

# Undergraduate Handbook

2018-19





# Contents

<b>1. How to use this handbook</b>	<b>3</b>
<b>2. The University at a Glance</b>	<b>5</b>
2.1. Policies	5
2.2. Learning and teaching	5
2.3. Regulations, assessment and feedback	5
2.4. Student support & disability	6
2.5. Your King's IDs	8
2.6. Library services and IT	8
2.7. Student records	9
2.8. Student Services	10
<b>3. The Dickson Poon School of Law</b>	<b>12</b>
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. Learning and other resources	17
3.6. Keats	20
3.7. Complaints	21
3.8. Attendance and Engagement	21
3.9. Timetable	22
3.10. Recording	22
3.11. Personal tutors	23
3.12. Personal issues and changes of circumstances	23
3.13. Careers & Employability	24
3.14. Common rooms	25
3.15. Publicity	26
3.16. Diversity and Inclusion	26
<b>4. The King's LLB</b>	<b>28</b>
4.1. Programmes	28
4.2. Study Abroad Programmes	32
4.3. Module selection	36
4.4. Examinations and assessments	36
4.5. Plagiarism and academic honesty	39
4.6. Appeals	40
<b>5. Key dates</b>	<b>40</b>
<b>6. Maps</b>	<b>42</b>
<b>Appendix 1: Marking Guidelines and Assessment</b>	<b>44</b>
<b>Appendix 2: Generic Marking Criteria</b>	<b>51</b>
<b>Appendix 3: Assessment FAQ</b>	<b>51</b>

## How to use this handbook

This handbook contains essential information to guide you through the next year at The Dickson Poon School of Law. We expect you to read this guide from cover to cover, as it contains information you must be familiar with. We will refer to it in our correspondence with you and when dealing with any issues that may arise throughout the year.

While the information contained in this handbook is believed to be correct at the time of publication, it may change during the 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: one section is dedicated to university-wide information and policies, one to information specific to The Dickson Poon School of Law, and one to information about your programme. All hyperlinks in this document are clickable. 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](#)

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](#)

### 2.1 University policies

The King's Student Charter can be accessed [here](#)

The university's Statement on Equality and Diversity can be found [here](#)

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 [here](#)

### 2.2 Learning and teaching

The university's strategic plan is available [here](#)

Programme specifications for all academic programmes on offer at the university are located [here](#)

While your degree is in principle a taught degree rather than a research degree, situations may arise in which you will be required to conduct research. Information about research ethics, research support and a core code of practice, is available [here](#)

### 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 [here](#)

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 [here](#)



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. These can be consulted [here](#)

Information about mitigating circumstances, as well as forms for requesting extensions or notifying of absence for an exam, can be found [here](#)

Access our policy on student misconduct [here](#)

Find information about appealing a decision of the Assessment Board [here](#)

## 2.4 Student support & disability

The university offers 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 register with a doctor (GP) as soon as possible, if you have not already done so. You are eligible to register with the King's NHS Centre if you live within the university catchment area. You can find more information [here](#)

### Disability Advisory Service

If you have a disability, including dyslexia, 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. Disability Advisors can discuss possible support strategies, such as a King's Inclusion Plan (KIP) which can outline your year's study and any necessary provisions and dispensations. There are also Disability Advisors based in individual schools. Please see more information [here](#)

### Counselling

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

### Accommodation

The university may be able to assist with regards to accommodation. Consult [King's Residences](#) for more information.

### Study abroad

As part of King's Worldwide, the Study Abroad team identify, promote, and facilitate new

opportunities for study abroad and placement activities, for both incoming and outgoing students. To learn more about their work, click [here](#)

### Child care

The university offers advice on child care, which can be found [here](#)

### Student funding

The Student Funding Office 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. Contact our staff if you have any queries; you can find them [here](#)

### Spiritual Support

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. For more information see [Where to Pray](#)

### International Study Support

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

### Health and safety

Health & Safety services offer information, as well as training. See what they do [here](#)

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

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

### English Language Centre

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

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

We encourage you to make use of the English Language Centre when writing and researching for essays and/or writing projects. See [Academic Preparation Courses](#) for more information.

