Section One: Introduction

1. Welcome

Welcome to the School of Law and Human Rights Centre. The members of the School and the Centre hope you will enjoy your stay here. We hope that you will soon settle in and become familiar with how the School and Centre work. The year will make many new demands on you as you take the next steps in your academic development - it should be challenging, but very rewarding as you focus on your own special areas of interest.

The aim of this handbook is to provide you with information which will be useful and answer some of the questions you might have.

If you have any problems or queries during the next few weeks, do not be reluctant to ask for help. Some problems can be solved in the School; others may have to be taken elsewhere

- Administrative enquiries and questions about individual courses – ask one of the administrative staff in the School’s General Office;
- Problems with accommodation – contact the Accommodation Office in the first instance;
- Serious personal or emotional problems – make an appointment to see the Student Support Co-ordinator in the School of Law / Human Rights Centre (Mrs Penny Brearey-Horne pbrear@essex.ac.uk) or a member of the staff in the Student Support Office.

Enjoy your time at Essex.

About this handbook

This handbook has been designed to give you essential information about your School and the University. Friendly and knowledgeable staff are here to help and you can find their contact details in this handbook.

Remember that at Essex, we don’t separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are a part of a vibrant community that lives, learns and plays together

Caveat

The information included in this handbook is correct at the time of publication, however, it is possible that changes do occur and sometimes at very short notice. In such cases, the School of Law including the Human Rights Centre reserve the right to update, modify or even withdraw specific courses/modules or staffing arrangements or methods of assessment where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of the School. If there are any discrepancies between this document and the University or School documents, then official University or School documents take precedence.
1.1 Term Dates

2016-2017
Autumn Term: 6 October 2016 – 16 December 2016
Spring Term: 16 January 2017 – 24 March 2017
Summer Term: 24 April 2017 – 30 June 2017

2016-2017
Autumn Term: 5 October 2017 – 15 December 2017
Spring Term: 15 January 2018 – 23 March 2018
Summer Term: 23 April 2018 – 29 June 2018

1.2 Important Dates for the School

**Autumn Term:**

**Law Careers Fair**
10 November 2016 (week 6)

**New Event**
The School will also be announcing a new annual event in November 2016

**Spring term:**

Speed networking event – tbc

**Annual Essex Law Lecture** –
February 2017 - Exact timings: To be confirmed

1.3 Academic Weeks
The University uses a week numbering system that covers the 52 weeks of a calendar year, and
starts on Monday 3 October 2016. A table setting out dates and corresponding week numbers is
available at: [http://www.essex.ac.uk/students/course-admin timetables.aspx](http://www.essex.ac.uk/students/course-admin-timetables.aspx)

1.4 Timetables
You can view your timetable at: [www.essex.ac.uk/dsh/timetables](http://www.essex.ac.uk/dsh/timetables) (you will be prompted to login using your Essex username and password). Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week. You can also access your timetable on most mobile devices including smart phones and tablets.

1.5 The myEssex Student Portal
myEssex is the University’s student portal that you used during your application process. Once
you’re a registered student, you can also use myEssex to update your personal details and as a
quick reference guide to other student webpages: [www.essex.ac.uk/dsh/myessex](http://www.essex.ac.uk/dsh/myessex)
2. About our School and Centre

The School of Law
At Essex we teach the law that matters. Consistent with our founding ethos, we are ‘freer, more daring and more experimental’ than a traditional law school. Your legal education has to be relevant and responsive to the needs of a changing society, so our approach is global in outlook, based on justice, and engaged with real-world problems.

The Human Rights Centre
The Human Rights Centre is housed within the School of Law and run by core staff supported by other members from across different departments at the University. All members of the Human Rights Centre research and teach in the field of human rights, and many pursue activities linked to human rights-based litigation, international organisations, international and national non-governmental organisations, research networks and other academics courses.

Home page [http://www.essex.ac.uk/hrc/](http://www.essex.ac.uk/hrc/)

2.1 Academic Staff Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Office</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Noam Lubell</td>
<td>Head of School until January 2017</td>
<td>5S.6.1</td>
<td>2568</td>
<td><a href="mailto:nlubell@essex.ac.uk">nlubell@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Andrew Le Sueur</td>
<td>Head of School January 2017 onwards, Director of External Relations, Deputy Head of School (Autumn Term)</td>
<td>5S.6.2</td>
<td>3482</td>
<td><a href="mailto:alesueur@essex.ac.uk">alesueur@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mr Mohammed Alshaleel</td>
<td>Mooting Coordinator</td>
<td>4SB.5.21</td>
<td>TBC</td>
<td><a href="mailto:mkalsh@essex.ac.uk">mkalsh@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Anna-Mari Antoniou</td>
<td>Deputy Director UG Admissions (Spring &amp; Summer Terms)</td>
<td>4SB.4.8</td>
<td>2892</td>
<td><a href="mailto:amantob@essex.ac.uk">amantob@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Olugbenga Bamodu</td>
<td>Director of Research Students</td>
<td>5S.6.27</td>
<td>3535</td>
<td><a href="mailto:oobamodu@essex.ac.uk">oobamodu@essex.ac.uk</a></td>
</tr>
<tr>
<td>Miss Charlotte Bendall</td>
<td>Deputy Director UG Admissions (Autumn Term)</td>
<td>4SB.4.2</td>
<td>3421</td>
<td><a href="mailto:charlotte.bendall@essex.ac.uk">charlotte.bendall@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
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<tr>
<td>Dr Jan Jakob Bornheim</td>
<td>2nd Year Undergraduate Year Coordinator and Progress Officer</td>
<td>4SB.4.6</td>
<td>4013</td>
<td><a href="mailto:jjborn@essex.ac.uk">jjborn@essex.ac.uk</a></td>
</tr>
<tr>
<td>Ms Penny Brearey-Horne</td>
<td>Director of Student Support /Senior Tutor and Departmental Disability Liaison Officer</td>
<td>5S.5.19</td>
<td>3723</td>
<td><a href="mailto:pbrear@essex.ac.uk">pbrear@essex.ac.uk</a></td>
</tr>
<tr>
<td>Ms Fernne Brennan</td>
<td>Module Coordinator for LW111 Career Management Skills</td>
<td>5S.6.28</td>
<td>3808</td>
<td><a href="mailto:joash@essex.ac.uk">joash@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Karen Brennan</td>
<td>Director of UG Recruitment &amp; Admissions (Autumn &amp; Summer Terms)</td>
<td>4SB.5.17</td>
<td>4832</td>
<td><a href="mailto:kbrennan@essex.ac.uk">kbrennan@essex.ac.uk</a></td>
</tr>
<tr>
<td>Judith Bueno de Mesquita</td>
<td>Deputy Director of the Human Rights Clinic</td>
<td>4SB.5.18</td>
<td>4117</td>
<td><a href="mailto:jrbuen@essex.ac.uk">jrbuen@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mrs Kathryn Caldwell</td>
<td></td>
<td>4SB.4.9</td>
<td>2923</td>
<td><a href="mailto:kcald@essex.ac.uk">kcald@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Darren Calley</td>
<td></td>
<td>5S.5.29</td>
<td>4060</td>
<td><a href="mailto:dscall@essex.ac.uk">dscall@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Richard Cornes</td>
<td>Country Coordinator for Malaysia</td>
<td>4SB.5.16</td>
<td>2551</td>
<td><a href="mailto:rmcornes@essex.ac.uk">rmcornes@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Tom Cornford</td>
<td>Deputy Director of Education</td>
<td>5S.5.17</td>
<td>2928</td>
<td><a href="mailto:tomc@essex.ac.uk">tomc@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Andrew Fagan</td>
<td>Human Rights PGT Director (Autumn Term)</td>
<td>5S.6.4</td>
<td>2885</td>
<td><a href="mailto:fagaaw@essex.ac.uk">fagaaw@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Office</td>
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<tr>
<td>Dr Andrea Fejos</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:afejos@essex.ac.uk">afejos@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Lorna Fox O’Mahony</td>
<td>Executive Dean of the Faculty of Humanities</td>
<td>2.602 (RAB Butler Building)</td>
<td>4052</td>
<td><a href="mailto:lfox@essex.ac.uk">lfox@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Geoff Gilbert</td>
<td>Deputy Director of Research (Impact)</td>
<td>5S.6.5</td>
<td>2557</td>
<td><a href="mailto:geoff@essex.ac.uk">geoff@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Audrey Guinchard</td>
<td>Director of International Mobility/LLB with Year Abroad Coordinator (Spring &amp; Summer Terms)</td>
<td>5S.7.26</td>
<td>2848</td>
<td><a href="mailto:abguin@essex.ac.uk">abguin@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mr Lee Hansen</td>
<td>Deputy Director of the Law Clinic</td>
<td>4SB.5.11</td>
<td>TBC</td>
<td><a href="mailto:lh16515@essex.ac.uk">lh16515@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Anna Hardiman-McCartney</td>
<td></td>
<td>4SB.4.4</td>
<td>3478</td>
<td><a href="mailto:ahard@essex.ac.uk">ahard@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Flora Huang</td>
<td>Country Coordinator for China</td>
<td>5S.4.18</td>
<td>TBC</td>
<td><a href="mailto:fh16372@essex.ac.uk">fh16372@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Paul Hughes</td>
<td>Placement year Coordinator</td>
<td>4SB.4.3</td>
<td>2565</td>
<td><a href="mailto:prhughes@essex.ac.uk">prhughes@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Karen Hulme</td>
<td>Director of UG Recruitment &amp; Admissions (Spring Term)</td>
<td>5S.6.20</td>
<td>2139</td>
<td><a href="mailto:khelm@essex.ac.uk">khelm@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Deputy Director of Research (Spring &amp; Summer Terms)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Professor Paul Hunt</td>
<td></td>
<td>5S.6.24</td>
<td>3775</td>
<td><a href="mailto:phmhunt@essex.ac.uk">phmhunt@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position/Role</td>
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<tr>
<td>Dr Thoko Kaimé</td>
<td>Human Rights Research Cluster Coordinator</td>
<td>5S.7.15 Ext: 3768 Email: <a href="mailto:tkaime@essex.ac.uk">tkaime@essex.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Theodore Konstadinides</td>
<td>Public Law Research Cluster Coordinator</td>
<td>5S.4.9A Ext: TBC Email: <a href="mailto:tk16832@essex.ac.uk">tk16832@essex.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Kojo Koram</td>
<td>1st Year Undergraduate Year Coordinator and Progress Officer</td>
<td>4SB.5.20 Ext: TBC Email: <a href="mailto:kkoram@essex.ac.uk">kkoram@essex.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Marios Koutsias</td>
<td>Commercial Law PGT Director (Autumn &amp; Summer Terms)</td>
<td>4SB.4.10 Ext: 3807 Email: <a href="mailto:mkouts@essex.ac.uk">mkouts@essex.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Sheldon Leader</td>
<td></td>
<td>5S.6.9 Ext: 3311 Email: <a href="mailto:leader@essex.ac.uk">leader@essex.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Peter Luther</td>
<td>Deputy Dean (Education), Faculty of Humanities</td>
<td>RAB Butler Building Ext: 2563 Email: <a href="mailto:p.luther@essex.ac.uk">p.luther@essex.ac.uk</a></td>
<td></td>
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</tr>
<tr>
<td>Dr Malakee Makhoul</td>
<td>Education Projects Coordinator</td>
<td>4SB.4.5 Ext: TBC Email: <a href="mailto:mmakhoul@essex.ac.uk">mmakhoul@essex.ac.uk</a></td>
<td></td>
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<tr>
<td>Dr Yseult Marique</td>
<td></td>
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<tr>
<td>Professor Lorna McGregor</td>
<td>Director of the Human Rights Centre (until January 2017)</td>
<td>5S.6.18 Ext: 3871 Email: <a href="mailto:lmcgreg@essex.ac.uk">lmcgreg@essex.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Sabine Michalowski</td>
<td>Director of Research</td>
<td>5S.6.15 Ext: 2862 Email: <a href="mailto:smichal@essex.ac.uk">smichal@essex.ac.uk</a></td>
<td></td>
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<tr>
<td>Mr Edward Mitchell</td>
<td>Plagiarism Officer</td>
<td>4SB.5.23</td>
<td>TBC</td>
<td><a href="mailto:em16098@essex.ac.uk">em16098@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Agasha Mugasha</td>
<td>Commercial Law PGT Director (Spring Term)</td>
<td>5S.6.12</td>
<td>3713</td>
<td><a href="mailto:amugasha@essex.ac.uk">amugasha@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Daragh Murray</td>
<td></td>
<td>5S.6.16</td>
<td>2661</td>
<td><a href="mailto:dmurra@essex.ac.uk">dmurra@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Charilaos Nikolaidis</td>
<td>LLB Senior Status Coordinator</td>
<td>4SB.5.15</td>
<td>4804</td>
<td><a href="mailto:hnikol@essex.ac.uk">hnikol@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Eadaoin O’Brien</td>
<td>Human Rights PGT Director (Spring &amp; Summer Terms)</td>
<td>5S.6.3</td>
<td>3069</td>
<td><a href="mailto:eobrien@essex.ac.uk">eobrien@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor David O’Mahony</td>
<td>Director of Recruitment and Membership</td>
<td>5S.7.21</td>
<td>2528</td>
<td><a href="mailto:domahony@essex.ac.uk">domahony@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mr Richard Owen</td>
<td>Employability Development Director &amp; Director of Law Clinic</td>
<td>4SB.5.11</td>
<td>3937</td>
<td><a href="mailto:rowenb@essex.ac.uk">rowenb@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Patricia Palacios Zuloaga</td>
<td>Director of Human Rights Centre Clinic</td>
<td>5S.7.13</td>
<td>4325</td>
<td><a href="mailto:pepala@essex.ac.uk">pepala@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Steve Peers</td>
<td></td>
<td>5S.6.8</td>
<td>3719</td>
<td><a href="mailto:speers@essex.ac.uk">speers@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Clotilde Pegorier</td>
<td>Director of LLB English and French Laws with Laure Sauve (all year)</td>
<td>5S.7.20</td>
<td>4124</td>
<td><a href="mailto:cmrpeg@essex.ac.uk">cmrpeg@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position/Responsibility</td>
<td>Office</td>
<td>Extension</td>
<td>Email</td>
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<tr>
<td>Dr Carlo Petrucci</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:cp16646@essex.ac.uk">cp16646@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Renginee Pillay</td>
<td>Joint Degrees Coordinator</td>
<td></td>
<td></td>
<td><a href="mailto:rpillay@essex.ac.uk">rpillay@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Sir Nigel Rodley</td>
<td>Chair of the Human Rights Centre</td>
<td></td>
<td></td>
<td><a href="mailto:rodln@essex.ac.uk">rodln@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Clara Sandoval</td>
<td>Director of the Human Rights Centre (from January 2017 onwards)</td>
<td></td>
<td></td>
<td><a href="mailto:csando@essex.ac.uk">csando@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Laure Sauve</td>
<td>Director of LLB English and French Laws with Clotilde Pegorier (all year)</td>
<td></td>
<td></td>
<td><a href="mailto:lsauve@essex.ac.uk">lsauve@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Ahmed Shaheed</td>
<td>HRC Deputy Director</td>
<td></td>
<td></td>
<td><a href="mailto:ashaheed@essex.ac.uk">ashaheed@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Julien Sterck</td>
<td>Director LLB English and French Laws (Spring &amp; Summer Terms)</td>
<td></td>
<td></td>
<td><a href="mailto:js16410@essex.ac.uk">js16410@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Matthew Stone</td>
<td>Director Undergraduate Studies</td>
<td></td>
<td></td>
<td><a href="mailto:mstonec@essex.ac.uk">mstonec@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Maurice Sunkin</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:sunkm@essex.ac.uk">sunkm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Hedi Viterbo</td>
<td>Research Ethics Coordinator</td>
<td></td>
<td></td>
<td><a href="mailto:hv16407@essex.ac.uk">hv16407@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
## 2.2 Administrative Staff Information
The administrative team in the department are your first port of call for any non-academic matters. If they are unable to help directly they will be able to point you in the right direction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yvonne Cattrall</strong></td>
<td>School Manager</td>
<td>5S.5.13</td>
<td>2586</td>
<td><a href="mailto:yscatt@essex.ac.uk">yscatt@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Kimberley Stockley</strong></td>
<td>Deputy School Manager</td>
<td>5S.5.5/5.13</td>
<td>TBC</td>
<td><a href="mailto:kstockley@essex.ac.uk">kstockley@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Hayley Milburn</strong></td>
<td>Executive Officer - Education</td>
<td>5S.5.5</td>
<td>2587</td>
<td><a href="mailto:hmilburn@essex.ac.uk">hmilburn@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Meagan Wong</strong></td>
<td>Final Year Undergraduate Year Coordinator and Progress Officer</td>
<td>4SB.5.22</td>
<td>TBC</td>
<td><a href="mailto:mw16305@essex.ac.uk">mw16305@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Gus Waschefort</strong></td>
<td></td>
<td>5S.6.10</td>
<td>TBC</td>
<td><a href="mailto:gw16922@essex.ac.uk">gw16922@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Professor Chris Willett</strong></td>
<td>Commercial Law Research Cluster Coordinator</td>
<td>4SB.5.14</td>
<td>2556</td>
<td><a href="mailto:cwillett@essex.ac.uk">cwillett@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Yvonne Cattrall</strong></td>
<td></td>
<td>5S.7.31</td>
<td>2905</td>
<td><a href="mailto:lmwoods@essex.ac.uk">lmwoods@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Kimberley Stockley</strong></td>
<td></td>
<td>5S.6.11</td>
<td>2559</td>
<td><a href="mailto:jeaw@essex.ac.uk">jeaw@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Anil Yilmaz-Vastardis</strong></td>
<td>Deputy Director of Undergraduate Studies</td>
<td>5S.4.12</td>
<td>4108</td>
<td><a href="mailto:ayilma@essex.ac.uk">ayilma@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

