



Queen Mary
University of London

School of Law



Postgraduate Taught
Programmes Handbook
Academic Year 2020-2021

Welcome to the School of Law, Postgraduate Taught Law Programmes

Congratulations on becoming a student at the School of Law! You have joined one of the leading post-graduate law programmes in the world. Our teaching is research-led, with a well-established reputation for innovative work in social justice and commercial law. In the shadow of the current pandemic, this year will be unique in terms of our blended learning offering, with both online and in-person interactions.

Despite the challenges of the current environment, we have worked very hard to ensure that you receive the highest quality of educational provision, offering some 20 different Programmes for you to choose from, underpinned by over 160 individual modules. We also offer a wealth of extra-circular opportunities, from legal advising to mentoring, internships, and career guidance. We hope you have the best of years with us and are confident that you will make friendships and memories that remain with you forever.

Work hard and enjoy the year to come!



Professor Ian Walden
Head of CCLS and
Professor of Information
and Communications Law



Professor Penny Green
Head of the Department of
Law and Professor of Law
and Globalisation

This handbook should be used together with the Academic Regulations and arcs.qmul.ac.uk/students. This handbook provides information specific to the School of Law/Postgraduate Taught Programmes, while arcs.qmul.ac.uk/students gives information common to all students at Queen Mary. The Academic Regulations provide detailed information on progression, award and classification requirements.

Nothing in this handbook overrides the Academic Regulations, which always take precedence.

my.qmul.ac.uk is the key website for general, QM-wide information and can be found at:

<http://my.qmul.ac.uk>

The Academic Regulations are available online at: **www.arcs.qmul.ac.uk/policy/**

If you have other requirements for the Handbook, please contact the Taught Programme Office in the PG School of Law, Lincoln's Inn Field on 0207 882 8223 or email pglawoffice@qmul.ac.uk.

The information in this handbook is correct as of September 2020. In the unlikely event of substantial amendments to the material, the Postgraduate Taught Programmes Office will inform you of the changes.

Queen Mary cannot accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this Handbook.

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The Academic Regulations are available online at:

<http://www.arcs.qmul.ac.uk/policy/>

This handbook is available in large print format. If you would like a large print copy, or if you have other requirements for the handbook, please contact pglawoffice@qmul.ac.uk

Disclaimer

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Queen Mary's Mission Statement

The mission of Queen Mary, University of London is:

- to produce research of the highest quality which places it in the top rank of universities
- to teach its students to the very highest academic standards, drawing in creative and innovative ways on its research
- to transfer the knowledge it generates to business and the community, regionally, nationally and internationally.

QM Charter

The QMUL Charter contains a list of expectations for both staff and students to help create a community which is mutually supportive and works to further knowledge creation and dissemination. [Click here](#) to read the Queen Mary Charter

About the School of Law

Queen Mary, part of the prestigious University of London, is one of the top UK research universities and a member of the Russell Group of leading UK universities. In 2015 we celebrated 50 years of law at Queen Mary University of London.

The School of Law has as its central focus the role of law and its institutions in contemporary international society and it is divided into two organisational units: the Department of Law and the Centre for Commercial Law Studies (CCLS).

The Department of Law covers the full spectrum of legal studies and is based at the University's Mile End campus.

The [Centre for Commercial Law Studies \(CCLS\)](#) specialises in the knowledge and skills in commercial law that can be placed at the service of government, public bodies, overseas institutions, the legal profession, industry and commerce. CCLS is based in the postgraduate law centre at the Lincoln's Inn Fields campus.

[In 2018 we were ranked 34th best university in the world by QS World University Rankings by Subject 2018.](#)

In 2017, the School of Law was [voted 37th best university in the world to study law](#) by Times Higher Education subject ranking 2018.

Postgraduate Study at CCLS

Queen Mary, part of the prestigious University of London, is one of the top UK research universities and a member of the Russell Group of leading UK universities.

The School of Law is comprised of the Centre for Commercial Law Studies (CCLS) and the Department of Law. The School has more than 90 faculty members, either teaching at postgraduate level or offering PhD supervision, whom are leading experts in almost all areas of law and advise and act as consultants to national and international governments, the United Nations, the World Bank, the European Commission, NGOs, legal regulatory authorities and businesses. Our staff have a long established reputation for providing high-quality teaching and internationally renowned research, with invaluable contributions from respected practitioners and industry experts.

CCLS programmes

The Centre for Commercial Law Studies offers a wide range of postgraduate programmes including: Certificate in Intellectual Property Law, Certificate in Trade Mark Law and Practice, MSc Management of Intellectual Property, Diploma (General), Diploma in International Dispute Resolution (arbitration and mediation), LLM in Law and Economics, LLM in Paris, and MSc Law and Finance as well as distance learning options including Certificate, Diploma and LLM in Technology, Media and Telecommunications Law and Diploma in International Dispute Resolution Arbitration or Mediation.

The London-based LLM Programme is jointly offered by CCLS and the Department of Law and is the largest in the UK, with a wide range of modules, offering students a broad and liberal learning experience. Our diverse student body comes from more than 85 jurisdictions, which creates a lively, supportive and intellectually stimulating environment in which to study and research.

The PhD in Law programme is offered jointly by the CCLS and Department of Law.

Global view - Distance Learning and Studying in Paris or Greece

If you are unable to attend classes in London, the Centre for Commercial Law Studies offers distance learning courses Technology, Media and Telecommunications Law and Arbitration and Mediation. In addition, you have the option to follow one of four CCLS led LLM programmes in Paris, providing in-depth immersion in commercial law from both comparative and international perspectives, within a common law framework. Offered in block teaching and evening modes, the course is taught at the University of London Institute in Paris (ULIP) in central Paris, led by CCLS staff, with the generous support of leading practitioners and academics based in France.

2.ADMINISTRATION CONTACTS

The Taught Programme Office (TPO) staff are available to help you with general enquiries Monday to Friday (not including bank holidays) In order to maintain a COVID safe environment we ask that you **do not come to the office without an appointment.**

Email

Taught Programmes Office	General Enquiries for current students	pqlawoffice@qmul.ac.uk
Assessments and QA Team	Assessments Enquiries	pqlaw-assessments@qmul.ac.uk

Please see [this section](#) for details on best and most effective practice for email communications within us. Following this advice will ensure you get the most efficient response to your query.

Booking an Appointment

If you wish to meet with a member of staff from the Taught Programme Office (TPO) to discuss your programme you **must book an appointment.** There are two options for appointments:

- Online via MS Teams
- Face to face at Lincoln's Inn Field

To book an appointment follow [this link](#). Please make sure that you book the correct type of appointment either in person or on MS Teams
When making your booking you will be asked to provide a brief outline for the meeting, so that staff can have any relevant information to hand.

When you have made your booking you will receive a booking confirmation email, please check your junk mail if you do not think you have received it.

At the time of your appointment

For online appointments

Students are to log into MS Teams using their QM email (lcxxxxxx@qmul.ac.uk) and password five minutes before the time of the appointment and wait for a team member to contact you.
If you do not respond at the time of your appointment the team member will message you to ask you to book another appointment on the booking system.

For face to face appointments

Please report to reception at Lincoln's Inn Fields at least five minutes before your appointment where you will be directed to wait.

Telephone

At the time of the publication of this handbook the Taught Programmes Office is not always manned and so we cannot guarantee a response by telephone. The office telephone number is Tel: +44 (0)20 7882 8223.

In case emergency you can contact CCLS main reception is +44 (0)20 7882 8100

For more detailed contact information for Programme Directors and other academics please see the [contacts](#) section of the handbook

3.Key Dates

Please refer to the correct section for your programme.

[September 2020 one year programme](#)

[January 2021 one year programme](#)

[January 2021 accelerated programme](#)

4.KEY DATES FOR SEPTEMBER 2020 PROGRAMME

The dates in this table are for those who are **beginning in September** and are on a one year full time programme, and all part-time programmes.

Each programme's dates may vary, please see the appropriate section for dates specific to your programme. [Click here](#) for the Programme Overview section of the handbook.

14-25 September 2020	Induction
27 September 2020 (Sun)	Module Selection Deadline
28 September 2020	Teaching Period A20 begins
	Block A modules begin
30 October 2020	Block A modules end
02-06 November 2020	Study Week
06 November 2020	Exam Access Arrangement Deadline for A20 modules
09 November 2020	Block B modules begin
25 November 2020 by 10:00am	Dissertation Title/Proposal due (for those who have a compulsory dissertation and those who have elected to do a dissertation)
11 December 2020	Teaching Period A20 ends
25 December 2020	Christmas Day
28 December	Bank Holiday (Substitute for Boxing Day)
06 January 2021	Deadline for Interruptions and Withdrawals of Studies
07-22 January 2021	Online Examination Period for A20 modules
07-22 January 2021	Final Assessment Exercise for A20 modules

12 January 2021	Essay Extension Request deadline for A20 modules ¹
15 January 2021 by 10:00am	Course essay submission for A20 modules
25 January 2021	Teaching Period B20 begins
	Block C modules begin
29 January 2021	Extenuating Circumstances Deadline for A20 modules
01-05 March 2021	Study Week
8 March	Block D modules begin
19 March 2021	Exam Access Arrangement Deadline for B20 modules
02 April	Bank Holiday (Good Friday)
05 April	Bank Holiday (Easter Monday)
09 April 2021	Teaching Period B20 ends
03 May 2021	Bank Holiday (May Day)
05 May 2021	Deadline for Interruptions and Withdrawals of Studies
11 May 2021	Essay Extensions Request deadline for B20 modules ²
14 May 2021 by 10:00am	Course essay submission for B20 modules
06 May -04 June 2021	Online exams for B20 modules
06 May -04 June 2021	Final Assessment Exercise for B20 modules
31 May	Bank Holiday (Late May Bank Holiday)
07 June 2021	Teaching Period C20 begins
Date TBC	Exam Access Arrangement Deadline for C20 modules
22 June 2021	Extenuating circumstances deadline for B20 modules
25 June 2021	Extenuating circumstances sub-committee
30 June 2021	Subject Examination Board (SEB)
09 July 2021	Teaching Period C20 ends
12 July -20 August 2021	Dissertation writing up and completion period
02-13 August 2021	Resit period for FAE's and examinations for modules taken in Teaching Period A20 and B20
23-27 August 2021	Online examinations for C20 modules
23-27 August 2021	Final Assessment Exercise for C20 modules

¹ Extension request deadlines differ for Distance Learning programmes please check [Distance Learning Programme section](#)

² Extension request deadlines differ for Distance Learning programmes please check [Distance Learning Programme section](#)

24 August 2021	Dissertation Extension Request Deadline ³
28 August 2021	Essay Extensions Request deadline for C20 modules ⁴
30 August 2021	August Bank Holiday
31 August 2021 by 10:00am	Course essay submission for C20 modules
31 August 2021 by 10:00am	Resit essay submission date for A20 and B20 modules
31 August 2021 by 10:00am	Dissertation submission deadline for September 2020 one year programme only
28 September	Extenuating circumstances deadline for C20 modules
01 October 2021	Extenuating Circumstances sub-committee
06 October 2021	Subject Examination Boards (SEB) provisional marks available on MySIS shortly after SEB
Late October 2021 Date TBC	Final Degree Examination Board
13-17 December 2021	Resit period for FAE's and online examinations for modules taken in Teaching Period C20
17 January 2022 by 10:00am	Resit essay submission date for C20 modules
December 2021 (TBC)	Graduation Ceremonies
<p>Please note that your QM email will expire around two months after your final degree results are issues. Please ensure that you back up any essential information before that time. Please see this page for more information on QM Email https://www.its.qmul.ac.uk/support/faqs/</p>	

³ Extension request deadlines differ for Distance Learning programmes please check [Distance Learning Programme section](#)

⁴ Extension request deadlines differ for Distance Learning programmes please check [Distance Learning Programme section](#)

5. KEY DATES FOR JANUARY 2021 ONE YEAR PROGRAMME

The dates in this table are for those who are **beginning in January** and are on a **one year full time programme**.

Each programme's dates may vary, please see the appropriate section for dates specific to your programme. [Click here](#) for the Programme Overview section of the handbook.

18-22 January 2021	Induction
24 January 2021 (Sun)	Module selection deadline Please note that you cannot choose your modules for your final teaching period modules (A21) until September 2021. We will advise you of any module availability changes as soon as possible but cannot guarantee that all September - December 2020 (A20) modules will be available in the same period in 2021.
25 January 2021	Teaching Period B20 begins
	Block C modules begin
01-05 March 2021	Study Week
08 March 2021	Block D modules begin
18 March 2020 by 10:00am	Dissertation Title/Proposal due (for those who have a compulsory dissertation and those who have elected to do a dissertation)
19 March 2021	Exam Access Arrangement Deadline for B20 modules
02 April 2021	Bank Holiday (Good Friday)
05 April 2021	Bank Holiday (Easter Monday)
09 April 2021	Teaching Period B20 ends
03 May 2021	Bank Holiday (May Day)
05 May 2021	Deadline for Interruptions and Withdrawals of Studies
11 May 2021	Essay Extensions Request deadline for B20 modules ⁵
14 May 2021 by 10:00am	Course essay submission for B20 modules

⁵ Extension request deadlines differ for Distance Learning programmes please check [Distance Learning Programme section](#)

06 May -04 June 2021	Online exams for B20 modules
06 May -04 June 2021	Final Assessment Exercise for B20 modules
31 May 2021	Bank Holiday (Late May Bank Holiday)
07 June 2021	Teaching Period C20 begins
Date TBC	Exam Access Arrangement Deadline for C20 modules
22 June 2021	Extenuating circumstances deadline for B20 modules
25 June 2021	Extenuating circumstances sub-committee
30 June 2021	Subject Examination Board (SEB)
09 July 2021	Teaching Period C20 ends
02-13 August 2021	Resit period for FAE's and examinations for modules taken in Teaching Period B20
23-27 August 2021	Online examinations for C20 modules
23-27 August 2021	Final Assessment Exercise for C20 modules
28 August 2021	Essay Extensions Request deadline for C20 modules ⁶
30 August 2021	August Bank Holiday
31 August 2021 by 10:00am	Course essay submission for C20 modules
31 August 2021 by 10:00am	Resit essay submission date for B20 modules
27 September 2021	Teaching Period A21 begins
	Block A modules begin
28 September 2021	Extenuating circumstances deadline for C20 modules
01 October 2021	Extenuating Circumstances sub-committee
06 October 2021	Subject Examination Boards (SEB) provisional marks available on MySIS shortly after SEB
01-05 November 2021	Study Week
Date TBC	Exam Access Arrangement Deadline for A21 modules
08 November 2021	Block B modules begin
10 December 2021	Teaching Period A21 ends
13-17 December 2021	Resit period for essays and online examinations for modules taken in Teaching Period C20

⁶ Extension request deadlines differ for Distance Learning programmes please check [Distance Learning Programme section](#)

27 December 2021	Bank Holiday (Substitute for Christmas Day)
28 December 2021	Bank Holiday (Substitute for Boxing Day)
10 January 2022	Essay Extensions Request deadline for A21 modules
14 January 2022	Extension Request Deadline for Dissertations
06-21 January 2022	Online Examination period for A21 modules
06-21 January 2022	Final Assessment Exercise (FAE) for A21 modules
17 January 2022 by 10:00hrs	Dissertation Submission deadline for January 2021 intake one year programmes only
17 January 2022 by 10:00am	Course Essay Submission deadline for A21 modules
17 January 2022 by 10:00am	Resit essay submission date for C20 modules
05 May-03 June 2022	Resit period for essays, FAE's and examinations for modules taken in Teaching Period A21
Date to be confirmed	Final degree exam board
Summer 2022 (TBC)	Graduation Ceremonies

Please note that your QM email will expire around two months after your final degree results are issues. Please ensure that you back up any essential information before that time. Please see this page for more information on QM Email <https://www.its.qmul.ac.uk/support/faqs/>

6. KEY DATES FOR JANUARY 2021 ACCELERATED 9 MONTH PROGRAMME

The dates in this table are for those who are **beginning in January** and are on the **nine month accelerated programme**.

Each programme's dates may vary, please see the appropriate section for dates specific to your programme. [Click here](#) for the Programme Overview section of the handbook.

18-22 January 2021	Induction
24 January 2021 (Sun)	Module selection deadline
25 January 2021	Teaching Period B20 begins
	Block C modules begin
01-05 March 2021	Study Week
08 March	Block D modules begin
18 March 2020 by 10:00am	Dissertation Title/Proposal due
19 March 2021	Exam Access Arrangement Deadline for B20 modules
02 April	Bank Holiday (Good Friday)
05 April	Bank Holiday (Easter Monday)
09 April 2021	Teaching Period B20 ends
03 May	Bank Holiday (May Day)
11 May 2021	Essay Extensions Request deadline for B20 modules
14 May 2021 by 10:00am	Course essay submission for B20 modules
06 May -04 June 2021	Online exams for B20 modules
06 May- 04 June 2021	Final Assessment Exercise for B20 Modules
31 May 2021	Bank Holiday (Late May Bank Holiday)
07 June 2021	Teaching Period C20 begins
Date TBC	Exam Access Arrangement Deadline for C20 modules
22 June 2021	Extenuating circumstances deadline for B20 modules
25 June 2021	Extenuating circumstances sub-committee
30 June 2021	Subject Examination Board (SEB)
09 July 2021	Teaching Period C20 ends

02-13 August 2021	Resit period for essays, FAE's and examinations for modules taken in Teaching Period B20
23-27 August 2021	Online examinations for C20 modules
23-27 August 2021	Final Assessment Exercise for C20 modules
28 August 2020	Course essay extension request deadline for C20 modules
30 August 2021	August Bank Holiday
31 August 2021 by 10:00am	Course essay submission for C20 modules
31 August 2021 by 10:00am	Resit essay submission date for B20 modules
10 September 2021	Dissertation Extension Request Deadline
17 September 2021 by 10:00am	Dissertation submission deadline
28 September	Extenuating circumstances deadline for C20 modules
01 October 2021	Extenuating Circumstances sub-committee
06 October 2021	Subject Examination Boards (SEB) provisional marks available on MySIS shortly after SEB
Late October 2021 Date TBC	Final Degree Examination Board
13 -17 December	Resit period for essays, FAE's and examinations for modules taken in Teaching Period C20
December 2021 (TBC)	Graduation Ceremonies
17 January 2022 by 10:00am	Resit essay submission date for C20 modules
<p>Please note that your QM email will expire around two months after your final degree results are issues. Please ensure that you back up any essential information before that time. Please see this page for more information on QM Email https://www.its.qmul.ac.uk/support/faqs/</p>	

7. MODULE SELECTION

Selecting your modules is an important and highly individual decision. In making your decision you should carefully consider:

- Ensuring you have an equal spread of taught modules across both Teaching Periods
- You cannot take two modules taught at the same time and the timetable cannot be amended to assist you.
- Timetabling of classes - you must allow sufficient travel time between any chosen classes and their locations.
- Method of assessment.
- The submission dates of various module assessments. For example, course essays have an earlier submission date than compulsory dissertations
- Whether your module has a co or pre-requisite which must also be taken or has any other restriction applied.
- Whether one of your modules may support your proposed dissertation area.

Online module selection and approval process

To register for your modules you will login to MySIS with your usual computer log-in, and make selections from those available on your programme. The dissertation code will be preselected for your programme and your module selections per Teaching Period will be listed.

Module Selection Deadlines

September One Year Intake: 27 September 2020 (Sun)

January Intakes: 24 January 2021 (Sun)

Please check carefully any module restrictions or notes before making your selection.

All module choices will have to be approved once selected so please check that you receive your confirmation email and ensure that you act swiftly if any problems are identified to you.

For more information about selection of modules please see the Postgraduate Law Module Description Book (White Book)

8. DISSERTATION OVERVIEW

8.1. The Dissertation – An Introduction

Students with an elective or compulsory dissertation will be required, as part of programme of study to demonstrate your research skills in a particular area of law. The dissertation topic must be within your Programme but is otherwise up to you. The dissertation provides an opportunity to undertake in-depth research of a legal topic of your choice. This will contribute to the development of a wide range of transferable skills such as writing, research and methodological, analytical and project management skills. The capacity to produce a clearly structured and well written piece of work can be highly rewarding from an academic and personal perspective, and demonstrating the ability to do so is important professionally. The dissertation is the compulsory element of the total assessment on the degree programme. Thus, it is essential that you take care to put together a dissertation of sufficiently high standard to satisfy the examiners.

There is no pre-set formula for writing a dissertation. We provide guidelines on the standard expected and general advice on how to plan and write your dissertation.

See the QMplus Dissertation page for your programme for the Dissertation Writing Guidelines and Plagiarism Issues

Topic Overlap with Taught Modules

Your dissertation cannot substantially discuss or explore a topic which is covered extensively in any taught module, whether or not you have taken or will take the module. If you think your topic may overlap significantly with a taught module, please discuss this with the module convenor.

Topic Overlap with Other Students

You may find that you have a similar idea for your dissertation topic to one of your fellow students. This is not a problem. However, you may not work with or borrow material of any kind from any other student. Please familiarise yourself fully with the plagiarism policy.

Choosing a Dissertation Topic

We encourage you to start thinking about your dissertation early in the Autumn Term. The primary questions to address in choosing a topic are: 'What question really interests me?' and 'Does it provide sufficient scope for the word count of my dissertation?' In general, you should explore a legal question which you find interesting, important, or puzzling, and one which you feel you have the knowledge and understanding, or can acquire the knowledge and understanding, to tackle well.

Since choosing the topic of your dissertation is such an important component of your degree, we have put in place some support sessions to assist you. See [Dissertation support Sessions](#)

Dissertation Title and Proposal submission and Plagiarism Statement

Once you have chosen your topic you will need to decide on your dissertation title and prepare a 150-200 word topic proposal outlining your dissertation area and research plans. You will need to submit this online via a form on your programmes QMplus Dissertation Support Noticeboard by

September 2020 One Year programme: 25 November 2020 10:00 hrs

January 2021 One Year Programme: 18 March 2021 10:00 hrs

January 2021 Accelerated 9 Month Programme: 18 March 2021 10:00hrs

No extensions will be granted.

By submitting, you are confirming that you have read and understand the regulations regarding Plagiarism (see below) – the plagiarism statement will also be viewable at the point of submission.

Queen Mary defines ‘plagiarism’ as presenting someone else’s work as one’s own, irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at Queen Mary or at another institution – without properly referencing yourself (known as ‘self-plagiarism’) also constitute plagiarism.

Please keep a copy of your proposal as you will need this when contacting your supervisor.

Topic areas and titles may change after the initial submission of your dissertation title and proposal in November. You may find that you wish to make amendments to the focus and title of the dissertation as your research progresses and this is not unusual. You should discuss any such changes with your allocated supervisor and note that your topic **MUST** remain within the legal area of your programme of registration. Such changes will **NOT** mean a change of supervisor – this is not permitted.

You will be contacted by the TPO team via email in mid-July and asked to update and confirm your final dissertation title for record purposes. There is no need to inform us of any changes prior to this.

Additional supporting framework for your dissertation

We strongly recommend that students select a taught module in an area of law that directly relates to their proposed dissertation topic if possible. However, due to the structure of the programme, you will be required to select your modules before submitting your dissertation title in December. So remember to consider this at the start of your academic year.

During the year, you may call on assistance from various supporting programmes and staff within the School.

- Critical Thinking and Writing in Law Programme including dissertation proposal writing sessions (see Handbook section)
- The PG Law Tutor(s)
- Your Supervisor

See also the Dissertation Writing Guidelines and Plagiarism Issues (you can find this on the QM Plus Dissertation support page for your programme)

The PG Law Tutor(s)

You can receive individual assistance on academic matters from our PG Law Tutor(s). The tutor(s) can offer support and advice on many areas of dissertation writing and can also advise on:

- Study skills
- Exam techniques
- Dealing with essay/exam questions
- Course essays
- Dissertations

The tutor(s) are available for individual appointments. You can schedule an appointment or check the times of the drop-in tutorials by emailing:

llmtutors@gmul.ac.uk.

The tutor(s) will also use the Tutors section of the QMplus Dissertation Support Noticeboard to post information directly concerning dissertation support matters.

Your Supervisor

The function of the supervisor is to discuss with you the structure of your dissertation and to provide guidance on legal research and writing.

You are reminded that a dissertation is an exam completed by a written submission. Consequently, the work is to be done by the student and the expectation that the supervisor will edit, provide detailed feedback and/or assist in basic research is not consistent with the expectations of the dissertation.

Dissertation supervisors will be allocated after the Dissertation Title and Proposal has been submitted. This is therefore vitally important as it provides us with the necessary information to allocate an appropriate supervisor. In many instances, a student will be allocated a supervisor within the proposed topic area but this is not guaranteed, nor should this be expected. After receiving this notification, you should email your title and proposal directly to your supervisor and arrange the initial meeting.

Supervisory Meetings

In the normal course of events, you will meet three times with your supervisor: in most cases this is likely to be online. Once at the outset to discuss how your dissertation is to be structured, once for an update and review and once on completion of an advanced draft of the dissertation. Generally speaking, the first two meetings should occur in your second Teaching Period and the third meeting should occur after the main exam period. (for One Year programmes) Note that some supervisors prefer to hold a group meeting (i.e. for all students under their supervision) for the initial meeting.

The final meeting date in particular may have to be agreed in advance with your supervisor as they are very busy with marking and conferences during this period. Supervisors will be contacted by the PG Law Office to confirm that first contact has been made with their allocated students. (See Engagement and Attendance section of the Handbook)

Apart from this input there will be no other supervision of the dissertation from your allocated supervisor. However, the PG Law Tutor(s) and the Critical Thinking and Writing Course staff and modules are available to provide ongoing support.

It is your responsibility to initiate contact with your supervisor and to be proactive in your communication through the process. If for some reason you are having difficulty doing this please inform the [Taught Programmes Office](#) at the earliest opportunity.

8.2. Word Count, Formatting and Title Page

Word Count

The maximum word count for your elective or compulsory dissertation is 10,000 words with the exception of students on the January 2021 Accelerated 9 month programme whose dissertation is 15,000 words.

You can go 10%+/- the word limit without penalty, markers will not mark anything that is beyond 10% of the word count.