## 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. 1812345. (found on your KCL student card)

This number typically begins with the last 2 digits of the year you enrol at King's i.e. **2018**. This is how you are recognised on the university database and records, and you must include this number in all correspondence to staff.

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

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

3. **Candidate number:** e.g. Z12345 (published on student records in semester 1)

This is the ID you must include on all your assessment submissions/exam papers. It is a 5-digit number preceded by a letter which **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](#) and the [IT Services](#) pages to find out more.

You can contact the IT Service Desk by email [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk) or telephone 020 7848 8888. Make sure to have your K-number ready when contacting them. Providing a screenshot of issues when sending email enquiries assists the IT Service Desk team in resolving any issues.

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

Student computing rooms are available at [each campus](#) across King's. Note, there are no printers for student use in Somerset House. 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.

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

The Global Desktop allows you to use software and to access your personal files and documents from any computer with an internet connection. Software available on the Global Desktop includes: SPSS, Endnote and specialist departmental software.

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

### **Wireless network**

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

## **2.7 Student records**

[Student Records](#) is a web-based service that allows students to manage their personal information. 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.

Please make sure that your information is up to date at all times.

Use your K-number to [log in](#).

## 2.8 Student Services

Student Services are an integral part of our Customer Services team and has convenient locations [across our campuses](#): Bush House, Franklin-Wilkins Building, New Hunt's House, and the Weston Education Centre.

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

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

Email: [student@kcl.ac.uk](mailto: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. 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 of students 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, mootings and other extra-curricular activities – that you actively contribute to its development.

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

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



## 3.2 About the School

The Dickson Poon School of Law, 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 university was formed almost 200 years ago.

King's has been in service to society since its foundation and we're proud to continue that tradition to this day. Our research and teaching address some of the most pressing questions of our time relating to equality and human rights, the legal implications of climate change, globalisation, international relations, trade, competition and global finance, to name but a few. Members of The Dickson Poon School of Law advise governments, serve on commissions and public bodies and are seconded to national and international organisations, helping to shape policy and practice nationally and internationally.

Our undergraduate, postgraduate and executive courses are informed by our research expertise. We have a lively student community engaged in pro bono, professional development and mooted activities alongside their core studies.

The current Executive Dean is [Professor Gillian Douglas](#).

### Recent history

The School was named The Dickson Poon School of Law in 2012 following a [donation made by Sir Dickson Poon FKC](#). In the same year Somerset House East Wing was formally opened by [Her Majesty the Queen](#). The School went on to welcome two former Lord Chief Justices, The Rt Hon Lord Phillips of Worth Matravers and The Rt Hon Lord Judge, as Distinguished Visitors. In 2014 it established the [Transnational Law Institute](#) - the School's flagship enterprise for research and teaching in legal relations that transcend national borders. Following [a gift from Dato' Seok K Yeoh FKC](#) (Law LLB, 1987) and his family, the School also established the Yeoh Tiong Lay Centre for Politics, Philosophy & Law which fosters interdisciplinary research involving politics, philosophy, and law within King's and underpins the teaching of our [Politics, Philosophy & Law \(PPL\) LLB degree](#). The School was rated number one in the UK in the 2014 Research Excellence Framework (REF), launched its pro bono legal clinic in 2017, and held the first [King's Transnational Law Summit \(KTLS18\)](#) in April 2018.

### Our location

The School is based in the East Wing of Somerset House on [King's Strand Campus](#) in London. Our location means that we are in the heart of the Legal London with Parliament, government departments, the Royal Courts of Justice, the Inns of Court and the offices of major global law firms all within walking distance. The School and its staff have meaningful connections with these organisations, (as well as NGO's, charities and other institutions)

and as a result, politicians, judges and legal practitioners often give public lectures, seminars and talks at King's, contributing to our community of scholarship and expertise.

