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Introduction

This handbook is designed to provide you with the necessary information you need to be able to complete your LLM Course smoothly.

The information in this document covers the rules and regulations concerning the LLM, as well as useful information on who to contact or where to go in certain situations. Other Handbooks and Guides you are required to use during your studies are:

- Assessment and Examinations Handbook
- Writing Guide
- OSCOLA 2011 Guide

These guides will be made available to you at the appropriate time and can also be found on the Blackboard page: ‘Law (LLM) Student Information’

Course Structure

The LLM in Law at Leicester Law School offers the maximum in flexibility. There are five Streams that allow students to tailor and customise their degree in a way that meets their specific learning needs, leading to a degree specialising in one of the following areas:

- LLM in Law (Specialism in International Commercial Law)
- LLM in Law (Specialism in International Human Rights)
- LLM in Law (Specialism in International Law)
- LLM in Law (Specialism in Public International Law)
- LLM in Law (General Stream)

The Leicester Law School also offers a distinct LLM in Employment Law via distance learning.

Induction Week

The first week of your LLM Course (week 1) is Induction week. During this time you will have registered with us, confirmed your module choices and attended the introductory lectures. These sessions have been carefully designed to help students familiarise themselves with the requirements of the Course, while offering information about the Library, plagiarism, careers and extra-curriculum activities. The timetable for this week is on Blackboard in the ‘Law (LLM) Student Information’ section. All sessions during this week are compulsory and should be attended by all students.

School Details

The School of Law has been part of the University of Leicester since 1966. We have over 50 members of academic staff who are all actively researching. This makes us one of the largest law schools in the UK and able to offer a range of modules drawn from the latest research.

The School of Law is located in the Fielding Johnson Building, which is one of the original university buildings (http://www2.le.ac.uk/maps). The entrance to the School of Law is next to the David Wilson Library.

School Communications

Almost all communication from the School of Law will be conducted electronically. In most cases we will contact you using one of the following methods:

- Via your official University of Leicester email address e.g. abc1@student.le.ac.uk
• Via an announcement on Blackboard
• Via telephone in individual or extremely urgent cases

Other types of communications may include:
• By post
• In announcements during lectures
• By text
• Social Media, such as Twitter and Facebook
### Staff List and Key Contacts

A full list of School contacts can be found on our webpage: [http://www2.le.ac.uk/departments/law/people](http://www2.le.ac.uk/departments/law/people)

If you are not sure who to contact, please contact the Law Reception in the first instance.

<table>
<thead>
<tr>
<th>Member of staff</th>
<th>Contact Detail</th>
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<tr>
<td><strong>Law Reception</strong> (09:30-16:00, Monday-Friday)</td>
<td></td>
</tr>
</tbody>
</table>
  Mrs Linda Henfrey  
  Mrs Pav Mann  
  (0116) 252 2363  
  lawreception@le.ac.uk |
| **LLM Programme Support**       | Ms Teresa Rowe  
  (0116) 252 2370  
  teresa.rowe@le.ac.uk |
| **Student Support Officer**     | Mrs Jo Goacher  
  (0116) 252 2753  
  lawsupport@le.ac.uk |
| **Assessment Manager (Exams and Assessment)** | Mrs Louise Smith  
  (0116) 252 2328  
  lawassessment@le.ac.uk |

