



# 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](http://arcs.qmul.ac.uk/students). This handbook provides information specific to the School of Law/Postgraduate Taught Programmes, while [arcs.qmul.ac.uk/students](http://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](http://my.qmul.ac.uk) is the key website for general, QMwide information and can be found at: <http://my.qmul.ac.uk>

The Academic Regulations are available online at: [www.arcs.qmul.ac.uk/policy/](http://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](mailto: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.

# 1. CONTENTS

<b>2. CONTACTS .....</b>	<b>7</b>
2.1. TEACHING AND LEARNING SERVICE ADMINISTRATION.....	8
2.2. ASSESSMENTS AND QUALITY ASSURANCE .....	8
2.3. ACADEMIC DIRECTORS.....	8
2.4. CRITICAL THINKING AND WRITING .....	8
<b>3. KEY DATES.....</b>	<b>9</b>
<b>4. MODULE SELECTION .....</b>	<b>13</b>
<b>5. ASSESSMENT.....</b>	<b>14</b>
5.1. SUBMISSION OF ASSESSMENTS.....	14
5.2. EXTENUATING CIRCUMSTANCES .....	22
5.3. MARKING CRITERIA AND FEEDBACK.....	27
5.4. VIEWING YOUR RESULTS .....	32
5.5. AWARD POSTGRADUATE TAUGHT PROGRAMMES.....	32
<b>6. COLLEGE POLICIES .....</b>	<b>37</b>
6.1. USE OF QUEEN MARY ID CARD .....	37
6.2. COMMUNICATIONS.....	37
6.3. RELIGIOUS OBSERVANCE AND STUDY .....	38
6.4. INTERRUPTION & WITHDRAWAL OF STUDIES .....	39
6.5. UPDATING PERSONAL DETAILS .....	39
6.6. DEREGISTRATION .....	39
6.7. TUITION FEE DEREGISTRATION.....	39
6.8. REPRESENTATION.....	39
6.9. CODE OF CONDUCT.....	40
6.10. APPEALS AND COMPLAINTS .....	41
<b>7. CRITICAL THINKING AND WRITING .....</b>	<b>44</b>
<b>8. STUDENT SERVICES .....</b>	<b>48</b>
8.1. STUDENT ENQUIRY CENTRE .....	48
8.2. BURSARIES, GRANTS AND SCHOLARSHIPS.....	48
8.3. I.T SERVICES .....	49
8.4. QMPLUS.....	52
8.5. LIBRARIES .....	56
8.6. RESIDENTIAL SERVICES AND SUPPORT .....	60
<b>9. STUDENT WELFARE/SUPPORT .....</b>	<b>61</b>
9.1. STUDENT HEALTH SERVICE .....	61
9.2. STUDENT VOICE.....	62
9.3. DISABILITY AND DYSLEXIA SERVICE .....	64
9.4. ACADEMIC SKILLS ENHANCEMENT (ASE).....	65
9.5. FAITH AT QMUL .....	65
9.6. STUDENT ENGAGEMENT .....	65
<b>10. GRADUATION AND ALUMNI .....</b>	<b>70</b>
10.1. YOUR ALUMNI NETWORK .....	70
10.2. GRADUATION .....	70
<b>11. CAREERS AND ENTERPRISE.....</b>	<b>72</b>
11.1. CAREERS.....	73
11.2. PG LAW CAREERS TEAM .....	73
<b>12. DEPARTMENTAL INFORMATION.....</b>	<b>75</b>

<b>13.</b>	<b>SAFETY AND EMERGENCIES.....</b>	<b>76</b>
13.1.	COVID-19 MEASURES.....	77
<b>14.</b>	<b>CONTACTS .....</b>	<b>78</b>
14.1.	TAUGHT PROGRAMMES OFFICE.....	78
14.2.	ASSESSMENTS AND QUALITY ASSURANCE .....	78
14.3.	ACADEMIC DIRECTORS.....	78
14.4.	CRITICAL THINKING AND WRITING .....	78
14.5.	OTHER USEFUL CONTACTS AT QUEEN MARY .....	79
<b>15.</b>	<b>APPENDIX.....</b>	<b>80</b>
15.1.	APPENDIX I - GUIDELINES FOR ANSWERING EXAM QUESTIONS .....	80
15.2.	PART I: QUESTIONS .....	80
15.3.	ESSAY QUESTIONS.....	80
<b>16.</b>	<b>INDEX .....</b>	<b>84</b>

This handbook should be used together with the Academic Regulations and <http://arcs.qmul.ac.uk/students/>. This handbook provides information specific to Postgraduate Law Programmes, while [arcs.qmul.ac.uk/students](http://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.

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](mailto:pglawoffice@qmul.ac.uk)**

### **Disclaimer**

The information in this handbook is correct as of 11 January 2022. In the unlikely event of substantial amendments to the material, the Postgraduate Law 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

## 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.

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.

We were ranked 10th in the UK for law by Complete University Guide 2022, [8th in the Guardian League Tables 2022](#) and [29th in the world and 7th in the UK](#) by QS World University Rankings by Subject 2021.

We were also ranked [17th in the UK in the Times Higher Education Rankings 2022](#).

## **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), Holborn and the Department of Law, Mile End. The School has more than 90 faculty members, either teaching at undergraduate and 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)
- LLM in Law and Economics
- MSc in Law and Finance
- MSc in Regulation and Compliance
- LLM in Regulation and Compliance
- LLM in Paris

### **Distance learning options including:**

- Certificate, Diploma and LLM in Technology, Media and Telecommunications Law
- Certificate, Diploma and LLM in International Dispute Resolution Arbitration

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 CCLS and the Department of Law. The LLM in Law and Economics and MSc in Law and Finance programme is offered jointly by CCLS and the School of Economics and Finance.

## **Global view - Distance Learning and Studying in Paris**

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. 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. CONTACTS

### Location:

Centre for Commercial Law Studies  
School of Law  
Lincoln's Inn Fields  
London  
WC2A 3JB

The Teaching and Learning Services administration office is based in room 3.5 of Lincoln's Inn Fields (LIF) campus. Staff are available to help you with general enquiries Monday to Friday (not including bank holidays).

### Email

<b>Teaching and Learning Services Administration Team</b>	General Enquiries for current students	<a href="mailto:pglawoffice@qmul.ac.uk">pglawoffice@qmul.ac.uk</a>
<b>Assessment Team</b>	Assessment Enquiries	<a href="mailto:pglaw-assessment@qmul.ac.uk">pglaw-assessment@qmul.ac.uk</a>

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 Teaching and Learning Services to discuss your programme you can book an appointment. There are two options for appointments:

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

Please email [pglawoffice@qmul.ac.uk](mailto:pglawoffice@qmul.ac.uk) giving a brief outline for the meeting, so that staff can have any relevant information to hand.

### 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

## 2.1. Teaching and Learning Service Administration

If you have any questions regarding your programme of study, please contact the Teaching and Learning Services administration team, see the [administration contacts section](#)

## 2.2. Assessments and Quality Assurance

### General Assessments Enquiries

For queries about assessments please contact our assessments team.

