

Student Handbook

LLM in Advanced Legislative Studies via Distance Learning

2017-2018

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Welcome from the Dean

The School is a unique institution in UK Higher Education. We believe that we offer an outstanding multi-disciplinary 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 programme, and that from the time of your registration to the awarding of your degree your academic and personal interests are safeguarded. We hope that you will find this handbook useful (and would welcome suggestions for ways in which it might be improved), 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 Rick Rylance
Dean

Institute of Advanced Legal Studies

The Institute of Advanced Legal Studies was founded in 1947. It was conceived and is funded as 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 Institute building, is a nationally and internationally renowned centre of excellence for legal research, containing over 285,000 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 following public bus services serve Russell Square: 7, 59, 68, 91, 168 and 188. Wheelchair access to the building 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 is delighted to announce that the European Commission has approved and funds two LLM courses entitled **Jean Monnet Module "Drafting for EU Accession and Membership"** and **Jean Monnet Module "Theories of European Integration"**. **The courses are part of the European Direction of the LLM and participants also acquire a Jean Monnet certificate for each successfully completed course.**

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.

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
University of London Statutes, Ordinances and Regulations	www.london.ac.uk/statutes.html
Quality Assurance Framework for Teaching	www.sas.ac.uk/sites/default/files/files/Policies/QAF.pdf
Tuition Fee Policy	www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Tuition%20Fee%20Policy.pdf
Admissions Policy	www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Admissions%20Policy.pdf
University of London Student Complaints and Academic Appeals Procedure	www.sas.ac.uk/current-students/student-forms-and-documents
University of London Ordinance 17: Code of Student Discipline	www.london.ac.uk/fileadmin/documents/about/governance/ordinances/Ordinances_2015/Ordinance_17_Code_of_Student_Discipline.pdf
Information Security Policy	www.sas.ac.uk/about-us/administration/policies
Acceptable Use Policy	www.london.ac.uk/data-protection.html
Data Protection Policy	www.sas.ac.uk/graduate-study/fees-and-funding/tuition-fees
Tuition Fees Schedule	www.sas.ac.uk/sites/default/files/files/Policies/SAS%20Research%20Ethics%20Policy.pdf
Research Ethics Policy and Procedures	www.sas.ac.uk/current-students
Code of Good Practice in Research	www.sas.ac.uk/sites/default/files/files/Policies/Code%20of%20Good%20Practice%20in%20Research.pdf
Information for Current Students	www.sas.ac.uk/current-students

Key Contacts for Students

General enquiries	sas.registry@sas.ac.uk
Admissions enquiries	admissions@sas.ac.uk
Tuition fee and payment enquiries	sas.fees@sas.ac.uk
Research degrees examination and thesis submission	research.degrees@sas.ac.uk

Registry Staff

Kalinda Hughes, Head of Registry Services

Email: kalinda.hughes@sas.ac.uk

Phone: +44 (0)207862 8873

Daly Sarcos, Admissions Officer

Email: daly.sarcos@sas.ac.uk

Phone: +44 (0)20 7862 8661

Ivan Leonidov, SAS Programme Coordinator (Institute of Advanced Legal Studies)

Email: ivan.leonidov@sas.ac.uk

Phone: +44 (0)20 7862 8663

Christine Weir, Research Degrees (ICwS, IHR, Warburg) and Examinations Officer

Email: christine.weir@sas.ac.uk

Phone: +44 (0)20 7862 8823

Sonal Thakker, Registry Fees Officer

Email: sonal.thakker@sas.ac.uk

Phone: +44 (0)20 7862 8869

TBC, SAS Programme Coordinator (ICwS, IHR, The Warburg Institute – PGT only)

Email: TBC

Phone: +44 (0)20 7862 8834

Registry Office Location

School of Advanced Study, University of London

Ground Floor, Senate House,

South Block, Malet Street, London WC1E 7HU

Opening Hours: 9.30 – 5.00pm

Term Dates 2017-2018

(Variations shown in bold)