### LLM Course Contacts

| LLM Course Director          | Dr Stelios Andreadakis  
  (0116) 2527313  
  stelios.andreadakis@le.ac.uk |
|-------------------------------|-------------------------|
| **LLM Course Director Deputy** | Dr Ben Adodo  
  (0116) 252 2361  
  ben.adodo@le.ac.uk |
| **LLM General Stream Leader** | Dr Mark Hsiao  
  (0116) 223 1255  
  mark.hsiao@le.ac.uk |
| **International Commercial Law Stream Leader** | Dr Horace Yeung  
  (0116) 252 2365  
  horace.yeung@le.ac.uk |
| **International Human Rights Law Stream Leader** | Prof Liz Wicks  
  (0116) 223 1291  
  liz.wick@le.ac.uk |
| **International Law Stream Leader** | Dr Rossana Deplano  
  (0116) 252 2336  
  rossana.deplano@le.ac.uk |
| **Public International Law Stream Leader** | Prof Katja Ziegler  
  (0116) 252 1048  
  katja.ziegler@le.ac.uk |
| **Senior Tutor**              | Dr Steven Cammiss  
  (0116) 252 2468  
  steven.cammiss@le.ac.uk |
| **AccessAbility Tutor**       | Mrs Jo Goacher  
  (0116) 252 2753  
  jo.goacher@le.ac.uk |
| **Equal Opportunities Tutor** | Dr Eugenia di Caracciolo Torella  
  (0116) 252 2307  
  eugenia.caracciolo@le.ac.uk |
| **Head of School**            | Prof Francois du Bois  
  (0116) 252 2646  
  francois.dubois@le.ac.uk |
Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord at http://mystudentrecord.le.ac.uk using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

School Facilities

Harry Peach Library

The Harry Peach is a popular place for study. It is a silent study area so please respect your fellow students when using it and refrain from; eating, drinking, using of mobile phones, talking and selfish use of MP3 players. Please report all disturbances to Law Reception.

The Harry Peach Collection is not a substitute for the David Wilson Library, it is a very useful addition to our learning facilities, and all members of the law school are asked to use it with care and consideration so that it may continue to be of benefit to everyone. The Harry Peach Library is open from 8 am to 6 pm, Monday to Friday.

Computer Lab

The Law Computer Lab in Room L4, situated in the lower corridor leading from the Law Reception, houses the nearest open access computer suite.

Law Reception

Law Reception will act as your first point of call throughout the time that you are studying within the Leicester Law School for any queries you have relating to your course. The Law Reception will be open 9 am to 4 pm, Monday to Friday.

Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information

You can access all of this by visiting: www.le.ac.uk/learnatleicester
University Library

The David Wilson Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- Access to a huge range of specialist information resources including a print collection of over 1 million items and a Digital Library of over 400,000 eBooks and 20,000 electronic journals which you can use from anywhere on the Web;
- Help in finding and using information; online, face to face and by telephone;
- Individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs, netbooks and wireless networking for your laptop;
- Services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

Contact: David Wilson Library
+44 (0)116 252 2043 | library@le.ac.uk

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2010 and many specialist programs to help you with your studies.

Visit go.le.ac.uk/it4students for more information about:

- Student email: access your email and calendar anywhere, including on your smartphone or other mobile device;
- Printing: print, copy or scan on campus; pay by topping up your print and copy account;
- IT Help: visit the Help Zone in the Library, phone 0116 252 2253, email ithelp@le.ac.uk or attend a training course;
- Wifi: free access to eduroam wifi on campus, in halls and at other universities;
- PCs on campus: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods). Download the map to find a Student PC area on campus from: go.le.ac.uk/pcareas;
- Files: store files on your Personal Z: drive, which is backed up and available anywhere;
- Blackboard Virtual Learning Environment: support and information for all your courses;
- Leicester Digital Library: access to journals, databases and electronic books online;
- Mobile app: download the University mobile app to find a University PC available near you or access Blackboard Mobile Learn.

More information can be found at go.le.ac.uk/it4students

Student Learning Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies.
Students’ Union Education Unit (ED)

Education help and advice is provided by the Students’ Union for all students.

If you would find it helpful to talk to someone outside of your department, we offer a confidential and impartial service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide a professional and friendly service.

You will find the Education Unit staff in the Students’ Union Building on the first floor within the West Wing. Opening hours are 10.00 am to 4.00 pm, online chat facilities are available (visit our website for further details), you can either pop in or book an appointment by contacting us on the details below:

**Contact:** Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132/1228 | educationsu@le.ac.uk

Languages at Leicester

Learning a language will enhance your career prospects and broaden your cultural and professional horizons. We offer classes in Arabic, British Sign Language, Dutch, Chinese, French, German, Italian, Japanese, Latin, Spanish, Polish, Russian and Spanish.

