## INDEX

Welcome to Warwick  
Finding your Feet  
Vital Practical Information  
Personal Tutors  
Lectures, Seminars and Tutorials  
Work and the Workload  
Acquisition of Skills  
Reading Materials  
The Library  
Acquiring Your Own Legal Materials  
Examinations and Other Forms of Assessment  
The First Year and Your Degree  
Your Final Degree  
Careers Support for Law Students  
International Students  
Organisation of the Law School  
The Range of Undergraduate Law Degrees  
Qualifying Law Degrees  
The Certificate in English Law  
Certificates, Transcripts/HEAR and the Degree Congregation  
Equality and Diversity  
University’s Harassment Policy  
Second Thoughts?  
Final Thoughts  

Appendix 1 - Contact Details of Law School Staff  
Appendix 2 – How Assessment Works at Warwick  
Appendix 3 – Required Core First Year Modules  
Appendix 4 – Examination Regulations  
Appendix 5 – University Regulations  


1. WELCOME TO WARWICK

Welcome to the School of Law at the University of Warwick. We very much hope that you will find your degree here to be an enjoyable and stimulating experience and that you leave with a set of skills and experiences that will help you for the rest of your life. In this short guide we can't possibly introduce you to all the richness of Warwick University life. For that, you will have to wait until you arrive and become involved in all the activities that are on offer.

Rather, this guide is intended to help you find your feet here and to understand the nuts and bolts of how the School of Law works. It also takes you through some of the essential aspects of your first year and your overall degree. So it **should be a resource to refer to whenever you are unsure about a key aspect of your programme.**

We hope that it helps! You can also find useful information on the New Students webpage that has been specially devised for you. You will receive access details over the summer by email.

2. FINDING YOUR FEET

The First Year Reception (FYR) programme organised by the Law School in the first week of term plans to introduce you to life as a Law student at Warwick, and complements the FYR activities offered by the Students’ Union and the various student societies. You will be given a detailed programme of events for your first week in the Law School. The normal timetable of classes starts in full only in the second week. In the first week you will need to meet some of the staff of the Law School (especially your personal tutor, see below), to get to know other law students, to find your way around campus and to have time to yourself to absorb all the information which you will have been given. Then everything will start to become more familiar.

3. VITAL PRACTICAL INFORMATION

The School offices are shared between the ground, first and second floors of the Social Sciences Building. Rooms in the Law School often begin with the letter ‘S’. Each room has on its door the name of its occupant or function; at Appendix 1 you will find the room and telephone numbers of the academic, administrative and research staff of the school.

**Email** is the primary way in which you will receive messages about your timetable, work assignments, changes to groups or class times, requests for students to see a lecturer or one of the administrative team, and so on. You should make sure you check your **Warwick email address** regularly (at least
once per day) to ensure that you do not miss anything. Your email can be accessed via http://webmail.warwick.ac.uk

Please note that we will communicate with you via your Warwick email only so it is important that you check it regularly or forward it to any other email account you use regularly.

The Law School Website is at http://www2.warwick.ac.uk/fac/soc/law. Current information about most undergraduate modules can be found at http://www2.warwick.ac.uk/fac/soc/law/current/undergraduate/materials/.

You will only have access to these pages once you are registered as a student at Warwick. However, a ‘new students’ area has been set up for you and you will be sent the login code by email. Lots of really helpful information can be found here to guide you through the first weeks (and in fact, for the rest of your First Year).

The plasma screen in the Law School Reception will also carry information about your modules and classes.

Staff pigeonholes are in room 1.09 which has a security lock. If you wish to post anything in a staff pigeonhole it should be left with Reception on the ground floor.

Student Mail: Mail (both external and internal) arriving for you at the Law School will be held by Reception and you will be sent an email asking you to collect it.

Contacting a member of the teaching staff: Teaching staff always set aside regular “office hours” during each week in term time, when they undertake to be in their rooms and available to see students. You should find these times posted on each individual’s office door, or on the small notice boards alongside the door. It is helpful if you can time your visit within these hours if possible. But if this is not possible, or the matter is urgent, then feel free to knock and try your luck at other times. If a member of staff is in but cannot see you right away, s/he will usually suggest a time for you to come back. The most efficient way to contact a member of staff is by e-mail. You can locate staff members email address either on their module website or on the School website. You may call staff on their office phones but generally speaking if you need any information it is best to email or visit staff in office hours, or some other time by agreement. You can also contact a member of staff by leaving a note in his/her pigeonhole asking for an appointment. If you want to post anything to anyone in the School, the address is:

School of Law, University of Warwick, Gibbet Hill Road, Coventry, CV4 7AL, West Midlands, United Kingdom.

The University general telephone number is Coventry (02476) 523523; internal extension numbers can be dialled direct from outside the University by adding
(02476) 5xxxxx to the extension number. So, internal extension 23212 is also Coventry (02476) 523212.

The Administrative Staff you will find listed at Appendix 1; they are normally in their offices from 8.30am – 5.00pm (8.30am – 4.00pm on Fridays) and will do their best to help you if you have a query or problem. They are, however, often working under great pressure so please understand if they look busy. (They are!)

4. PERSONAL TUTORS

Each student is allocated to a personal tutor. Your personal tutors details can be found by logging into http://tabula.warwick.ac.uk and viewing your profile. Your tutor is a member of staff in the Law School. Your tutor will be your primary point of contact with whom to discuss your academic progress. You can also talk to your tutor about any other matter of concern to you. Your personal tutor will then be able to help you get in touch with other helpful services should you need them. These include the Students’ Union, the counsellors in the Senior Tutor’s Office, the Medical Centre, Nightline, the law advisor in the Careers Advisory Service, and the Chaplaincy.

The personal tutor who is allocated to you at the beginning of the First year will normally remain your personal tutor throughout your time at Warwick. Sometimes, however, when a member of staff is on study leave you will be temporarily assigned another member of staff as personal tutor. The staff have all been asked to ensure that they make arrangements to see their personal tutees at the beginning of each term, but it is especially important that you see your personal tutor at the beginning of your First Year. If for any reason you have not had an opportunity to see your tutor by Reading Week of Term One you should arrange a meeting yourself.

One of the most common roles of a personal tutor is to provide a reference for their tutees. Whilst you are free to ask any member of staff to provide you with a reference, your personal tutor will always provide one if asked. It helps personal tutors if you keep them in touch with your progress and aspirations and if you wish them to be a referee for you it will be appreciated if you also provide them with a copy of your CV.

Our experience is that the personal tutor system seems to work well. If, however, you do not find your relationship with your tutor to be a helpful one, then please discuss the situation with Helen Toner, the Director of Student Support and Wellbeing.
5. LECTURES, SEMINARS AND TUTORIALS

(a) Types of classes and sizes

All modules are taught by a mixture of small group classes (often described as seminars) and lectures. Classes begin 5 minutes after the hour and run until 5 minutes to the hour. Please be punctual.

For all First-Year modules, students are divided (on a random basis) into small groups of around 14, for seminars. Lectures in the first year will be taught to the whole year. But the word lecture has acquired a meaning which does not necessarily accurately describe what goes on in a large class. A lecture suggests a lecturer talking for fifty minutes to an audience who take notes, or not, as the case may be. A “lecture” in law at Warwick may well involve participation and will almost certainly involve preparation.