	Term 1		Term 2		Term 3	
	start date	end date	start date	end date	start date	end date
Institute of Advanced Legal Studies (LLM ALS)	02/10/2017	08/12/2017	08/01/2018	23/03/2018	23/04/2018	29/06/2018
Institute of Advanced Legal Studies (LLM ICGFREL)	02/10/2017	15/12/2017	08/01/2018	28/03/2018	23/04/2018	29/06/2018
Institute of Commonwealth Studies	02/10/2017	08/12/2017	08/01/2018	23/03/2018	23/04/2018	29/06/2018
Institute of English Studies	02/10/2017	08/12/2017	08/01/2018	23/03/2018	23/04/2018	29/06/2018
Institute of Modern Languages Research	02/10/2017	08/12/2017	08/01/2018	23/03/2018	23/04/2018	29/06/2018
Institute of Historical Research	02/10/2017	08/12/2017	08/01/2018	23/03/2018	23/04/2018	29/06/2018
Warburg Institute	02/10/2017	15/12/2017	15/01/2018	28/03/2018	30/04/2018	07/07/2018

School closures:

Christmas: Monday 25 December 2017 - Monday 1 January 2018 inclusive
 Easter: Thursday 29 March 2018 – Tuesday 3 April 2018 inclusive
 Bank Holidays: Monday 7 May 2018, Monday 28 May 2018, Monday 27 August 2018
 Foundation Day during which the School may be closed for some hours:
 November 2017

Other dates 2017-2018

Thursday 28 September 2017 **International Students' Welcome Afternoon**
 2.00 pm, Room 243, Senate House
 All international students should attend.
 A full timetable for registration is available [online](#).

Friday 29 September 2017 School of Advanced Study Registration and Enrolment
 10.00 am to 12.00 pm in the Wolfson Suite, Senate House
 All new students are required to attend.
 A full timetable for registration is available [online](#).

Student Induction
 14.00 pm to 17.00 pm in the Wolfson Suite, Senate House
 A full timetable for registration is available [online](#).

Monday 2 October 2017 **Research Students' Induction**
 9.00 am to 17.00 pm in room 243, Senate House
 All new research students are required to attend.
 Research students who began their studies in 2016-17 but **were unable to attend last year's session are encouraged to attend this year's**. A full programme is available [online](#).

Dean's Welcome
 5.30 pm, second floor lobby, Senate House

Admission

The School of Advanced Study's Admissions Policy is available at: www.sas.ac.uk/about-us/policies. 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 one month, 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: www.sas.ac.uk/about-us/policies

Registration and Enrolment

In August 2017, the School will launch a new online registration system for new and continuing students. Email invitations will be sent out to students in mid-August with a link to the new system. This system now replaces enrolment forms. In addition to completing the enrolment task online you are still required to attend one of the registration events below.

New students

All new students are expected to attend formal School of Advanced Study Registration and Enrolment on Friday 29 September 2017.

Continuing students

Those of you who are not new students do not need to register and enrol on 30 September, and will find it a lot quicker to complete the registration and enrolment process at another time. Please come to the Registry during these times:

Thursday 21 September	2.00pm to 4.30pm	Room 234, Senate House
Monday 25 September	2.00pm to 4.30pm	Room 246, Senate House

In order to re-register you will need to bring formal (photographic) identification – for instance, your passport, ID card, driving licence, and international students are required to bring their passports and visas and Biometric Residence Permit

You may still need to wait a while during these times, and we thank you in advance for your patience.

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 15 September 2017
- Instalment 2: 15 November 2017
- Instalment 3: 15 January 2018
- Instalment 4: 15 March 2018

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 the Registry is furnished with written confirmation of any award and payment arrangements -- dates, contact details. If you are **privately sponsored you will need to forward the login details for the University's E-Payment system** to your sponsors and for ensuring that your fees are paid. If you have a Professional Career Development Loan, please submit a copy of your loan confirmation to the Registry. Your loan confirmation letter should contain full account details and a breakdown summary of payment schedule.

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

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 Registry 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 Registry. 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 Registry, but who have later defaulted on that plan, will not be granted another non-standard payment plan.