[pglaw-assessments@qmul.ac.uk](mailto:pglaw-assessments@qmul.ac.uk)

## 2.3. Academic Directors

### LLM Academic Programme Directors:

#### Anne Flanagan

LLM Programme Director

[a.flanagan@qmul.ac.uk](mailto:a.flanagan@qmul.ac.uk)

#### Angelos Dimopoulos

LLM Programme Director

[a.dimopoulos@qmul.ac.uk](mailto:a.dimopoulos@qmul.ac.uk)

For contact details of **LLM Programme Directors** [click here](#)

## 2.4. Critical Thinking and Writing

### Administration Team

Email: [sllf-progadmin@qmul.ac.uk](mailto:sllf-progadmin@qmul.ac.uk)

### Module Convenor:

#### Nicholas Lloyd

Tel: 020 7882 2840

Office: (Francis Bancroft Building) FB 1.30,

Mile End Campus

Email: [n.h.lloyd@qmul.ac.uk](mailto:n.h.lloyd@qmul.ac.uk)

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

## 3. Key Dates

The dates in this table are for all full time and 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.

### Term Dates

#### Academic Year 2021-2022

Semester 2 (B21)	24 January – 14 April 2022 Study Week: 28 February – 04 March 2022 (no teaching) UK Bank Holiday: 15 and 18 April 2022
Semester 3 (C21)	06 June – 08 July 2022 Bank holidays: 02 May, 02 and 03 June 2022  Examination period for Semester 2 & Year Long modules Study period: 03 May - 04 May 2022 Examinations: 5 May - 1 June 2022
	Examination period for Semester 2 & Late Summer Resit Period 01 August - 12 August 2022

#### Academic Year 2022-2023

Semester 1 (A22)	03 September – 16 December 2022 Study week: 19 December - 22 December 2022 (no teaching) Bank holidays: 26 and 27 December 2022, 2 January 2023  Examination Period: 05 – 20 January 2023
---------------------	---

### Important Dates

14 – 21 January 2022	Inductions
19 – 23 January 2022	Module Selection
<b>24 January 2022</b>	<b>Teaching Period B21 begins</b>
<b>24 January 2022</b>	<b>Block C modules begin</b>
24 January 2022, 08:00hrs	Registration request for on campus teaching opens via Libcal
31 January 2022, 08:00hrs	Registration request for on campus teaching closes via Libcal
23 February 2022	SSLC

16 February 2022	Dissertation Overview Session
21 February 2022, 2pm 4 March 2022, 2pm (Repeated)	Dissertation Title Proposal Writing Support Session
21 – 25 February 2022 (TBC)	Programme of Study: Themed Dissertation Support Session
24 February 2022, 10am	Whose Words Are These? Authorship and Plagiarism In Legal Academic Writing
21 – 25 February 2022 (TBC)	Citation Needed! OSCOLA Referencing Workshop
<b>25 February 2022</b>	<b>Study Block C teaching ends</b>
<b>28 February - 04 March 2022</b>	<b>Study Week</b>
07 March 2022	Dissertation Title Proposal Submission
<b>07 March 2022</b>	<b>Study Block D teaching starts</b>
11 March 2022	Exam Timetable released
01 April 2022	<a href="#">Exam Access Arrangement</a> Deadline for Sem 2 (B21) modules
<b>08 April 2022</b>	<b>Teaching Period Sem 2 (B21) ends</b>
11 – 14 April	Study Period
11 - 14 April 2022	SSLC - follow up (if required)
15 April 2022	Bank Holiday (Good Friday)
18 April 2022	Bank Holiday (Easter Monday)
22 April 2022, 2pm	Approaching your Final Assessment Exercise or Online Examinations
29 April 2022, 2pm	Effective Postgraduate Law Essay Writing Preparation
02 May 2022	Bank Holiday (May Day)
04 May 2022	Deadline for <a href="#">Interruptions and Withdrawals of Studies</a>
05 May - 02 June 2022	Online examinations for Sem 2 (B21) modules
05 May - 02 June 2022	Final Assessment Exercise for Sem 2 (B21) modules
07 May 2022	Essay Extensions Request deadline for Sem 2 (B21) modules <sup>1</sup>
13 May 2022 by 10:00am	Course essay submission for Sem 2 (B21) modules
02 June 2022	Bank Holiday (Spring Bank Holiday)

---

03 June 2022	Platinum Jubilee Bank Holiday
<b>06 June 2022</b>	<b>Teaching Period Sem 3 (C21) begins</b>
01 April 2022	<a href="#">Exam Access Arrangement</a> Deadline for Sem 3 (C21) modules
21 June 2022	Extenuating circumstances deadline for Sem 2 (B21) modules
22 June 2022 (12:00 - 1:30pm)	SSLC
24 June 2022	Extenuating circumstances sub-committee
29 June 2022	Subject Examination Board (SEB)
29 June 2022	Deadline for <a href="#">Interruptions and Withdrawals of Studies</a>
<b>08 July 2022</b>	<b>Teaching Period Sem 3 (C21) ends</b>
11 - 29 July 2022	Study Period
01 - 12 August 2022	Online examination and FAE for Teaching Period Sem 3 (C21)
01 - 12 August 2022	<b>Resit period</b> Teaching Period Sem 2 (B21)
23 August 2022 by 16:00	Essay Extensions Request deadline for Sem 3 (C21) modules <sup>2</sup>
26 August 2022 by 10:00am	Course essay submission for Sem 3 (C21) modules
26 August 2022 by 10:00am	Resit essay submission date for Sem 2 (B21) modules
September 2022	Module Selection Deadline
<b>03 October 2022</b>	<b>Teaching Period Sem 1 (A22) begins</b>
<b>03 October 2022</b>	<b>Block A modules begin</b>
04 November 2022	Deadline for the submission Exam Access Arrangements (DDS) for Sem 1 (A22) Module
<b>04 November 2022</b>	<b>Block A modules end</b>
<b>07 - 11 November 2022</b>	<b>Study Week</b>
<b>14 November 2022</b>	<b>Block B modules begin</b>
TBC November 2022	Student Staff Liaison Committee (SSLC)
18 November 2022 (TBC)	Exam Timetable released to students
<b>16 December 2022</b>	<b>Teaching Period Sem 1 (A22) ends</b>
<b>19 December 2022</b>	<b>Dissertation submission</b>
24 December 2022 – 03 January 2023	University Christmas Closure
25 December 2022	Christmas Day

26 December 2022	Bank Holiday (Substitute for Christmas Day)
04 January 2023	Deadline for <a href="#">Interruptions and Withdrawals of Studies</a>
05 – 20 January 2023	Examination Period for Sem 1 (A22) modules
05 – 20 January 2023	Final Assessment Exercise for Sem 1 (A22) modules
18 January 2023	Essay Extension Request deadline for Sem 1 (A22) modules <sup>3</sup>
20 January 2023 by 10:00am	Course essay submission for Sem1 (A22) modules
23 February 2023	Extenuating Circumstances Deadline for Sem1 (A22) modules
March 2023 (TBC)	Extenuating Circumstances sub-committee
March 2023 (TBC)	Subject Examination Boards (SEB) provisional marks available on MySIS shortly after SEB
March 2023 (TBC)	Final Degree Examination Board
April 2023 (TBC)	Graduation Ceremonies
7 August - 18 August 2023	Resit period for FAE's and online examinations for modules taken in Teaching Period Sem 1 (A22)

Please note that your QM email will expire around two months after your final degree results are issued. 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/>

## 4. MODULE SELECTION

Selecting your modules is a highly important individual decision.