(b) Why Participate?

In seminars, students are expected to have something to say and to make a contribution. We know from experience that not everyone finds it easy to talk and discuss in front of other students. We know too that no-one likes feeling he, or she, may look silly, or reveal ignorance, and few people enjoy being told in public that they are wrong. But for everyone, and lawyers in particular, being able to frame a proposition, make a point, take up someone else's point, expose one's reasons to critical assessment, orally, is a distinctive skill well worth having and one which is essential for personal as well as professional life.

There is no safer, and more sympathetic environment, in which you can learn this skill than in small groups. What we want to encourage is not the person who can keep a conversation going, or who can ask questions merely for the sake of it, but the person who can put relevant points succinctly and take up others' points critically; in short, someone who is developing the skill of rational oral argument. Research also shows that students who actively participate in classes will learn more than those who just passively take in information. Active engagement in the class helps you to learn.

(c) Who is Responsible?

What goes on inside the various classes depends on the module, the particular topics being discussed, and the module teacher. Ultimately, though the value to be obtained from a class depends upon each student. You can make sure that you get what you want from a class only by putting yourself, your intelligence, your work, your energy into it. And the first step is, of course, to attend the class and to be prepared for whatever is going to be discussed.
(d) Attendance

**Attendance at small and large classes is a course requirement.** If you cannot attend a particular seminar group, let the seminar teacher know **in advance**, especially as you can probably attend a different group at a different time or day which will be discussing the same topic. If you have not been able to warn about your absence in advance, then you should let the module teacher know why afterwards.

(e) The Big Stick

Your attendance at each small group class in each module will be noted in a register. **If you are borderline in any way, whether you regularly came to class and took part may have an impact on decisions made about your progress.** Those writing your references may also take into account your attendance record, as prospective employers often ask about this. If you miss classes often, do not be surprised if a member of staff tracks you down and asks you why; you may then be required to produce additional work, and as an ultimate sanction there is a University procedure for terminating your registration if you fail to do the work the Law School expects of you. (See Regulation 36 published as part of the University Calendar on the University website and in Appendix 5).

Please note also that the University is required to monitor attendance in line with immigration legislation and regulatory requirements.

(f) Recording Lectures

Students wishing to record a lecture should ask permission to do so from the lecturer concerned; where permission is given, the recorded lecture may be used **for private consumption only.** Recording should never replace taking lecture notes, which is a vital study skill. Recording seminars is not permitted.

(g) Mobile Telephones

If mobile telephones are taken into lectures and/or seminars they must be switched off.
6. WORK AND THE WORKLOAD

Although we expect all our students to be committed to their studies, we also encourage all students to make full use of the social sporting and cultural opportunities which are an essential part of University life.

What is the kind of work input we expect of you? Classroom teaching is fixed fairly precisely. For all modules there are 2 lectures each week (excluding the two Reading Weeks in week 6 of term) throughout the year. For each full module there will also be 1 hour of seminars each week, although there will be weeks when seminars do not occur (e.g. the first week of term and during Reading Week in Week 6 of terms 1 and 2).

University is very different from school in that the majority of work that you do will be independent study outside of the classroom. There will also be a lot more reading than you will be used to. You will be expected to take responsibility for your own learning. Here it is difficult to set down exact norms and rules. The best guide is a combination of your own sense of how you are doing, awareness of your progress relative to your group, and feedback from members of staff as the first year goes on. If you know that you are spending longer preparing for a small group than most people, yet discover when it comes to class that you have missed the main point and feel several steps behind everyone else, it is time to talk to a member of staff and get his/her view on your progress and some advice on how much work to do and how best to go about it. In this connection the tally of the hours you spend in the Library is far less significant than the good use you make of the time you do spend.

As law has the reputation of putting heavy demands on students, brushing up your study skills is a worthwhile task to undertake as early as you can at Warwick. The Warwick Law School undergraduate website contains a section called ‘legal skills’ which gives you access to materials and references to further reading to help you with basic study skills. You could also look at a “How to Study” type book, of which there are a variety in the Reference Section of the Bookshop. There are also some books in the Library.


7. ACQUISITION OF SKILLS

In each of your modules at Warwick you will learn about a specific area of law (criminal law, tort law etc.). But as important as the knowledge about the law you acquire are the core skills that a degree in law gives you. These skills include:

- **Reading and comprehension skills** – ability to read and understand primary and secondary sources of law including statutes, case law and journal articles, and to be able to read effectively for a purpose (e.g. to answer a specific question)
- **Written analytical skills** – Ability to construct a logical and analytical written argument and to be able to apply those skills effectively in the context of different written exercises, primarily essays and problem questions
- **Oral communication skills** – Ability to communicate and construct a logical and analytical oral argument and apply these skills in a variety of different contexts (e.g. presentations, discussions, moots etc.)
- **Research skills** – both technical research skills and the ability to undertake independent research
- **Non-legal analysis** – To have at least a basic grounding in different research methodologies (e.g. economic, empirical research)
- **Understanding law in context** – At Warwick we pride ourselves on the fact that you learn about the law in its broader contexts - social, political, economic, literary etc. You should therefore have a much broader understanding of the role of law within society by the time you finish your degree than if you were to just study the ‘black letter’ of the law itself.
- **Team-working** - Ability to work in a team on a specified project and learning how to contribute fully to an agreed goal

We first start talking about these core skills in the ‘Modern English Legal System’ module in your first term. You should go on developing these skills throughout your degree in all the different modules you take. This gives you the opportunity to develop core skills that will be important to you for the rest of your working life, whatever career you happen to embark upon.
We have a legal skills’ section of the law school website which provides you with law school documents, suggested readings and other useful materials to help you develop particular skills where you feel you need more work.

8. READING MATERIALS

You will find that most teachers use the relevant module website or hand-outs in classes to give you details of reading or other work for you to do for a given class. In some modules this will involve your finding and reading cases or statutes, or a report in the Library or some pages from a textbook. In others the teachers will have given you printed materials prepared specially at Warwick for the module, which you will be asked to read. Please make sure that you take only ONE copy from each set for the modules you are studying.

You will also find that many teachers put their module materials onto the Law School web site where they can be downloaded as required.

It is important for you to realise that the content of degree courses at Warwick are not pre-ordained by any supreme authority - the English university, though largely state-financed, has almost total academic freedom. (“Almost” for the Law School, because we need to offer modules to our students which the legal professions in England and Wales will recognise as giving you a ‘qualifying degree’ which allows you to go on to become a solicitor or barrister).

In consequence, materials provided for you or recommended to you, do not represent the total knowledge in the particular field, nor should such materials always represent the limit of your horizons. The general format of a module is determined from year to year by its teachers, but this should not deter you from reading more broadly. So take the opportunity to tap your own experience, read the appropriate newspapers and periodicals on your own initiative and be ready to discuss subjects and modules with law and non-law students. Similarly, when you are preparing for written work - unless you are directed otherwise - you should not regard module materials which have been provided to you as all-embracing, but rather as merely an introduction to a topic.

9. THE LIBRARY

The University Library holds, or provides access to, most of the material you will be expected to use as an undergraduate Law student. The material is provided either in print, or increasingly, electronically via databases, most of which are accessible either on or off campus.