**Education Team**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Ext</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td><strong>Hayley Milburn</strong></td>
<td>Executive Officer - Education</td>
<td>5S.5.5</td>
<td>2587</td>
<td><a href="mailto:hmilburn@essex.ac.uk">hmilburn@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Responsibilities</td>
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</tr>
<tr>
<td>Konstantina Koutsouroumpa</td>
<td>Senior Administrator - Research Students</td>
<td>Konstantina looks after the postgraduate administration for all students in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2585</td>
</tr>
<tr>
<td>Mei Mei Tang</td>
<td>Senior Administrator – Double degree/international Mobility.</td>
<td>Mei Mei looks after the double degree and international mobility students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>4461</td>
</tr>
<tr>
<td>Elizabeth Harvey</td>
<td>Administrator - Undergraduate</td>
<td>Liz supports the Education Team working primarily on Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>4810</td>
</tr>
<tr>
<td>Sarah Kearn</td>
<td>Administrator – PGT</td>
<td>Sarah looks after the postgraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>TBC</td>
</tr>
<tr>
<td>Jamie Seakens</td>
<td>Administrator - Undergraduate</td>
<td>Jamie supports the Education Team working primarily on Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2529</td>
</tr>
<tr>
<td>Catherine Gentry</td>
<td>Executive Officer – Events and Communications</td>
<td>Catherine (Cat) oversees the research and communication for the School. She is responsible for administering the Web and Social media pages. Cat also promotes work placements and employability information to all students via internal channels.</td>
<td>5S.5.27</td>
<td>2567</td>
</tr>
<tr>
<td>Penny Castagnino</td>
<td>Senior Administrator (Events and Communications)</td>
<td>Penny provides administrative support for events within the School and Human Rights Centre (including the HRC Summer School and trips overseas). Penny also organises external events, including the Annual law/ Clifford Chance lectures/ as well as CPD Courses.</td>
<td>5S.5.27</td>
<td>2762</td>
</tr>
<tr>
<td>Natalia Evripidou</td>
<td>Administrator (Events and Communications)</td>
<td>Natalia supports the Events and Communications team, she assists with Visit days and helps run the weekly speaker series.</td>
<td>5S.5.27</td>
<td>4736</td>
</tr>
</tbody>
</table>

**Events and Communications Team** (lawhrcevents@essex.ac.uk)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Office</th>
<th>Ext</th>
<th>Email</th>
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<tbody>
<tr>
<td>Mandy Gray</td>
<td>Senior Administrator (Finance)</td>
<td>Mandy maintains the School's financial budgets and deals with reimbursement of expenses to staff and students.</td>
<td>5S.5.5</td>
<td>4862</td>
<td><a href="mailto:mandyg@essex.ac.uk">mandyg@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
2.3 Law General Office
The School of Law and Human Rights Centre are situated in the South-East (SE) corner of Square 4, on levels 4, 5, 6 and 7. The General Office is in room 5S.5.5

Opening Hours During Term Time:

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<tr>
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<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Afternoon</td>
<td>2.15 – 4.00</td>
<td>CLOSED</td>
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<td>2.15 – 4.00</td>
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Vacation Opening Hours:

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<tbody>
<tr>
<td>Morning</td>
<td>09.45 – 12.45</td>
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<td></td>
</tr>
<tr>
<td>Afternoon</td>
<td>CLOSED</td>
<td></td>
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</tbody>
</table>

Our Location
The School of Law is situated in the South East corner of Square 4, on levels 4, 5, 6 and 7. The Undergraduate Administrators are situated in the Law General Office on level 5 (5S.5.5)
Direct Tel: 01206 873751
General enquiries: lawugadmin@essex.ac.uk
Pre-registration enquiries: admit@essex.ac.uk
Law Website: www.essex.ac.uk/law/
Human Rights Centre Website: www.essex.ac.uk/hrc/

2.4 Who to go to if you need help
If you have any queries about your degree course that you cannot resolve by reading the information contained in this handbook or on the relevant School/Department website, then you should contact one of the Education team, the relevant Module Leader, or the Director of Undergraduate Studies for the most up-to-date information.

Need to talk to your tutor?
All academic teaching staff in the School of Law and Human Rights Centre hold weekly office hours during term time these are included in the staff table or please refer to the following web pages for a schedule of their hours, following the individual members of staff’s link:
Law Staff: www.essex.ac.uk/law/staff/Staff.aspx?type=academic
HRC Staff: www.essex.ac.uk/hrc/staff/default.aspx

Head of School
The Head of School is Professor Noam Lubell, who was appointed in January 2014. The Head of School is elected by the senior staff members within the School and normally serves for a period of three years. From January 2017, the Head will be Professor Andrew Le Sueur. The Head of School is responsible to the Vice-Chancellor for ‘maintaining and promoting the efficiency and good order of the School’. The Head is informed of all undergraduate affairs by the Undergraduate Director and Director of Education and is normally only consulted about urgent student matters.

Director of the Human Rights Centre
Autumn Term; Professor Lorna McGregor
Spring and Summer Terms: Dr Clara Sandoval
The Director is responsible for developing and implementing the Human Rights Centre strategy on human rights research and practice across 11 departments in the University and for the many
human rights activities that you will be able to take part in during your year at Essex

**Director of Education**
Professor Jane Wright is the Director of Education. She is responsible for the coordination of the respective Undergraduate and Postgraduate Directors, and also the Module Directors and Tutors. Professor Wright has overall responsibility for the Undergraduate and Postgraduate degree courses within the School of Law and Human Rights Centre.

**Director of Undergraduate Studies**
Dr Matthew Stone is the Director of Undergraduate Studies for the School of Law. He is responsible for coordinating and monitoring undergraduate student affairs, student progress, and staff-student liaison matters.

**Module Leaders**
Module Leaders design and deliver the curriculum for the specific modules for the different degree schemes.

**Module Tutors**
Most core modules and optional modules have additional members of staff assigned to the module, who assist with teaching. Tutors also monitor student attendance and progress which is reported to the Module Leader. Module tutors are also available to assist students with any academic problems.

**School Manager**
Mrs Yvonne Cattrall is the School Manager. Yvonne leads the Administration teams, maintaining close liaison with all categories of staff (academic and administrative, full and part-time) which is a vital part of her role. She also supports and works in conjunction with the Head of School and the Director of the Human Rights Centre, ensuring that an efficient and effective administrative service is provided. This covers the areas of academic planning, assessment, school activities, facilities, finance, human resources, legal requirements, Quality Assurance, student support and any general activities.

**2.5 School Support**

**Your Personal Tutor**
All undergraduate and taught postgraduate Law and Human Rights students have a Personal Tutor. You will meet your Personal Tutor soon after you’ve arrived and throughout your course. Your Personal Tutor is someone you can talk to if you have questions about your degree course or if you encounter any difficulties that affect your studies. Your Personal Tutor may also recommend other services on campus which may be able to help advice or support you further. If you’re unsure who your personal tutor is, please check the notice boards outside the Law General Office or ask a member of the administrative team in the School of Law.

**Your Peer Mentor**
Our Peer Mentors are experienced Law students who have volunteered to help you to settle in to the School of Law and Human Rights and in to the University. Peer Mentors work in pairs and are a point of contact throughout the year to answer any questions you may have about university life and who to talk to if you experience any problems. You will meet our Peer Mentoring Team during Welcome Week and contact details for your individual Peer Mentors can be found on the School of Law and Human Rights notice boards, opposite the Law General Office.

Our Senior Peer Mentors are experienced Law students and experienced mentors. Our Senior Peer Mentors mentor students who are under the age of 18, postgraduate students, direct-entry second year students and exchange students. Contact details for the Senior Peer Mentoring team can be found on the School of Law and Human Rights notice boards, opposite the Law General Office.

Peer Mentors and Senior Peer Mentors also hold regular drop-in sessions in the Law Common.
Room throughout the academic year.

Please note that the Peer Mentor scheme is different to the Students’ Union buddy schemes offered by (e.g.) the LGBT Society, the Mature and Part-time Students’ Association and the International Students’ Association. For more details on Students’ Union’s buddy schemes, please see: www.essexstudent.com

2.6 Correspondence and Communication

2.6.1 Email
Every undergraduate student is allocated a University e-mail account and this account will be used by undergraduate administrators in order to contact you regarding important and urgent matters. It is therefore imperative that you check your University e-mail account regularly, preferably every day.
Further details regarding your University of Essex email account can be in the section IT support, wifi, email account, free MS office, computer labs, m:drive

2.6.2 Notice Boards
The School of Law has several notice boards in the main Law Corridor on level 5. There is one for each year of the LL.B. schemes. These display module information, essay deadline dates, examination rubrics, information about guest speakers and social events. There are also notice boards for careers information and job opportunities.

2.6.3 Photocopying
The University has a Copy Centre on Square 4 where students may request photocopying. Copying facilities are also available in the Albert Sloman Library and the Students’ Union.

2.6.4 Mobile Phones, Smartphones, Laptops and Tablet PCs
It is generally fine to use your mobile phone or other technology for teaching-related purposes in lectures and classes, however we respectfully ask you not to use them for personal calls, social networking and texting. Your lecturer may occasionally ask you not to use such devices.

2.6.4 Facebook and Twitter
Our social media channels are a good source of information of what is happening around the university and more specifically the School of Law/ Human Rights Centre. Please do not contact the pages asking for information about your course; you should contact your designated administrator directly via email.

School of Law website address: www.essex.ac.uk/law/
School of Law Facebook page: www.facebook.com/UOELAW/
School of Law Twitter feed: www.twitter.com/EssexLawSchool/

Human Rights Centre website address: www.essex.ac.uk/hrc/
Human Rights Centre Facebook page:  www.facebook.com/EssexHRC
Human Rights Centre Twitter feed: www.twitter.com/EssexHRC/

2.7 School Annual Prizes
The following prizes are awarded annually on the basis of academic merit to students in the Essex Law School.