Please ensure you carefully consider the following factors when choosing your modules:

- Ensure you have chosen the right number of credits of modules for each teaching period.
- You cannot take two modules that are taught at the same time as the timetable cannot be amended to assist individual clashes.
- Timetabling of classes - you must allow sufficient travel time between any chosen classes and their locations.
- Ensure you familiarise yourself with the assessment component for each module as they may vary from module to module.
- Please take time to look at the submission dates of the various module assessments.
- Check whether your module has a co or pre-requisite which needs to be taken.
- Check any other restrictions that may be applied to the modules you are selecting and carefully read the instructions as outlined.
- Check whether one of your chosen modules support your proposed dissertation area, if you decide to opt for a dissertation.

### **Online module selection and approval process**

To register for your modules you will need to login to [MySIS](#) with your usual computer log-in, and make selections from those modules which are available on your programme. The dissertation code will be preselected for your programme and your module selections per each teaching period will be listed.

### **Module Selection Deadlines:**

Module Selection Opens: after Wednesday 19 January 2022

Module selection Deadline: Sunday 23 January 2022

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

## 5. 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 modules are examined by an online examination, some by course essay, some by Final Assessment Exercise (FAE) and some by a combination of these and other presentation and in-class elements.

The Postgraduate Law Module and Programme Descriptions 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.

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-2021-22.pdf>

### **5.1. 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 up to one week before the deadline.



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 B21:** 13 May 2022

**Teaching Period C21:** 26 August 2022

**Teaching Period A22:** 20 January 2023

**All** module specific deadlines and required number of words are noted in the Postgraduate Law Module and Programme Descriptions.

## 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.

- **Module number (i.e. SOLM001)**
- **Module Title**
- **Module Convenor**
- **Essay Title**
- **Word count**

### **Electronic Submission via QMplus Noticeboard (Turnitin)**

You should submit your essay via the QMplus Module page directly related to the assessment. 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**

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

Dates assigned for oral presentations 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.

### **Dissertations**

#### **Dissertation Title and Proposal submission date**

07 March 2022 10:00 hrs

No extensions will be granted.

#### **Word Count, Formatting and Title Page**

The word count for all dissertations is 10,000 words, except for those on Regulation and Compliance LLM/MSc, which is a 5000 word case study and 5000 word dissertation.

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:

- 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**

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 Dissertation Support Noticeboard.

### **Dissertation submission date is:**

**19 December 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.

## **Dissertation Support Sessions**

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

### **1. Dissertation overview sessions.**

Dates will be announced 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 Taught Programmes Dissertations 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.

More information on dissertations can be found in [appendix II](#)

### **Final Assessment Exercise and Online exams**

If a module has a FAE or Online Exam 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.

#### **FAEs**

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

### **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 B21 Modules:** 05 May – 01 June 2022

**Teaching Period C21 Modules:** 01-12 August 2022

**Teaching Period A22 Modules:** 05 – 20 January 2023

You are informed of the **individual** module exam dates, as set by the University, in March for Teaching Period B21 and in July for Teaching Period C21 and November for Teaching Period A22 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 Teaching and Learning Services Team 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.

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 B21 Examinations: 18th March 2022

Teaching Period C21 Examinations: 18th March 2022

Teaching Period A22 Examinations: November 2022

<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](mailto: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](mailto:pglaw-assessments@qmul.ac.uk)

## **QMplus Guide to Submitting your Assessments**

Click here for more information about how to submit assessments

[https://qplus.qmul.ac.uk/pluginfile.php/1783622/mod\\_resource/content/1/Submissions%20guideline%20version%201%20%28NEW%29.pdf](https://qplus.qmul.ac.uk/pluginfile.php/1783622/mod_resource/content/1/Submissions%20guideline%20version%201%20%28NEW%29.pdf)

## **5.2. 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 application you complete it via the MySIS portal. Guidance is available on each module QMplus page.

Your claim 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). It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible.

Students will be able to self-certify on a maximum of three occasions, each covering up to seven calendar days; any claims beyond those three will need to be accompanied by supporting 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.

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 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 B21:**

Students must submit claims as soon as possible, and at the latest by 24<sup>th</sup> June 2022

#### **Teaching Period C21:**

Students must submit claims as soon as possible, and at the latest by 28<sup>th</sup> September 2022

### **Teaching Period A22:**

Students must submit claims as soon as possible, and at the latest by February 2023 (TBC)

Please note: Students who have to re-sit assessments the following year due to extenuating circumstances are not entitled 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 an 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. 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 are also able to 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 submitted an extension request via MySIS which has been approved. Permission will only be given for legitimate reasons, such as medical or other serious unforeseeable circumstances. The maximum extension permitted is 2 weeks, if you require more than 2 weeks then please apply for a non-submission instead. Without such permission, normal late submission penalties will automatically apply.

Extension requests should be received 3 working days prior to normal submission dates, except the dissertation which is 5 working days prior, via the Extenuating Circumstances form available on QMplus. Requests must be received by **10.00 hrs** on the following dates:

April essays – Extension request deadline 10 May 2022

Dissertation - Extension request deadline 12 December 2022

January essays – Extension request deadline 17 January 2023

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.

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

### **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 a student submits past the 7 day late period, without an approved extension, they will receive a 0 – F and will have to resit at the next opportunity.

### **Late submission**

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

Exams and FAEs are not allowed to be submitted late.

### **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't 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.

### F AE/Online Exams Resits

The first available opportunity to resit/retake examinations for modules taken in B21 is: **01 August – 12 August 2022.**

The first available opportunity to resit/retake examinations for modules in C21 is: **05-20 January 2023.**

The first available opportunity to resit/retake examinations for modules in A22 is: **07 – 18 August 2023.**

**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 B21, the next available opportunity to re-submit is 26 August 2022 by 10.00 hrs.

Students who do not submit or fail their required essay for modules in C21, the next available opportunity to re-submit is 20 January 2023 by 10.00 hrs.

Students who do not submit or fail their required essay for modules in A22, the next available opportunity to re-submit is 12 May 2023 by 10.00 hrs

### **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.

### **Resit Dissertations**

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

For January 2022 programme students the next available opportunity 12 May 2023 by 10.00 hrs.

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 [pplawoffice@qmul.ac.uk](mailto:pplawoffice@qmul.ac.uk) for guidance.

## **5.3. Marking Criteria and Feedback**

### **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/academic/Assessment-Handbook-2021-22.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](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.

## 5.4. Viewing your Results

To view your marks for assessment, log-in to MySIS with your usual 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>)

## 5.5. 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](http://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 1.5% of a borderline (except at the pass/fail border) shall be determined to fall within the 'zone of consideration';
- 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 all credits 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.

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 July and 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 their results.

On **01<sup>st</sup> July 2022**, the first SEB will meet and consider all results from Semester B21 examination period 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 12 July 2022.**

Official publication of results is **20 July 2022**. 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 05<sup>th</sup> October 2022**, the **second** SEB will meet and consider **all** results including any C21 modules, resits marks, if applicable. At this time they will consider recommendations from the second EC Board.