**How to find Library resources:** The Library catalogue, databases and other electronic resources can be found via the Library web pages ([http://library.warwick.ac.uk](http://library.warwick.ac.uk)). The Law subject pages will be particularly useful for you.
All First-years are invited to a library induction session. There are follow-up sessions for Law students, where you will be introduced to the tools for finding and using primary and secondary resources. Our Law Librarian, Helen Riley (Helen.Riley@warwick.ac.uk) will be pleased to assist students with queries within the library.

10. ACQUIRING YOUR OWN LEGAL MATERIALS

You will be told early on what books you should acquire for each module; do not buy any books until one of your module teachers gives you clear advice. Copies will be available at the University Bookshop (in the Arts Centre) and it is sometimes possible to obtain second-hand copies from previous students (make sure the edition you buy in these circumstances is still the latest).

We have urged you in the introductory reading list to get into the habit of reading a good newspaper. It will illuminate your module in all sorts of ways - and you will find your module helps you to understand the paper as well. The Times, The Financial Times, The Independent, The Guardian, or The Telegraph are the best papers for this (and other) purposes.

The approximate costs involved in purchasing books and materials can be found in the Module Handbook which is issued each year to help students choose their modules for the following academic year. You will have to buy textbooks where these are the required reading for particular modules. It is only fair to warn you that you will find yourself paying over £100 each year for books and materials, and it may be as high as £200 a year.

Many law journals are available electronically and can be accessed via the Library’s website. It is a good idea to become familiar with browsing in legal journals. Good journals for browsing purposes are the New Law Journal and Legal Action. For more academic legal analysis try The Modern Law Review, Law Quarterly Review, Legal Studies or any of the other journals found on the shelves of the library or on-line via the Library web-site.

11. EXAMS AND OTHER FORMS OF ASSESSMENT

Each of the modules you take at Warwick will be assessed. Assessment can take a variety of different forms; e.g. exams, class tests, take-home assessed essays and even podcasts. Check your module website for details of the assessments required in each module. 1st year modules tend to be assessed by an exam in combination with class test and/or take-home essay.

Assessments are partly to see that you have reached a sufficient standard to continue on to the next part of your degree course, and partly to assess your standard of achievement both as a guide for yourself and for the outside world.
Students can become very stressed by marks early in their degree as they tend to be much lower than those achieved at school (see marking scheme in appendix 2 for details). So don’t panic, and if you are worried, arrange a meeting with your seminar teacher or personal tutor to discuss it. Generally, we find that students who work hard tend to improve during the course of their degree, so if your marks early on are not what you are hoping for, then there is every likelihood you will improve later, with the right application.

At Appendix 2 you will find further details of how assessments are marked and how exams and other forms of assessment work at Warwick. **Please make sure you study this before you undertake your first assessments at Warwick**

12. **THE FIRST YEAR AND YOUR DEGREE**

The full course structure of the four LLB. Degrees, as well as the BA (Law & Sociology), BA (Law with Humanities), BA (Law with Social Sciences) and the BA Law/Business Studies Degrees can be found in the University Course Regulations. In each of these degrees, the First Year is a qualifying year. You will have to complete all First-Year modules successfully in order to continue into the Second-Year, but your First-Year marks do not count towards your final degree. See Appendices 2 and 3 for further details.

The First-Year is also the only year in the LLB. degrees where all the modules are compulsory. This consists of 3 full and 2 half-modules. They are compulsory because they cover essential groundwork in the study of law and teach you skills which are vital if you are to make a success of the modules in later years at Warwick. So the First Year is important but, since the marks do not count towards your final degree, you have a chance to make mistakes and find your feet in this new subject.

The rules about the First-Year examinations are, briefly, the following. If you fail any module (i.e. obtain a total mark of 39 or less out of 100 for your assessed written work and examination combined) you have to take the examined part of it again in the following September. If you then fail a second time you will normally be required to withdraw from the degree as a whole. The School has no expectation or policy that a certain percentage of students (or even any students at all) should fail any or all of the First-Year modules. Judgments are made on an individual basis depending on the performance of the student concerned.

First-Year modules are purely pass/fail marked and are not used for the overall degree classification. The School gives public recognition of special achievement by awarding a Credit to a student who obtains 60-69 marks in a First Year law module and a Distinction for marks of 70 or over.
Unlike the First-Year, there are no re-sits for examinations in later years, as these count towards your final degree. However, those who are unable to take exams through illness or other circumstances may be allowed to sit the exam at a later stage (normally the following September).

13. YOUR FINAL DEGREE

The final LL.B. and B.A. degrees are divided into four honours classes - First (I), Upper Second (II(i)), Lower Second (II(ii)) and Third (III) and one Pass class without honours. Degree classification conventions which indicate what is required to achieve a particular class of degree, are published on the Law School and University websites. Typically, in the LL.B. there are a few First Class and Third Class degrees awarded and most students obtain either Upper or Lower Seconds.

A Pass degree is awarded to someone who was either put on a Pass degree course (and may as a result have taken fewer modules in the final year) or who has failed more than the number of modules permitted by the rules to qualify for an honours degree. It is possible - but very rare - for a student to fail the degree altogether, but in that case a student has a right to resit all the papers failed in the year following his/her final year examinations, but must do so without residence at the University. The University has special rules for students where illness or related problems may have affected their assessment or examination performance, including a special Aegrotat degree for anyone who is so ill as to miss more than 30% of their examinations.

If you wish to practise as a solicitor or barrister, you will need to pass certain foundation modules, and will be awarded a Qualifying Degree (see note 18 below). You will receive advice on the relevant modules, and what to do if you fail such a module during your time at Warwick.

See note 20 below for information on degree certificates and congregation.

14. CAREERS SUPPORT FOR LAW STUDENTS

The University has an excellent Centre for Student Careers & Skills which exists to enable you to plan your career effectively.

(a) What can I do with a law degree?

You have already taken the career decision to study law at Warwick and your future choices may reflect this interest in legal issues and concerns. Indeed, you may have decided on this degree because you want to join the legal profession. But your career options are wider than you might think.
Law is an established subject, held in high regard by lots of employers. Whilst your degree is an excellent stepping stone to joining the profession, if that is what you want, it can also lead to a range of careers in commerce, industry, the public sector or non-governmental organisations. You may decide to continue with your studies and become an academic lawyer. The skills and perspectives you develop through the study of law will be valued in fields as diverse as accountancy or journalism, the Civil Service or banking and insurance, local government or international human rights work. Law graduates are also found further afield in publishing, sales, education, marketing...the list goes on.

(b) Planning your career

So with such broad options, how can you make any decisions or narrow the choices down? It's an ongoing process of reflecting on the skills you like using and which work environments suit you best, whilst finding out more about the work areas that interest you. From there, some work experience or job shadowing will help you firm up your ideas.

If you are interested in a career practising law, many of the larger commercial law firms target Warwick very heavily and all the major firms come to recruit. There is a programme of presentations from firms in the Autumn term each year, together with a law fair attended by more than fifty firms and other recruiting organisations; smaller firms also visit campus to run skills sessions and you should consider finding out what both large and small firms can offer you in terms of employment opportunities. Most firms offer vacation schemes running at Christmas, Easter or in the summer, these give undergraduates the opportunity to find out more about law in practice, these schemes are typically available to you in your second and third years. In your first year you may be able to secure a day or two of observation in top City firms or some work experience in a high street practice. There is considerable competition to secure solicitors’ training contracts and if you think this is what you want you should try to secure some work experience in solicitors’ offices.

