IALS INSTITUTE OF ADVANCED LEGAL STUDIES | SCHOOL OF ADVANCED STUDY UNIVERSITY OF LONDON

Student Handbook

LLM in Drafting Legislation, Regulation,and Policy via Distance Learning

ials.sas.ac.uk

Contents

Welcome from the Dean

 I would like to welcome you to the School of Advanced Study, whether you are joining us for the first time, or returning for further research. The School is a unique institution in UK Higher Education, serving as the hub for humanities research in Britain and uniting eight research institutes of international repute, seven of them with significant library resources. We believe that we offer an outstanding multidisciplinary environment for advanced learning and research in the humanities and social sciences, and we greatly value the contribution that all our students make to this environment.

We are glad that you have decided to bring your talents to the School and to participate in the vital and exciting enterprise of pursuing and disseminating knowledge. The purpose of this handbook is to give you full information about what is available, what to expect, how to get it, and what to do if problems arise. While your home institute will be responsible for most aspects of your studies, the School and its Registry play an overarching role in ensuring that you progress smoothly through your research, and that from the time of your registration to the awarding of your degree your academic and personal interests are safeguarded and promoted. We hope that you will find this handbook useful and that it will help to guarantee that your period of study at the School is as rewarding an experience as you, and we, would wish.

Professor Jo Fox
Dean and Pro-Vice Chancellor Research and Public Engagement

The School of Advanced Study

The School (or SAS) unites ten specialist humanities and social science research Institutes at the centre of the University of London.Located in Bloomsbury, the School has strong links with the Collegesof the University and with the wider national and international research community in each of its disciplines. The School and Institutes run a varied programme of seminars, conferences, lectures, workshops, and research training events. The combined collections of the Institute libraries and the Senate House Library form the Senate House Libraries.

The School has a unique atmosphere of both specialised scholarly study and interdisciplinary collegiality. There are approximately 300 master's and research students in the School who, with staff and researchers, form a friendly and lively academic community.
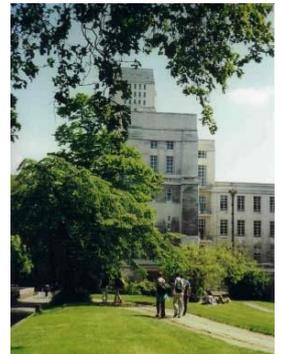
Institute of Advanced Legal Studies

The Institute of Advanced Legal Studies was founded in 1947. It was conceived and is fundedas a national academic institution, attached to the University of London, serving all universities through its national legal research library.

Its function is to promote, facilitate and disseminate the results of advanced study and research in the discipline of law, for the benefit of persons and institutions in the UK and abroad.

IALS is part of the University's School of Advanced Study, occupying eight floors of purpose- built accommodation in Russell Square. The Institute's Library, on six floors of the Institutebuilding, is a nationally and internationally renowned centre of excellence for legal research,containing over 280,000 volumes in its various collections.

The nearest London Transport tube stations are Russell Square (Piccadilly line), Euston (Northern and Victoria lines) and Euston Square (Circle and Metropolitan lines). The followingpublic bus services serve Russell Square: 7, 59, 68, 91, 168 and 188. Wheelchair access to thebuilding is available via a ramp from street level down to floor L1. Access to each floor is by lift or stairs.

The Sir William Dale Centre for Legislative Studies

The Sir William Dale Centre for Legislative Studies specialises in teaching and research in the field of legislative studies, legislative drafting and law reform. The Centre plays an important role in the development of legislative studies as an academic discipline worthy of specialised theoretical and empirical study. It seeks to spread Sir William Dale's ideas for simple, precise and accurate legislative texts which are accessible to all.

Despite a general recognition of the importance of legislative studies as a key discipline in its own right, very few academic institutions inside and outside the UK offer relevant training. Drafters in most countries are expected to learn "on the job" with little guidance on the theoretical and practical framework of their task. The Centre's teaching programmes enable students to familiarise themselves with the concepts of legislative studies and drafting. Experienced drafters are offered a unique opportunity to systematise and update their knowledge. Sessions on theory and practice, small classes and an intense exchange of experiences from other jurisdictions are the main tools of tuition. On the basis of their performance in class, there is opportunity for successful students to register for the University of London MPhil and PhD programmes offered by the Centre and the IALS.

The Centre offers an annual one-month intensive professional Commonwealth Course in Legislative Drafting. The Course aims to offer introductory training to drafters and legal officers from the Commonwealth. Practical exercises and exchange of drafting experiences combined with networking constitute the main teaching tools in this highly successful Course. A maximum of twenty participants per year attend the Course.

The Centre offers consultancy in the field of legislative studies and law reform through ad hoc missions on invitation from government departments, governments and international donors. Tailor-made courses in legislative studies are undertaken regularly, such as recent courses for Bosnia, Bulgaria, Ethiopia, Kosovo, Moldova, Sudan and Tanzania, to name but a few.

Large scale projects of the Centre include a three year project, extended to five years, funded by the UK Department for International Development, designed to provide training to Ukrainian drafters. Emphasis is given on the principles of modern legislative drafting in Civil Law countries, institutional reform for EU accession countries, and drafting for approximation with EU legislation

The Centre receives funding from the Commission of the European Union and the European Parliament for a number of large scale multi-disciplinary and multi-national comparative studies related to the reform of EU criminal law. The Centre participates in a large number of similar projects funded by the European Union and administered by UK and European agencies.

The Centre organises the annual Sir William Dale Memorial Lecture. Prestigious speakers from the UK and abroad explore the latest developments on issues related to legislative studies.

The Centre collaborates with the Statute Law Society and organises an annual series of evening seminars and public lectures on aspects of national, EU and international legislative drafting.

The Centre collaborates with the University of Basel and Indiana Law School on the publication of the European Journal of Law Reform. The journal hosts an annual Sir William Dale Memorial Issue which includes articles from eminent legislative drafters and academics. Alumni publish exceptional essays and theses in the journal thus encouraging dissemination of valuable research undertaken within the framework of the LLM programme.

L.L.M. in Drafting Legislation, Regulation, and Policy Compliance with Covid-19 Pandemic Restrictive Measures

We would like to thank you for choosing the LLM in Drafting Legislation, Regulation, and Policy. You have chosen a unique master's programme offered only here at the IALS, specialising in the drafting of normative Acts. The LLM in Drafting Legislation, Regulation andPolicy has two modes of delivery, A class based mode of delivery (12 months) and a distancelearning mode of delivery (24 months). At this stage of your application you can switch fromclass based to distance learning or from distance learning to class based.

This is a short letter to inform you about some changes that will be made to the LLM during the 2021-22 academic year as a result of the Covid-19 pandemic restrictive measures. Thesemeasures will vary depending on government advice and University of London policy. This will depend on government advice and the decision that the University of London will make aboutrestrictive measures. Clearly during 2021-22 class based programmes, all over the UK, will have to undergo changes in their delivery modes until we all know where we stand with the pandemic.

From the point of view of academic integrity the programme will not suffer at all. From the point of view of "student experience" it is clear that, at least for the first term, the restrictivemeasures may have an effect on student networking and, of course, the unrestricted use of university buildings. For those of you who have scholarships, especially Chevening Scholars, it is clear that the class based mode of delivery is the one to opt for and we will do our very best to make your student experience as positive as we can. For those who have a choice thedistance learning option is still possible. Your degree will certainly not indicate your mode ofdelivery but the distance learning programme is a two-year programme with a different fee structure.

I understand that many of you are wondering what the best course of action is. Whether youcome to London for the class based mode of delivery or stay at home for the distance learningmode of delivery is something that you will decide taking into account your personal/family/work circumstances and your financial backing rather than the currentCovid-19 restrictive measures. The Covid-19 pandemic will be with us for some time so we will have to get used to restrictive measures at home and abroad.

What is certain is that we are delighted you have decided to take this LLM and we can't waitto see you, in person or online or a combination of the two.

So, from a practical point of view, we will follow the LLM handbook and instead of face to face lectures we will have online lectures via the VLE. Similarly, when you want to contact your supervisor you can do it online (your professors will give you their skype ID for immediate contact, should you need to contact them). It is, therefore, very important to sortout digital access via the VLE. It is also very important for those students who are taking the class based delivery of the programme to have digital access at home, something that was necessary anyway since the VLE is online.

Yours sincerely

Dr Constantin Stefanou

IALS Taught Programmes Director.

ABOUT THE COURSE – The LLM in DRAFTING LEGISLATION, REGULATION, AND POLICY via DISTANCE LEARNING

Welcome!

Welcome to the IALS and the LLM programme. The LLM team is eager to facilitate your studies. The LLM Director is Dr Constantin Stefanou (Constantin.Stefanou@sas.ac.uk) who is also the Director of Taught Programmes for the IALS. Dr Maria Mousmouti (Maria.Mousmouti@sas.ac.uk) is a lecturer at the Centre for Legislative Studies and a contact point for LLM via DL students. One of the principal instructors is Professor Helen Xanthaki, who can be reached at helen.xanthaki@sas.ac.uk. You only need to contact one of the two Directors for your queries.

The LLM in LLM in Drafting Legislation, Regulation, and Policy is a response to the frequent demand from individuals and governments for a London based postgraduate taught programme in the field of legislative drafting, law reform and legislative studies in its broader sense.

Legislative drafting is often perceived as a technical skill, which one learns on the job. The Sir William Dale Centre advocates that legislative drafting encompasses the theoretical analysis and practical application of universal rules for the implementation of the rule of law and access to justice for all. Legislative studies examine the whole process of legislating. Although legislative studies have evolved to become the bedrock of political, economic and social transformation, it is still relatively unexplored as an academic discipline.

The LLM examines issues related to the legislative process, constitutional law, the methods of drafting in a modern democratic context, legislative ethics and law reform. The LLM has a single direction which is the *Common Law Direction*.

The Common Law direction offers the core course "Comparative Legislative Studies", the course "Legislative Drafting", the joint course "Themes of Legislative Studies" and a dissertation

Students of the LLM in DLRP via DL receive tuition electronically. The dedicated encrypted webpage of the Virtual Learning Environment (VLE) for this programme includes a wealth of materials per topic per teaching week. Students must read the tutor's PowerPoint Presentation of the topic, if available, plus a minimum of four relevant pieces of material. Once the reading is complete, students may ask any questions to the relevant tutor. Students who complete the work for each virtual week of the syllabus must submit via the VLE (please see below the description of how to do it) **a short sessional report covering the following points:** (a) synopsis of the four selected materials from the VLE; (b) identification of the main points of relevance to the home jurisdiction; (c) lessons to be learnt by the home jurisdiction; and (d) any additional comments. Students will receive feedback from the relevant tutor on each report. The report is used to ensure that students complete a minimum amount of reading for each virtual teaching week, that students understand the essence of the teaching, and that the examining body has a full picture of student progress over the two years of study. Sessional reports are saved and form part of the student file but they do not form part of student assessment. Students are solely assessed on the basis of **two essays of no more than 3,500 words** each for each of the year- long modules; or one essay of 5,000 words for each of the half modules [only applicable to the EU Direction students]. Please note that before submission via the VLE the students should submit their essays (not reports) through Turnitin software at submit.ac.uk- please see the more detailed instructions below in the section on submission.

Please note that it is the student's responsibility to keep the collection of sessional reports safe and complete for submission along with the dissertation. Students are not considered to have completed the programme and will not be assessed without the submission of a portfolio including 10 sessional reports for each module. The Portfolio of sessional reports is submitted electronically along with the dissertation.

Students may email a first draft of their essays to the relevant tutor for comments. Essays are submitted to Turnitin and then electronically via the VLE. The time and date of the submission is evidenced by the date and time stated on

the VLE. Please note that the time recorded by the VLE is UK time: as a result, if you live on a different time zone, you must count UK time as the time applied to all deadlines. Submitted essays are marked by two internal examiners, and students receive detailed feedback from each examiner. The form for coursework feedback and the criteria that examiners apply is included in this handbook. Internal examiners' marks are provisional. Marks are confirmed by the external examiners in the Examiners Board.

The submissions and teaching plan dates coincide with the end of teaching terms. For example, if you start in October 2022:

October 2022			
31st March 2023 for essays in RMT and another module (we recommend either LD1 or CLS1)	30th September 2023 for essays in two more modules	31st March 2024 for an essays in one module	Dissertation deadline 1st September 2024
January 2023			
30th June 2023 for essays in RMT and another module (we recommend either LD1 or CLS1)	31 December 2023 for an essays in one module	31st June 2024 for an essays in two modules	Dissertation deadline 31st December 2024

If you enrol on the course on subsequent terms, apply the same teaching plan and submission dates but calculate your terms from the next applicable end of term date. If you havequeries on the term dates that apply to you, please consult the IALS Student Administrator.

DURATION OF COURSE STUDY

Part-time: two calendar years.

Part-time students in the Common Law Direction take two courses in the first year of study, normally Comparative Legislative Studies and Legislative Drafting, and one course, normally Themes in Legislative Studies in the second year. *Normally, part-time students in the EU Direction take EU Legislative Studies and the two Jean Monnet half-courses in the first year, and Themes of Legislative Studies in the second year of part-time study. Part-time students draft their dissertation in the second year of study.*

Students must pass the LLM within two years from the completion of their prescribed period of study. This period of two years may be extended at the discretion of the School's Academic Policy and Standards Committee.