Our languages courses are taught by expert native tutors, using communicative and dynamic approaches. Courses range from beginners to advanced level and take place during evenings and on Wednesday afternoons. There also intensive ‘fast track’ courses on Saturday mornings.

**Contact:** Languages@Leicester
+44(0)116 252 2662 | lalenquiries@le.ac.uk | [http://www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal)

Other University Facilities

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:
- Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday 10.00 a.m. - 2.00 p.m.

**Contact:** University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk

Twitter: @LeicUniBookshop | Facebook: [www.facebook.com/UoLBookshop](http://www.facebook.com/UoLBookshop)
University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- Attendance
- Submission of work by set deadlines
- Term time employment (full-time students – Home/EU and International)
- Illness or other circumstances impacting upon studies
- Maintaining your personal details
- The additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University’s Examination Regulations (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the Students’ Guide to Exams (www.le.ac.uk/sas/assessments/examsguide).

Student Responsibilities

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at www.le.ac.uk/senate-regulations
Neglect of Academic Obligations

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s disciplinary regulations (see www.le.ac.uk/senate-regulation11 Part Five/section ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.

Course details

Information about the LLM Course is on the School’s website: www.le.ac.uk/law
Information about your modules is available on Blackboard: https://blackboard.le.ac.uk
You will have also received an induction pack about studying in the School but if you have any questions please visit the staff in Law Reception or email them on lawreception@le.ac.uk

Course and Module Specifications

View the course and module specifications for your course via www.le.ac.uk/sas/courses/documentation

In the course specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

Attendance Requirements

Attendance is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations

To clarify, all timetabled events (tutorials, seminars and lectures) are COMPULSORY.

Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all events in your course timetable unless you have received formal approval for absence. Your attendance will be monitored at all events.

If are absent from a timetabled event for any reason, you will need to fill in an absence form which should then be passed to Law Reception. Copies of the absence form can be obtained from the Law Reception.

If the absence is longer than seven days and is for a medical reason, we will request a medical note to support your absence. While the absence will still be noted, we can take into account certain situations when reviewing your records with regards to whether further disciplinary action is required.

If you are persistently absent, you will be required to have a meeting with our Student Support Officer, Mrs Jo Goacher to discuss the reasons for your absence. Persistent absence can result in removal of your right to re-sit any failed modules or ultimately your registration with the University could be terminated.

The Law School rules on attendance can be found at the Law Reception
**Teaching Timetable**

Your timetable will be accessible during the first week of each semester. You will be given information on how to access your timetables at registration.

If there are any changes to your timetable you will be emailed to your University email account as soon as possible. It is important to check your University email regularly in case of last minute changes.

PLEASE NOTE: We will not communicate with you via your personal email.

**Coursework Submission**

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see [www.le.ac.uk/senate-regulation](http://www.le.ac.uk/senate-regulation) or [www.le.ac.uk/sas/assessments/late-submission](http://www.le.ac.uk/sas/assessments/late-submission)).

Your coursework and dissertation should be submitted electronically via Blackboard only. There is no requirement to submit a hardcopy of assessed work.

**Change of Course**

Changes of course require approval by your department and the University’s Registry and will only be allowed in certain circumstances.

See [www.le.ac.uk/sas/courses/transfercourse](http://www.le.ac.uk/sas/courses/transfercourse) or [www.le.ac.uk/sas/courses/transfermodule](http://www.le.ac.uk/sas/courses/transfermodule) for details of the procedures involved and deadlines that apply.

**Marking and Assessment Practices**

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

**Feedback and the Return of Work from Staff**

The School complies with the University’s policy for the return of marked coursework (see [www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work](http://www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work)) for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date for campus-based taught programmes
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement

You will be notified of your submission dates as early as possible during the semester, when you receive your assignment titles. Where the assessment is a written paper, you will receive written feedback with your mark after 21* days, by email.