- Gordon Sagar Prize for the best overall performance by a First Year LLB student
- Suffolk and North Essex Law Society Prize for the best overall performance by a Second Year LLB student
- Sweet & Maxwell Law Prize for the best overall performance by a Final Year LLB student
- Achievement Award for outstanding performance by a third-year student on a joint honours degree course
- The School of Law Prize for Equity & Trusts for the best performing student in Equity & Trusts
- The Rob Wight Memorial Prize for the best performing student in Tort Law
- Southend and District Law Society Prize for the best performing student in Land Law
- Oxford University Press Prize for the best performing student in Public Law I
- Pearson Education Prize for the best performing student in Public Law II
- The Hammonds Commercial Law Prize for the best performing student in Commercial Law
- Palgrave Law Prize for the best performing student in Family Law
- Dalloz French Law Prize – Outstanding second year student on a Maitrise course, with the highest result (A special edition book from Dalloz)
Section Two: Academic Matters

3. Learning and Teaching

3.1 Learning, Teaching and Independent Study
Within our School of Law, you are taught principally by lectures and tutorials. For most modules, you attend two lectures a week and one fortnightly tutorial. During tutorials, you have an opportunity to discuss the law, apply the law to factual problems, and develop legal arguments. Legal skills (e.g. legal research, legal writing and oral presentation) are considered to be an important part of all our teaching. In addition to attending lectures and tutorials you will be expected to spend a significant period of time each week engaged in self-directed study. You will be set reading for tutorials and will often have questions or tasks to complete in preparation too. You will also have coursework to prepare, some of which will be formative (for feedback only) and some of which will be summative (which counts towards your module mark). You should expect to spend at least 6-7 hours on private study for each module each week during term time.

We aim to help our students to become articulate, literate and cultured graduates who are valued by potential employers and will make an impact in their future roles.

3.2 What the School expects from its students and what students can expect from the School

We expect a high level of commitment and hard work from you, but in return we can promise you the best opportunity to succeed and to finish your course with a sense of achievement and confidence.

Lectures focus on crucial points of analysis and provide you with guidelines so that you can clarify and expand your understanding of your chosen subject through independent study and in classes.

Tutorials complement lectures. In modules which emphasise problem-solving skills, classes will present you with the opportunity to work through exercises. In other modules, class discussions will enable you to explore particular theories, literary works, policies or controversies.

What Students can expect from their Teachers:
- For each module, a module description, with aims and learning outcomes, a reading list, assessment rules and essay questions;
- A series of well-prepared lectures, seminars and classes (as appropriate), the themes for which are clearly indicated in the module description;
- To be informed at least two weeks in advance if they are expected to make a seminar or class presentation;
- That coursework submitted on time will normally be returned within four weeks of the relevant coursework deadline for undergraduates excluding vacations.
- That comments will be provided on essays using the School essay comment sheet and in accordance with the School’s marking guidelines
- That members of staff will be available to see students during office hours, the times of which will be posted on their office door, or by appointment;
- That any last minute changes to the timetable (e.g. due to teacher’s illness) will be sent via e-mail/text message to the students concerned.

What Teachers can expect from their Students:
- That students arrive punctually, and attend regularly, all lectures, seminar and classes. In the event of an absence an explanation is required;
- That any required reading has been completed before the relevant lecture, seminar or class;
- That a sufficient amount of time is spent each week reading and preparing for each module, including the writing of coursework;
- That students participate actively in seminars and classes and honour commitments to
produce work for a class, including presentations;
- That coursework is submitted by the deadlines set, both online and in ‘watermarked’ hard copy format which should have a completed coversheet attached;
- That all coursework is properly documented, cites all sources used and is the student’s own work;
- That students are familiar with the relevant subject area handbook, and the rules contained therein, particularly relating to essay writing and submission; that undergraduate students are familiar with the university’s late submission of coursework policy.

3.3 Moodle, ORB and FASER

ORB
Our online resource bank (ORB) stores important module materials such as reading lists and past exam papers. This useful bank is available to you when you first log in to your University IT account. It provides a space for educational resources specific to individual modules, including a Moodle file repository – useful for storing files that are too large, numerous, or unwieldy to sit within Moodle. For more information about this service, including frequently asked questions (FAQ), guidance and resources. [www.essex.ac.uk/dsh/orb](http://www.essex.ac.uk/dsh/orb)

Moodle
We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis. The link below will take you directly to the Moodle home page, you can access the Moodle sites available to you by logging in as requested. [www.essex.ac.uk/dsh/moodle](http://www.essex.ac.uk/dsh/moodle)

FASER
This is our online coursework submission and feedback system. Use it to submit your coursework electronically, produce a watermarked copy of your work and receive electronic feedback all in one place. Further information available in the section: Coursework Submission [faser.essex.ac.uk](http://faser.essex.ac.uk)  
[https://www.essex.ac.uk/e-learning/tools/faser](https://www.essex.ac.uk/e-learning/tools/faser)

3.4 Course Structures and Learning Outcomes

Programme Specifications
The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL. University of Essex awards are subject to a maximum period of study, within which an award must be achieved.

The maximum period of study is set from the date when a student is first admitted to an undergraduate course and changes of modules, repeat years and periods of intermission are normally included within the maximum period.

Transfers of course are still included in the original maximum period unless they involve moving to or from a 4-year course. Full details of the maximum period of study permitted for University awards can be found in the section of the Rules of Assessment entitled, ‘Framework for University of Essex courses’. View Programme Specifications online at: [www.essex.ac.uk/programmespecs](http://www.essex.ac.uk/programmespecs).

Qualifying Law Degrees

Many students studying Law at Essex will wish to practice as lawyers in this country. To do this they must qualify as either a solicitor or a barrister. Gaining a university degree is only the first stage in this process. It must be followed by a year of professional training, in the form of the Legal Practice Course (LPC) for solicitors or the Bar Professional Training Course (BPTC) for
barristers. This year is followed in turn by a period of apprenticeship: two years as a trainee at a firm of solicitors or a year as a barrister’s pupil. A student is only entitled to proceed to professional training after taking their degree if the degree is a Qualifying Law Degree (QLD). In order to be a QLD, a course must include what are now known as the Foundations of Legal Knowledge. These comprise the following modules:

- LW101 Contract Law
- LW104 Criminal Law
- LW108 Foundations of Obligations
- LW109 Foundations of Property Law
- LW103 Foundations of Public Law
- LW201 Tort
- LW202 Equity and Trusts
- LW302 EU Law
- LW303 Land Law

All courses at Essex which bear the title “LLB” include these modules and are thus Qualifying Law Degrees. Where a student takes an LLB course and fails one of the Foundation subjects they may be able to pass the course and hence receive a degree but the degree they receive will not be a QLD.

(Note that for students who first enrolled prior to 2016-17, LW110 Public Law I and LW203 Public Law II are both QLD modules)

Note also that in order to count as a QLD; a degree must be completed within six years. This includes any repeated years, or periods of intermission.

Understanding the Structure of your Course

Our courses are characterised by choice and flexibility. Studying at Essex is about discovering yourself, so your course combines compulsory and optional modules to ensure you gain key knowledge in the discipline while having as much freedom as possible to explore your own interests.

Law students must study a number of compulsory modules and in addition may choose from a wide range of optional modules in their second and third years. Our modules change from year to year in response to new developments and innovation, but our Module Directory for Law, http://www.essex.ac.uk/modules/Default.aspx (you will have to select Law or Human Rights Centre on the drop down menu), can show you which modules are available to our current students.

More information can be found on The School of Law / Human Rights Centre: Undergraduate Resources Moodle page: https://moodle.essex.ac.uk/course/view.php?id=5393.

3.5 Changing your Degree and Maximum Period of Study

If you want to change your course, you should talk to someone in your department first. Check the deadlines for course changes with the Student Services Hub.

Investigate your potential new course by looking at course information on the department’s web pages, talking to students on the course and speaking to tutors. You should also look at our Rules of Assessment for the new course to check whether there are any course-specific requirements.

If you are considering changing course due to academic worries with your current course, you might find it useful to seek academic support before changing. Contact the Talent Development Centre for advice. www.essex.ac.uk/students/study-resources/tdc
If you want to make a formal request for a course change, you should do so via the online Course Change form. Go to www.essex.ac.uk/students/course-admin/changing-course for more information.

Undergraduate students have a **maximum period in which to complete their studies**. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

### 3.6 Module Enrolment Weighting and Credits

The University credit-rating system for undergraduate study is based on a nationally recognised framework.

The undergraduate academic year normally consists of 120 credits and each undergraduate module is assigned a number of ‘workload credits’, which indicate the proportion of the academic year’s work that is devoted to the course. Modules are normally assigned either 30 credits (full-year modules) or 15 credits (half-year modules); thus a standard three-year undergraduate degree consists of 360 credits and a standard four-year undergraduate degree consists of 480 credits. To calculate the European Credit Transfer System (ECTS) credits, the University of Essex credit for each module should be divided by two.

#### Module Codes

Module codes are made up of several parts. The Code shows the School/department that runs the module, the module number identifies the module, the new level is relevant to the National Qualifications Framework (NQF) and generally depicts the stage at which a student takes the module, and the period describes the time and length that the module is running during the academic year.

For example, **LW223-5-FY** is a module in the School of Law (LW) at level 5 (typically 2nd year undergraduate) which runs for the full year (FY).

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<tbody>
<tr>
<td>LW</td>
<td>108</td>
<td>4 = Undergraduate</td>
<td>AU = Autumn Term</td>
<td>LW108-4-AU</td>
</tr>
<tr>
<td>LW</td>
<td>223</td>
<td>5 = Undergraduate</td>
<td>FY = Full Year</td>
<td>LW223-5-FY</td>
</tr>
<tr>
<td>LW</td>
<td>301</td>
<td>6 = Undergraduate</td>
<td>SP = Spring Term</td>
<td>LW301-6-SP</td>
</tr>
</tbody>
</table>

A module could also be available at different levels, e.g.

- LW101-4-SP – typically for first years
- LW101-5-SP – typically for 2nd years
- LW101-6-SP – typically for 3rd years

All full year modules are worth 30 credits, with Autumn/Spring only modules being worth 15 credits.

Each module you take will have a different status in your course, which determines whether you must pass it. You will also be required to pass a minimum number of credits to proceed or graduate. You can find details of the status of your modules in section C of your programme specification via myEssex or via this link; [http://www.essex.ac.uk/programmespecs/](http://www.essex.ac.uk/programmespecs/).

#### Core Modules

When a module is 'core' within your course structure, it means that the module must be taken and passed for you to either progress to the following stage, or pass the course. No failure can be permitted.
Compulsory Modules
A compulsory module must be taken (attempted) but there might be limited opportunities to proceed or be eligible for an award if you fail it. The rules of assessment give details.

Optional Modules
An optional module is where the course structure permits students to choose a module from a list. It is treated in the same way as a compulsory module: it must be taken (attempted) but there might be limited opportunities to proceed or be eligible for an award if you fail it. The rules of assessment give details.

You should always take a holistic view of your course/award requirements. Just because a fail in a compulsory module is permitted, it does not mean that you can fail all of them and still progress. You will still need the minimum number of credits to proceed / for the award. Passing all core modules is required in addition to the requirement to pass a given number of credits.

Changing Optional Modules
You will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your personal tutor or Course Supervisor(s). It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. If you do decide to change, this is what you have to do within the first two weeks of the Autumn Term. For more information, go to information on changing modules at the start of the academic year: www.essex.ac.uk/students/course-admin/modules.aspx

Reasons for requesting a class change
In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental or school level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. Your Department/section may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

3.7 Listen Again
Did you miss something? In many lectures, our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign. listenagain.essex.ac.uk

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

3.8 UG Final Year Projects - Capstone
Students who began their courses in 2015 or later are required to complete an independent research project in their final year (you may hear this referred to as your ‘capstone project’). The project is an excellent opportunity to explore a point of personal interest in greater depth, and to showcase one’s skills to potential employers and providers of postgraduate education.

Towards the end of their penultimate year, students are asked to identify a particular issue or problem that has a bearing on the operation of law in society, and which they would be interested in researching. Help will be provided with identifying suitable research topics, and students
should talk to their personal tutor for one-to-one guidance. The skills development required to undertake the project is embedded in various other compulsory modules throughout our undergraduate courses.

In the final year, the project may take up either 15 or 30 credits of the student's curriculum, at their choice. The project is assessed primarily by an extended piece of written work, but part of the mark also derives from a presentation that each student has to give during the research process.

Students will complete their project under the supervision of an academic, and will also have the opportunity to discuss their work in a group setting with other students.

More information can be found in the Final Year Project Handbook.

3.9 Essex Abroad

Study abroad can enhance your CV and gives you valuable experience of another culture and way of life. Spending an extended period of time in another country provides an unparalleled opportunity to see a side of life which tourists never encounter. It is also true that employers value international experience in today's global economy.

In order to participate in the study abroad programme you must be enrolled on a course which states that it includes a Year Abroad for example, LLB Law (Including Year Abroad), Course code: M120. Students on this course spend their third year at one of a number of universities in other countries. If you are enrolled on a different course it is possible to switch to M120 at the end of your first year. Note, however, that in order to go abroad all students (whether already enrolled on M120 or on another course) must achieve a mark of at least 50% (please check this with the study abroad office for each institution) at the end of their first year.

The year abroad may be spent at a university in Europe or at a university in the United States, Australia, Canada, Hong Kong or New Zealand. To study at some of European universities you need to be fluent in the language of the country in question. There are a limited number of places at the universities outside Europe and (with the exception of Brooklyn Law School in New York) students from other schools and departments at Essex will also be applying for them, so you will be in competition with those other students to gain a place.

Note that if you choose to study in Europe and you are a citizen of a country belonging to the European Economic Area, there will be no tuition fees and you will receive a grant to help in finding reasonably priced accommodation. This is not available to students choosing to study outside Europe.

The marks received while studying abroad will count for 60 of the 420 credits which make up the LLB Law (Including Year Abroad) degree. In other words, the year abroad is treated as equivalent to two full year modules at Essex.

