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Introduction

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

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

- Assessment and Examinations Handbook
- Student Guide to Personal Tutoring
- 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 (LLB) Student Information'

Induction Week

The first week of your LLB programme is Induction Week. During this time you will have registered with the Law School and attended the introductory orientation lectures.

Please ensure you attend the following induction lectures:

- Your Transition
- Your Course
- Your Progression
- Your Success

The times, dates and locations of these activities can be found both on your online timetable and in the induction timetable that you will receive in your welcome pack and via email.

For International Students

If you arrive late for your University of Leicester induction for any reason please contact the Law Reception team upon your arrival immediately at lawreception@le.ac.uk

For Joint Degree Students

As a student at the University of Leicester you will be on one of our pathways, taking either one subject or two subjects in combination. As a Joint degree student you will build up relationships with both departments that you are studying with, however your degree will be linked to a home department. If you are doing a Joint degree your home department is the department for the first subject in the title of your degree programme. You will receive a handbook for both your subjects. Additional information for students studying more than one subject is available through www.le.ac.uk/learnatleicester.

School Details

Leicester Law School has been part of the University of Leicester since 1965. We have a team of 16 professional services staff supporting over 85 members of academic staff and tutors. This makes us one of the largest law schools in the UK and we are able to offer a range of modules informed by the latest research.

Leicester Law School is located in the Fielding Johnson Building (FJB).

School Communications

Almost all communication from the Law School 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 (don't forget to download the Blackboard App)
- Via Twitter @LawLeicsInfo – for academic information, updates and news
- Via telephone or text in individual, important or urgent cases

Other types of communications may include;

- The TV screen in the Law Reception Foyer
- By post
- In announcements during lectures
- By Text

The Law Reception desk is staffed from 08:30 –17:00 Monday to Friday, excluding Bank Holidays and University closure days.

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>

	Member of Staff	Contact Details
Law Reception	Mrs Linda Henfrey	(0116) 252 2363
Open 08:30-17:00 Mon-Fri in term time	Mrs Pav Mann	lawreception@le.ac.uk
Head of Student Support	Mrs Jo Goacher	(0116) 252 2753 jo.goacher@le.ac.uk
Assessments Manager	Mrs Louise Smith	(0116) 252 2328 louise.smith@le.ac.uk
LLB Programme Contacts		
LLB Law	Dr Nicola Jackson	(0116) 252 2363 nicola.jackson@le.ac.uk
LLB Senior Status	Dr Troy Lavers	(0116) 252 2363 troylavers@le.ac.uk
LLB Law and Politics	Dr Onder Bakircioglu	(0116) 252 2363 onder.bakircioglu@le.ac.uk
LLB Law and Criminology	Ms Charlotte Walsh	(0116) 252 2363 charlotte.walsh@le.ac.uk
LLB Law with Modern Language	Dr Diana Sancho	(0116) 252 2363 diana.sancho@le.ac.uk

LLB/Maîtrise	Dr Veronique Voruz	(0116) 252 2363 veronique.voruz@le.ac.uk
AccessAbility Tutor	Mrs Jo Goacher	(0116) 252 2753 jo.goacher@le.ac.uk
Equal Opportunities Departmental Champion	Dr Eugenia Caracciolo di Torella	(0116) 252 2363 eugenia.caracciolo@le.ac.uk
Head of School	Professor Peter Jaffey (Semester 1 only)	(0116) 252 2699 peter.jaffey@leicester.ac.uk
	Prof Francois Du Bois (Semester 2)	(0116) 252 2699 francois.dubois@leicester.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 <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 Library is a popular place for study. It is a silent study area so please respect your fellow students when using it by refraining from; eating, drinking, use of mobile phones, talking and selfish use of MP3 players.

The Harry Peach Collection is not a substitute for the David Wilson Library, however 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.

Open Access Computer Lab

There is an open access Computer Lab in Room L4, situated in the lower corridor leading from the Law Reception.

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
- Sharpen your mathematics and statistics skills

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

University Library

The 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 digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- services for distance learners.

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.