Help

If you have any queries about the E-Payment system, you can contact the relevant team in the following ways:

Sonal Thakker, Registry Fees Officer

Email: sonal.thakker@sas.ac.uk or sas.fees@sas.ac.uk

Phone: 0207 862 8869

Please contact the SAS Registry in the following instances:

- 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

SAS Registry

Email: sas.registry@sas.ac.uk

Phone: 0207 862 8873 / 8661

Please contact the SAS Registry in the following instances:

- Have a query with the tuition fee amount being charged
- To discuss a change to your current enrolment status
- 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. It serves as a membership ID card for your own Institute library, and the barcode, once validated, will carry information on borrowing rights in all the Senate House Libraries (www.urls.lon.ac.uk); it will also enable offsite access to a range of electronic resources provided by the libraries. 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.

ID cards will be issued on registration. Lost cards carry a £5 replacement fee. ID cards are issued by the Registry.

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: login.microsoftonline.com. You will be prompted as follows:

Username (Email Address): firstname.lastname@postgrad.sas.ac.uk

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.

To access computers and SAS network

When you access 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)

Digital Resource Centre

As a student of the School you have access to the public workstations in Senate House Library. Workstations are available in the Digital Resources Centre on the 4th floor of the Library in the Middlesex South reading room and in the Special Collections reading room.

All of these workstations provide access to:

- Library webpages, catalogues and databases provided by the Senate House Libraries
- networked information resources on CD
- an extensive range of multimedia software catering for audio, video and DVD (each workstation is equipped with headphones)
- bself-service printing
- Microsoft Office software
- Bibliographic management software

To access computers and the School network

When you log into a SAS PC or to [Study Online](#), you will be prompted to enter the following:

Username: firstname.lastname@postgrad.sas.ac.uk

Password: provided during registration (case-sensitive). If you already logged on to the University network, you may not be required to enter the password again.

If you are accessing from the Internet (outside the University network), you will have to enter your username:

Username: firstname.lastname@postgrad.sas.ac.uk

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].

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](mailto: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.

Support

If you need any help, please contact sas.support@postgrad.sas.ac.uk or service@london.ac.uk. But please do provide as much information as possible when contacting the support team, including:

- **what are you trying to access (emails or VLE ...)**;
- describe the problem if it is more than a password resetting issue
- your student ID
- your institute

Password reset requests will only be considered if emailed from either your postgrad.sas.ac.uk address or the private email address you supplied prior to registration, and must include your student ID and name of institute. For security reasons you are not permitted to request a password reset by telephone. For more information: www.sas.ac.uk/896.html.

Proper usage

By enrolling with the School you agree to abide by the Students' Code of Conduct for the use of University of London IT equipment and systems (see www.sas.ac.uk/about-us/policies). You must also comply with the JANET acceptable use policy (community.ja.net/library/acceptable-use-policy) when using your SAS email address and SAS networks.

Expiry

Your email account will be disabled on the last day of the year in which you graduate, and a new School alumni email account will be automatically created, with the domain suffix sasalumni.net (thus first.name.lastname@sasalumni.net). A reminder will be circulated a few months before Graduation, giving you enough time to transfer all the contents of your mailbox into the alumnus mailbox, if you wish, and help to do so.

Library Facilities

IALS Library

The IALS library is unique in its wealth of materials related to any area of law. In view of the courses already offered at the IALS in the field of legislative studies, the library is already well equipped to accommodate the needs of the MA. The resources of other law libraries within the University may also be used.

As the IALS library is a reference library, students are entitled to borrow books overnight only. However, from the end of May until the end of September, LLM students acquire research status and are entitled to borrow the same number of books allowed to researchers of the IALS.

2017-2018 IALS Library Opening Hours

From Monday 2nd October 2017 to Sunday 10th June 2018 IALS Library will open as follows:

Monday to Friday: 9.00am to 11.00pm
(Current IALS Library card holders only after 7.45pm)

Saturday: 10.00am to 8.30pm
(Current IALS Library card holders only after 5.15pm)

Sunday: 12.30pm to 8.30pm
(Current IALS Library card holders only)

We are closed between Saturday 23rd December 2017 and Monday 1st January 2018 for the Christmas break.

During Easter 2018 the Library will be open to readers from 10.00am to 8.30pm on Thursday 29th March, and then close for Good Friday, Easter Saturday, Easter Sunday and Easter Monday. The Library will re-open from 10.00am to 8.30pm on Tuesday 3rd April 2018.