### School in numbers

- Undergraduate students: 881
- Postgraduate students: 1,200
- Academic staff: 255
- Average public events per year: 150

*\* Guardian University Guide 2019: Law  
2018 QS World University Rankings  
The Complete University Guide 2019 - Law  
Times Higher Education REF ranking 2014*

### 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.

#### Director of Undergraduate Programmes

Dr Emily Hudson is the Programme Director for the Undergraduate Programmes and has oversight of Academic, Policy and Strategic Issues.

#### Administrative queries and help

Any issues regarding the administration and day-to-day running of the programme are dealt with by our team in [The Law Enquiries Office, SW-1.17](#), located in the first basement of 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).

#### Undergraduate Programme Administration Team

The Undergraduate Programme Administration Team is responsible for the administration of the LLB programmes in the School. They provide advice to undergraduate students in respect of:

- timetabling, classrooms and lecture rooms;
- programme regulations and policies;
- assessments, mitigating circumstances and results
- module selection and study abroad opportunities
- course materials hosted on KEATS.



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

Please email [UG-Law@kcl.ac.uk](mailto:UG-Law@kcl.ac.uk) when inquiring about programme issues and one of the Programme Officers or Senior Programme Officers will assist.



**Zoe Fear**  
Senior Programme Officer  
(+44) 0207 848 2479



**Annette Lee**  
Programme Officer  
(+44) 0207 848 2849



**Nadia Guetat**  
Programme Officer  
(+44) 0207 848 1724

#### Other Administrative Contacts



**Caitlin English**  
Senior Programmes Manager  
Email: [caitlin.english@kcl.ac.uk](mailto:caitlin.english@kcl.ac.uk)



**Billy Reed**  
Student Experience Manager  
Email: [billy.reed@kcl.ac.uk](mailto:billy.reed@kcl.ac.uk)



**Monica Jancsik**  
Programmes Manager

You will be thoroughly supported throughout your studies by the Programme Officers and Senior Programme Officer. At certain times of the year, you may also hear from Caitlin, Monica or Billy who are managers within the School of Law. All three are responsible for the effective management of all undergraduate and postgraduate programmes and ensuring that any issues and concerns are addressed in a timely manner. Should you wish to discuss any elements of your programme, they will be happy to consult with you on these matters.

#### Academic contacts

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

The module leader will provide you with their contact details at the beginning of term. Should you wish to arrange a meeting with an academic, you can do so by checking their [office hours](#) or emailing to arrange a meeting.

Please direct any administrative queries to [UG-Law@kcl.ac.uk](mailto:UG-Law@kcl.ac.uk) rather than to the academic contacts. If you are unable to get in touch with an academic member of staff or do not receive a response, please email the UG team and we will assist.

### 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. It is also a key way of feeding back your experiences as a law students to the faculty and the Professional Services team. We will be in touch with you early in the year about this.

President: Felix Kroner – [Felix.Kroner@kcl.ac.uk](mailto:Felix.Kroner@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 to ensure that students 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 and Mooting Society also offers CV workshops, interview workshops, tours of Inns of Courts, legal competitions, and events with leading barristers' chambers and law firms.

#### The KCL Pro Bono Society

Founded in 2007 with only two projects, [KCL Pro Bono](#) has since grown to encompass eight different volunteer projects involving up to 400 students. KCL Pro Bono is the only society at King's that offers students a chance to put their classroom legal skills into practice.

With the aim of providing free legal aid and education to the community, volunteering with KCL Pro Bono will help you develop essential practical legal skills.

### King's Legal Clinic

[King's Legal Clinic](#) is a free to use advice-only legal service based in The Dickson Poon School of Law on the Strand Campus at King's College London. Students working under the supervision of a qualified lawyer will interview the client, analyse their problem, research the issues and send them a written letter of advice normally within two weeks of their interview. Because the students are supervised throughout by a qualified lawyer, clients can be assured that the advice they receive will be to the same standard as it would be if they had paid for that advice.

