7 for integrated masters programmes) have marks at or above the higher classification.

When will the results be published?

UG – early-mid July (and early September for resits)

What happens if I fail a summative assessment or exam?

Students are required to score the pass mark in a module. In undergraduate modules, this is 40. You must score this mark as an overall combined mark taking into account all summative assessment components on a module i.e. if an undergraduate 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 (40 for undergraduate). 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** which for undergraduates is the August re-sit period. Information on the dates of all exam periods can be found on the [Examinations and Awards Office website](#). If students cannot sit exams due to illness or they fail their attempts, the general undergraduate cycle is mapped below:

January exams – next opportunity is August

May exams - next opportunity is August

August exams - next opportunity is either January or May, depending on when you first sat the exam i.e. if you failed the exam in January and then could not sit in August due to ill-health, you would sit the exam in January.

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.

What happens if I fail one or more modules?

For undergraduate students, you must pass a certain number of credits per year in order to be able to progress to the following year of your programme. You can carry 30 credits of failed modules over to the next academic year meaning you enrol for your following year's modules and have a re-sit assessment to complete during that year also (this may be an essay but more typically an exam). Any exams are sat at the next available opportunity as explained above.

If an undergraduate student fails more than 30 credits in one year, they cannot progress and they must sit the next academic year out of college until they have passed the outstanding modules. Alternatively, they can request to attend teaching again for the modules they have failed but this option does incur fees. Usually though this means you take a year out and sit your exams in May and return in the September of the following academic year to resume your next year of study.

Undergraduate students need to be aware that their progression from year to year depends on passing sufficient credit:

The minimum progression requirements for students enrolled on a full-time undergraduate programme are as follows (pro rata for part-time students):

- ♦ Year 1 to Year 2: 90 credits excluding condoned fails
- ♦ Year 2 to Year 3: 210 credits excluding condoned fails
- ♦ Year 3 to Year 4: 330 credits excluding condoned fails

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

The maximum number of times you can attempt an assessment depends on the level of study:

For year 1 (level 4 modules): 3 attempts permitted

For year 2 and above (level 6 modules): 2 attempts permitted.

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; 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 and 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 for those who have not received their final degree or a change in classification of their final degree if there are grounds (students who are not very close to the borderline of a classification are unlikely to be considered).

For undergraduate students, if you have not already received your degree, 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](#).