Candidates are bound by the regulations in force at the time of their entry to the examination. However, no amendment to the regulations for a programme will be authorised later than the commencement of classes or other formal tuition in the programme for the year in which the amendment is to take place.

Residential Summer Course

Students to the LLM via DL must complete a one week intensive residential course in June/July of any of the two summers of their study. During this time students will have the opportunity to meet their tutors in person, to receive morning and afternoon lectures usually in conjunction with the residential student cohort, and to undertake drafting exercises. Although students have the option of participating to the Residential Summer Course at any available time during the course of their study, we strongly advise you to opt for the first available Course.

Entry requirements

The normal minimum entry requirement for this programme is a first-class or upper second-class degree in a relevant subject. Applicants with a lower class degree but with relevant experience and skills are also eligible to apply. All applicants must demonstrate a high level of competence in written and spoken English.

Academic Advice

Course tutors will normally be responsible for guiding students through their degree and helping with any personal or administrative problems. If this proves to be unsuitable, students may contact the School's Registry or their Student Administrator who will be able to advise on an alternative.

The Course Directors endeavour to respond to your emails within two working days starting from the date stated on the email. The date recorded on the email is the date and time applicable to the UK. Please take this into account, especially if you live in another time zone.

List of Modules

Legislative Drafting 1

Taught by: Professor Dr Helen Xanthaki and Dr Maria Mousmouti
Timetable: Term I

The aim of this Module is to analyse and explore the distinct problems faced by professional drafters in the Common Law world and to propose and promote best practice in statutory drafting. The module will be examined by two 3,500 word essays (maximum length) at set dates.

The IALS hosts the Legislative Drafting Clinic whose aim is to provide pro bono advice on legislative drafting issues to NGOs and governments in need. The Clinic is run by IALS Fellows, IALS staff, and PhD and LLM students. LLM students may use their work in the Clinic as the coursework for either Legislative Drafting 1 or 2. Instead of an essay approved students may submit a portfolio of work on approved case files under the supervision of Professor Helen Xanthaki.

Details on the Clinic can be traced at http://ials.sas.ac.uk/postgrad/LDclinic/LDclinic.htm.

Session 1	Introduction to Legislative Drafting
Session 2	What is Good Law
Session 3	Drafting instructions
Session 4	Designing a legislative solution: constraints of the drafter
Session 5	Clarity and Ambiguity
Session 6	Plain language
Session 7	Structure of a bill
Session 8	The legislative sentence; Words and expressions; Syntax
Session 9	Redrafting an Act: An Example in Practice 1
Session 10	Redrafting an Act: An Example in Practice 2

Legislative Drafting 2

Taught by: Professor Dr Helen Xanthaki and Dr Maria MousmoutiTimetable:
Term II

The aim of this Module is to analyse and explore the distinct problems faced by professional drafters in the Common Law world and to propose and promote best practice in statutory drafting. The module will be examined by two 3,500 word essays (maximum length) at set dates.

The IALS hosts the Legislative Drafting Clinic whose aim is to provide pro bono advice on legislative drafting issues to NGOs and governments in need. The Clinic is run by IALs Fellows, IALS staff, and PhD and LLM students. LLM students may use their work in the Clinic as the coursework for either Legislative Drafting 1 or 2. Instead of an essay approved students may submit a portfolio of work on approved case files under the supervision of Professor Helen Xanthaki.

Details on the Clinic can be traced at http://ials.sas.ac.uk/postgrad/LDclinic/LDclinic.htm.

Session 1	Preliminary provisions
Session 2	Substantive and administrative provisions
Session 3	Final Provisions
Session 4	Time in legislation
Session 5	Amending legislation
Session 6	Penal provisions
Session 7	Delegated legislation
Session 8	Extra-territorial legislation
Session 9	Interpretation Acts and statutory interpretation
Session 10	Quality in legislation

Comparative Legislative Studies 1

Taught by: Dr ConstantiStefanou
Timetable: Term I

The aim of the Course is to introduce students to the theoretical constitutional framework in which legislative drafting takes place at the national and international levels taking into account political doctrines and approaches. The course will be examined by two 3,500 word essays (maximum length) at set dates.

Session 1	Constitutions and the Legal Framework (CS)
Session 2	The Policy Process (CS)
Session 3	Drafting and the Policy Process (CS)
Session 4	Drafting and the Legislative Process (CS)
Session 5	Federal, Unitary and Local Government (CS)
Session 6	Legislatures in modern states (CS)
Session 7	Drafting, Elections, Electoral Systems and Voters
Session 8	Drafting as a form of Political Communication
Session 9	Dealing with Regulation: the British Approach
Session 10	Ethics and Legislative Drafting

Comparative Legislative Studies 2

Taught by: Dr Constantin Stefanou
Timetable: Term II

The aim of the Module is to introduce students to the theoretical constitutional framework in which legislative drafting takes place at the national and international levels taking into account political doctrines and approaches. The module will be examined by two 3,500 word essays (maximum length) at set dates.

Session 1	Political Parties and Party Systems
Session 2	Drafting and the Political Executive
Session 3	Political Participation
Session 4	Drafting and Authoritarian Regimes
Session 5	Interest Groups
Session 6	Drafting and the role of Public Administration
Session 7	Drafting and Post Legislative Scrutiny
Session 8	Democracy and Distribution of Authority
Session 9	Prioritizing Legislation
Session 10	Student Presentations

Comparative Legislative Studies 2

Taught by: Dr Constantin Stefanou
Timetable: Term II

The aim of the Module is to introduce students to the theoretical constitutional framework in which legislative drafting takes place at the national and international levels taking into account political doctrines and approaches. The module will be examined by two 3,500 word essays (maximum length) at set dates.

Session 1	Political Parties and Party Systems
Session 2	Drafting and the Political Executive
Session 3	Political Participation
Session 4	Drafting and Authoritarian Regimes
Session 5	Interest Groups
Session 6	Drafting and the role of Public Administration
Session 7	Drafting and Post Legislative Scrutiny
Session 8	Democracy and Distribution of Authority
Session 9	Prioritizing Legislation
Session 10	Student Presentations

LLM Research Methods Training

Taught by: Dr Constantin Stefanou and Library Staff
Timetable: Term I

The aim of this module is to teach the students the research skills required for a postgraduate degree in Law and to familiarise students with the formation and testing of hypotheses. The course is taught by weekly 2-hour seminars, and is examined by one 3,500 word essays (maximum length including footnotes but excluding bibliography). The module will assist students in their general approach to research as well as practical issues such as essay-writing, footnoting etc.

This is the first course in Research Methods in which the IALS Library and the IALS Law Librarians are directly involved with the technical aspects or research training.

Assessment for this course will be undertaken by the Course Director, Dr Constantin Stefanou.

Session 1	Tour of the Library – Using the IALS Library, presentations of research databases
Session 2	Focused training on Lexis Library, Westlaw and other subscription databases
Session 3	Research Skills
Session 4	OSCOLA – citations – bibliography
Session 5	Producing quality academic work (Costas) – technical tips (Narayana)
Session 6	Developing a Hypothesis and a Methodology
Session 7	Matching Theory with Methodology
Session 8	The Comparative Method
Session 9	Using Data – quantitative data and simple statistics and presenting your work
Session 10	Writing a Dissertation

The Theory and Practice of Regulation

Taught by Dr Maria Mousmouti
Term II

The aim of this module is to familiarise students with the theoretical background of regulation and to provide to them practical skills to apply this knowledge in practice. The course is taught by weekly 2-hour seminars that include presentations and practical exercises, and is examined by one 3,500 word essay (maximum length including footnotes but excluding bibliography).

Session 1	Theory of Regulation
Session 2	Behavioural approaches to Regulation
Session 3	Quality and regulation: Better regulation, Smart Regulation, responsive regulation
Session 4	Effectiveness of Regulation I
Session 5	Effectiveness of Regulation II
Session 6	Regulatory design and delivery
Session 7	Regulatory Impact Assessment
Session 8	Consultation and Simplification
Session 9	Case Studies I
Session 10	Case Studies II

Themes in Legislative Studies [NOT OFFERED IN 2021-2023]

Taught by: the staff of the Sir William Dale Centre (Mr Richard Nzerem, Dr Helen Xanthaki and Dr Constantin Stefanou); staff of the IALS (whose staff will analyse topics related to their current research); and a pool of serving and retired public figures of international standing among whom are senior professional drafters, practising lawyers and academics some of whom are also members of the Centre's Advisory Committee.

This module will be a common one for both Degree Directions. It will focus on current issues related to legislative studies thus providing students with the opportunity to apply the theory examined in the other courses to specific topics of current interest. The aim of the module is to expose students to the most recent theoretical and empirical developments taught by those who took part in the original process, thus offering students an insight into the intricacies of specific areas of legislation, such as criminal law drafting, or tax law drafting.

The course will be examined by two 3,500 word essays (maximum length) at set dates.

The VLE includes more than 20 weeks worth of topics for TLS1 and TLS2. You are invited to select 20 of those topics that best match your interests. You only need to submit 10 reports for TLS1 and 10 reports for TLS2.

Essays and Dissertation submission dates

If you started in September 2022			
31st March 2023 for essays in RMT and another module (we recommend either LD1 or CLS1)	30th September 2023 for essays in two more modules (we recommend CLS1 and LD2)	31st March 2024 for essays in two modules (CLS2 and TPR)	Dissertation deadline 1st September 2024
If you started in January 2023			
30th June 2023 for essays in RMT and another module (we recommend either LD1 or CLS1)	31 December 2023 for an essays in onemodule (we recommend CLS1 and LD2)	31st June 2024 for essays in two modules (CLS2 and TPR)	Dissertation deadline 31st December 2024

Key Contacts for Students

Registry Office Location
Located in the Registry and Advice Centre
Ground Floor, Senate House, South Block, Malet Street, London WC1E 7HU

Office hours:
Appointments are encouraged but we are also open for walk-ins: 11am to 4pm.

Team Contact Number
+44 (0)207862 8846

Key Email Contacts
Taught degrees enquiries: taught.degrees@sas.ac.uk
Research degrees enquiries: research.degrees@sas.ac.uk
Admissions Enquiries: admissions@sas.ac.uk
Tuition fee and payment enquiries: sas.fees@sas.ac.uk
Study Online support: Studyonline_Support@sas.ac.uk

Registry Staff
Kalinda Hughes, Head of Registry Services
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Phone: +44 (0)207862 8873

Katalin Koblos, Admissions Officer
Email: admissions@sas.ac.uk
Phone: +44 (0)20 7862 8661

Shaneeka Petrie-Belmar, Registry and Student Services Officer
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Phone: +44 (0)20 7862 8663

David Reid, Registry and Student Services Officer
Email: taught.degrees@sas.ac.uk
Phone: +44 (0)20 7862 8680

Vacant, Research Student Coordinator
Email: research.degrees@sas.ac.uk
Phone: +44 (0)20 7862 8834

2022/23 Term Dates

Term 1 (all courses)
Start date: 26 September 2022
End date: 9 December 2022
Reading week: 31 October-6 November 2022

Term 2 (all courses)
Start date: 9 January 2023
End date: 24 March 2023
Reading week: 13-19 February 2023

Term 3 (all courses)
Start date: 24 April 2023
End date: 30 June 2023

Christmas 2022/New Year 2023 closure
24 December 2022 - 2 January 2023 inclusive (subject to confirmation)

Easter holiday
6-11 April 2023, inclusive (subject to confirmation)

Bank holidays
1 May 2023 (Early May Bank Holiday)
29 May 2023 (Spring Bank Holiday)
28 August 2023 (Summer Bank Holiday)

Admission

Your place to study for a postgraduate degree with us is subject to the following conditions:

- Provision of formal photographic identification upon formal registration (e.g. passport, photo driving licence)
- Satisfactory evidence of the qualifications which entitle you to be registered for the degree; two satisfactory references
- Evidence of attainment of the minimum standard required in written and spoken English if your first language is not English. (Institutes reserve the right to require you to withdraw from a programme if, in the opinion of the Programme Director, your proficiency in English is inadequate.)
- Prompt and full payment of tuition fees for the academic year in which you are registered. (See Tuition Fees, below.)

Students may be provisionally enrolled at the beginning of the programme **for a period of two weeks**, pending satisfaction of conditions relating to verification of qualifications and/or language requirements.
Please note that in registering for this degree programme, you are agreeing to abide by the current statutes, rules and regulations of the University of London, the School of Advanced Study and the Institute at which you are studying.
Copies of the full text of all such regulations are available from Registry and are available at: http://www.sas.ac.uk/about-us/policies

Registration and Induction
Email invitations will be sent out to students in mid-August with a link to the online registration system.
An induction to the School will be given on **23 September 2022** in person. Invites have been sent out to students.

Student and Staff Welcome Event
A welcome event will be held on **27 September** at 5.30pm in the IHR Common Room. We look forward to seeing you all.

Tuition Fees

A copy of the School's comprehensive **Tuition Fee Policy** is and is viewable here: http://www.sas.ac.uk/about-us/policies. Key points from the Policy are outlined below.

You should ensure that you have the funds available to pay your fees before you embark on a programme. Payment of tuition fees in full or payment of the first instalment (25%) is required prior to registration. You will not be awarded your degrees or issued with your final marks unless you have paid all outstanding tuition fees.