**The marks are officially confirmed by the Degree Examination Board (DEB) which is held on 14 October 2022.**

Official publication of results is **27 October 2022**. This the date from which the period permitted for appeals, UKBA processes, etc., begins).

**In March 2023 (date to be confirmed)**, the **third** SEB will meet and consider **all** results including any A22 modules, resits **and** your dissertation marks, if applicable. At this time they will consider recommendations from the third EC Board and awards will be made.

**The marks and classifications are officially confirmed by the Degree Examination Board (DEB) which is held in March 2023.**

## **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**

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](mailto: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 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.

## 6. COLLEGE POLICIES

### 6.1. 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.

### 6.2. 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](http://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](mailto:its-helpdesk@qmul.ac.uk) Tel: +44 (0)20 7882 8888.

### **6.3. 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.



## 6.4. 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 5 January 2022 and 4 May 2022 (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).

## 6.5. 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>

## 6.6. 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

## 6.7. 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/>

## 6.8. 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/doctoralcollege/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/>

## 6.9. 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](http://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>.

## 6.10. Appeals and Complaints

Please include the text below regarding information on appeals and complaints.

### **Mandatory text**

#### **Appeals**

A Formal Appeal is a request to review a decision about progression, assessment or award.

Before you submit a Formal Appeal, speak to your School/Institute about the decision you wish to appeal as many issues can be resolved without the need for to enter into a lengthy formal process.

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 a Formal 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.

A Formal 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](mailto: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 Formal 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 Formal 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 the Formal Complaint stage but if your matter is still not resolved then there is one review stage to the policy.

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/> 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](mailto:data-protection@qmul.ac.uk) via [data-protection@qmul.ac.uk](mailto: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

## 7. 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, final assessment exercises, essays and dissertation writing. As a result, two modules have been created 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 with a condition associated with their 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 elective dissertation title proposal as well as sessions to help students approach their exams.

### Students with In-Sessional Language Conditions (check your offer in MySiS):

CTWL offered January – March (Teaching Period B21) introduces students (who arrive at QMUL with a condition associated with their 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 MySiS, 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 January – March (Teaching Period B21) of the CTWL In-sessional programme: the condition is satisfied by attending at least 80% of the Teaching Period B21.
- 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.

### **January – March (Teaching Period B21)**

**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.

### **January – March (Teaching Period B21) - 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 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.

### **February (Teaching Period B21) - Dissertation Title Proposal Writing**

As PG Law students are required to write and submit their dissertation title proposal, the Language Centre offers a one-off supplementary session to all students 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.

### **October – December (Teaching Period A22) 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 five- week intensive 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 B21.

For Dissertation writing classes students attend two 2-hour classes per week for 5 weeks between October and November 2022.

Students are welcome to take up the offer of a tutorial to help with the dissertation writing process from a member of the CTWL staff. However, this option is not continuously open throughout all the weeks and months leading up to submission but is instead available within carefully arranged “windows” to which you will be notified in due course. In the first instance, students should contact their dissertation supervisors to initiate the tutorial process.

CTWL also 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 B22 will open from mid-January 2022. Classes, however, will begin in the week beginning 31st January 2022.

To register for these CTWL modules please use the In-sessional Course Bookings task available on your MySIS: <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.

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, including all administration queries, please contact one of the team via the email address below: **Email: [sllf-progadmin@qmul.ac.uk](mailto:sllf-progadmin@qmul.ac.uk)**



For academic questions more related to the content of CTWL please contact:

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

Tel: 020 7882 2840 Email: [n.h.lloyd@qmul.ac.uk](mailto:n.h.lloyd@qmul.ac.uk)

## 8. STUDENT SERVICES

### 8.1. 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](mailto:studentenquiry@qmul.ac.uk)

Telephone: 020 7882 5005

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

### 8.2. 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](https://arcs.qmul.ac.uk/QMFinancialAssistanceFund)

## Contact

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

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

## 8.3. I.T Services

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 <https://www.its.qmul.ac.uk/about/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. Should you require in-person support then please contact us via Live Chat and we can book you in. Our opening hours are Monday to Friday, 7am-7pm.

**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 located across campus to use, with all devices offering both copying and scanning facilities alongside printing. Wireless printing services are also available and more information can be found on the ITS webpage. The cost of printing and photocopying is automatically linked to your **MyPrint** account, which is linked to your student ID card. You are charged for printing and copying by clicks (1 click = 1 side of paper). The cost of a single side is 4p but drops to 3.5p when you print double-sided. All students will receive £10 each year through your **MyPrint** account to use for printing and copying.

**The CopyShop:** 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 without fingers tips, black areas and poor results for you.

We 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....no more fuzzy images.

**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.

**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.

**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>

### **Contact the IT Service Desk**

IT Live Chat: [www.its.qmul.ac.uk](http://www.its.qmul.ac.uk)

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

Email: [servicedesk@qmul.ac.uk](mailto:servicedesk@qmul.ac.uk)

Telephone: 020 7882 8888 (24/7)

### **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. Please notify the CCLS Reception about the issue who will contact the support person for you. Support can be provided on-site at LIF for the following:

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

The IT Service Desk based in Mile End Campus will be able to deal with everything else and are your first point of contact if the CCLS support person is unavailable:

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

IT Live Chat: <https://www.its.qmul.ac.uk/support/>

Email: [helpdesk@qmul.ac.uk](mailto:helpdesk@qmul.ac.uk) (non-QMUL addresses will be rejected)

Office hours: Monday to Friday, 7.00am to 7.00pm

Out of Hours phone support service, called NorMAN, can be reached by dialling the usual IT Service Desk number, 0207 882 8888. They can be contacted between 7pm - 7am on weekdays; all weekends, College Closures and Bank Holidays.

### **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-5ff9dcd-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/>

## 8.4. 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 Teaching and Learning Services 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: **PGLAW**

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](mailto: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 CCLS Reception or the Teaching and Learning Services Office LIF 3.5.

**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.

### **Postgraduate Law 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 Teaching and Learning Services 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.

### **Dissertation Support Noticeboard**

This noticeboard is used to support and notify you of issues relating to the Dissertation element of your programme. 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.

### **Individual 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.

- [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 and International 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 programme page. Please email the QMplus Helpdesk at [qmplus.cclshelpdesk@qmul.ac.uk](mailto:qmplus.cclshelpdesk@qmul.ac.uk)

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

## 8.5. 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 2021/22, Library Services are providing as many eBooks and other electronic resources as possible, so you can gain access to online readings from wherever you are. The online library includes 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.

Some online resources also require your library barcode and pin number. You will find your barcode number on the front of your Queen Mary ID card or check online via [MySIS](#). You can request your PIN using the [PIN reset form](#).

Queen Mary Library Services have a team answering emails at [library@qmul.ac.uk](mailto:library@qmul.ac.uk) who will help you use the e-resources and answer any general Library related questions you may have. You can also browse FAQs and chat with a member of the team at <https://qmul.libanswers.com/>.

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. Richard Evans**. Contact details for Richard 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 on-campus service points providing drop-in help as well as 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. 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/>

The resources and facilities Queen Mary Library Services provide are 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-library-services/welcome-and-induction-2021>

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](mailto: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](mailto: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.