Everything except the bibliography is included in the word count. This includes among other things the

- abstract,
- table of contents,
- appendices,
- footnotes,
- endnotes,
- titles of diagrams,
- words in graphs, tables and diagrams.

Inclusion of an abstract, a table of contents, a bibliography etc. are not mandatory but may be requested by your supervisor.

At Masters level, we would expect students to be able to edit their own work to produce a dissertation within the maximum word count.

There is no minimum word count. However, dissertations that are considerably shorter than the maximum word count may fail to fully address the topic and will be marked accordingly.

Formatting

There is no official style guide for the dissertation. However, although there are no specific requirements regarding format or font size, we recommend you use a 12 point font in a common font style, double space the main text and use margins of at least 2 cm. Footnotes should be no smaller than 10 point, normally in the same font as the main text.

Title Page

The title page of your dissertation should include the following information:

- **Student ID number**
- **Dissertation title**
- **Supervisor's name**
- **Final word count (at the bottom)**

Your name should not appear anywhere on your dissertation. There are no further rules with regards to the title page; you may use colour or graphics if you wish.

Dissertation Submission Deadlines and Procedures

Your dissertation must be submitted electronically, preferably in PDF format but otherwise as a Word document, via the QMplus LLM/PG Diploma Dissertation Support Noticeboard.

Dissertation submission dates are as follows:

September 2020 one year programme: 31 August 2021 by 10:00am

January 2020 one year programme: 17 January 2022 by 10:00hrs

January 2021 accelerated programme: 17 September 2021 by 10:00am

It is strongly recommended that you submit your dissertation at least 30 minutes before the final deadline to ensure safe receipt. This will avoid last minute technical issues which may affect your submission.

Please refer to the [Assessment](#) Section of the Handbook for guidance on submission processes.

If you feel you have good reason to request an extension on submission OR may be submitting late, please see the Assessment Problems section of the Handbook

8.3. Dissertation Support Sessions

We will offer a range of sessions to assist students with their dissertations.

1. Dissertation overview sessions.

Dates will be announce on the QMplus dissertations support page for these sessions which are open to all students who have a compulsory or elective dissertation. These sessions are given by the LLM research Director and will cover many areas of writing a dissertation including how to avoid plagiarism. They are usually held in October.

2. Dissertation research/Themes sessions for programmes with a compulsory dissertation.

Writing a dissertation can be a confusing, difficult task, especially if you do not know where to begin. As you begin to explore possible topics and ask questions of academic staff in the area of Law that interests you. This should assist you in finalising your dissertation topic.

More details on these sessions will be posted on QMplus Dissertation Support Noticeboard and emailed to you.

Students opting to take an elective dissertation are advised to approach academic staff in their programme field for advice.

9. ASSESSMENT

Each module on the PG Law programme has its own distinct method of assessment. You will have to take this into account when choosing your modules and planning your study over the academic year.

Some are examined by an online examination, some by course essay, some by FAE (final assessment exercise) and some by a combination of these and possibly other presentation elements.

The Postgraduate Law Module and Programme Descriptions (White book) has details of all module assessments and you will have received a copy (either electronic or in print) at induction. It can also be found on the QMplus page.

The examination regulations basically provide that you must satisfy the examiners in all elements. No split entries will be allowed e.g. individual exam papers cannot be postponed until the following year.

Change of status, (i.e. part-time or full time) during the exam period will not be allowed.

Please see the full Academic Regulations on the following link:

<http://www.arcs.qmul.ac.uk/media/arcs/policyzone/academic/Academic-Regulations-2020-21-FINAL.pdf>

9.1. Submission of Assessments (Course essay/FAE/Online Exam/Dissertation)

Electronic Submission via QMplus Noticeboard (Turnitin)

Students should submit their course essay/FAE or dissertation to the relevant QMplus page on the specified dates no later 10:00hrs (UK Time)

When you submit your course essay/FAE or dissertation via QMplus it will automatically be submitted to the plagiarism software service 'Turnitin'.

Draft Submission

Before submitting the final version, students may submit a draft version of their course essay/FAE or dissertation via the following link which is located on each QMplus page: [draft submission](#)

This will not impact on your final submission to the relevant QMplus page as the draft submission is not submitted into the Turnitin student database repository.

Students may submit to the draft submission point as many times as they wish until they are satisfied that the similarity score is as low as possible.

It is not advisable to submit your work to any other form of online checking service.

Please note: any submissions made here are not linked to a module and you must submit on the module page.

Final Submission

Students may submit their final copy as soon as ready. A specific submission point will be added to the relevant QMplus page prior to the deadline date.

Your final submission will be submitted into the Turnitin student database repository. You can make unlimited submission to the Final submission point until the deadline date.

Any submission after the deadline date/time will be accepted, however, a late penalty will be applied, please see Student Handbook, Section: [Extensions and Late Submission policy](#)

Course Essays

Some modules are assessed in full or in part, by course essays. Course essays are always linked to specific taught modules so you will be attending lectures. They can be in partial or complete fulfilment of the assessment.

One of the academics teaching the module will automatically oversee your course essay(s).

All course essays are submitted prior to the examination period and will have a specific submission deadline depending on Teaching Period taught:

Teaching Period A20: 15 January 2021

Teaching Period B20: 14 May 2021

Teaching Period C20: 31 August 2021

Teaching Period A21: 17 January 2022

All module specific deadlines and required number of words are noted in the Postgraduate Law Module and Programme Descriptions (White Book)

Essay Word count

The word count for course essays will vary. You can go 10% +/- the word limit without penalty, markers will not mark anything that is beyond 10% of the word count.

Every word submitted is counted, with the only exception is a bibliography.

Examples of items which are included in the word count are: table of contents, appendices, footnotes, endnotes, wording under a diagram, abstract, words in graphs, tables and diagrams. This is not an exclusive list, consequently you should keep in mind that all words count- use them wisely.

Whilst we appreciate it is difficult to reach exactly the required word count, you should aim to reach as close to this as possible without going over.

At Masters Level, we would expect students to be able to edit their own work to produce an essay within the maximum word count.

There is no minimum word count. However, essays that are considerably shorter than the maximum word count may fail to fully address the topic and will be marked accordingly.

Essay submission and title page

Your submitted course essay should have a top sheet which should include the following information only.

Your Student ID number.
Module number (i.e. SOLM001)
Module Title
Word count

Electronic Submission via QMplus Noticeboard (Turnitin)

You should submit your essay via the QMplus Module page directly related to the assessment. It is automatically then submitted to the plagiarism software service 'Turnitin'. A specific submission point will be added to the module page prior to the deadline date. You will be sent guidance notes on this process later in the year. Any other individual elements of assessment, such as class presentations, will be fully explained by the teaching academic in class.

Please see the [Turnitin section](#) for an overview of how the QMplus/Turnitin process work.

Students having any problems with meeting submission deadlines should see refer to the [extenuating circumstances section](#).

Class presentations/Oral assessment

A few modules also have a class presentation/oral element of assessment. If applicable, this will be fully explained and managed within your class.

Dates assigned for any assessment such as an oral component are treated as Examination dates – therefore students are expected to attend in person or online on the given date.

Extenuating circumstances may apply for non-attendance– please refer to [extenuating circumstances section](#) for further information if appropriate.

Final Assessment Exercise and Online exams

If a module has a Final Assessment Exercise (FAE) they are assessed by set questions in the exam period which the module is taught - with a submission date 24 hours later.

Online exams

15 credit modules have a word limit of 3300 words and 30 credit modules have a word limit of 4500 words. You are given 24 hours to submit your answers but you should spend no longer than 2-3 hours on your work.

FAE

Word limit and times can vary between each module; we recommend that you ask the module convenor regarding the format.

Failure to submit FAE or online by deadline date

No extensions are permitted under any circumstances for FAEs or online exams. Therefore if you cannot submit or be assessed by the date due then a mark of 0-NS (Non Submission) will apply.

However, extenuating circumstances may apply for non-submission– please refer to [extenuating circumstances section](#) for further information if appropriate.

See the Resit section for procedure on resubmission.

Notification of Exam Dates

Exams are fully governed by QM Exams Office and are in an online format this year. Exams can be in the morning or afternoon and you will have only one exam per 24 hours. All times are UK times, please bear this in mind. They can be spread over the entire University examination period.

Teaching Period A20 Modules: 07-22 January 2021

Teaching Period B20 Modules: 06 May-04 June

Teaching Period C20 Modules: 23-27 August 2021

Teaching Period A21 Modules: 06-21 January 2022

You are informed of the **individual** module exam dates, as set by the University, in November for Teaching Period A20 and in March for Teaching Period B20 and June for Teaching Period C20 via MySIS. The University exam timetable will also be available at: <http://www.arcs.qmul.ac.uk/students/exams/>

Please note that exam dates cannot be changed for any reason. The Taught Programme Office do not have prior notification of dates and cannot help with individual questions in this regard. Therefore you have a requirement to submit your exam on the date allocated. However, extenuating circumstances may apply for non-submission – please refer to the [extenuating circumstances section](#) for further information if appropriate.

Past Exam Papers

Examinations – format and past papers

If you have any questions about the exam paper format prior to sitting them, you should refer them to either the teaching academic concerned or to one of the Programme Directors.

Past exam papers

You can access past exam papers via this link:

<https://qplus.qmul.ac.uk/course/view.php?id=5457>

Examination Access Arrangements

Students with disabilities, specific learning differences like dyslexia and short-term conditions (e.g. broken limbs, [pregnancy](#)) can apply to the Disability and Dyslexia Service for Examination Access Arrangements (EAA's).

The role of the [Disability and Dyslexia Service \(DDS\)](#) is to agree appropriate arrangements with the student. This is part of QMUL's legal responsibility to offer its disabled students 'reasonable adjustments', as outlined in the Equality Act (2010).

All applications for examination access arrangements must be accompanied by medical evidence in the case of a disability or a diagnostic report in the case of a student with a specific learning difference such as dyslexia. This evidence must be in the English language and should be dated no more than two years prior to the date on the student's application for examination access arrangements in the case of medical evidence or after the student's sixteenth birthday in the case of students with specific learning differences.

To apply for exam access arrangements students should complete the application form (available via MySIS) by the deadline stated below. This is the latest date by which DDS can guarantee that exam access arrangements can be implemented for the end of Teaching Period/year examinations.

Applications can be made after this date, but it is possible that they will not be in place until the following academic year.

Deadline for Applying for Examination Access Arrangements

Teaching Period A20 Examinations: 06th November 2020

Teaching Period B20 Examinations: 19th March 2021

Teaching Period C20 Examinations: TBC

Teaching Period A21 Examinations: TBC

More information/FAQ can be found here

<http://www.dds.qmul.ac.uk/exams/#d.en.577916>

Plagiarism and Referencing

Queen Mary defines 'plagiarism' as presenting someone else's work as one's own, irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at Queen Mary or at another institution – without properly referencing yourself (known as 'self-plagiarism') also constitute plagiarism.

Regulations on Academic Misconduct

<http://www.arcs.qmul.ac.uk/students/student-appeals/assessment-offences/index.html>.

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to an investigation. If found guilty, penalties can include failure of the module to suspension or permanent withdrawal from Queen Mary.

It is your responsibility to ensure that you understand plagiarism and how to avoid it. The recommendations below can help you in avoiding plagiarism.

- Be sure to record your sources when taking notes, and to cite these if you use ideas or, especially, quotations from the original source. Be particularly careful if you are cutting and pasting information between two documents, and ensure that references are not lost in the process.
- Be sensible in referencing ideas – commonly held views that are generally accepted do not always require acknowledgment to particular sources. However, it is best to be safe to avoid plagiarism.
- Be particularly careful with quotations and paraphrasing.
- Be aware that technology, such as Turnitin, is now available at Queen Mary and elsewhere that can automatically detect plagiarism.
- Ensure that all works used are referenced appropriately in the text of your work and fully credited in your bibliography.

If in doubt, ask for further guidance from your Advisor or module tutor.

Turnitin Statement for the School of Law

Introduction

Turnitin is a web-based plagiarism prevention system used by most universities in the UK. This statement describes how Turnitin is used within the school and the data it creates about your work.

1. How Turnitin works

1.1 A Turnitin assignment is set up by a member of staff on QMplus. You then access this assignment online and upload your work before the due date. Turnitin will analyse the submitted work to identify text matches with other sources and will compare the work against:

- the current and archived web;
- previously submitted work;
- books and journals.

1.2 For each piece of submitted work Turnitin provides two things:

- A similarity index, which indicates the percentage of the submitted paper that Turnitin has identified as matching other sources.
- An originality report, which shows each of these matches in more detail, including the source(s) that Turnitin has found.

2. How Turnitin is used within the school

2.1 Turnitin is used on the majority of post-graduate assignments that contribute towards your final grade. Turnitin will not normally be used on the following assignments:

- formative assignments

- exams

2.2 For those assignments where Turnitin is used, all submissions to that assignment will be submitted to Turnitin.

How we use the information provided by Turnitin

2.3.1 Only academic staff will make a judgement on whether plagiarism has occurred in a piece of work. An academic may interpret the originality report to help but Turnitin itself does not make this judgement.

2.3.2 We do not use a threshold percentage to identify whether plagiarism has occurred and may review any originality report in detail.

2.3.3 Turnitin will highlight matching text such as references, quotations, common phrases and data tables within work that has no plagiarism issues at all. Those interpreting Turnitin reports will discount such matches and so initial percentages are often irrelevant.

2.3.4 Where it is suspected that plagiarism has occurred in a piece of work, the originality report may be submitted to the Head of School and possibly to an Assessment Offences Panel for further investigation.

How you can use the information provided by Turnitin

1.1.1 There will be an opportunity for you to see a Turnitin report on your work before Turnitin is used on your assessed work. You will have access through the Draft Submission Point.

1.1.2 No other student will be able to see an originality report on your work.

1.1.3 To help you understand what the report is telling you, please ensure you have followed the guidance on the E-Learning Unit's website (<http://www.elearning.capd.qmul.ac.uk/guide/interpreting-your-originality-report/>).

1.1.4 You may find it helpful to resubmit your work after reviewing the originality report and you will generally be given one opportunity to do this. Where this is the case, the idea is to use the report to help you identify any potential issues you may not have spotted before, and not to change individual words to avoid a match. You may not resubmit a piece of work after the deadline.

1.1.5 If you have a question about your originality report that is not answered by the material linked to in 2.4.3 above, please direct these to pglaw-assessments@qmul.ac.uk

1.2 Other things you should know

1.2.1 Turnitin stores a copy of most work submitted to it in its repository. This does not affect the ownership of or any copyright in the original work.

1.2.2 Staff may configure a Turnitin assignment such that copies of submissions are not stored in its database. This will be done for the draft submission point.

1.2.3 Staff on your course will ensure that no commercially or otherwise sensitive documents are stored in Turnitin's repository.

You cannot opt out of having your work scanned by Turnitin, but if you believe that your work should be deleted after it is scanned you should contact pglaw-assessments@qmul.ac.uk

QMplus Guide to Submitting your Assessments

Click here for more information about how to submit assessments

https://qmplus.qmul.ac.uk/pluginfile.php/1783622/mod_resource/content/1/Submissions%20guideline%20version%201%20%28NEW%29.pdf

9.2. Extenuating circumstances

If you do not submit a dissertation/course work/FAE/online exam by the deadline, this is considered as a fail. However, if you have extenuating circumstances to explain your non-submission, you should submit them in line with the following procedures.

Extenuating circumstances are defined by Queen Mary as:

Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

Extenuating circumstances are usually personal or health problems. Health problems include your emotional wellbeing and mental health, as well as your physical health. Extenuating circumstances do not include computer problems, misreading your exam timetable, planned holidays or events, or local transport delays.

Queen Mary operates a fit to sit policy, which covers all assessments including coursework and exams. If you sit an exam or submit a piece of coursework you are deemed to be fit to do so. In such instances a request for extenuating circumstances will not normally be considered. If you do not feel you are well enough to attend an invigilated exam then you should not attend and should submit a claim for extenuating circumstances instead. You will need to attend a medical consultation within three days of the date of your exam that you missed. Similarly if you get sick during an exam and have to leave you will need to attend a medical consultation within three days.

To submit an extenuating circumstance request you must fill out the relevant form which can be obtained from pqlaw-assessments@qmul.ac.uk. The form should be completed and returned to pqlaw-assessments@qmul.ac.uk

Your form must be accompanied by relevant supporting evidence (for example medical certification, death certificate, police report and crime number, or other written evidence from a person in authority) Please note that although accompanying documentation can be submitted after the form claims without any evidence cannot be considered. It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible.

You are entitled to self-certify on up to three occasions each academic year. This means completing and submitting the Queen Mary self-certification form in place of independent evidence. Please note that self-certification does not mean automatic approval of a claim – your school/institute will consider it in the normal way and will

need to be satisfied of the validity of the claim, and satisfied that it justifies the outcome.

When you submit an extenuating circumstance form you will be given a receipt, you must keep the receipt safe for the duration of your studies. All claims must be received no later than three working days before the relevant examination board meeting otherwise they cannot be considered.

All extenuating circumstances claims are kept confidential until they are considered by a subcommittee of the School/Institute's Subject Examination Board. All proceedings of the subcommittee are strictly confidential, and will not normally be discussed at the full examination board meeting.

It is your own responsibility to submit any claims for extenuating circumstances, not that of your tutor. Please ensure that if you have what you believe is a valid case, you complete the submission process in accordance with the School/Institute guidelines and deadlines.

It is not possible to make a retrospective claim for extenuating circumstances, specifically once you know your results. Therefore claims submitted after the deadline will not be considered by the examination board. Please refer to the full guidance notes on extenuating circumstances from the Advice and Counselling service or online at <https://www.welfare.qmul.ac.uk/guides-and-forms/student-advice-guides>

Extenuating Circumstances Deadlines

Teaching Period A20:

Students must submit claims as soon as possible, and at the latest by 29 January 2021

Teaching Period B20:

Students must submit claims as soon as possible, and at the latest by 22 June 2021

Teaching Period C20:

Students must submit claims as soon as possible, and at the latest by 28 September 2021

Teaching Period A21:

Students must submit claims as soon as possible, and at the latest by date TBC

Submitting Extenuating Circumstances (EC) Evidence

For main examination period and other assessments (first attempt)

If you believe that you have a case for consideration, you should email pqlaw-assessments@qmul.ac.uk to request an Extenuating Circumstances Claim form or you can access the form via the QMplus Noticeboard. This form will need to

be submitted via email with supporting documentation such as medical certification, death certificate, police report and crime number, or other written evidence from a person in authority.

If applicable to your EC Claim, you will need to attend a medical consultation within three days of the date of your exam that you missed. Similarly if you become ill during an exam and have to leave you will need to attend a medical consultation on the same day.

All cases of extenuating circumstances for these assessments are considered by a sub-committee of the SEB. All extenuating circumstances claims are kept confidential until they are considered by a subcommittee of the Examination Board. All proceedings of the subcommittee are strictly confidential and will not be discussed at the full examination board. All documents are kept electronically for one year after the completion of the programme.

We would ask that you request and submit your EC claim as soon as possible. In accordance with the Academic Regulations, however, all claims must be received no later than 3 days before the relevant examination board meeting or otherwise they cannot be considered.

Please note that although accompanying documentation can be submitted after the form submission, claims without any evidence cannot be considered. It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible.

You will be issued with a receipt for your submission by email. Please keep this receipt safe for the duration of your studies.

It is not normally possible to make a retrospective claim for extenuating circumstances once you know your results. Therefore, claims submitted after the deadlines will not be considered by the Exam Board without good reason provided. Please refer to the full guidance notes on extenuating circumstances from the Advice and Counselling service or online at <https://www.welfare.qmul.ac.uk/student-advice-guides/>

Final EC deadline for late summer resit examinations and all other assessments including Dissertations.

This is the final opportunity for you to submit an EC for the late summer resit exams or for resit course essays/FAEs or your dissertation due in August.

In accordance with the Academic Regulations, all claims must be received no later than 3 days before the relevant EC sub-committee of the SEB held **01 October 2021**, which will mean the latest date to submit your form and evidence for this Board will be: **28 September 2021**.

Please note: Students who have to re-sit assessments the following year due to extenuating circumstances do not have any entitlement to attend lectures or classes of any kind. However, QMplus access is available through the QMplus Archive.

First sit awarded due to valid extenuating circumstance

If a student has a valid, accepted extenuating circumstances claim, then an authorised absence is awarded by the Exam Board and the student permitted a first sit at the next available opportunity. The final grades are not capped or penalised in any way. Students who attempt a first sit examination or essay at the next attempt would then still be entitled to a further attempt should they fail and also apply for extenuating circumstances, should they need to do so.

'Fit to Sit' Policy

Queen Mary operates a fit to sit policy, which covers all forms of assessment. If you sit an exam or make a submission of any kind, you are declaring yourself as fit to do so. In such instances a request for extenuating circumstances will not normally be considered. If you do not feel you are well enough to make a submission then you should not do so - you should instead submit a claim for extenuating circumstances (ECs).

The rule to remember is if you are unwell or have problems which you feel may have a negative effect on your performance do not submit the exam or submit your course essay/dissertation. Instead submit extenuating circumstances evidence. See the first section for more information on [Extenuating Circumstances](#).

Extensions and Late Submission Policy (course essays and dissertation)

Extensions

You must submit your course essays and dissertation by the specified deadline unless you have written permission from the Assessments Team for an extension. Permission will only be given for legitimate reasons, such as medical or other serious unforeseeable circumstances.

Permission may be granted for a two week extension - without penalty. Without such permission, normal late submission penalties will automatically apply. Students unable to submit their assessment within this timeframe should consider submitting ECs for non-submission ([extenuating circumstances section](#))

Extension requests should be received 3 days prior to normal submission dates, except the dissertation which is one week prior, via the Extenuating Circumstances form available on QMplus. For 2020-21 these requests must be received by **10.00 hrs** on the following dates:

(These dates differ for Distance Learning programmes - please check key dates)

January essays – Extension request deadline 12 January 2021

April essays – Extension request deadline 11 May 2021

Dissertation - Extension request deadline 24 August 2021

If permission is granted you will receive an email with your new deadline and the deadline will be amended on the QMplus page.

Any requests received after this deadline will not be considered.

Evidence to support your request

Evidence is required to accompany any extension request and the decision to allow an extension may be based on the evidence supplied. Therefore, students who produce evidence to accompany requests for extensions may be looked at more favourably, but all cases will be considered. If an extension is agreed pending submission of evidence, then evidence must be provided before any agreed extended submission date. If the evidence is not submitted in time or does not fully support the request, then the automatic maximum penalty for late submission will be applied (i.e. loss of 35 marks) or a fail mark may be applied.

Late submission

If a course essay/dissertation/FAE/online exams assignment is submitted after the specified deadline, it shall be recorded as late and a penalty shall be applied.

Mark deduction

For every period of 24 hours **or part thereof** that an assignment is overdue there shall be a deduction of five per cent of the total marks available (i.e. five marks for an assessment marked out of 100). After seven days the mark shall be reduced to zero, and recorded as 0-NS. (0, non-submission).

A student may submit work of passing standard but fail the module because of the late submission penalty. Where the student is eligible for a resit attempt in such a case, the student shall not be required to resubmit the assessment; instead the minimum pass mark of 50 will be entered for the resit. Where a student is not eligible for a resit, this provision does not apply.

A late penalty may be removed where a student provides good reason for the late submission under the extenuating circumstances policy. A student must submit a formal claim with supporting evidence in line with that policy in order for the circumstances to be considered. ([extenuating circumstances section](#))

Re-sit regulations

for failed assessments/non-attendance/non submission

You have a maximum of two attempts per element of assessment. A first attempt and one resit attempt.

A student who has failed or who has not submitted an element of assessment may re-sit that element at the next available occasion.

You may not resit any element of assessment within a module that has achieved an overall pass mark. If you have not submitted or failed an element of assessment but passed the module overall, similarly you can not resit the failed element.

All students are automatically opted in for any resits. Deferral of resits or first sits is not permitted without extenuating circumstances. These resits will take place at the next available opportunity. Resits are free of charge.

Where a student has resits or first sits but does not attempt the required assessment, this shall count as one of the permitted attempts at the module.

Capped Resit Marks

When resitting, the overall module mark will be capped at the minimum pass mark (50). In the event of failure in all attempts, the highest mark achieved for that module ('best fail') shall stand.

Condonable marks

The Examination Board will condone a marginal failure by a student who has obtained a mark of 40-49 in up to 30 credits of assessment including dissertations, provided the student's average over all modules, including the failed module, and dissertation exceeds 50%. No more than 30 credits of condoned fails may be counted toward the degree award.

A student can opt-out of a resit and accept a condonable mark. They shall forfeit any remaining attempts to pass the relevant module.

Resit dates and deadlines (not applicable to online programmes)

See below for resit information for any assessment where you have failed or not submitted.

FAE/Online Exams Resits

The first available opportunity to resit/retake examinations for modules in A20 and B20 is: **02 August – 13 August 2021.**

The first available opportunity to resit/retake examinations for modules in C20 is: **06-21 January 2022.**

The first available opportunity to resit/retake examinations for modules in A21 is: **05 May-03 June 2022.**

Important: If you are taking a resit of a failed examination or essay this could impact on work on your required dissertation. You must plan carefully for this as the taking of resit exams is not considered an extenuating circumstance for non-submission of dissertation or essay.

Resit Procedures for course essays

Students who do not submit or fail their required essay for modules in A20 or B20, the next available opportunity to re-submit is 31 August 2021 by 10.00 hrs.

Students who do not submit or fail their required essay for modules in C20, the next available opportunity to re-submit is 17 January 2022 by 10.00 hrs.

Students who do not submit or fail their required essay for modules in A21, the next available opportunity will be confirmed later in the academic year.

Resit Oral Components

The applicable dates for resits will be circulated to those students affected nearer the time but will be completed after the dissertation submission deadline.

Re-sit Dissertations

Students who do not submit their required dissertation or who fail this element, have to resubmit at the next opportunity.

For September 2020 12 month programme students the next available opportunity to re-submit **17 January 2022**.

For January Accelerated Masters students the next available opportunity to re-submit **17 January 2022**.

For January 2021 12 month programme students the next available opportunity will be confirmed later in the academic year.

Information on the exact processes will be provided to those students affected nearer the time.