University of London Online Payment System

Tuition fee payments should be made online via the University of London online payment system as part of your online registration task. Fees can be paid in full or via instalments. The outstanding tuition fee balance is also displayed.

Fee payment

Fees can either be paid in **full** or in **four equal instalments**, payable on the following dates:

Instalment 1: before or at registration

Instalment 2: 15 November 2022

Instalment 3: 15 January 2023

Instalment 4: 15 March 2023

Internally funded and sponsored students

Those in receipt of **full** (100%) SAS, AHRC or Institute studentships / bursaries will not be required to make any payments and therefore, the timeframes and deadlines given in respect of tuition fee payment, do not apply.

Those in receipt of **partial** SAS, AHRC or Institute studentships / bursaries will be required to pay the fee balances as outlined. You will be required pay online via the registration system. The outstanding balance displayed and will take into account all studentships / bursaries.

Externally funded and sponsored students

You accept responsibility for payment of fees even though a sponsor may in fact pay your fees. If you have sponsorship / scholarship funding (except those in receipt of SAS, AHRC or Institute studentships /bursaries) please ensure that you upload written confirmation of any award and payment arrangements -- dates, contact details to the registration system online.

Please note that you retain liability for payment of your entire fee should the sponsoring body default on a payment, or withdraw sponsorship.

Postgraduate Loan Recipients

Students who are in receipt of a student loan are required to use these funds to pay their tuition fees in the first instance. Any surplus may then be used to cover maintenance costs. Please upload a copy of your loan confirmation also. Your loan confirmation letter should contain full account details and a breakdown summary of payment schedule to the registration system online.

Research students' continuing fees

Research students are reminded that they should expect their fees to be subject to an annual uplift for their second and subsequent years of study.

Defaults on fee payments

If you default on any payment, you will be given 5 days to contact the Fees Office before we take action. Continued registration and progression from one year to the next is conditional on the appropriate fee being paid. If you are in financial difficulty, you should contact the Fees Office. Where there are financial problems we will try to come to an alternative financial arrangement.

Continuing students who have previously had a non-standard payment plan agreed with the Fees Office, but who have later defaulted on that plan, will not be granted another non-standard payment plan.

Help

If you have any queries about paying your fees, you can contact the team in the following ways:

Email: sas.fees@sas.ac.uk

Phone: 0207 862 8860 / 8400

- If you have a query with the tuition fee amount being charged
- To discuss a change to your current enrolment status which will affect your fees
- To discuss an alternative payment plan

Resources and Facilities

SAS Student ID Card

As a School student, you will be issued with a multi-purpose identity card. The card serves as an ID card for entry to Senate House, for access to the University of London Union, and, outside the University, to enable you to benefit from discounts offered by suppliers, etc.

It also serves as a membership ID card to enable access to Senate House Library, the Warburg building, and the SAS libraries located in the IALS, IHR and ICS Institutes. To gain physical access to all SAS libraries you must first complete the online registration or renewal form, then visit the Senate House Library membership desk located on the 4ᵗʰ floor to activate your ID card.

Student ID cards for continuing students will be posted by the registry office. New students can collect their ID card on induction day from the Registry and Advice Centre, which is located on the ground floor of Senate House. Student ID cards can also be posted on request.

Lost cards carry a £5 replacement fee.

Email
SAS email accounts
SAS email addresses follow the format firstname.lastname@postgrad.sas.ac.uk**.** You should check your SAS email account regularly as academic and administrative staff will use them as the primary mode of contact. SAS email can be accessed remotely via the web at: https://login.microsoftonline.com. You will be prompted as follows:
- Username (Email Address): firstname.lastname@postgrad.sas.ac.uk
- Password: **provided during registration** (case sensitive)

Students are required to operate multi factor authentication on receipt of their email addresses. For help with this process please contact service@london.ac.uk

To access computers and SAS network
When you access SAS PC or online areas such as the SAS VLE (studyonline.sas.ac.uk), you will be prompted to enter the following:
- Username: firstname.lastname
- Password: **provided during registration** (case sensitive)

You will then be redirected. Once you are successfully re-directed, you should see the 'Secure Logon for Office 365 page'. Please enter the first part of your username (firstname.lastname), NOT your email address, and password and click on logon or press enter. Please see here for an Office365 userguide [PDF].

Everyware Service
The Everyware service provides Library members with free notebook and iPad loans for use within the Library. Library

members (with valid SHL ID card) can borrow an Everyware device. These are available to use free of charge within the library – and give access to the internet, library services, Office 365, printing, and a range of accessibility software. etc. More information about this service can be found here.
Day ticket holders are not eligible to use this service, but are welcome to use the Library's desktop PCs or bring their own devices. (A small number of desktop PCs are also available in the Library for access to the Library's catalogue and e-resources.).

Passwords
Self-service password functionality has now been enabled for Office 365. This means you can now change your password in O365 yourself without having to contact the IT service desk. In addition to this, forgotten passwords can be reset from within office 365 after following a simple registration process.
Please take a moment to complete the registration process by following the guidelines here.

Eduroam (Wi-Fi Access)
Wireless networking is available to all SAS students via their School email accounts. Eduroam is a wireless network which allows users at the School to log in using their username and password. It is also available to SAS students visiting other participating organisations which include a large number of UK universities and abroad.

Connecting to Eduroam
Pick the "Eduroam" network from the list of Wi-Fi networks
Login using your username but replace '@postgrad.sas.ac.uk' with '@london.ac.uk' and password.
This will work anywhere where there is an Eduroam network
If you experience any issues, please contact the IT Service Desk by email, service@london.ac.uk.

Proper usage
By enrolling with the School you agree to abide by the University's Information Security Policy for the use of University of London IT equipment and systems (see http://www.sas.ac.uk/about-us/policies). You must also comply with the University's Acceptable Use Policy (https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf) when using your SAS email address and SAS networks.

Expiry
Your email account can be retained for up to one year after your graduate. A reminder will be circulated beforehand expiry, giving you enough time to transfer all the contents of your mailbox elsewhere.

Library Facilities

Senate House Library (SHL)
As a student of the School you can take advantage of free Senate House Library membership and benefit from access to millions of books, study spaces, free notebook loans, plus a superb range of academic databases.

Senate House Library now offers remote electronic registration for immediate access to e-resources whilst outside the library.

To register for library membership, please complete the following steps:

Continuing students

1. If you have an existing library membership, complete the School of Advanced Study Renewal Form
2. On your first visit to Senate House, bring your student ID card to the membership desk on the 4th floor of Senate House Library to activate your ID card and complete your membership

New students

1. Complete the School of Advanced Study Registration Form
2. On your first visit to Senate House, bring your student ID card to the membership desk on the 4th floor of Senate House Library to activate your ID card and complete your membership

Once your student ID card has been activated by a member of staff at Senate House Library, you can borrow books and enjoy the Library's Services, Collections and study spaces.

Students of the Warburg Institute will be issued with a separate library card on induction day for access to the Warburg library. Non-Warburg students must bring their student ID card to the Warburg library Reading Room enquiries desk to register for a Warburg library card.

Students studying via Distance Learning can email a scanned copy of their student ID card to the Senate House Library membership services team on shl.membership@london.ac.uk so that the membership expiry matches the date of expiry on the ID card, otherwise electronic registrations will need to be renewed every 4 months.

For any queries relating to library membership, please contact the Senate House Library membership services team on: shl.membership@london.ac.uk

Further information on Senate House Library, including borrowing rights can be found here.

SHL holdings

Senate House Library's holdings cover the humanities and social sciences with particular subject strengths in: English; Economic and Social History; History (its collections complement the IHR); Modern Languages (primarily Romance and some Germanic); Geography, Music, Philosophy and Psychology.

The Library has extensive area studies collections in United States, Latin American (including Caribbean) and Commonwealth Studies. Many British Government Publications are available digitally.

The Library's Historic Collections houses an impressive 12 million catalogued items, substantial and unique holdings in rare books, 55 named Special Collections and over 40 collections of archives and manuscripts. The distinctive strengths of the Historic Collections are in 17th to 19th century book holdings, historic periodicals and palaeography.

Location

The Library entrance is on the fourth floor, Senate House. Scan your SAS card at the entry gates to enter.

Contact details

Phone: 020 7862 8500
Email: shl.enquiries@lon.ac.uk
For more information see: Senate House Library | University of London

Student accessibility (see also below: Disability)

The Library offers extra services for disabled students:

- the option of using a proxy borrower to find and borrow items

- a fetch request service

- and extended loans.

Find out more about services for disabled students.

SAS Institute Libraries

Four of the SAS Institutes have internationally renowned research libraries. You can access any of the Institute libraries, on presentation of your ID card. Different borrowing rights apply at different Institutes. For further information, see the Institutes' websites (available via www.sas.ac.uk).

Warburg students are issued with a separate library card for access to the Warburg library. These will be issued by the Warburg Institute on Induction Day. Non-Warburg students must bring their SAS ID card to the library Reading Room enquiries desk to register for a Warburg library card.

The University of London Library Access Agreement

The University of London Library Access Agreement enables the School's masters students to access nearly all of the libraries of the institutions which make up the federal University of London (www.lon.ac.uk) on production of their SAS cards. The value of this arrangement to University of London students is that it offers you access to books and other library materials in subject areas that are often unrivalled and which have been built over many years

For more information on the libraries the agreement allows access to and/or to view a copy of the agreement, please visit: www.london.ac.uk/libraries_agreement.html.

School of Oriental and African Studies (SOAS) Library

SAS students are able to use the nearby SOAS library and take advantage of their extended opening hours. SAS students will need to apply for a SOAS library card from the SOAS membership desk and will need to produce their SAS ID card in order to do so. Please visit this page for further information: https://www.soas.ac.uk/library/using/admission/londonuni/

Other Libraries

SAS students can gain access to many other libraries in London that have close academic links with the School including the British Library, the University of London Institute in Paris, the Wellcome Library for the History of Medicine, the Society of Antiquaries of London, and the Bibliographical Society.

The combined catalogue of CURL (the Consortium of University and Research Libraries) which is available at www.copac.ac.uk and through a direct link from the ULRLS catalogue, provides a convenient way of searching many library catalogues simultaneously.

Access arrangements to other libraries vary considerably, and it is always advisable to check these before visiting. Your institute or the Registry can provide proof of student status where necessary.

SCONUL Access Scheme

SAS students studying for an MRes, PhD or MPhil are permitted to use other Libraries within the UK through the SCONUL Access Scheme.

Please check that the Library you wish to visit is part of the SCONUL Access scheme. Complete the SCONUL Access application form online via the SCONUL website. If your application is approved, please print the confirmation email and take it to the institution you wish to join.

If you have a question please get in touch with the appropriate person at your Institute Library

Library computer resources

This agreement provides for reference access to the federal University of London's institutional libraries by all members of the University of London and supplements the national Sconul Access scheme. More information can be found here.

Library computer resources

Please note that you are required to observe instructions on virus protection and the Janet Acceptable Use Policy, available at: https://community.ja.net/library/acceptable-use-policy. Computer use is monitored and the downloading of material of an offensive nature will be treated extremely seriously.

Everyware at Senate House Library

SAS students have free access to the Library's Everyware service (http://www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/). With Everyware you can borrow Apple MacBook Airs, MacBook Pros, iPads and Windows notebooks for use in the Library. Everyware notebooks have Microsoft Office installed. Senate House Library provides free WiFi (http://www.senatehouselibrary.ac.uk/using-the-library/help/connect-wifi) throughout its spaces and collections to connect your Everyware device or your personal notebook to the internet. As a SAS faculty and student member of the Library, you can use your name and SAS card number to login to an extensive range of academic databases (http://www.senatehouselibrary.ac.uk/our-collections/databases-and-eresources/). All School spaces (Senate House (second and third floors)) are fully wifi enabled.

Documents can be printed out in the Library from any device with an internet connection. Find out more about your printing options (http://www.senatehouselibrary.ac.uk/using-the-library/library-services/copying-printing-and-scanning).

Specialist software

Specialist research software is available in the Library Training Suite (SPSS, NVivo etc), and in the Senate House study space on the second floor of Senate House, Room 265. Disability-access hardware and software is also available. Priority is given to those who wish to use these pcs for specialist work.

Virtual Learning Environment / Study Online

The School has a Virtual Learning Environment (VLE) called Study Online which is a dedicated area for students enabling them to access training resources and to interact with fellow students across the School.
An introduction to the VLE will be given at the School's induction. Links to the VLE/Study Online are available on individual Institute websites, the postgraduate study pages of the SAS website or via https://studyonline.sas.ac.uk/login/index.php. You will need to enter your password and username (given at registration) to access it.

SAS-Space e-repository
SAS-SPACE - http://sas-space.sas.ac.uk/ - is the digital repository for the School of Advanced Study. The mission of SAS-SPACE is to provide a stable, well-managed, permanent repository for digital scholarly and research materials of enduring value produced at, or in association with, the School. SAS-SPACE is also the platform for digital collections and archives of individuals, scholarly societies and other bodies associated with the School.
All SAS students are required to submit the final version of their thesis/dissertation electronically. If a dissertation receives a mark of merit or distinction its deposition in SAS Space is mandatory (except in special circumstances). Detailed guidance as to how to do this will be given to you in due course.

