# Table of Contents

Introduction ................................................................. 4
Induction Week ............................................................ 4
School Details ............................................................... 4
  School Communications ............................................ 4
Staff List and Key Contacts ........................................... 5
Student Communications and Personal Details .............. 5
School Facilities .......................................................... 6
Societies ........................................................................ 6
Learn at Leicester .......................................................... 7
  University Library ....................................................... 7
  IT Services .................................................................... 7
  Student Learning Development ................................. 8
  Students’ Union Education Unit (ED) ......................... 8
  Languages at Leicester ............................................... 8
Other University Facilities ............................................ 8
  University Bookshop .................................................. 8
University Regulations .................................................. 9
  Examination Regulations ........................................... 9
  Student Responsibilities ............................................. 10
  Neglect of Academic Obligations .............................. 10
Course details ............................................................... 10
  Programme and Module Specifications ....................... 10
  ERASMUS Exchanges and Study Abroad .................... 10
  Attendance Requirements (if applicable) ...................... 10
  International Tier 4 Visa Students .............................. 10
Teaching Timetable ....................................................... 10
Coursework Submission ............................................... 11
Change of Course/Module ............................................. 11
Marking and Assessment Practices ............................... 11
  Feedback and the Return of Work from Staff ................ 11
  Progression and Classification of Awards .................... 12
Referencing and Academic Integrity .............................. 12
  Plagiarism and collusion .......................................... 12
  Penalties .................................................................... 13
  Avoiding Plagiarism and Poor Academic Practice ....... 13
Notification of Ill Health and Other Mitigating Circumstances ......................................................................... 13
Personal Support for Students ....................................... 13
School Student Support Arrangements................................................................................................................ 13
Equal Opportunities..................................................................................................................................................... 14
University Student Support Arrangements ................................................................................................................ 14
Health Care and Registering with a Doctor .................................................................................................................. 15
Careers and Employability ........................................................................................................................................ 16
Personal Development Planning ................................................................................................................................. 16
Feedback from Students............................................................................................................................................ 17
Student Feedback Questionnaires .............................................................................................................................. 17
Student Staff Committees ........................................................................................................................................ 17
Departmental Prizes ................................................................................................................................................... 17
Safety and Security ..................................................................................................................................................... 17
Personal Belongings .................................................................................................................................................. 18
Complaints and Academic Appeals Procedures .......................................................................................................... 18
School Policy on Recording of Classes ...................................................................................................................... 18
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 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 (LLB) Student Information’

Induction Week

The first week of your LLB programme (week 10) is Induction week. During this time you will have registered with the Law School, met with your personal tutor and attended the introductory lectures.

School Details

Leicester Law School has been part of the University of Leicester since 1966. We have over 60 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.

Leicester Law School is located in the Fielding Johnson Building.

School Communications

Almost all communication from Leicester 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
- Via telephone in individual or extremely urgent cases

Other types of communications may include;

- The noticeboard in the downstairs corridor
- By post
- In announcements during lectures
- By Text
### 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)