**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](mailto:ials@sas.ac.uk) Web: [www.ials.sas.ac.uk](http://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/>

## 8.6. Residential Services and Support

Housing Services and Residential Services

The team's main responsibilities are:

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

Residential Services, based at the Residences Reception, France House, Westfield Way at Mile End, look after you once you have moved into Queen Mary Halls and has three key areas you will interact with during your stay. Residential Services is made up of 3 teams; Residential Operations, Residential Life and Residential Welfare and Support.

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: [housingservices@qmul.ac.uk](mailto:housingservices@qmul.ac.uk)

### **Contact Residential Services**

Email: [residentservices@qmul.ac.uk](mailto:residentservices@qmul.ac.uk)

[www.qmul.ac.uk/residences](http://www.qmul.ac.uk/residences)

## 9. STUDENT WELFARE/SUPPORT

### 9.1. 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.

### 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](http://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.

## **Mental Health**

We also have a mental health team who can advise and support you to manage a mental health condition while you are studying at Queen Mary. Our Mental Health advisers can advise you about the local NHS and other support services available in Tower Hamlets and the neighbouring boroughs as well as offering a range of interventions to help you manage your mental health.

## **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](http://www.welfare.qmul.ac.uk)

## **9.2. 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 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 form will be given out in class and returned to the Teaching and Learning Services 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 [pglawcareers@qmul.ac.uk](mailto:pglawcareers@qmul.ac.uk)

### **9.3. 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/](http://www.dds.qmul.ac.uk/)

Email: [dds@qmul.ac.uk](mailto:dds@qmul.ac.uk)

## 9.4. Academic Skills Enhancement (ASE)

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, and how to access them, visit <https://www.qmul.ac.uk/library/academic-skills/>

## 9.5. 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.

## 9.6. 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). Other markers of student engagement are:

1. Access to module QMplus pages
2. Assessment Submission
3. Attendance at online classes accessed via QMplus  
or
4. Attendance at physical classes
5. Dissertation Supervisory Meetings where applicable
6. 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. In order for us to monitor attendance satisfactorily students must access any online teaching via QMplus. You will find the link to access 'live' or 'recorded' lectures via the module QM+ page. 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.

It is the student's responsibility to ensure that they are actively engaging with their programme. Students who are not engaging satisfactorily will be notified and invited to discuss this. Failure to engage in your studies could lead to you being de-registered from the programme. A period of continued absence for more than two consecutive weeks will not normally be permitted.

### **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 Teaching and Learning Services team in advance by email giving your reasons for this absence. You will need to notify us for **both** in person and online teaching sessions you miss. This will be noted as 'Permitted Absence'. Please note however, that this should be for unavoidable reasons only.

In such cases, please email the TPO team on [pglawoffice@qmul.ac.uk](mailto:pglawoffice@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.)
- State whether it's an in person or online teaching session.

### **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. Please ensure you make the necessary arrangement to catch up with any teaching activities you may have missed.

### **What is Learner Engagement Analytics and what does it have to do with me?**

Let's begin with the basics! Learner Engagement Analytics is a term that is used to describe the data the University holds about your engagement with various services, as well as your demographic data. Learner Engagement Analytics is often referred to as LEA, so you may also have heard about it under that name. Currently, your engagement data comes from your digital footprints that you leave when you use QMPlus and other University systems and data about your grades and academic history. When all this data about you is brought together in one system, it's called Learner Engagement Analytics.

The following types of data may be used for the LEA system at Queen Mary:

- Background information: your name, identifiers used by the [University / College], contact details, and a link to the photo we hold of you.
- Details about your course, the modules you are taking, the credits you have achieved and your advisers.
- Details of your assessments, marks and grades obtained.
- Details of your activity in **QMPlus and other digital systems**: logins, resources viewed, assessments submitted and graded, and session timeouts.
- Details about your engagement with teaching activities.

- Any extenuating circumstances that have been approved.
- As part of the ongoing development of the LEA platform we will be including some data about your use of reading lists and may pilot the inclusion of some other data about your library usage.
- We may link data for **Statistical Purposes only** to your date of birth, ethnicity, gender, declared disabilities, entry qualifications, whether your parents were in higher education, your socio-economic background, whether you are an overseas student. Two of these data types are what is known as special category personal data: Ethnicity and Disability. They are being included within our models with the aim of improving our monitoring of equality of opportunity and to improve the accuracy of the models. These statistical analyses will allow us to identify different patterns of engagement between different groups. They will not be used to identify individuals.

As you can see, LEA has a lot to do with you – it's data about you! The University has collected this data about you for a long time, but the University has decided to create a system that brings your data from different sources together, and this new system is going to be used to analyse your data to better understand and support your journey through the University.

#### **What will my data be used for?**

It's good to be careful with your personal data, and we can assure you that your data will only be used to improve the student experience and provide tailored support when you need it. For example, in schools where LEA has been implemented in 2021-22, if we can see that your engagement has decreased, your Advisor and the student support staff in your school might reach out to you to see if you need a bit of extra support to get back on track. Another benefit is that the engagement data from all the students in your cohort can help academic staff to improve their learning materials. If a lecturer can see that most students in your class aren't opening the resources on QMPlus, it might be sign that they need to redesign the QMPlus page, so it is easier for you to access the right resources at the right time.

Now that you know what we do with your data, we also want to make it clear that your data will never be used for assessment unless you have explicitly been told that this is the case (this is only the case for a small minority of courses that have relied on engagement data for assessment for a long time, so this isn't a new feature of the LEA system).

Similarly, if we can see that you have disengaged, the LEA system will never be used to make any automatic decisions about your progression. Finally, your data will never (not now, not in the future) be used for the purpose of the Prevent scheme.

Your data – like all other kinds of data the University collects about you – will be processed in accordance with the University's [Data Protection Policy](#) and [Student Privacy Notice](#).

#### **Who will have access to my data?**

We know that you probably don't want lots of people to see your data, and only a small group of people will have access to your data. Only two groups of people will have access to your data. The first group is staff whose job it is to support you and your learning. This includes your Advisers, academic staff and student support staff. Only staff that work directly with you (so not all staff across all parts of the university) have access to see your

data. The second group is staff whose job it is to develop and maintain the LEA software. This may include IT staff and staff from external software suppliers. When staff from both of these groups access your data, they must adhere to strict data protection rules. Your data will also be combined with other students' data to find trends and enable comparison. When your data is used this way, it will not be possible to identify you.

**What will happen if my LEA data shows a lack of engagement?**

Our first step will always be to try to get in contact with you to find out what is going on. Usually, your Advisor or someone from your Schools' student support team will contact you. If you're going through a difficult period or you are struggling to keep up with your academic work, the staff member will signpost you to relevant support services and see if any additional support needs to be put in place.

We know that all students have different study habits, so if you feel the LEA data doesn't accurately reflect your engagement, you can discuss this with the staff member that contacts you.

Your LEA data will never be used to make automatic decisions about your progression – a staff member will always reach out to you before any decisions are made!

**What's the future of LEA?**

First of all, we're working on a dashboard that will give students a simple way to see their own Learner and Engagement Analytics. The intention is that students can choose to use this data to monitor their progress and get an accurate idea of their progress compared to the rest of their cohort. It will of course not be compulsory to check your LEA Analytics data – it's a tool you can choose to use if you find it helpful.