For those submitting a resit or first sit dissertation in the following academic year, you should be aware that no further supervisory meetings will normally be provided. However, limited emailed guidance will normally be provided by the supervisor where possible. Where a supervisor is not available for any reason (i.e. staff sabbatical) a new first marker will be appointed and the student will be informed. Students who feel they require additional support due to extenuating circumstances should contact the Assessments team for guidance.

QM Degree Regulations

See the following link for the QM Academic Regulations and Assessment Handbook 2020/21:

<http://www.arcs.qmul.ac.uk/media/arcs/policyzone/academic/Academic-Regulations-2020-21-FINAL.pdf>

9.3. Marking Criteria and Feedback

All forms of assessment are first marked and moderated by two academic members of staff. Modules with 10 or less students and dissertations are first and second marked by two academic members of staff. All forms of assessment go through an external scrutiny process before marks are presented to the Examination Board.

Assessment Marking Criteria

These guidelines cover the criteria for the assessment of taught modules through examination, as well as extended written work. The criteria build upon and supplement the Queen Mary Assessment Handbook, which is available at [http://www.arcs.qmul.ac.uk/media/arcs/policyzone/Assessment-Handbook-2020-21-FINAL-\(WEB\).pdf](http://www.arcs.qmul.ac.uk/media/arcs/policyzone/Assessment-Handbook-2020-21-FINAL-(WEB).pdf)

These criteria also take into account the Master's Degree Characteristics Statement (February 2020), which was issued by the Quality Assurance Agency for Higher Education (QAA) and describes the distinctive features of master's degrees in the UK. The Statement is available at https://www.qaa.ac.uk/docs/qaa/quality-code/master%27s-degree-characteristics-statement8019abbe03dc611ba4caff140043ed24.pdf?sfvrsn=86c5ca81_12

Students should note that two internal examiners are involved in all assessments as required under the Queen Mary Assessment Handbook, available via an above link. One internal examiner grades and a second reviews the quality of the grading of assessments, comprising Final Assessment Exercises, examinations and extended written work, according to the criteria set out below. Modules with under 10 students and dissertations are fully second marked, while for others the quality review involves a significant sampling in addition to all fails under a process called moderation. External examiners further review the assessment process as a whole. Students should also note that examiners' expectation regarding performance are related to the nature of the assessment. In particular, consideration is given to the limited time available in examinations, especially invigilated examinations. The following is broken down into the levels of award that can be achieved under:

- **Distinction** (70 and above)
- **Merit** (60-69), **Pass** (50-59)
- **Fail** (0-49).

Distinction (70 and above)

An answer falling into the Distinction mark range shows mastery over the subject, is well structured and displays a clear and logical argument displaying personal reflection informed by wider reading of articles and/or other commentaries and a good grasp of detail (as evidenced by the choice of relevant examples which are well integrated into the answer's structure). The answer should be complete, with no errors or omissions.

Distinction-level answers are those that are exceptionally good and excel in several of the following aspects:

- Focus, coverage of the issues and accuracy
- Clarity of argument and expression
- Integration of a range of materials
- Evidence of wider reading
- Depth of insight into the theoretical issues
- Excellent use of written English containing few, if any, grammatical errors

Excellence in several of these areas should be in addition to the qualities expected of an upper Merit answer. A Distinction answer is generally expected to spot especially complex or difficult points and to make use of more sophisticated analysis than an upper Merit answer.

High Distinction (80 and above)

To obtain a high Distinction mark (i.e., 80 and above), there will usually be some evidence of genuinely original thinking about the topic, sophisticated and intelligent critical analysis and clear expression of a connected argument that has few, if any, weak points, and no significant weaknesses in any of the referenced aspects. To obtain a mark above the normal Distinction range (i.e. in excess of 80) the answer will demonstrate exceptional qualities of originality, critical analysis and clarity of writing. In the case of a dissertation, the writing and analysis should be at a

level that generally would be found in an article accepted for journal publication with minor revisions.

In addition to the above, Distinction answers to problem questions will also satisfy the following criteria:

All relevant issues have been identified

The analysis and the exposition and application of any relevant rules or principles is clear, accurate and comprehensive

The application of any relevant legal rules and principles is insightful (e.g., the candidate demonstrates that s/he can both distinguish cases on their facts and argue by analogy)

There is a conclusion that follows logically from the preceding analysis

Merit (65 to 69)

An answer in the mark range of 65 to 69 generally shows a sound understanding of the legal and other issues, supported by examples which are demonstrably well understood and which are presented in a coherent and logical fashion. The answer should be well presented and structured, display analytical ability and contain no major errors or omissions, but it need not necessarily be excellent in any area. Such high Merit answers are clearly highly competent and typically possess the following qualities:

- Accurate and well informed
- Reasonably comprehensive
- Well organised and structured
- Display evidence of general reading
- Evaluate the material, though these evaluations may be derivative
- Demonstrate a sound grasp of basic principles
- Demonstrate a good understanding of relevant material
- Present the argument succinctly and cogently
- Demonstrate some evidence of insight, reflection and analysis
- Demonstrate a good standard of written English with few grammatical errors

One essential aspect of an upper Merit level answer is that it must have competently dealt with the entire question asked by the examiner.

In addition to the above, upper Merit-level answers to problem questions will also satisfy the following criteria:

- All the major issues and most of the minor issues have been identified
- The application of the legal rules and other principles is accurate and comprehensive
- The application of the legal rules and other principles shows insight (e.g., the candidate demonstrates that s/he can both distinguish cases on their facts and argue by analogy)
- There is a conclusion that summarises the argument

Merit (60 to 64)

An answer in this range will be a substantially correct answer, which meets a good number of the above criteria (including evidencing mastery of the basic principles), but not all of the criteria.

Such lower Merit answers display an acceptable level of competence, as indicated by the following qualities:

- A generally accurate answer to the question, though with some omissions and errors
- An answer that is largely based on lecture material and required reading but without much evidence of broader reading
- Clear presentation
- Some inadequate development of arguments
- May contain some material which is not relevant to the question posed
- Competent written English but may contain some grammatical errors
- In addition to the above, in this range, lower Merit answers to problem questions will also satisfy the following criteria:
- Most of the major issues and minor issues have been identified and the application of the legal rules and principles is generally accurate and competent
- There is a conclusion that summarises the argument

Pass (54 to 59)

Answers in this Pass range demonstrate a basic understanding of the main issues, but these are not coherently or correctly presented.

Such answers demonstrate knowledge or understanding of the general area but tend to be weak in one or more of the following ways:

- Overly descriptive
- Does not answer the question directly
- Misses key points or facts
- Contains significant inaccuracies
- Covers material sparsely, possibly in note form
- Contains assertions not sufficiently supported by authority or evidence
- Displays an inability to follow an argument throughout
- Is poorly structured
- Has no evidence of wider reading

In addition to the above, although there is some relevant information, an upper Pass answer to a problem questions is one that:

- Misses some relevant issues
- Fails to apply or otherwise address all relevant legal rules and other principles
- Fails to make good use of the relevant legal and other principles

Pass (50 to 54)

This range indicates an answer that represents the minimum acceptable standard for the award of a degree. There is just sufficient information to indicate that the student has familiarity with the subject area. Such answers typically contain:

- Coverage of the basic material, with numerous errors, omissions or irrelevances
- Loose and disorganised structure
- Poor development of arguments
- Poor standard of English, with many grammatical errors
- In addition to the above, in a problem question, a lower Pass answer is one that:
 - Fails to identify an important issue
 - Fails to apply relevant legal and other rules and principles
 - Fails to make good use of the relevant legal and other principles

Fail (0 to 49)

An answer in the Fail range does not meet the minimum requirements of the assessment criteria. Such answers typically contain one or more of the following:

- Evidence of a lack of basic understanding
- Many errors or omissions
- Evidence of a lack of appropriate reading
- Failure to answer the question posed, e.g., answering a different question from that set by the examiner
- Disorganised presentation
- Very poor use of English, such as poor grammar and spelling and incoherent statements
- Failure to complete the examination by answering too few questions

In addition to the above, in a problem question, the answer:

- Fails to identify several important issues
- Fails to apply relevant legal and other rules
- Fails to make appropriate use of the relevant legal and other principles

Feedback

Feedback is available for modules with course essays and FAEs and will be available through QMplus where you submit your assessment. Feedback for exams is available upon request.

- Feedback may be delivered in various forms according to the structure of the module.
- Feedback during lecture and revision session may be given through whole class feedback, group feedback or individual feedback on tasks/mock answers.
- Feedback during tutorials may be provided in relation to individual or group responses to particular topics

Students should ensure they reflect on class feedback and any individual feedback given.

It is expected that students will contribute during the session either in groups or individually as instructed by the lecturer. The onus is on students to ensure they actively participate in the sessions. If a student requires further feedback they should contact the module convenor.

9.4. Results and Exam Boards

Exam board process and confirmed mark release

On **30 June 2021**, the first Subject Examination Board (SEB) will meet and consider all results from both examination periods and all course essays/FAEs. At this time they will consider recommendations from the first Extenuating Circumstances Board (EC).

The marks are officially confirmed by the Degree Examination Board (DEB) which is held on 14 July 2021.

Official publication of results is **21 July 2021**. Students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc., begins).

Late summer resits and resubmissions of course essays/FAEs will then take place as needed.

On **06 October 2021**, the **second** SEB will meet and consider **all** results including any resits **and** your dissertation marks. At this time they will consider recommendations from the second EC Board.

The marks and classifications are officially confirmed by the Final Degree Examination Board (DEB) which is held on 15 October 2021 and awards are made.

Official publication of results is **27 October 2021**. Students may receive results prior to this date, but this is the date from which the period permitted for appeals, UKBA processes, etc., begins).

9.5. Viewing your Results

To view your marks for assessment, log-in to MySIS (your personal area of SIS) with your usual computer log-in, where they will be listed. These are marks are provisional and subject to change until they are agreed by the appropriate subject examination board. MySIS will indicate whether the results are provisional or confirmed. Guides on checking your results on MySis are available on the Student Enquiry website (<http://www.arcs.qmul.ac.uk/students/mysis-record/provisional-results/index.html>)

9.6. Award Postgraduate Taught Programmes

Postgraduate Degree Classifications

Award requirements for LLM/MA/MSc

To be eligible for a Master of LLM (LLM), Master of Arts (MA) or Masters of Science (MSc), a student must meet all of the following requirements:

- 1) take 180 credits, including a minimum 150 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- 2) Either for the LLM and MA only, for the MSc all credits must be at level 7
 - a) pass 180 credits; or,

- b) pass a minimum 150 credits and meet the requirements for condoned failure in the remaining credits.
- 3) achieve a Classification Mark of 50.0 or higher.

Award requirements for PG Diploma

To be eligible for a Postgraduate Diploma a student must meet all of the following requirements:

- 1) take 120 credits, including a minimum 90 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- 2) either:
 - a) pass 120 credits; or,
 - b) pass a minimum 90 credits and meet the requirements for condoned failure in the remaining credits.
- 3) achieve a Classification Mark of 50.0 or higher.

Award requirements for PG Certificate

To be eligible for a PG Certificate, a student must meet all of the following requirements:

- 1) take 60 credits at level 7
- 2) either:
 - a) pass 60 credits; or,
 - b) pass a minimum 45 credits and meet the requirements for condoned failure in the remaining credits.
- 3) achieve a Classification Mark of 50.0 or higher.

Exit awards

- 1) Students who fail to achieve their intended award may qualify for an exit award where sufficient credits have been passed and classification mark achieved.
- 2) For a PG Certificate students must pass 60 credits with a classification mark of 50% (up to 15 credits may be condoned, with a mark of 40-49).
- 3) The exit award will be automatically applied where the student does not pass at the final attempt, if they pass the required number of credits.**
- 4) Please see the academic regulations for full details: www.arcs.qmul.ac.uk

Condoned failure

Failure can be condoned in up to 30 credits of modules of an LLM, MA, MSc and PG Diploma award where all of the following conditions are met:

- 1) the module mark for each failed module is 40.0 or higher; and,
- 2) the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- 3) a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Failure can be condoned in up to 15 credits of modules of PG Certificate award where all of the following conditions are met:

- 1) the module mark for each failed module is 45.0 or higher; and,
- 2) the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- 3) a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Overall Classification

Postgraduate awards are classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

Borderline Policy:

Examination boards may use a borderline policy when making recommendations for final degree classifications. The following criteria are used:

- Students with Classification Marks within one per cent of a borderline (except at the pass/fail border) shall be determined to fall within the 'zone of consideration';
- Students with Classification Marks within 1.5 per cent of a borderline and with significant extenuating circumstances in the final year not taken into account elsewhere may be determined to fall within the zone of consideration. However, if this approach is taken then the extenuating circumstances may not also be used as a reason to raise the classification itself;
- All students falling within a zone of consideration shall be considered as possible cases for application of the borderline policy;
- Students falling within the zone of consideration and with at least half of their final year credits (half of all credits at PG level) with marks at the level of the upper classification (or higher), shall be raised to the higher classification. The credits at the higher level may include the dissertation or project, but this is not a requirement. Where a student studies on a part-time basis, all modules comprising the full-time equivalent final year shall be used in the borderline policy.
- Students falling within the one per cent zone of consideration and not meeting the requirements of point 4, but with significant extenuating circumstances in the final year not taken into account elsewhere shall be raised to the higher classification provided the SEB is confident that –

without the effect of the extenuating circumstances – the student would have achieved the higher classification.

Please view the following page which provides links to the award regulations for Queen Mary degrees. <http://www.arcs.qmul.ac.uk/policy/>

Your Results

Subject Examination Boards (SEB)

Once all coursework, examinations and your dissertation has been completed, there will be a Subject Examination Board (SEB) which will consider the provisional results in full. At this time the SEB will also consider any recommendations made by the Extenuating Circumstances Sub-Board and any previous related SEBs.

Department Examination Board (DEB)

The SEB will report its provisional results and recommendations to the Department Examination Board (DEB) who in turn will confirm the official final results. These will be available to both graduating year and continuing students via MySIS shortly after the DEB has taken place (generally at the end of October/beginning of November). In addition, all graduating year students will receive an official transcript of results direct from the Academic Registry by post to the address held on MySIS. Please Note: there can be a slight delay with the issue of transcripts due to the sheer volume being processed at one time.

Any student in debt to the College at this time will not be permitted to receive exam results.

Formal result notification/degree certificate

Transcript

You can obtain your official digital transcript of marks via the HEAR system. You will receive an email to your QM email account from Gradintelligence asking you to register with them.

For further details, please review the Registry web page at:

<http://www.arcs.qmul.ac.uk/students/sec/gradintelligence-account-/hear-transcript/>

HEARs will be published in March, July and October each year and will provide you with all achievements that have been verified up to that point.

QM Extra (not applicable to online)

Students may also get recognition of the following extra-curricular activity on their HEAR transcript under the QM Extra scheme:

- Programme rep
- Programme prize winners
- Sir Roy Goode prize winner
- Q-Legal Student Adviser Volunteer
- PG Law Professional Skills Achievement Programme
- International Arbitration Award Writing

More may be added through the year so please do check the full list of QM Extras and criteria here: <http://www.arcs.qmul.ac.uk/students/sec/gradintelligence-account-/extracurricular-activities>

Degree Certificate

The official Degree Certificate will be available for collection at the Graduation ceremony. Those unable to attend graduation can ask for this to be posted instead by emailing studentenquiry@qmul.ac.uk

Your Degree Certificate will state the name of your degree programme, for example: LLM in “Banking and Finance Law”

If you are registered on a general the programme your Degree certificate will state for example: “LLM in Laws”

The degree certificate will not show the individual subjects taken.

Departmental prizes

The University and the School of Law have a range of prizes awarded after results are announced. The University will offer a number of Drapers awards for excellence. The School of Law will also offer The Roy Goode Award for the best overall PG Law student.

The School of Law will normally award a prize for the best overall student in each of the PG Law programme. All awards are subject to the discretion of the School of Law and can depend on the grade achieved.

We also offer directors prizes in selected modules for the PG Cert in Intellectual Property Law, PG Cert in Trade Mark Law and also the MSc in Management of Intellectual Property.

There are also external sponsored prizes in Patents for both the PG Certificate in Intellectual Property Law and also the MSc in Management of Intellectual Property (sponsored by GlaxoSmithKline) and also the Bill Caro Prize for best overall candidate in PG Certificate in Intellectual Property Law sponsored by Ann Caro.

10. COLLEGE POLICIES

10.1. Use of Queen Mary ID Card

You will receive a Queen Mary photo-identity (ID) card upon enrolment. This card is very important, and must be carried at all times on campus. If you do not produce this card upon request and satisfy staff that it is your card through comparison of your face and the photograph, you may be removed from the building, or from campus. Misuse of your card will normally lead to an investigation under the Code of Student Discipline (<http://www.arcs.qmul.ac.uk/students/student-appeals/misconduct/>)

The card shows your student number. You must take your card into all examinations, and display it on your table for inspection. You will also need to copy the student number onto your paper.

The card also serves as your library card, and as an access card for certain buildings and equipment (such as printers and photocopiers). Many buildings have security points at which you must show your card, and others require you to scan your card to release the doors.

You may also be required to present your card to confirm your attendance (e.g you may need to touch your card on a reader in a lecture theatre).

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Student Enquiry Centre (<http://www.arcs.qmul.ac.uk/students/sec/student-card/index.html>), who will be able to help you. A fee is charged to replace lost ID Cards.

If you are not able to collect your student ID card in the first semester of teaching as you are not on campus, do not worry. Details on how to collect your student ID card at a later date will be made available via the Student Enquiry Centre website..

10.2. Communications

QMUL will communicate with you in a variety of ways. Formal correspondence will be sent to you by letter, and it is important that you keep Queen Mary up to date with your personal details and address, you can do this online via the MySIS record system:

<http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>. However, it is most common for the Centre for Commercial Law Studies, QM and the Students Union to contact you by e-mail. You are assigned a university e-mail address when you enrol, and you are responsible for checking this account on a daily basis. All major notifications and updates will be sent to you by email first.

We will ALWAYS use your QMUL allocated email address to contact you. It is NOT possible to use a personal email address for this purpose. You may redirect your QM email to a personal email account. Details on how to redirect email can be found when you log in.

You can access your email account by logging on to a QM computer, or, if you are not on campus, at: www.my.qmul.ac.uk

We CANNOT take responsibility for you missing vital information if you have not checked your QM account.

You can also opt to have all emails forwarded to your QM email account from your personal email account.

As with any communications we cannot guarantee that last minute cancellations of lectures or tutorials will reach you in time.

If you are unsure of your computer username and password, please contact IT Services email: its-helpdesk@qmul.ac.uk Tel: +44 (0)20 7882 8888.

10.3. Religious observance and study

Queen Mary is a diverse community of over 25,000 students and staff. With a variety of faiths and beliefs represented on campus, we are committed to tolerance, understanding and co-operation, as well as to ensuring as far as possible that our policies are consistent across all needs. Many religions and beliefs require their members to pray at specific times during the day, or have special festivals or spiritual observance days. We recognise therefore that students at Queen Mary often strike a balance between their educational and religious commitments.

One of Queen Mary's fundamental aims is to provide an education that is judged internationally to be of the highest quality. It would be both impractical and inconsistent with our aims as a university to suspend teaching for reasons of religious observance, but we will accommodate students' religious commitments where we reasonably can do so. This may include providing learning materials (potentially including QReview recordings) online and permitting students to attend classes at different times where there is availability.

Students are expected to stay engaged and up-to-date with their studies throughout their time at Queen Mary. Schools and Institutes should make their expectations for attendance and submission of coursework clear to students at the beginning of their studies, and students should inform themselves beforehand about the potential implications of missing learning and teaching activities. Students must also inform their school or institute beforehand if they intend to miss any teaching. We will take religious commitments into reasonable account when reviewing students' attendance, but we expect students to plan their studies so that they can submit coursework on time.

The following procedures apply in the event that a special festival or spiritual observance day would result in absence from a scheduled assessment.

In the case of an in-class test, students may request permission in advance from their Head of School or Institute to be absent on that occasion. The Head of School or Institute will consider whether reasonable adjustments can be made, for example by permitting late submission or rearranging the test. It is important to submit requests well in advance, in case reasonable adjustments cannot be made. Students may notify Queen Mary of any special festivals or spiritual observance days that fall during formal examination periods by submitting the relevant form by the deadline specified in the Academic Calendar. We will accommodate such requests where we reasonably can do so. We are not able to make allowances for routine religious observance during formal examination periods.

10.4. Interruption & Withdrawal of Studies

Information on interruption & withdrawal of studies, including links to the relevant forms, found here:

<http://www.arcs.qmul.ac.uk/students/study/interrupting/index.html>

<http://www.arcs.qmul.ac.uk/students/study/withdrawing/index.html>

It is recommended that you include information on the School/Institute procedure in approving forms.

Please note that the Registry deadlines for both forms to be signed off by students registered on the majority of programmes are 6 January 2021 and 5 May 2021 (students who sign forms after these dates will remain registered for examinations in either the January or May examination periods and failure to attend may result in marks of 0 being entered and being used towards progression and award outcomes).

(Deadlines may differ for students on a number of programmes including MBBS, BDS, BUPT, Nanchang and Northwestern as well as for students on programmes with block study or January and April start points. For further information as regards specific deadlines please check the notes attached to the relevant forms via the above webpages.)

10.5. Updating personal details

It is important that Queen Mary has up to date personal details for all students. You will be able to update your address and contact details online using MySIS, however a change in name must be done in person at the Student Enquiry Centre with accompanying identification. You can find out more information on the Student Enquiry Centre website. <http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>

10.6. Deregistration

Should you not meet programme requirements for attendance or for submission of coursework, you may be deregistered from your programme of study. You will be given warnings before deregistration occurs, and you will have the right to represent your case to CCLS

10.7. Tuition Fee deregistration

When you enrol or re-enrol at the start of each academic year you agree to Queen Mary's Tuition Fee Regulations, <https://www.qmul.ac.uk/tuition-fee-regulations/>, which set the deadlines for paying tuition fees. Failure to pay your tuition fees by these deadlines may lead to your deregistration from your programme of study, under College Ordinance C3

<http://www.arcs.qmul.ac.uk/governance/council/charter/>

10.8. Representation

Your views are important to CCLS and Queen Mary. There are a variety of ways in which you can tell us what you think and share your ideas for improvements. Student representatives, elected by fellow students, also speak on behalf of the student body

at the School, Faculty and Queen Mary-wide level via various committees, groups and meetings. More information can be found at <https://www.qmul.ac.uk/tell-us/>

Postgraduate Research Experience Survey (PRES)

The Postgraduate Research Experience Survey (PRES) is conducted every two years. It is facilitated by Advance HE, the national body that champions teaching excellence.

The PRES gives you, as a postgraduate research student, an opportunity to give your opinions on what you liked about your time at Queen Mary, as well as those aspects that you feel could have been improved. The last PRES took place in 2019, so the next survey will take place in 2021. Please do consider completing the survey; your feedback really is invaluable and will help us make a difference for future generations of Queen Mary students. <https://www.qmul.ac.uk/doctorscollege/phd-students/pres/>

Postgraduate Taught Experience Survey (PTES)

The Postgraduate Taught Experience Survey (PTES) is conducted every year. It is facilitated by Advance HE, the national body that champions teaching excellence. The PTES gives you, as a postgraduate taught student, an opportunity to give your opinions on what you like about your time at Queen Mary, as well as those aspects that you feel could be improved. Please do consider completing the survey; your feedback really is invaluable and will help us make a difference for future generations of Queen Mary students. <http://my.qmul.ac.uk/your-voice/feedback/postgraduate-taught-experience-survey/>

10.9. Code of Conduct

Code of Student Discipline

The Code of Student Discipline applies to any action of misconduct whether it takes place on or off Queen Mary premises. The Code also applies to actions that are electronic and occur via electronic means such as (but not limited to) the internet, email, social media sites, chat rooms or text messages. Please refer to Code of Student Discipline <http://www.arcs.qmul.ac.uk/students/student-appeals/misconduct/>

Report + Support.

Report + Support: tackling harassment, gender-based violence and hate crime
Queen Mary is committed to creating an environment for work and study where staff and students are treated with dignity and respect. We have no place for bullying, harassment and hate. We recognise that these behaviours can take *many forms*. Any allegation of harassment, hate crime, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action subject to the processes detailed in the relevant *Queen Mary policies*.

Report + Support is our secure online platform for anyone at Queen Mary to report harassment, gender-based violence or hate crime, and find out about support options. If you have experienced or witnessed any form of bullying, harassment, violence or hate crime, please see reportandsupport.qmul.ac.uk.

All members of Queen Mary have a collective responsibility to: encourage a culture of dignity and respect; to treat others fairly, with courtesy and consideration; and to challenge inappropriate behaviour when it is safe to do so. More information can be found here: <https://reportandsupport.qmul.ac.uk/campaigns/our-commitment>.

10.10. Appeals and Complaints

Appeals

An academic appeal is a request to review a decision about progression, assessment or award.

Before you submit an appeal speak to your School/Institute about the decision you wish to appeal as many issues can be resolved without the need for an appeal.

Your School/Institute will be able to provide you with feedback on your marks, or degree classification, and to answer any queries. Please note that an appeal cannot provide feedback on academic work.

Appeals against academic judgment are not permitted, this means you cannot appeal simply because you think the mark you have received is too low. There are two grounds for appeal:

procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with Queen Mary's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure.

that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

An appeal must be received within 14 days of the notification of the decision you want to appeal and should be submitted from your Queen Mary email to appeals@qmul.ac.uk.

Further information about how to appeal and the appeal form can be found on the Queen Mary website: <http://www.arcs.qmul.ac.uk/students/student-appeals/appeals/index.html>

If you are not satisfied with the outcome of your appeal you may submit a Final Review for consideration by the Principal's nominee. Once a Final Review is complete you will be sent a Completion of Procedures letter which outlines the final decision of Queen Mary and the reasons for the decision.

Complaints

Before submitting a complaint you are advised to speak to a member of staff in your School/Institute as most issues can be resolved informally without the need for a formal complaint.

If your issue is not resolved through the informal process then you will need to complete the Stage 1 complaint form and submit this to the relevant School/Institute/Professional Services Head for investigation under the Student Complaints Policy:

<http://www.arcs.qmul.ac.uk/students/student-appeals/complaints/index.html>

Most complaints are resolved at Stage 1 but if your matter is still not resolved then there are two further stages to the policy, which are the institutional level and review stage.