SASiety

SASiety is a student-run organisation for all SAS students, of all ages, from all institutes, studying all programmes; Master's students, PhD students and Fellows are welcome to join us! Rather than a union, they are about ensuring that SAS students get to meet more people, and gain social and academic contacts and support. Their aim is to create a sense of community here at SAS in Senate House and to provide a social space for fun events and ideas. They organise regular meet-ups and events, and look forward to welcoming you to the common room in 101 (Senate House).

Academic Writing Support

The School's Doctoral Centre provides a range of training opportunities to help research and masters students adjust to the demands of academic writing in the UK Higher Education context. The annual SAS research training programme includes a series of sessions focused on academic writing, covering subjects such as writing introductions and conclusions, revising and reviewing your work, writing for different audiences, and footnotes and referencing software.

In addition, Dr Matthew Coneys – an experienced academic writer, editor and tutor – offers one-to-one and small-group tutorials for SAS students in which students can discuss any aspects of their academic writing. Topics typically discussed including difficulties structuring an argument, difficulties with planning and editing a long piece of writing, issues with grammar and sentence structure, and questions of style and writing convention in UK academia. All group and individual sessions are free of charge, and registration and booking details will be sent to all SAS students at the start of the academic year.

Study Online – our Virtual Learning Environment for SAS students – also hosts the online course "A Practical Guide to Projects and Dissertations" designed by the University's Centre for Distance Education and targeted in particular at Masters students planning their dissertations.

Student Representatives' Committee

Institute student representatives – Research and Masters - sit on the School Student Representatives' Committee, which deals with student matters throughout the School. Institutes will consult their student body at the start of the autumn term to seek representatives. Members of the SAS Student Reps' Committee sits on SAS and School committees and the Research and Research Ethics Committees and act as a representative of the whole School student body.

Careers

The SAS Careers Service provides support for students and recent graduates across all the SAS institutes. Your SAS Careers Consultant is here to help and advise you. We offer one-to-one careers advice and coaching as well as workshops and webinars. You will find the weekly SAS job vacancy bulletin, online job hunting help sheets and professional sector guides in the careers section in SAS Study Online.

The SAS Careers Service offers:

- Regular workshops and webinars with topics such as "Applying for PhD – why, where and how?' and 'Effective Job Hunting Online'. The details of these sessions will be sent to your SAS email account and you will also receive a regular careers bulletin sent to your SAS account.
- 1:1 30 minute careers advice appointments: These are confidential and personalised to you. Common issues include career development next steps, further study options, job hunting advice, CV review, and job interview preparation To book an appointment, please book via https://bit.ly/SASCareers121booking
- Email guidance. You can email us with your careers-related questions or request feedback on CVs, application forms or covering letters (in which case, do send us a copy of the job ad, too) We aim to provide a response within 3 working days.

For any careers queries, contact the SAS Careers Service email sascareers@careers.lon.ac.uk

Accommodation

We hope that by the time you register, your accommodation needs will have been met. However, if this is not the case, or you encounter problems with your current accommodation, useful information can be found at **http://www.housing.london.ac.uk/** and **Private Housing Guide**.

Intercollegiate Halls of Residence

SAS has been allocated a small number of places in the University of London's Intercollegiate Halls of Residence for full-time students who have been offered a place of study. For further details see **www.halls.london.ac.uk/**, or contact the Registry (**sas.registry@sas.ac.uk**) for details of the process. You are encouraged to submit applications for Halls of Residence as early as possible.

Late-Summer places: from mid-September each academic year students may apply directly to the Residences for unallocated places. The Registry will circulate further information to students who are not offered a quota Halls place in due course.

There is a separate application process for disabled (specially adapted), couples and family-sized Halls accommodation, which fall outside of the School's quota. Please contact the Registry for advice on the application process, or the Intercollegiate Halls Accommodation Bureau (**www.halls.london.ac.uk/**) direct:

Phone: (+44) (0)207 862 8881
Email: i**nfo.halls@london.ac.uk**

Halls of Residence can also often offer short-term accommodation to students and visitors over the summer.

Travel

18+ Student Oyster photocard

Full-time SAS students can apply for a TfL 18+ Student Oyster photocard. Part-time postgraduate students are not eligible to apply unless they are receiving financial help from the Access to Learning Fund (see below).

A Student Oyster card entitles the holder to 30% savings on the cost of adult Travelcards and Bus & Tram Pass season tickets valid for 7 days, one month or longer periods of up to one year. There is a £20 fee for the photocard.

You can apply for your 18+ Oyster photocard at https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home
To complete your application you will need:
* Your nine digit unique student number (located on the front of your SAS Student Card)
* A digital photograph
* A debit or credit card to pay the application fee

Please note that the establishment name you should select when making your application is 'School of Advanced Study' (not your institute of study). Once you have made your application, it goes to the Registry for online verification. This may take a few days. Please note that the establishment name you should select when making your application is 'School of Advanced Study' (not your institute of study). Once you have made your application, it goes to the SAS Registry for online verification. This may take a few days.

Funding your studies

Grants and Studentships

AHRC studentships
The School, with King's and UCL, is part of the London Arts & Humanities Partnership (www.lahp.ac.uk) and through this offers studentships under the Arts and Humanities Research Council (AHRC) scheme. LAHP studentships, awarded on a competitive basis, cover fees and maintenance, and are available to UK and EU full and part-time students. As well as doctoral students about to enter their first year of study, those about to start their second year of doctoral study may also apply. Further details on the LAHP competition are available from the LAHP website, or from the LAHP office based in Senate House (info@lahp.ac.uk).

Postgraduate Master's Loan Scheme
The UK Government has introduced a Postgraduate Master's Loan. These non-means-tested loans are available to both taught and research master's students. Find out more information about the loan scheme.

UK PhD Government Loans
You may be eligible for a UK PhD loan of up to £26,445 from Student Finance England or Student Finance Wales for a doctoral degree in any subject. These loans will be available to English-resident students and support all types of doctorate degree at universities within the UK. Find out more details about eligibility and repayment.

US Federal Loans – William D Ford Federal Direct Loans
The School of Advanced Study participates in the Federal Direct Loan programme:
http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources/federal-direct-loans-usstudents
Unsubsidized Loans and Plus Loans are available through the Direct Loan programme operated by the US Education Department. Direct Loans are educational loans to assist US citizens with the costs of studying. Unsubsidized Direct Loans should be considered first as this is usually the cheapest way of borrowing. If needed, additional funding should then be considered by applying for a Direct Plus Loan. The maximum total borrowed from Direct Loans **cannot** exceed the annual maximum Cost of Attendance as set by the School. The School's Direct Loan Federal Code is **G06696** listed under 'School of Advanced Study – University of London'

Applying for Federal Loans at the School of Advanced Study
You should have accepted an unconditional offer for a place on an on-campus degree at the School and be an eligible US citizen to apply for a US Federal Direct Loan. Please note that only on-campus degree students are eligible for Federal Direct Loans at SAS. Students studying by distance-learning or at certificate or diploma level are not eligible. There are a number of steps to applying for a Direct Loan. Applications usually take 4-6 weeks to be processed so early application is advised.
Contact details for US Loan queries: Kalinda Hughes, Head of Registry Services.
Email: sas.fees@sas.ac.uk; tel: +44 (0)20 7862 8873; fax: +44 (0)20 7862 8657.

SAS Hardship Grant
The SAS Hardship Grant provides discretionary financial assistance for all students – particularly to meet extra costs that cannot be met from other sources of support. The Fund is intended to alleviate financial hardship. An application can also be made for research students who wish to attend courses or conferences and who do not have the funds to pay for this themselves.
You can apply for help from the Fund at any time during the academic year. Application forms can be downloaded here.

Further information
Additional sources of funding for UK, EU and overseas are listed here: http://www.sas.ac.uk/graduatestudy/fees-and-funding . There are a number of useful sites which collate information on smaller, more niche funders:
http://www.sas.ac.uk/graduate-study/fees-and-funding/other-funding-sources

State benefits

The majority of students cannot apply for benefits. Exceptions may include lone parents, students with disabilities, pensioners, and part-time students on low incomes. Students should contact their local benefits office for more details or browse the Direct Gov web site at www.direct.gov.uk/en/index.htm.

Council Tax

The Council Tax is a tax payable on dwellings. If you are a full-time student you are exempt from paying Council Tax. You will not have to pay Council Tax if you live in:

- University Halls of Residence;
- A shared house or flat where all residents are students.
-

If you live in a bedsit or rent a room from a landlord, the landlord should be responsible for payment of Council Tax.

If you live in a house with non-students, Council Tax will probably apply and the other occupants may wish to pass on some of the cost to you.

If you are a full-time student living at home with a lone parent your parent should be able to claim 25% discount on their Council Tax. If you are a full-time student living with both parents there will be no reduction to their Council Tax bill.

Registry can provide full-time students with written confirmation of student registration and eligibility for Council Tax exemption – please fill in the 'Student Letter Request Form', which can be found at the SAS website (https://www.sas.ac.uk/current-students), under the section 'Key Information'.

Student welfare: advice and guidance

Academic advice

Programme tutors will normally be responsible for guiding you through your degree and helping you with any personal or administrative problems. If this proves to be unsuitable, you may contact Registry or your Institute Manager who will be able to advise on an alternative.

Personal safety

London is one of the most interesting and vibrant capital cities in the world; it is also one of the safest. However, as in any large, busy city, crime is a problem so you do need to take care about personal safety and looking after your belongings. Being so centrally located, the area surrounding the University of London is susceptible to crime. Please see https://www.cityoflondon.police.uk/cp/crime-prevention/, which gives useful advice and tips on how to stay safe.

Mentoring and Counselling

The School offers mentoring sessions for students who are undergoing periods of academic pressure or are dealing with unexpected and adverse life events that are affecting their emotional wellbeing. Mentoring sessions are conducted with colleagues from Equality Focus in a private and confidential setting. Counselling is more appropriate for emotional problems. The counsellor (again from Equality Focus) will not tell you what to do, but will, instead, provide a non-judgemental forum in which you can discuss and think about your difficulties. Mentoring is more active and is better suited to the resolution of academic problems (e.g. issues of timetabling, dissertation planning, exam preparation, etc). To make a counselling or mentoring appointment, please contact the Registry who can refer you or alternatively contact Katie Wood the Disability & Student Wellbeing Adviser directly at student.wellbeing@sas.ac.uk.

If you have longer term mental health difficulties, you may wish to consider declaring this as a disability. This may thus entitle you to counselling from the School's advisors. This counselling is specifically geared to assisting you complete your studies successfully.

Students may also find the following contact numbers useful.

For general welfare advice: Nightline (6 pm to 8 am): 020 7631 0101
For legal advice
Citizens' Advice Bureau: www.adviceguide.org.uk. The local bureau for the School is: 3rd Floor, Holborn Library, 32-38 Theobalds Road, London, WC1X 8PA, tel: 08451 202965.
Community Legal Service Direct: www.clsdirect.org.uk: enables users to find providers funded by the Legal Services Commission (LSC)
For advice on debt: National Debtline: 0808 808 4000; www.nationaldebtline.co.uk

Counselling services
If you choose not to use the School's in-house counselling services, you may be eligible to use other services in the area.
Waterloo Counselling Service: http://www.waterloocc.co.uk/
Offers general counselling services as well as multi ethnic counselling
Tel 020 7928 3462; Barley Mow Clinic, Frazier Street, London, SE1 7BD
Please note that there is a cost for this service (approximately £10 per session for students)

Mental Health
The School takes its responsibility towards student mental health very seriously. It has strengthened its support in this area and now offers regular mental health awareness programmes to student-facing staff and students.

If you would prefer not to discuss your concerns with a member of staff at the Institute, you can contact student.wellbeing@sas.ac.uk directly. The Disability & Student Wellbeing Adviser provides a safe, confidential and non-judgmental space in which students can discuss any issues that may be affecting your ability to study. This encompasses: any personal or emotional challenges you may be experiencing; mental health such as anxiety or depression or disability such as dyslexia or a long-term health condition.
Mind: www.mind.org.uk/: a national charity which can provide help and advice to students experiencing any form of mental distress
Depression: www.studentdepression.org and https://charliewaller.org/ have helpful information and advice

Health
You are advised to register with a local doctor (GP surgery). All students including overseas students (and their dependants) are entitled to health care under the NHS. If you are living near here, you may wish to register at one of the GP surgeries nearby:

- **Gower Street Practice**, 20 Gower Street London WC1E 6DP, telephone 020 7467 6800
- **Ridgmount Practice**, 8 Ridgmount Street, London , London, WC1E 7AA, 0207387 6306
- **Brunswick Medical Centre**, 39 Brunswick London WC1N 1NF; telephone 020 7837 3811
- **The Museum Practice**, 58 Great Russell Street , London, WC1B 3BA, 02074052739

If you live outside the catchment areas for the GP surgeries listed above, or wish to choose another, you should visit the NHS Choices website, where you can search for local doctors and dentists: www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx.

Overseas students

There are several sources of information and support available for overseas students.
- UK Council for International Student Affairs (UKCISA):, www.ukcisa.org.uk/, Tel: outside the UK +44 20 7107 9922 | inside the UK is 020 7107 9922.
- British Council Education UK: www.britishcouncil.org, www.educationuk.org, Tel: 0161 957 7755
- British Refugee Council: www.refugeecouncil.org.uk, Tel: 020 7346 6700.
- International Students' House, 229 Great Portland Street, London, W1W 5PN, www.ish.org.uk, Tel 020 7631 8300.