As the LEA system develops, the system will also be able to make predictions based on the data that comes into the system. This feature is not available yet, but when it becomes available, it will allow staff to identify if you might need a bit more support. It will also be a way for you and your Advisor to discuss your expectations for your academic results and see if you need to adjust your engagement to make it more likely that you can achieve the results you want.

**I have a concern or a question. Who can I contact?**

We want to be completely transparent about the way LEA works at Queen Mary, so don't hesitate to get in touch if you have a concern or a question. In the first instance, please contact your Adviser.

## 10. GRADUATION AND ALUMNI

### 10.1. 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

### 10.2. Graduation

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>

## 11. 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 [www.qmul.ac.uk/careers/events/](http://www.qmul.ac.uk/careers/events/).
- Attend workshops on job applications, interviews, assessment centre techniques and a range of graduate skills – from leadership to commercial awareness [www.qmul.ac.uk/careers/events/](http://www.qmul.ac.uk/careers/events/).

Find a range of part-time, and full time job vacancies on our website [www.qmul.ac.uk/careers/jobs-and-experience/](http://www.qmul.ac.uk/careers/jobs-and-experience/).

- Use our work experience hub to find out about internships, temporary work or local work experience placements [www.qmul.ac.uk/careers/jobs-and-experience/](http://www.qmul.ac.uk/careers/jobs-and-experience/).

## 11.1. Careers

The QMUL Careers & Enterprise service provides information, advice and guidance on topics ranging from choosing a career to finding work experience and starting your own business.

You can find out more about the service on their website [www.qmul.ac.uk/careers/](http://www.qmul.ac.uk/careers/)

In addition to the above, as a postgraduate law student you'll benefit from the tailored support of the in-house PG Law Careers Team.

## 11.2. PG Law Careers Team

The Postgraduate Law Careers Team is a dedicated team of expert careers consultants, including an experienced lawyer and law graduates, who together offer a range of guidance, workshops and employer/alumni events to help you best position yourself for your career, as well as enhance your professional skills and global employability. There is also a PG Law Careers module on QMplus, which you can access using this link <https://qmplus.qmul.ac.uk/course/view.php?id=12157>.

Throughout the year, the PG Law Careers Team offers one-to-one career guidance sessions and run important employability skills workshops, including how to hone your CV and cover letter, enhance your networking skills and improve your online applications. They also coordinate a range of employer events tailored for Queen Mary postgraduate law students.

The team provides current PG Law students and recent alumni with careers support and a whole range of information and resources, including regular updates about career events and employment-related opportunities.

For all enquiries and to contact a member of the PG Law Careers Team please e-mail [pglawcareers@qmul.ac.uk](mailto:pglawcareers@qmul.ac.uk)

### **PG Law Careers services**

Throughout the year, you can book one-to-one 25-minute appointments to discuss anything careers related, from career choice and planning to CV, cover letter and application reviews. This service extends to alumni for up to 2 years after they graduate.

To book a one-to-one appointment with a PG Law Careers Consultant, please call 020 7882 8533 or email [careers@qmul.ac.uk](mailto:careers@qmul.ac.uk).

There is also a detailed PG Law Careers Guide on QMplus, which includes comprehensive information about legal role opportunities and different law-based career options.

### **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 legal field has become the norm. In order to ensure students have the opportunity to develop and harness their knowledge of their legal specialism, the PG Law Careers Team strive to support such professional development by facilitating and promoting opportunities for students to have career mentoring, shadowing and other experiential learning opportunities across all our Programmes.

Starting in October, we publish a bi-weekly bulletin of available internships and other work experience 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, our Mentoring and Internships Coordinator at LIF has been able to offer a limited number of exclusive work experience opportunities for QMUL postgraduate law students to work in UK based and international organisations, law firms and commercial companies.

In addition to engaging and supporting with some of these exclusive internship programmes, we actively promote shadowing and research opportunities in both the public and private sector, whilst further assisting our students with applications for opportunities in the UK, at European and international level.

On an administrative level, with some international and European internships, there are additional 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, Luxembourg, Belgium, and Spain.

The PG Law Careers Team at CCLS is headed by Anne Flanagan, LLM Director ([a.flanagan@qmul.ac.uk](mailto:a.flanagan@qmul.ac.uk)).

## 12. DEPARTMENTAL INFORMATION

### **Administration**

All PG Law Programmes are administered from the Lincoln's Inn Fields building (LIF). Teaching and Learning Team will be pleased to assist you with any questions or problems during your year at QMUL. Contact details for the 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 Teaching and Learning staff will not be available. Students are required to always have their ID passes with them 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 / QMUL 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.

This facility will be available from **09:00am – 09:00pm Monday to Friday.**

### **Student Common Room**

There is a small common room (LG.3) located in the Lower Ground Floor level of the building.

### **Multi-faith Room**

We have a multi-faith prayer/contemplation room in the Lower Ground Floor level of LIF. The Reception staff also have information on multi-faith prayer facilities in the local area.

## 13. SAFETY AND EMERGENCIES

You should familiarise yourself with emergency procedures for all areas in which you work and study, noting the location of emergency exits, assembly points and equipment. On hearing a fire alarm in the 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.

In an emergency, dial 8100 or 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.

First aid assistance for minor accidents can be obtained by dialling 8100 from an internal phone, or 020 7882 8100 from any other telephone.

### **Fire - On Hearing the Fire Alarm at LIF**

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 alarm sound 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 at 3,4,5,6 Lincoln's Inn Fields
- 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 or the CCLS Fire Coordinator.

### **Fire - On Discovering a Fire at LIF**

- 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 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

**QMUL Security** - 020 7882 3333

**Health and Safety Helpdesk:** [hs-helpdesk@qmul.ac.uk](mailto: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](mailto:m.slomka@qmul.ac.uk) or 020 7882 5104

Gbemisola Adedoyin-Adeniyi - [g.adedoyinadeniyi@qmul.ac.uk](mailto:g.adedoyinadeniyi@qmul.ac.uk) or 020 7882 8125

## **13.1. Covid-19 Measures**

**The safety and security of our students, staff and our wider community is our top priority. We constantly review and update our Covid measures in line with the latest UK Government and University guidance. The School of Law has Covid protocol in place which should be followed at all times:**

<https://www.qmul.ac.uk/law/covid-19>

## 14. CONTACTS

### 14.1. 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](#)

### 14.2. Assessments and Quality Assurance

#### General Assessments Enquiries

For queries about assessments please contact our assessments team.  
[pqlaw-assessments@qmul.ac.uk](mailto:pqlaw-assessments@qmul.ac.uk)

### 14.3. Academic Directors

#### LLM Academic Programme Directors:

##### Anne Flanagan

LLM Programme Director  
[a.flanagan@qmul.ac.uk](mailto:a.flanagan@qmul.ac.uk)

##### Angelos Dimopoulos

LLM Programme Director  
[a.dimopoulos@qmul.ac.uk](mailto:a.dimopoulos@qmul.ac.uk)

### 14.4. Critical Thinking and Writing

#### Administration Team

Email: [sllf-progadmin@qmul.ac.uk](mailto:sllf-progadmin@qmul.ac.uk)

#### Module Convenor:

##### Nicholas Lloyd

Tel: 020 7882 2840  
Office: (Francis Bancroft Building) FB 1.30,  
Mile End Campus  
Email: [n.h.lloyd@qmul.ac.uk](mailto:n.h.lloyd@qmul.ac.uk)  
Office Hours: Monday to Friday: 9.30am – 4.30pm



## 14.5. 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](http://www.welfare.qmul.ac.uk)

### **Disability and Dyslexia Service**

Room 3.06, The Bancroft Building, Mile End Campus E: [dds@qmul.ac.uk](mailto: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](mailto:fees@qmul.ac.uk)

### **Students' Union**

329 Mile End Campus +44 (0)20 7882 8030  
[www.qmsu.org](http://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](mailto: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](mailto: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/>

## 15. APPENDIX

### 15.1. APPENDIX I - Guidelines for answering exam questions

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 to students completing a course essay or dissertation (collectively referred to as ‘extended written work’), although further guidance will be given by the applicable Module Convenor or assigned Academic Supervisor.