When the complaint process is finished you will be issued with a Completion of Procedures letter explaining the final decision and the reasons for it.

Office of the Independent Adjudicator (OIA)

If you are unhappy with the outcome of an appeal or complaint then you may submit a complaint to the OIA within 12 months of receiving your Completion of Procedures letter. The OIA is the independent body set up to review student complaints and is free to students. For further information regarding the OIA please visit their website:

<http://www.oiahe.org.uk/>

10.11. Use of personal data

Personal information and data protection

During application and at (re-)enrolment you provide us with personal information about yourself such as relevant contact details and information about your background, which is held in systems such as MySIS. It's important that you ensure this information is accurate and keep it up to date. Throughout your studies (or after you graduate) you may also provide, or we may collect, other personal information and you should be aware that this also includes any work you submit for assessment in the course of your studies. Tutors may occasionally use anonymised student essays (or portions from them) as part of the teaching process. We hope you will be willing to support your fellow students by allowing this, but you may opt out by contacting your school office. Other markers of engagement are monitored to help support students. If you engage with your Advisor or other support services, notes may be kept and shared with appropriate individuals.

We ensure that all personal data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law - for example the annual student record that we submit to the [Higher Education Statistics Agency](#) - or other conditions allow.

HESA requires us to collect details of our students' ethnicities and disabilities as a means of monitoring the success of equal opportunities policies at a national level. This information is kept confidential and helps us to provide you with support and information on facilities and services that may be useful.

When you enrol or re-enrol online you will be asked to read a privacy notice about the purposes for which we use your personal data and to whom we may disclose it when required. You must read this carefully. All personal data is maintained in accordance with data protection legislation. For more information, visit: <https://www.qmul.ac.uk/privacy/> and/or contact Queen Mary's [Data Protection Officer](#) via data-protection@qmul.ac.uk. Change of Programme

As you have researched and identified your required programme in advance of enrolment, we would not expect to receive many change of programme requests. After enrolment, such changes will be extremely difficult and can only be considered within the first two weeks of teaching and ideally prior to module selection. In exceptional circumstances and with good reason, a change of programme may be considered.

Changes of programme can affect module selection processes – for this reason a change of programme may be refused if requested after the first two weeks of teaching

11. CRITICAL THINKING AND WRITING

Critical Thinking and Writing Programme

The Queen Mary Critical Thinking and Writing in Law (CTWL) is a specialised series of classes with the exclusive aim of improving the accuracy and quality of PG Law students' writing and research in Law. CTWL classes also lay the foundations for more meaningful participation in seminars and help students approach their exams and dissertations with added confidence and heightened chances of success.

A Pathway to Success for all PG Law Students

Academic writing within a specific discipline at postgraduate level is a skill that needs acquiring as student assessment is carried out in the form of exams, essays and dissertation writing. Bearing PG Law students' needs in mind, the Language Centre, in collaboration with the PG School of Law, has designed two modules alongside a series of supplementary sessions to help students improve their research and writing skills, and provide them with the confidence necessary to succeed in their studies.

The purpose of Critical Thinking and Writing in Law is three-fold. Firstly, it helps students who have been accepted on a conditional offer meet their language requirement (see section 1 below). Second, it offers students with opportunities to deepen their understanding of the learning strategies required at postgraduate study. Third, CTWL aspires to guide and assist students through the different stages of the writing process of their essays and dissertations.

In order to achieve these three goals, the programme offers two ten-week modules, together with some one-off sessions to assist students with the writing of their proposals as well as sessions to help students approach their exams.

Students with In-Sessional Language Conditions

CTWL in Teaching Period A20 introduces students (who arrive at QMUL with a conditional offer) to the skills that will be expected from them at Postgraduate level in the context of UK higher education. A range of legal texts (such as statutes, cases, and journals) will be analysed from a linguistic perspective and focus will be placed on raising students' awareness of structure and argumentation in English. This is conducted with the express requirements and standards of the postgraduate law programme in mind. Additionally, students are introduced to research methodology in law and associated skills that can serve their needs throughout their programme of study.

NOTE: Please ensure that you carefully read all conditions contained in your offer of study as notified via the student web portal as any students' claims that they were unaware of this condition to attend the In-sessional programme will not be accepted. It is important, therefore, that you refer carefully to your offer of study letter so that you are certain of your status.

- All students who have attended the Pre-Sessional English Programme at QMUL prior to joining a PG Law programme carry an automatic In-sessional condition.
- Students who have been accepted with an In-sessional condition only are required to complete Teaching Period One of the CTWL In-sessional programme: the condition is satisfied by attending at least 80% of Teaching Period one's classes.
- Students, who have been accepted on to a PG Law programme, but did not satisfy the 7.0 IELTS writing requirement, are also expected to attend the

CTWL module. The attendance and participation of these students is very carefully monitored by the Taught Programmes Office.

Module EAL4791 CTWL: Literacy Development.

The handbook for the CTWL programme will be available on QMplus Noticeboard. Please consult this QMPlus page for registration details, dates and the weekly topics covered in this module. This compulsory (for students with a conditional offer) ten-week module will introduce students to the skills that will be expected from them at PG Law level. Additionally, it helps them meet their language requirements. Our records indicate a strong correlation between regular CTWL attendance and high programme attainment. Accordingly, attendance of this module is monitored assiduously and non-attendees will be notified to the Taught Programmes office. A short, individual report will provide details of student attendance as well as broader information relating to class performance and participation at the end of both Teaching Periods.

CTWL for all students

As stated CTWL is mandatory for students arriving with a condition. However, the Programme is open to all PG Law students irrespective of their entry status. This extends to native English speakers who have been regular attenders of this Programme over the years.

Teaching Period One- EAL4791 CTWL: Literacy Development

Reading is a central focus of the first half of this ten-week module as students are obliged to read extensively around their module topics. The module at this stage is designed to help them do this constructively as well as to develop knowledge and awareness of the layout, organisation and sequence of a variety of legal texts. The importance of reading extensively and selecting potentially useful material for their respective needs with greater efficiency, speed and confidence, is also addressed. The second part of the module is concerned with the requirements of exam writing and the preparation of a proposal for their dissertation. Both Teaching Periods provide students with an opportunity to write and receive feedback on their work.

Also offered in Teaching Period One - Dissertation Proposal Writing

As PG Law students are required to write and submit their dissertation proposals by the end of November/early December, the Language Centre offers a one-off supplementary session to all students in November to cover this requirement. The session addresses the components, approach and style of what is conventionally required for the QM proposal. Exact date/s and time/s will be available in the CTWL section of the QMplus Dissertation Support Noticeboard.

CTWL in Teaching Period B20 is also available to all students. The overriding purpose in Teaching Period B20 is on the development and honing of writing for the dissertation. Students will be given the opportunity to learn and practise the skills needed to allow them to progress effectively and independently throughout this final, taught- stage of the programme being studied.

Teaching Period Two- EAL4792 CTWL: Dissertation Writing

Almost all PG law students are required to write a dissertation as well as submit coursework essays. Writing papers of this length accurately, while adhering to the formality and style required by Queen Mary, is a challenging undertaking for both foreign and English-speaking students alike. Accordingly, this ten- week module

addresses some of the areas of dissertation writing that have regularly been a source of student difficulty in previous years. Students are provided with the opportunity to work through the process of planning and structuring their dissertations and apply academic writing skills for law that were developed in Teaching Period One. For Dissertation writing classes students attend one 2-hour class per week for 10 weeks between January and March. Individual tutorials are available to all students from a member of the CTWL staff up until the mid-August submission for dissertations.

CTWL in Teaching Period C20 provides students with tutorial support to help them with their dissertations. This is in addition to any support that they may have from their LLM tutor(s). Assistance will be in accordance with relevant School of Law policy.

Registering on CTWL Modules

All CTWL classes will be delivered online. Registration for the CTWL module in Teaching Period A20 will open on 21 September 2020. Classes, however, will begin in the week beginning 28th September 2020. To register for these CTWL modules please use the In-session Course Bookings task available on MySIS - the online view of SIS, Queen Mary's Student Information System available at: <https://mysis.qmul.ac.uk/> A list of all classes of EAL4791 (CTWL: Literacy Development) with times and teaching locations will be available on MySIS for students to choose according to when they are free. Students are advised to enrol early as certain time slots can fill up very quickly. Class sizes are limited to 20-25 students and enrolment works on a first come first served basis.

Teaching Period two classes will be notified prior to the start of the Teaching Period and registration for these classes may open in early December 2020 for Teaching Period B20 and will resume after the exam period in the week beginning 28th January 2021.

This programme is not administered nor run by the School of Law. Therefore, any questions or queries need to be addressed directly with the Language Centre.

For more information, please contact:

Spela Gruden, Critical Thinking and Writing in Law Programme Administrator

Tel: 020 7882 2827

email: s.gruden@qmul.ac.uk

Nicholas Lloyd, Critical Thinking and Writing in Law, Module Convenor

Tel: 020 7882 2840

Email: N.h.lloyd@qmul.ac.uk

Office Hours: Monday to Friday: 9.30am – 4.30pm

12. STUDENT SERVICES

12.1. Student Enquiry Centre

We provide support to all Undergraduate and Postgraduate Taught students and we can help with a wide variety of queries. If you are not sure about something or do not know who to contact, ask us!

We are located on the ground floor of the Queens' Building, CB01

Contact

Student Enquiry Centre Online (accessed via MySIS -

<http://www.arcs.qmul.ac.uk/students/sec/sec-online/>)

Email: studentenquiry@qmul.ac.uk

Telephone: 020 7882 5005

Follow us on twitter @QMULSEC <https://twitter.com/QMULSEC>

12.2. Bursaries, Grants and Scholarships

Student Loans

If you have applied for funds from Student Finance then you will receive the first instalment once you have enrolled fully for the academic year. If your payments do not arrive and you cannot remedy the problem with Student Finance yourself, please contact the Student Enquiry Centre, <http://www.arcs.qmul.ac.uk/students/sec/>. They will be able to assess for any actions needed by Queen Mary and advise you of the next steps.

Bursaries

Queen Mary Bursaries are assessed using the household income information provided to us from Student Finance.

If you do not wish to take out student funding, such as loans, but still wish to be assessed for a Queen Mary Bursary you will still need to apply for a household income assessment, full details on how to do this are on the Advice and Counselling Service website.

Full details of the Queen Mary Bursary, including eligibility, amounts and payment dates can be found on our website -

<http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/qmul-bursaries-new/>

Queen Mary Financial Assistance Fund

If you have exceptional or unforeseen costs or you are in financial hardship you could be eligible for help from the Financial Assistance Fund. The fund is there to help any eligible student who has a particular financial need but we cannot meet every application we receive and we cannot always meet all of the costs that you

might apply for. Full details, guidance and an application form can be found on our website - arcs.qmul.ac.uk/QMFinancialAssistanceFund

Contact

Telephone: 020 7882 5079

Email: <mailto:bursaries@qmul.ac.uk>

<http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/>

12.3. I.T Services

Please note that at the time of printing this section is awaiting updates and is subject to change. For the most up to date information please see <https://www.its.qmul.ac.uk/services/students/>

Our services to support students range from email and internet access, to state-of-the-art teaching and learning facilities and high performance computing in support of research. There are a number of rooms around the campus that contain computers which students can use. You sign in using your Queen Mary username and password. In general, any computer you use will have all the applications that you need for your course available to you.

Your IT Account: Details of your Queen Mary username and password will be emailed to your personal address before you enrol.

The IT Service Desk is the first point of contact for all IT help, support and advice you can Live Chat with the Service Desk 24/7 <http://www.its.qmul.ac.uk/contact/>, call on 020 7882 8888 or raise a ticket via the Self Service portal <https://servicedesk.qmul.ac.uk/>. Visit us in the Queens' Building on the Mile End Campus. Our opening hours are Monday to Friday, 8am-6pm.

Find an available PC on campus: an interactive map showing which rooms have empty seats <http://availability.stu.qmul.ac.uk/>

Print, Copy, Scan

There are printers in the computer rooms and in the Library. The larger devices in the Library also offer copying and scanning facilities alongside printing. We also offer a wireless printing service. You are charged for printing and copying by clicks (one click = one side of paper). The cost of a single side is 4p but drops to 3.5p when you print double-sided. All students get £10 each year through your iPay account for printing and copying.

The CopyShop <http://www.copyshop.qmul.ac.uk/>

A quick, professional and cost-effective photocopying and printing service. We can print a range of items for you, including: Theses/Dissertations, Lecture notes, Posters and much more.

Book Scanning Service

The CopyShop offers students a professional scanning service. If you wish to retain a section of a publication for study use, the CopyShop produce a clear image. They can also scan materials you wish to include in your research materials in the correct format you need, for example Research Posters for William Harvey Day.

Wi-Fi

The wireless network you use to connect your devices is eduroam. Halls of residence are fully networked with Wi-Fi and a wired socket in each study bedroom. Access to e-mail, QMplus the online learning environment and other services relevant to your study at Queen Mary is available from the internet as a whole.

QMUL Mobile app

Queen Mary's mobile app is available as a native app for Android (version 2.3.3 or higher) and iOS (version 6.0 and above) devices. The app allows you to do a number of things on the move, including: check your course timetables, log into QMplus and your Queen Mary email, search for and renew library books directly from your phone.

I.T Policies

The use of IT facilities is covered by University regulations prohibiting, among other things, software piracy and unauthorised computer use. IT Services policies are published here: <http://www.its.qmul.ac.uk/governance/policies/index.html>

The IT Services website contains information on a number of our services and includes a range of self-help guides <http://www.its.qmul.ac.uk/support/index.html>

IT Service Desk

Telephone: 020 7882 8888 (24/7)

Self Service: <https://servicedesk.qmul.ac.uk/>

IT Services on the web: www.its.qmul.ac.uk

Graduate Centre (Mile End campus)

For Postgraduate student use

The Graduate Centre provides work areas and social spaces tailored specifically to the needs and working patterns of our postgraduates. Access will be by personal swipe card, (student card). Only card-holders may enter the Graduate Centre.

Ground Floor:

As well as the beautiful foyer reception area, there is the 200-seat Peston Lecture Theatre and Café Grad serving Starbucks coffee.

6th and 7th floor

Open-plan group study area for our postgraduate students. Postgraduate reading room and 2 x group study rooms. There is also a new postgraduate common room, which opens out onto a wooden deck terrace area with stunning views of London. The Graduate Centre is also used for PG teaching purposes.

Communications IT services and support LIF

We have an on-site support person from the IT Services department who will be able to deal with a small category of issues and requests Monday to Friday 9.00am to 5.00pm. The "Service Desk" will be able to deal with everything else and are your first point of contact if the support person is unavailable at the lower ground floor (LGF) IT suite kiosk. Do note that person also supports the rest of the building. Support can be provided on-site at LIF for the following:

- Wi-Fi
- QMplus support is provided locally at CCLS (see section 3.8) or by the Service Desk
- QM email
- Printing facilities
- IT suite computers
- Basic issues with personal laptops / tablets / phones

Tel: +44 (0)207 882 8888 (an internal-only phone can be found opposite the student printer in the LGF IT suite, dial 8888).

Email: its-helpdesk@qmul.ac.uk (non-QM addresses will be rejected) Portal: helpdesk.qmul.ac.uk

Office hours: Monday to Friday, 8.00am to 6.00pm

24/7 out of hours support is provided by a trusted provider, NorMAN.

Further information on Queen Mary's IT services can be found at:

<https://www.its.qmul.ac.uk/>

Important: Communications from QM and use of QM Email

Queen Mary will communicate with you in a variety of ways. Formal correspondence will be sent to you by letter, and it is important that you keep QM up to date with your personal details and address via MySIS. However, it is most common for PG Law office and central QM departments to contact you by email. You are assigned a QM email address when you enrol, and you are advised to check this account daily. You can access your email account by logging on to a QM computer, or, if you are not on campus, at: <http://mail.qmul.ac.uk>

We will always use your Queen Mary allocated email address to contact you.

It is not possible to use a personal email address for this purpose. So you must ensure that you check your QMUL email account regularly.

Email Best Practice and Etiquette

Note the following guidelines for effective communication:

- All email communications must take place using the QMUL email system (you must use your QMUL email address).
- You must be sure to include your full name and student id number in every message.
- You should check your QMUL email every working day (please note Saturday, Sunday and bank holidays are not working days) during the teaching and examination terms.
- Emails should be written in a suitable and polite register and should not use slang or informal abbreviations.
- The subject line should be completed.
- The email must be addressed to someone i.e. your tutor and must be signed off with an appropriate closing phrase.
- You must not send blank emails.
- You should only email one email address, if you must copy in another person or department for information only make sure that it is relevant but in all

cases, the person or department you require action from should be in the 'To' line and anyone else in the 'CC' line. Copying in lots of different department may mean you do not get a response.

We can respond more quickly to your emails if you create an email signature in outlook containing your name, student ID and programme of study. This helps us look up your information more efficiently and enables us to act on or to forward your enquiry to the most relevant person. Information about how to do this can be found here <https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-on-the-web-5ff9dcfd-d3f1-447b-b2e9-39f91b074ea3>

Please note that your email account will expire around two months after graduation so please ensure that you back up any essential information for detail about email please see this page <https://www.its.qmul.ac.uk/support/faqs/>

12.4. QMplus

QMplus Online Support for Modules and Noticeboards (FOR ALL)

At QMUL we extensively use the QMplus system, a Moodle based VLE, for communicating module and other important information to students.

The Early Weeks

During the first few weeks of Teaching Period one in particular, there could be changes to class venues or rooms. Once notified to the Taught Programme Office, these amendments will be posted onto the relevant QMplus Noticeboard under the Important Announcement heading.

Access to noticeboards and all other QMplus pages described below is via: <http://qmplus.qmul.ac.uk/>

QMplus Support for Module Teaching

Online delivery of module materials most, if not all, PG Law programme modules are taught through a mixture of materials that will be given to you, along with online activities. There is also an online discussion for each module. You can access all online materials through QMplus, including updated reading lists as appropriate and many other useful teaching tools.

The QMplus module page is updated by the teaching academic(s) or teaching assistants involved with the module.

Access to ALL QMplus module pages during module selection period/Inductions.

Until your module choices have been officially registered at the end of the induction period, you will be able to access ALL individual module QMplus pages as a guest user.

To access a module page as a guest: go to QMplus and use the search box to find the module pages you want to view. You can simply search when 'All Modules' is selected for the relevant module code, e.g. SOLM000. Clicking on the search result

will prompt you to enter a password. Please use the guest access password shown below.

QMplus Guest Access Password: **PGLAW2020**

Once guest access to ALL modules is closed down, you will ONLY have access to the QMplus module pages for your registered modules. There can be a delay in the removal of access so please do not worry if you continue to have access for a while - this does not mean your module choices have not been recorded correctly.

QMplus Access/Logins

From mid-October, you will be able to login normally with your own username and password to all available QMplus pages.

You should then use your QM allocated Username and Password to enter the QMplus system. Please note your username consists of lowercase letters and numbers (ex. lcw123) and is the first part of your College email address. This will then take you to the QMplus landing page for Postgraduate Law.

You will also find many useful links on the landing page – including PGLS, past exam papers, MYSIS, Law Library and more.

PG Law Noticeboard

This page will publish external opportunities for conferences etc. and highlight Internal QM events which may be of general interest. (Such as student parties!)

It is also a point of contact for all PG law students, regardless of individual programme of registration, to include taught and research students – the following link should take you to the page but it will appear on all students QMplus dashboard

<http://qmplus.qmul.ac.uk/course/view.php?id=5003>

QMplus Helpdesk and help with access

Should you have problems logging into QM services generally, (for example, email issues or unable to login to QMplus at all), please contact IT services via: <https://helpdesk.its.qmul.ac.uk/helpdesk/> or through the 'Help and Support' links at the bottom of QMplus).

CCLS QMplus Helpdesk

Although some problems will have to be resolved centrally by IT services as above, most other problems/questions can be resolved by our QMplus Helpdesk team based in LIF.

The QMplus Helpdesk is manned and available for assistance to students between 1pm - 5pm on weekdays during the teaching period. They can help you with any problems accessing your modules or Programme noticeboards, finding and downloading materials, uploading assignments, using the forums and chat features, posting messages, updating your QMplus profile page and diagnosing problems. Please note that this academic year these drop-in sessions *may be held remotely* through Blackboard Collaborate webinar links.

During induction weeks, the QMplus Helpdesk Team will be running troubleshooting drop-in sessions for any students who are experiencing difficulty with using QMplus. Students are particularly encouraged to see them at these times to help to solve early issues. There are several drop-in sessions during the induction period, which will be taking place through Blackboard Collaborate webinar links (see induction programme for dates).

During term time, the team is typically stationed on the 4th floor and available on weekdays between 13:00 - 17:00. Students wishing to see them can make contact via e-mail to book an appointment. Please note that these one-to-one appointments will *likely be held remotely* over MS Teams. Outside of teaching dates, they will still be available between 13:00 - 17:00 on weekdays but only by email.

The contact details for the QMplus Helpdesk are listed below:

- Email Address: qmplus.cclshelpdesk@qmul.ac.uk
- Telephone: +44(0)20 7882 6182

Please make sure that when emailing you provide your full name and use your @hss19.qmul.ac.uk e-mail address.

Teaching timetable

The teaching timetable will be given to you at induction. Any changes to the teaching timetable will be notified to you via your QMUL email account or via your individual module QMplus pages once your modules have been chosen. A copy of the timetable will also be available on the Joint Programmes Noticeboard on QMplus.

Class cancellations

Notification of any class cancellations or change of venue etc., will normally be notified to you at class level OR via the QMplus page for the individual module concerned. If QMplus is NOT used by your taught module, then the academic will usually contact you direct (via email).

Reading Lists

The individual module outlines given out at induction and during the initial lectures will contain reading lists, as will most individual module QMplus pages.

Course materials (hard copies and/or books)

If you are informed during your lecture to collect course materials then this will either be held at Reception or the Taught Programmes Office LIF 3.6.

Centre for Commercial Law Centre reception +44 (0)20 7882 8100

Examinations – format and past papers

If you have any questions about the examination paper format prior to sitting them, you should refer them to either the teaching academic concerned or to one of the Programme Directors. You will automatically have access to the Past Examination Papers Library within QMplus.

LLM/PG Diploma Programme Noticeboards

For the LLM programmes we use specific QMplus noticeboards throughout your study year, to post announcements specific to your studies and other events specific to the LLM.

The early weeks

During the first few weeks of teaching period one in particular, there could be changes to class venues or rooms. Once notified to the Taught Programme Office, these amendments will be posted onto the QMplus Noticeboard under the Important Announcement heading. Only the most urgent announcements will be added here as this will also generate an automatic email to ALL students.

You are advised to check the QMplus Noticeboard regularly during the first few weeks of the programme as other information may be added that does NOT generate a reminder email but could be important. (Please note, however, that it is sometimes difficult to notify students in advance of any last minute changes). However, please note that once your taught modules have been confirmed, notification of any class cancellations or change of venue etc. on an individual module will normally be notified to you at class level OR via the QMplus page for the individual module concerned.

LLM/PG Diploma Dissertation Support Noticeboard

This noticeboard is used to support and notify you of issues relating to the Dissertation element of your LLM. Both the CTWL staff and the LLM Tutor(s) will use this board to notify you of changes/availability. It also has some useful guidance documents on dissertation writing generally. It is also the point of submission for your dissertation title/proposal AND the dissertation itself.

LLM – Individual LLM Programme Noticeboards

You will automatically have access to a noticeboard which is specific to your programme of study. For example, if you are studying LLM Intellectual Property, you will have automatic access to the 'Intellectual Property Law Noticeboard'.

Note: Some programme pages are combined for related areas, please see list below. (These combinations are largely the same as those used during inductions)

These pages will be used to send you notices and invitations which are specific to your area of study so do remember to check them regularly.

There are 15 LLM programme noticeboards for your year of study

- [Art, Business and The Law](#)
- [Banking and Finance Law Noticeboard](#)
- [Comparative and International Dispute Resolution Noticeboard](#)
- [Competition Law Noticeboard](#)
- [Commercial and Corporate Law, International Business Law Noticeboard](#)
- [Criminal Justice, Human Rights and Immigration Law Noticeboard](#)
- [Environmental Law, Energy and Natural Resources Law and Public International Law Noticeboard](#)
- [European Law Noticeboard](#)
- [Intellectual Property Law Noticeboard](#)
- [International Economic Law Noticeboard](#)

- [International Shipping Law, Insurance Law Noticeboard](#)
- [Tax Law Noticeboard](#)
- [Technology, Media and Telecommunications Law Noticeboard](#)

If you feel that this may benefit your study, you can request to be added as a guest on ONE additional LLM QMplus programme page. Please email the QMplus Helpdesk at qmplus.cclshelpdesk@qmul.ac.uk

These requests will be monitored and approved by the QMplus team.

12.5. Libraries

In this section we detail some useful general information, student contacts and facilities that are available to you as Queen Mary Students.

There are two main libraries for the use of PG Law students:

Queen Mary Library Services

Library Services at Queen Mary provide the study environments, resources and staff to support your learning during your time at the university.

For Academic Year 2020/21, Library Services are providing as many ebooks and other resources as they can, so you can gain access to online readings from wherever you are. Electronic resources available include many law resources such as legal databases, e.g. Westlaw and Lexis Library, and all of these can be accessed via the Library website: <https://www.qmul.ac.uk/library/>

Although the Queen Mary Library Services website is open access, you will need to log-in with your Queen Mary Student Service account username and password, which you will get from IT Services when you enrol, to access Library e-resources.

Queen Mary Library Services have a team answering emails at library@qmul.ac.uk who will help you use the e-resources and answer any general Library related questions you may have.

For subject specific library support, check out the Queen Mary Library Services Law Subject Guide at <https://www.qmul.ac.uk/library/subject-guides/law/>

The Faculty Liaison Librarian for Humanities and Social Sciences with responsibility for the School of Law is **Mr. Rich Evans**. Contact details for Rich and his team can be found under 'Queen Mary Library Services Contacts' below.