If you are interested in a career at the Bar, you will have to be more pro-active. You will have to work to get in touch with firms or barristers’ chambers yourself to find out how and when they are recruiting and to get some work experience. You will need to have done a number of short “mini pupillages” during your time at Warwick. It is probably best to start by asking the Student Careers & Skills for guidance (see below)

(c) Using the Careers Service

Student Careers & Skills has lots to offer as you work your way through this process. Its resources help you:

- Reflect on your skills
• Find out more about different types of work and their entry requirements
• Decide what you want to do
• Gain work experience
• Find out about employers, vacancies and courses
• Make effective applications

Throughout the year there will be **department based events** run by the Careers Consultant who links with Law, Claire Leslie. Claire has an in depth knowledge of legal careers and of other opportunities open to law graduates, she will contact you via email and speak to you in lectures to encourage you in your career plans. She liaises closely with the Student Law Society to meet your needs. You will see her regularly, take the opportunity to book appointments with her so that you can receive personal support!

A good place to start with your career planning is the Student Careers & Skills website at [www.warwick.ac.uk/services/careers](http://www.warwick.ac.uk/services/careers). The site is designed to respond to your personal situation and needs as you click through the links. It includes a really useful Skills Development Programme to help you get to grips with your personal, academic and career planning skills. There are also databases of careers information and jobs and information about services and events.

Student Careers & Skills also run **career development sessions**, interactive events on a range of topics from assessing skills to writing job applications. They also ask Warwick graduates and others from popular career areas to come in to share their insights into their sector or job and to provide tips on how to manage selection processes successfully.

To find out more about **employers**, the Centre runs careers fairs, including a Law Fair and a programme of employer presentations, and skills sessions many of which are from law firms. These give you a chance to find out more about opportunities on offer and what employers are looking for. You will also have the chance to practise recruitment tests and interviews with employers.

Finally, you may find it helpful to talk to a **Careers Consultant** if you need help deciding on the best way forward. Claire Leslie offers bookable appointments in the Law Department, you can use this time to reflect on possible career areas or you can ask for targeted support with job applications. You can also book appointments with other careers consultants in University House or arrange to have the support of a job search advisor.

**The Law Society**

There are lots of opportunities here at Warwick to enable you to develop the skills and interests that will help you in your career. The Law Society arranges a huge variety of activities, some social, some academically-related, to help you to develop as an individual and to learn where your strengths lie. You could,
for example, become involved in the “Pro Bono” work of the Society, which will enable you to experience first-hand what it is like to advise a client. There are mooting and debating activities to help you develop your advocacy skills. For more information see the Law Society website at http://warwicklawsociety.co.uk/

Other University activities such as team sports, social clubs, voluntary work and other organisations are also good ways to learn about yourself and impress employers when you come to apply.

15. INTERNATIONAL STUDENTS

The University has appointed some staff members as advisers to students from parts of the world for which we have quite a number of students. You can find out who the appropriate person is for your country by contacting the International Office.

You will have an advantage if you came early and took the University’s Orientation Programme. If your main home language is not English, you may also have taken the Language Laboratory’s Intensive English Language Course before the start of term; if not, you can still brush up your comprehension and use of English during the year through regular classes in the Laboratory.

16. ORGANISATION OF THE LAW SCHOOL

The School has grown from a first intake of 40 students in 1968/69 to a total of around 850 students in the current year; its staff has increased from one founding Professor (Geoffrey Wilson who retired in September 1997) and three lecturers to 49 permanent members of the teaching staff.

The School is an academic department within the University and has substantial decision-making power in its own right. During the 2017/18 session the Chairman of the School will be Professor Vanessa Munro. Within the School of Law, there are also various administrative posts which staff members hold from year to year - Director of Undergraduate Studies, Director of First Year Studies, Director of Student Support and Wellbeing, and Admissions Director are examples.

The Student-staff Liaison Committee, holds meetings which are open to all students and staff but which also has elected student representatives from each year. This committee ensures that problems or issues affecting both students and staff can be discussed. It also acts as a channel of communication between students and School Committees. Elections for its representatives are held in the first few weeks of the Autumn Term. Any student can put him or herself forward for election.
17. **THE RANGE OF UNDERGRADUATE LAW DEGREES**

The Law School offers 3 and 4 year LLB degrees, a 4 year LLB Law with French Law, and Law with German Law degree, a 4 year LLB with a Year Abroad in English degree, a 4 year BA Law and Sociology Degree, a 3 or 4 year BA Law and Business Studies degree, and 3 and 4 year Law with Social Sciences and Law with Humanities degrees, and a part-time LLB degree.

Students are always permitted to opt for a longer period of study for degree programmes where this is an option. Thus students may transfer from the 3 year LLB to the 4 year LLB programme, and students reading Law and Business may transfer from the 3 year to the 4 year Law and Business programme. Generally speaking, other transfers between degrees offered by the Law School are not permitted but transfers may be permitted in exceptional circumstances.

18. **QUALIFYING LAW DEGREES**

In order to qualify as a barrister or solicitor in England and Wales, a student must satisfy the academic stage of professional qualification. This is normally done by obtaining a Qualifying Law degree which fulfils particular requirements laid down by the two legal professions. The requirements for obtaining a qualifying law degree can be found at: [http://www.sra.org.uk/students/academic-stage.page](http://www.sra.org.uk/students/academic-stage.page)

Each of the Law degrees offered by the University of Warwick may be a Qualifying Law Degree, provided that the student takes and passes the subjects required by the legal professions. (At Warwick, these are Modern English Legal System, Property Law, Tort Law, Criminal Law, Constitutional & Administrative Law, Foundations of EU Law; Contract Law, Trusts Law). Where a student has fulfilled the requirements for professional qualification the degree awarded will have the suffix (QD) meaning ‘Qualifying Degree’.

19. **THE CERTIFICATE IN ENGLISH LAW**

This is the scheme of modules which is taken by students visiting Warwick for one year from Bordeaux, Lille, Paris Descartes, Berlin, Konstanz and Saarbrucken (occasionally from other continental universities as well), in exchange for Warwick students on the Law with French Law or Law with German Law degree spending their Third Year at one of the same six universities. Students on the Certificate take up to four law modules, which include LA115 Modern English Legal System, LA124 Tort Law and/or LA201 General Principles of Constitutional and Administrative Law. They are assessed and examined similarly to other students taking the same modules.
20. CERTIFICATES, TRANSCRIPTS/HEAR AND DEGREE CONGREGATIONS

The Awards and Ceremonies website (http://warwick.ac.uk/graduation) provides detailed information on award certificates and degree congregation registration and includes a ‘Frequently Asked Questions’ section.