*The period of 21 days is defined as 21 calendar days from the published submissions date of the piece of work, excepting when this period includes public holidays or days when the University is officially closed, these days of closure being added to the total.*
Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study (www.le.ac.uk/senate-regulation). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

Any specific progression requirements for your course are stated in its programme specification (see http://www.le.ac.uk/sas/courses/documentation)

Referencing and Academic Integrity

The University views academic integrity as one of the foundations of academic development. A key part of this is the acknowledgement of the work of others. You must always be sure that you credit ideas, data, information, quotations and illustrations to their original author. Not to do so is plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

The University expects students to conduct their studies with exemplary standards of academic honesty and will penalise students who submit work, or parts of work, that have been:

- Plagiarised
- Completed with others for individual assessment (collusion)
- Previously submitted for assessment, including self-plagiarism
- Prepared by others
- Supplied to another for copying

Plagiarism and Collusion

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings as one’s own. Examples of forms of plagiarism include:

- The verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement.
- The close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement.
- Unacknowledged quotation of phrases from another’s work.
- The deliberate and detailed presentation of another’s concept as one’s own.
- Reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism)

Any student who prepares or produces work with others and then submits it for assessment as if it were the product of his/her individual efforts (collusion) will be penalised. Unless specifically instructed otherwise, all work you submit for assessment should be your own and should not have been previously submitted for assessment either at Leicester or elsewhere.

See also www.le.ac.uk/sas/assessments/plagiarism

Penalties

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11, paragraphs 11.63 to 11.78).
Avoiding Plagiarism and Poor Academic Practice

Check the Learning Development website for guidance on how to avoid plagiarism [www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial](http://www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial)

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Learning Development for individual advice. You can book an appointment online by visiting: [www.le.ac.uk/succeedinyourstudies](http://www.le.ac.uk/succeedinyourstudies)

Notification of Ill Health and Other Mitigating Circumstances

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) about any such circumstances at the time they occur and supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the relevant deadline. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment(s) deadline(s) to which it relates.

See [www.le.ac.uk/sas/regulations/mitigation](http://www.le.ac.uk/sas/regulations/mitigation) for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

Personal Support for Students

Student Support Arrangements

From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The School’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: [www.le.ac.uk/sas/quality/personaltutor](http://www.le.ac.uk/sas/quality/personaltutor)

You will be notified of your personal tutor when you register with the School. The University’s guideline is that you meet with your personal tutor four times throughout the academic year to discuss your progress. The School sets aside two weeks in each semester when tutors make themselves specifically available to meet with you.

These weeks are:

- 26 September – 7 October (Individual Meeting)
- 28 November – 2 December (Group Meeting)
- March 2017 (Group Meeting, date to be confirmed)
- 8 – 12 May (Individual Meeting)

Your personal tutor is there to help you with any personal or academic matters while you are studying with us. If they are not able to help, they will be able to suggest the most appropriate course of action for you.
School Student Support Officer

If you are unable to contact your personal tutor, for whatever reason, please contact the Student Support Officer, Mrs Jo Goacher lawsupport@le.ac.uk who will be able to offer support and guidance or refer you to one of University’s support services as required. Mrs Goacher’s office is located behind the Law Reception.

Equal Opportunities

The School of Law’s Equal Opportunities Officer is Dr Eugenia Caracciolo di Torella. If you wish to raise any issues concerning equal opportunities (ethnicity, gender, disability, etc) you can contact them by email. eugenia.caraccioloditorella@leicester.ac.uk

University Student Support Arrangements

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions. Staff offer one to one support, assessment of dyslexia, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students’ Allowance. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement; essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, laptops and digital recorders). Low-level photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk

www.le.ac.uk/accessability

Student Welfare Centre

The Student Welfare Centre offers wide ranging practical support, advice, and information for students.

Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service; and obtain assistance with applications to charities and trusts.

