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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 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

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, mooting and other extra-curricular activities – that you actively contribute to its development.

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

Professor Gillian Douglas
Executive Dean of The Dickson Poon School of Law
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 mooting 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 NGOs, 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 Postgraduate (Taught) Programmes

Dr Philippa Webb is the Programme Director for the Postgraduate Taught Programmes and has oversight of Academic, Policy and Strategic Issues.

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 pgt-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 pgt-law@kcl.ac.uk and we will assist.
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) or give them a call or send them an email.

Postgraduate Programme Administration Team

The Postgraduate Programme Administration Team is responsible for the administration of the LLM, MA and MSc programmes in the School. They provide advice to postgraduate students in respect of:

- timetabling, classrooms and lecture rooms;
- programme regulations and policies;
- assessments, Mitigating Circumstances and results
- module and pathway selection;
- submission of documents relating to Dissertations or Writing Projects;
- 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 PGT-Law@kcl.ac.uk when inquiring about programme issues and one of the Programme Officers or Senior Programme Officers will assist.

Omowunmi (Mo) Adebambo
Senior Programme Officer
Phone: 0207 848 2036

Nojmul Islam
Programme Officer
Phone: 0207 848 5899

Matthew Simmons
Programme Officer
Phone: 0207 848 1759
Other Key Contacts

Caitlin English
Senior Programmes Manager
Email: caitlin.english@kcl.ac.uk

Monica Jancsik
Programmes Manager
Email: monica.jancsik@kcl.ac.uk

Billy Reed
Student Experience Manager
Email: billy.reed@kcl.ac.uk

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.

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 student 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

The King’s Postgraduate Law Society
The King’s Postgraduate Law Society organises a busy calendar of social and networking events for postgraduate students. Elections for its organising committee are held early in the academic year.
King's College London Law Society

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

The Society hosts numerous events 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

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. 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 – librarieservices@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 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 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 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.
3.8 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.

3.9 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.

3.10 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.

3.11 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. Please note it will take a few weeks at the start of the academic year to finalise your student record and personal timetable. During that period, we recommend you confirm timetable details by searching by module in the King’s timetabling system.

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.

3.12 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

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

3.13 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.

3.14 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.

### 3.15 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 Postgraduate 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:

**Professional Futures**

Professional Futures is designed specifically for postgraduate and LLM students and provides essential and focused advice on the most commonly requested career paths and
internships. Early on in the programme you will also meet alumni and graduate recruiters from top law firms who will guide you on what you need to do to succeed. The full programme is available in The Dickson Poon School of Law Postgraduate Careers Guide.

Legal Week - 15th-19th 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 – 23-25th 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
careers@kcl.ac.uk
www.facebook.com/kingslawcareers
3.16 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.

3.17 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 for possible use in internal and external publicity.

3.18 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 LLM

At King’s you have the choice of either completing our general (tailored) LLM, or one of our eight specialist LLM pathways. Both options require the completion of 180 credits. You must obtain 120 or 140 credits in taught modules and the remaining 40 or 60 credits from a Writing Project of your choice. More details about writing projects will follow in section 4.7 of this booklet.

We offer a wide range of taught modules, all of which are worth either 40 credits (full year) or 20 credits (one semester).

Teaching at King’s is delivered in various forms, comprising lectures, seminars, and/or tutorials. The majority of the teaching on the LLM programme will be delivered in lecture form.

4.1 The general LLM programme

The general, non-specialised LLM programme is structured as follows. Its completion will lead to the award of LLM (Master of Laws).
4.2 The pathways

Our eight specialist LLM pathways are:

- LLM in Competition Law
- LLM in European Law
- LLM in Intellectual Property & Information Law
- LLM in International Business Law
- LLM in International Dispute Resolution
- LLM in International Financial Law
- LLM in International Tax Law
- LLM in Transnational Law

You will be asked to select a pathway during the first term and asked to confirm your choice or change pathways in the second term. A bespoke selection of full and half modules are offered under each specialist LLM pathway.

If you wish to graduate with a particular specialist LLM degree, you will need to select and successfully complete a combination of modules within that pathway that add up to at least 120 credits. The credits associated with the writing project (40/60 credits) can, but need not, be associated with the chosen specialist pathway, as long as you meet the 120 credit requirement in total. On the following pages you will find an illustration of the two options you have if you choose to specialise.

Students successfully completing a specialist LLM will be awarded the degree of LLM (Master of Laws) in that specialism (e.g. LLM in International Business Law or LLM in Competition Law).
There are two options of shaping your LLM pathway, depending on whether or not you want your writing project to be associated with your choice of pathway.