All undergraduate students receive the Higher Education Achievement Report (HEAR). It provides a fuller record of their achievements whilst at the University. As well as recording module marks and the degree classification awarded it also includes information about other achievements such as academic prizes and volunteering. Further information about the HEAR is available at http://warwick.ac.uk/hear

21. EQUALITY AND DIVERSITY

The University is proud of its cosmopolitan nature and has a strong commitment to equality and diversity, expressed through the following statement:

"The University of Warwick, recognizing the value of sustaining and advancing a safe and welcoming learning environment, strives to treat both employees and students with dignity and respect, to treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. The University aims to eliminate unjustifiable discrimination on grounds including gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, sexual orientation, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, age, spent criminal convictions or any other personal protected characteristics."

The University’s Dignity at Work and Study Policy is available online from http://warwick.ac.uk/dignity/).

22. UNIVERSITY’S SEXUAL, RACIAL AND PERSONAL HARASSMENT POLICY

The University and the Students’ Union regard all forms of harassment as unacceptable and are prepared to take disciplinary action against offenders. Both the University and the Students’ Union are committed to creating a community that is free from harassment and discrimination. Sexual, racial and personal harassment can seriously worsen conditions for staff and students at the University and may also, in certain cases, be unlawful.

Further information is available at: http://www2.warwick.ac.uk/insite/topic/healthsafety/welfare/harassment/
23. **SECOND THOUGHTS?**

If you are worried about whether you are ready to study for a degree, or whether you have chosen the right subject or the right University, please share these worries with your personal tutor or another member of Law School staff.

Some First-year law students wonder whether University is right for them or whether they will ever master the strange language and peculiar materials of law. Happily, most of these first-term nerves turn out to be no more than that. They are none-the-less real at the time. If you have such doubts and are seriously tempted to leave the degree course or to try to transfer to another degree, either at Warwick or elsewhere, then speak to your Personal Tutor so a member of the Law School staff knows what is going on.

On past experience, it is common for a few students to consider withdrawing or transferring out during the First Year - and of these, a handful go ahead with the change - so it is a phenomenon we are well used to. Members of the Law School staff are often able to help with enquiries about the alternative possibilities.

In addition to permanent transfer or withdrawal from your law degree course, there is the possibility of temporary withdrawal, for personal or medical reasons. This, popularly known as “taking a year out”, allows you to return to the present year of your degree course, but one academic year later, so you pick up where you left off. To apply for temporary withdrawal, you must have clear reasons and first get the support of your Personal Tutor and of the Law School; you then have to apply to the University authorities and wait for the Vice-Chancellor’s approval.

24. **FINAL THOUGHTS**

For the vast majority of students, studying law at Warwick is a deeply enriching experience. This guide only really scratches the surface of what you experience when you embark on your degree studies. We give you the opportunity to research, write, discuss, argue and think about the law in ways that will broaden your intellectual horizons immensely. And there are so many other social, cultural and sporting activities to enjoy. We hope you enjoy your experience here, as many other students before you have.
## Appendix 1: Contact Details of Law School Staff

### THE ACADEMIC STAFF OF THE SCHOOL 2017/18

<table>
<thead>
<tr>
<th>Name</th>
<th>Room No.</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sammy Adelman</td>
<td>S2.23</td>
<td>23101</td>
</tr>
<tr>
<td>Professor Shaheen Ali</td>
<td>S2.02</td>
<td>24954</td>
</tr>
<tr>
<td>Dr. Ana Aliverti</td>
<td>S2.26</td>
<td>28398</td>
</tr>
<tr>
<td>Professor Hugh Beale</td>
<td>S2.15</td>
<td>73844</td>
</tr>
<tr>
<td>Christopher Bisping (Director UG Studies)</td>
<td>S2.17</td>
<td>28981</td>
</tr>
<tr>
<td>Dr. Jane Bryan* (Student Experience Director/SSLC Convenor)</td>
<td>S2.20</td>
<td>23639</td>
</tr>
<tr>
<td>Dr. Henrique Carvalho*</td>
<td>S1.23</td>
<td>74724</td>
</tr>
<tr>
<td>Dr. Giuliano Castellano</td>
<td>S2.25</td>
<td>50890</td>
</tr>
<tr>
<td>Ms. Winnie Chan</td>
<td>S2.32</td>
<td>24841</td>
</tr>
<tr>
<td>Dr. Stephen Connelly (Director of Law/Business)</td>
<td>S1.06</td>
<td>50410</td>
</tr>
<tr>
<td>Dr. Benjamin Farrand</td>
<td>S1.27</td>
<td>74723</td>
</tr>
<tr>
<td>Prof. Jonathan Garton</td>
<td>S2.22</td>
<td>51754</td>
</tr>
<tr>
<td>Dr. Maebh Harding (maternity leave term 1)</td>
<td>S1.17</td>
<td>73441</td>
</tr>
<tr>
<td>Dr. James Harrison</td>
<td>S1.33</td>
<td>23170</td>
</tr>
<tr>
<td>Prof. Jackie Hodgson*</td>
<td>S1.19</td>
<td>24163</td>
</tr>
<tr>
<td>Dr. Andreas Kokkinis</td>
<td>S1.20</td>
<td>73442</td>
</tr>
<tr>
<td>Professor Dora Kostakopoulou*</td>
<td>S2.16</td>
<td>23094</td>
</tr>
<tr>
<td>Mr Tor Krever*</td>
<td>B1.12</td>
<td>23225</td>
</tr>
<tr>
<td>Dr. Ming-Sung Kuo</td>
<td>S1.26</td>
<td>28990</td>
</tr>
<tr>
<td>Professor Roger Leng</td>
<td>S1.35</td>
<td>23168</td>
</tr>
<tr>
<td>Dr. Kirsten McConnachie</td>
<td>S1.22</td>
<td>50435</td>
</tr>
<tr>
<td>Professor John McEldowney</td>
<td>S2.30</td>
<td>23615</td>
</tr>
<tr>
<td>Dr. Kathryn McMahon</td>
<td>S2.13</td>
<td>28399</td>
</tr>
<tr>
<td>Dr. George Meszaros</td>
<td>S1.04</td>
<td>28397</td>
</tr>
<tr>
<td>Dr. Christopher Mills*</td>
<td>B1.05</td>
<td>24844</td>
</tr>
<tr>
<td>Ms Solange Mouthaan (Director, Law with French/German and YAE)</td>
<td>S2.31</td>
<td>23074</td>
</tr>
<tr>
<td>Miss Tara Mulqueen*</td>
<td>B1.03</td>
<td>23099</td>
</tr>
<tr>
<td>Professor Vanessa Munro* (Head of School)</td>
<td>S2.01</td>
<td>24484</td>
</tr>
<tr>
<td>Ms Barbara Nastoll</td>
<td>S2.18</td>
<td>23073</td>
</tr>
<tr>
<td>Dr Jayan Nayar</td>
<td>S2.27</td>
<td>23097</td>
</tr>
<tr>
<td>Professor Alan Neal</td>
<td>S1.42</td>
<td>23205</td>
</tr>
<tr>
<td>Dr Hassan Nizami</td>
<td>S1.15</td>
<td>50231</td>
</tr>
<tr>
<td>Professor Alan Norrie</td>
<td>S1.02</td>
<td>51107</td>
</tr>
<tr>
<td>Mr Bill O’Brian</td>
<td>S1.03</td>
<td>74084</td>
</tr>
<tr>
<td>Professor Paul Raffield* (Director Law with Humanities; and Law with Social Sciences)</td>
<td>S1.28</td>
<td>24939</td>
</tr>
<tr>
<td>Professor Ralf Rogowski (Director, Law &amp; Sociology)</td>
<td>S1.01</td>
<td>23215</td>
</tr>
<tr>
<td>Dr. Sharifah Sekalala*</td>
<td>S2.28</td>
<td>24492</td>
</tr>
<tr>
<td>Professor Dalvinder Singh</td>
<td>S2.19</td>
<td>50675</td>
</tr>
<tr>
<td>Dr. Adam Slavny* (Director of First Years)</td>
<td>S1.21</td>
<td>51191</td>
</tr>
<tr>
<td>Dr John Snape</td>
<td>S1.29</td>
<td>24165</td>
</tr>
<tr>
<td>Dr. Dallal Stevens</td>
<td>S2.21</td>
<td>23289</td>
</tr>
<tr>
<td>Professor Ann Stewart</td>
<td>S2.24</td>
<td>23207</td>
</tr>
<tr>
<td>Dr. Alison Struthers (on maternity leave 2017/18)</td>
<td>S1.24</td>
<td>75306</td>
</tr>
</tbody>
</table>
Professor Victor Tadros            S1.05      50409
Dr. Celine Tan                    S1.34      73830
Dr. Helen Toner                   S1.08      23326
Christian Twigg-Flesner          S1.16      51040
Mr Markus Wagner                  S1.36      23090
Dr. Jill Wakefield (Examinations Secretary) S1.32  24162
Dr. Ilian Wall*                   S1.07      51780
Professor Gary Watt               S2.34      23206
Professor Andrew Williams         S1.38      24996
Dr. Charlotte Woodhead* (Director of Student Support and Wellbeing) S1.25  24162
Dr. Ania Zbysewska                S1.31      75326