The Library's Faculty Liaison team for Humanities and Social Sciences will be pleased to provide every opportunity to help School of Law students use the full range of Library Services' information resources for law in the most effective and timely way, through:

- Timetabled group sessions and bookable appointments providing 1-1 advice

- Providing online supporting materials made available via QMplus and the Library Website
- Answering your enquiries and questions, for example by email.

The Queen Mary Library online services are backed up by some socially distanced on-campus service points providing drop-in help as well as socially distanced study space in Queen Mary libraries at Mile End, Whitechapel and West Smithfield:

Mile End Library

The Library building is located in the centre of the Mile End campus and provides resources for all taught subjects at Queen Mary. The main Law Print collection is on the first floor south. Print copies of books which feature on course reading lists (both undergraduate and postgraduate) are kept in the Teaching Collection, which is on the Ground floor.

As well as wide-ranging print collections, the QMUL Mile End Library has a Welcome Desk to assist with student enquiries; individual and group study spaces, clusters of networked PCs, wireless access for laptops, scanning, printing and photocopying facilities and much more.

Whitechapel Library

Whitechapel Library is based in the church of St Augustine with St Philip, just behind the Royal London Hospital. The Library holds a collection of print books and journals, on the ground floor and in the basement, focussed on the subjects of Medicine and Dentistry. A number of networked PCs are available throughout the Library, together with printing, photocopying and scanning facilities and wireless network access for laptops. The Library provides a range of study spaces from silent study to more informal areas.

West Smithfield Library

West Smithfield Library, within the grounds of St Bartholomew's Hospital, is a traditional library, with the building and interior dating back to 1879. The print books and journals focus on the subjects of Medicine and Dentistry. There is silent study space, and a group study area, networked Queen Mary PCs, printing, photocopying, and scanning facilities as well as wireless network access for laptops.

In addition, at the Mile End campus, Library Services also manage study spaces at **Canalside**, **The Hive** and on the Seventh Floor of **Graduate Centre**. The **Queen Mary Library Services Archives & Special Collections** are also held in the Mile End Library:

The Archives & Special Collections Team manage institutional and personal archives dating from the 18th Century to the present day, as well as collections of rare or special materials.

Digital Archives are accessible via our website. To get started exploring the collections, try searching the archives catalogue: <http://archives-catalogue.library.qmul.ac.uk/CalmView/default.aspx>

Visits to the Archives Reading Room on the 2nd floor, Mile End Library,

are by appointment in advance. These appointments are limited for the start of 2020/21 due to social distancing in response to the Coronavirus pandemic, but this will be reviewed and updated during the course of the year. The Archives Reading Room provides silent individual study space in which to access and research using these collections. For more information, see the Archives website: <https://www.qmul.ac.uk/library/archives/>

As 2020/21 will be such an unusual year, the resources and facilities Queen Mary Library Services provide will be constantly under review and evolving throughout the year and may vary from those outlined above. You will always find up-to-date details of the Queen Mary Library Services faculties, resources and support on the Library Services website.

More especially, you will find more detailed information for new students on the library's welcome page: <https://www.qmul.ac.uk/library/using-the-library/welcome-and-induction-2020/>

For support with finding, using and evaluating information and information about the academic skills services, please see our Find it! Use it! Reference it! module on QMPlus <https://qmplus.qmul.ac.uk/course/view.php?id=6819>

Queen Mary Library Services Contacts

General:

Telephone: 020 7882 8800

Email: library@qmul.ac.uk

Website: <https://www.qmul.ac.uk/library/>

Twitter: QMUL Library (@QMLibrary)

Subject Support:

Humanities and Social Sciences

Email: library-hss@qmul.ac.uk

Twitter: [QMUL Library HSS \(@HssQmul\)](https://twitter.com/HssQmul)

Highlights news, current research and events within the disciplines of Humanities and Social Sciences.

The Institute of Advanced Legal Studies Library (IALS)

To join this library, you will have to show your QM student card and complete the IALS Library Registration Form. We will give you a copy of this, either with your pack at Induction or from the LLM Administration office. Please take both to the Library direct.

The IALS Library:

- Receives funding directly from QM to enable them to provide all of our LLM students with excellent quality library support.

- Receives reading lists for all QM LLM modules, and undertakes to make available all core reading and a wide and interesting variety of supplemental literature.
- Is one of the largest and broadest single subject law libraries in Europe, with access to over a quarter of a million books and over three thousand serials, across a wide range of legal topics and jurisdictions.
- Actively monitors circulation statistics, and purchases multiple copies of heavily used course books.
- Will, where possible, obtain electronic access to key resources to facilitate students' research, and enthusiastically pursue a policy to make as many of our electronic resources as possible available to QMUL students offsite.
- Can offer expert advice, training and assistance in your legal research.
- Offers a serious, postgraduate only working environment to facilitate your studies.

Getting to the Institute IALS is situated on the north side of Russell Square on the corner of Bedford Way. The nearest London Transport tube stations are Russell Square (Piccadilly line), Euston (Northern and Victoria lines) and Euston Square (Circle and Metropolitan lines). Holborn station is only 5 minutes' walk from there.

Opening hours

From Monday 01 October 2018 until mid-June 2019 our opening hours are:

Weekdays: 9.00am to 11.00pm

Saturdays: 10.00am to 8.30pm **Sundays:** 12.30pm to 8.30pm

(Opening hours from June onwards will be announced nearer that time.)

Contact: Laura Griffiths, Assistant Librarian,
Academic Services Institute of Advanced Legal Studies Library
University of London
17 Russell Square LONDON WC1B 5DR. Tel: +44 (0) 20 7862 5820
Fax: +44 (0) 20 7862 5770 Email: ials@sas.ac.uk Web: www.ials.sas.ac.uk

Other Libraries

While every effort is made to stock relevant material in the Queen Mary Library collections, this is not always possible, especially for periodicals or books which are no longer in print. But there are other libraries you could potentially make use of:

University of London Library at Senate House

Queen Mary pays so that our students and staff can access the resources of the Senate House Library. Senate House Library is based in Malet Street in central London and has extensive research collections, both in print and online:

<https://london.ac.uk/senate-house-library>

British Library

National Library of the UK based at St Pancras in central London:

<https://www.bl.uk/>

12.6. Residential Services and Support

Residential Services incorporates:

Housing Services, based in the Housing Hub, Feilden House, Westfield Way at Mile End, deals with halls applications, room allocations, room transfer requests, summer accommodation, residential fees as well as providing a comprehensive alternative housing service.

There is a 24 hour Reception, based in France House, Westfield Way at Mile End, handling all enquiries relating to the management of residential accommodation, including reporting of repairs and cleaning issues.

Residential Support, also based in the Residences Reception, France House, provides support to halls residents, handles issues relating to discipline, pastoral care, social events and complaints.

If you are a resident in College accommodation you should consult the Residents' Handbook for comprehensive information on all hall related issues, and contact details for the relevant section of Residential Services:

<https://www.qmul.ac.uk/residences/handbook/>.

Contact Housing Services

Email: residences@qmul.ac.uk

Contact Residential Support

Email: residential-support@qmul.ac.uk

www.residences.qmul.ac.uk

13. STUDENT WELFARE/SUPPORT

13.1. Student Health Service

The [Student Health Service](#) (SHS) is a free National Health Service (NHS) providing a wide range of medical services. [Registrations for the SHS can take place online](#), for all students living in inner London unless for clinical reasons. The SHS on campus is located in the [Geography Building, Mile End \(number 28 on map\)](#). If you cannot register with the SHS for clinical reasons or because you live outside inner London or if more convenient to register with a doctor close to where you live, you can find a list of local doctors through the [NHS website](#). Queen Mary students who are not registered patients may be able to use the service in certain circumstances. Please, visit the [Student Health website](#) for further information.

13.2. Advice and Counselling Service

The Advice and Counselling Service offers confidential, professional support services to all Queen Mary students. We have helpful advice and guidance for financial, immigration and other practical issues as well as emotional support on our website (welfare.qmul.ac.uk). You will also find information there about our services and contact details.

Financial, Immigration and Welfare Advice

Our Welfare Advisers can advise you on solutions and options relating to financial and welfare issues. We provide specialist advice and support on all aspects of student finance (loans, grants, bursaries), hardship funds and welfare benefits. We offer dedicated support for students who no longer have contact with their family (estranged), and students who have experience of local authority care, and students from a refugee background. We also provide support for students experiencing domestic abuse or forced marriage.

Counselling

Life can seem like a struggle at times, and it is normal to sometimes feel a bit low or anxious. Sometimes, though, emotional and psychological issues can become too challenging, and may have a negative effect on your studies and well-being. Our Counsellors can help you to make sense of difficult experiences and feelings by providing the opportunity to think and talk reflectively, which can bring relief and meaningful changes.

The first step is meeting confidentially with one of our Counsellors to discuss what type of support might be most useful to you. This might be short term counselling, group therapy, cognitive behavioural therapy or a referral for longer term support or specialist services outside Queen Mary / in the NHS. For many students, just one or two sessions can really help. Our Counsellors are all highly experienced in working with students, and all types of issues.

Contacting the Advice and Counselling Service

For more information about available services and contact details please visit the Advice and Counselling Service's website:

www.welfare.qmul.ac.uk

13.3. Student voice

Your views are important to the school of law and QM. There are a variety of ways in which you can tell us what you think and share your ideas for improvements. Student representatives, elected by fellow students, also speak on behalf of the student body at the school, faculty and QMUL-wide level via various committees, groups and meetings. More information can be found at

<http://my.qmul.ac.uk/your-voice/feedback/>

Some of these will include:

- School Staff-Student Liaison Committee and Course Representatives
- Module evaluation
- Postgraduate Taught Experience (PTE) Surveys
- Personal feedback to academic tutors
- Student Ambassadors (for open days, etc.)
- Student Representatives for the Staff Student Liaison Committee and main Course Representatives.

During the first weeks of the programme we will be looking for volunteer members of our PG Law student body to act as Student representatives. We try where possible to have volunteers from each of the Programmes/areas that we teach.

The Students' Union will provide full training and support for all student reps, preparing them to make the most of their role, acting on behalf of the students they represent and liaising with the staff in their SSLC and school. This training will be organised in co-operation with their school and provided before the first SSLC meeting.

From these volunteers, we then ask you to nominate and confirm two Main Course Representatives. (For all Programmes)

As a recognition of their efforts and the contribution they have made, all Course Reps are invited to a special Education Awards ceremony at the end of the year where they receive a certificate. In order to qualify for a Course Rep Contribution Award, the Reps must attend an introductory training session and at least one of their SSLC meetings. There are also additional award opportunities, for those who make an extra achievement, which goes beyond their core role.

Course Reps will also have an opportunity to learn and develop wide range of valuable skills that can help them to improve their employability, through a number of additional training sessions available during, from 'Personal Development Planning' and 'Communication' to 'Chairing a Meeting' and 'Negotiation Skills'. These training sessions, along the introductory core training, count towards the QM Skills Award, which is another opportunity to have the skills they have developed recognised and awarded.

The student representatives are asked to meet at LIF usually once each term for the SSLC meeting. This is your opportunity to raise areas of concern directly with programme directors, the programmes Coordinator and certain key academic or specialised staff - it can be used as a quick remedy for many concerns. It is also an opportunity for staff to discuss particular areas with you perhaps with regard to

current year procedures or planned changes in the future. The meetings are very worthwhile and interesting.

The two Course Representatives may be asked to attend additional QMUL committee groups over the year – again, not many and usually no more than two per year.

All student reps would be asked to introduce themselves to fellow classmates in their own lectures only and be approachable, so that students can raise issues of concern with them.

A list of contacts for all student representatives and Course Representatives QMUL emails will also be posted on the QMplus Noticeboard. Please look out for your emailed invitations to volunteer for this very worthwhile group.

Module and Programme Evaluation

Towards the end of each Teaching Period, you will be asked to complete an evaluation of each of your taught modules for that period. Evaluation forms will be given out in class and returned to the Taught Programme office by a student volunteer. Class academics should give you some time to complete these. We would be grateful if you could assist us with this, as the information and feedback we receive from you is vital and is always carefully considered and vital for continued improvement.

The Postgraduate Taught Experience Survey (PTES)

The Postgraduate Taught Experience Survey (PTES) is conducted every year. It is facilitated by Advance HE, the national body that champions teaching excellence. The PTES gives you, as a postgraduate taught student, an opportunity to give your opinions on what you like about your time at Queen Mary, as well as those aspects that you feel could be improved. Please do consider completing the survey; your feedback really is invaluable and will help us make a difference for future generations of Queen Mary students.

<http://my.qmul.ac.uk/your-voice/feedback/postgraduate-taught-experience-survey/>

Course Representatives

Each Queen Mary postgraduate law Programme has one or more appointed student representatives who work with their Programme Coordinator and the PD Team to put on a programme of events for their cohort. The aim is to enhance students' educational and social experience beyond their academic study during the year, and to develop opportunities for students to experience professional growth and to give service.

The programme focuses on 3 areas: Social, Charitable, and Careers-related activities -

The Professional Development team works closely with Programme Coordinators and Course Representatives to organise Programme-specific career events and, where possible, to source a limited number of exclusive work experience and mentoring opportunities for our students, matching Queen Mary postgraduate law students with leading legal practitioners. The PG Law Careers Team additionally organises a series of weekend workshops that offer invaluable opportunities for you to develop your professional skills (e.g., effective negotiation, accounting for lawyers, time management, etc.).

For all enquiries and to contact a member of the PD Team please e-mail

13.4. Disability and Dyslexia Service

The university's Disability and Dyslexia Service (DDS) offers advice, guidance and support for students with disabilities, including specific learning differences like dyslexia and dyspraxia, as well as mental health difficulties, from application through to graduation. The range of support that the DDS is able to provide includes:

- Support and guidance in applying for the Disabled Student's Allowance (DSA)
- Support for international disabled students
- Liaison with staff in Queen Mary's Schools regarding 'reasonable adjustments'
- Support in ensuring that course materials are fully accessible
- Diagnostic assessments for students who think that they might have specific learning differences
- Specialist one-to-one study skills support for students with dyslexia and other specific learning differences
- Specialist mentoring support for students with mental health difficulties and autism
- On-site DSA needs assessments
- Access to non-specialist human support, e.g. note-taking
- Access to assistive technology
- Guidance in accessing examination concessions such as additional time

Contact

Telephone: 020 7882 2756

Web: www.dds.qmul.ac.uk/

Email: dds@qmul.ac.uk

13.5. Learning Development

The Academic Skills Enhancement (ASE) service works in a number of ways with taught students at any level, undergraduate or postgraduate, from any subject discipline, to develop the skills and practices needed to become more effective in their academic work and excel at university.

Areas covered include: writing for academic purposes, effective reading and note-making, presentation skills, time-management, critical thinking, understanding marking criteria, using feedback, revision and exam preparation and avoiding plagiarism. We also support the work of student mentors through providing resources and training to support peer and social learning

Academic Skills Tutors offer support and developmental opportunities in the form of one-to-one tutorials, workshops, drop-ins, and self-access resources. In addition, we host Royal Literary Fund (RLF) Fellows who offer writing advice to both taught and

research students.

Academic Skills Enhancement (ASE) are part of the Library Teaching and Learning Service and are based on the Mile End Campus and online. For more information on the services and resources available, how to book, check <https://www.qmul.ac.uk/library/academic-skills/> Faith at QMUL

Queen Mary welcomes over 25,000 staff and students on its campuses in London and is committed to encouraging religious understanding, freedom of speech and open social interaction.

Queen Mary is proud of its diverse multicultural population. With a variety of faiths among staff and students, our facilities are designed to be places where people of all faiths are welcome to use the spaces for contemplation, reflection, meditation and worship.

Please, visit [Faith at QMUL](#) for further information, including facilities and services, policies and guidelines and other useful information.

13.6. Student Engagement

College regulations on Engagement, Retention and Success can be found here.

<http://www.arcs.qmul.ac.uk/policy/>

Below is the policy that applies to the Postgraduate School of Law

Student Engagement Policy Framework

For the timely and effective administration of support, the School wishes to use the following markers of student engagement. This is to ensure that students are well supported and given every opportunity to progress with their studies and to achieve to their fullest potential whilst here.

1. Markers of Student Engagement

1.1. Attendance: All students are expected to attend the scheduled taught weekly lecture associated with the modules for which they are registered as part of their programme of study. (See absence notification section for more details on how this information is captured and the schools absence policy)

1.2. Submission of Dissertation Title and Proposal

All students are required to submit the above, by the individually advertised deadline and method of submission (see Dissertation section) (with the exception of Part time students who may be exempt if doing a dissertation in their second year)

1.3. Dissertation supervisory meeting

All students are required to meet or have contact with their allocated supervisor at least once and by a given date. (See Dissertation section)

1.4. Course essays, final assessment exercises and oral components (where applicable): Students are expected to submit and make a presentation if this is associated with a module for which they are registered as part of their programme of study. This should be by the individually advertised deadlines (see Assessment section). This may not apply to all students.

1.5. Dissertation Submission:

All students are expected to submit the compulsory dissertation for which they are registered as part of their programme of study, by the individually advertised deadline and method of submission. (See Dissertation section)

2. Action Following Identification of student who may require support

2.1. Actions by Schools are designed to support students to engage or reengage with their study programme. The underpinning principles are that the School, once it has admitted a student to a programme of study, has a duty of care to that student, whilst in turn the student has a responsibility to engage with the available support. In such cases, support will be designed by the School around the needs of the individual student.

2.2. A student identified as approaching or falling below the minimum requirements of engagement set by their School will be contacted alerting them to this, outlining support mechanisms to deal with the issues that may be contributing to this.

2.3. Once a student is identified as in need of support in order to reengage with their studies, they will be invited to a meeting with your Programme Support Officer/Director(s) to discuss issues that might be affecting their studies, and for the provision of encouragement/advice (with possible referral to QM support services if necessary). In exceptional circumstances, a senior member of the School team, such as the Head of Department or the Head of School, may be involved in this process.

2.4. The School will always try to help students who are experiencing problems, but we cannot do so if we are not kept informed of them. If there are factors making a student's engagement with their programme difficult, it is essential that the student raise any issues with an appropriate person in the School, at an early stage. This will give us the opportunity to intervene and provide the necessary support.

Attendance Monitoring Procedure

Student's engagement with their studies both online and in person will be monitored electronically.

Students who are not engaging satisfactorily will be notified and invited to discuss this. Failure to engage in your studies could lead to your being de-registered from the programme. A period of continued absence for more than two consecutive weeks will not normally be permitted.

It is the student's responsibility to ensure that they are actively engaging with their programme.

Engagement can be shown by following online lectures on collaborate and/or teams seminars. Use of QMPlus module pages can also show that you are actively engaged. Submission of required assessments also shows engagement.

Absence Notification – Advance Planning

If you are expecting to be absent from your course for a sustained period, (for one week or more) you **MUST** inform the TPO team in advance by email regardless of whether you attend in person or online, giving your reasons for this absence. We can normally note this as Permitted Absence. Please note however, that this should be for unavoidable reasons only - it is never a good idea to miss classes due to the relatively short teaching year.

In such cases, please email the TPO team on pqlawoffice@qmul.ac.uk with the following information:

- Period of absence (giving date range)
- List all modules that you will NOT be able to engage in during your absence and the applicable dates. (For example: SOMXXX on Tuesday 12 & 19 November 2020.)

Sickness, Short Term Absence or Unplanned Events

If you are unable to engage in your studies due to sickness or another short-term problem, it is not necessary to inform the TPO team or the class academic/teaching assistant. We only need to be informed of a sustained period of absence as above.

14. GRADUATION AND ALUMNI

14.1. Your Alumni Network

As a future alumnus of Queen Mary, there are a number of ways that you can get involved with your Institution and keep in touch with your peers and the wider network whilst you are a student and after you graduate.

You can join the [Queen Mary Network](#) which will enable you to:

- connect with Queen Mary's global community
- share your career expertise and knowledge through e-mentoring
- reconnect with your CCLS friends
- update your details simply and easily.

We look forward to welcoming you to our vibrant global community, providing you with a lifelong link to CCLS and each other.

Would you like to feel more connected with old friends, fellow alumni and Queen Mary whilst expanding your networks, and developing your skills and expertise? We have a number of law specific chapters and groups, with more being set up globally. Join the [CCLS Chapter](#) on QM Network to learn about upcoming events, forums and news and updates.

There is also the Alumni and Friends of the Centre for Commercial Law Studies ([AFSIA Chapter](#)) for legal professionals with a particular interest in arbitration, mediation and dispute resolution. As well as several regional chapters in the UK and abroad.

The [CCLS alumni](#) have a group on LinkedIn. Joining this group will provide you with an opportunity to hear news from fellow alumni, as well as find out about upcoming conferences, seminars, and other events.

CCLS publishes a bi-annual Alumni Bulletin along with other communications which include articles and updates by our alumni and academics. The Bulletin is distributed to all our alumni and made available online on our website. If you would like to contribute an article, advertise a job/internship opportunity within your firm or have a news item that might be of interest to other alumni students, please let us know by e-mailing our [CCLS Alumni Team](#).

The CCLS [web pages](#) are dedicated to our alumni with more information on how you can get involved and stay in touch, our news, events and alumni reunions.

We are always happy to hear from students and alumni to include profiles, which can be promoted on the School of Law website, as well as in other publications such as the prospectus, brochures and adverts. Alumni also assist colleagues in the International Office and School of Law at promotional fares, both in the UK and overseas.

If you are interested in any area of alumni engagement and [getting involved](#), please contact our Alumni team

14.2. Graduation

September One Year Intake: December 2021

January One Year Intake: Summer 2022

January 9 Month Accelerated Intake: December 2021

Queen Mary has two graduation ceremonies per year, one in summer and one in winter (usually mid-December)

The Ceremonies office will make contact with you a few months before your graduation and send you a form and information for booking a place at this wonderful event, both for yourselves and hopefully some friends and family..

You may find that you will have to book a place at graduation even though you will not have confirmation that you have successfully passed your degree. Please do not worry, as this is normal practice due to the timing of the event. In the unlikely event of your not passing your exams, you can obviously withdraw from that particular ceremony.

For further information about graduation please visit the graduation site <https://www.qmul.ac.uk/graduation/index.html>

15. CAREERS AND ENTERPRISE

Looking for part-time work or an internship? Need help with your CV or a job interview? Want to find out about your options when you graduate? Thinking about starting a business?

The QM Careers and Enterprise Team provides a range of services that enable you to develop your employability skills, access work experience and graduate job opportunities, network with employers and decide on your next steps after graduation.

Students in every School are able to participate in a diverse careers programme. This might include in-curriculum lectures, lunchtime workshops, professional career options panels, 1-to-1 careers guidance, application feedback appointments and mock interviews. This is supported by a wealth of careers information online.

There are over 100 employer-led events on campus a year, from fairs to skills workshops. These offer you the chance to network with recruiters and get training on self-presentation skills for the recruitment process. We also provide a range of paid work experience opportunities, from real life consulting projects via QConsult to part-time or full-time internships via QInterns, as well as taster programmes that give you understanding about different sectors and employers.

For those who are aspiring entrepreneurs and social entrepreneurs, our enterprise programme supports students in setting up their own businesses via seed funding, 12 week Incubator programme, events, bootcamps and 1-to-1 careers guidance.

Get the latest news on social media, search jobs on our online jobs board, read our jobs blog or website for advice and insights and use our practice interviews and psychometric test software.

You can

- Book an appointment for one-to-one careers guidance. Book by phone (020 7 882 8533) or in person up to a week in advance, or drop by on the day – we may have appointments free. We are also able to offer all our appointments to run remotely.
- Find out more about the world of work from employers and former students at our careers events <http://www.careers.qmul.ac.uk/events/>.
- Attend workshops on job applications, interviews, assessment centre techniques and a range of graduate skills – from leadership to commercial awareness <http://www.careers.qmul.ac.uk/events/>.
- Find a range of part-time, and full time job vacancies on our website www.careers.qmul.ac.uk/jobs
- Use our work experience hub to find out about internships, temporary work or local work experience placements <https://www.qmul.ac.uk/law/postgraduate/why-choose-school-of-law/careers/>

15.1. Careers

In addition to the overarching careers programme available to all Queen Mary postgrad law students, the Programme Reps organise at least one careers-related event each term, engaging with employers specific to their field, and encouraging productive networking opportunities.

So, take the opportunity to help make your QMUL experience unforgettable while enhancing your CV with the organisational and leadership skills required to run events and keep the Programme groups working well. Be active!

Notice of the Programme Reps application process will be posted soon in LIF (LG Information Board), and on the QMplus Noticeboard!

15.2. Professional Development Team

The postgraduate law careers team is a dedicated team of expert careers consultants, including experienced lawyers, who together offer a range of guidance, workshops, clinics and employer events to help you best position yourself for your career, as well as enhance your professional skills and global employability.

Throughout the year, the Careers Team offers one-to-one career advice sessions and runs important employability skills workshops e.g., how to hone your CV and cover letter, polish your networking abilities and optimize your online applications. They also coordinate a range of weekly employer events tailored for Queen Mary postgraduate law students. These will help you not only to understand the UK legal jobs market and improve the quality of your employment applications but also to enhance your potential for employment in law globally.

The team provides current PG Law students and recent alumni with career consulting and a whole range of information resources, including weekly updates about careers events and employment-related opportunities. They can also help students link up with other QMUL PG Law alumni.

For all enquiries and to contact a member of the PD Team please e-mail pqlawcareers@qmul.ac.uk

PG Law Careers services

Throughout the year you can book one-to-one appointments 3 days a week for 25 minutes each. Any careers topic can be discussed from career choice, to career planning to CV, cover letter and application reviews, (after you complete the online tutorials) to job or internship search strategies. You can come as often as you like but need to call 0207 882 8533 to make an appointment. One-to-one appointments are best conducted in person, but, if necessary, can be held via Skype or phone: this service extends to alumni for up to 2 years after they graduate.

Once again, to book an appointment with a PG Law Careers Consultant, please call: 020 7882 8533.

During the PG Law Careers induction, you will receive the PG Law Careers Guide which includes comprehensive information about getting into legal positions and different law-based career options. It also covers how to develop a career plan within a challenging time frame and a competitive legal jobs market. The guide puts the whole careers picture at your fingertips to get you started. A wider range of career options is showcased in the Spring Term, with the PG Law Career Options networking event. Throughout the first two terms, there are weekly employer and

information events and workshops at LIF led by visiting employers, alumni and the QMUL Careers Consultants within the Careers Team.