Part II outlines the assessment criteria that examiners will use when grading student submissions.

### 15.2. 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 teaching and study on 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.

### 15.3. 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 may not be 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 a response.

As this is a post-graduate programme, students are expected to critically engage with the subject matter of the module, and 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 applicable. As such, students are expected to respond directly to the statement in its different parts and not simply write down everything they know about the topic, hoping that the examiners will be able to pick out the relevant analysis!

### **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); inconsistent statements should be rationalised (e.g., as exceptions, limitations on application, etc.)
- 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 – all parts of the question but only the question.
- Be analytical, evaluative, and critical.
- Appropriately analyse authorities on the topic.
- Discuss relevant controversial issues surrounding a topic.
- Express 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. It can also reflect on issues/developments going forward.

### **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 answering, review the problem and identify the significant facts and each of the issues you consider deserves 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 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 and thereby affect grading.
- 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](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.

## 16. INDEX

### A

Absence Notification..... 74  
 Academic Directors..... 87, **114**  
 Academic Misconduct.....**27**  
 Accident / Incident Reporting  
 Procedure ..... 112  
 Advice and Counselling  
 Service ..... 69  
 Alumni Network ..... 76  
 Appeals..... 50  
 Appeals and Complaints..... 50  
 APPENDIX ..... 117  
 Art, Business and The Law .. 63  
 ASSESSMENT..... 23  
 Assessment Marking Criteria  
 ..... 36  
 Assessments and Quality  
 Assurance.....**114**  
 Assessments Enquiries . 6, **114**  
**Associate Programmes** ..... 81  
 Attendance Monitoring..... 74  
 Award Postgraduate Taught  
 Programmes .....**41**  
 Award requirements for  
 LLM/MA/MSc ..... 41  
 Award requirements for PG  
 Certificate ..... 42  
 Award requirements for PG  
 Diploma ..... 42

### B

Banking and Finance Law .. 63,  
 84, 88  
 Book Scanning Service ..... 57  
 Booking an Appointment ..... 6  
 Borderline Policy..... 43  
 Bursaries ..... 56  
 Bursaries, Grants and  
 Scholarships ..... 56

### C

Capped Resit Marks ..... 35  
 Careers ..... 79  
 CAREERS AND ENTERPRISE **78**  
 CCLS Reception..... 112  
 Cert/ Dip International  
 Finance Law ..... 94  
 Change of Programme..... 52  
 Class cancellations ..... 62

Class presentations .....25  
 Code of Conduct.....49  
 Code of Student Discipline..49  
 COLLEGE POLICIES .....46  
 Commercial and Corporate  
 Law .....84  
 Commercial and Corporate  
 Law, International Business  
 Law Noticeboard .....63  
 Communications .... 46, 58, 59,  
 101, 106  
 Comparative and  
 International Dispute  
 Resolution .....84, 88  
 Comparative and  
 International Dispute  
 Resolution Noticeboard ..63  
 Competition Law ..... 84, 88  
 Competition Law Noticeboard  
 .....63  
 Complaints .....51  
 compulsory Dissertation .....84  
 Condonable marks .....35  
 Condoned failure.....42  
 CONTACTS ..... **6, 114**  
 Counselling ..... **69**  
 Course Essays .....24, 117  
 Course Representatives 70, 71  
 Covid .....113  
 Covid-secure campus .....113  
 Criminal Justice ..... 63, 84, 89  
 Critical Thinking and Writing  
 ..... 18, 20, 53, 55, **115**  
 CRITICAL THINKING AND  
 WRITING..... **53**  
 Critical Thinking and Writing  
 in Law Programme  
 Administrator .....55, 115  
 Critical Thinking and Writing  
 in Law, Module Convenor  
 .....55, 115  
 CV78

### D

**Deadline for Applying for  
 Examination Access  
 Arrangements** ..... **27**  
 Deadlines .....48  
 Degree Certificate.....45

Department Examination  
 Board..... 44  
 Departmental Information 110  
 Deregistration ..... 48  
 dignity and respect ..... 49  
 Disability and Dyslexia Service  
 ..... **72**  
 Disclaimer..... 3  
 Dissertation54, 55, 63, 73, 100,  
 101, 102, 103, 104, 105, 117  
 DISSERTATION OVERVIEW ..**17**  
 Dissertation Submission  
 Deadlines ..... 21  
 Dissertation Support  
 Noticeboard ...19, 21, 54, 63  
 Dissertation Support Sessions  
 ..... 21  
 Dissertation Writing ..... 54  
**Distance Learning  
 Programmes** ..... 81, 99  
 Distance Learning TMT –  
 Dissertation Guidance .. 102  
 Distinction ..... 37, 43

### E

ELECTIVE Dissertation..... 84  
 Email Best Practice and  
 Etiquette .....**59**  
 Emergency Contacts ..... 112  
 Emergency Refuge Points . 112  
 Employment-related  
 experiences ..... 80  
 Energy and Natural Resources  
 Law .....63, 84, 89  
 Environmental Law ..... 84, 88  
 ESSAY QUESTIONS ..... 117  
 Essay submission and title  
 page ..... 25  
 Essay Word count..... 24  
 European Law ..... 84, 88  
 European Law Noticeboard 64  
 Evaluation ..... 71  
 Evidence ..... 107  
 Exam Dates..... 26  
 Examination Access  
 Arrangements ..... 27  
 Exit awards ..... 42  
 extension requests..... 99  
 Extensions ..... 33

Extensions and Late Submission Policy .....	33
Extenuating circumstances	<b>30</b>
Extenuating Circumstances .....	31, 33, 106
Extenuating Circumstances Deadlines .....	31

## F

<b>face to face appointments</b> .	6
FAE.....	9, 10, 26, 105, 106
Fail .....	40
failed assessments.....	34
Failure to submit.....	26
Faith at QMUL.....	<b>73</b>
Feedback.....	40
Final Assessment Exercise .	25, 100, 101, 105, 117
Final Assessment Exercise weekend .....	100, 101
Final EC deadline .....	32
Financial, Immigration and Welfare Advice .....	69
Fire - On Discovering a Fire	111
Fire - On Hearing the Fire Alarm.....	111
First sit .....	33