Follow us on Twitter @UoLDWL and Facebook www.facebook.com/davidwilsonlibrary

For information about your subject, please visit <http://www.le.ac.uk/library/find/subjects/law>

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 2013 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4student for more information about:

- **Student email:** access your email and calendar anywhere; on your laptop or mobile device
- **Printing:** print from any device to a University printer
- **Microsoft Office:** available at no cost whilst you study at the University
- **IT Help:** visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
- **IT Training:** You can use Microsoft Imagine Academy (log in required) on the IT Services website for online training in Office
- **Wifi:** free access to eduroam wifi on campus, in student accommodation or 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)
- **OneDrive:** the online storage location for all your files
- **Blackboard Virtual Learning Environment:** support and information for all your courses
- **Leicester Digital Library:** access to journals, databases and electronic books online

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 (SU) for all students.

We offer a free, confidential and friendly service to provide support and guidance to you about your circumstances. For example, you may need help putting together an appeal or complaint (academic and non-academic), mitigating circumstances form, or have other course/exam queries. Visit our website www.leicesterunion.com/support/education for more information on the service, including useful resources such as step-by-step guides to processes you may need to follow.

There are many other support services available, and we also provide guidance on who you can speak to from other Students' Union, University, Student-Led and Community services that may be able to help you. These come together under the LeicsTalk service, visit www.leicesterunion.com/support/leicstalk for more information and a list of these services.

Contacting ED:

There are many ways to get support from the ED unit, and you can choose whichever suits your needs most:

- **Drop-in or book an appointment:** ED is based in the Students' Union Percy Gee building, see the building map [here](#). Opening hours are 10.00am to 4.00pm, Mon – Fri.
- **Email:** educationunit@le.ac.uk
- **Phone:** +44 (0)116 223 1132
- **Online chat facilities** are also available for appointments and drop-in sessions:
 - Facebook – www.facebook.com/talktoED (Drop in on Wednesdays, 3:30pm-4:30pm)
 - Skype - @ed_education1 (Drop in on Tuesdays, 9am-10am)

Learn a New Language with *Languages at Leicester*

There are many benefits to learning a new language. Not only could you **enhance your career prospects** and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the *Languages at Leicester* Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been **ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016**.

We offer **16 different languages** including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive 'fast track' courses on Saturday mornings.

Find out more about *Languages at Leicester*, including fees and term dates at: www.le.ac.uk/ml/lal.

The successful completion of a ***Languages at Leicester* course will appear on your Higher Education Achievement Report (HEAR)** when you graduate. For further details about the HEAR, please visit: www.le.ac.uk/hear.

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

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.

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

Attendance and Engagement Requirements

Attendance and engagement with your course is an essential requirement for success in your studies. The University's expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). 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 lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

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 and/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 regulations (see <http://www.le.ac.uk/senate-regulation4> 'Neglect of academic obligations'). In the most serious of cases of neglect the University has the right to terminate a student's course.

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)

Course details

Programme and Module Specifications

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

In the programme 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. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module's aims, teaching and learning methods, assessment components and their percentage weighting.

ERASMUS Exchanges, Years Abroad,

Information regarding the LLB with a Year Abroad exchange destinations and eligibility can be found on Blackboard under LLB Student Information

Teaching Timetable

At Leicester Law School we are committed to providing you with an electronic timetable. This will be automatically updated throughout your time with us, and can be accessed via your Student Portal. The timetable will also be accessible via the University app "MyUoL"

All alterations to the timetable are kept to the absolute minimum, however if for any unforeseen circumstances there is a need to rearrange teaching, you will be informed via your University of Leicester student email.

Coursework Submission

All coursework within the Law School is submitted electronically via TurnItIn.

All information regarding the Law School's specific submission regulations can be found in the Law Assessment Handbook which can be found in your welcome packs and electronically on Blackboard. You will need to ensure that you are familiar with the content of the Assessment Handbook.

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-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Course changes

At the University of Leicester we are always trying to improve our teaching in response to the demands of employers, advances in subject knowledge and the responses of our students. As a result, it may be necessary on occasion to make some alterations to particular aspects of a course or module. Further information on the types of changes we might make can be found in our terms and conditions under item 6. Variation here:

<http://www2.le.ac.uk/legal/terms-and-conditions-of-your-offer>

When changes occur, the university will ensure that where necessary you are consulted with and have as much notice as possible. You will be contacted no later than 25 days before the relevant change is due to take place. Should you have any questions about changes to your course or modules, please speak with your personal tutor or the programme director in the first instance.