The School has two dedicated members of staff who deal with the administration of the Study Abroad facility (Dr Audrey Guinchard / Mei Mei Tang. All students who have opted to study abroad will be invited to an information meeting in the first term. This meeting will be an opportunity for students to ask questions and to receive further information about the requirements of the Study Abroad opportunities.

To find out more, please see: http://www.essex.ac.uk/essexabroad/

3.10 Employability

The School of Law and Human Rights Centre takes the employability of its graduates extremely seriously. All first year undergraduates are required to take LW111 Career Management Skills, followed by LW211 Career Management Skills II the year after, in order to develop their employability skills and careers awareness alongside their substantive learning in law. The modules draw upon a wide variety of different activities, and will require students to attend presentations and panel discussions, participate in careers fairs and skills sessions, and reflect
on their personal career goals. The modules seek to enhance students’ employability profile in a number of aspects, including: personal development planning; identifying personal strengths and goals; understanding the nature of work as a barrister or solicitor; awareness of jobs requiring legal expertise outside the traditional legal profession; skills in identifying and applying for employment opportunities; understanding the general demands of the current jobs market; identifying the demands of the jobs markets in law and related professions/industries; how to interact with legal professionals outside an academic environment.

Further details regarding Employability can be found in section headed: Skills, Employability and Experience

Extra-Curricular Opportunities

- Volunteering at the Essex Law Clinic allows you to work alongside practising solicitors to offer legal advice to clients in Colchester, and Southend, at legal help points in local courts, and to prisoners through the independent charity Prisoners' Advice Service.
- Our University's Frontrunners scheme gives you the chance to undertake paid work placement and training opportunities across our campuses, assisting academic Schools/departments and professional services teams with a variety of projects.
- Become a human rights and law evangelist. Run by our student Law Society, Essex Street Law gives you the chance to visit secondary schools to help pupils understand law, human rights and how they have an impact on their everyday lives.
- Our student-led commercial awareness initiative helps you understand how law relates to the world of business.
- Mooting competitions give you the chance to argue hypothetical points of law in front of a judge, helping to develop legal research skills, oral presentation techniques, and resilience under pressure.
- Additional extracurricular competitions include client interviewing and negotiation.
- Sign up for a networking skills workshop. Networking is important for law graduates across a wide range of sectors, particularly in relation to client development.
- Using your experience to mentor other students is a great way to develop your communication skills and we provide you with training and opportunities to take on this responsibility.
- Completing an internship is a great way to gain professional experience while you study.

3.11 Inclusive Learning Experience

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be put in place for individual students to support them through their studies.

3.11.1 Information for Disabled Students

We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the disability service so that we can plan how best to support you in your studies.

You can find out about the academic and learning support we offer here: https://www.essex.ac.uk/students/disability/default.aspx

UK students may be eligible for a Disabled Students’ Allowance grant. Go here for more information including application forms and key changes for 2016-17

3.11.2 Information for International Students

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at
3.11.3 Mature and Part-Time Students
As a mature student you’ll be in very good company – around 37% of our students are mature students.

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

You can find more information here: https://www.essex.ac.uk/life/students/mature.aspx

3.12 Student Representation, Student Staff Liaison Committee, Student Assessment of Modules and Teaching and Student Surveys
Student feedback is a vital part of the University’s approach to quality assurance and enhancement. It is important that you are given the opportunity and that you take time to feedback to the University.

You can do this in a number of ways:
1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students’ Union website www.essexstudent.com/representation/coursereps/ and the University’s policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about SSLCs here: www.essex.ac.uk/quality/student_representation/sslc.asp.

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

Student Satisfaction Surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we’re doing and where we can make improvements. It’s for all undergraduate students not covered by the NSS. The surveys are run online and you will receive a link to the survey in your email.

3.13 Library Services
At our Colchester Campus, the Albert Sloman Library on Square 5 has long opening hours, a new extension and 24 hours a day access in the weeks leading up to exam time, the library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors.
libwww.essex.ac.uk

3.14 Monitoring of Attendance and Progress
University regulations require the School of Law to monitor the attendance and progress of every student, in order to identify any problems, they may have as early as possible, and to ensure that students are appropriately prepared for their assessments and do not fall behind. As stated in the regulations, “unsatisfactory attendance is determined on the basis of unauthorised absence from
timetabled teaching event(s)."

Unsatisfactory attendance, non-submission of coursework, or failure to meet with a personal tutor when required, will ultimately result in the student being referred to meet with their Year-Coordinator who will be acting as a Progress Officer.

Failure to meet with the Progress Officer, or a further continuing incidence of unsatisfactory attendance or non-submission of coursework, will result in referral to the Executive Dean of the Faculty of Humanities who has the power to take the matter to a Progress Committee.

The role of the Progress Committee is to make a decision as to whether the student should be allowed to continue with their course. They have the power to withdraw the student from the University, and may also require the student to intermit the current academic year, change course, repeat the year, or attach conditions on the student’s continuing enrolment on their course.

Furthermore, using another student’s card to register their attendance when they are absent, or registering your own attendance without staying for the teaching event, are both breaches of the Student Code of Conduct; disciplinary proceedings can be brought against any student suspected of doing this.

The full regulations on attendance and progress can be read here: http://www.essex.ac.uk/about/governance/policies/taught-progress-appeals.aspx#monitoring

3.14.1 Attendance and Reporting Absence from Sessions
Your attendance at lectures and classes is compulsory and has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need guidance and support.

You’ll need to record your attendance at teaching events using your registration card and the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend. Your tap will count from 15mins before the start time and up to 15mins after the start time on your timetable.

You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event. This is breaking the Student Code of Conduct and you could be fined.

Attending is especially important if you are here on a Tier 4 visa.

If you lose your card or it is faulty, go to the Student Services Hub to get a new card (a small fee is applicable for lost cards).

If you need to report an absence from a teaching event you should do so by completing the notified absence on MyEssex. We will consider the reasons and may record it as an authorised absence. Be aware that you may need to provide evidence, including medical evidence if relevant. Please see www.essex.ac.uk/see/attendance for acceptable reasons to be absent.

You will be able to check your attendance record, and notified absences on MyEssex. This is being introduced by the University during the year.

Please contact your Personal Tutor, department staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

For more information on attendance, and for links to forms and guidelines visit: www.essex.ac.uk/see/attendance
4. Assessment

4.1 Rules of Assessment
www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

The Rules of Assessment are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners, which meets at the end of the Summer Term. The Board of Examiners use the Rules of Assessment to decide:

- whether you can be awarded credit for the modules you have studied
- whether you have done enough to move on to the next stage of your course
- whether you have done enough to pass your course
- what classification you will receive
- what reassessment you could be offered
- whether you must withdraw from your course, with or without and exit award

Exit Awards
If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a Bachelor’s degree, you may be awarded a qualification at a lower level, if appropriate.

4.2 Extenuating Circumstances, Withdrawing and Intermittent
www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

Extenuating Circumstances
These are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affects you for any significant period of time and/or during the examination period.

You need to submit your form by the deadline, see: www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

You will not get extra marks if you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students’ Union Advice Centre, www.essexstudent.com/services/advice_centre/, or the Student Services Hub, www.essex.ac.uk/students/contact/default.aspx, if you need any guidance.

Please note that the Extenuating Circumstances policy applies to coursework assessment that is based upon preparation for, and participating in, tutorials.

Intermitting
This is a temporary withdrawal or leave of absence from your studies. Normally this is for reasons beyond your control such as health or personal problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example the impact on your module choices and maximum period of study, accommodation, financial matters including the impact on your tuition fees and visas if you have a student or Tier 4 visa.

If you decide to intermit you will no longer be entitled to attend tuition but you will still have access to your Essex email account which we will use to communicate with you and some library access.
Please see https://www.essex.ac.uk/students/course-admin/intermission.aspx for guidance on intermission.

You should read the guidance on intermitting very carefully before submitting your form, at. You are strongly advised to discuss intermitting with your department.

**Withdrawing**

You may experience doubts about continuing on your course at some point during your studies. **Withdrawing from your course** is the formal process for permanently leaving your programme of study and the University. There are plenty of people at Essex who can provide you with information, advice, guidance and support to help you to make a decision that’s right for you. For instance, you might find that taking a temporary break from your studies (intermitting) will enable you to resolve the current situation that is causing you to think about leaving. Also, please note that if you are thinking about withdrawing from the University, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, and careers advice. Who to contact for advice, the practical matters that you need to consider, your options, and the withdrawal process are all detailed here: http://www.essex.ac.uk/students/course-admin/withdrawing.aspx

**4.3 Remarking of Coursework**

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found at: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy.

You will need to complete a form and be aware that marks can go down as well as up.

**4.4 Moderation, Second Marking Policies and External Examiners**

The University policy on moderation is part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker if he or she believed that the marks were not at the correct level, with a view to the first marker reviewing and adjusting the marking.

**Second Marking**

This is where a second marker marks the work but has access to the first marker’s marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments must keep a full record of both individual and agreed marks for all work which is second or double marked.

**External Examiners**

These are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory. You can find out more about how the University uses External Examiners at: www.essex.ac.uk/quality/external_examiners

Please note: you may not contact External Examiners directly under any circumstances. If you have any concerns about the quality and standards of your course, please contact your student rep, your Head of Department or the Students’ Union.

**4.5 Appeals, Complaints and Fitness to Practise**

The Academic Appeals Procedure can be found at https://www.essex.ac.uk/students/exams-and-coursework/ppg/ug/appeals.aspx

28
Academic Appeals Procedure  
www.essex.ac.uk/see/appeals-ug  
Following the release of your end of year results, you are eligible to submit a formal appeal against the progress decision of the Board of Examiners that have made the decision regarding your academic progress. Formal appeals can take up to 6 weeks to be considered, however, if you are not in the final year of your programme of study, you can “Consult the Dean” before submitting a formal appeal. The Dean can take action and change the original progress decision, and can also consider requests from students who want to repeat the year rather than take reassessment across the summer. Please visit the Appeals webpage for information regarding the deadline by which you must “Consult the Dean” and/or submit your formal appeal by.

As with all appeals, you would be required to provide any relevant evidence that substantiate your claims. The main legitimate grounds for appeal are any extenuating circumstances that you could not make the Board of Examiners' aware of in advance, or procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred. Other grounds will be considered on their merits but you may not appeal against academic judgement. This means that you can’t appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

The Appeals Procedure gives examples of grounds for appeal which are not considered legitimate. You should read these before submitting an appeal. You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances.

We strongly advise all students thinking about making an appeal to contact the Students’ Union Advice Centre. Please visit www.essexstudent.com/advice for more information.

The Complaints Procedure:  
The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms here: www.essex.ac.uk/see/complaints

Fitness to Practise  
This is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department.

4.6 Academic Offences Policy  
www.essex.ac.uk/see/academic-offence  
All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously.

Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethically research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn’t intend to commit one.

It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren’t sure what referencing system you should use, you should ask your department and also refer to section 7 Referencing and good academic practice in this handbook.

If an allegation of an academic offence is made against you, we strongly advise contacting the Students’ Union Advice Centre. Please visit www.essexstudent.com/advice for more information.
4.7 Ethics
All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - [www.essex.ac.uk/reo/governance/human.aspx](http://www.essex.ac.uk/reo/governance/human.aspx) - along with the Ethical Approval application form.

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).’
5. Coursework
In every module for which the final module mark includes the mark(s) for assessed written work, you will receive information indicating:

- The proportion of the final mark represented by coursework marks
- The number of items you are required to submit
- The title(s)
- The date and time of final submission
- Details as to the form, including the maximum word length, if any.

5.1 Coursework Submission

First Years ONLY
Students are usually required to submit an electronic copy of their coursework to FASER no later than the dates specified for each module. This must be uploaded through the ‘myEssex’ student portal, via the ‘myStudy’ area, using the Online Course Submission System (FASER) – **Please note that the first page of your uploaded coursework MUST BE the assignment feedback sheet which you can find on the USB stick given to you at the start of the academic year.** You must make sure that your assignment feedback sheet and coursework are water-marked to complete the submission. This should be done automatically on submission – You should then receive two emails; one to say that the work has been submitted and the second to confirm that it has been water-marked. For online assistance with uploading your assignment please refer to the following web page:  https://www.essex.ac.uk/e-learning/tools/FASER/students/Help.aspx Please also refer to the, ‘FASER Quick Start Guide’ also available at the web page above.

Once you have uploaded your assignment you will receive an email receipt which you should retain as proof of submission. Your assignment will automatically be submitted once the deadline date is exceeded

Second, Third and Final Years
Students are usually required to submit one electronic copy of their coursework **and** one hard copy of their coursework to the Law General Office on the dates specified for each module. The electronic copy must be uploaded through the ‘myEssex’ student portal, via the ‘myStudy’ area, using the Online Course Submission System (FASER). You must also watermark your coursework to complete the submission. For online assistance with uploading your assignment please refer to the following web page:  https://www.essex.ac.uk/e-learning/tools/FASER/students/Help.aspx Please also refer to the, ‘FASER Quick Start Guide’ also available at the web page above.

Once you have uploaded your assignment you will receive an email receipt which you should retain as proof of submission. Your assignment will automatically be submitted once the deadline date is exceeded. You will need to print out a watermarked copy of your assignment from the ‘Past Assignments’ list and submit this to the Law General Office. The watermark indicates the printed assignment is a legitimate copy. The office will not be permitted to accept assignments without a watermark.

5.2 Coursework Deadline Policy
We have a single policy at the University of Essex for the late submission of coursework in Undergraduate courses: All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and School’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available at: www.essex.ac.uk/exams-coursework.

Late Submission
Where an assignment is submitted up to seven days late, the student may hand in their work accompanied by a Late Submission of Coursework form, which must explain the reason for the
lateness. The assignment will be marked for feedback purposes, but the mark will only be awarded if the reasons are deemed legitimate by the School’s Late Submission Committee.

Please note that this Late Submission of coursework policy applies to coursework that is constituted by preparation for tutorials (whether requiring in-class or pre-class submission).