You can e-mail the Team at pglawcareers@qmul.ac.uk. For information about QMUL Careers & Enterprise services visit www.careers.qmul.ac.uk

Employment-related experiences and mentoring opportunities

As demand for legal experience together with commercial understanding grows, the expectation for postgraduate students to undertake internships or work-related experience in the field has become the norm. In order to ensure students have the opportunity to develop and harness their knowledge of their legal specialism, the PD Team strive to support such professional development by facilitating and promoting opportunities for students to have mentoring, shadowing and other experiential learning opportunities across all our Programmes. Starting in October, we publish a weekly bulletin of available internship and other employment opportunities that may be of interest to our current students and recent grads. This will be emailed to you. With the support of our alumni, academics and other legal professionals who are closely associated with CCLS, we have been able to offer some exclusive employment-related opportunities for QMUL postgraduate law students to work in international organisations, law firms and commercial companies, whilst further organising shadowing and research opportunities in both the public and private sector. We have a full-time Internship and Mentoring Coordinator at LIF who coordinates these development efforts.

In addition to engaging and assisting with these exclusive internship programmes, we also actively advertise, promote, and assist students with applications for opportunities in the UK and at the European and international level.

On an administrative level, with some international and European internships, there are legal requirements that need to be met prior to students commencing these opportunities. We are happy to provide advice and support with these where required, including e.g., a template for Conventions de Stage in France. The PG Law Careers Team is headed by Anne Flanagan, LLM Director (a.flanagan@qmul.ac.uk).

Ways of accessing careers services and information

- 1:1 Appointments
To book an appointment with a PD Team Careers Consultant, please call: 020 7882 8533.
- QMplus PG Law Careers Noticeboard
This page is maintained by the Careers team for the School of Law. They send out weekly newsletters with events and opportunities to students and post useful resources on the page. Please search the page on QMplus.
- The central Careers & Enterprise in Mile End also provide general careers support. If you find you cannot book a 1-2-1 appointment on the LIF campus, a careers consultant can see you there. You call 0207 882 8533 as above.
- You can access this QMplus page through the 'Student Life' section at the bottom of QMplus under 'Careers'

16. PROGRAMME OVERVIEWS

General Academic Support

It is easy for you to seek advice from academic staff on an informal basis; most academic staff have office hours during which they are available to students. You can also email academic staff to schedule an appointment. Check the faculty web pages for staff email addresses: <http://www.law.qmul.ac.uk/people/> or check your course QMplus page

You can also approach your academic teachers before or after class.

If you are seeking advice on any matters relating to your programme of study within the School, we would suggest you first contact the Taught Programme office staff. Contact details can be found [here](#).

16.1. Postgraduate Law Programmes

[LLM Laws \(General\)](#)

[LLM Programmes](#)

[Art, Business and Law LLM](#)

[Part Time LLM](#)

[Regulation and Compliance LLM/MA/MSc](#)

[Law and Finance MSc/PGCert/PGDip](#)

[Law and Economics LLM/PG Dip/PG Cert](#)

[International Finance Law PG Cert/PG Dip](#)

[International Dispute Resolution PG Dip](#)

[Laws PG Dip](#)

Specialist Intellectual Property Programmes:

[Management of Intellectual Property MSc](#)

[Intellectual Property Law PG Cert](#)

[Trade Mark Law and Practice PG Cert](#)

Distance Learning Programmes

[Technology, Media and Telecommunications Law Online Pg Dip/PgCert](#)

[International Dispute Resolution LLM/PgCert/PgDip](#)

Associate Programmes

[London/Dresden/Osgoode](#)

You should use the induction period to obtain class materials via QMplus and discuss any issues with academic teachers, LLM Directors or administrative staff. You then have to select the modules you will be studying for your programme and for which you will be assessed. You select your modules for the academic year and

NOT just for your first teaching period. Students on the January one year programme will select their modules for Teaching Period A21 will select those modules in September 2021.

The requirement for a Master's degree (LLM) is 180 credits.

Many combinations of modules are possible but where a programme has a **compulsory** dissertation a student cannot be exempted from this requirement

There are some basic rules governing your choice of modules which are detailed below in their programme outline and in the Postgraduate Law Module Description Book (White Book).

Students are not permitted to select all their taught credits in one Teaching Period. When selecting your modules on MySIS, the system will require you to select a minimum and a maximum required taught credits for each Teaching Period.

Any student who is unable to do so should discuss this with the administrative team. Examples of how to spread your modules can be found in the guidance notes for module selection at the back of the Module and Programme Descriptions Book (White Book).

16.2. Laws LLM (General LLM)

Laws LLM (General LLM) This programme has a 30 credit elective dissertation. If selected, the dissertation topic in a General LLM can be in any legal area as long as other dissertation regulations are carefully considered.

If you registered on this programme you can take a fully taught programme of 180 credits OR take an elective dissertation of 30 credits (10,000 words) and have free choice of 150 credits from all available taught modules as listed in the White Book. (Some module restrictions will apply as listed in the white book)

If you are on this programme it is particularly important that you take a module directly related to your proposed dissertation topic area. This will be a useful tool in dissertation support and is **STRONGLY** recommended.

16.3. LLM Programmes

Specialised Programmes with a compulsory Dissertation

- Competition Law
- European Law
- Human Rights Law
- Public International Law
- Tax Law
- Environmental Law
- Shipping Law
- Immigration Law
- Criminal Justice
- Insurance Law (September start only)
- Energy and Natural Resources Law

The above programmes have a 30 credit compulsory dissertation requirement. This has to be written in the legal field of your programme of registration.

Module selection Process

The requirement for a Masters degree (LLM) is 180 credits.

Many combinations of modules are possible but a student cannot be exempted from the full 30 credit dissertation element IF compulsory for their programme.

Your 30 credit compulsory dissertation will be preselected.

A further 150 credits of taught modules will need to be taken.

90 credits minimum must be taken from approved modules within your programme.

Applicable taught modules are identified in the White Book.

The remaining 60 taught credits required can also be taken from your programme approved module list or can be taken from the full list of available modules this year i.e. from ANY LLM programme although certain modules may have restrictions. (We refer to this as your free choice element.)

We STRONGLY recommend that you select one of your taught modules in an area that directly relates to your proposed dissertation topic. This will act as a supporting mechanism and involve you in the teaching of legal issues directly relating to your proposed topic.

Specialised Programmes with an ELECTIVE Dissertation

On the following programmes you can elect to do a 30 credit dissertation OR opt for a fully taught degree.

- Laws (General LLM)
- Banking and Finance Law
- Commercial and Corporate Law
- Comparative and International Dispute Resolution
- Intellectual Property Law
- International Economic law
- International Business Law
- Technology Media and Telecommunications

Students choosing to complete an elective dissertation note that this has to be written in the legal field of your programme of registration. The dissertation topic in a General LLM can be in any legal area as long as other dissertation regulations are carefully considered.

Module selection – elective dissertation

The requirement for a Masters degree (LLM) is 180 credits.

If you choose a 30 credit elective dissertation then a further 150 credits of taught modules will need to be taken.

90 credits minimum must be taken from approved modules within your programme.

Applicable taught modules are identified in the White Book.

The remaining 60 taught credits required can also be taken from your programme approved module list or can be taken from the full list of available modules this year i.e. from ANY LLM programme although certain modules may have restrictions. (We refer to this as your free choice element.)

We STRONGLY recommend that you select one of your taught modules in an area that directly relates to your proposed dissertation topic. This will act as a supporting mechanism and involve you in the teaching of legal issues directly relating to your proposed topic. This is particularly important for students on the Laws programme.

Module selection – fully taught programme

You will need to select the full 180 credits required from the taught modules available.

120 credits minimum must be taken from approved modules within your programme. Applicable taught modules are identified in the White Book.

60 taught credits required can also be taken from your programme approved module list or can be taken from the full list of available modules this year i.e. from ANY LLM programme although certain modules may have restrictions. (We refer to this as your free choice element.)

16.4. Art, Business and the Law LLM

Art, Business and the Law Programme Structure

The LLM in Art, Business and Law, offered by CCLS, QMUL in partnership with the Institute of Art and Law (IAL) <http://www.ial.uk.com/> is a unique and challenging original programme focusing on a relatively new discipline both in terms of teaching and research.

The programme will draw upon the expertise of existing members of CCLS staff and direct the focus of this expertise towards the legal aspects of doing business in the art world. CCLS members of staff will team up with IAL instructors (who are practitioners in this field) to offer this exciting and learning experience. Internationally recognised, IAL delivers, through its educational and publishing programmes, a depth of knowledge in this area, unrivalled elsewhere. The programme has the same credit structure as other London based LLMs in this Handbook. The essential difference is that there are only 6 taught modules applicable (150 credits) and ALL are therefore compulsory. Students must also complete a 10,000 word dissertation (30 credits) in an art-related field due in August.

Compulsory Taught modules – Teaching Period A20

SOLM225 Art Transactions
SOLM226 Art and Governance
SOLM227 Art, Cultural Values and Ethics

Compulsory Taught modules – Teaching Period B20

SOLM228 Art Disputes and Their Resolutions
SOLM229 Art and Intellectual Property Law
SOLM230 Art and Money

For full time study, you must take 75 credits per Teaching Period as outlined above. For part time study, you must take 75 credits of taught modules per academic year. For part-time students, we strongly recommend that the dissertation is completed in year two, along with the final two modules (one module per Teaching Period) that were NOT taken in year one.

All other deadline dates and processes contained in this handbook apply.

You will have your own Induction timetable and have the following student support structure:

The Academic Director for the Art, Business and the Law Programme is as follows:

Dr Debbie de Girolamo
Office: LIF, fourth floor
Email: d.degirolamo@qmul.ac.uk

16.5. Part-time LLM

(Over two years)

Part-time students usually select 90 credits of taught modules in their first year - any dissertation element for your specific programme will normally be taken in your second year, along with the remaining taught credits due. This can vary depending on your programme of registration.

You will only be requested to choose your modules per academic year, as they are based on the current year's teaching timetable and module availability.

Students wishing to do their dissertation in year one OR to do an additional dissertation IN PLACE of taught credits will need to discuss this with the administration team as you are unable to select this automatically on MYSIS. This may be possible in some circumstances.

In all cases, part-time students who fail any element of their year one examinations will take their re-sit(s) in line with all other students. They cannot be deferred until year 2 unless there are extenuating circumstances.

The guidance and deadlines in this Handbook apply to all other areas of part time study. Please note though, that should any of the guidelines or procedures for LLM students change substantially, such changes may be incorporated into your second year of study. You will of course receive notification of any such changes.

You will be sent online enrolment instructions from the Queen Mary Registry prior to your second year of study. Your current student ID card will then be reactivated.

LLM Academic Directors

The LLM has two main academic directors, Anne Flanagan (based at LIF) and Angelos Dimopoulos (based at Mile End). The LLM Directors are responsible for your academic life at Queen Mary. They can help with specific academic issues or perhaps problems relating to an individual LLM module which cannot be resolved at class level. Their contact details are:

Prof Anne Flanagan,

Second floor room 2.7 LIF

Email: a.flanagan@qmul.ac.uk

Tel: 0207 882 8066

Dr. Angelos Dimopoulos,

Laws 115, Mile End Campus

Email: a.dimopoulos@qmul.ac.uk

Tel: 0207 882 3953

The LLM Research Director

The LLM Research Director oversees the LLM dissertation programme. In normal circumstances, the previously mentioned support mechanisms will help you solve any problems or issues you may have. However, in some cases, the LLM Tutor(s) or your supervisor may refer you to the LLM Research Director, for example, if they feel he is best able to advise you on a complex issue or on an issue outside of their area of expertise. Similarly, if you have an issue with your supervisor that you wish to discuss in confidence, it may be appropriate to make contact and ask for advice or guidance. The LLM Research Director is Dr Bernard Schneider. If you wish to raise

an issue, please first email PGLawoffice@qmul.ac.uk and we can forward this as appropriate.

LLM Programme Directors

Each LLM programme has its own individual Programme academic Director – they can be contacted if you feel you need assistance with unresolved issues on their programmes.

Banking and Finance Law

Rosa Lastra and Rodrigo Olivares Caminal (joint)
r.lastra@qmul.ac.uk and r.olivares-caminal@qmul.ac.uk

Commercial and Corporate Law and International Business Law

Andromachi Georgosouli and Shalini Perera (joint)
a.georgosouli@qmul.ac.uk and s.perera@qmul.ac.uk

Comparative and International Dispute Resolution

Stavros Brekoulakis and Loukas Mistelis (joint)
s.brekoulakis@qmul.ac.uk and I.Mistelis@qmul.ac.uk

Competition Law

Eyad Maher Dabbah
m.dabbah@qmul.ac.uk

European Law

Nick Bernard
N.bernard@qmul.ac.uk

Human Rights Law

Eva Nanopoulos
e.nanopoulos@qmul.ac.uk

International Economic law

Angelos Dimopoulos
a.dimopoulos@qmul.ac.uk

Intellectual Property Law

Uma Suthersanen and Gaetano Dimita (joint)
u.suthersanen@qmul.ac.uk and g.dimita@qmul.ac.uk

Public International Law

Phoebe Okowa
p.okowa@qmul.ac.uk

Tax Law

Bernard Schneider
b.schneider@qmul.ac.uk

Environmental Law

Rebecca Bates
r.bates@qmul.ac.uk

Shipping Law

Miriam Goldby

M.goldby@qmul.ac.uk

Immigration Law

Niovi Vavoula

n.vavoula@qmul.ac.uk

Criminal Justice

Peter Alldridge

p.w.alldridge@qmul.ac.uk

Technology Media and Telecommunications

Laura Edgar

l.edgar@qmul.ac.uk

Insurance Law

Franziska Arnold-Dwyer

f.arnold-dwyer@qmul.ac.uk

Energy and Natural Resources Law

Norah Gallagher

n.gallagher@qmul.ac.uk

16.6. Regulation & Compliance LLM/ MA

Dates

The dates for this programme follow the key dates with the exception of the Dissertation. See below

[September 2020 one year programme](#)

[January 2021 one year programme](#)

In addition submission dates specific to this programme are as follows:

Dissertation Submission Dates:

5,000 word case study due 14 May 2021 at 10:00am

5,000 word essay due 31 August 2021 at 10:00am

Module Selection

On this programme you have compulsory taught modules 75 credits, students must take a further 75 credits from the elective modules within the programme or free choice of 60 credits from all available taught modules as listed in the Module and Programme Description White Book (some restrictions will apply and are listed there) It is strongly recommended that you take a module directly related to your proposed dissertation topic area. This will be a useful tool in dissertation support.

Dissertation Requirement

This programme has a 30 credit dissertation requirement. The dissertation comprising of a specialist 5,000 word case study (50%) and a 5,000 word essay (50%).

Communication

Communication relevant to this programme will be posted on the LLM and PG Diploma Noticeboard on QMplus as well as the general PG Law noticeboard.

Academic Programme Directors

Dr Garry Gabison

Lincoln's Inn Fields

Email: g.gabison@qmul.ac.uk

Tel: 0207 882 xxxx

16.7. Law and Finance MSc/PGDip/PGCert

Dates

The dates for this programme follow the key dates

[September 2020 One Year Programme](#)

[January 2021 One Year Programme](#)

Module Selection

On this programme you have a free choice of modules - 90 credits from all available taught modules as listed in Module and Programme Descriptions Book. 45 credits must be chosen from law and 45 credits must be chosen from finance. A further 60 credits should be chosen from the elective modules within the programme or a free choice from all available taught modules as listed in the Module and Programme Description book (some restrictions will apply and are listed there). For the School of Economics and Finance please see website.

If wish to take elective modules that are not listed in the Module and Programme Description book, 'free choice' you must discuss your choices with the Programme Director.

Additionally, if the further 60 credits is not equally chosen between law and finance and you wish to take more credits in one of the subject areas then your dissertation focus should be in the subject area where you have taken less credits.

It is strongly recommended that you take a module directly related to your proposed dissertation topic area. This will be a useful tool in dissertation support.

Dissertation Requirement

This programme has a 30 credit dissertation requirement.

Other Information

Students may wish to specialise in a pathway, if so then students will be expected to take the compulsory modules as outlined in the Module and Programme Description book.

- Banking and Financial Regulation
- Mergers, Acquisitions and Corporate Finance Law

Certificate Programme

Student must take 60 credits of taught modules outline as above (no dissertation).

Diploma Programme

Student must take 120 credits of taught modules outline as above (no dissertation).

Communication

Communication relevant to this programme will be posted on the LLM and PG Diploma Noticeboard on QMplus as well as the general PG Law noticeboard.

Academic Programme Directors

Professor Rodrigo Olivares-Caminal

Lincoln's Inn Fields

Email: r.olivares-caminal@qmul.ac.uk

Tel: +44(0)20 7882 8097

16.8. Law and Economics LLM/ PG DIP/ PG CERT

Dates

The dates for this programme follow the key dates

[September 2020 One Year Programme](#)

[January 2021 One Year Programme](#)

Module Selection

On this programme you have 60 credits of compulsory taught modules. A free choice of modules – 30 credits from all available taught modules as listed in Module and Programme Descriptions Book. A further 60 credits should be chosen from the elective modules within the programme or a free choice from all available taught modules as listed in the Module and Programme Description book (some restrictions will apply and are listed there). For the School of Economics and Finance please see website.

If wish to take a ‘free choice’ outside of the programme elective modules you must discuss your choices with the Programme Director.

It is strongly recommended that you take a module directly related to your proposed dissertation topic area. This will be a useful tool in dissertation support.

Dissertation Requirement

This programme has a 30 credit dissertation (10,000 words) requirement.

Other Information

Certificate Programme (no dissertation)

Student must take 60 credits of compulsory taught modules outline as above.

Diploma Programme (no dissertation)

Student must take 120 credits of taught modules – 60 credits of compulsory and further 60 credits from the elective module list outline in the Module and Descriptions book.

Communication

Communication relevant to this programme will be posted on the LLM and PG Diploma Noticeboard on QMplus as well as the general PG Law noticeboard.

Academic Programme Directors

Professor Rodrigo Olivares-Caminal

Lincoln's Inn Fields

Email: r.olivares-caminal@qmul.ac.uk

Tel: +44(0)20 7882 8097

16.9. International Finance Law PG Cert/PG Dip

Dates

The dates for this programme follow the key dates
[September 2020 One Year Programme](#)

Module Selection

Certificate

On this programme you have 60 credits of elective taught modules as listed in the Module and Programme Descriptions Book.

Diploma

On this programme you have 120 credits of elective taught modules as listed in the Module and Programme Descriptions Book.

Dissertation Requirement

N/A

Communication

Communication relevant to this programme will be posted on the LLM and PG Diploma Noticeboard on QMplus as well as the general PG Law noticeboard.

Academic Programme Directors

Professor Rosa Lastra
Lincoln's Inn Fields
Email: r.lastra@qmul.ac.uk
Tel: +44 (0)20 7882 8070

16.10. Law PG Dip

To qualify for the award of a Postgraduate (PG) Diploma, students must complete 90 credits of taught modules plus submit a 10,000 word dissertation within a two-year period. Students are required to attend 60 credits taught in their first year and then take the final 30 credits and submit their dissertation in their second year. Taught modules for a general Diploma may be selected from any of the wide range of courses offered to LLM students and the dissertation may be in any area of law. Students who want their Diploma award to carry a specialisation (e.g. PG Diploma in Tax Law or PG Diploma in Medical Law) must select both their taught modules from within the same subject grouping as those available on the LLM and produce a dissertation within the same area of law. (See the White Book for the full list of available subject Groupings and Modules but note that Group C Comparative and International Dispute Resolution is not available as it has its own specialised Diploma.

All other deadline dates and processes contained in this handbook apply and particular note should be taken of the part time LLM section which runs in a similar way to the part-time Diplomas, with the exception of the total number of credits taken.

16.11. Specialist Intellectual Property Programmes

PROGRAMME COORDINATOR

The Programme Coordinator, **Miss Sharon Watson**, is responsible for all administrative aspects of the Intellectual Property Law Programmes. You can contact her through the TPO Office pglawoffice@qmul.ac.uk

Management of Intellectual Property MSc

Dates

The programme commences on the 14th September with 2 weeks of intensive teaching. This is then followed by module teaching during the 1st and 2nd semesters.

Module Selection

The programme has 2 streams, the professional stream for those wishing to become patent and/or trade mark attorneys and the Business Stream for those wishing to undertake study and gain a general knowledge in the field of Intellectual Property. For the Professional Stream, students undertake 180 credits for their MSc main studies plus an additional 60 credits in patents and trade marks for their professional development part of their qualification. Professional stream students have a 15 credit free choice element with all other modules being compulsory.

For the Business Stream, students undertake 180 credits for their MSc main studies. Business stream students have a 120 credit free choice element with all other modules being compulsory.

Further information will be available at the start of the programme highlighting what free choice modules will be available.

Dissertation/Study Project Requirement

A 45 credit study project acts as the dissertation element for this programme.

Other information

The first assessment for this programme takes place on Friday 25th September. This is followed by assessments in January, May and resits in the August resit period.

Communication

Students will have access to the main programme page via the QMPlus system. All programme related communications will be sent from this system.

Academic Programme Directors

Dr Gail Evans, g.e.evans@qmul.ac.uk

Lincolns Inn Field Room 2.3; Tel 020 7882 8065

Intellectual Property PGCert

Dates

The programme commences on the 14th September with 2 weeks of intensive teaching. Teaching then takes place weekly throughout the first semester.

Module Selection

The programme consists of 4 compulsory modules amounting to 60 credits in total. Module selection will take place automatically.

Dissertation/Study Project Requirement

There is no dissertation element for this programme.

Other information

The first assessment for this programme takes place on Friday 25th September. This is followed by assessments in January, May and resits in the August resit period.

Communication

Students will have access to the main programme page via the QMPlus system. All programme related communications will be sent from this system.

Academic Programme Directors

Dr Apostolos Chronopoulos, a.chronopoulos@qmul.ac.uk
Lincolns Inn Field Room 4.5; Tel 020 7882 2948

PG Certificate in Trade Mark Law and Practice

Dates

The programme commences on the 14th September with 2 weeks of intensive teaching. This is then followed by 10 Friday and Saturday study sessions throughout the 1st and 2nd semesters. Due to the remote nature of this year's programme some teaching sessions will take place in the week rather than on the actual study session days.

Module Selection

The programme consists of 4 compulsory modules amounting to 60 credits in total. Module selection will take place automatically. Some students with exemptions due to previous studies may have to select their specific modules but this will be highlighted once teaching has commenced.

Dissertation/Study Project Requirement

There is no dissertation element for this programme.

Other information

The first assessment for this programme takes place on Friday 25th September. This is followed by assessments in January, May and resits in the August resit period.

Communication

Students will have access to the main programme page via the QMPlus system. All programme related communications will be sent from this system.

Academic Programme Directors

Dr Apostolos Chronopoulos, a.chronopoulos@gmul.ac.uk
Lincolns Inn Field Room 4.5; Tel 020 7882 2948

16.13. Distance Learning Programmes

Technology, Media and the Law Distance Learning

PROGRAMME STRUCTURE OVERVIEW

Programme	Duration	Credits required	Taught Module/Research Paper (15 credits)	10,000 Dissertation - 30 credits 20,000 Dissertation - 60 credits
LLM	2 years fixed	180	8 modules (120 credits)	One 10,000 (30 credits)
LLM	3 – 6 years	180	6 (90 credits)	Three 10,000 (90 credits) or One 20,000 (60 credits) and One 10,000 (30 credits)
			8 (120 credits)	Two 10,000 (60 credits) Or One 20,000 (60 credits)
Diploma	2 – 6 years	120	8 (120 credits)	No dissertation
			6 (90 credits)	One 10,000 (30 credits)
Certificate	1 – 2 years	60	4 (60 credits)	No dissertation
Pre-sessional Law	17 weeks	N/A	N/A	N/A

TEACHING PERIOD A20

Teaching Weeks (Weeks 1 – 12)
21 September – 11 December

Change a module

(Week 2) 04 October 2020

Withdrawal from a module

(Week 4) 18 October 2020

Essay Title release

(Week 7) 02 November 2020

Essay or dissertation extension requests

12 January 2021

Essay or Dissertation Submission

15 January 2021, 23:55 (BST)

Module Information

Module(s)	Tutor/First marker	Assessment
On-Line Banking & Financial Services (CCDM008)	Chris Reed	Tasks 30% Essay 70%
Information Security and the Law (CCDM019)	Anne Flanagan	Tasks 30% Essay 70%
Online Media Regulations (CCDM028)	Gavin Sutter	Tasks 30% Essay 70%
Research Paper (CCDM030, 044)	Various Supervisors	Presentation & 5000-word research paper

TEACHING PERIOD B20

Teaching Weeks (Weeks 1 – 12)

25 January – 12 April 2021

(Easter Bank Holiday: 02 April – 05 April 2021)

Essay or dissertation extension request

04 May 2021

Essay / Dissertation Submission

07 May 2021, 23:55 (BST)

Final Assessment Exercise weekend date (Week 15)

8 May 2021- ICT and Technology and Competition Law (CCDM031)

Module(s)	Tutor/First marker	Assessment
ICT and Technology and Competition Law (CCDM031)	TBC	Tasks - 30% FAE - 70%
Online Trade Marks (CCDM040)	Marilee Owens	Tasks 30% Essay 70%
Cybercrime (CCDM046)	Ian Walden	Tasks 30% Essay 70%
Artificial Intelligence, Robotics and the Law (CCDM047)	Michaela MacDonald	Tasks 30% Essay 70%
Research Paper (CCDM030, 044)	Various Supervisors	Presentation & 5000-word research paper

Residential Weekend

Research Paper Presentation, Residential weekend

June 2021 (Date to be confirmed). After the presentation you will be required to write a 5000 word paper on your presentation to be submitted end of August

Interruption of Studies deadline:

Sunday 11 April 2021

*Deadline for taught students to apply for interruption of study – taught students cannot interrupt their studies beyond this deadline without evidence of extenuating circumstances which prevented them from submitting this request before the deadline.***Withdrawal from programme**

Sunday 11 April 2021

TEACHING PERIOD C20:*UK Bank Holiday: 03 and 31 May 2021**UK Bank Holiday: Monday 30 August (week 17)***Teaching Weeks (Weeks 1 – 12)**

10 May – 02 August 2021

Final Assessment Exercise weekend date

28 -29 August 2021- Principles and Concepts in Computer and Communications Law (CCDM116)

Essay/Dissertation & Research paper Extension request

27 August 2021

Essay / Dissertation & Research Paper Submission (5000 paper) if applicable

31 August 2021, 23:55 (BST)

Resit for Final Assessment Exercise taken in B20 date

14-15 August 2021

Resubmission for Essay & Research Paper taken in A20 and B20

31 August 2021, 23:55 (BST)

Module information

Module(s)	Tutor/First marker	Assessment
Online Dispute Resolution (CCDM010)	Pavel Loutocky	Tasks 30% Essay 70%
European Telecommunications Law (CCDM021)	Bostjan Makarovic	Tasks 30% Essay 70%
Legal principles and concepts in computer and communications law (CCDM116) – only available to students that took CCDM045	Laura Edgar	Tasks 30% FAE 70%
Pre-sessional Legal Systems (CCDM045)	Laura Edgar	Tasks 30% Essay 70%

Module Registration- Distance Learning TMT

Pre Module Selection MySIS Task

It is important that we are aware of your module options that you wish to choose. Your choices should be entered directly into MySiS and then the admin team will check your selection.