For international students, the Student Welfare Service organises various Welcome programmes throughout the year. Expert immigration advice is available; students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems. A specialist officer can provide information over housing contracts and can assist students over disputes with neighbours/housemates.

Contact: Student Welfare Service, Percy Gee Building (First Floor).

Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk

www.le.ac.uk/welfare
Counselling and Wellbeing Service

This Service offers a range of expertise and support for the psychological aspects of health and wellbeing in the context of your academic journey.

Services on offer include:

Student Counselling Support

Time-limited, free and confidential counselling on a one-to-one or group basis, as appropriate, addressing both academic-related and personal issues.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support

Practical and emotional one-to-one and group support to students managing mental health issues at the University.

Contact: Student Support (mental wellbeing)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk

www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service

The Student Healthy Living Service strives to help students enjoy a balanced life; the service helps individuals to identify an approach to life which can improve their wellbeing, enhance study and reach their full potential. The service is committed to the delivery of health and wellbeing activities that support students in developing life skills. As well as supporting academic achievement, these skills are transferable and should prove beneficial through the transition from University to the demands of employment and graduate careers. The Student Healthy Living Service works closely with the Victoria Park Health Centre and also provides direction to appropriate health care services. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk

go.le.ac.uk/healthyliving

These services are located at: 161 Welford Road (behind the Freemen’s Common Health Centre), Leicester LE2 6BF

Health Care and Registering with a Doctor

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk), formally the Freemen’s Common Health Centre, has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed
differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country.

More information about registering with a doctor and other health and well-being services can be found at: http://www2.le.ac.uk/students/info/new/postgrad/health

**Careers and Employability**

You need a first-class education; that is a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students’ Union, the Career Development Service is here to guide and support you from your arrival at Leicester through to graduation and beyond.

We want you to follow your passion. So whether you want to make a difference in the voluntary sector, reach the top in high-flying business or be the next big thing in media, there are specially designed programmes and activities here at Leicester that can support you in getting the skills, experiences and exposure you need.

Your development is a journey, and starting early is key. When you arrive at Leicester you will already be registered on MyCareers (https://mycareers.le.ac.uk/home.html), our career management system. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Invitations to employer events
- Finding all the opportunities available exclusively for Leicester students such as paid internships volunteering, and enterprise and business start-up activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based next to the Career Development Service for opportunities on campus and in the local area.

Come and visit us in the Students’ Union and log onto your MyCareers account to get started. We are here to support you throughout your time at university so make the most of the services we offer, to make the most of you.

Contact: Career Development Service, Level 0, Students’ Union, Percy Gee Building

0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers
@uolcds | fb.com/uolcds

**Personal Development Planning**

Personal Development Planning (PDP) is designed to enable you to think about, and plan for, your own personal, academic and career development. Throughout your degree you will be encouraged to reflect on your progress and achievements, and to identify areas you wish to develop and improve on. PDP will help you to:

- recognise the skills and abilities you are developing;
- identify areas for improvement and development; and
- think about how you can improve your employability and career prospects

To find out more about how the School supports PDP visit Blackboard, Law Student Information, or alternatively chat with your personal tutor. In addition, Learning Development provides some more general information about what PDP is, and how you can engage with it: www2.le.ac.uk/offices/ld/personal-development-planning-pdp.
Feedback from Students

Student Feedback Questionnaires

We endeavour to improve our teaching and administrative provision by listening to student feedback.

We will ask you to complete module feedback at the end of each semester. We may also ask you to complete questionnaires regarding our administrative services. The results of the feedback is reviewed at the end of the year and used to highlight any issues within module content or teaching which we can improve.

Student Staff Committees

The School of Law operates a Student Staff Committee in accordance with procedures set out in the Code of Practice on the Work of Student Staff Committees.

Please refer to the Blackboard Law (LLM) Student Information page, under Law Course Reps for further information.

The Student Staff Committee meets twice times a year, if you have any issues to raise in the meeting, please email your representative. The details of the representatives will be emailed at the beginning of term. It will also be posted on Blackboard Law student Information, and on noticeboards around the School.