More than seven days from the deadline, work may still be handed in as long as the module lecturer has not yet provided feedback to the rest of the cohort. In such cases, the student must apply for Extenuating Circumstances (see section 0) for the mark to be awarded.

More information about extenuating circumstances relating to late submission of coursework is available at: www.essex.ac.uk/exams-coursework.

Non-Submission of Assessed Work
Where a student has failed to submit coursework or attend assessment, where the non-submission is worth 25% or greater on any module, the student will be required to meet with the Progress Officer. An appointment time will be set for the meeting and the student will be notified by e-mail. If the student fails to attend this meeting they will be referred to the Dean.

The Progress Officer will stipulate the conditions which must be met for the student to be allowed to progress with their course of Study. Engagement will continue to be monitored.

5.3 General Rules on Tutorial Engagement
In certain modules we assess your engagement in classes. These modules will award a certain percentage of your mark for preparatory work done in advance of the tutorial, and a certain percentage for participation in the tutorial itself. These marks are treated as coursework components of the module in question.

Compulsory modules that will award credit in this manner in 2016-17 are as follows (certain optional modules also have tutorial or seminar based assessment – details can be found in the options handbook.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Preparation</th>
<th>Participation</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW105 ALPS</td>
<td>6%</td>
<td>4%</td>
<td>In-class</td>
</tr>
<tr>
<td>LW109 Foundations of Property Law</td>
<td>5%</td>
<td>5%</td>
<td>Pre-class (MCQ)</td>
</tr>
<tr>
<td>LW104 Criminal Law</td>
<td>10%</td>
<td>5%</td>
<td>tbc</td>
</tr>
<tr>
<td>LW303 Land Law</td>
<td>5%</td>
<td>5%</td>
<td>In-class</td>
</tr>
<tr>
<td>LW201 Tort</td>
<td>5%</td>
<td>5%</td>
<td>In-class</td>
</tr>
<tr>
<td>LW202 Equity &amp; Trusts</td>
<td>5%</td>
<td>5%</td>
<td>In-class</td>
</tr>
</tbody>
</table>

For Students on the English & French Law programme:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Preparation</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW106 French Constitutional Law</td>
<td>16%</td>
<td>4%</td>
</tr>
<tr>
<td>LW112 French Private Law I</td>
<td>16%</td>
<td>4%</td>
</tr>
<tr>
<td>LW206 French Administrative Law</td>
<td>16%</td>
<td>4%</td>
</tr>
<tr>
<td>LW208 French Private Law II</td>
<td>16%</td>
<td>4%</td>
</tr>
</tbody>
</table>

At Essex we employ two different ways of assessing your work done in preparation for your tutorial – these are known as ‘in-class assessment of preparatory work’ and ‘pre-class assessment of preparatory work’. Because the way in which you submit your preparatory work significantly differs between the two types assessment it is essential that you know whether the
modules that you are taking use ‘in class’ or ‘pre class’ assessment. This information can be found in the module description in the Module Directory. Please also familiarise yourself with and act upon the following sets of rules governing how credit is awarded and what is expected of you:

5.3.1 Rules for ‘In-Class’ submission and grading of preparatory work and participation
a. You must attend each and every scheduled teaching event (tutorial, seminar or lecture) on time and having done all of the required preparation.

b. For each tutorial you will be asked to complete certain tasks in advance of the class – this is the required preparation. This can take the form of engaging in certain set readings of cases, journal articles or chapters in your textbooks. You will, however, also be given a series of questions to answer in the class itself – these questions might be explicitly linked to the set readings or may test you wider understanding of the subject-matter. In either event it is essential that you compile a set of notes and/or draft answers to each of these questions and bring these notes/answers along to the class with you. Your tutor will ask to see these notes and will award a grade to reflect the quantity and quality of these notes. Typically, the grading system will be as follows, although this may vary between modules:

- No preparation whatsoever (a failure to do any pre-reading, no attempt to answer any set questions) = no marks
- Minimal preparation (cursory reading of some of the set reading, an attempt to answer some of the set questions) = one mark
- Full preparation (an ability to evidence reading of all or most of the required reading, comprehensive answers to all or most of the set questions) = two marks

When your tutor has had the opportunity to grade you work, this mark will be recorded and your work will be ‘signed-off’ by the tutor. You must ensure that you keep these documents somewhere safe as you will need these later in the year: first of all, these are important notes that might help with your revision or writing of assignments, and secondly you might be asked to submit these at the end of the academic year for quality assurance purposes. Please note, you must bring physical (paper) copies of your preparatory materials to class: these can be hand-written or typed but must be in hard-copy form: they must not be on USB sticks, laptops, tablets, smart phones or any other electronic format.

c. You cannot, unless expressly told differently, email your preparatory notes to your tutor before or after the class: the only time that you can submit these notes is in the class itself. This applies even in cases of absenteeism due to sickness or serious personal circumstances beyond your control

5.3.2 Rules for ‘Pre-Class’ submission and grading of preparatory work and participation (UG optional and all PG modules)

a. You must attend each and every scheduled teaching event (tutorial, seminar or lecture) on time and having done all of the required preparation.

b. For each tutorial or seminar, you will be asked to complete certain tasks in advance of the class – this is the required preparation. This can take the form of engaging in certain set readings of cases, journal articles or chapters in your textbooks. You will, however, also be given a series of questions to answer in the class itself – these questions might be explicitly linked to the set readings or may test you wider understanding of the subject-matter. In either event it is essential that you compile a set of notes and/or draft answers to each of these questions and submit these to your tutor via email in advance of the tutorial/seminar. Your tutor will grade these notes and will award a grade to reflect the quantity and quality of these notes. Typically, the grading system will be as follows:

- No preparation whatsoever (a failure to do any pre-reading, no attempt to answer any set questions) = no marks
- Minimal preparation (cursory reading of some of the set reading, an attempt to answer some of the set questions) = one mark
- Full preparation (an ability to evidence reading of all or most of the required reading,
comprehensive answers to all or most of the set questions) = two marks

c. If you do not submit your preparatory work at the appropriate time (no later than midnight on the day before the seminar) you will receive a grade of zero for that particular part of the module.

5.3.3 General Principles
a. You will also be asked to participate in class and contribute to the learning outcomes. Participation does not simply mean enunciating overly long answers or speaking just for the sake of it: participation also means actively listening whilst others talk, contributing to group discussions, asking relevant questions of the tutor and engaging in a balanced, inclusive and informed discussion. Provided that, in the tutor's view, you have properly participated then you will be awarded the appropriate level of credit. You will not, however, be given credit for simply attending the class.

b. Where credit is awarded for preparation and participation, the standard procedures on late submission of coursework apply.

c. If you cannot attend your scheduled teaching events, you must inform the Law Office at the first opportunity. If you have a genuine reason for not being able to attend (such as illness or any serious personal circumstances beyond your control) then you will be allowed to attend another session and told which class to go to. Marks for participation and preparation will only be instated via the standard procedures covering late submission of coursework. Where the work is submitted within seven days of the original tutorial date, students should submit a Late Submission application. For later submissions, students must apply for extenuating circumstances, which will be considered at the summer exam board. See sections 6.3 and 5.2 of this handbook for further information.

d. In the event that your class is cancelled you will be informed at the earliest opportunity and you will be given the opportunity to go to another class on a one-off basis (if all subsequent tutorial cycles you should return to your originally allocated session unless you are told otherwise)

5.4 School of Law Coursework Submission Deadlines
The dates below are just for coursework; some of the modules below maybe assessed by coursework and exam – for further information, please see the module directory or the Law Undergraduate Options Booklet

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Coursework</th>
<th>Submission Date</th>
<th>Wks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW103</td>
<td>Foundations of Public Law</td>
<td>Formative</td>
<td>Monday 21 November 2016</td>
<td>8</td>
</tr>
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<td></td>
<td></td>
<td>Coursework</td>
<td>Thursday 16 March 2017</td>
<td>24</td>
</tr>
<tr>
<td>LW104</td>
<td>Criminal Law</td>
<td>Formative</td>
<td>Monday 5 December 2016</td>
<td>10</td>
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<td>24</td>
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<tr>
<td>LW105</td>
<td>Academic, Legal &amp; Professional Skills (ALPS)</td>
<td>Formative</td>
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</tr>
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<td>Tuesday 6 December 2016</td>
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<tr>
<td>LW108</td>
<td>Foundations of Obligations</td>
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<td>Monday 16 January 2017</td>
<td>16</td>
</tr>
<tr>
<td>LW109</td>
<td>Foundations of Property Law</td>
<td>Coursework</td>
<td>Monday 24 April 2017</td>
<td>30</td>
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<tr>
<td>LW106</td>
<td>French Constitutional Law</td>
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<td>Monday 5 December 2016</td>
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<tr>
<td>LW112</td>
<td>French Private Law I</td>
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<td>Module Code</td>
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<tr>
<td>HU100</td>
<td>Foundations of Human Rights</td>
<td>Formative</td>
<td>Wednesday 16 November 2016</td>
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<td>Coursework I</td>
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<td>Coursework II</td>
<td>Thursday 23 March 2017</td>
<td>25</td>
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<td>Tort Law</td>
<td>Coursework</td>
<td>Thursday 15 December 2016</td>
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<tr>
<td>LW203</td>
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<tr>
<td>LW301</td>
<td>Jurisprudence</td>
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<tr>
<td>LW302</td>
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<td>Tuesday 14 March 2017</td>
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<td>24</td>
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<td>LW208</td>
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<td>HU200</td>
<td>Human Rights Organisations</td>
<td>Coursework</td>
<td>Monday 23 January 2017</td>
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<td>HU201</td>
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<td>Friday 28 April 2017</td>
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<tr>
<td>HU300</td>
<td>Selected Issues in Human Rights</td>
<td>Research Essay</td>
<td>Monday 24 April 2017</td>
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<td>HU301</td>
<td>Human Rights Clinic</td>
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<td>LW210</td>
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<tr>
<td>LW218</td>
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<td>LW223</td>
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<td>LW225</td>
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<td>LW227</td>
<td>Investigating Miscarriages of Justice</td>
<td>Portfolio</td>
<td>Wednesday 18 January 2017</td>
<td>16</td>
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<tr>
<td>LW232</td>
<td>Medicine &amp; the Law I</td>
<td>Coursework</td>
<td>Wednesday 18 January 2017</td>
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<tr>
<td>LW233</td>
<td>Medicine &amp; the Law II</td>
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<td>LW237(AU)</td>
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<td>Wednesday 18 January 2017</td>
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<td>LW237(SP)</td>
<td>Clinical Legal Education</td>
<td>Portfolio</td>
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<tr>
<td>LW241</td>
<td>Consumer Contract Law</td>
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<td>LW242</td>
<td>Commercial Contract Law</td>
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<td>LW250</td>
<td>Legal Advice Casework</td>
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<tr>
<td>LW251</td>
<td>Employment Law &amp; Practice</td>
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<td>Wednesday 18 January 2017</td>
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<tr>
<td>LW253</td>
<td>Understanding Judges</td>
<td>Coursework</td>
<td>Wednesday 18 January 2017</td>
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<tr>
<td>LW316</td>
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<td>Coursework</td>
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<tr>
<td>LW327</td>
<td>International Trade Law</td>
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<td>LW328</td>
<td>Intellectual Property Law</td>
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<td>24</td>
</tr>
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<td>LW335</td>
<td>Commercial Property I</td>
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<td>16</td>
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### Module Code

<table>
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<tr>
<th>Module Code</th>
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<th>Submission Date</th>
<th>Wks.</th>
</tr>
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<td>LW344</td>
<td>Internet Law &amp; Regulation</td>
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<tr>
<td>LW349</td>
<td>Contemporary Issues in Criminal Justice: Law, Policy &amp; Practice</td>
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<td>Wednesday 18 January 2017</td>
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<td>LW350</td>
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<td>LW352</td>
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<td>LW354</td>
<td>Criminology</td>
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<td>LW357</td>
<td>Justice</td>
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<td><strong>Dissertations</strong></td>
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<td>LW351</td>
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<td>HU302</td>
<td>BA Human Rights</td>
<td>Dissertation</td>
<td>Friday 28 April 2017</td>
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</tr>
</tbody>
</table>

#### 5.5 Intellectual Property Rights

The University Guidelines on the Ownership of Intellectual Property Rights in Students' Work may be found on the following University's web site: [www.essex.ac.uk/academic/docs/cal/ipr.shtm](http://www.essex.ac.uk/academic/docs/cal/ipr.shtm)

Further information and guidance is also available: [www.essex.ac.uk/ipr/](http://www.essex.ac.uk/ipr/)

#### 5.6 Marking Guidelines

Please find below the School's marking guidelines. There are separate guidelines for level 4 (first year), level 5 (second year) and level 6 (third and fourth year), reflecting the differing expectations of students at different stages of study. They are included here to indicate you the criteria against which your work will be marked. Please note, however, that marking is not an exact science and there may be some variation in the way the criteria are applied across different modules. Not all criteria will be relevant to all modules (for example, some modules use problem questions and some do not).