We will be open from 10.00am to 8.30pm on Bank Holiday Monday 7th May 2018 and on Bank Holiday Monday 28th May 2018.

From Monday 11th June to Friday 14th September 2018 IALS Library operates the following summer vacation hours:

Monday to Friday: 9.00am to 8.00pm
Saturday: 10.00am to 5.30pm

Please note that these extended hours apply only to IALS Library. All IALS academic rooms close at 8.00pm on weekdays and all day on Sundays.

Senate House Library

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.

Your SAS ID card will be automatically activated for Senate House Library membership. Once activated (this may take a few **days**) **you can borrow books and enjoy the Library's Services, Collections and study spaces.**

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 senatehouselibrary.ac.uk

Operating hours, termtime:

Mon-Thursday: 9.00-20.45

Friday: 9.00-18.15

Saturday: 9.45-17.15

Operating hours, vacation:

Mon-Friday: 9.00-17.45

Saturday: 9.45-17.15

Find out more about Library opening hours (vacations and public holiday closures): www.senatehouselibrary.ac.uk/visiting-the-library/operating-hours

Disabled students (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:

<http://www.senatehouselibrary.ac.uk/about-us/accessibility>

SAS Institute Libraries

Seven 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).**

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. (The SOAS membership desk opening hours are Monday-Friday 09.00 to 18.55 and 10.30 to 17.45 on Saturday.)

There is no charge and no restriction on access, except to IT facilities which are confined to SOAS students. Access to some databases is available through the OPACS.

As fully registered external members, SAS students will be able to take advantage of the longer opening times providing they have applied for and received their SOAS Library card and enter SOAS before 20.00 Monday to Thursday, before 19.00 on Fridays and before 18.00 on Saturdays and Sundays.

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 ULRIS 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.

Currently, the **SCONUL access scheme is only available to the School's research students.**

Library computer resources

Please note that you are required to observe instructions on virus protection and the Janet Acceptable Use Policy, available at: 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 (www.senatehouselibrary.ac.uk/using-the-library/library-services/everyware/). With Everyware (www.senatehouselibrary.ac.uk/using-the-library/library-services/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 (www.senatehouselibrary.ac.uk/using-the-library/self-service/connect-to-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 (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 (www.senatehouselibrary.ac.uk/using-the-library/self-service/copying-and-printing/).

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), 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 Institute inductions. 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 - 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 archive 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.

Student Central - **formerly University of London Students' Union (ULU)**

Student Central has replaced ULU and is therefore no longer a students' union. They no longer have student governance including student officers, elections and senate. However, you will continue to be represented by the National Union of Students: <https://www.nus.org.uk/>. The current staff team will still continue to offer a whole range of facilities and activities including cafes, bars, live music and events, a health and fitness studio and the largest swimming pool in central London. It is still free to join.

Student Central continues to host over 40 clubs and societies, from Archery to Canoe Polo, Hip Hop to Debate. The full list can be accessed here: <http://www.student-central.co.uk/activities/sportssocs/>.

EnergyBase, is Student Central's fitness club and provides members with over fifty fitness activities, for all levels of ability and commitment, with its 53-station fitness suite, 33m swimming pool, fitness classes, sprung sports hall and multi-purpose studio. You can join Energy Base for an additional fee, and as a SAS student you will get a discount.

Student Central is owned by the University of London and run by its Chief Executive Officer, Julie Adams, and her dedicated team who are happy to help you with any questions. Student Central, Malet Street, London, WC1E 7HY, T: 020 7664 2000 E: general.studentcentral@london.ac.uk

Student Representatives' Committee

Institute student representatives – Research and Masters - sit on the School Student **Representatives' Committee**, which deals with student matters and events 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 acts as a representative of the whole School student body.** There are a number of other representative roles Research Students are invited to perform, such as serving on the Research and Ethics Committees.