* Indicates staff teaching First Year modules during 2017/18)

Part-Time Teachers

Margaret Arrand*
Peter Cook*
Juliet Horne*
Natalie Kyneswood*
Suzy O'Hare*
Natassja Smiljanic*
Catherine Vincent
*(Indicates part-time staff teaching 1st Year modules during 2017/18)

Teaching/Research Fellows

Dr. Andi Hoxhaj                     S1.01      50503
Dr. Raza Saeed                      S1.15      50231
Dr. Laurene Soubise*               S2.24      TBA
THE ADMINISTRATIVE, PART-TIME TEACHERS & RESEARCH STAFF

Name                    Room No | Extension
-------------------------------|----------
Director of Administration
Mrs. Jenni Good         2.05     | 23092
(covering for Ms Maria Ovens – on maternity leave)

Student Services Manager
Mrs. Andrea Humber (covering for Mrs Jenni Good) | Reception 23201

UG Academic Administrator
Mrs. Lesley Morris      | Reception 23495

Administrative Support Staff
Mr. Adam Alcock (Admissions Coordinator) | Reception 23171
Mrs. Kelly Chennery (Executive Officer until 30.11.17) | S2.03 23175
Mr. Sunil Chudasama (IT Learning and Support Officer) | S0.02 50094
Ms. Claire Denney (PG Academic Administrator) | Reception 23079
Mrs. Nicola Docker (Executive Assistant) | S2.03 75068
Dr. Michael Hart (Taught Programmes Coordinator) | Reception 23076
Miss. Becca Kirk (Widening Participation Officer) | Reception 24990
Mrs. Rose le Breton Bagley (Executive Officer from 1.12.17) | S2.03 23175
Mrs. Brenda Lee (Finance Assistant) | S2.06 28396
Mrs. Sandra Phillips (Events Coordinator) | S2.04 74126
Ms. Sara Prestleton (Marketing & Communications Officer) | S0.02 24935
Ms Caroline Proctor (IT Support Manager) | S0.02 23157
TBA (Receptionist) | Reception 23171
Mrs. Chris Warner (Student Records Assistant) | Reception 23075
Mrs. Tasneem Webster-Kelly (Finance Officer) | S2.06 51032
Mrs Jenny Paterson (Research Administrator) | S2.04 23098

Senior Careers Advisor
Ms Claire Leslie       | S2.20a 24239

Appendix 2: How Assessment Works at Warwick

(a) The Marking Scheme

All undergraduate modules are marked using one overall system, which runs from 0-100. Marks fall into different classes of performance:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100</td>
<td>First Class</td>
</tr>
<tr>
<td>60-69</td>
<td>Second Class, Upper Division</td>
</tr>
<tr>
<td>50-59</td>
<td>Second Class, Lower Division</td>
</tr>
</tbody>
</table>
Within this overall system, your assessed work and exams will be marked on one of two scales, depending on certain characteristics of the assessment or exam. The department or lecturer running any particular module will be able to tell you which scale applies to which assessments.

**Numerically based work, work with smaller questions (all points on 0-100 scale)**

Where an assessment or exam is based on numerical work, or where there are a large number of questions in an exam with small numbers of marks for each question, we can use all of the points from 0 to 100. This is typical of many assessments and exams in Science, some language work, some exams in Economics and the Business School and so on. There will only be a few assessments in law where this approach is taken.

**Other work (17-point marking scale)**

Where an assessment or exam is a single piece of work, or a small number of long exam answers, work is marked using the following scale. This is typical for essay-based subjects, dissertations and many pieces of work where there is no right answer and the quality of your analysis and argument is particularly important. Each individual question you answer will be marked on the 17 point marking scale. But your overall mark may well not be, if it is an average of several questions.

The descriptors in this table are interpreted as appropriate to the subject and the year/level of study, and implicitly cover good academic practice and the avoidance of plagiarism. Faculties and departments publish more detailed marking criteria.

With the exception of Excellent 1st, High Fail and Zero the descriptors cover a range of marks, with the location within each group dependent on the extent to which the elements in the descriptor and departmental/faculty marking criteria are met.

<table>
<thead>
<tr>
<th>Class</th>
<th>scale</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Excellent 1st</td>
<td>Exceptional work of the highest quality, demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. At final-year level: work may achieve or be close to publishable standard.</td>
</tr>
<tr>
<td>High 1st</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Point on scale</td>
<td>numerical equivalent</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>First</td>
<td>Excellent 1st</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>High 1st</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Mid 1st</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>Low 1st</td>
<td>74</td>
</tr>
<tr>
<td>Upper Second</td>
<td>High 2.1</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>Mid 2.1</td>
<td>65</td>
</tr>
</tbody>
</table>

For calculating module results, the points on this marking scale have the following numerical equivalents:
<table>
<thead>
<tr>
<th></th>
<th>Low 2.1</th>
<th>62</th>
<th>60-63</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Second</td>
<td>High 2.2</td>
<td>58</td>
<td>57-59</td>
</tr>
<tr>
<td></td>
<td>Mid 2.2</td>
<td>55</td>
<td>54-56</td>
</tr>
<tr>
<td></td>
<td>Low 2.2</td>
<td>52</td>
<td>50-53</td>
</tr>
<tr>
<td>Third</td>
<td>High 3rd</td>
<td>48</td>
<td>47-49</td>
</tr>
<tr>
<td></td>
<td>Mid 3rd</td>
<td>45</td>
<td>44-46</td>
</tr>
<tr>
<td></td>
<td>Low 3rd</td>
<td>42</td>
<td>40-43</td>
</tr>
<tr>
<td>Fail</td>
<td>High Fail</td>
<td>38</td>
<td>35-39</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>25</td>
<td>19-34</td>
</tr>
<tr>
<td></td>
<td>Low Fail</td>
<td>12</td>
<td>1-18</td>
</tr>
<tr>
<td>Zero</td>
<td>Zero</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

You can see that marks for all work, whether marked using every point on the 0-100 scale (numerically based work and similar) or on the 17-point scale (essays, dissertations etc), fall into the same categories. So a piece of work given a mark of 81 has reached the standard for “Mid 1st” whether it's a maths exam or a history essay, an oral language exam or a design project in engineering.