Overseas students' obligations

International students need to apply for Student Visas for enter to UK. For detailed information on the student visa application process, please visit the UK Visa and Immigration (UKVI) website: https://www.gov.uk/student-visa

Under this system, the School has a number of legal responsibilities in order to fulfil its obligations as a student sponsor. If you enter the UK on a student visas you should be aware of these. The UKVI website lists both the sponsor's and student's obligations in full, but please note that we are legally required to:

- keep copies of students' passports, visas and Biometric Residence Permits (BRPs);
- keep up-to-date contact details for students; and
- inform the UKVI if a student fails to enrol on their programme, stops their studies or misses 10 expected 'contacts' on their programmes of study without reasonably granted permission
- maintain contact with the student.

Equality and diversity

The School of Advanced Study aims to provide an environment where everyone can access its programmes and activities – conferences, workshops and seminars, library provision and teaching programmes. The School of Advanced Study is proud of the diversity of its community and is committed to ensuring all of our staff and students are treated with dignity and respect. We welcome all students who are academically qualified and motivated to benefit from the programmes we offer through the member Institutes.

The School is committed to treating all people with equally, irrespective of any of the `Protected Characteristics´ as defined by the Equality Act 2010. The protected characteristics are age, disability including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The School is covered by the University of London's key equality policies, for example the Equal Opportunities Policy and other such schemes. However, to ensure that the School is meeting all the legislative requirements and in line with best practice we have developed our own Statement and Action Plans.

The School believes that engagement in the development of equality polices and related action plans are very important. We uphold the principle that all students and members of staff have a right to be involved in matters that affect them. So we are always keen to hear your feedback.

Disability

The School of Advanced Study has a Disability & Student Wellbeing Adviser. Students who have notified the School of a disability should have received a Pre-Entry Support Needs form (new students) or Support Needs Form (continuing students) to complete. If you have not received a form, please contact the Registry as quickly as possible. If you would like to speak to our Disability & Student Wellbeing Adviser direct, please contact Katie Wood at student.wellbeing@sas.ac.uk.

Please:

- let us know about your needs in good time so that we have the appropriate opportunity to address those needs
- give both positive and negative feedback so that we can improve our services. Let us know if the recommendations for your support are not carried out and you do not receive alternative format handouts, for example
- let us know if your situation changes and you need more, or different kinds, of support.

Access to Institutes and offices

Most of the Institutes and offices of the School are located in Senate House. The exceptions are the Institute for Advanced Legal Studies (17 Russell Square) and the Warburg Institute (Woburn Square).

Senate House is a listed building and as such there are some limitations to the alterations that can be made. However, wheelchair users and those with reduced mobility are able to access all necessary facilities although it may not always be

easy for them to do so in a fully independent way.

A number of teaching and meeting rooms in Senate House are equipped with a fixed induction loop system for hearing-impaired students, and there is a mobile induction loop system for use elsewhere.

The Institute of Advanced Legal Studies and the Warburg Institute are in nearby buildings which have ramps, lifts, and accessible toilets. Again, although wheelchair users and those with reduced mobility are able to access all necessary facilities, it is not always easy for them to do so in a fully independent way.

It is possible to arrange for new students with impaired vision to be accompanied both within the building and to the tube station or bus stop, until they have become familiar with these routes. The School's external disabilities advisors can help arrange this in conjunction with Camden's Sensory Disabilities Team.

Senate House Library (see also above)
 The following services are available for disabled student library users:
- A retrieving book service (that is, getting books from shelves);
- Arranging borrowing rights for proxies;
- Membership cards for people supporting the disabled user, or their carers;
- Extended loans.

Contact SHL.accessibilitysupport@london.ac.uk tel 0207 862 8468

Using Computers
Disabled students who qualify for the DSA may receive support for computer purchase. Remote email access and web access to the Library's electronic research resources and journals are available. Advice on personal computer adaptation can be obtained free from AbilityNet (www.abilitynet.org.uk). AbilityNet will also carry out assessments of individual need. There is specialist software available for visually impaired students.

Transport
Most people access Senate House and the Bloomsbury area by public transport. Some disabled people living in the London area may be eligible for a London Transport Freedom Pass (www.freedompass.org) which allows free travel on public transport; the borough where you live will be able to tell you if you are eligible.
Transport for London's Access and Mobility unit has information about schemes such as Dial-a-Ride and Taxicard for subsidised door-to-door transport for people who have serious mobility impairment and difficulty in using public transport, as well as an extensive range of guides: http://www.tfl.gov.uk/tfl/gettingaround/accessibility-guides/default.aspx

Emergency Evacuation
If you have a disability which might cause delay in recognising or responding to an emergency alarm, a personal emergency evacuation plan will be agreed. If your disability is likely to affect your ability to evacuate the building, we should notify your tutors of your evacuation plan, so that others know how to help you in an emergency.

Residential Accommodation
Disabled students are eligible to apply for accommodation in the University of London Intercollegiate Halls, a number of which have a quota of specially-adapted rooms for students with disabilities.

Disabled Students' Allowances (DSA) Arrangements
Home students, and some EU students, are eligible for the Disabled Students' Allowances (DSA). There is one DSA allowance for postgraduate students to meet disability-related programme costs of up to £25,575. More information is available at: www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898 . The allowances are not means-tested and there is no age limit.

The DSA is administered by Student Finance England or Research Councils. Equality Focus can assist students in applying for it, and can help to arrange the study needs assessment which is required to access the allowances.

Childcare and Nurseries

There is no childcare or nursery provision in Senate House or at the central University however, there are some nurseries near to Senate House that may be useful for students with small children. Places are often limited but the details of local nurseries can be found below:

University Based Nurseries

University College London (UCL) Nursery:
50 – 51 Gordon Square and 59 Gordon Square (formerly IoE Nursery), London WC1H 0PQ Tel: 020 7679 7461 or email: nursery@ucl.ac.uk. Priority to students and staff of UCL and Institute of Education (IoE) students but other University of London students considered if places available. Visit the website: https://www.ucl.ac.uk/estates/news/a-z-services/nursery-services

London School Of Economics (LSE) Nursery:
8a Wild Street, London WC2B 5TB. Tel: 020 7107 5966 or email: Nursery@lse.ac.uk
Priority to students and staff of LSE. Visit the website: https://info.lse.ac.uk/staff/services/nursery/Nursery-partnerships

Local Day Nurseries

Coram Fields Community Nursery:
93 Guildford Street, London WC1N 1DN. Tel: 020 7833 0198
26 places for 2-5 year olds. Must be London Borough of Camden resident. Open 8am – 6pm. Visit the website: http://www.coramsfields.org/?q=community-nursery

Thomas Coram Early Childhood Centre:
49 Mecklenburgh Square,London WC1N 2NY. Tel: 020-7520 0385 or email: admin@thomascoram.camden.sch.uk. Places for 106 children aged 6 months to 5 years. Must be Camden resident, although there are a few full-cost places for non-residents. Open 8am – 5:30pm.
Visit the website: http://www.thomascoram.camden.sch.uk/

Collingham Gardens Nursery:
Henrietta Mews, off Wakefield Street, London WC1N 1PH.
Tel: 020-7837 3423 or email: cgnursery@btconnect.com. 24 places for children aged 2 to 5 years.
Must live in London Borough of Camden. Open 9am – 5pm. Visit the website: http://cgnursery.co.uk/

Konstam Nursery:
75 Chester Road London N19 5DH
020-7272 3594. 69 places for children between 2 years – 5years. After school service for 5-7 years. Parents need to be resident in Camden (unless there is no waiting list in which case studying full time in Borough of Camden is fine). For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Hampden Nursery:
80 Polygon Road, London NW1 1HQ.
020-7974 2841 69 places for children aged 3 - 5 years. Must be Camden resident though there may be a few places for non-residents. For further information please visit Camden's website: www.camden.gov.uk/childrens-centres

Regents Park Children's Centre:
Augustus St, London NW1 3TJ. Tel: 020-7387 2382.
70 places for children aged 6 months - 5 years. (9 baby places for children 6m- 2years, 12 toddler places for children aged 2 – 3years, 49 places for children aged 3 – 5 years). For further information please visit Camden's

website: www.camden.gov.uk/childrens-centres

Other Sources Of Information – The website www.childcare.co.uk gives useful guidance in types of childcare. You can also search for childcare providers, including child-minders.

Childminders

A registered childminder is someone who can look after your child from their own home. To gain registration the childminder's home is inspected by the government to ensure that it is a safe environment for children. In addition childminders have to provide references, prove that they are healthy, trained and are checked by the police. Government inspections are carried out on a regular basis. Childminders can look after children of any age although the regulations on registration only apply when they are looking after children under the age of eight. The government also stipulates that childminders can look after up to six children under the age of eight. Of those six, no more than three can be under the age of five and of those no more than one should be under the age of one. Childminders can be more flexible than day nurseries and are often cheaper.

To search for a childminder in Camden https://www.camden.gov.uk/ccm/content/education/pre-school/childcare-folder/childminders.en

The National Childminding Association website also has useful information www.ncma.org.uk

Funding
Further information on funding available to assist with childcare costs can be found at https://www.childcarechoices.gov.uk/

Student Emergency Contact Protocol

1.   All students are asked to provide details of an emergency contact when registering for their programme. This information is held on the School's student record system, in accordance with the principles set out in the General Data Protection Regulation.

2.   Students can nominate anyone they choose to be their emergency contact - it need not necessarily be their legal next of kin. Students should, however, let that person know that they have been nominated as the emergency contact and that their contact details will be given to the University. Students should also ensure that the emergency contact has given permission to be an emergency contact. Wherever possible, students should give a mobile phone number as well as a landline so that contact can be made quickly.

3.   Students are asked each year (via registration) to confirm their emergency contact information for the University. They are also asked to up to date these details via their registration task. Students may change these and other personal details at any time by contacting the Registry Office at taught.degrees@sas.ac.uk or research.degrees@sas.ac.uk.

Emergency contacts and data protection

4.   There is often concern about the sharing of information and whether it breaches data protection law. The GDPR and the UK Data Protection Act 2018 does not prevent the University raising concerns where there is a serious health or welfare issue without obtaining the consent of the student. The University has the legal grounds to do this where it assesses that the 'vital interests' of the individual are at stake. Where the circumstances described below apply, there is no data protection barrier to notifying the emergency contact. Similar grounds cover the sharing of data with emergency services or a health professional.

Circumstances when the School may use an emergency contact

5. The University can use emergency contact information where there is demonstrable concern for the life and wellbeing of a student. This is most likely to be when there are serious concerns for the welfare of the individual student. Examples of circumstances when a decision might possibly be made to get in touch with the emergency contact may include:

    - Where the University is made aware of the emergency admission to hospital (NB. The School is not always aware when a student has been admitted to hospital).
    - collection of the student by emergency services in what appears to be a potentially life-threatening condition.
    - serious physical or mental illness.
    - where in the opinion of the University it is not possible to reasonably keep a student safe.
    - when a student is deemed to be 'missing' or uncontactable. This will be demonstrated by a prolonged lack of contact and a lack of response to direct requests for contact and efforts to contact or locate the student have been unsuccessful.

6. In addition to attempting to contact the emergency contact, the School may pass   these contact details to the emergency services or other healthcare professionals.

7. In the event of a suspected or confirmed death of a student, the University will pass the emergency contact details to the emergency services to support them in their role of contacting next of kin. It is not the role of the School to first inform next of kin of a death.

Deciding to contact the emergency contact

8. If any member of staff considers that the student's emergency contact needs to be contacted they should in the first instance discuss the case with the Institute Director or Head of Registry Services. A decision will then be made on the case presented. The decision can be escalated to the School's Director of Operations as required. The Director of Operations should be contacted during any out of hour's emergencies.

9. Contact with the next of kin will be limited to the Head of Registry or the Director of Operations. This is in order to protect the student from breaches of confidentiality.

10. Once contact has been made a record of the action taken and the outcome should be kept on the student's central file retained in registry. No detail will be kept where it can be accessed more widely.

Guidance and Regulations

The following pages refer to guidance and regulations as set out in the School of Advanced Study's Quality Assurance Framework for Postgraduate Teaching. The current version is available online here http://www.sas.ac.uk/about-us/policies

PLAGIARISM

The School is committed to ensuring the quality and status of the degrees it awards through the University of London. Plagiarism is a threat to that quality and is a serious academic offence and cases are dealt with under the University of London's Regulations for Proceedings in Respect of Examination Offences (Paragraph 12, Ordinance 15).

Students in the Institutes of Advanced Legal Studies and Commonwealth Studies will have access to **TurnItIn** plagiarism detection software. Prior to formal submission, it will be compulsory for students from these Institutes to run their work through TurnItIn and submit it with a copy of the 'Originality Report' generated by the system. Students will receive detailed procedures on use of the software once they have formally registered.

What constitutes plagiarism?

Plagiarism is the taking of another person's thoughts, ideas, words, results, judgements, results, images etc and presenting them as your own. If you submit any piece of work for assessment that contains work that is not your own, without indicating this to the marker (acknowledging your sources) you are committing 'plagiarism'.

