SCHOOL OF LAW
Supplementary Incoming Student Exchange
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CAVEAT

The information contained in this document is believed to be correct at the time of compilation. The School of Law reserves the right to update or modify without notice.
University and Faculty documents take precedence over this document
Section 1: Introduction

Welcome to the School of Law & Human Rights Centre

This is the supplementary booklet for incoming exchange students.

This booklet should be read in conjunction with:

- the Essex Abroad office Handbook, which is included in your induction packs
- the School of Law & Human Rights Centre (HRC) other information documents: http://www.essex.ac.uk/law/current/default.aspx

1.1 The School of Law & Human Rights Team for exchange students
For queries on your year at Essex School of law, please use the following email address: lawim@essex.ac.uk. Both the Director and the Administrator will be informed and will be able to answer your queries.

The School of Law, Director of International Mobility: Dr Audrey Guinchard; room 5S.7.26
Email: lawim@essex.ac.uk; alternatively: abguin@essex.ac.uk
Telephone: Ext 2848; outside the university 01206 87 2848; Overseas: 00 44 1206 87 2848
Dr Guinchard deals with academic/module questions and briefing meetings for Law students.

The School of Law, Administrator for International Mobility: Mei Mei Tang; room 5S.5.5
Email: mei.mei.tang@essex.ac.uk or lawim@essex.ac.uk
Telephone: Ext 4461; outside the university 01206 87 4461; Overseas: 00 44 1206 87 4461
Mei Mei Tang deals with all non-academic queries pertaining to your studies in the School.

If you do not understand the information, have a problem or are unwell, please email or see Mei Mei Tang in the Law School general office 5S.5.5

1.2 Information before your arrival
All students before their arrival at Essex are dealt with by the Essex Abroad Office (EOA), not the departments. Your questions, including queries about accommodation, should be directed to the EAO.

Your home university must nominate you to the EAO (and copy the school in if they wish), who will then send you the link to the online application form: http://www.essex.ac.uk/essexabroad/incoming/default.aspx

Once the EAO has your online application, it is sent to the relevant School/Department’s Director, who will agree to the modules you have selected or will advise you to change modules if necessary. If there is a query either the school or EAO will contact you.

Although the school team is always willing to help where they can and especially when it comes to
your choice of law or human rights modules, we are unable to advise on modules from other schools/departments, please contact their exchange representatives.

Section 2: Modules

2.1 Choosing your modules to study at Essex School of Law & credits
Modules are assigned a number of credits.

For one term of study at Essex, you must take the equivalent of 30 European (ECTS) credits at Essex.
For a full year of study at Essex, you must take the equivalent of 60 European (ECTS) credits at Essex.

You will find two types of credits listed: Essex credits and European credits (ECTS). The number of credits to take per year is assigned by the European Union.

All students MUST take the required number of credits for the time they are here, as stated in your contract with Essex.

Please note that Essex credits are worth double the ECTS credits. Full year students take 60ECTS/120 Essex credits and pro-rata for students here for one or two terms. This is a requirement of the Erasmus+ programme, students may not take less or more than quoted in their contract. Credits and marks will only be given if all assessments are completed on time and as required.

2.2 Understanding the module codes
The School of Law modules start with the code LW.

The Human Rights Centre modules start with the code HU.

The next number tends to relate to the year of study.

Usually, LW1XX denotes a first year module, LW2XX a second year module and LW3XX a third or final year module.

The Human Rights Centre(HRC) start with HU, and again HU100 denotes a first year module. These modules are suitable for undergraduate and postgraduate students on joint degree where the major subject is not law.

All numbers above 5XX included indicate postgraduate modules.
At the end of the code, there are letters.

ZA: such as LW104-4-ZA is the code for Autumn term only students, October to December – 3 months, any modules taken while at Essex will end with these letters.

AU: is an autumn term module and is only available from October to December each year.

SP: is a spring term module and is only available from January to March.

FY: is a full year module. These modules must be started in October. They may be taken by full year and Autumn term only students. They cannot be taken by Spring term only students. There will be a different assessment to the students who are here for only the Autumn term.

AP: is a two-term module such as LW601-7-AP International Trade Finance Law. These modules must be started in October. These modules may be taken by full year and Autumn term only students. Autumn term only students will be assessed prior to the end of the term.
2.3 Module contents
A description of the modules for all departments is available on the module directory from this link: http://www.essex.ac.uk/modules/

On the drop-down menu, choose the School of Law for Law modules.

For the Human Rights Centre, on the drop-down menu choose Human Rights Centre for some of the human rights modules.

Please note; any module may be discontinued at any time if there are not sufficeint numbers or staff to run the module.

Students assigned to any Law and/or Human Rights postgraduate modules will be on a provision basis and may need to change modules once they arrive as there are limited spaces.