<table>
<thead>
<tr>
<th>Member of Staff</th>
<th>Contact Details</th>
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<tr>
<td><strong>Law Reception</strong></td>
<td></td>
</tr>
<tr>
<td>Open 09:30-16:00 Mon-Fri in term time</td>
<td></td>
</tr>
<tr>
<td>Mrs Linda Henfrey</td>
<td>(0116) 252 2363</td>
</tr>
<tr>
<td>Mrs Pav Mann</td>
<td><a href="mailto:lawreception@le.ac.uk">lawreception@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>Student Support Officer</strong></td>
<td></td>
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<tr>
<td>Mrs Jo Goacher</td>
<td>(0116) 252 2753</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jo.goacher@le.ac.uk">jo.goacher@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>Administrative Systems Manager</strong></td>
<td></td>
</tr>
<tr>
<td>(Exams &amp; Assessment)</td>
<td></td>
</tr>
<tr>
<td>Mrs Louise Smith</td>
<td>(0116) 252 2328</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:louise.smith@le.ac.uk">louise.smith@le.ac.uk</a></td>
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<tr>
<td><strong>LLB Programme Contacts</strong></td>
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<tr>
<td><strong>LLB Law</strong></td>
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<tr>
<td>Dr Nicola Jackson</td>
<td>(0116) 252 2327</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nicola.jackson@leicester.ac.uk">nicola.jackson@leicester.ac.uk</a></td>
</tr>
<tr>
<td><strong>LLB Senior Status</strong></td>
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<tr>
<td>Dr Vidya Kumar (Semester 1)</td>
<td>(0116) 373 6262</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:vidya.kumar@leicester.ac.uk">vidya.kumar@leicester.ac.uk</a></td>
</tr>
<tr>
<td>Dr Troy Lavers (Semester 2)</td>
<td>(0116) 223 1844</td>
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<tr>
<td></td>
<td><a href="mailto:jtl5@leicester.ac.uk">jtl5@leicester.ac.uk</a></td>
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<tr>
<td><strong>LLB Law and Politics</strong></td>
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<tr>
<td>Dr Onder Bakircioglu</td>
<td>(0116) 229 7214</td>
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<tr>
<td></td>
<td><a href="mailto:ob51@le.ac.uk">ob51@le.ac.uk</a></td>
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<tr>
<td><strong>LLB Law and Criminology</strong></td>
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<tr>
<td>Ms Charlotte Walsh</td>
<td>(0116) 252 2356</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:charlotte.walsh@le.ac.uk">charlotte.walsh@le.ac.uk</a></td>
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<tr>
<td><strong>LLB Law with Modern Language</strong></td>
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<tr>
<td>Dr Diana Sancho</td>
<td>(0116) 252 2649</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:diana.sancho@le.ac.uk">diana.sancho@le.ac.uk</a></td>
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<tr>
<td><strong>LLB/Maîtrise</strong></td>
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<tr>
<td>Dr Veronique Voruz</td>
<td>(0116) 252 2330</td>
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<tr>
<td></td>
<td><a href="mailto:veronique.voruz@le.ac.uk">veronique.voruz@le.ac.uk</a></td>
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<tr>
<td><strong>Senior Tutor</strong></td>
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<tr>
<td>Dr Steven Cammiss</td>
<td>(0116) 252 2468</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:steven.cammiss@le.ac.uk">steven.cammiss@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>AccessAbility Tutor</strong></td>
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<tr>
<td>Mrs Jo Goacher</td>
<td>(0116) 252 2753</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jo.goacher@le.ac.uk">jo.goacher@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>Equal Opportunities Officer</strong></td>
<td></td>
</tr>
<tr>
<td>Dr Eugenia Caracciolo di Torella</td>
<td>(0116) 252 2307</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:eugenia.caracciolo@le.ac.uk">eugenia.caracciolo@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>Head of School</strong></td>
<td></td>
</tr>
<tr>
<td>Prof Francois du Bois</td>
<td>(0116) 229 7405</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:francois.dubois@le.ac.uk">francois.dubois@le.ac.uk</a></td>
</tr>
</tbody>
</table>

### Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses (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 your 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.

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

Societies

Leicester University Law Society

The School’s Student Law Society looks 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.

Email: luls-exec@le.ac.uk
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. You University Student ID card is also your Library card, you will need this to enter the library and borrow books.

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
- PCs, netbooks and wireless networking for your laptop
- 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.

The Law section is situated on Floor 2 Blue zone.

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 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). Download the map to find a Student PC area on campus from: [go.le.ac.uk/pcareas](http://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

• **MyUoL mobile app**: download the University mobile app to see your timetable, find a University PC available near you, check when your library books are due to be returned or access Blackboard Mobile Learn

More information can be found at [go.le.ac.uk/it4students](http://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](http://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 about an academic matter, we offer a confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about academic worries, for example, exams, mitigating circumstances, issues with your course 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 Upper Ground Floor. 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 (Upper Ground Floor)

+44 (0)116 223 1132/1228 | educationsu@le.ac.uk | [https://www.leicesterunion.com/support/education](http://www.leicesterunion.com/support/education)