The following are examples of plagiarism. These are not exhaustive:

• Direct quotations from the published or unpublished work of others without being identified as such
• Copying the work of another student with or without their permission
• Using text downloaded from the internet
• Borrowing statistics or assembled facts from another person or source
• Buying/borrowing an essay/report and presenting it as your own
• Copying graphs, images, charts etc without proper citation
• Paraphrasing - putting another person's ideas and judgements into your own words without acknowledgement of the origin
• Submitting the same piece of your own assessed work (or a significant part thereof) more than once (credit can only be given once)

Students should feel free to discuss these issues with their personal tutors or other members of staff at any time, but they should also recognise that they must take personal responsibility for the integrity of their academic writing, which includes learning what is expected of them by those responsible for marking their work.

What could happen if you do plagiarise

If it is found that you have plagiarised, this may result in:

• Expulsion from the School
• A mark of zero
• A record on your student file
• Becoming the subject of an investigation
• Cancellation of your examinations
• Not being allowed to re-enter an examination
• Loss of reputation

Why you should not do it

Assignments provide a vehicle for assessing your performance during the programme and contribute to your overall result. However, they also assist you in understanding your subject and aid your learning on the programme. When you attempt to use the ideas and material independently, you learn more thoroughly and develop your own writing style. You are also likely to perform better in examinations.

There are good reasons why you should cite your source:

• Good scholarly practice
• Gives proper credit to other people's work and ideas
• Shows that you have researched widely
• Strengthens your work by lending weight to your ideas
• Enables others to check the evidence and accuracy of your information

When plagiarised material is included in your assignments tutors are likely to notice the shift in style and are more than likely to recognise the source.

Referencing
There are a number of different referencing style guides. You should check with your Institute if it requires a specific style to be adopted. These will be explained in your Student Handbook and at induction.

Paraphrasing
That is, where you restate information/ideas in your own words. However, just changing a few words here and there does not make them your own and you must still cite your source. Always check your paraphrasing against the original text to ensure that you haven't copied the same phrases.

Web sources
Treat information found on the web in exactly the same as printed material but also make sure that you write the complete URL address and date accessed.

Agencies
Students should note that the use of, *or contribution to*, online essay banks, ghost-writing agencies, or agencies who offer to edit essays in order to improve grades is strictly forbidden.

What to do if you are suspected of plagiarism

• Cooperate fully with the investigation. It is your interests to be open and honest.
• Get some help. Registry staff can direct those accused of plagiarism to sources of advice.

Web advice
How not to plagiarise: http://www.utoronto.ca/writing/plagsep.html

School responsibilities
The School recognises its responsibility for managing plagiarism and will undertake to:

• Ensure that all its students are provided with information about plagiarism in the Handbooks and at induction. This will include what constitutes plagiarism, how to avoid it, and an idea of the penalties associated with it.
• Ensure that students are instructed on the use and purpose of the Statement of Authorship form which should be submitted with each piece of work, see attached at Appendix 2.
• Ensure that students are given information on the correct referencing methods for the discipline.

Responsibilities of the Student

• Act responsibly – don't plagiarise
• If you need help, ask for it!
• Plan your work properly. If you need more time to submit, please see your tutor.
• Always submit your work with the relevant statement of authorship form - your Institute will provide you with one.

Pass Marks and Grade Description

The pass mark is 50% – this applies to each assessed component of the degree and to the degree overall. Merit (where included in the assessment regime for the programme) may be awarded for a mark of 65-69 overall, including not lessthan 65 in the dissertation. Distinction may be awarded for a mark of at least 70 overall, including not less than 70 inthe dissertation. A student has to achieve a pass in the dissertation in order to pass overall.
(Note: 50% is the pass mark for each module or other unit of assessment, as well as for the programme overall.)

Marking criteria

All coursework and the dissertation are marked out of 100. The minimum pass mark is 50; a mark of 49 or below is a fail. Amark of 70 and above qualifies as a distinction. For examinations, coursework and the dissertation, marks are awarded according to the following criteria (where relevant):

- 70+: The candidate displays originality of thought and/or independent critical evaluation of primary source material and also satisfies the examiners with reference to the following criteria: ability to sustain a relevant and focused argument, clarity of presentation, understanding of issues and methods, skills of analysis and synthesis, and technicalcompetence. Marks of 75+ are given to candidates whose work is outstanding with regard to most of the criteria anddefinitely with regard to the first two criteria.
- 60-69: The candidate handles ideas or source material competently and critically, writes and argues clearly and withtechnical competence, and is aware of the issues.
- 50-59: The candidate shows a good knowledge of relevant primary and secondary material, displays an awareness ofissues, some measure of technical competence and some capacity to produce a coherent and focused argument.
- 40-49: The candidate either shows insufficient knowledge or fails to grasp issues or fails to produce a coherent andfocused discussion
- 0-39: The candidate is unable to attempt answers adequately.

Penalties for Late Submission of Work

The dates and times (e.g. 5.00 pm) for submission of coursework and the dissertation should be stated in the relevant programme handbooks.

Submission deadlines are firm deadlines. A student may, however, apply for an extension, for medical or other pressing reasons. Documentary evidence will be required when appropriate. Extension will normally only be granted if appliedfor in advance; the period of extension shall be determined by the Institute.

A student may apply for deferral of the dissertation, for acceptable reasons. Application for deferral must be made as early as possible, normally at least one month in advance of the submission date; deferral is granted at the discretionof the Institute. The dissertation must normally then be submitted in the following year.

The Examination Board may, at its discretion and subject to the Institute's ability to make appropriate arrangements, permit a student who has not submitted all coursework assignments to defer their submission to the following year. Such permission will only be granted in exceptional circumstances and for reasons deemed acceptable, as above.

Coursework for assessment (that is, all assessed work except the dissertation) handed in after the deadline without reasons deemed acceptable will be subject to a deduction of marks as follows:

- ➢ A penalty of 10% of the mark awarded for work up to one week late;

- ➢ A penalty of 20% of the mark awarded for work between one and two weeks late;

➢ When work is more than two weeks late, the penalty to be applied is at the discretion of the Institute. The Institute reserves the right not to accept work submitted more than two weeks late; in such case the mark recorded will be nil.

A dissertation handed in after the deadline without reasons deemed acceptable will be subject to the same penalties as above, <u>except that</u> the Institute reserves the right (provided that students have been appropriately informed of this) not to accept and/or mark a dissertation that is handed in after the deadline without reasons deemed acceptable.

Condonation

• A student must achieve a pass in the dissertation in order to be awarded the degree;
• A marginal failure <u>in one module</u> may be condoned at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%; where the programme includes half-module units the condonation may, at the discretion of the Examination Board, be applied to two half-units;
• The definition of "marginal failure" is at the discretion of the relevant Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when (a) the overall mark for the programme is at least 50%, and (b) the student achieves a mark of 60% or above in at least one significant element of the course;
• The Institute's Higher Degrees Committee may determine that certain elements of a course or of an assessed component are not eligible for condonation; this shall be included in the programme regulations available to students and teachers;
• The original mark shall be recorded, with condonation noted as approved by the Examination Board.

ETHICS

The School's Statement of Good Practice in Research is viewable from here: http://www.sas.ac.uk/researchethics.html from where the School's Ethics Procedures may also be viewed.

The management of the School's ethical issues in the matter of research is the responsibility of the Research Ethics Committee, whose primary role is to protect the dignity, rights and welfare of research participants. Consideration is also given to the consequences of the proposed research (directly, or those who might benefit or suffer from its outcomes). The REC also considers the safety of researchers. The REC determines the ethical propriety of research projects that are submitted to it. Specifically it considers whether:

• the way the project is designed and will be undertaken is in line with the principles outlined in the School's Code of Good Practice in Research;

• the subjects are informed about the aim and intended use of the research; what their participation entails; what risks, if any, are involved;

• if the research subjects request it, the information they supply shall be confidential, and their anonymity respected;

• participants in the study are participating voluntarily ;

• participants in the study will be safe;

• researchers have taken proper advice on their own safety.

It is also the role of the REC to

- provide up-to-date advice on good practice (including practical advice, such as the design of interview consent forms)

- review its own procedures and determine action it considers necessary

- report as appropriate to Research Committee, with a summary of reviewed projects and any other matters

- receive reports on the research training in ethics undertaken by students and staff.

The Institutes of the School of Advanced Study are committed to maintaining high standards of integrity and probity in the conduct of research by both staff and students.

ACADEMIC DISCIPLINE, COMPLAINTS, HARASSMENT AND DISCRIMINATION

Extracts from the School of Advanced Study Quality Assurance Framework, section 6

6.1 **ACADEMIC DISCIPLINE**
The following regulations form part of the agreement made by the student in accepting the offer of a place to study for a degree or diploma in the School.

6.2 **Attendance and academic performance**
Students are expected to attend regularly the scheduled classes and seminars on their programmes and to be available for consultation with tutors with reasonable notice. A student who is unable to attend a class or other arranged meeting should inform the tutor or supervisor (via the appropriate administrative officer or directly). Prolonged absence caused by sickness must be reported to the Institute, and medical evidence must be provided.

6.3 The provisions of **Ordinance 15 [Termination of Registration on Academic Grounds (other than failure in a prescribed examination)]** shall apply. A student's registration may be terminated on academic grounds where his or her academic performance, progress, attendance or attainment falls below the required standard in a way that suggests that the programme of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from classes, seminars or other required activities, failure to submit required work, submission of work significantly below the required standard, and any other factors that impede academic progress, such as lack of cooperation with a tutor or supervisor.

6.4 Lateness in submitting written work in taught Masters degrees and diplomas, without cause acceptable to the Institute, will result in a penalty in the mark awarded, or in the work not being marked. The sanctions, and the conditions for their application, must be included in the relevant guidelines and communicated to students.

6.5
The Board of Examiners will receive a report on mark deductions or other penalties for late submission of work.

COMPLAINTS

6.29 A complaint by a Student on matters (including academic matters) other than those referred to in 6.2–6.6 above will be dealt with using the following procedure. This procedure reflects the model procedure set out in **Ordinance 19: Student Complaints**. The emphasis is on informality, with the object of solving problems

quickly, simply and fairly. It is hoped that most issues can be settled amicably at the first stage, and that complaints will only exceptionally reach the third stage. Every effort shall be made to ensure that complaints are dealt with within the maximum time limits set out below.

(i) First Stage (Mention of Grievance). The object of this first stage is to resolve problems quickly and simply, with the minimum of formality. A student should initially raise a grievance with the member of staff concerned. If the student feels unable to approach that person, he or she should raise it with an appropriate senior member of the academic or administrative staff of the Institute. Issues of a non-personal nature (e.g. problems with a particular practice within the relevant Institute) might be raised at the Staff-Student Liaison Committee or equivalent body in the Institute. The first stage should normally be completed within two weeks of the grievance being raised. Students may seek advice regardingmaking complaints and other sources of help from the Registry.

(ii) Second Stage (Informal Complaint). If the matter cannot be resolved satisfactorily at the first stage, the studentmay refer it to the Director of the Institute as an informal complaint. The Director has discretion as to how the complaint is investigated and determined. The Director shall keep an informal record of each complaint – the name of the complainant, the nature of the complaint and how it has been resolved. The second stage should normally be completed within two weeks of referral to the Director.

(iii) Third Stage (Formal Complaint). If the matter cannot be resolved satisfactorily at the second stage, or in the event that the student is not satisfied that the grievance has been dealt with satisfactorily, the Student may make a formal complaint to the Dean. Only in exceptional circumstances will the Dean consider a complaint thathas not been through the two previous stages. The Dean will investigate and will resolve the matter if he or sheis able to in whatever way he or she deems appropriate. The Dean shall determine the question as soon as practicable, and shall give written notice to the student, the Director of the Institute and the Registrar of the School of his or her decision and any action taken or to be taken. Appropriate records will be kept by the Registrar. The third stage should normally be completed within six weeks of referral of a formal complaint to theDean.

6.30 A student who has exhausted the above procedure but remains unsatisfied with the handling or the outcome of a complaint, including any grievance concerning the procedures applied by or decision made by the Dean, may write to theVice Chancellor.

6.31 Complaints which are allegations of malpractice or concern some other matter which the student believes he or she is unable to raise in the relevant Institute shall be made in accordance with the University's Public Interest Disclosure Procedure.

6.32 There shall be no disciplinary or other adverse implications for a student who makes a complaint or allegation providingthe student acts in good faith, within the law, and not vexatiously, or with malice, and in accordance with established procedures including those above.

6.33 The Office of the Independent Adjudicator for Higher Education
The procedure above completes the University's consideration of the matter. Attention is drawn, however, to the Officeof the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available on the website of the OIAHE: www.oiahe.org.uk. Postal address: Office of the Independent Adjudicator for Higher Education, Fifth floor, Thames Tower, Station Road, Reading RG1 1LX (tel: 0118 9599813).

HARASSMENT AND DISCRIMINATION

6.34 The following paragraphs reflect the provisions of **Ordinance 19: Student Complaints (Annex 2: Model**

Procedure on Harassment, Discrimination and Bullying of Students).

6.35   The University does not consider it to be acceptable for a student to be subjected to discrimination or harassment in any form by a fellow student, a member of staff, or by any other person on University premises or in connection with their study in the University. If possible, the student should make it clear to the person causing offence that their behaviour isunacceptable. If direct representation is not possible, or is not effective, the student may seek help and advice as follows.