2.4 Undergraduate modules – what you can and cannot choose
LW105-4-AU Academic and Legal Skills
Students without a background in English contract or public (constitution) Law or in writing English essays are strongly recommended to take this module, or at the very least attend the lectures.

Take into consideration how much basic background in English and European law you have.

Do you have the prerequistes to take the modules?
Here are some examples:

- HU200 Issues & Methods in HR – pre-requiste HU100 and HU101
- LW201 Tort Law - pre-requisite LW101 and LW108
- LW219 Selected Issues in PIL - pre-requisite LW218
- LW233 Medicine & the Law II - pre-requisite LW232
- LW430 Intro to EU Law; is for non-law students from outside the EU/EEA countries only.

It is clearly stated on the module directory the pre-requisite required and if the module is available to exchange students.

2.5 Postgraduate modules – what you can and cannot choose

The postgraduate modules cannot be taken by students below their fourth year of study.

Students on joint degrees should not take these modules unless they are majoring in law.

All postgraduate modules presume that the student has the background knowledge to study at this level.

Postgraduate modules start from LW5XX to LW9XX, Human Rights from HU9XX.

Modules starting with LW7XX are all about European Union Law; student must have a background in EU Law.

For the LL.M in Human Rights, the law modules start with LW8XX to LW9XX.

These can only be taken by students who have a background in Human Rights, having taken such modules as Public International Law, European Human Rights, or can provide evidence that they can cope with these modules.

LW999 Research module:
If you are coming to Essex to do research towards a dissertation, Masters/postgraduate students may take this as one of your modules, and MPhil/PhD students this is your module code.

An outline of your dissertation must be uploaded with your application to see if the School has teachers and library information about the subject being researched. No supervision can be offered by
Section 3: Timetable

3.1 Timetable
The timetable is available individually (your personal timetable) and per Department or School (departmental timetables).

The link is: http://www.essex.ac.uk/students/course-admin/timetables.aspx

Once you have your timetable, please check your classes do not clash.

Section 4: Writing essays

4.1 Style of writing
The School of Law and Human Rights Centre require essay footnotes to be acknowledged in the Oxford style not Harvard. Please read the following information:


4.2 Plagiarism

Before you write an essay, make sure you know what constitutes an offence or cheating at Essex.

“Plagiarism” is the term used to describe the misuse of authorship. It is a serious academic offence and is treated as such by the University of Essex”.

More information on plagiarism with examples can be found on the following link:
http://www.essex.ac.uk/plagiarism/

Bad referencing can amount to plagiarism in some circumstances. If the mark awarded is a zero, you will not be able to re-sit your coursework.

There are online resources on referencing that is available to you. The Talent Development Centre has Moodle courses on referencing and how to write essays on their website. You can access this at
http://www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx

If an allegation of plagiarism is suspected, you will need to attend a meeting with the Plagiarism Officer. You will then be notified of the outcome of the meeting and the decision that has been made. If it is proven that you have plagiarised you will be issued with a penalty.

If you are unsure about plagiarism, please contact your tutor or lecturer.

4.3 Assessment

These instructions are for the School of Law and Human Rights Centre only.

You are under the rules and regulations of the University of Essex, not those of your home university.
If you have assignments to give in to other Schools/Departments etc, it is your responsibility to know the deadline date, time and which office you hand your essays into.

Failure to submit an essay on time is likely to result in a mark of zero.

All examinations must be taken before you can go home, no other arrangements can be made for you.

You will not be offered either re-sits examinations or re-submission of essays by Essex if you fail any modules.

If the assessment for a module is by coursework, you will need to submit this using the online system FASER. Please ensure you submit to the correct module code. If you are unsure please contact the Administrator for International Mobility, Mei Mei Tang.

Once your marks have been confirmed by an Exam Board in June, the Essex Abroad Office will send a transcript to you and your home university and they will interpret the results.

**Autumn term only** students: October to December:
If you take a full year module, as the ECTS credits awarded to you are half of the credits for the module, your assessment has to reflect this. You will be assessed by either coursework or exam; you will be informed of this within the first few weeks of the term. Please bear in mind that the exam week is in week 12, which is indicated to you in your induction pack from the Essex Abroad Office.

**Spring term only** students: January to March:
You will be required to do assessments as directed. For example: HU100-4-FY and HU101-4-SP; require both coursework and an examination as assessment.

The exams are in mid-May to mid-June, which is in the Summer term and you are expected to stay until your last exam has taken place. If you are unable to attend, please inform us.

**Full academic year**: October to the following June:
Your assessments are the same as that of the students in the School of Law and Human Rights Centre. The information is in the relevant School of Law and Human Rights handbook.

The term dates can be found on the following link: [http://www.essex.ac.uk/about/governance/dates/](http://www.essex.ac.uk/about/governance/dates/)