Option 1: Writing Project not associated with pathway

Specialist LLM

120 Credits achieved from taught modules associated with the chosen pathway
Exams and / or coursework pre-June 2019

0/20 Credits from any taught modules from the LLM programme
Exams and / or coursework pre-June 2019

40/60 Credits from a Writing Project
Submission deadline September 2019
Option 2: Writing Project associated with pathway

**Specialist LLM**

**80 Credits achieved from taught modules associated with the chosen pathway**
Exams and / or coursework pre-June 2019

**40/60 Credits from any taught modules from the LLM programme**
Exams and / or coursework pre-June 2019

**40/60 Credits from a Writing Project associated with the chosen pathway**
Submission deadline September 2019
4.3 Module selection

The School operates the following policy with regard to selecting modules and requests to change them.

1. At the start of semester 1, students are offered a two-week module selection period during which they may freely attend semester 1 and full-year classes and consult their materials on KEATS. After these two weeks, a formal module selection needs to be made for all 180 credits.

2. At the start of semester 2, students are offered a two-week module selection period, during which they may freely attend semester 2 modules and, if they wish, request to:

   (i) drop a 20-credit second semester module in favour of either a different 20-credit second semester module, or an extension of their dissertation from 40 to 60 credits; and/or

   (ii) drop a 40-credit full-year module in favour of either two 20-credit second semester modules, or one 20-credit second semester module and an extension of their dissertation from 40 to 60 credits; and/or

   (iii) take an extra 20-credit second semester module, either by requesting an extension to 200 credits in total or by reducing their dissertation from 60 to 40 credits.

3. Outside of the module changing windows, changes to taught modules can be made only in exceptional circumstances and with the written permission of the PGT Director (or a person they have delegated that authority to), the leader of the module to drop, and the leader of the module to add. Under no circumstances may changes be made to first semester modules after the end of that semester unless it is in order to extend the dissertation from 40 to 60 credits.

4. Notwithstanding principles 1-3 above, under no circumstances may a student drop a module after a summative written coursework question has been published, or after they have taken part in any form of summative assessment including in-class presentations and/or other coursework that counts towards a final mark.

Selection process

During the first two weeks of semester one you will be able to attend all lectures and speak to module leaders about their modules before making a decision. While you may attend any module you want in these first two weeks, you are required to enrol yourself for each module you wish to attend on KEATS. The self-enrolment key is LAW2018 and
information on how to self-enrol is provided at induction and on KEATS. If you do not enrol yourself on KEATS, your access to the module cannot be guaranteed.

Please note that during the module selection period many classrooms, especially those used for our more popular modules, will be very full and seating may be limited. This will be resolved once module choices are finalised. You can watch lectures on video via lecture capture on KEATS.

When you are certain about which modules you want to take, you will have to register your selection on Student Records. Once you register your choice on Student Records, your module selection is final. You must do so by 7 October 2018 at the latest. Module selection on Student Records will open on 28 September 2018.

By the end of this period you must have selected 120 or 140 credits of taught modules and a Writing Project worth 40 or 60 credits. Even though you cannot attend semester 2 modules at this time, you are still required to select the full 180 credits necessary. You will be given a 2 week period at the start of semester 2 where you can attend the classes of your initial choices and, should you wish to change your selections, you will have 2 weeks to do so.

As per our programme specifications, students are allowed to take up to 20 extra credits if they so desire, but permission from the Postgraduate Programme (Taught) Director will be required to extend credits. These modules can be language modules taught at the Modern Language Centre. See the Modern Language Centre section. Please email pgt-law@kcl.ac.uk if you wish to take a language module or extend your credits.

Timetables clashes may prevent you from selecting certain combinations of modules. We have done our best to minimise this (in particular in relation to combinations of modules offered within any specialist LLM pathway), but given the large number of modules offered we cannot prevent all clashes.

A reading week is offered for some LLM modules but not all. You will be given an up-to-date list of which modules incorporate a reading week at the start of term. Any uncertainties should be clarified with the module leader as soon as teaching commences.

Module Evaluation

Student feedback is a vital component of the teaching and learning experience. Your feedback is both valued and can help develop module and programme delivery. Module evaluation will open as each module nears its end date and staff will encourage you to take the time to complete.

You can find information on the university’s module evaluation framework here.
4.4 Writing projects (WPs)

We believe that an important part of a well-rounded postgraduate education at our School is the ability of students to produce a substantial piece of written work. As part of your LLM you are therefore required to complete a writing project worth 40 or 60 credits. This will consist of a piece of written work of 10,000 or 15,000 words. You have three options to comply with this requirement. You can choose to:

(i) write a dissertation under the supervision of an academic,
(ii) enrol in a practice module, which allows you to engage with legal issues as they arise in actual legal practice and develop skills for solving them, or;
(iii) follow a research module, which is more centred on cutting-edge academic research topics.