This will give us an idea of numbers for each option and help determine module availability.

A module requires 6 or more students to be offered. We will make every effort to offer modules but this is not always possible.

It is possible for optional modules to become over or under subscribed. Therefore, availability of some modules may not be confirmed until nearer to the start of each term and you may be asked to change your selection.

We will need to have received your full choice of online pre-selection modules (via google docs) for the year before your online registration can be officially completed in [MySIS](#). It is not possible to submit or approve a partial selection.

If a student has failed any previous modules, then you should always check with the Programme Co-ordinator on how to proceed.

How to complete module registration:

1. Complete and return the online form Pre-selection module (via google docs)
2. When choosing your pre-modules you should cross with your [MySIS](#) record to check how many modules you have taken and passed to date
3. You will receive an email from the Programme Admin Team to confirm your pre-selection, then only you should make your official module registration within [MySIS](#)
4. Module choices can be amended within the first two weeks of each teaching Teaching Period
5. Access to course materials within QMplus (online learning environment) will be available at the start of each term
6. Student on the variable part-time programmes must register for a minimum of 30 credits each academic year.
7. Students on the 2 year fixed part-time programmes must register for 90 credits each year of study. The dissertation to be taken in your final year of study.

Distance Learning TMT – Dissertation Guidance

The Dissertation – An Introduction

There is no pre-set formula for writing a dissertation. These guidelines provide some information on the expected standards and general advice on how to plan and write your dissertation.

The dissertation is best thought of as an advanced, in-depth examination of a particular area of law - you are expected to demonstrate these skills by completing a research dissertation.

The dissertation provides an opportunity to undertake in-depth research of a legal topic of your own choice. It contributes to the development of a wide range of transferable skills such as writing skills, research and methodological skills, analytical skills, independent thinking and project management skills (action planning, time management, monitoring and evaluation). The capacity to produce a

clearly structured and well written piece of work can be highly rewarding from an academic and personal perspective.

Choosing a Topic

Topic Overlap with Taught Module

Your dissertation cannot substantially discuss or explore a topic which is covered extensively in any taught module, whether or not you have taken or will take the module. If you think your topic may overlap significantly with a taught module, please discuss this with the module convenor.

Topic Overlap with Other Students

You may find that you have a similar idea for your dissertation topic to one of your fellow students. This is not a problem. However, you may not work with or borrow material of any kind from any other student. Please familiarise yourself fully with the plagiarism policy.

Changes to title and/or topic area

We encourage you to start thinking about your dissertation early. The primary questions to address in choosing a topic are:

- What question really interests me?
- Does it provide sufficient scope for a dissertation?

In general, you should explore a legal question which you find interesting, important, or puzzling, and one which you feel you have the knowledge and understanding, or can acquire the knowledge and understanding, to tackle well. We strongly recommend that students select a taught module in an area of law that directly relates to their proposed dissertation topic if possible.

Dissertation title and proposal submission and plagiarism statement

Once you have chosen your topic you will need to decide on your dissertation title and prepare a 150-200 word topic proposal outlining your dissertation area and research plans.

The proposal must be submitted with your pre-module selection prior to the start of the academic year that you wish to commence your dissertation.

By submitting your proposal, you are confirming that you have read and understand the regulations regarding Plagiarism – the plagiarism statement will also be viewable at the point of submission.

Please keep a copy of your proposal as you will need this when contacting your supervisor.

Topic areas and titles may change after the initial submission of your dissertation title and proposal. You may find that you wish to make amendments to the focus and title of the dissertation as your research progresses and this is not unusual. You should discuss any such changes with your allocated supervisor and note that your topic **MUST** remain within the legal area of your programme of registration. Such changes will **NOT** mean a change of supervisor – this is not permitted.

You should confirm to the Programme Admin Team your final dissertation title for record purposes.

Your Supervisor

The function of the supervisor is to discuss with you the structure of your dissertation and to provide guidance on legal research and writing.

You are reminded that a dissertation is an exam completed by a written submission. Consequently, the work is to be done by the student and the expectation that the supervisor will edit, provide detailed feedback and/or assist in basic research is not consistent with the expectations of the dissertation.

Dissertation supervisors will be allocated after the Dissertation Title and Proposal has been submitted. This is therefore vitally important as it provides us with the necessary information to allocate an appropriate supervisor. In many instances, a student will be allocated a supervisor within the proposed topic area but this is not guaranteed, nor should this be expected. After receiving this notification, you should email your title and proposal directly to your supervisor and arrange the initial meeting.

Supervisory Meetings

Supervisor and student to agree on dates and times for three meetings. The meetings can take place on skype or by using other online chat tools or could involve an exchange of emails.

In advance of your first meeting:

Before the first meeting, please send to your supervisor:

1. a proposed outline (i.e. structure for the presentation/research paper);
2. a proposed (short) bibliography (i.e. articles, books, cases etc.);
3. a list of questions which your presentation/research paper seeks to answer;
4. a proposed methodology to adequately answer the question(s)
5. a proposed timeline (egg. stage 1 will be finished by this date, stage 2 by that date etc.).

Second meeting:

Please send your supervisor:

- a very detailed outline of the paper or draft of the presentation slides (i.e. setting out clearly the structure of your paper as it then stands, i.e. the titles of each part and subpart);
- a quasi-complete bibliography;
- a timeline to completion with clear “deadlines”, i.e. proposed dates by which the different tasks that still need to be completed (egg. research, writing chapter 1, etc.) will be performed;
- optional: a draft section/sub-section of your thesis if you already have one.

Third and last meeting:

Please send your supervisor:

- your updated outline
- a draft chapter or section for review
- an updated timeline to completion.

After each meeting:

Don't forget to send to the Programme Coordinator a short email:

- indicating the time and date of the meeting in question;
- summarising the points covered and any advice received; and
- summarising any agreed actions.

Dissertation/Writing Up Period

The Dissertation is optional if you are studying the Postgraduate Diploma and compulsory for the LLM programme, please see section: Programme Structure. We would normally advise students to commence their dissertation after completing a minimum of 6 taught modules.

General Guidance on Compulsory Dissertations

The word limit for the dissertation is 10,000 or 20,000 words, which includes footnotes, appendices and similar items and excludes the bibliography. It is important to note that examiners will not read dissertations that exceed the word limit.

Also note that there is no “minimum” word count. Students are expected to produce work at the 10,000 or 20,000 word level.

Writing-up period

10,000 word dissertation: Two full consecutive Teaching Periods

20,000 word dissertation: Four full consecutive Teaching Periods

Distance Learning TMT Assessment

Modules

All distance learning modules are assessed as outlined below, if for any reason you notice that these are stated differently on the module QMplus page please contact the Programme Coordinator immediately:

Tasks	30%
Essay (3000 words)	70%
Or	
Tasks	30%
Final Assessment Exercise	70%

Submission of work for modules

Tasks

For all modules you will be required to submit several tasks of around 500-1000 words. The 3 best tasks will count towards 30% of your grade. Submission of tasks is a compulsory part of the module.

Essays

For each module you will be required to submit a 3000 word essay. You should aim to get as close as possible to the required word count without going over. All assessed essays are submitted as per the deadlines above.

Final Assessment Exercise (FAE)

You may not be allowed to sit the FAE in a module, if you have not completed any tasks before the FAE, this is at the discretion of the Module Convenor / Programme Director.

The FAE usually take place on the weekend (Saturday/Sunday), specific FAE dates are available above. Please note that they may be subject to change.

No extensions are permitted under any circumstances for FAE papers submission. Therefore if you cannot submit or be assessed by the specified date then a mark of 0 - Non- submission will apply, See Section: Resit Procedures. However, extenuating circumstances may apply for non-submission– please refer to section on Extenuating Circumstances for further information if appropriate.

For each module you will be given 24 hours to complete the FAE paper. This does not mean that you are expected to spend 24 hours writing the answers to the FAE. They are designed to take around 3 hours to answer though you are free to spend longer.

Please see the full Academic Regulations on the following link:

<http://www.arcs.qmul.ac.uk/media/arcs/policyzone/academic/Academic-Regulations-2020-21-FINAL.pdf>

Research Paper – Oral Presentation (15 Credits)

The Research Paper is a combination of an oral presentation and a 5000 word paper.

- Students will be expected to present at the Annual Computer and Communications Law Residential weekend.
- The presentation is usually between 20 - 30 minutes followed by a 10 minute Q&A session.
- Students will be expected to register for the research paper either during Teaching Period A20 or Teaching Period B20.
- Students must submit the title proposal form so that a supervisor can be allocated.
- After feedback provided at the weekend students will be expected to submit a 5000 word research paper, due for submission at the end of Teaching Period C20.

Mark Release via MySIS

To view your marks for assessment, log-in to MySIS with your usual QM computer log-in, where they will be listed.

These marks are provisional and subject to change until they are agreed by the appropriate subject examination board.

MySIS will indicate whether the results are provisional or confirmed. Guides on checking your results on MySIS are available on the Student Enquiry website: (<http://www.arcs.qmul.ac.uk/students/mysis-record/provisional-results/index.html>)

You will also receive these via email to your QM email account or you can view by: Go to: 'My details' section on MySIS When that page opens click on the "view my details (non-research)" link

This will take you through to the your personal details page, if you scrolls down you will see the link “to view Provisional in Year Assessment results” and will be able to view results there.

Extenuating Circumstances

Extension Permission

You must submit your course essays or dissertation by the specified deadline unless you have written permission from the Module Convenor or the Administration Team for an extension. Permission will only be given for legitimate reasons, such as medical or other serious unforeseeable circumstances. Permission may be granted for a one week extension with a possible two weeks extension (maximum) - without penalty. Without such permission, normal late submission penalties will automatically apply. Should permission not be granted, normal late submission penalties will apply. Students unable to submit their assessment within this timeframe should consider submitting ECs for non-submission.

Extension requests should be received 3 days prior to normal submission dates via the Extenuating Circumstance form available on QMplus.

Requests must be received by 13.00 hrs on the following dates:

- **Teaching Period A20** – Extension request deadline Friday 29 January 2021
- **Teaching Period B20** – Extension request deadline Tuesday 22 June 2021
- **Teaching Period C20** - Extension request deadline Tuesday 28 September 2021

If permission is granted you will receive an email with your NEW deadline. Any requests received after this deadline may not be considered.

Evidence to support your request

Evidence is required to accompany any extension request and the decision to allow an extension may be based on the evidence supplied. Therefore, students who produce evidence to accompany requests for extensions may be looked at more favourably, but all cases will be considered. If an extension is agreed pending submission of evidence, then evidence must be provided before any agreed extended submission date. If the evidence is not submitted in time or does not fully support the request, then the automatic maximum penalty for late submission will be applied (i.e. loss of 25 marks) or a fail mark may be applied.

If an extension date overlap with other module submission deadlines or the start of the next module, it is the students responsibility to manage their study load and to take into consideration any work overlap.

16.14. London/Dresden/Osgoode

Dates

The dates for this programme follow the [key dates](#)

Module Selection

On this programme you have 45 credits of elective taught modules and a 15 credit Research Paper as listed in the Module and Programme Descriptions Book.

Dissertation Requirement

NA

Communication

Communication relevant to this programme will be posted on the LLM and PG Diploma Noticeboard on QMplus as well as the general PG Law noticeboard.

Academic Programme Directors

Dr Apostolos Chronopoulos

Lincoln's Inn Fields

Email: a.chronopoulos@qmul.ac.uk

Tel: +44 (0)20 7882 2948

16.16. Part Time Students

As a part time student there are certain things that you will need to bear in mind.

Dissertation

If you are doing an elective or compulsory dissertation as part of your programme then you will work on this in your final year. Please ignore any posts or communication until it is time for you to start working on this.

17. DEPARTMENTAL INFORMATION

Administration

All PG Law Programmes are administered from the Postgraduate Law Building, Lincoln's Inn Field's (LIF).

Taught Programme office staff will be pleased to assist you with any questions or problems during your year at QM. Contact details for the Administration Team can be found [here](#)

General information and facilities

The Centre for Commercial Law Studies occupies the lower ground, ground and five upper floors of the property situated on the northwest corner of Lincoln's Inn Fields at the junction of Remnant Street and Gate Street.

LIF Building - Opening Hours

We are open Monday to Friday from 8.45am until 9.30pm. Please note that after 5pm Administration staff will not be available. Students are required to have their ID passes with them at all times when on QMUL premises.

Academic staff - office hours

Apart from the time spent in class, most of the LLM academic teaching staff will offer regular times when they will be available for students. For the majority this may be for one hour prior or after class but this may vary. Some may offer additional times by appointment. You should check this with the academic concerned - all email and phone contacts for staff are available on the School of Law / Queen Mary website. Academic staff offices are located at LIF or in the Department of Law Building, Mile End.

Student study area

Situated in the lower ground floor of CCLS is the WI-FI enabled computer area with PCs for student use and access to printing and photocopying facilities. The area will be made available with social distancing in place.

This facility will be available from **09:00am – 09:00pm Monday to Friday.**

Student Common Room

There is a small common room (LG3) located in the lower ground level of the building. The room will be made available with social distancing in place.

Multi-faith Room

We have a multi-faith prayer/contemplation room in the lower ground floor level of LIF. The room will be made available with social distancing in place. The Reception staff also have information on multi-faith prayer facilities in the local area.

18. SAFETY AND EMERGENCIES

You do not need to conduct *social distancing in an emergency*. If there is a fire – evacuate safely and efficiently.

You should familiarise yourself with emergency procedures for all areas in which you work, noting the location of emergency exits, assembly points and equipment. On hearing a fire alarm in a QM building, you should immediately leave through the nearest emergency exit, unless redirected by a Fire Marshal. Do not go to any other part of the building for any reason. Proceed to the designated emergency assembly area and report to the Fire Marshal. Do not leave the assembly area or re-enter the building until instructed to do so. Failure to follow these procedures may lead to disciplinary action.

Tampering with fire alarms or fire-fighting equipment is a serious offence, and we will take disciplinary action may be taken against any student responsible who break this rule.

In an emergency, dial 3333 from any internal phone and clearly state the nature and location of the problem, your name, and the number you are calling from (if known). If there is no internal phone available, call 999 and follow the normal procedure. You should ensure that corridors and doorways are not obstructed and that firefighting equipment is not removed from its station.

First aid assistance for minor accidents can be obtained by dialling 3333 from an internal phone, or 020 7882 3333 from any other telephone.

Fire - On Hearing the Fire Alarm

The fire alarm is tested every Wednesday at 10am – you will need to leave the building if the alarm sound continues for more than a few seconds. If you hear the sound of the alarm at any other time:

- Leave the room immediately, taking any visitors and ensuring the door is closed. Do not waste time by taking personal belongings with you. Do not use the lift
- Follow the arrow signs to the nearest fire exit and proceed to the designated assembly point outside of the building
- Anyone who cannot self-evacuate should proceed to the nearest Refuge Point and follow instructions on the refuge system panel
- Do not re-enter the building until told that it is safe to do so by the Fire Brigade,
- Landlord's Building Manager or the CCLS Fire Coordinator.

Fire - On Discovering a Fire

- Raise the alarm first by shouting "FIRE" and then by activating the fire alarm system by breaking the glass on the red box manual call point. These are located by the exits to the stairs or final exits from the building. Do not use the lift
- Leave the room immediately, taking any visitors and ensuring the door is closed. Do not waste time by taking personal belongings with you
- Follow the arrow signs to the nearest fire exit and proceed to the designated assembly point outside of the building

- Anyone who cannot self-evacuate should proceed to the nearest Refuge Point and follow instructions on the refuge system panel
- Once outside the building call the fire service on 999 giving the following address and request fire service attendance:
67-69 Lincoln's Inn Fields London
WC2A 3JB
- Do not re-enter the building until told that it is safe to do so by the Fire Brigade, Landlord's Building Manager or the CCLS Fire Coordinator.

Emergency Refuge Points

LIF building is supplied with an emergency refuge system. On activation of the fire alarm system, persons with mobility impairment should proceed to the nearest available refuge. On reaching the refuge, they should operate the press to talk button. This will register on the refuge master station that is situated adjacent to the fire alarm panel. The first responders on arrival will check the refuge master station and contact the refuge outstation that has been activated by using the two-way communication equipment. The person at the refuge must ensure that they hold the press to talk button to talk and release when they have finished. Our staff will also check the location of the fire alarm actuation in respect of how close it is to the person seeking assistance who is located at the refuge outstation and make a dynamic risk assessment of whether they need to be immediately evacuated. If the person seeking assistance is in a place of relative safety away from the incident, then they will be informed that there is no need to be evacuated at this time using the two-way communication equipment. This will be due to the incident being remote from the refuge location and there being a substantial degree of fire resistance and separation between the actuation area and the refuge outstation. If the actuation is close to the occupied refuge outstation, with no fire resistance or separation between the point of actuation and the disabled person, then the first responder will instigate evacuation of the person. This will be effected by way of an Evacuation Chair.

Accident / Incident Reporting Procedure

You should report all accidents and near misses, injuries, sudden illnesses and first aider attendances using the below University online accident / incident reporting system or ask for advice from Reception:

<http://www.hsd.qmul.ac.uk/accident-reporting>

Emergency Contacts

In case of an incident requiring immediate attendance of emergency services, you should always dial 999.

CCLS Reception – 020 7882 8100/8125

Queen Mary Security - 020 7882 3333

Health and Safety Helpdesk: hs-helpdesk@qmul.ac.uk or 020 7862 8968/5701

Student Health Service: 0207 882 8710 (term time only)

Centre for Commercial Law Studies Safety Coordinators

Marcin Slomka – m.slomka@qmul.ac.uk or 020 7882 5104

Gbemisola Adedoyin-Adeniyi - g.adedoyinadeniyi@qmul.ac.uk or 020 7882 8125

18.1. Covid-secure campus

For those students able to join us on campus in September, we are working to ensure that our premises and activities follow government guidance and are Covid-19 secure.

We are re-configuring our campus – including our learning, study and social spaces – to make sure that we can all maintain social distancing and the hygiene standards necessary to mitigate the risk of coronavirus.

The safety and security of our students, staff and our wider community is our top priority.

- Teaching spaces will be reconfigured on a 'one metre+' social distancing model.
- *One-way* flow-through areas and floor markings will be introduced in the building.
- Two washable face coverings will be provided to each student and member of staff - you will need to wear them when moving about in buildings, in communal areas and in most teaching spaces.
- Hand sanitiser stations will be all around our campuses.
- Strict cleaning regimes will be implemented.
- You'll find important safety information in the form of posters, floor graphics, stickers and digital screens around the University to help minimise the likelihood of Covid-19 transmission.

19. CONTACTS

19.1. Taught Programmes Office

If you need have any questions regarding your programme of study, please contact the administration team in the Taught Programmes Office. Please see the [administration contacts section](#)

19.2. Assessments and Quality Assurance

General Assessments Enquiries

For queries about assessments please contact our assessments team.
pqlaw-assessments@qmul.ac.uk

19.3. Academic Directors

LLM Academic Programme Directors:

Anne Flanagan

LLM Programme Director
a.flanagan@qmul.ac.uk

Angelos Dimopoulos

LLM Programme Director
a.dimopoulos@qmul.ac.uk

For contact details of LLM Programme Directors [click here](#)

Joint Programmes Academic Director

Prof. Rodrigo Olivares-Caminal,

Email: r.olivares-caminal@qmul.ac.uk

MSc Intellectual Property Academic Programme Director

Prof Guido Westkamp

g.westkamp@qmul.ac.uk

Academic Programme Director for Certificate in IP and Trademarks Law and Practice

Dr Apostolos Chronopoulos

a.chronopoulos@qmul.ac.uk

19.5. Critical Thinking and Writing

Spela Gruden,

Critical Thinking and Writing in Law Programme Administrator

Tel: 020 7882 2827

Office: Arts One Building, room 1.40 Mile End Campus

email: s.gruden@qmul.ac.uk

Nicholas Lloyd,

Critical Thinking and Writing in Law, Module Convenor

Tel: 020 7882 2840

Office: (Francis Bancroft Building) FB 1.30,

Mile End Campus

Email: N.h.lloyd@qmul.ac.uk

Office Hours: Monday to Friday: 9.30am – 4.30pm

19.6. Other useful contacts at Queen Mary

Advice and Counselling Service

Ground Floor, Geography Building Mile End Campus +44 (0)20 7882 8717

www.welfare.qmul.ac.uk

Disability and Dyslexia Service

Room 3.06, The Bancroft Building, Mile End Campus E: dds@qmul.ac.uk

<http://www.dds.qmul.ac.uk/>

Student Enquiry Centre – regarding all aspects of your studies at QM

CB01 Queens' Building Mile End Campus +44 (0)20 7882 5005

<http://www.arcs.qmul.ac.uk/students/sec/>

Fees office (Finance Department)

W117 Queens' Building Mile End Campus +44 (0)20 7882 7676 Email:

fees@qmul.ac.uk

Students' Union

329 Mile End Campus +44 (0)20 7882 8030

www.qmsu.org

Student Health Centre

Ground floor, Geography Building Mile End Campus

<https://www.studenthealth.qmul.ac.uk/>

Careers Service

WG3 Queens' Building Mile End Campus +44 (0)20 7882 8533 Email:

careers@qmul.ac.uk

<http://www.careers.qmul.ac.uk/>

Residences Office

The Housing Hub, Fielden House, Mile End Campus +44 (0)20 7882 6473
residences@qmul.ac.uk
<http://www.residences.qmul.ac.uk/college/contact/>

IT Help and General Information

<http://www.its.qmul.ac.uk/services/students/index.html>

A fuller list is included in your main student guide available online at:
<http://my.qmul.ac.uk/>

20. APPENDIX

20.1. APPENDIX I - Guidelines for answering exam questions

There are four primary means of assessment under PG law programmes:

- Examination: A timed (approximately 2-3 hours in duration) and invigilated exam paper is taken at College-designated premises in a controlled environment.
- Final Assessment Exercise: A timed (generally 24 hour in duration) question paper, distributed and submitted via QMplus, is completed at a place of the student's choosing.
- Course Essays/Dissertation: One or more piece of written work of fixed word length on a topic either designated by the Module Tutor or chosen by the student.
- Presentations: A presentation to the class on a specified topic.

Part I of this appendix provides brief guidance on the types of questions that students may be asked to complete in respect of an examination or a final assessment exercise (collectively referred to as 'examinations') and suggested good practice when answering. Elements of this guidance will also be relevant students when completing a course essay or dissertation (collectively referred to as 'extended written work'), although further guidance will be given by the applicable Module Tutor or assigned Academic Supervisor.

Part II outlines the assessment criteria that will be used by the examiners when reviewing student submissions.

20.2. PART I: QUESTIONS

Questions are designed to give students the opportunity to display their knowledge and understanding of the subject matter detailed in the module syllabus and imparted to them through the teaching of the module. Students will not be expected to answer questions outside the designated scope of the module.

The rubric at the front of the paper will clearly specify the number of questions in the paper and the number of answers a student is required to answer (e.g. 'three out of nine questions'). Unless clearly stated otherwise, each question is given equal credit. As such, students should endeavour to divide their time equally between each answer. Different types of exam questions call for different approaches/techniques. A basic distinction is made between 'essay' type questions and 'problem' style questions. Some assessments will use a mixture of both; others may rely exclusively on one question type. The following outlines how these might differ in terms of how students are expected to respond.

20.3. ESSAY QUESTIONS

These questions generally involve being asked to critically discuss some form of statement, such as a quotation from a judgement or an academic commentator about the relevant area of law.

The question may then specify the jurisdiction to which the answer should relate (e.g. 'under UK law') or it may ask you to compare two or more jurisdictions (e.g. 'under UK

and US law). In other questions the issue of jurisdiction is not specified. Where the question contains no express or implied jurisdictional link, students may refer to any relevant jurisdiction of which they have knowledge, although the expectation is that the jurisdictions examined in class will form the basis of any response.

As a post-graduate programme, students are expected to be able to critically engage with the subject matter of the module, not simply describe the laws and regulations without further comment. A question may sometimes be ambiguous or deliberately provocative. Students should respond appropriately to such an approach, explaining the nature of the ambiguity or taking a position on the issue, whether in agreement with the statement, opposing it or identifying arguments from both perspectives. As such, students are expected to respond to the statement and not simply write down everything they know about the topic, hoping that the examiners will be able to pick out the relevant parts!

YOU SHOULD AVOID:

Long introductions; lots of historical background; lengthy descriptions of individual cases, statutes, institutions, procedures etc.; long explanations of legal terms (unless required by the introduction); overwhelming the examiner with complex detail; losing sight of the main points.

YOU SHOULD NOT:

- Regurgitate everything you know about “X” because “X” happens to be mentioned in the question;
- Wander into related but irrelevant areas of law, hoping the examiner will be happy to be led away from the question asked and dazzled into giving you points for your interesting but totally irrelevant discussion;
- Be consistent and do not contradict yourself (nothing wrong with changing your views but not in the same answer);
- Make wild and sweeping generalisations or assertions, unsupported by evidence (e.g. decided cases, statutes);
- Get emotional or angry.