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.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at:

www.le.ac.uk/sas/assessments/external/current-undergraduate

Feedback and the Return of Work from Staff

Coursework

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 for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- 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.

Examinations

The School complies with the University's policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Following the approval of the provisional results by examination boards, the School will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- The School will arrange for feedback on examination performance to be provided.

Progression and Classification of Awards

The University's system for the classification of awards and the rules of progression are defined in **Senate Regulation 5: Regulations governing undergraduate programmes of study** (www.le.ac.uk/senate-regulation5) Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/progression-ug

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

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University's commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on 'Referencing styles'). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else's work without proper acknowledgement.

What we mean by 'plagiarism', 'self-plagiarism' and 'collusion'

Plagiarism is used as a general term to describe taking and using another's thoughts and writings and presenting them as if they are our 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, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another's work;
- the presentation of another's concept as one's own;
- the reproduction of a student's own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also:

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

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 'Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion').

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: 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 Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies .

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. To find out which referencing style each department uses, and for information and help on each referencing style, please visit <http://www.le.ac.uk/library/help/referencing>.

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

Mitigating Circumstances

The University considers a mitigating circumstance to be a recognisably serious or significant event, affecting a student's health or personal life which is beyond the student's control. The events are sufficiently serious enough in nature to result in the student being unable to attend, complete, or submit an assessment on time.

By submitting or attending an assessment, on time, you are declaring yourself as able enough to do so and willing to be judged by your performance for that assessment. The submission of a mitigating circumstance claim is a demonstration that you don't feel able, due to ill-health or other personal reasons, to complete your assessment by the deadline. If this is accepted then you will not be permitted to attempt the assessment or your attempt will normally be void and no mark given.

You must keep the School informed at all times of any personal circumstances that may impact upon your ability to undertake assessments. Tell the School about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible. The deadline for submission of a mitigating circumstances claim will be no later than seven calendar days after the assessment deadline to which it relates.

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and policy, including the University's definition of a mitigating circumstance and what is deemed as an acceptable reason. The Law School guidance on mitigating circumstances can be found on the Blackboard page "Mitigating Circumstances- Law".

Personal Support for Students

School 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. Leicester Law 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

Equal Opportunities

Leicester Law School's Equal Opportunities Officer is Dr Eugenia Caracciolo di Torella. Should you have any concerns arising from equal opportunities you can contact her via email at ecdt1@le.ac.uk

University Student Support Arrangements

Student Services Centre

Your Student Services Centre brings together a range of key services to help make the most of your time at university.

Visit the Centre to access careers advice, health and well-being services, information about part-time work, fee and accommodation payments, new/replacement ID cards, visa and immigration support... and much more!

Our experienced and helpful staff are available Monday to Friday in the Charles Wilson Building.

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 including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. 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, writing slopes and digital recorders). 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 Service offers wide ranging practical support, advice, and information for all students.

Information, advice and guidance is available on finance issues, budgeting, benefits, personal issues, visa renewal and immigration.

The Student Welfare Service also provides information to students about scholarships, grants, hardship awards and emergency loans, all of which require applications and assessments.

Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building

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.

Services on offer include:

Student Counselling Support

Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

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

Contact: Student Counselling and Wellbeing Service

+44 (0)116 223 1780 | wellbeing@le.ac.uk

Student Mental Wellbeing Support

Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

Contact: Student Counselling and Wellbeing Service, Student Services Centre, Charles Wilson Building

+44 (0)116 223 1780 | wellbeing@le.ac.uk

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

Student Healthy Living Service

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. 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

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) 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. If you take medication for your

condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: <http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students>

Careers and Skills Development

Career Development Service

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn't just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We're here for you from the moment you arrive, through to your graduation and beyond providing you with the skills and knowledge to manage your own career development and succeed on whichever path you choose. In fact our team are delighted to have been awarded twice by graduate employers for having the best strategy for preparing students for work after university.