Dissertation

You can satisfy the writing project requirement by writing a dissertation, whereby you conduct research on an agreed research topic under the supervision of an academic staff member. You can choose either a 40-credit dissertation (10,000 words) or a 60-credit dissertation (15,000 words).

An additional dissertation handbook will be made available on KEATS separately to this handbook, but the below contains general guidance on the dissertation process.

There are three phases to your dissertations:

Phase 1 - **December 2018**: Your first task is to find a supervisor and to agree a topic. Please note that it is your responsibility to find a supervisor and to agree a topic, and that you are expected to take the initiative in this process. In order to do so, please get in contact via email or using your prospective supervisor’s office hours to discuss your proposed topic. You will be asked to submit your topic and supervisor choice in December and the Postgraduate Programme Officers will confirm your supervisor for you.

Phase 2 - **March 2019**: In the second phase you are required to conduct a literature review and to develop a structure and main argument for your dissertation. This will culminate in a research plan, to be handed in before the deadline through KEATS. We will organise workshops in this phase to help. After handing in your research plan, you will meet with your supervisor to discuss their feedback.

Phase 3 – **June 2019**: You are required to submit one chapter of your dissertation (2,500 words) to your supervisor, who will provide you with detailed written feedback which you can discuss in a final meeting, which has to take place by **31 July 2019**. There will be a workshop in early June.

Once the third phase concludes, you will not receive any further formal supervision and have the summer to complete your dissertation and submit it by the **final deadline of 2**
September 2018. We will assist you with a checklist and guidance on how to proof, format and submit your dissertation.

Practice Modules
As an alternative to the dissertation, you can satisfy the writing project requirement by following a practice module and submitting a piece of written work. All practice modules are worth 40 credits and they are assessed by a 10,000 word written piece of work. The aim of practice modules is to allow you to engage with legal issues as they arise in legal practice and develop skills for solving them (e.g. understand legal arguments, develop legal solutions that are commercially viable, making written submissions, present oral arguments, making strategic decisions, successfully negotiate etc.). There will be several sessions with the module leader, in which you will have the opportunity to develop those skills. The module leader will then also provide you with the tasks(s) for the summative written piece of work, which you must submit by 2 September 2019.

Research modules
Another alternative to the dissertation are the research modules. Research modules are worth 40 credits and they are assessed by a 10,000 word written piece of work. The aim of the research modules is to enable you to engage with cutting-edge academic legal research. Research modules allow you to gain a deeper understanding of a specific area of law, as well as to develop the necessary skills to critically evaluate legal methodologies and arguments and to formulate new arguments. Similar to the practice modules, you will have class sessions, in which the module leader will support you in developing the necessary skills and doing your research. The summative writing project is based on topics suggested by the module leader and must also be submitted by 2 September 2019.

More detailed guidance on all writing projects, the supervision process, and the format in which you should submit is provided on KEATS. You are expected to familiarise yourself with this information once the term is underway.

4.5 Part-time students
We strongly recommend that part-time LLM students choose 80 credits of taught modules in their first year and 40/60 credits of taught modules plus a Writing Project (40/60 credits) in year 2.
4.6 Modules at the Modern Language Centre

As a postgraduate student, there are four ways you can study a language with the MLC:

- Assessed Module 'for award' (credit-bearing as part of your degree)
- Assessed Module 'not for award' (credit-bearing outside your degree)
- PG-only Course (non credit-bearing)
- Evening & Saturday Language Courses

Please click the following link for more information: https://www.kcl.ac.uk/modern-language-centre/courses/postgraduate-study.aspx

4.7 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 & PGT 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 or pgt-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. It is strongly advised that you take advantage of this opportunity to receive feedback on your work.

**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 or pgt-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.

All questions regarding MCFs should be directed to 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.

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.

War Studies Modules Mark Ratification

Any modules taught in the War Studies department (indicated by 7SSW) results are not ratified by the department in July (as with the Law School), therefore there will be no August re-sits for War Studies modules. That means that all students who fail such modules during the May 2019 exam period must re-take any in May 2020.

Additionally, because the department do not ratify their results in July, ratified results for all students taking War Studies modules will not be available until November 2019.
Please keep these regulatory differences between the War Studies department and The Dickson Poon School of Law in mind whilst making your module selection.

5. Key dates

Induction activities
17 – 21 September 2018

Semester 1 teaching
24 September 2018 – 14 December 2018

Christmas College Closure
21 December 2018 – 2 January 2019

Examination Period 1
7 January 2019 – 11 January 2019

Semester 2 teaching
7 January 2019 – 29 March 2019

Examination Period 2
30 April 2019 – 1 June 2019

Examination Period 3 (Re-sits)
6 August 2019 to 17 August 2019

Dissertation deadline
2 September 2019
6. Maps

Strand campus