Careers

The Careers Group, University of London, provides a specialised service for students and equivalent level professionals. In addition to helping individuals with their careers, The Careers Group also provides consulting and coaching services to a broad range of organisations. They help any SAS postgraduate student interested in developing their careers, either within their current field of work or in something completely new. They offer:

- Workshops for SAS students: Previous topics include Career Planning: Academic and Non-academic careers, PhD applications, CV's and Applications, Academic CV's and Applications, Academic and Non-academic Interviews. Please contact Christine Weir for further details (+44 (0)20 7862 8823, E: Christine.Weir@sas.ac.uk)
- 1:1 20 minute careers advice appointments: These can be used to discuss anything from career direction, to finding work or work experience to getting CV advice and application advice.
- 1 hour in-depth career discussions: In-depth career discussions can help you to evaluate and review your career development to date; assess your current situation; clarify your career objectives; review job-hunting strategies and formulate new ones. Students are required to attend a 20 minute appointment before booking an In-Depth Career Discussion and will then need to complete a confidential Career Discussion Form. This will allow the Careers Advisor to gain an understanding of your situation prior to the consultation.
- 1 hour Practice Interview Preparation: To improve your interview technique and receive feedback from a Careers Consultant. You will need to complete a form detailing the jobs you are applying for, supply a copy of the application form or CV that you have submitted and a copy of the job advert or description.

For more information contact The Careers Group by phone (020 7863 6060) or email Educationconsultancy@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

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](#). 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)207 822 333

Email: info.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 £10 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 seven 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 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

Under the UK government's Postgraduate Master's Loan students will be able to borrow up to a maximum of £10,000 for the purpose of completing an eligible postgraduate master's qualification. These non-means-tested loans are available to both taught and research master's students. Click [here](#) for more information.

Professional and Career Development Loans

A Professional and Career Development Loan (PCDL) is a deferred repayment bank loan to help you pay for vocational learning or education. Loans are offered at reduced customer interest rates. You may be able to borrow between £300 and £10,000, which can be used to cover up to 80% of tuition fees (100% if you have been unemployed for three months or more at the time of application) plus any related expenses – including books, childcare, and travel. Visit www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/CareerDevelopmentLoans/index.htm, or call 0800 585 505. The School's Learning Provider Number is 2901.

US Federal Loans

William D Ford Federal Direct Loans

The School of Advanced Study participates in the Federal Direct Loan programme: <https://studentloans.gov/myDirectLoan/index.action>. 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.registry@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. 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/graduate-study/prospective-students/funding/external-funding-sources-eu-and-overseas-students>. There are a number of useful sites which collate information on smaller, more niche funders: <http://www.sas.ac.uk/graduate-study/prospective-students/funding/further-funding-information-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 just ask us.

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

www.cityoflondon.police.uk/CityPolice/Advice/personalsafety/, 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 Sharon Renkema at Equality Focus directly (tel 07896 599 657); sharon@equalityfocus.co.uk).

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

For counselling services

Waterloo Counselling Service: cypdirectory.southwark.gov.uk/AtoZEntry.aspx?id=607

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)

For advice on mental health issues

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 www.Cwmt.org have helpful information and advice

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 **disability advisors** (see p14 below). This counselling is specifically geared to assisting you complete your studies successfully.

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 7636 7628
- Bedford Square Medical Centre, 60 Bloomsbury Street, London, WC1B 3QU, telephone: 020 7580 7128
- 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

You will be aware that stringent UK immigration regulations have been introduced over recent years. International students need to apply for Tier 4 General Student Visa for enter to UK. For detailed information on the student visa application process, please visit the UK Visa and Immigration (UKVI) website: www.gov.uk/tier-4-general-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 UKBA 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 and visas;
- 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 policies 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. **If you would like to talk to someone in confidence please contact the School's Registry Services Manager: Kalinda Hughes kalinda.hughes@sas.ac.uk**; Registry, School of Advanced Study; Ground Floor, South Block, Senate House, Malet Street, London, WC1E 7HU

Disability

The School of Advanced Study has an external Disability Officer. 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 Officer direct, please contact Sharon Renkema at Equality Focus (tel 07896 599 657); sharon@equalityfocus.co.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)

Charlotte McDonagh (Charlotte.mcdonaugh@london.ac.uk) is the Senate House Library Disability Officer. She and SHL in general are able to do the following 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.

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: 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 £10,362 (2016-17). 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.

Graduation

Students graduating in 2017 will be notified of their graduation ceremony date in due course. Detailed information is sent to students following successful completion of the examination.