### Languages at Leicester

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

### University Regulations

#### Senate Regulations

[www.le.ac.uk/sas/regulations](http://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](http://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](http://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](http://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 compulsory learning and teaching events which are timetabled for you. Within the Law School your compulsory teaching is comprised of lectures, tutorials and seminars. 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

Programme and Module Specifications

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

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 and Study Abroad

All first year students registered on the 3-year LLB Law programme M100 will be invited to take part in the Year Abroad programme. Students must achieve at least a 50% average (based on Leicester Law School calculations) in their first year results and not be deemed to be in neglect of their academic obligations (that is a student must have met the requirements of the course which include excellent attendance, submission of coursework as requested and successful completion of all assessments)

Successful applicants will then be transferred to the ‘LLB with a year abroad’ (4 Year programme)

Attendance Requirements (if applicable)

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 (see www.le.ac.uk/senate-regulation4).

To clarify, attendance at tutorials and seminars is 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 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.

If you are absent 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 or can be downloaded from Blackboard.

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 the Student Support Team to discuss the reasons for your absence. Persistent absence can result in removal of coursework or examination resubmission rights.

Teaching Timetable

Your timetable will be accessible during the first week of each semester. You will be given information on how to access you timetable 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 or 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/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 the University’s Registry 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.

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 anonymous 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 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 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

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](http://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](http://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.

If your studies are affected in any way by illness or any other mitigating circumstance you must tell the School at the time that it occurs. You are also required to supply supporting evidence (e.g. a medical certificate) to the School by the relevant deadline. The deadline will be normally no later than seven days after the assessment deadline 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**

**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. The Department’s personal tutor system operates in accordance with the [Code of Practice on Personal Support for Students](http://www.le.ac.uk/sas/quality/personaltutor): [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 Law School. You will be required to meet with your personal tutor 4 times a year. We will notify you of when your personal tutor meetings will be taking place throughout the academic year.

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 [jo.goacher@leicester.ac.uk](mailto:jo.goacher@leicester.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 Law Reception.
Equal Opportunities

Leicester Law School’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

Student Services Centre

The Student Services Centre in the Charles Wilson Building provides you with convenient and easy access to many support services all in one place. The recent move involves six services including: Student Welfare, Student Counselling and Mental Wellbeing, Career Development Service, Unitemps and Fees and Payments.

The opening hours are:

- **Term time**: Monday to Thursday 9.00 a.m. to 7.00 p.m.
- **Vacation**: Friday 9.00 a.m. to 5.00 p.m.

**Contact**: Student Service Centre, Charles Wilson Building

http://www2.le.ac.uk/offices/ssc

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 Service

The Student Welfare Service 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.

**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 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](http://www.le.ac.uk/counselling)

**Contact:** Student Counselling Service, Student Services Centre, Charles Wilson Building.

+44 (0)116 223 1780 | 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 Mental Wellbeing Service, Student Services Centre, Charles Wilson Building.

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

[www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing](http://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](http://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](http://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: https://www2.le.ac.uk/offices/healthy-living-for-students/health-resource/find-the-appropriate-medical-help

**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. We’ll give you the opportunity to try new things and to figure out what you want from your career— what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

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!

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 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
- 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.

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 and log-in to your MyCareers account to get started!

**Contact the Career Development Service:**

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 Leicester Law School supports PDP have a 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
Leicester Law School 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 (LLB) Student Information page, under Law Course Reps for further information.

The Student Staff Committee meets three 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.

Departmental Prizes
Information on the prizes that are awarded by Leicester Law School can be found on our website.

http://www2.le.ac.uk/departments/law/current/law-student-prizes

Safety and Security
If you have any concerns about safety or notice a faulty light or damaged equipment or furniture then 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 Leicester Law School the assembly point is the Fielding Johnson Square 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 D-lock Scheme visit:

http://www2.le.ac.uk/offices/estates/services/day-to-day-services/Security/dlocks

**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 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) and Regulations governing student complaints (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 save 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 in the course to which the recording relates.

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.

**University Recording of Classes**

All lectures are now recorded through the University’s lecture capture system called Reflect. The recordings will be made available for students to view on Blackboard. Further information about Reflect can be found on the following webpage: http://www2.le.ac.uk/services/reflect