The grade descriptors below reflect typical work for the relevant level and class. It is not expected that work awarded a particular class of mark will contain all the qualities identified in the descriptor: in particular, work receiving marks towards the top of a class may exhibit some qualities of work typically found in the class above, while work receiving marks towards the bottom of a class may exhibit some qualities of work typically found in the class below.
<table>
<thead>
<tr>
<th>Class</th>
<th>Mark</th>
<th>Grade Descriptor</th>
</tr>
</thead>
</table>
| Excellent 1st Class | 95   | *Content and research*  
Work will address all key points required in an essay or problem question and support them by reference to appropriate case law, textbooks and academic research. There will usually be evidence of research beyond the reading list.  
*Understanding and analysis*  
Work will demonstrate sound understanding of the relevant law, engage well with the relevant primary sources and academic literature and evaluate these as appropriate, providing a solid answer to the particular question set.  
*78  
Work will have a clear structure, with an introduction and conclusion. Answers to problem questions will demonstrate strong skills in identifying legal rules and principles and applying these to the issues.*  
*75  
*Language and referencing*  
Work will be written in clear and accurate English. Work will use technical legal language correctly, though there may be occasional errors.*  
| 72      | 70   | Work will be well referenced, bar occasional minor errors. |
| 2.1 Good | 68   | *Content and research*  
Work will address most of the key points required in an essay or problem question and support them by reference to appropriate case law and textbooks. There may be evidence of research beyond the reading list*  
*Understanding and analysis*  
Work will demonstrate understanding of the relevant law, engage well with the relevant primary sources and academic literature and evaluate these as appropriate, attempting to answer the particular question set.*  
|       | 65   | Work will have a clear structure, with an introduction and conclusion. Answers to problem questions will demonstrate skills in identifying legal rules and principles and applying them to the issues.*  
|       | 62   | *Language and referencing*  
Work will be written in clear and accurate English, though there may be occasional errors. Work will use technical legal language correctly, though there may be occasional errors.*  
<p>|       | 60   | Work will be referenced, but will contain some omissions and/or inaccuracies. |</p>
<table>
<thead>
<tr>
<th>Class</th>
<th>Mark</th>
<th>Grade Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2</td>
<td>58</td>
<td><strong>Content and research</strong>&lt;br&gt;Work will address some of the key points required in an essay or problem question and support them by reference to appropriate case law and textbooks.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>55</td>
<td><strong>Understanding and analysis</strong>&lt;br&gt;Work will demonstrate some understanding of the relevant law though there may be a number of errors of understanding. Work will engage with relevant primary sources. Work will often not be directly and explicitly related to the question or problem set. Often the work will take the form of an ‘all I know about the subject’ answer with a consequent failure to answer the particular question posed. Work may contain a basic structure, with an introduction and conclusion, but material may not be well-organised. Answer to problem questions may attempt to identify legal rules and apply them to the issues but may not do so effectively and consistently.</td>
</tr>
<tr>
<td>52</td>
<td></td>
<td><strong>Language and referencing</strong>&lt;br&gt;Work will largely be clear but contain some errors of expression. Work is likely to contain errors in use of technical legal language.</td>
</tr>
<tr>
<td>50</td>
<td></td>
<td><strong>Content and research</strong>&lt;br&gt;Work will make some relevant points required in an essay or problem question but is likely to omit significant areas and/or to fail to support points by reference to appropriate cases and textbooks. There will not be evidence of relevant reading beyond the basic set work.</td>
</tr>
<tr>
<td>3rd class</td>
<td>48</td>
<td><strong>Understanding and analysis</strong>&lt;br&gt;Work will demonstrate some understanding of the relevant law though there will be significant errors of understanding. Work is likely not to be directly and explicitly related to the question or problem set. Work will often lack a clear structure or be ‘unbalanced’ (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions may make little attempt to identify legal rules and apply them to the issues or will not do so effectively and consistently.</td>
</tr>
<tr>
<td>Weak</td>
<td>45</td>
<td><strong>Language and referencing</strong>&lt;br&gt;Work contains passages which lack clarity or a large number of errors of expression. Work contains errors in use of technical legal language.</td>
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<tr>
<td>42</td>
<td></td>
<td><strong>Content and research</strong>&lt;br&gt;Work will contain some relevant points required in an essay or problem question but is likely to omit significant areas and/or to fail to support points by reference to appropriate cases and textbooks. There will not be evidence of relevant reading beyond the basic set work.</td>
</tr>
<tr>
<td>40</td>
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<td><strong>Understanding and analysis</strong>&lt;br&gt;Work will demonstrate some understanding of the relevant law though there will be significant errors of understanding. Work is likely not to be directly and explicitly related to the question or problem set. Work will often lack a clear structure or be ‘unbalanced’ (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions may make little attempt to identify legal rules and apply them to the issues or will not do so effectively and consistently.</td>
</tr>
<tr>
<td>38</td>
<td></td>
<td><strong>Language and referencing</strong>&lt;br&gt;Work contains passages which lack clarity or a large number of errors of expression. Work contains errors in use of technical legal language. Work will have very little referencing; referencing will be incomplete and inaccurate.</td>
</tr>
<tr>
<td>Class</td>
<td>Mark</td>
<td>Grade Descriptor</td>
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<tr>
<td>Fail</td>
<td>38</td>
<td>Content and research&lt;br&gt;Work will address few, if any of the important points required in an essay or problem question and sources relied upon are likely to be unsuitable (Wikipedia etc.). Work is likely to be short.</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>Understanding and analysis&lt;br&gt;Work will demonstrate little understanding of the relevant law and there are likely to be significant errors of understanding. Work attempts little or no evaluation of sources. Work is likely not to be directly and explicitly related to the question or problem set.</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>Poor&lt;br&gt;Work will lack a clear structure or be very ‘unbalanced’ (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions will not attempt to identify legal rules and apply them to the issues or will do so very ineffectively and inconsistently.</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Language and referencing&lt;br&gt;Work is likely to contain a very large number of errors in spelling, grammar, punctuation and syntax. Technical legal language is likely to be used infrequently and incorrectly.</td>
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<tr>
<td></td>
<td>28</td>
<td>Referencing is likely to be absent or seriously defective.</td>
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<table>
<thead>
<tr>
<th>Class</th>
<th>Mark</th>
<th>Grade Descriptor</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>95</td>
<td><strong>Content and research</strong></td>
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<tr>
<td></td>
<td></td>
<td>Work will address all key points required in an essay or problem question and</td>
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<td>support them by reference to appropriate case law, textbooks and academic</td>
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<tr>
<td></td>
<td></td>
<td>research. There will be good evidence of research beyond the reading list.</td>
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<tr>
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<td>90</td>
<td><strong>Understanding and analysis</strong></td>
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<td>Work will demonstrate sound critical understanding of the relevant law, engage</td>
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<td>well with the relevant primary sources and academic literature and evaluate</td>
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<td>these as appropriate, providing an answer to the particular question set. There</td>
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<td></td>
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<td>may be some novel analysis.</td>
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<td>85</td>
<td><strong>Language and referencing</strong></td>
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<td>Work will be carefully structured. Answers to problem questions will demonstrate</td>
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<td></td>
<td></td>
<td>strong skills in identifying legal rules and principles and applying these to the</td>
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<td>issues.</td>
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<td>72</td>
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<tr>
<td>Good</td>
<td>68</td>
<td><strong>Content and research</strong></td>
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<tr>
<td></td>
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<td>Work will address most of the key points required in an essay or problem question</td>
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<tr>
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<td></td>
<td>and support them by reference to appropriate case law, textbooks and academic</td>
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<tr>
<td></td>
<td></td>
<td>research. There may be evidence of research beyond the reading list.</td>
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<tr>
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<td>65</td>
<td><strong>Understanding and analysis</strong></td>
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<tr>
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<td>Work will demonstrate critical understanding of the relevant law, engage well with</td>
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<td>the relevant primary sources and academic literature and evaluate these as</td>
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<td>appropriate, providing an answer to the particular question set.</td>
</tr>
<tr>
<td></td>
<td>62</td>
<td><strong>Language and referencing</strong></td>
</tr>
<tr>
<td></td>
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<td>Work will have a clear structure, with an introduction and conclusion. Answers to</td>
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<td>problem questions will demonstrate skills in identifying legal rules and principles</td>
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<td></td>
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<td>and applying these to the issues.</td>
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<td>60</td>
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<tr>
<td></td>
<td>51</td>
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<td>40</td>
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**1st class**
<table>
<thead>
<tr>
<th>Class</th>
<th>Mark</th>
<th>Grade Descriptor</th>
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</table>
| 2.2 Satisfactory | 58   | Content and research  
Work will address a number of the important points required in an essay or problem question and support them by reference to appropriate cases and standard textbooks. It is unlikely that there will be evidence of reading academic literature beyond the basic set work.  
Understanding and analysis  
Work will demonstrate understanding of the relevant law though there may be errors of understanding. Work will engage with relevant primary sources and attempt to evaluate these. Work may not be directly and explicitly related to the question or problem set. Often the work will take the form of an ‘all I know about the subject’ answer with a consequent failure to answer the particular question posed.  
Work may contain a basic structure, with an introduction and conclusion, but material may not be well-organised. Answers to problem questions may attempt to identify legal rules and apply them to the issues but may not do so effectively and consistently.  
Language and referencing  
Work will largely be clear but may contain some errors of expression. Work is likely to contain errors in use of technical legal language.  
Work will be referenced, but will contain some omissions and/or inaccuracies. |
| 3rd Class Weak | 48   | Content and research  
Work will address some of the important points required in an essay or problem question and may support them by reference to appropriate cases and textbooks. There will not be evidence of reading academic literature beyond the basic set work.  
Understanding and analysis  
Work will demonstrate some understanding of the relevant law though there may be significant errors of understanding. Work is unlikely to attempt much evaluation of sources. Work is likely not to be directly and explicitly related to the question or problem set.  
Work will often lack a clear structure or be ‘unbalanced’ (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions may make little attempt to identify legal rules and apply them to the issues or will not do so effectively and consistently.  
Language and referencing  
Work is likely to contain passages which lack clarity or a number of errors of expression. Work is likely to contain errors in use of technical legal language.  
Work will have some referencing, but it will contain significant omissions and/or inaccuracies. |
<table>
<thead>
<tr>
<th>Class</th>
<th>Mark</th>
<th>Grade Descriptor</th>
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<tbody>
<tr>
<td>Fail</td>
<td>38</td>
<td>Content and research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work will address few, if any, of the important points required in an essay or problem question and sources relied upon are likely to be unsuitable (Wikipedia etc.). Work is likely to be short.</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>Understanding and analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work will demonstrate little understanding of the relevant law and there are likely to be significant errors of understanding. Work attempts little or no evaluation of sources. Work is likely not to be directly and explicitly related to the question or problem set.</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>Language and referencing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work will lack a clear structure or be very ‘unbalanced’ (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions will not attempt to identify legal rules and apply them to the issues or will do so ineffectively and inconsistently.</td>
</tr>
<tr>
<td>Poor</td>
<td>30</td>
<td>Language and referencing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work is likely to contain a very large number of errors in spelling, grammar, punctuation and syntax. Technical legal language is likely to be used infrequently and incorrectly.</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Language and referencing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referencing is likely to be absent or seriously defective.</td>
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<tr>
<td></td>
<td>25</td>
<td>Language and referencing</td>
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<td>Class</td>
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<tr>
<td>1st class</td>
<td>95</td>
<td>Content and research</td>
</tr>
<tr>
<td></td>
<td>90</td>
<td>Work will address all key points required in an essay or problem question and support them by reference to appropriate case law, textbooks and academic research. There will be evidence of considerable research beyond the reading list.</td>
</tr>
<tr>
<td></td>
<td>85</td>
<td>Understanding and analysis</td>
</tr>
<tr>
<td></td>
<td>80</td>
<td>Work will demonstrate systematic, critical understanding of the relevant law, engage well with the relevant primary sources and academic literature and evaluate these as appropriate, providing an answer to the particular question set. There will often be some novel analysis.</td>
</tr>
<tr>
<td></td>
<td>78</td>
<td>Work will be carefully structured. Answers to problem questions will demonstrate strong skills in identifying legal rules and principles and applying these to the issues.</td>
</tr>
<tr>
<td></td>
<td>75</td>
<td>Language and referencing</td>
</tr>
<tr>
<td></td>
<td>72</td>
<td>Work will largely be written in clear, fluent, accurate and concise English. Work uses technical legal language correctly.</td>
</tr>
<tr>
<td></td>
<td>70</td>
<td>Work will largely be meticulously and accurately referenced.</td>
</tr>
<tr>
<td>2.1 Good</td>
<td>68</td>
<td>Content and research</td>
</tr>
<tr>
<td></td>
<td>65</td>
<td>Work will address most of the key points required in an essay or problem question and support them by reference to appropriate case law, textbooks and academic research. There will be evidence of research beyond the reading list.</td>
</tr>
<tr>
<td></td>
<td>62</td>
<td>Understanding and analysis</td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>Work will demonstrate systematic critical understanding of the relevant law, engage well with the relevant primary sources and academic literature and evaluate these as appropriate, providing an answer to the particular question set.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work will have a clear structure, with an introduction and conclusion. Answers to problem questions will demonstrate skills in identifying legal rules and principles and applying these to the issues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Language and referencing</td>
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<tr>
<td></td>
<td></td>
<td>Work will largely be written in clear and accurate English. Work uses technical legal language correctly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work will largely be carefully and accurately referenced.</td>
</tr>
<tr>
<td>Class</td>
<td>Mark</td>
<td>Grade Descriptor</td>
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<td>-----------</td>
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</tbody>
</table>
| Satisfactory | 58   | Content and research  
Work will address a number of the important points required in an essay or problem question and support them by reference to appropriate cases, textbooks and academic research. It is unlikely that there will be evidence of reading academic literature beyond the basic set work.

Understanding and analysis  
Work will demonstrate understanding of the relevant law though there may be some errors of understanding. Work will engage with some relevant primary sources and academic literature but is unlikely to evaluate these. Work may not be directly and explicitly related to the question or problem set. Often the work will take the form of an 'all I know about the subject' answer with a consequent failure to answer the particular question posed.

Work will contain a basic structure, with an introduction and conclusion, but material may not be well-organised. Answer to problem questions may attempt to identify legal rules and apply them to the issues but may not do so effectively and consistently.

Language and referencing  
Work will be written largely in clear and accurate English, though there may be some errors. Work uses some technical legal language correctly, though there may be some errors.

Work will be well-referenced, bar occasional minor errors. |
| 2.2      | 55   | Content and research  
Work will address some of the important points required in an essay or problem question and may support them by reference to appropriate cases, textbooks and academic research. There will not be evidence of reading academic literature beyond the basic set reading.

Understanding and analysis  
Work will demonstrate some understanding of the relevant law though there may be significant errors of understanding. Work is unlikely to attempt much evaluation of sources. Work is likely not to be directly and explicitly related to the question or problem set.