**Marks are not negotiable.**  Assessments and examinations are subject to anonymous marking; particular care is taken with all work which fails or is on a borderline between classes - for all students except those in the First Year, such work is referred to the external examiner who has the power to alter the mark. Where a student’s examination or assessed work are out of line, for instance, one piece of assessed work is particularly good or bad, or assessed work is very different from exam performance, the work/marks will be closely scrutinised and, if doubts remain, referred to the external examiner. External examiners are not used for First Year examinations, but the work of any student who is at risk of failing will be closely scrutinised by staff who did not mark it originally.

Rules laid down by Senate allow the School to release all marks for assessment and examinations; a Certificate of Results will be given to you at the end of each academic year. If you receive a mark for a class test or piece of assessed work in the course of the year, this will always be provisional and may be altered in the process of moderation or on the advice of an external examiner.

**(b) Examinations**

The examinations will be held during May/June 2018, and the detailed examination timetable is available early in the Third Term. We hope you are not here just to pass exams, and you should not allow them to overshadow
your entire year and dictate what work you do and how you do it. Nevertheless, it is sensible to plan for the exams well in advance. As a start in this process, there are copies of recent exam papers in all the First-Year modules taken by law students on the Law School and Library websites. Check the website for each of your first year modules to find details of the examination. If you fail any of your First Year examinations you will be permitted one re-sit. Resits are capped at 40%. These re-sit examinations are always held during the first full week in September. You must pass all modules to proceed to Year 2 – see Appendix 3 for further details. The Examination Regulations for the first year are set out in Appendix 4.

In some examinations books, statutes and other materials are allowed in or provided by the University, in an effort to relieve students of the burden of committing to memory useless facts and the risk of panicking from fear of forgetting things which it is not even essential to remember.

(c) Other Assessed Work

As well as exams, law modules may require students to do class tests, write assessed essays or do other forms of assessment which will contribute a set percentage to the final mark for the module. This is colloquially known as “assessment”.

Assessments take place at various points throughout the year. Staff Meeting has agreed that module-based targets for the return of marked essays should be implemented and published at the beginning of the academic year and that the turn-round period for you receiving marks and feedback should be up to four weeks from the deadline date.

Most First-Year Law modules are between 20 and 40 per cent assessed. First Year Sociology modules for the BA degree are 33 per cent assessed.
(d) **Length and word limits**

All Law School essays and other written assignments are subject to word limits. The normal Law School standards are as follows:

<table>
<thead>
<tr>
<th>Essay Type</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 mark essay</td>
<td>1,250</td>
</tr>
<tr>
<td>20 mark essay</td>
<td>2,500</td>
</tr>
<tr>
<td>30 mark essay</td>
<td>3,750</td>
</tr>
<tr>
<td>40 mark essay</td>
<td>5,000</td>
</tr>
</tbody>
</table>

There may be variations from these standards and you should always check the precise limit specified for a particular essay.

**Word limits must be observed - Examiners are instructed to stop reading at the word limit.** This means that you will not get any credit for any part of the essay which extends beyond the limit.

**What is included in the word limit?** All prose text, including quotes and including prose text within footnotes.

**What is excluded from the word limit?** All references and citations do not count against the word limit. This applies to references and citations, whether found in the body of the essay or in footnotes. The bibliography also does not count against the word limit.

(e) **Presenting your Work**

Essays should be typed using a computer and should be submitted in electronic form via the Tabula system: [https://tabula.warwick.ac.uk/coursework/](https://tabula.warwick.ac.uk/coursework/).

Some detailed points to remember:

- Extensive information regarding Undergraduate E-Submission can be found [here](https://tabula.warwick.ac.uk/coursework/).
- It will only be possible to upload course work to Tabula in the PDF file format. A guide for how to create PDF files is available [here](https://tabula.warwick.ac.uk/coursework/).
- All submissions will be judged for lateness based on the clock on the Tabula Server. Please ensure that you have allowed plenty of time to upload your work. Please be aware that any fraction of a day counts as a day for the purposes of assigning lateness penalties.
- Please ensure that your word count and student I.D. number are clearly indicated on the first page of your work.
- Extension requests made before the submission deadline for assignments must be requested via Tabula. Further details of the extension policy for the school can be found [here](https://tabula.warwick.ac.uk/coursework/).
- A guide for how to request an extension using Tabula can be found [here](https://tabula.warwick.ac.uk/coursework/).
(f) Handing in your assessments

You will find the deadlines for assessed work will be posted on the website and will appear in https://tabula.warwick.ac.uk/coursework/

Essays should be typed using a computer and should be submitted via https://tabula.warwick.ac.uk/coursework/

If you do not have an approved extension and submit work late your mark will be reduced for each day by which the deadline is exceeded.

If you have any issues handing your work in via Tabula you should follow the advice here.

(g) Late Work and Extensions

If, as a deadline day looms, you have not yet completed a piece of assessed work that is due, always consider applying for an extension. If you know you are going to be late, you should always show your module teacher what you have done by the deadline, even if your essay is only part-written or in draft form. You will get marks for work you have done by the deadline (even if incomplete) provided you can prove what you have done before the deadline.

If you are in fact late with a piece of work, do not hesitate to hand it in (see Penalties for Late Submission of Essays below). Your work will always be accepted and marked, though the marks will count in the normal way only if you have successfully applied for an extension. If you need to apply, visit to find the appropriate method. You can apply as long as you wish before the final deadline in question, or up to three working days after it.

Here are some specific points on extensions:

(a) In order to be fair to all students, only the Director of Student Support and Wellbeing, Helen Toner acting on behalf of the School Chair (Rebecca Probert) has the power to grant extensions.

(b) Extensions are normally granted only for unforeseen events like illness. All applications must be supported by documentation of your reasons for requiring an extension, so for illness you must, if possible, get a note from a doctor or hospital. Even if you have been ill, you will not automatically get an extension; you should therefore plan to finish pieces of work well before the deadline if you can.
(c) You will not be given an extension where you have failed to plan your work pattern adequately, with the result that the assessed work is late, or where, in term-time, you have gone away from the University and relied on returning on deadline day in time for 1 p.m. but your car breaks down, or your train has been delayed.

In particular, problems with computers (print out queues, crashes, wiped disks or other failures) are not good reasons for seeking an extension. **Always** keep a back-up copy of any work done on a computer.

(d) If, looking ahead, you realise that you are not going to get a particular piece done in time, do not hesitate to talk to your personal tutor to discuss your chance of an extension long before the deadline actually arrives.