About The Course - The LLM in Advanced Legislative Studies 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. 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 Advanced Legislative Studies 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 examines the whole process of legislating. Although legislative studies has 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 is divided into two directions: the *Common Law Direction* and the *EU 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*
- *The EU Direction offers the core course “EU Legislative Studies”, the Jean Monnet Module “Legislating for EU Membership and Accession”, the module “Theories of European Integration”, the joint course “Themes of Legislative Studies” and a dissertation.*

Students of the LLM in ALS 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. Thus, if you started your study in October 2016, the following dates apply:

Term 1 CLS 1 and LD 1: 31 January 2017

Term 2 CLS 2 and LD 2: 31 May 2017

Term 3 TLS 1: 31 January 2018

Term 4 TLS 2: 31 May 2018

Term 5: Dissertation – 1 September 2018

If you start your study in October 2017, the following dates apply:

Term 1 CLS 1 and LD 1: 31 January 2018

Term 2 CLS 2 and LD 2: 31 May 2018

Term 3 TLS 1: 31 January 2019

Term 4 TLS 2: 31 May 2019

Term 5: Dissertation – 1 September 2019

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: thus, if you enrol in January, Term 1 ends on 31 May, Term 2 on 31 January, Term 3 on 31 May, Term 4 on 1 September, and Term 5 on 31 January. If you enrol in May, Term 1 ends on 31 January, Term 2 ends on 31 May, Term 3 on 1 September, Term 4 on 31 January, and Term 5 on 31 May. If you have queries 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 ials.sas.ac.uk/postgrad/LDclinic/LDclinic.htm

Week 1	Introduction to Legislative Drafting (CS)
Week 2	Drafting instructions (HX)
Week 3	Designing a legislative solution: constraints of the drafter (HX)
Week 4	Clarity and Ambiguity (HX)
Week 5	Plain language II (HX)
Week 6	Structure of a bill (HX)
Week 7	The legislative sentence (HX) Words and expressions; Syntax (HX)
Week 8	Preliminary provisions (HX)
Week 9	Substantive and administrative provisions (HX)
Week 10	Final provisions (HX)

Legislative Drafting 2

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

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

Week 1	Comparative legislative drafting (HX)
Week 2	Time in legislation (HX)
Week 3	Amending legislation (HX)
Week 4	Penal provisions (HX)
Week 5	Delegated legislation (HX)
Week 6	Drafting for Codification (HX)
Week 7	Taxation legislation (HX)
Week 8	Extra-territorial legislation (HX)
Week 9	Interpretation Acts and statutory interpretation (HX)
Week 10	Quality in legislation (HX)

Comparative Legislative Studies 1

Taught by: Dr Constantin Stefanou
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.

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

Week 1	Comparative Legislative Studies' Methodologies
Week 2	Political Parties and Party Systems
Week 3	The Political Executive
Week 4	Political Participation
Week 5	Interest Groups
Week 6	The role of Public Administration
Week 7	Democracy and Distribution of Authority
Week 8	Prioritizing Legislation
Week 9	Student Presentations
Week 10	Student Presentations

LLM Research Methods Training

Taught by: Dr Constantin Stefanou and Library Staff

Timetable: Term I

Taught by: the staff of the Sir William Dale Centre, 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 modules 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 one 3,500 word essays (maximum length) at set dates.

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

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

Themes in Legislative Studies 1 and Themes in Legislative Studies 2

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.

EU Legislative Studies 1

Taught by: Professor Dr Helen Xanthaki and Dr Constantin Stefanou

The aim of this module is to introduce students to law-making at the EU level and to the subsequent national law-making required for the implementation of EU legislation. The themes to be analysed include EU constitutional law, the legislative process, the structure and role of the EU law-making institutions, the interpretation and application of EU legislation, law reform in the EU, as well as their repercussions on the legislatures of Member States. The module will be examined by two 3,500 word essays (maximum length) at set dates.