### 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.

## 3.5 Learning and other resources

### Law and the library

Libraries provide information resources relevant to the subjects taught in the School of Law. The Library Enquiry desk staff are available to offer guidance on all library services, including help using online resources and student computing facilities. Further information and support are available [here](#)

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. The



Dickson Poon School of Law's library collection is located in the beautiful Maughan Library

- ♦ **Waterloo Campus** – Franklin-Wilkins Library.
- ♦ **Guy's Campus** – New Hunt's House Library; Wills Library in the Hodgkin Building.
- ♦ **Denmark Hill Campus** – Students on the Mental Health, Ethics and Law Programme will find one of the largest psychiatric libraries in Western Europe at the 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 [here](#)

The Information Specialist for Law is:

Ms Charlie Worthington

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

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

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

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

## 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](#)

## Opening hours

You can find the libraries' opening hours [here](#)

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

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 [here](#)

### **MyReadingLists**

Many course tutors will have added your module reading list to the online reading-list service. You can find it at [MyReadingLists](#) 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](#)

### **Disability Support**

To discuss your requirements in confidence, please email [library-disability@kcl.ac.uk](mailto: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 [Disability Support](#).

### **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, e-journals 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](#)

### Study Spaces and Zones

Zoning (Silent, Quiet, Discuss/Group Study) has been introduced in libraries and student computing rooms, indicating areas where different activities are appropriate. 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 [Library Services](#):

- ♦ Real time chat service called 'Ask a Librarian'
- ♦ Email – [libraryservices@kcl.ac.uk](mailto:libraryservices@kcl.ac.uk)
- ♦ Phone and web form.

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

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

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

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

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

## 3.6 KEATS



[King's E-Learning and Teaching Service \(KEATS\)](#) is the virtual learning environment for staff and students of King's College London. It is a web-based tool for delivering resources for learning and teaching and is designed to support you in your studies. Its main function will be to host general learning materials for postgraduate 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. We also use KEATS to circulate updates on module details, for example room or timetable changes.

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 as well as university news and announcements. You will also have access to the General Information page, where you will find general programme documentation and resources to further support your learning at King's, including 'How to guides' on KEATS itself.

### Help and Support

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

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

Should you experience difficulty in downloading or opening course materials for specific modules, please contact the programme administration team.

## 3.7 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 Billy Reed, Student Experience 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), Billy 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](#).

## 3.8 Attendance and Engagement

The College has an [Attendance and Engagement Policy](#) which sets out the expectations applicable for all students. In addition, for students who are subject to immigration control,

King's College London has a responsibility to comply with the statutory Tier 4 sponsor licence obligations as set by the UK Visas & Immigration (UKVI). This includes a requirement to monitor the attendance and engagement of our sponsored students throughout the academic year. Further information about requirements can be found on the internal webpages of the [Visa Compliance Team](#).

The Dickson Poon School of Law expects students to attend all scheduled teaching, including lectures, tutorials and seminars. Attendance registers may be taken at any of these. If you intend to be absent, you should inform your teacher. Please consult [the following webpage](#) for more information on attendance and engagement in the School of Law.

### 3.9 Timetable

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

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

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

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 the programme administration team. 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.

### 3.10 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 your teachers at the beginning of the semester. When recordings are made, they will be uploaded to a designated section of the KEATS module page.

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

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

T: 0207 848 3398

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

Please inform the programme administration team should you require special dispensation.

### 3.11 Personal tutors

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

We strongly encourage students to help develop their academic relationship with their personal tutor. If you would like to see your personal tutor at any time outside the specified meeting points, this can be arranged by contacting them via email in the first instance.

### 3.12 Personal issues and changes of circumstances

If your situation changes and begins to impact on your studies, you should inform the School 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 your personal tutor or the programme administration team.

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

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



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

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

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

Note that all changes to your registration status may impact on your tuition fees. Our policy with regard to accepting changes to your status can be found in our [academic regulations](#). See section T. Generally speaking, changes will be allowed only in case of serious personal circumstances or other adequate reason and all requests must be approved by a senior member of the administrative team.