School Prizes

Each year the School of Law awards two prizes to postgraduate students who excel during their studies. One is the Felicidad Martinez-Purrinos Prize for International Commercial Law and the other is the School of Law Prize. Details on the criteria for the award of these prizes can be found on the School’s website: www.le.ac.uk/law

Societies

Leicester University Law Society

The School’s Student Law Society look forward to welcoming you! The Student Law Society Committee is committed to providing additional opportunities outside of timetabled learning, ensuring that you receive an exceptional University experience.

Their services are focused on a “Three Pillar” approach:

- **Academic Success**: Committee representatives are responsible for organising talks on topical issues and arranging for influential speakers to visit the University. The Society strives to advance the interests of its members by facilitating these talks as many times throughout the University calendar as possible. They also have a close affiliation with the Students’ Union course representatives, who are committed to representing you with your concerns at Student/Staff Committee meetings.

- **Practical Experience**: The Society provides a range of ways for our members to practice and develop sought after skills, such as advocacy through Mooting, Debating and other vocation-related competitions such as Client Interviewing and Negotiation. They are also responsible for organising sessions where graduate recruiters visit the University so that you can ask about any issues of interest to you. The Society aims to introduce members to recruiters from the legal world as well as alternative career paths.

- **Networking Opportunities**: The Society calendar is always very busy, and they are always looking to increase the numbers of events they have to offer you to network and socialise. There are a number of informal coffee meet and greet sessions with leading recruiters as well as social events to help you meet other student members from the Law School. This is a fantastic opportunity to develop useful contacts, as well as long-lasting friendships.

Do not miss out. Join the Student Law Society as soon as you can once you have arrived.
You can also choose to join one of the other Societies within the Leicester Law School, such as the European Law Students’ Association (ELSA), the IT Law Society (GEEKLAW), the Pan-African Society and the Canadian Law Society.

Safety and Security

If you have any concerns about the safety or notice a faulty light or damaged equipment or furniture the please report this to lawreception@le.ac.uk

Fire Safety

Action on hearing the alarm:

- Please leave the building by the nearest available exit
- Keep calm
- Proceed to the assembly point. For the School of Law the assembly point is the car park outside the School.

DO NOT:

- Use the lift
- Shout or talk loudly
- Stop to collect personal belongings
- Re-enter the building until told to do so

First Aid

There is a first aid box kept in the Law Reception on the ground floor.

Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: [www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html](http://www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html)

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances the School will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see [www2.le.ac.uk/offices/sas2/regulations/appeals-complaints](http://www2.le.ac.uk/offices/sas2/regulations/appeals-complaints). These pages should be read in conjunction with the University’s Regulations governing student appeals ([www.le.ac.uk/senate-regulation10](http://www.le.ac.uk/senate-regulation10)) and Regulations governing student complaints ([www.le.ac.uk/senate-regulation12](http://www.le.ac.uk/senate-regulation12)).
**School Policy on Recording of Classes**

In order to enable students to feel at ease and confident to engage in classes, the School has introduced the following policy concerning the audio or video recording of classes. Video recording of any class by student is not permitted.

Audio recording of tutorials/seminars is not permitted except where stipulated in rare cases as necessary by AccessAbility for a student with disabilities/learning difficulties.

Audio recording of lectures by students is permissible with the prior consent of the lecturer (there will never be a problem with this if recording is stipulated as necessary by AccessAbility).

Any student who seeks to record without consent or when consent has been refused will be required either to desist or to leave the class concerned.

Where audio recording is permitted the recording must only be used for the purpose of that student’s private study.

For the avoidance of doubt, the policy covers any form of audio recording whether to a voice recorder, laptop, mobile phone or any other device.

**School Recording of Classes**

Where a lecture has been rearranged or there is a timetable clash, the School will normally arrange for the lecturer to record the class and the recording will be posted on the Blackboard pages for the particular module; it is always open to the lecturer to do this for all his/her lectures.