## '

'Fit to Sit' Policy .....	33
---------------------------	----

## F

Formal result notification/degree certificate .....	<b>44</b>
Formatting .....	20

## G

gender-based violence .....	49
General Academic Support.	81
General Enquiries.....	6
Graduate Centre.....	58
Graduation .....	76
GRADUATION AND ALUMNI.	<b>76</b>
Guidelines for answering exam questions .....	117

## H

harassment .....	49
hate crime .....	49
Health and Safety Helpdesk .....	112
High Distinction .....	37
Human Rights Law .....	84, 88

## I

I.T Policies.....	58
I.T SERVICES.....	57
Immigration Law .....	63, 84, 89
In-session Language Conditions .....	53
Insurance Law.....	64, 84, 89
Intellectual Property Law ...	84, 88
Intellectual Property Law Noticeboard .....	64
Intellectual Property PG Cert .....	97
International Business Law.	84
International Economic law .....	84, 88
International Economic Law Noticeboard .....	64
Interruption & Withdrawal of Studies.....	48
Interruption of Studies .....	101
IT Service Desk.....	58

## J

job interview .....	78
---------------------	----

## K

Key Dates .....	8
KEY DATES FOR JANUARY 2021 .....	11
KEY DATES FOR JANUARY 2021 ACCELERATED 9 MONTH PROGRAMME.....	14
KEY DATES FOR SEPTEMBER 2020 PROGRAMME.....	8

## L

Late submission.....	34
Law and Economics (LLM/ PG DIP/ PG CERT) .....	93
Law and Finance MSc .....	81, 91
Law PG Dip .....	95
Laws (General LLM) .....	84
Learning Development.....	<b>72</b>
Libraries .....	64
<b>LIF Building</b> .....	110
<b>LIF Building - Opening Hours</b> .....	110
Literacy Development. ....	54
LLM.....	55, 66, 67, 105
LLM Art, Business and the Law .....	86
LLM Intellectual Property .....	63
LLM Programme Noticeboards.....	63

LLM Programmes .....	84
Taught Programmes	
Dissertations Director ....	87
LLM Specialism Directors....	88
LLM/ MA Regulation & Compliance.....	90
LLM/PG Diploma Programme Noticeboards .....	63
London/Dresden/Osgoode	108

## M

Mark deduction .....	34
Mark Release .....	106
MARKING CRITERIA AND FEEDBACK .....	36
mentoring opportunities ....	80
Merit .....	38, 39, 43
Module Registration- Distance Learning TMT .....	102
MODULE SELECTION .....	16
Module selection – elective dissertation .....	85
Module selection Process ...	84
Module Tutors .....	100, 101
Multi-faith Room .....	110

## N

non submission .....	34
non-attendance .....	34
Noticeboards.....	60, 63
Notification of Exam Dates .	26

## O

<b>online appointments</b> .....	6
Online exams.....	9, 25
Oral assessment.....	25
Oral Presentation.....	106
<b>Overall Classification</b> .....	43

## P

Part Time Students .....	109
Part-time .....	87
Pass .....	39, 43
Past Exam Papers.....	26
Personal information and data protection.....	51
PG Certificate in Trade Mark Law and Practice .....	98
PG Law Careers services .....	79
PG Law Noticeboard .....	61
PG Law Tutor(s).....	19
Plagiarism... ..	17, 18, 27, 28, 103
Plagiarism and Referencing	27
Postgraduate Law Programmes .....	81

**Postgraduate Research  
Experience Survey (PRES)**  
..... 49

**Postgraduate Taught  
Experience Survey (PTES)**  
..... 49, 71

Print, Copy, Scan..... 57  
Professional Development  
Team ..... 79

PROGRAMME OVERVIEWS... **81**  
Public International Law 84, 88

## **Q**

QM Degree Regulations ..... 36  
QM Email ..... 59  
QM Extra ..... 44  
QMplus ..... 60  
QMplus Access/Log ins ..... 61  
QMplus Guest Access  
Password ..... 61  
QMplus Guide ..... 30  
QMplus Helpdesk ..... 61, 62  
**QMUL Mobile app**..... 58  
Queen Mary Financial  
Assistance Fund ..... 56  
Queen Mary Security ..... 112

## **R**

Reading Lists ..... 62  
Religious observance ..... 47  
Report + Support..... **49**  
Representation ..... **48**  
Research Paper ..100, 101, 106  
Residential Services and  
Support ..... 68  
Residential Weekend ..... 100  
Resit..... 106  
Resit dates and deadlines... 35  
Resit dates and deadlines (not  
applicable to online  
programmes) ..... 35

Re-sit Dissertations..... **36**  
Re-sit regulations ..... **34**  
Results .....44  
Results and Exam Boards... **41**

## **S**

SAFETY AND EMERGENCIES  
.....111  
Safety Coordinators .....112  
Shipping Law ..... 84, 89  
Short Term Absence .....75  
Sickness .....75

### **Specialist Intellectual**

**Property Programmes** .81,  
96  
Student Common Room ...110  
Student Engagement ..... **73**  
Student Engagement Policy  
Framework .....73  
Student Enquiry Centre..... **56**  
Student Health Service 69, 112  
Student Loans.....56  
STUDENT SERVICES.....56  
Student study area .....110  
Student voice..... **70**

STUDENT WELFARE/SUPPORT  
..... **69**

Subject Examination Boards  
.....44  
Submission of Assessments 23  
Submission of work for  
modules.....105  
Submitting your Assessments  
.....30  
Supervisor..... 18, 19, 104, 117  
Supervisory .....104  
Supervisory Meetings .....19

## **T**

Teaching and Learning  
Services Office (TPO) .....6

Taught Programmes Office  
.....**114**  
Tax Law..... 84, 88  
Tax Law Noticeboard ..... 64  
Teaching timetable ..... 62  
Teaching Weeks ...99, 100, 101  
Technology Media and  
Telecommunications 84, 89  
Technology, Media and  
Telecommunications Law  
Noticeboard ..... 64  
Technology, Media and the  
Law Distance Learning ... 99  
The CopyShop ..... 57  
The Institute of Advanced  
Legal Studies Library (IALS)  
..... 66  
Title Page..... 21  
Topic Overlap ..... 103  
Transcript ..... 44  
Tuition Fee deregistration .. 48  
Turnitin ..... 23, 25, 28, 29  
Tutors ..... 19

## **U**

Updating personal details .. 48  
Use of personal data ..... 51  
Use of Queen Mary ID Card . 46  
useful contacts at Queen Mary  
.....**115**

## **V**

Viewing your Results ..... **41**

## **W**

Wi-Fi..... 58  
Withdrawal .....48, 99, 101  
Word Count ..... 20  
Word Count, Formatting and  
Title Page ..... 20





**For further information contact:**

Postgraduate Taught Programme Office  
Queen Mary University of London  
School of Law  
67/69 Lincoln's Inn Fields  
London WC2A 3JB

Tel: +44 (0)207 882 8223  
email: [pglawoffice@qmul.ac.uk](mailto:pglawoffice@qmul.ac.uk)

Any section of this publication is available upon request in accessible formats (large print, audio, etc.). For further information and assistance, please contact: Diversity Specialist, [hrequality@qmul.ac.uk](mailto:hrequality@qmul.ac.uk), 020 7882 5585