### 3.13 Careers & Employability

Right from the start of your programme there are opportunities to accelerate your professional development by accessing timely advice and meeting employers and alumni in many sectors. Whilst you will see many law career-related events, we know that Dickson Poon School of Law students may also be interested in alternatives such as policy, human rights and finance.

You will receive a Dickson Poon School of Law Careers Guide at induction and can also find more information on Keats and on King's Careers & Employability's website listed below.

Law – related career options are a must for many of you, so do not miss these important events early in the Autumn term:

### Legal Week: 15<sup>th</sup> October – 19<sup>th</sup> October 2018

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

### The Law Fair: 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> October 2018

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

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

### One-to-one advice and guidance

Helen Lovegrove and Kiren Gui are the two Careers Consultants to The Dickson Poon School of Law with whom you can book appointments up to two weeks in advance. Same day appointments are also available with other Careers Consultants. You can book an appointment to discuss any aspect of your career search and applications including mock interviews. Click [here](#) on how to book

### Weekly careers newsletter and King's Law Facebook page

Together, these alert you to jobs, internships and events, both on and off campus. The newsletter is sent to your King's email address.

### More information

- The Dickson Poon School of Law Postgraduate Careers Guide you will be given at induction
- [Keats Careers & Employability Module](#)

King's Careers & Employability  
BH(SE) 5.15, Bush House South East Wing  
Strand, London  
WC2B 4BG  
[www.kcl.ac.uk/careers](http://www.kcl.ac.uk/careers)  
[careers@kcl.ac.uk](mailto:careers@kcl.ac.uk)  
[www.facebook.com/kingslawcareers](http://www.facebook.com/kingslawcareers)

## 3.14 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 Carmen 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.

### 3.15 Publicity

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

### 3.16 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.

You can find more information on the work we do and on opportunities to get involved on our [Diversity & Inclusion webpages](#).





## 4. The King's Undergraduate Law Programmes

### 4.1 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 Law & Hong Kong 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 with Hong Kong Law – LLB/LLM \(4 years\)](#)

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 require.

#### **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](#). The 2018-19 list of optional modules 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](#) and [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 is chosen from a list of [options](#) for 2018-19. Optional modules are subject to change.

**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.

### **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](#), [European 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](#) and [Law of Trusts](#) and [Jurisprudence and Legal Theory](#).

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

## 4.2 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.



### 4.3 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)
- Some modules are restricted to final year students (Commercial Arbitration; Commercial 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. The UG administrative team 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. Information regarding enrolment deadlines can be found [here](#).

### 4.4 Examinations and assessments

Taught modules are assessed by written examination, coursework, or both. The majority of our taught modules are assessed by written examination. Please check the description of the relevant modules on KEATS to find out how they are assessed. Your module leader will also provide you with all relevant information.

Students are expected to read the **assessment factsheet** which will be provided at induction and is also available on KEATS. Students should also review the [Assessment FAQs](#) which are updated regularly on the School of Law website.

### Examinations

Most summative examinations for UG campus based programmes within the School will take place during the [specified exam periods](#).

Individual modules may have other assessments including, but not limited to, summative coursework, in-class assessments, dissertations or take-home examinations which take place throughout the academic year. Students are advised to check the relevant KEATS module page and with the module leader for further information.

Students are strongly advised not to make any travel or other arrangements until they know their full assessment/exam timetable for the year.

Re-sit examinations (for those who have failed or deferred due to mitigating circumstances) will be held in August.

Examination timetables are published via Student Records. 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 which 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. In order to sit an examination, you must use your candidate number (as explained in the [section King's IDs](#)). Do not confuse it with your student number or your K-number, for doing so will breach your anonymity.