6.36   The Student is advised to seek a confidential interview with the person designated in the student's Institute. The 'person designated' shall be the Director of the Institute unless otherwise stipulated. If the Director (or other person designated) is the subject of the complaint, the person designated will be the Dean of the School. The purpose of a confidential interview is to discuss the nature of the problem and arrive at an acceptable solution. Further action will not normally betaken without the express permission of the student. However, it will usually not be possible to deal with the matter adequately if such permission is withheld.

6.37   If the problem is serious or has not been resolved as a result of the confidential interview, the student may make a formal complaint (as set out in Annex 1 to **Ordinance 19)** which will lead to the initiation of disciplinary proceedings. It will be useful for the Student to keep a note of the details and dates of relevant incidents.

6.38   Institutes will keep lists of organisations and individuals which will provide additional help and advice, especially in moreserious cases.

6.39   The University's 'Policy in Respect of Offences that are also Criminal Offences' is set out at Annex 1 to **Ordinance 17: Code of Student Discipline**. A Student who is the victim of a racial, sexual or physical assault may seek help from appropriate organisations, and may report the matter to the police.

Examination Regulations

Extract from the Quality Assurance Framework, section 8

Schemes of examination are prescribed in the programme regulations for each programme. Examination shall involve assessed coursework or unseen written examinations, or both, and a significant piece of individual work in the form of a dissertation or report; the latter may be based on a project or fieldwork. In the following, "examination" refers unless specified otherwise to the total schedule of assessment prescribed in the relevant programme regulations.

8.15   The unseen written examination for each module, where applicable, shall take place on one occasion each year, as specified in the programme regulations, except where a special examination is permitted in the case of illness or other acceptable cause (see 8.24 and 8.25).

8.16   The schedule for submission of assessed coursework shall be as determined in the particular programme regulations.

8.17   The dissertation or report designated in 8.15 above will be examined on one occasion only in each year and the date forsubmission will be specified in the programme regulations.

8.19   To be awarded a degree a candidate must:
- have completed to the satisfaction of the School the programme of study prescribed;
- have been examined in all parts of the examination prescribed for the programme and shown a competentknowledge in the examination as a whole

8.20   A candidate must satisfy the examiners in the examination prescribed within two years from the completion of the prescribed period of study. This period of two years may be extended at the discretion of AQSC, but in no circumstancesbe extended beyond three years.

Entry to examinations

Entries to the examination must be received by the University by the date specified by the University.

8.21 Candidates are bound by the regulations in force at the time of their entry to the examination.

8.22 No student will be admitted to an unseen written examination unless the certificate (on the examination entry form) of having attended the appropriate programme of study in accordance with the regulations has been completed by the authorised person (the Director, or an officer designated by the Director) in the Institute to which the student is attached.

Special Examination Arrangements

The University's Regulations (Regulation 1: Section E, para 93) for Special Examination Arrangements apply in the School. Applications are sent to the University's Special Examination Services Officer. The authorised person in the candidate's Institute must normally send an application for special examination arrangements in regard to a named candidate no later than six weeks before the date of the candidate's first examination. Applications after this date will only be considered in the case of sudden illness or injury.

Deferral and withdrawal from examination or part of examination

A student may be permitted to withdraw from an examination for which they are registered, or be granted an extension to an assessment deadline, at the discretion of the Programme Director of Studies, for an extension of assessment deadline, or the Mitigating Circumstances Panel (MCP; see paragraph X for details)for all other cases, provided that they supply evidence of illness or other good cause not less than seven working days before the commencement of the first examination which they are expected to sit or before the date of submission in the case of other assessed work. Evidence should be submitted on the form provided for this purpose.

8.22.1 In exercising their discretion the Programme Director or the MCP must be satisfied that

(a) the illness or other good cause would render the student unfit to enter the examination or to complete theassessment by the deadline; and

(b) that the illness or other good cause would either:

(i) have a significant and adverse impact on the student's performance in the examination or other assessment;or

(ii) would prevent the student from sitting the examination or prevent the student from completing or submittingthe assessment within the given time-frame.

8.22.2 Where the Director of Studies/MCP is satisfied that the above conditions have been met, the student will both be withdrawn from the examination and deferred or, for other assessment, a new submission deadline will be set.

8.22.3 Except as provided for in 8.25.9 below, a student who is absent from an examination for which they are registered withouthaving been permitted to withdraw, according to the provisions of Regulation 8.25 above, will be regarded as having attempted the examination, and will be awarded a mark of zero for that examination. Such a student may, at the discretion of the relevant Board of Examiners and on the recommendation of the MCP, be permitted to attempt the examination again if the regulations for the programme permit such reassessment (see Regulation 8.41 below).

8.22.4 Except as provided for in 8.25.9 below, a student who fails to submit material for assessment or submits after the deadline and has not made a request for an extension under 8.25 above, will receive a mark which has been adjusted according to the scale of for that assessment, penalties as agreed by the AQSC:

(i) Coursework for assessment but not including the dissertation, will be subject to the deduction of marks as follows:

- A penalty of 10% of the mark awarded for work up to one week late;
- A penalty of 20% of the mark awarded for work between one and two weeks late;

When work is more than two weeks late, the penalty to be applied is at the discretion of the Institute. The Institute reserves the right not to accept work submitted more than two weeks late; in such cases the markrecorded will be nil.

(i)   A dissertation handed in after the deadline will be subject to the same penalties s above, except that theInstitute reserves the right not to accept and/or mark a dissertation that is handed in after the deadline.

Such a student may, at the discretion of the relevant Board of Examiners and on the recommendation of the MCP, bepermitted to attempt the assessment again if the regulations for the programme permit such reassessment.

8.22.5   A student who is registered for an examination and who is absent from that examination without having been withdrawn, or who fails to submit material for assessment by the deadline without an extension, according to the provisions of Regulation 8.25 above, may be retrospectively withdrawn in that examination, or granted a retrospective extension to the assessment deadline at the discretion of the Board of Examiners on the recommendation of the MCP, provided thatthey provide evidence of illness or other good cause prior to the meeting of the Board of Examiners at which the resultsfor that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose.

MITIGATING CIRCUMSTANCES

Extract from Quality Assurance Framework section 8

8.23   Constitution of the Mitigating Circumstances Panel
The MCP will comprise the Dean or his nominee; the Registrar; an external member of the AQSC and a Director of a non-teaching Institute. The Chair of the Panel will be the Dean. The Panel will sit at least one week before the date of the first Examination Board held by an Institute, or at any other time deemed necessary by the MCP.

8.24   Mitigating circumstances procedures
In exercising its discretion the Mitigating Circumstances Panel (MCP) must be satisfied that:

(a)   the illness or other good cause rendered the student unfit to enter the examination or to complete and submit the assessed work by the deadline; and

(b)   that the illness or other good cause would either:

(i)   have had a significant and adverse impact on the student's performance in the examination or assessed work; or

(ii)   have prevented the student from sitting the examination.

8.24.1   Additionally, the MCP must be satisfied that the student was unable, or for valid reasons unwilling, to request to be withdrawn from the examination or to request an extension to a deadline in accordance with 8.25 above.

8.24.2   Where the MCP is satisfied that the above conditions have been met, it will recommend to the Board of Examiners that the student either be retrospectively withdrawn from the examination or deferred, or, for other assessment, a new submission deadline will be set.

8.24.3   A student who presents him or herself for an examination or submits material for assessment will be deemed to have considered themselves fit to enter that examination or to undertake the assessment within the given time-frame, and any mark achieved in that examination/assessment will stand. Exceptionally, a student who entered an examination and completed that examination, or who was present at the examination but was unable to complete the examination, or who submitted material for assessment may, at the discretion of the MCP, be retrospectively withdrawn in that examination or offered another opportunity to undertake the assessment, provided that they supply evidence of illness or other good cause prior to the meeting of the MCP, prior to the meeting of the Board of Examiners at which the results for that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose (Mitigating Circumstances Form).

8.24.4   In exercising its discretion the MCP must be satisfied
that:
(a)   the illness or other good cause rendered the student unfit to enter the examination or to undertake the assessment, or, in the case of a student who failed to complete the examination, prevented the student from completing the examination; and
(b)   the illness or other good cause had a significant and adverse impact on the student's performance in the   examination/assessment.

8.24.5   Additionally, the MCP must be satisfied that the student was, for good reason, unable at the time of entry or submission to recognise that s/he was unfit to enter the examination or undertake the assessment during the

specified time-frame.

8.24.6 Where the MCP is satisfied that the above conditions have been met, it will recommend to the Examination Board that the student will either be retrospectively withdrawn from the examination and deferred, or, for other assessment, a replacement opportunity to submit material for assessment with a new submission deadline will be offered.

8.24.7 Where a student is deferred in an examination according to the provision of Regulations above, the student will be required to enter a replacement examination, where they will be examined as if for the first time (or second time if the deferred examination was itself a second attempt), normally at the next occasion when the examination is offered and the mark for the original attempt will be annulled. Where a student is deferred in an examination and required to enter a replacement examination, the Board of Examiners on advice of the MCP shall determine whether the student is required to sit the examination with or without further attendance.

8.24.8 Under no circumstances may examination marks be raised due to illness or other good cause in relation to a student's performance in an examination. However, where a final-year candidate has submitted evidence of illness or other good cause under Regulations above, and the MCP is satisfied that the conditions for the exercise of its discretion have been met, the Board of Examiners on the advice of the MCP may, instead of retrospectively withdrawing the candidate, give the candidate special consideration under the provisions of paragraph 8.40 X below.

8.25 Candidates will be informed of the marks obtained in those elements in which they have been examined.

8.26 Illness
Special provision for illness or other good cause is given in the withdrawal regulations (Regulation 8.25 above). Where a candidate believes that their performance has been adversely affected by circumstances beyond their control, a case, with appropriate documentation, should be submitted to the Chair of the MCP prior to the meeting of the relevant Board of Examiners, using the form provided for this purpose (MCF) and normally within seven working days of the examination having taken place or the assessment deadline.

If you have any questions on the above, please contact the Registry or your Programme Director.

Graduation

For the 2021-22 Cohort who complete their programmes in the Autumn of 2022 the date of their graduation ceremony is 9 February 2023.

For the 2022-23 Cohort who complete their programmes in the Autumn of 2023 the date of their graduation ceremony is February 2024.

Detailed information is sent to students following successful completion of the examination, and processing of results through exam boards held in November.

Key Sources of Information

Other than this handbook, students should also read through the following regulations, policies and procedures which apply to your registration (or continuing registration) at the School:

Document	Location of Document
Information for Current SAS Students	http://www.sas.ac.uk/current-students
SAS Student Forms, Policies and Documents	https://www.sas.ac.uk/current-students/student-services/student-forms-policies-and-documents
University of London Statutes, Ordinances and Regulations	https://london.ac.uk/about-us/how-universityhttps://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulationsrun/central-university-administration/statutes-ordinances-and-regulations
Quality Assurance Framework	https://www.sas.ac.uk/about-us/administration/policies
University of London Student Complaints and Academic Appeals Procedure	https://london.ac.uk/currentstudents/complaints-and-appeals-procedure
University of London Ordinance 17: Code of Student Discipline	https://london.ac.uk/sites/default/files/2017-10 /Ordinance-17-Code-of-StudentDiscipline.pdf
Intellectual Property Policy – Part E of the policy applies to students	https://london.ac.uk/sites/default/files/govern ance/intellectualpropertypolicy.pdf
Data Protection Policy	https://london.ac.uk/about-us/how-university-run/policies/data-protection
Fees Schedule	https://www.sas.ac.uk/graduate-study/feeshttps://www.sas.ac.uk/graduate-study/fees-and-funding/tuition-feesand-funding/tuition-fees

Admissions Policy	https://www.sas.ac.uk/sites/default/files/files/SAS%20Admissions%20Policy%20March%202021.pdf
Information Security Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Information%20Security%20Policy.pdf
Acceptable Use Policy	https://www.sas.ac.uk/sites/default/files/files/Policies/Acceptable%20Use%20Policy.pdf
Research Ethics Policy and Procedures	https://www.sas.ac.uk/research/researchhttps://www.sas.ac.uk/research/research-office/research-ethicsoffice/research-ethics
Code of Good Practice in Research	https://www.sas.ac.uk/sites/default/files/files/Code%20of%20Good%20Practice%20in%20Research%20-%20Approved%20Nov%2020.pdf
Terms and Conditions	https://www.sas.ac.uk/about-us/administration/policies
Safeguarding	https://london.ac.uk/sites/default/files/governance/Safeguarding%20Policy%20-%20University%20of%20London.pdf
Open Access Policy	https://www.sas.ac.uk/research/research-policies-and-protocols/open-access-policy
Student Engagement Policy	https://www.sas.ac.uk/sites/default/files/files/Student%20engagement%20policy%20Feb%202021.pdf
Lone Study Procedure for Students	https://www.sas.ac.uk/sites/default/files/files/Student%20Late%20and%20Lone%20Study%20Procedure%20%20April%202022.pdf

APPENDIX I

PERSONAL SAFETY – A QUICK GUIDE

As with all major cities, London has its share of street crime. Students, staff and visitors to the University, particularly those who have not previously experienced city life, are advised to note the following police advice and talk to a Wardenor member of staff if in doubt.