Work will often lack a clear structure or be 'unbalanced' (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions may make little attempt to identify legal rules and apply them to the issues or will not do so effectively and consistently.

Language and referencing  
Work is likely to contain passages which lack clarity or a number of errors of expression. Work is likely to contain errors in use of technical legal language.

Work will be referenced, but will contain some omissions and/or inaccuracies. |
| 3rd Class | 48   | Content and research  
Work will address some of the important points required in an essay or problem question and may support them by reference to appropriate cases, textbooks and academic research. There will not be evidence of reading academic literature beyond the basic set reading.

Understanding and analysis  
Work will demonstrate some understanding of the relevant law though there may be significant errors of understanding. Work is unlikely to attempt much evaluation of sources. Work is likely not to be directly and explicitly related to the question or problem set.

Work will often lack a clear structure or be 'unbalanced' (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions may make little attempt to identify legal rules and apply them to the issues or will not do so effectively and consistently.

Language and referencing  
Work is likely to contain passages which lack clarity or a number of errors of expression. Work is likely to contain errors in use of technical legal language.

Work will be referenced, but will contain some omissions and/or inaccuracies. |
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<tbody>
<tr>
<td>Fail</td>
<td>38</td>
<td>Content and research</td>
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<td>Work will address few, if any, of the important points required in an essay or problem question and sources relied upon are likely to be unsuitable (Wikipedia etc.). Work is likely to be short.</td>
</tr>
<tr>
<td>Poor</td>
<td>32</td>
<td>Understanding and analysis</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Work will demonstrate little understanding of the relevant law and there are likely to be significant errors of understanding. Work attempts little or no evaluation of sources. Material is not directly and explicitly related to the question or problem set.</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Work will lack a clear structure or be very ‘unbalanced’ (e.g. spending too much time on introductory or irrelevant issues). Answers to problem questions will not attempt to identify legal rules and apply them to the issues or will do so very ineffectively and inconsistently.</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Language and referencing</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Work is likely to contain a very large number of errors in spelling, grammar, punctuation and syntax. Technical legal language is likely to be used infrequently and incorrectly.</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Referencing is likely to be absent or seriously defective.</td>
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</table>

5.7 UG Coursework word limits and penalties
When an essay is set as coursework, it will have a word limit i.e. students will not be permitted to write more than a certain number of words. Marks will be deducted if the number of words used exceeds the stated limit. The following rules, which apply to all modules with codes beginning with LW and HU, will determine how many marks are deducted.

- The word limit does not include the bibliography. Nor does it include footnotes, as long as the footnotes are used only to provide citations and not to add to the substance of the text.
- The word count must be stated accurately on the essay feedback form. If no word count is stated, administrative staff will refuse to accept the essay and where work has been submitted through FASER the work will be returned to the administrative staff unmarked. If it inaccurately understates the word count (i.e. states that the essay is within the permitted length when it is, in fact, in excess of it) 5 marks will be deducted.

The following penalties will be imposed for essays which exceed the word limit:

- Up to 1% over the word limit: 1 mark will be deducted
- Up to 2% over the word limit: 2 marks will be deducted
- Up to 3% over the word limit: 3 marks will be deducted
- Up to 4% over the word limit: 4 marks will be deducted
- Up to 5% over the word limit: 5 marks will be deducted
- Up to 6% over the word limit: 6 marks will be deducted
- Up to 7% over the word limit: 7 marks will be deducted
- Up to 8% over the word limit: 8 marks will be deducted
Up to 9% over the word limit 9 marks will be deducted
Over 9% over the word limit 10 marks will be deducted

The schema above is expressed in abstract terms so as to apply to any essay whatever the word limit. The numbers of marks to be deducted are expressed on the assumption that the mark (as is usual) is out of 100. If the word limit were 2,000, for example, then the effect of the schema would be the following:

2001- 2020 words lose 1 mark
2021- 2040 words lose 2 marks
2041- 2060 words lose 3 marks
2061- 2080 words lose 4 marks
2081- 2100 words lose 5 marks
2101- 2120 words lose 6 marks
2121- 2140 words lose 7 marks
2141- 2160 words lose 8 marks
2161- 2180 words lose 9 marks
2181+ words lose 10 marks.

The Module Coordinator must ensure that everybody marking an assessment has a common understanding of how to apply the word length penalties. Problems have arisen in the past where different members of a marking team have taken different approaches.

5.8 Coursework Feedback

- Feedback should relate to clear criteria. The feedback should explain the mark that has been awarded for the piece of work taking into account the learning outcomes for the module and/or the marking scheme, so that students understand the basis for the marks that they have been given.

- Feedback should be constructive. Feedback should help students to achieve higher marks in their future work. To do this effectively, the marker needs to explain what the student did well, what the student did badly (or omitted to do), and how the student might have improved the work to achieve a higher mark.

- Feedback should be clear and legible. It is important that students can understand the feedback that they receive. All feedback should be written in appropriate language and either word-processed or checked to ensure legibility before it is presented to a student.

- Discussion of feedback. Whatever the format of the original feedback, a student who wishes to discuss the feedback they have received should be able to request and receive this within a reasonable time.

5.8.1 Returned Coursework
Marked coursework will usually be returned to students within four weeks of submission. If for any justifiable and unavoidable reason the School of Law or Human Rights Centre cannot meet its stated deadline, students should be informed of this and advised of the revised arrangements.

5.9 Remarking of essays and assignments
Where coursework has been single marked with moderation, students have the right to request that a piece of work is re-marked if they disagree with the original mark in one or both of the
following circumstances:

1. If a procedural/administrative error is suspected.
2. If their work was not included in the moderation sample.

If such coursework has received a fail mark, then it will have been included in the moderation sample automatically and therefore one is not entitled to have the work remarked unless a procedural/administrative error is suspected.

Where all coursework has been second marked, students have the right to request that a piece of work is re-marked only if they believe a procedural/administrative error has taken place.

In cases where a student is eligible to request a re-mark, they must first meet with the original marker to discuss the feedback, and must do so within two weeks of the scripts being released back to students. The student must then submit a re-mark request form no later than three weeks from that same date.

In cases where a re-mark takes place the final agreed mark will stand, even if it is lower than the original mark.

5.10 Sample of Coursework

Samples of coursework and dissertations will be sent to the External Examiners prior to the relevant Exam Boards. This includes work with marks less than 40, work with marks above 70 and a selection in between.

5.11 Anonymous Marking in Coursework Policy

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University does not have an institution-wide approach to anonymous marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

Rationale

This School operates a system of anonymous marking in coursework. The Quality Assurance Agency for Higher Education defines anonymous marking as the ‘marking of students’ submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased.’ Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work is judged on its merits and not in relation to the marker’s other impressions of a student. Anonymity should not prevent you discussing your work with academic staff, although systems for permitting this may vary depending on factors such as the nature of the exercise.

How we put anonymous marking into practice

You do not put your name on any work submitted or any exam taken.

During the exam period you will be required to use a four-digit student number which will be sent to you at the beginning of the exam period by the exams office.

Throughout the year when submitting coursework, you will be required to complete a coursework coversheet using your registration number which is the seven-digit number on your student registration card. This number is retained throughout your degree. Other details on the coursework coversheet are:

- Module Name
- Module code
- Number of words
- Registration number
- Date submitted

If you have a diagnosis of Specific Learning Difficulties such as dyslexia or an autistic spectrum disorder, you may wish to use coversheets for your assignments to alert the marker to difficulties you encounter when writing.
You will not receive extra marks as a result of using this; however, it should prompt the marker to respect your difficulties and, if learning outcomes are not compromised, it may be that you are less likely to be penalised on simple issues with style.

If you have registered your disability and provided evidence of your condition to student support you will automatically be able to access your coversheet online via FASER. This coversheet is individual to you, you can download a copy onto your computer for printing out should you need to submit a hard copy and you can upload it directly when submitting work via FASER.

5.12 Reassessment in coursework
If the Board of Examiners has required you to complete essays or assignments over the vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your School will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact your School or the Registry.

5.13 Referencing in Coursework
Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (e.g. essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.
Please refer to the School of Law, ‘Guide to Writing Undergraduate Essays' available on School of Law / Human Rights Centre: Undergraduate Resources Moodle page: https://moodle.essex.ac.uk/course/view.php?id=5393

It is expected that you also refer to the following guidance within this link when writing your assignments. http://www.law.ox.ac.uk/publications/oscola.php

Please refer also to the referencing and good academic practice section.
6. Examinations
The Main examination period is in weeks 33 – 36, inclusive. The School will be notified of the specific dates nearer the time of the examination period. All students are sent their own personal exam timetable and candidate number before the start of the summer term.

6.1 Examination Regulations
The General Regulations which govern examinations can be found via the website here www.essex.ac.uk/about/governance/regulations/affairs.aspx#exams.

Attendance at examinations is compulsory. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

6.2 Access to Past Exam Papers:
Past exam papers are probably the best revision resource available for individual modules though you should always check that the content of the module has not significantly changed from previous years. Go back at least two years, preferably three or four.

Past exam papers are available on the ORB: https://orb.essex.ac.uk/lw/

On this page you will find the resources available. You will need to scroll down to your relevant module and choose the past exam paper link: e.g.: LW101-4-SP-CO: Contract Law

6.3 Access to Exam Scripts
If you want to see your exam script, you should normally make the request within four weeks after the exam to the department which is responsible for that module. The department should either:

- let you see the script in the presence of one of the staff responsible for teaching the module
- give you a copy or summary of the examiners’ comments on your performance.

You can find further information about Assessment Policies for Undergraduate and Taught Postgraduate Awards at: www.essex.ac.uk/quality/university_policies

6.3 General Information about Summer Exams and Examination Results
You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/

You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

You can download a guide to examinations, and watch a short video at www.essex.ac.uk/students/exams-and-coursework/default

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: www.essex.ac.uk/students/exams-and-coursework/schedule

6.4 Exam Marking
This School operates a system of anonymous marking for exams also. All exams are identified by a candidate number only which is a four-digit number sent to you before the examination period commences. Students sitting an exam are reminded to only add this four-digit number to their examination script and NOT their name. Anonymous marking is the ‘marking of students’ submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased.’ (www.qaa.ac.uk) Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work will be judged on its merits and not in relation to the marker’s other impressions of the student. Anonymity should not prevent students discussing work they have done with their teachers, although systems for permitting this may vary depending on the nature of the exercise and other factors'.
6.5 Reassessment in exams
Reassessment in exams can take place in September (first/second week) or May/June and for this reason all students are strongly advised not to make work/travel plans during these times in case a reassessment of an exam is needed.

Information relating to re-sitting exams can be found at: www.essex.ac.uk/students/exams-and-coursework/resits.

Remember that reassessment in examinations (and coursework) carries a fee.

For undergraduate students, you are permitted up to three opportunities to undertake the assessment for a module. If you do not attempt an examination or do not turn up, then you may not be offered the reassessment attempt (if you do not attend any of your examinations, then you are likely to be required to withdraw from the University). It is up to the Board of Examiners to decide whether or not a student is reassessed.

Your module aggregate mark will probably be capped (marks limited) if you have to take reassessment. The capping of marks (ie limiting the maximum possible mark to a pass mark) is what happens if you are given a re-assessment opportunity.

For undergraduate students, the 'cap' is at the pass mark, which is 40. However, if your reassessment is regarded as a 'first-sit' attempt because you had extenuating circumstances, then the marks will not be capped.

Capping is only applied to the module aggregate mark, and not to the reassessed assignment or exam itself.

6.6 Referencing in Examinations
For information on examination referencing please refer to the referencing and good academic practice section.

6.7 Calculators
If you are allowed to use a calculator in your examinations, the only models you are permitted to use are the Casio FX-83GT PLUS or the Casio FX-85GT PLUS.

The only exception is for certain Finance exams that require a financial calculator, in which case you may use the Hewlett Packard 12c (all variants) or the Texas Instruments BAII Plus (including the BAII Plus Professional).

A limited number of the permitted calculators will be available to borrow on the day of your exam from the Exams Office on a first-come, first-served basis, on production of your registration card.
7. Referencing and Good Academic Practice

7.1 Good Academic Practice
Respecting authorship through good academic practice is one of the keys to academic integrity, and a key value of higher education in the United Kingdom.

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting www.essex.ac.uk/see/tdc. You can also complete the online Academic Integrity course at moodle.essex.ac.uk/course.

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section 4.6 Academic Offences Procedure).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.

7.2 Information on where to seek guidance on referencing
An academic offence in examinations includes copying the work of another student or communicating with another student in an examination; and introducing any written, printed or electronically stored information into an examination, other than material expressly permitted in the instructions for that examination.

An academic offence in coursework includes using the work of others (whether written, printed or some other form) without acknowledgement, whether this has been the result of negligence or of intention to deceive. It is therefore very important that you learn how to reference your work properly, and that you familiarise yourself with your School guidelines on referencing. If, after having read the guidelines, you are still unclear about referencing, you must talk to your tutor before you submit your assignment, and/or contact the University's skills centre for support. Ignorance of the regulations will not be accepted as a defence against an allegation of an academic offence or negligence in referencing.

Repeated work
You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to which that previous work has been used; in other words, if you hand in the same or a very similar essay to one that you have already submitted. You should note that it is also an offence for a student knowingly to assist another student to commit an academic offence, whether in an examination, or in any other piece of work.

Group work
Sometimes students who have been working together end up submitting almost identical work and are accused of an academic offence. While we do not want to dissuade you from working with or discussing your work with another student, you must be careful that you do not collaborate too closely, and it would be wise to seek advice from your tutors on the limits of collaboration before you submit your work

Read the rules
Details of the University's Regulations relating to these and other academic offences and the procedure for dealing with allegations of academic offences are published in the University Regulations, Policies and Procedures booklet are at: www.essex.ac.uk/students/course-admin. Further guidance on how you can avoid plagiarism is also available online at www.essex.ac.uk/dsh/plagiarism and includes definitions of plagiarism, an online test and some common mistakes. Students should be aware that all work submitted electronically will be screened via the Turnitin Plagiarism software.
Plagiarism
Every year the School of Law has to penalise a minority of students for plagiarism in accordance with the University regulations. A very high proportion of these students did not at the time know that they were committing an academic offence. The penalties may include having to rewrite the assignment for a mark capped at 40, being given a mark of zero with no opportunity to resubmit, or, in really serious repeat cases, expulsion from the University.