YOU SHOULD:

- Answer the question asked
- Be analytical, evaluative, critical;
- Appropriately analyse authorities on the topic;
- Be able to discuss relevant controversial issues surrounding a topic;
- Offer your own opinion on a topic (supported by evidence);
- Structure your answer in a logical and comprehensible manner (e.g. make a brief plan before you commence writing and/or break the answer into distinct sections).

AN ESSAY QUESTION INTRODUCTION SHOULD:

Briefly set the scene or environment and identify the area of law addressed by the question and state how you intend to deal with the question. If you think the question is ambiguous, say so and state how you intend to interpret it. If you only partly agree with the proposition/statement, say so and indicate very briefly but generally why and how you will address that in your answer.

THE MIDDLE PART OF THE ESSAY SHOULD:

Specifically address the question, by taking your key points one by one and discussing them logically, critically and analytically. Avoid lengthy descriptions of cases, statutes.

Not get trapped in irrelevant details of cases or statutes. That wastes time and words and adds nothing to your answer. Try to keep a wider perspective, focusing on the arguments you want to make. Essay questions usually require you to evaluate, compare, explain or comment on specific topics/issues.

Offer minimum descriptive detail – only enough to clarify your answer and support your arguments.

THE CONCLUDING REMARKS SHOULD:

Draw together the threads of your arguments. A conclusion should follow logically from what has gone before.

PROBLEM QUESTIONS

Problem questions generally present you with a scenario or series of facts and asks you to provide advice or commentary to someone, e.g. your client.

Before commencing an answer, review the problem and identify the significant facts and each of the issues you consider deserving a comment. Analyse the facts and assess them with reference to the relevant rules of law. Any advice or comment should endeavour to be even-handed and consider different aspects of the problem.

Be aware of any information that has not been supplied in the question and state how your answer may be affected by the absence of this information. However, do not make up your own missing facts and then provide an answer to them unless you are told to do so.

Depending on what is requested, offer a solution and/or advice to the parties. Advise the parties of the strengths and weaknesses of any argument being asserted. Support your solution and/or advice with reference to decided cases and/or statutes.

In general, the structure of your answer should reflect the logical sequence suggested by the scenario or series of facts in the problem (e.g. is the proposed conduct a regulated activity; if so, what conditions are applicable).

If advising a party, do not say:

“Dear Mr. X, I think that you should do A, B, and C ...”.

Instead, phrase your advice in this form:

“Mr. X should be advised that ...”, i.e. give the advice in the form of an ‘opinion’.

GENERAL COMMENTS APPLICABLE TO ALL EXAMINATION QUESTIONS:

Do NOT waste time by doing any of the following:

- Copying out the question in your answer;
- Repeating the same points over and over or including irrelevant material;
- Listing large numbers of cases to show the examiner what a brilliant memory you have (only discuss cases relevant to the question/issue and for these give only brief, material facts).
- Dispute the facts or scenario given (e.g. making comments such as: “No one would ever be so stupid as to do ...”).

- Respond in a manner designed to avoid addressing clearly relevant issues (e.g. “Mr. X should not take legal action because it is too costly”), unless you are asked to evaluate options or consider issues such as alternatives to litigation. Your job is to identify and apply the relevant law.
- Deny existing law (e.g. simply stating that the law is wrong!). Some questions positively invite you to disagree, dispute, suggest and provoke: in this case, go ahead, but provide support!

Do make sure to:

- Write simply and legibly. While you will not be specifically marked-down for messy writing, an unclear answer makes it more difficult for examiners to identify and assess points being made. Similarly, poor spelling and grammar can undermine the clarity of your answers.
- Aid clarity by setting out your answer using separate paragraphs, headings or sections, where appropriate, to deal with separate issues. You may underline key cases, names or legislation to emphasize them in your answer.
- Discuss relevant authority for your arguments. Many examinations may be closed-book, however (i.e. you are not permitted to take any materials into the exam room). In closed book exams, you will not generally be marked down if you cannot remember the correct name of a case or the precise section number of a statutory provision, unless it is considered indicative of a broader misunderstanding of the question being asked.
- Answer the question asked, not the one you hoped would be asked!
- Give yourself time to review your answers just in case you have omitted a vital word or two (e.g. a crucial “not” ...).

PART II: ASSESSMENT CRITERIA GUIDELINES

These guidelines cover the criteria for the assessment of taught modules through examination, as well as extended written work. The criteria build upon and supplement Queen Mary’ Assessment Handbook, available at: <http://www.arcs.qmul.ac.uk/policy/>

These criteria also consider the Master’s Degree Characteristics Statement (September 2015), which has been issued by the Quality Assurance Agency for Higher Education (QAA), and describes the distinctive features of master’s degrees in the UK. The Statement is available at:

https://www.qaa.ac.uk/docs/qaa/quality-code/master%27s-degree-characteristics-statement.pdf?sfvrsn=6ca2f981_10

Students should note that in all cases two internal examiners carry out the summative assessment of examinations and extended written work, according to the standards set out below, while external examiners review the LLM examination process as a whole.

20.5. Appendix II Dissertation Appendix

Introduction

The dissertation provides an opportunity to undertake in-depth research on a legal topic of your choice. This will contribute to the development of a wide range of transferable skills such as writing, research and methodological, analytical and project management skills. The capacity to produce a clearly structured and well written piece of work can be highly rewarding from an academic and personal perspective, and demonstrating the ability to do so is important professionally, for both future academics and practitioners.

There is no pre-set formula for writing a dissertation. These guidelines provide some information on the standard expected and general advice on how to plan and write your dissertation.

Part-time students should note that while you are not expected to write your dissertation until your second year, it is your responsibility to ensure that you are aware of the relevant deadlines, as announced at the beginning of the year.

Choosing a Topic

We encourage you to start thinking about your dissertation early in your first term. The primary questions to address in choosing a topic are: 'What question really interests me?' and 'Does it provide sufficient scope for a dissertation?' In general, you should explore a legal question which you find interesting, important or puzzling, and one which you feel you have the knowledge and understanding, or can acquire the knowledge and understanding, to tackle well.

The dissertation topic must be within your specialism but is otherwise up to you.

Selecting Modules That Support Your Dissertation

We strongly recommend that you select a taught module in an area that directly relates to your proposed dissertation topic. This will support your dissertation research and expose you to legal issues related to your proposed topic.

Topic Overlap with Taught Modules

Your dissertation cannot substantially discuss or explore a topic which is covered extensively in any taught module, whether or not you have taken or will take the module. This is not usually a problem, as generally speaking the dissertation covers a topic in much greater depth than it would be in a module. However, if you think your topic may overlap significantly with a taught module, please discuss this with the module convenor.

Topic Overlap with Dissertations

You may find that you have a similar idea for your dissertation topic to one of your fellow students. This is not a problem. However, you may not work with or borrow

material of any kind from any other student. Please familiarise yourself fully with Queen Mary's plagiarism policy.

Dissertation Title and Proposal Submission and Plagiarism Statement

Once you have chosen your topic you will need to decide on your dissertation title and prepare a 200-word topic proposal outlining your dissertation area and research plans. You will need to complete a form and submit it via the QMplus LLM/PG Diploma Dissertation Support Noticeboard by the deadline. No extensions will be granted.

By submitting, you are confirming that you have read and understand the regulations regarding plagiarism. The plagiarism statement will also be viewable at the point of submission.

Please note that the submission provides us with the information necessary to allocate a supervisor. The more detailed the information, the more likely we are to be able to allocate a suitable supervisor.

Please keep a copy of your proposal as you will need it when contacting your supervisor.

Changes to Title and/or Topic Area

It is quite normal to amend the focus and title of the dissertation as your research progresses. You should discuss any such changes with your supervisor. Please note that it will not be possible to allocate a new supervisor, even if he or she is not an expert in the new area. Also, major changes in research focus may mean that time is spent on work that is not ultimately included in the dissertation.

Plagiarism

'Queen Mary defines plagiarism as presenting someone else's work as your own, whether you meant to or not. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person, without proper acknowledgement; and repeating work you have previously submitted without properly referencing yourself (known as "self-plagiarism") also constitute plagiarism.' Regulations on Assessment Offences, <http://www.arcs.qmul.ac.uk/students/student-appeals/assessment-offences/index.html>.

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to investigation. If a student is found guilty of plagiarism, the possible penalties include failing the module, suspension from the LLM programme or permanent withdrawal from Queen Mary.

It is your responsibility to ensure that you understand plagiarism and how to avoid it.

Avoiding Plagiarism

Most cases of plagiarism are inadvertent; ie they were not intended to plagiarism. Intent does not matter; inadvertent plagiarism is still plagiarism. Fortunately, it is quite easy to avoid inadvertent plagiarism – ensure that all works used are referenced appropriately in the text. Proper citation not only avoids plagiarism, it is both an ethical obligation and a way to provide the reader with the opportunity to check your sources.

Be sure to record your sources when taking notes, and to cite these if you use ideas or, especially, quotations from the original source. Be particularly careful if you are cutting and pasting information between documents, and ensure that references are not lost in the process.

Direct quotations for the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. Paraphrased ideas of others must also be credited properly.

Examples of external sources which must be referenced to avoid plagiarism include:

- direct quotations;
- arguments or conclusions from other authors which you have summarised or paraphrased;
- extracts from external sources which you have reproduced or adapted anywhere in the dissertation (in appendices as well as the main body of the work);
- images or graphical depictions which you have reproduced or adapted anywhere in the dissertation (in appendices as well as the main body of the work); and
- ideas which you have presented in an earlier work.

As a general rule, if you have discussed or referred to an idea, conclusion, quote or piece of data which is not original to your dissertation, even if it is your own idea, conclusion, quotation or item of data from another work, it should be referenced.

Be sensible in referencing commonly known facts; these do not generally require acknowledgment to particular sources.

Support

Since the dissertation is such an important component of your programme, we have designed several support mechanisms to assist you. These include:

- Dissertation Guidance in the LLM Handbook
- Dissertation Overview Sessions
- Dissertation Research Sessions
- Your supervisor
- Postgraduate Law Tutors
- Taught Programmes Research Director
- Critical Thinking and Writing in Law Programme

Dissertation Overview Sessions

Led by the Taught Programmes Research Director, these sessions will give you a solid grounding in how the dissertation process works, including selecting a topic, the support mechanisms in place, plagiarism and other issues. Attendance is mandatory for all students writing a dissertation.

Dissertation Research Sessions

Writing a dissertation can be a confusing, difficult task, especially if you have not written one before and do not know where to begin. As you begin to explore possible legal questions, it is important to have some guidance. To assist you, specialisms with mandatory dissertations have sessions that will give you the opportunity to discuss possible topics and ask questions of academic staff in the area of law that interests you. This should assist you in finalising your dissertation topic.

More details on these sessions will be posted on the QMplus LLM/PG Diploma Dissertation Support Noticeboard and emailed to you.

Your Supervisor

The function of the supervisor is to discuss with you the structure of your dissertation and provide guidance on legal research and writing.

You are reminded that a dissertation is an assessment completed by a written submission. Consequently, the work is to be done by the student and the expectation that the supervisor will edit, provide detailed feedback and/or assist in basic research is not consistent with the expectations of the dissertation.

Dissertation supervisors will be allocated after the Dissertation Title and Proposal Form has been submitted. The form is crucial as it provides us with the necessary information to allocate an appropriate supervisor. We attempt to match students to a supervisor who is familiar with the research topic, but this cannot be guaranteed and should therefore not be relied upon.

You will be notified of your allocated supervisor by email or through QMplus. It is your responsibility to contact your supervisor and arrange the initial and subsequent meetings. When you first make contact with your supervisor, you should include the dissertation title, proposal, a suggested outline and a suggested work schedule. It is also your responsibility to ensure that you schedule all supervision meetings in good time and plan your time appropriately to be able to make best use of the feedback and guidance offered by your supervisor.

You are entitled to meet your supervisor three times to discuss your dissertation. Typically you would expect to meet once at the outset to discuss how your dissertation is to be structured, once for an update and review and once on completion of an advanced draft of the dissertation. Generally speaking, the first two meetings should occur in your second term and the third meeting should occur early enough before the submission deadline to allow you to incorporate any suggestions. Note that some supervisors prefer to hold a group meeting (ie for all students under

their supervision) for the initial meeting. You should arrange supervisor visits in advance, in particular any meeting after the end of teaching.

Postgraduate Law Tutors

You can also receive individual assistance on academic matters from the Postgraduate Law Tutors. Tutors can offer support and advice on many areas of dissertation writing and can also advise on:

- study skills
- exam techniques
- dealing with essay and exam questions
- course essays

You can schedule an appointment or ask a question by emailing llmtutors@qmul.ac.uk.

Taught Programmes Research Director

The Taught Programmes Research Director oversees the postgraduate law dissertation programme. In normal circumstances, the previously mentioned support mechanisms should allow you to resolve any problems or issues you may have. However, in some cases, the Postgraduate Law Tutors or your supervisor may refer you to the Taught Programmes Research Director, for example, if they feel the Taught Programmes Research Director is best able to advise you on a complex issue or on an issue outside of their area of expertise. Similarly, if you have an issue with your supervisor that you wish to discuss in confidence, it may be appropriate to make contact with the Taught Programmes Research Director and ask for advice or guidance. If you wish to raise an issue, please first email the Postgraduate Law Office at pglawoffice@qmul.ac.uk so that it can be forwarded as appropriate.

20.6. Dissertation Writing Guidelines and Plagiarism Issues

Planning the Dissertation

Steps in Researching and Writing the Dissertation

A good dissertation poses an interesting question and provides a reasoned answer to that question or identifies a problem and proposes a solution to that problem.

Keeping in mind that researching and writing a law dissertation is a dialectical process, not a linear one, these are the basic steps:

- Choose a topic of interest both to yourself and potential readers. Know your target audience.
- Narrow the scope of the topic down to a discrete issue that can be dealt with well within the word limit. You should avoid being too broad and descriptive while at the same time avoid being so narrowly focussed that the dissertation is unlikely to interest potential readers.
- Know and cite the existing literature relevant to your issue.
- Make sure the structure of the dissertation follows the logic of the argument and maintains the focus of that argument throughout the dissertation.
- Include your analysis and, where relevant, recommendations.

Choosing a Topic

Finding a topic of particular interest can be like a treasure hunt – you pick up an interesting idea, perhaps from something you have read or discussed in class and follow it up through various materials until you fix on a particular aspect which you feel needs to be addressed.

Choose a topic you are interested in. You will be spending a lot of time on the dissertation, and you will be happier if you are interested in the subject matter. Furthermore, you are more likely to invest the time necessary, and the quality of your research, writing and arguments will be much better if you are interested in the area. Never let someone pressure you into writing about a certain topic.

Be creative and choose an issue that stands out as original and innovative. Also keep the following points in mind:

- Is the topic of academic significance and not trivial? It would be possible to find out whether Shakespeare used the word 'and' more often in his comedies than in his tragedies, but would it be of genuine interest?
- Is the topic really manageable in the available time and word count? It is a common mistake to imagine that you can cover far more than is actually feasible, so keep a suitably narrow focus. Do not ask too big a question. Make sure that you take advice from your supervisor on this and remember that, generally speaking, the narrower and more specific your topic the better.
- Will you have access to the necessary information? Some students choose to write about a certain area or jurisdiction only to discover half way through their dissertation that they do not have access to the necessary material.

Some indicators of topics suitable for a dissertation:

- Controversial legal, political, economic, social, cultural or moral implications of particular rules or judgements;
- Divided doctrine and/or unsettled case law relating to the interpretation of a particular legal concept, the scope of its application, the standard of review to be applied etc;
- Inconsistencies within the legal system such as duplication or contradiction between norms, incoherent use of regulatory strategies, overlapping institutional authority etc; and
- Divergence between regulatory objectives and outcomes, eg lack of efficiency or effectiveness.

Conducting a Literature Review

A literature review entails a comprehensive examination of the published material relevant to your topic, including books, journal articles, working papers and government reports. The scope of the review should be sufficiently extensive to ensure that no significant material is left out. Remember to look for classic texts relating to underlying issues but also for up to date materials in the area.

Although a formal literature review does not have to be included in the dissertation, the process, that is engaging with the knowledge that already exists on your topic, is crucial. It should also enable you to provide evidence of wider reading and of your capacity to integrate a wide range of materials. Note that you should consider and if necessary mention all relevant material, not just material aligned with your way of thinking.

As you read, ask yourself if the material is relevant to your dissertation. Does it help to address the research question(s) raised? Should you decide to use the material, you should take notes to review at a later stage, otherwise you risk forgetting what have you read or where have you read it.

There is a wide range of research resources available to you, including in the QMUL Library in Mile End, the Institute of Advanced Legal Studies Library in Russell Square and online databases. You can also discuss with your supervisor the nature and availability of relevant sources of material.

20.7. Writing the Dissertation

Structure and Content of the Dissertation

A dissertation needs to have a central integrating argument. The argument should be logically developed, building up a case point by point and displaying a critical and analytical approach to the subject. The sections or chapters of the dissertation should be logically structured and help the flow of the argument, and their length should be proportionate to their relevance for the development of the main argument.

There is no specific, mandatory way to arrange the sections or chapters of the dissertation. The nature of the problem, the way in which you decide to address it

and your level of expertise on the topic are some of the factors that may influence the way you decide to structure your dissertation. There are, however, common elements that you may want to include.

Abstract

The abstract is a concise, clear outline of your core argument. It must convey your research question and research findings in not more than about 200 words. It is the hook with which you pull in the reader. Although the first thing to appear after the title, the abstract is usually the last thing to be written, upon a thorough reflection of the purpose, content and conclusions of the dissertation. A good abstract can be very useful for the reader, but it is by no means essential. Do not write an abstract if you do not feel comfortable doing so. If you do, avoid the common mistake of using the abstract to outline the structure of your dissertation; this should go in the introductory section or chapter.

Introduction

The introduction should provide an answer to the following questions:

What is the purpose of the dissertation?

The introduction should clearly state the purpose of the dissertation and the main analytical tasks you plan to undertake.

Why is the issue relevant?

Demonstrate why the issue is being discussed in the dissertation. If you are making comparisons with other legal systems, you need to explain why the comparison is pertinent and your rationale for using the chosen comparator.

How is the dissertation structured?

Outline for the reader the structure and content of the dissertation so that he or she knows what to expect. In the final paragraph of your introduction outline the sections or chapters and briefly explain what each of them covers.

Context/Background

It is always useful to provide some historical background to the problem you aim to examine, for instance by identifying the relevant law, regulations or cases. You can also refer to the doctrinal debate on the topic, highlighting, wherever pertinent, areas of controversy.

Analysis

While placing your topic in its wider context is mainly a descriptive action, you should make an effort to go beyond the description of a particular topic and engage in some analysis.

However, it is in the analytical section of the dissertation that you have the chance to demonstrate your ability to think independently, make an argument and include original analysis of your topic. This is the opportunity to analyse legal concepts,

examine the scope of their application and normative consequences and discuss how the law is applied in practice.

Conclusions

A strong dissertation will contain well-argued conclusions which are supported by preceding analysis and descriptive materials. The conclusions should form a substantial part of the dissertation, rather than being confined to a few sentences at the end.

Bibliography

Because you are expected to include full footnotes, a bibliography is not required.

Citation

The dissertation must be fully referenced. There are several approaches to citing authorities, but the standard in legal writing is footnotes or endnotes, not in-text citation. Many UK journals use the Oxford Standard for Citation of Legal Authorities (OSCOLA). Guides to and examples of OSCOLA and other full footnote citation systems are widely available, online and in print. You can choose any system you like, but you must be consistent throughout the dissertation.

The purpose of citation is three-fold: to acknowledge the source of an idea, an argument, a quotation or other material, to demonstrate that you have done the research and to make it easy for the reader to check the source, either for accuracy or to read further. For these reasons, regardless of the referencing system used, a number of pieces of information should be included in each reference.

When citing a book, you should include:

- the full name(s) of the author(s);
- the title and edition of the work;
- the publisher and year of publication; and
- the page(s) from which the information is drawn.

When citing a journal, you should include:

- the full name(s) of the author(s);
- the title of the article;
- the title, publication year, volume and issue number of the journal; and
- the page(s) from which the information is drawn.

When citing a law or regulation, you should include:

- the full title and/or official reference;
- the publication and/or effective date; and
- the article(s) or section(s) from which the information is drawn.

When citing a case, you should include:

- the full title of the case;
- the year of judgment;

- the volume number of the case or the case number (if there is one);
- the judge, where relevant; and
- the page(s) or section(s) from which the information is drawn.

When citing a report, you should include:

- the full title;
- the publication date;
- the report number;
- the author, where relevant; and
- the page(s) or section(s) from which the information is drawn.

When citing a webpage, you should include:

- the name of the authoring individual(s) or organisation;
- the title of the website and article;
- the full web address (URL); and
- the date on which the information was published (if available) and the date on which the webpage was viewed.

URLs should only be included where they are necessary to find the material in question.

Writing Style, Spelling and Grammar

When writing:

- use the correct tense and avoid switching from one tense to another without reason;
- make sure that nouns and verbs agree in number;
- avoid repetitious and informal language;
- remember the difference between descriptive and normative language (subjective or judgmental). When making value judgments make sure they flow from your argument and are backed up by evidence;
- make use of all the tools and resources available for improving your spelling and grammar, including the Legal Thinking and Writing Programme; and
- edit your draft.

Foreign Language Materials

You may use relevant foreign language materials, whether primary or secondary, for their dissertation; in fact, many dissertations would not be possible without foreign language materials. However, you are responsible for the accuracy of any quotation or paraphrasing, whether you do the translation yourself or rely on an existing translation, official or unofficial. The materials themselves must be provided in English (with inclusion of the original language text optional), even if the supervisor can read the language in question, as the LLM is an English language programme.

Foreign language materials should be cited in both English and the original language.

Word Count

The maximum word count for your dissertation depends on your specialism. You should not exceed this word limit, +/- 10%, as supervisors will not mark any section of your dissertation that is over this word limit.

Everything except the bibliography is included in the word count. This includes among other things the abstract, table of contents, appendixes, footnotes and endnotes and the titles of diagrams and words in graphs, tables and diagrams. Inclusion of an abstract, a table of contents or a bibliography is not mandatory but may be suggested by your supervisor.

There is no minimum word count. However, dissertations that are considerably shorter than the maximum word count may fail to fully address the topic and will be marked accordingly.

Research Ethics Approval

Some dissertation projects may involve methodologies that require research ethics approval. This is any methodology that 'involves' human subjects, even if the individuals are involved in their work capacity. Typically for the LLM this would be conducting interviews of civil servants, legislators, businesspeople etc.

For less complex research methodologies such as standard interviews, there is a simplified fast track process. Details can be found at <http://www.jrmo.org.uk/performing-research/conducting-research-with-human-participants-outside-the-nhs>.

The Standard Expected of the Dissertation

In General

The dissertation is required to be either a record of original work or an ordered and critical exposition of existing knowledge in the field. While this is not a definitive list for marking purposes, in general examiners are looking for the student:

- to have identified a relevant topic;
- to demonstrate the ability to discuss, analyse and criticise the law and literature on the relevant topic;
- to demonstrate an advanced understanding of the issues and the difficulties they present;
- to demonstrate knowledge of the relevant law and literature relating to the topic; and
- to demonstrate acceptable writing skills, including proper spelling, punctuation and grammar and the clear use of English.

The dissertation should be of publishable quality, ie broadly equivalent to the quality that would be expected by a reputable law journal.

Originality

A key requirement for success is that your dissertation contains a high degree of originality. The nature of originality means that it is impossible to define what constitutes it but, by way of illustration, originality may be achieved in one or more of the following ways:

- By drawing on your own professional experience;
- By drawing together for the first time diverse sources of information on a particular topic in order to present a coherent and novel treatment of the subject; and
- By relating an aspect of your specialist field to wider legal, political, economic or ethical considerations in a way that has not previously been done.

The key test that will be applied is whether or not the dissertation treats the chosen topic in a way not previously published.

Analytical Content

It necessarily follows from the requirement for originality that a successful dissertation will contain a high degree of analytical content. This must be distinguished from descriptive content. Whilst some descriptive content will be necessary, for example to explain the current or previous legal position or practice, the analytical content should provide, among other things, commentary on and critique of the current or previous legal position or practice, together with your own opinions (and recommendations, if appropriate). Dissertations consisting mainly of descriptive content are less likely to achieve a high mark than ones with a high degree of analytical content. However, the analytical content must not be achieved at the expense of thorough research into your subject matter.

Breadth versus Depth

The requirement for a high degree of analytical content means that you should consider carefully the scope of the dissertation. The dissertation is more likely to achieve a high mark if it covers a relatively narrow area in depth, rather than a broad area superficially.

At the same time, your dissertation should involve a comprehensive treatment of your topic, meaning that all relevant aspects need to be analysed, unless the dissertation topic has been reasonably defined to exclude them.

Dissertation Presentation and Layout

Title Page

The dissertation should include a title page that lists your Student ID number, full dissertation title, supervisor's name and final word count. Your name should not appear on the title page or anywhere else in the dissertation, including the file name and the file metadata.

Formatting

There is no official style guide for the dissertation. However, we recommend you use a 12-point font in a common font style, double space the main text and use margins of at least 2 cm. Footnotes should be no smaller than 10 point, normally in the same font as the main text.

Dissertation Submission

Your dissertation must be submitted electronically via QMplus. Please see the Key Dates section for the applicable submission deadline. Part-time students are reminded that your deadline is the one for the academic year which coincides with your second year of study.

It is strongly recommended that you submit your dissertation well before the deadline to avoid any last minute issues with the electronic submission process. For this reason, we will normally accept completed dissertations 7 days in advance of the deadline. Computer problems and technical issues are not acceptable reasons for late or non-submission. Guidance on how to submit your dissertation is available on the LLM/PG Diploma Dissertation Noticeboard on QMplus.

Please also note that in submitting your dissertation electronically, you consent to its submission to the Turnitin plagiarism software service.

If you cannot submit the dissertation on time, a deadline extension may be granted or a late submission penalty may be applied. Non-submission will automatically result in a fail. However, extenuating circumstances may apply. If you think you may have extenuating circumstances, please contact the Postgraduate Law Office in advance of the deadline.

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