### Summative essays

Summative essays count towards your module mark and therefore also your final grade and should be distinguished from formative essays (see below). Summative essays will need to be submitted via KEATS. Your module leader will inform you if you will be required to submit a summative essay and they will also inform you of the deadline, which will also be noted on KEATS. You must identify your essay only by your candidate number. Students are advised to submit their work at least 15 minutes before the deadline on KEATS to make sure the submission is successful as the system needs a bit of time to update. If you encounter issues with your online submission, please submit your work with explanation to [UG-Law@kcl.ac.uk](mailto:UG-Law@kcl.ac.uk) prior to the deadline as proof of electronic submission **as a last resort**.

### Formative essays

Your module leader may also ask you to write a formative essay on a particular topic. A formative essay does not count towards your module mark but is designed as practice to help you develop your legal writing skills.

### Mid-sessional exams (First Year Students only)

Mid-sessional 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-sessional 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-sessional examinations.**

### The marking process

Summative essays and exam scripts are referred to by candidate number only and at all stages strict confidentiality is maintained. All scripts in every examination and all summative essays are marked internally according to the [college marking models](#). Undergraduate modules are typically marked according to Model 1 and Postgraduate modules are typically marked according to Model 2 or 3.

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 is asked to pay special attention to all scripts which are marked as fails, borderline marks, as well as a sample of assignments in each classification.

Once the scripts have been 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 Assessment Board ratifies module results and award classifications. Shortly after ratification, results will be released to students by Registry Services. Please see the 'Key Programme Dates' section for information.

### Past exam papers

Past exam papers are normally available to view on KEATS. If you are unable to access them, please email [ug-law@kcl.ac.uk](mailto:ug-law@kcl.ac.uk) to arrange access.

### Mitigating Circumstances or Submission Extensions

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

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

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

Late submissions that do not have an approved extension will be accepted within 24 hours after a deadline, but the mark will be capped at the pass mark. The pass mark is 40 for Undergraduate modules and 50 for Postgraduate modules. After 24 hours, late submissions will not be accepted, and that element of the module will be marked zero for absence. If you have any questions, please contact [lawmcf@kcl.ac.uk](mailto:lawmcf@kcl.ac.uk).

### Personalised Assessment Arrangement (PAA)

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

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

## 4.5 Plagiarism and academic honesty

### University policy

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

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

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

### Turnitin

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



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

Turnitin is managed by Library Services on behalf of all Schools and departments within the university, and they provide User-guides, FAQs and other helpful information on Turnitin. Links to the library website and information about using Turnitin can be found on your KEATS homepage.