If you are using someone else’s words from source material, you must reference the source correctly. There are two main ways of doing this, quoting and paraphrasing.

Quoting involves putting the other person’s text in quotations marks, followed by a reference (usually in the form of a footnote). Paraphrasing involves phrasing the substance of the other person’s text in your own words, whilst signaling that the idea came from that person by ending with a reference.

Another type of plagiarism is copying text from another student (regardless of whether they let you do this). You are allowed and encouraged to work with other students when researching for your coursework, but when it comes to writing your assignments they must be your own independent work. Finally, it is also possible to self-plagiarise if you re-use your own work in two or more different assignments.

It is highly recommended that you follow the University’s online plagiarism tutorial, which can be found here: http://www.essex.ac.uk/plagiarism/tut.html

If you are ever unsure about what is and is not permitted, you should speak to your personal tutor or your lecturer in the relevant module.

Examples of appropriate referencing
Imagine you are writing a Jurisprudence essay, and you read the following passage by Ronald Dworkin in his book Taking Rights Seriously:

Discretion, like the hole in a doughnut, does not exist except as an area left open by a surrounding belt of restriction.

You could incorporate this into your essay by quoting him like this:

Ronald Dworkin believed that judges’ choices about how they apply legal principles are always constrained and informed by the law at hand. “Discretion, like the hole in a doughnut, does not exist except as an area left open by a surrounding belt of restriction.”

You can also quote part of Dworkin’s sentence in one of your sentences, like this:

Because he believed that discretion is always restricted and defined by the law that surrounds it, Ronald Dworkin described it as being “like the hole in a doughnut”.

If you want to paraphrase Dworkin, without using any of his specific phrasing, it might look something like this:

Dworkin once compared judicial discretion to a doughnut. This is because a doughnut has nothing in its middle, and similarly discretion means nothing without reference to the surrounding law that informs the judge’s decision-making.

Examples of plagiarism

There are lots of ways in which a student might, often unwittingly, use someone else’s words without attributing them properly. These are some common examples.

Using the exact text, or part of it, with no referencing at all. In the following example, the entire quote is being used without quotation marks or a reference:

Discretion is never absolute. Discretion, like the hole in a doughnut, does not exist except as an area left open by a surrounding belt of restriction.

Changing parts of the text but leaving some of the phrasing intact. The following example uses some distinctive parts of Dworkin’s quote, meaning it would not count as paraphrasing, and therefore still needs quotation marks. It is also missing a reference:

In my opinion, discretion is a bit like the hole in a doughnut, because it doesn’t exist except as the area left open by the belt of restriction that surrounds it.

Using another person’s words, and adding a footnote but no quotation marks. The footnote is not enough in the following example, because without quotation marks it implies that the student came up with the phrasing, and only the general idea came from Dworkin:

As Dworkin once claimed, discretion is like the hole in a doughnut, because it does not exist except as an area left open by a surrounding belt of restriction.⁴

In all of these examples, you would be treated as though you were presenting someone else’s words as your own – even if this was not your intention.

How to avoid plagiarism

To avoid plagiarism give yourself enough time to plan, draft, write, edit and proof-read your work. Make sure you print or save full details of all sources, so that you can reference them easily once you have used them. Do not copy and paste large chunks of text from the internet – look at the source, read it critically, identify the main themes, and then paraphrase or present as a direct quote. NB: paraphrasing does not mean changing the odd word within a sentence. You need to rephrase the entire sentence in your own words, thus demonstrating your understanding.

Students’ responsibility

- To appraise him/herself of the nature of plagiarism
- To appraise him/herself of the academic offences policy of the University of Essex
- To submit work that does not contain plagiarism
- To utilise plagiarism checking systems where available

Our School’s responsibility

- To ensure that all School staff have a shared understanding of the nature of plagiarism and action to be taken in the event of plagiarism being uncovered (Head of School)
- For ‘standalone’ modules (regardless of whether they form part of a course) - to include within each module induction, accurate information regarding plagiarism (Module Lead)
- For modules studied as components of single course – to include within the induction, accurate information regarding plagiarism and supporting information within the VLE. A record of attendance at plagiarism induction will be maintained (Course director/Lead).
- To include supporting information and links on our School website and on our School’s Moodle Study Skills resource (Head of School)
- To advise all students that they should expect that submissions for assessment will be

subjected to a plagiarism check (TLQE/Course directors Leads)
- To refer plagiarism to Head of School in a transparently fair and equitable manner (all markers)
- To remind students on commencement of each term of their responsibilities regarding plagiarism (Head of School)
- To transparently apply University Rules regarding plagiarism (Head of School)

In the first year all students are taught the module LW105 Academic Legal and Professional Skills.
Part of the syllabus covers the use of correct referencing and how to avoid plagiarism.

7.3 The University Academic Offences Policy
Please see page 29 and remember that the Academic Offence Procedure applies to all students
www.essex.ac.uk/see/academic-offence
Section Three: You Matter

8. Practicalities: Getting started and IT matters

8.1 Registration, Enrolling and Transcripts
All new and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year, getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to five working days for your results to be confirmed. The Assessment Team will publish your results and update your record. For graduating students, Degree Certificates will be provided by the Graduation Team either for collection at Graduation, or they will be sent afterwards for students who do not attend the Graduation event. For more about registration, visit our student webpages.

www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

8.2 Find Your Way and Room Numbering System
Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There’s also a handy web version

http://findyourway.essex.ac.uk

If you’re looking for a specific room, follow these rules.

If the room number has three parts and the first is alphabetical e.g. TC.1.20 then the room is in one of the outer buildings. The format is building; floor; room. The first part indicates the building - "TC" is the Teaching Centre and "LH" is the Ivor Crewe Lecture Hall. The second part tells you the floor and the third the room number. For example, LH.1.12 is Ivor Crewe Lecture Hall, floor 1, room 12.

If the number has three parts and the first contains numbers and letters e.g. 5N.7.16, then the room is in square 4 or 5. The format is entrance; floor; room. The first part tells you the square and corner (e.g. 4S is the south corner of square 4), which matches the labels on the entrances (e.g. door 4NW is next to The Store). The second part is the floor and the third part the room. For example, 5NW.6.12 is in the north-west (NW) corner of Square 5 (entrance "5NW"), floor 6, room 12.

If the number has two elements and the second element has three digits e.g. 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.

Also... if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf

8.3 IT support, wifi, email account, free MS office, computer labs, M: DRIVE
Visit our website to set up your IT account and password. Once you’re set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more.

www.essex.ac.uk/it/getaccount

You must change your password within four weeks of starting, and then once every four months after that. The easiest way to change your password is online at: www.essex.ac.uk/password.

As part of your Office 365 email account you get unlimited cloud storage space for all your documents with OneDrive. OneDrive lets you create, edit, and share documents online. You also get at least 300 MB of local storage, known as your M: drive. You can access this by going to ‘My Documents’ on any lab computer.
Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts. www.essex.ac.uk/it

If you can’t find what you’re looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in the Silberrad Student Centre. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

You can also download Microsoft Office 365, for free. You can install it for free on up to five computers, and up to five mobile devices. www.essex.ac.uk/see/software

If you need to use a computer on campus our computer labs are the perfect place to study or work. Many labs stay open until late and some are open 24/7. For computer lab locations, opening hours and real-time availability visit: www.essex.ac.uk/it/computers/labs.

8.4 Tier 4 Students
If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a visa to enter or remain in the UK to study. The type of visa you need to apply for will depend on your personal circumstances, proposed study and where you are applying from. Find out more on the University’s website at: www.essex.ac.uk/immigration/

8.5 On-campus facilities
There is a broad range of facilities to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, two banks, a general store run by the Students’ Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member. www.essex.ac.uk/students
www.essex.ac.uk/welcome

8.6 Graduation
The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information, visit our graduation pages: www.essex.ac.uk/students/graduation
9. Skills, Employability and Experience

9.1 Employability and Careers Centre
Our careers specialists can give you valuable advice throughout your time at Essex and beyond. We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online access to graduate and part-time job vacancies.
www.essex.ac.uk/careers

9.2 Learning Languages at Essex
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.
www.essex.ac.uk/study/why/languages.aspx

9.3 Talent Development Centre
Unleash your potential and visit our Talent Development Centre. Providing support on academic literacy, numeracy, English language, employability and IT to help you be the best you can be.
www.essex.ac.uk/students/study-resources/tdc/

9.4 Career Hub
Browse hundreds of top jobs and graduate vacancies, sign up to exclusive careers events, book CV reviews and one-to-one careers advice, and connect with employers on CareerHub, our online jobs portal.
www.essex.ac.uk/welcome/careerhub

9.5 Frontrunners
Frontrunners is our unique placement scheme for students. We'll give you challenging employment opportunities on campus and help you develop the skills you need to compete for the best jobs. We'll even give you on-the-job training and pay you, too.
www.essex.ac.uk/welcome/frontrunners

9.6 Student Ambassadors
Student Ambassadors are current students who help to promote the University and higher education. As a Student Ambassador you can get involved in a whole range of opportunities, in particular helping our Student Recruitment and Outreach teams. Student Ambassadors are normally recruited at the start of the Autumn Term.
www.essex.ac.uk/careers/job_hunting/on_campus

9.7 Volunteering
There are plenty of opportunities to volunteer during your time at Essex. The Students' Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.
www.essex.su/vteam

9.8 Big Essex Award
This is the University's employability award and will help you stand out from the crowd and get University recognition for all your extra-curricular experience.
www.essex.ac.uk/careers/bige

9.9 Essex Interns
Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package.
www.essex.ac.uk/careers/internships/

10.1 Student Services Hub, including contacts for disability/SpLD support (0)

**Wellbeing, Counselling and Confidential Issues**

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Want to know how and when to apply for accommodation? Having problems with your funding? Struggling with exam stress? Your questions matter and you’ll get answers from our team of experts.

Colchester email: askthehub@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing

If you get into financial difficulty get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. Advisers in our Student Services Hub and our independent SU Advice Centre can listen and talk you through the issues.


10.2 Harassment Advisory Network, Dignity and Respect

We are Essex. We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.

www.essex.ac.uk/equality
www.essex.ac.uk/equality/harassment
www.essex.ac.uk/students/new

10.3 Faith Groups

We’re proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

www.essex.ac.uk/students/experience/mfc/default.aspx

10.4 Nightline

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to camp beds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx

10.5 Health and Safety on Campus,

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information.

www.essex.ac.uk/students/experience/safety

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essex.ac.uk/students/experience/safety
www.essexstudent.com/services/safety_bus
www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/ohsas/fireSafety/peep.htm

10.6 Residence Life

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you and
organise a range of social activities. Plus, they can help if you’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed. www.essex.ac.uk/accommodation/support/reslife

10.7 Health Centre
If you’re studying on a course for more than six months, you’re required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.
www.rowhedgesurgery.co.uk
www.nhs.uk

10.8 Students’ Union Advice Centre
Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.
www.essex.su/advice
suadvice@essex.ac.uk
01206 874034

10.9 University Privacy Statement
Under the Data Protection Act 1998, any individuals about whom the University may be holding personal data have the right to access the data that is being held about them. Full details about how this works, and how to request such information are available on the Records Management web pages, see: ‘How to access your personal data’.
www.essex.ac.uk/site/privacy_policy.aspx
www.essex.ac.uk/records_management/request
Section Four: Essex Matters

11. The Essex Experience

11.1 The Essex Student Charter
Our Student Charter is developed by the University of Essex and our Students' Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.
www.essex.ac.uk/students/experience/charter

11.2 Freedom of speech policy and the Code of Conduct
For regulations relating to the Code of Student Conduct; procedures for investigating breaches; appeals process please refer to the Terms and Conditions apply booklet all new students receive with welcome information, previously known as the Code of Student Conduct and The Rulebook. This information is on the University's website and is updated annually.
www.essex.ac.uk/students/study-resources/handbooks
www.essex.ac.uk/about/governance/regulations/code-conduct.aspx

11.3 Essex Spirit, Social Media and What's on?
Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.
blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/students/new

We have more than 60 Facebook pages, including one for each department. We're also on Twitter.
www.facebook.com/uniofessex/
www.twitter.com/Uni_of_Essex

Our 'What’s on?' calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
www.essex.ac.uk/events

11.4 Students' Union
We're famous for our Students' Union at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you’re part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We’ve given students the tools to set up over 100 societies for anything they want. And if you’re into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we'll do our absolute best to get it in stock for you ASAP.
Say hello at essex.su

11.5 Alumni
Your time will fly by. But Essex is forever, not just for a few years, and you'll be part of this place for life. When you graduate, you'll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.
alumni.essex.ac.uk/home

11.6 What comes next?
Choosing to be a postgraduate student at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us, you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You’ll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our
coursefinder, and find out more about the value of being a postgrad.
www.essex.ac.uk/study/pg
www.essex.ac.uk/coursefinder

11.7 HEAR
When you study at Essex, you get far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you’ve undertaken and logged through the Big Essex Award, and any awards and prizes you receive.

When you graduate, you’ll have full electronic access to your HEAR for free, for life. You’ll be able to share this with employers and other universities, providing them with a University-certified record of your achievements.

To start making the most of your HEAR; visit our website to activate your account.

www.essex.ac.uk/see/hear/

The Handbook was prepared by the administrative staff of the University and is primarily based on existing documents. We intend to revise the handbook annually and any suggestions for inclusion or exclusion are very welcome. Please send them to Hayley Milburn, Executive Officer: (Education) (hmilburn@essex.ac.uk).