In any public place, keep your bag or briefcase closed and in a place where you can see or feel it – on your lap or touchingyour feet, not hung on the back of a chair.

- Be aware of all personal property when using internet cafes.
- Be aware of who is around you when using a walkman or mobile phone. Know your phone's IMEI (serial) number,found by dialling *#06#.
- If you carry a personal attack alarm, make sure it is available for immediate use, not lost in your bag or pocket.
- Plan your journeys so that you can avoid dark alleyways, paths or anywhere that makes you feel unsafe.
- Always ensure that you use a licensed taxi or minicab. Around 10 women are sexually assaulted by unlicensed bogus minicab drivers every month in the capital while male passengers risk being robbed or attacked. You should never getinto a minicab in the street; only black taxis are allowed to pick up passengers in this way. If you are out at night and do not have a lift home, use the CABWISE service by texting the word HOME to the number 60835 to get details of nearby licensed minicab and taxi firms, wherever you are in London. The CABWISE service can be used in any part of the capital, 24 hours a day.
- When walking at night, walk to face oncoming traffic, be sure of your route and walk with purpose. Wheneverpossible, try to travel with friends or as part of a group. Do not use a walkman or iPod when walking at night.
- If you are confronted, unable to get away and believe things might get violent, try to shout 'Call the Police' or 'Fire' asthis may unsettle your potential attacker.
- Thieves are opportunists. Keep expensive (or expensive looking) watches or jewellery out of sight, eg by tucking themunder your sleeves.
- If you use an iPod, replace the conspicuous white earphones with plain ones.
- If you carry a laptop, place the padded bag inside a holdall or carrier bag, branded laptop carriers are targets formuggers.
- Keep your wallet in an inside pocket. Take everything out of your jacket before hanging it up somewhere.
- Wear your bag across your body and so that it opens on the side facing you. In winter, wear your coat over your bagto hide it.
- Your safety is more important than any if your belongings. You are less likely to be hurt if you let your bag, phonewallet etc go and don't fight to keep it.
- Keep your keys in a different pocket than anything that has your address on it such as ID cards or letters.
- Do not carry valuables in the outside pocket of a rucksack or backpack.
- Never write down your PIN or give it to anyone. If you have trouble remembering your PIN, write it as part of a phonenumber, never on its own.
- If you see a leaflet holder or strange object attached to an ATM do not use it and inform the bank at once. It may behiding a hidden camera or card-reader.
- Put your cash away before leaving the ATM.
- Some drugs have been linked to rape and sexual assault – they have no colour or flavour and dissolve quickly makingthem undetectable when put into drinks. Don't risk having your drink spiked by leaving it unattended; don't accept drinks from strangers; and look out for your friends. If you start to feel unwell seek help from friends or staff immediately.

The Home Office: http://www.homeoffice.gov.uk/crime
The British Council: http://www.educationuk.org/UK/Article/Stay-safe-during-your-UK-studies
Metropolitan Police: http://www.met.police.uk/crimeprevention

APPENDIX II

SUBMISSION OF ESSAYS AND DISSERTATION

Please read the following section fully and carefully before submitting your work

Distance Learning Programme (24 months) October Start

First set of two essays – 31st of March

Second set of two essays – 31st of September

Third set of two essays – 31st of March

Dissertation - 1st of September

Distance Learning Programme (24 months) January Start

First set of two essays – 31st of June

Second set of two essays – 31st of December

Third set of two essays – 31st of June

Dissertation - 31st of December

During the autumn term, students must make an appointment to discuss their progress with the LLM Director. This meeting is intended to deal with any queries or concerns that students have about the programme or their progression.

Assignment topics must be approved by the Course or Module Director where appropriate. Students must submit a proposed essay title and a skeletal outline by the date set by the Course or Module Director.

Coursework must give clear references to all legal and legislative materials and modern views discussed, so that readers can locate them easily. References are better given in consecutively numbered footnotes which must include the author, the title of the publication, the date and location of publication and the specific page to which the citation refers. Tables, if any, should be relevant to the discussion, not merely decorative. They should be numbered consecutively for clarity of reference in the text, have a brief identifying caption, and should be reproduced clearly. A bibliography of the main modern works consulted or cited must be given at the end of each coursework.

All coursework should be word-processed or typed double-spaced on single-sided A4 paper and passed through the plagiarism detection software firstly – Turnitin (www.submit.ac.uk) before submission. Please collect a copy of the manual on how to use Turnitin from your Student Administrator at the beginning of the academic year. Following this, the coursework must be emailed to the Student Administrator. When submitting, the 'statement of authorship' form

(Appendix III) must also be completed, signed and submitted. If you are unable to scan the authorship form and submit it electronically, you should hand the form in to the student administrator, or send it to him in the post.

The system is automatic so it will not allow any late submissions after 5 pm.

Students are reminded NOT to include their name on the coursework; only your student number should be displayed. Please make a header on all your coursework stating "Student No….." Your submitted essays electronic files should be named as follows: "ICM R6800" (name of the module followed by your student number).

Submission deadlines (dates and times) are _firm deadlines_. On the day of the submission the cut off time is 5 pm. Late submission of assignments is only condoned in exceptional circumstances (which do not include computer or printer failure). A student may, however, apply for an extension for medical or other pressing reasons. Documentary evidence will be required. An extension will normally only be granted if applied for in advance. A request for an extension to a deadline should be emailed to the Student Administrator.

Coursework and dissertations handed in after the deadline without acceptable excuse are subject to a penalty deduction of 10% for the assessment for up to one week late (that is, the work should be marked in the normal way and then – assuming it is marked out of 100 – 10 marks are deducted to produce the result mark), and 20% for between one and two weeks late. When work is more than two weeks late, any additional penalty to be applied is at the discretion of the LLM Director. The LLM Director, subject to approval by the Internal Board of Examiners, reserves the right not to accept work submitted more than two weeks late; in such case the mark recorded will be 0.

Feedback for Coursework
In accordance with the Data Protection Act, both examiners' comment sheets will be attached to assessed written work and copies will be sent to students. Comments and marks are not shown on coursework or the dissertation.

Dissertations
Students must write in English, on a subject and title approved by the Course Director. The dissertation counts for 60 credits; a pass in the dissertation is needed to achieve an overall Pass in the degree.

A dissertation, which is not on the approved subject, which is badly presented, or which is submitted after the deadline, is liable to be failed with a mark of zero. A dissertation which exceeds the word limit will be subjected to a 10 point reduction in the mark

Subject
University regulations for dissertations require 'an ordered and critical exposition of existing knowledge in any field or part of a field of study'. Candidates are expected to show broad familiarity with the main previous scholarly work on their subject. The development of original views, though not required, is encouraged. The basic requirement is for an independent response to primary material or an independent assessment of previous scholarship on a particular topic.

Students should choose, in consultation with their supervisor, a coherent subject of study appropriate to the degree which fulfils the three following criteria:

1. The subject provides intellectual challenge in evaluating an unresolved debate, or challenging the existing mainstream view, or developing a new interpretation or interpreting new primary material.
2. The subject is not too large for a reasonably thorough discussion within the limits of 15,000 words, or too narrow to present adequate intellectual challenge.
3. The bulk of the essential secondary literature on the subject is in languages which the student can read.

Points to consider when selecting your topic:

- Identify a general subject area. Key questions to consider are: Have I covered any subject areas in my

assignmentsthat I would like to explore further? Does the subject interest me sufficiently to spend 3-4 months researching in depth? How much do I know about the subject already and do I have time to research this subject from scratch? Isthe subject worth investigating? Is sufficient resource material available?

- Discuss the general subject area with your supervisor who can advise on the suitability of the proposed topic and on the availability of sources of research material
- Conduct an initial literature review.
- Based on your initial literature review and in discussion with your supervisor, narrow the subject down. It is betterto cover a specific topic in depth than a broad topic superficially. Summarise the arguments you might address in your dissertation. If you cannot summarise the arguments in a few short sentences, your topic is probably too broad.
- Write a proposal for your dissertation of approximately 200 words. This should include a brief description of the subject and aspects of the subject you will address in your dissertation, with a brief list of the main research sources you intend to use. Your proposal should be focused and achievable.
- Discuss your proposal with your supervisor and agree to a dissertation title.
- Submit your title to the LLM Director for approval by the LLM Director and the two external examiners.

The decision of what topic to do should be taken carefully and with appropriate consultation with the LLM Director and the proposed Supervisor. Students need to think carefully about the availability of material as well as about methodology. The dissertation should normally make use of both primary and secondary sources. (For further information see under the Guidelines for Dissertations)

Supervision

Supervisors advise students in their choice of topic, provide written comments on written drafts of parts or the whole of the dissertation and discuss any major problems or issues raised, and will check that the candidates understand and followthe Guidelines for presentation and submission.

When students have identified their field of interest and a supervisor has been chosen, the supervisor and students shouldmeet promptly to agree on a particular topic and to arrange a pattern of meetings. Although students will have most time for writing their dissertations in June to September (after completion of their taught courses), it is in their own interest to begin work much earlier in the year. Students should note that supervisors can best help when written work has been submitted for comment, and that it is unwise to expect supervisors to be able to read and comment on substantial drafts submitted for the first time only in August or September, without checking their availability in advance. Students should note that academics are often away at conferences or away researching during the summer vacation. The final meeting withtheir supervisor to discuss plans for the dissertation takes place in May on the students' own initiative.

Content and presentation

A dissertation should begin with a brief explanation of the topic chosen and the problems which the dissertation addresses. The main body of the dissertation should consist of a structured argument or survey which discusses the relevant primary material and main scholarly views. There should be a conclusion summarising the candidate's own response to the problems raised. To aid clarity, it often helps to divide a dissertation into a number of sections, each clearly marked off with a typographically distinct heading. Sections may also be numbered consecutively.

A full bibliography of modern works cited must be given at the end of the dissertation. The bibliography should list works in alphabetical order of author/editor, and should give the initials and surname of the author/editor, the title of the work, and
– for books – its place and year of publication, or – for articles in journals – the title of the journal, its volume number and year, and the precise pages of the whole article.

Some General Rules to Help with Writing your Dissertation

Treat each section separately – do not try to write it as one document. In the introduction to each chapter refer back to the previous one and link them together. You should write the introduction first but review and revise it at the end

to take account of any changes in your argument or perspective during writing. Keep to the outline you have agreed with your supervisor.

- Keep your message/argument straightforward without oversimplifying it.
- Be analytical, not descriptive
- Be objective, not subjective
- Use logical arguments
- Opinions and conclusions must be supported by evidence
- Avoid colloquial language and slang
- Do not copy or paraphrase the work of authors without acknowledgement.
- Check everything – spelling, punctuation, page layout, typeface, page numbers, footnote number etc – very carefully so that you do not lose marks on presentation.
- Be careful to keep full and detailed information of all your sources for both your footnotes and for your bibliography.

Finally: allow some contingency time in case of last minute problems. Technical difficulties, such as computer or printer problems, will **not** be accepted as an excuse for late submission.

Dissertation submission
The final draft should be proof-read carefully for errors of fact, grammar, spelling, punctuation and typing. The final version should be produced on a good quality printer.

A dissertation which is not on the approved subject, which is badly presented and difficult to read or which substantially exceeds the maximum word limit is liable to be very severely penalised by the Examiners. The candidate may instead be given the option of applying to defer submission of the dissertation (in suitably revised form) in the following academic year.

APPENDIX III

STATEMENT OF AUTHORSHIP FORM

Name: _____

Course title: _____

Essay title: _____

Name of tutor: _____

Due date: _____

I declare that the essay/dissertation is my own work and that all sources quoted, paraphrased orotherwise referred to are acknowledged in the text, as well as in the list of 'Works Cited'.

Furthermore that I have checked my work using the Turnitin software prior to submission

Signature: _____

Date submitted: _____

APPENDIX IV

ESSAY ASSESSMENT FORM

IALS INSTITUTE OF ADVANCED LEGAL STUDIES | SCHOOL OF ADVANCED STUDY UNIVERSITY OF LONDON	LLM in Drafting Legislation, regulation, and Policy Essay Assessment Form

Module :
Candidate Number :
Date Marked :
Mark :

		Excellent	Very Good	Good	Adequate	Poor
Structure	Work should be well organised with clear introduction, main body and conclusion. Materials should be well organised.					
Method	Methodology should be clear and well-thought-out. The sources chosen should be tailored to understanding the problem					
Content	Work should identify and analyse relevant issues. There should be a good mixture of description and analysis. Analysis should be accurate, relevant and focused.					
Argumentation	Work should be critical, reflective and original. Arguments should be well developed.					
Research	Work has taken into account and shows good command of primary sources as well as relevant secondary literature.					
Style	Clear, understandable, accurate, precise, engaging, elegant.					
Presentation	Well presented, easy to read, good layout. Correct spelling and grammar. Title page and page numbers should be present.					
References	Accurate, consistent and complete footnoting.					
Bibliography	Well researched, accurate, consistent and complete citations, reflected in the text.					

Comments

Examiner's Signature: **Name in Print:**

Please Note: All marks are provisional and are subject to review by the External Examiner. The final mark will be determined by the full Board of Examiners. Please contact your Course Director if you would like to discuss your work.