Week 1	Introduction to the EU (To be rescheduled as it coincides with the presentation on library resources) (CS)
Week 2	EU Constitutional law, supremacy and direct effect
Week 3	EU Constitutional law, indirect effect and state liability
Week 4	The formation of EU policy (CS)
Week 5	Negotiating and deliberating legislation (CS)
Week 6	The role of the Commission in the legislative process (CS)
Week 7	The role of the Council in the legislative process (CS)
Week 8	The role of the European Parliament in the legislative process (CS)
Week 9	The influence of EU law on national legislatures (Europeanization) (CS)
Week 10	The interpretation of European law by the European Courts (HX)

EU Legislative Studies 2

Taught by: Professor Dr Helen Xanthaki and Dr Constantin Stefanou
Timetable: Term II

The aim of this module is to introduce students to law-making at the EU level and to the subsequent national law-making required for the implementation of EU legislation. The themes to be analysed include EU constitutional law, the legislative process, the structure and role of the EU law-making institutions, the interpretation and application of EU legislation, law reform in the EU, as well as their repercussions on the legislatures of Member States. The module will be examined by two 3,500 word essays (maximum length) at set dates.

Week 1	The interpretation of European law by national courts (HX)
Week 2	The enforcement of European law at national level (HX)
Week 3	Challenging European legislation before the courts (HX)
Week 4	Substantive EU law: free movement of persons (HX)
Week 5	Substantive EU law: freedom of establishment (HX)
Week 6	Substantive EU law: freedom to provide services (HX)
Week 7	Substantive EU law: free movement of capital (HX)
Week 8	Mechanisms of legislative drafting in the EU (HX)
Week 9	The EU and the World (CS)
Week 10	The Lisbon Treaty (CS)

Jean Monnet Module Theories of European Integration

Taught by: Dr Constantin Stefanou

Timetable: Term I

The module will guide students through the maze of different accounts of the nature of European integration and clarify the relationship between European integration and the development of EU law. The module will help students understand why EU policy, legislation and reform have developed in particular ways over half a century of European integration. Students will learn to: (a) identify and define a range of different theories; (b) analyse the strengths and weaknesses of the different theories; and (c) use theories in their essays and dissertations. For drafters transposing EU law this module will offer a comprehensive understanding of the logic of integration and a solid ground for the preparation of supporting documents (*travaux préparatoires*). The content, syllabus and teacher for this module have been assessed and approved by the European Commission which awarded this programme the prestigious Jean Monnet title in 2004. The syllabus (approved by the European Commission) is set out below. The module will be examined by one 5,000 word essay (maximum length).

Week 1	Historical Development of European Integration
Week 2	What is a theory? Theory and...practice, explanation, discovery. Theory and research; "formal", "substantive" and "normative" theories.
Week 3	General Theories of European integration Realism, neo-realism.
Week 4	General Theories of European integration Functionalism.
Week 5	General Theories of European integration Neo-functionalism.
Week 6	General Theories of European integration Federalism
Week 7	Theories about integration and institutions Intergovernmentalism, liberal intergovernmentalism.
Week 8	Theories about integration and institutions Institutionalism, new institutionalism.
Week 9	Theories about integration and institutions Multilevel Governance, Networks; constructivism, fusion thesis, international state, consortio and condominio. Europeanisation.
Week 10	Competing Theories Integration theory versus International Relations Theories? Europe in the World. Enlargement and integration theory.

Jean Monnet Module Legislating for EU Membership and Accession

Taught by: Professor Dr Helen Xanthaki and Dr Constantin Stefanou

Timetable: Term II

The module aims to examine what is considered quality in EU legislation and how this can be achieved at the EU and national levels. For existing Member States, achieving quality in their national implementation measures forms part of their EU obligations. For legislative drafters in accession or newly acceded Member States, prompt and complete transposition of the *acquis* is central on the road to approximation, accession and membership, especially after the introduction of the Copenhagen criteria for accession.

The content, syllabus and teachers for this module have been assessed and approved by the European Commission which awarded this programme the prestigious Jean Monnet title (out of 2,500 applications worldwide only 48 were approved in 2003). The syllabus (approved by the European Commission) is set out below. The module will be examined by one 5,000 word essay (maximum length).