(h) **Learning from Essays**

The process of marking an essay is not simply to establish a mark for classification purposes. Essays are also marked in order to help students in developing their academic skills. When your assessed work is set you will be informed which particular skills or areas of knowledge are being tested. After the work has been marked you should receive a feedback form which indicates how well (or poorly) you have performed in relation to each of the relevant skills or areas of knowledge. **It is important that you read this carefully.** As well as this, it is likely that the marker will have added some particular comments which may encourage, or suggest further areas of study, or help you develop particular skills or overcome particular weaknesses. It is important to read and think carefully about the comments made. It is often sensible to discuss the comments with the marker. You can always arrange an appointment to do this. It may also be helpful to arrange to read other students’ essays.

(i) **Cheating**

It is imperative that you read, understand and comply with the advice set out in the **Law Schools’ Cheating Document** which is available to all students on the law school website. This document gives important general advice about the proper use of sources and citation in academic essays. Neither the University nor the School of Law will tolerate cheating, and offenders will be punished under University Regulations. All cases of suspected cheating are investigated carefully and, where cheating is established, severe sanctions will be imposed.
(j) Assessment Marks

In later years, where assessed work actually contributes to your degree, rules laid down by Senate require the School to keep written work in case there should be any dispute about your performance. So once such work has been marked you cannot retain it but will be allowed either to look at it in the School or to borrow it back temporarily. All such work must be back in the School before the end of the year in which it was written, in case it is needed at the time of the examinations. **If you wish to keep your marked written work then you must make a copy before handing it back to the module teacher.**
Appendix 3: Required Core First-Year Modules

The decision whether you have passed your first year of degree study and may be permitted to proceed to the second year is made by a Faculty First-Year Board of Examiners, which sits in June and September each year. The conventions which the Examination Board applies in making this decision can be found here:
http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/conventions/fyboe

All modules taken in Year 1 are deemed to be CORE for the following degree courses (and must be passed before proceeding to Year 2):

**LLB M105 (3-Year)**
- Module 1: Modern English Legal System (LA 115)
- Module 2: Criminal Law (LA 104)
- Module 3: Tort Law (LA 124)
- Module 4: Introduction to the Law of Property Relations (LA 103)
- Module 5: Introduction to Legal Theory (LA 116)

**LLB M106; M10A; M10C; M108 (Law with French Law, Law with German Law and M108 YAE, 4-Year)**
- Module 1: Modern English Legal System
- Module 2: Criminal Law
- Module 3: Tort Law
- Module 4: Introduction to the Law of Property Relations
- Module 5: Introduction to Legal Theory

**LLB M109 (Part-time)**
- Module 1: Modern English Legal System
- Module 5: Introduction to Legal Theory
- Module 3: Tort Law

**BA (Law and Sociology) ML34**

*Core*
- Module 1: Modern English Legal System
- Module 5: Introduction to Legal Theory
- Module 3: Tort Law
- Module 4: Introduction to Quantitative Methods I
- Module 5: Researching Social Culture (Sociology)

*Optional Modules*
- Module 6: History of Sociological Thought
- Module 7: Class and Capitalism in a Neoliberal World
- Module 8: Sociology of Gender
- Module 9: Race and the Making of the Modern World
BA (Law with Humanities) M110; M111; M112; M113
Module 1: Modern English Legal System
Module 2: Criminal Law
Module 3: Tort Law
Module 4: Introduction to the Law of Property Relations
Module 5: Introduction to Legal Theory or Approved External Module

BA (Law with Social Sciences) M114; M115; M116; M117
Module 1: Modern English Legal System
Module 2: Criminal Law
Module 3: Tort Law
Module 4: Introduction to the Law of Property Relations
Module 5: Introduction to Legal Theory or Approved External Module

BA (Law and Business Studies) MN34; MN31 (N.B. This degree is administered by WBS, not the School of Law)
Module 1: Tort Law (Law)
Module 2: Modern English Legal System (Law)
Module 3: Markets, Marketing and Strategy (WBS)
Module 4: Integrative Project: Business Planning (WBS)
Module 5: CORE Practice: Shaping your Future Self (WBS)

Module 6 to 9: (Options) any three taken from:
Management, Organisation and Society; Quantitative Analysis for Management 1 and 2; Introduction to Financial Accounting; Foundations of Financial Management; Economics for Business; Operations Management (all WBS)
Appendix 4: Examination Regulations

Harmonised First Year Boards of Examiners’ conventions
(http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe)

Undergraduate degree classification rules
(http://warwick.ac.uk/quality/categories/examinations/conventions)

Undergraduate progression requirements for intermediate years of study
(http://warwick.ac.uk/quality/categories/examinations/conventions/)
Appendix 5: University Regulations

The definitive Regulations for the University are contained in the University Calendar which are available in the Departmental Academic Office and online at http://warwick.ac.uk/calendar/. These Regulations as set out by the University in the Calendar have ultimate authority:

- Regulations for First Degrees (Regulation 8; http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg8to8_5_1/#8.2)
- Examination regulations (Regulation 10; http://warwick.ac.uk/regulation10)
- Procedure to be adopted in the Event of Suspected Cheating in a University Test (including plagiarism) (Regulation 11; http://warwick.ac.uk/regulation11)
- Procedure to be adopted in the Event of Absence for Medical Reasons from a University Examination for First Degrees (Regulation 12; http://warwick.ac.uk/regulation12)
- Regulation Governing Student Registration, Attendance and Progress (Regulation 36; http://warwick.ac.uk/regulation36)
- Regulation Governing First Degrees (Regulation 8; http://warwick.ac.uk/gov/calendar/section2/regulations/reg8to8_5_1/ & http://warwick.ac.uk/gov/calendar/section2/regulations/reg8from8_6/)
- Regulations Governing Taught Postgraduate Courses (Regulation 37; http://warwick.ac.uk/regulation37)
- Regulations Governing Research Degrees (Regulation 38; http://warwick.ac.uk/regulation38)
- Guide to Examinations of Higher Degrees by Research (http://warwick.ac.uk/graduateschool/formslibrary/#g)
- Regulations governing the use of University Computing Facilities (Regulation 31; http://warwick.ac.uk/regulation31)
- University Health, Safety and Wellbeing Policy Statement (http://warwick.ac.uk/services/healthsafetywellbeing)
- University’s Equal Opportunities Statement (http://warwick.ac.uk/equalops/equal_opportunities_statement)
- Sexual, Racial and Personal Harassment: Guidelines for Students (http://warwick.ac.uk/insite/topic/healthsafety/welfare/harassment/)
- University Policy on Recording of Lectures by Students (http://warwick.ac.uk/quality/recordinglectures/)
- University Smoking Policy (http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy)
• Regulation 23 governing Student Disciplinary Offences
  (http://warwick.ac.uk/calendar/section2/regulations/disciplinary/)
• University Policy on the Timing of the Provision of Feedback to Students on Assessed Work
  (http://warwick.ac.uk/quality/categories/examinations/goodpractice/assessment/timeliness)
• Warwick Student Community Statement
  (http://warwick.ac.uk/quality/categories/wscs)
• Contact Hours Statement [subject to approval by Senate in July 2014]

NB: The number of the regulation is subject to change with new editions of the Calendar.