## 4.6 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.

## 5. Key dates

### 5.1 Key Programme Dates

**Enrolment and Induction: 17<sup>th</sup> – 21<sup>st</sup> September 2018**

#### [Semester Dates](#)

Term one: 24 September - 14th December 2018

Term two: 7th January 2019 – 29<sup>th</sup> March 2019

Term three: 23 April 2019 – 31st May 2019

**Enrolment and Induction: 17<sup>th</sup> – 21<sup>st</sup> September 2018**

#### Semester Dates

**Term one:** 24 September - 14th December 2018

**Term two:** 7th January 2019 – 29 March 2019

**Term three:** 23 April 2019 – 31st May 2019

**Semester 1 teaching:** 24th September – 14th December 2018

**Reading week:** 29th October - 2nd November 2018

**Christmas holiday:** 15th December 2018 – 6th January 2019

**Mid-sessional Exams:** (1st year only): 7th January – 11 January 2019

**Semester 2 teaching:** 14th January – 29th March 2019

**Reading week:** 18th February – 22nd February 2019

**Easter holiday:** 30th March – 22nd April 2019

**Revision/Surgery week:** 23rd April - 26th April 2019

**Examinations:** 29th April – 31st May 2019

**August Examinations:** 5th August – 16th August 2019

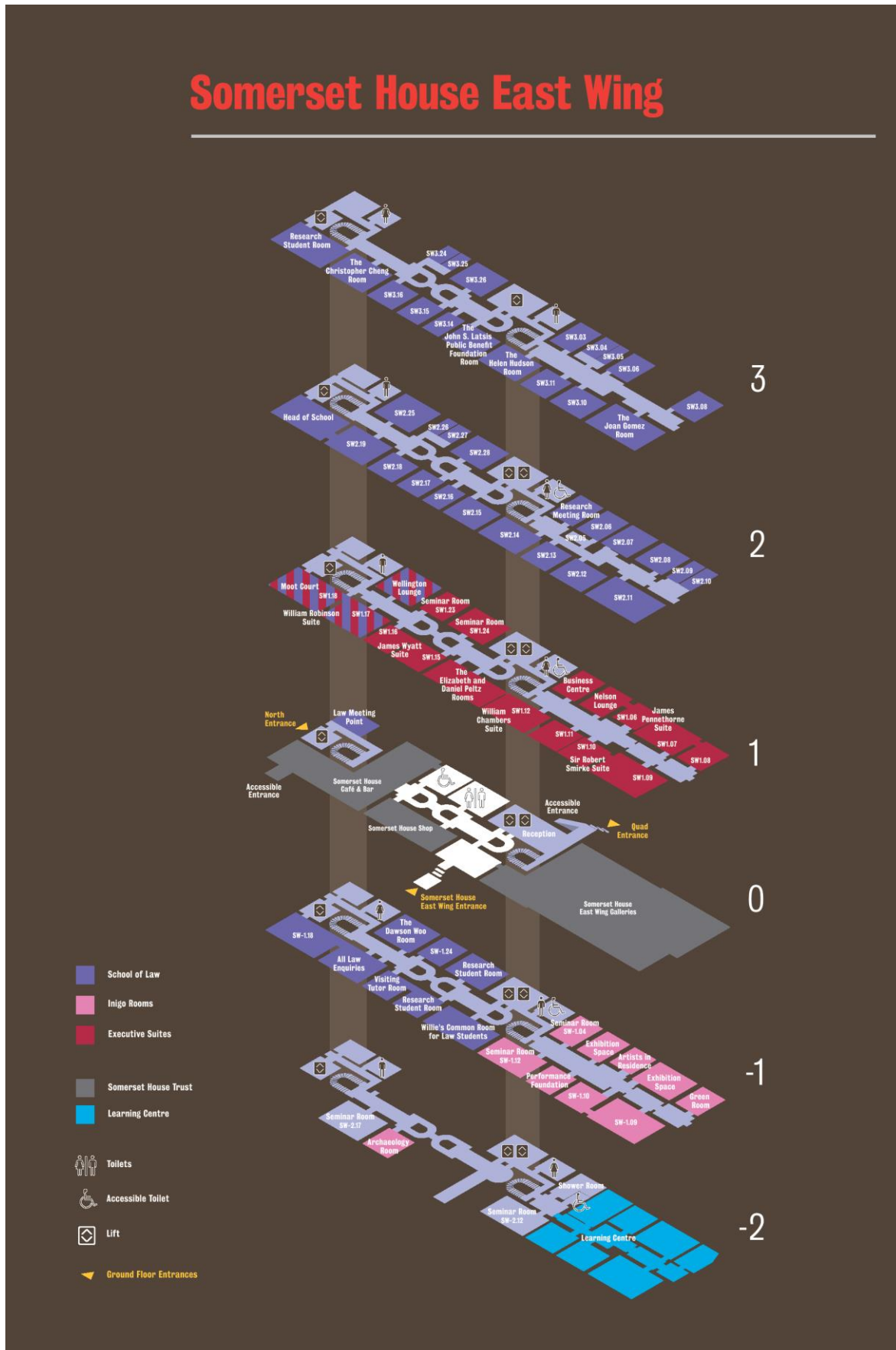
Please note that students are required to be in London for the duration of each semester. Students are strongly advised against making arrangements, such as booking flights, which may clash with academic dates, particularly during the examination periods. In your induction pack is an annual events calendar 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.

## 6. Maps

### Strand 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 3<sup>rd</sup> 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 click [here](#) for information regarding the generic marking criteria.

## Appendix 3 – Assessment and Feedback FAQs

Students should also review the [Assessment FAQs](#) which are updated regularly on the School of Law website