We work closely with your department to support you in achieving the Leicester Award; an inspirational personal development programme. By attaining this award you will not only receive an official certificate and recognition on your final degree transcript but you will also develop the skills and experience that you need to get that first job out of university and unlock exclusive employer and further study opportunities to fast track your career. Even if you're not sure what it is you want to do yet, we'll help you identify your personal strengths and what you need to develop to be ahead of the crowd.

It's your career development journey and you decide where it is that you want to go. By working with us you make sure that you're giving yourself the best possible chance to get there. We've got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

We're here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building. Here you can book one-to-one appointments with our career consultants for support with career planning, job hunting, CVs, applications and mock interviews or contact us on the details below.

When you arrive at Leicester you'll have access to MyCareers: <https://mycareers.le.ac.uk>, our career management system, by simply using your university username to login. This is the gateway to:

- Booking to attend Careers Fairs and meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

Contact the Career Development Service:

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

@uolclds | [fb.com/uolclds](https://www.facebook.com/uolclds)

Feedback from Students

Student Feedback Questionnaires

The School gathers student feedback via module evaluations every year. The data gathered from these evaluations is reviewed by each module team in July as part of the annual module review cycle. The data is used to inform changes to the module for the following year. The whole process is monitored by the Academic Committee which has oversight of the School's teaching and learning. Any outcomes from the evaluation and review process are reported via the Student Staff Committee and published via the minutes of those meetings on Blackboard Law Student Information page. Student Staff Committees

Leicester Law School complies with the Code of Practice on the Work of Student Staff Committees.

Student Staff Committees represent an important formal channel of communication between students and staff in academic and related matters. The Law Student Staff Committee will meet up to 4 times a year and provide a forum for students to share feedback with the School on points about their course.

Elections for first year reps are carried out at the start of the year through the Students Union. You will receive an email at the start of term with details of how to nominate yourself as a student rep.

Societies

Leicester Law School is home to 7 student led law Societies:

- Leicester University Law Society
- Probono Society
- Canadian Law Society
- European Law Student Association
- GeekLaw
- Sports Law
- Pan African Law Society

Information about all societies can be found in your welcome pack, along with information on how to contact them and information on upcoming events.

Safety and Security

The School is located in the Fielding Johnson building which houses some University administration functions and part of the School of Business. Each university building has a 'building safety supervisor' who has oversight of the fire evacuation procedures and other safety policies.

The Building Safety Supervisor for the Fielding Johnson Building is: Mrs Holly Morton, Operations Manager, Law School. Email: holly.morton@le.ac.uk

The University has a smoke free policy and smoking, including electronic cigarettes, is not permitted in any university building.

Fire Alarm

The Fielding Johnson Building fire alarm test is undertaken every Wednesday morning between 07:45 and 8:45. The alarm consists of spoken commands and a siren. When it is a test the spoken command states "This is a fire alarm test. No action required". If you do not hear these words then it is not a test and you must vacate the building by the nearest exit. Please familiarise yourself with the exits and fire exits in this building and any other building you need to access. In the event of a fire alarm, use the nearest exit and not the one you are used to using unless of course this is the nearest exit.

First Aid

The School keeps a number of fully stocked first aid boxes. Please visit Law Reception if you need assistance with this or any other first aid help.

Access to the Fielding Johnson Building

The Fielding Johnson Building is open between 08:00 and 18:00 Monday to Friday. Access to the building outside of these hours is restricted to authorised personnel. Please ensure you vacate the building by 18:00 unless attending an official event or activity that has been scheduled after this time.

Waste and Recycling

The University has a responsibility to separate out waste that can be recycled. Please take care to dispose of your waste in the appropriate bins (paper, metal, plastic, glass and landfill) that are located around the Law School and the University campus. For further information about how to safely dispose of waste please visit <http://www2.le.ac.uk/offices/estates/environment/wasteandrecycling>

Personal Belongings

Your personal belongings are not covered by the University's insurance. You are therefore advised to provide your own insurance or 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

Please DO NOT lock bicycles to any of the railings provided to support access for those with mobility issues.

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 your department 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 www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University's **Regulations governing student appeals** (www.le.ac.uk/senate-regulation10) and **Regulations governing student complaints** (www.le.ac.uk/senate-regulation12).