Week 1	The history and institutions of the European Union (CS)
Week 2	The legislative process: the EC and national levels (CS)
Week 3	Enlargement and the Copenhagen criteria for EU accession (CS)
Week 4	Legislative drafting as a means of achieving reception of the <i>acquis</i> for EU accession and membership: the role of EC and national legislators (HX)
Week 5	The <i>acquis</i> : an overview of EC law and its enforcement mechanisms (HX)
Week 6	Quality of legislation at the EU and national levels: the principles (HX)
Week 7	Choice of legislative instruments for the implementation of EC law: legislative form and cost-effect considerations (HX)
Week 8	Structure of national implementing instruments (HX)
Week 9	The use of language and punctuation in legislation (HX)
Week 10	Themes of drafting for accession I: EC law as implemented by Member States
	Themes of drafting for accession II: EU criminal law as implemented by MS (HX)
	Lessons for new EU member states (CS)

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 www.sas.ac.uk/about-us/policies

Student Charter

The Charter below sets out the rights and responsibilities of the School and its students.

The School's Responsibilities

The School undertakes to

- Encourage its employees to treat students and colleagues equally and respectfully and to provide
- High standards of teaching, support, advice and guidance
- Access to activities that will enhance employability and personal development
- Support for student participation in academic development and programme management, including elections of representatives
- Clearly defined access to library and IT facilities
- Clear deadlines and timeframes – in programme handbooks – for feedback on work submitted by students.
- Programme handbooks for students which detail assessment criteria, contact hours, mode of delivery
- Details on examination arrangements and regulations, academic guidance and support, appeals and complaints procedures
- Clear information on programme costs, payment options and deadlines.

Its teaching staff undertake to

- Treat students responsibly and with respect
- Familiarise themselves with the Quality Assurance Framework and School supervisory practice
- Keep themselves up to date with best practice in relation to teaching and supervision, including undertaking, where appropriate, training in research student supervision
- Be accessible to students during term time and advise them of any absences likely to exceed two successive weeks during the vacation. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave
- Advise students on progress in a timely fashion and warn where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation
- Provide constructive timely written feedback on all written work submitted by the student and keep copies on file
- Ensure that students understand the requirements of the degree, provide guidance on the examination process, and help students to prepare
- Provide students with guidance as to essential reading, including information as to where this may be found, before the start of the academic year if possible, or at induction
- Avoid cancelling classes or meetings unless for a completely unavoidable reason, and always advise in good time; rearrange any cancelled classes/meetings
- Treat student data with integrity and be aware of responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts.

Students' Responsibilities

Students undertake to:

- Observe the Statutes, Ordinances and Regulations of the University of London
- Treat staff and their fellow students equally and respectfully
- Attend induction, read documentation provided, including regulations for their degree and Student Handbooks
- Participate in timetabled classes, attend meetings with tutors
- Obtain agreement from their tutors, in advance, for any essential absences
- Take responsibility for managing their own learning: actively engaging in their programme; ensuring they spend sufficient regular time in private study; participating fully in group learning activities; maintaining a record, in consultation with their supervisors, of supervisory meetings; inform supervisors promptly if circumstances arise which are likely to affect their work; discuss any teaching / supervisor problems with their supervisor(s) or with Institute Director (or other senior staff member)
- Submit assessed work by stated deadlines, actively participate in feedback
- Familiarise themselves with guidelines on ethical research, data protection matters, and be aware of health and safety and intellectual property implications
- Make prompt payment of charges made by the institution
- Support programme representatives and participate in systems which will lead to improvements in the quality of learning and teaching
- Respect the physical environment of the University of London.

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: 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 60-69 overall, including not less than 60 in the dissertation. Distinction may be awarded for a mark of at least 70 overall, including not less than 70 in the 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. A mark 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 technical competence. Marks of 75+ are given to candidates whose work is outstanding with regard to most of the criteria and definitely with regard to the first two criteria.
- 60-69: The candidate handles ideas or source material competently and critically, writes and argues clearly and with technical competence, and is aware of the issues.
- 50-59: The candidate shows a good knowledge of relevant primary and secondary material, displays an awareness of issues, 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 and focused 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 applied for 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 discretion of 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, except that 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 in one module 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: 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.

Disability

The School of Advanced Study has an external Disability Officer. 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 Officer direct, please contact Sharon Renkema at Equality Focus (tel 07896 599 657; sharon@equalityfocus.co.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)

Charlotte McDonagh (Charlotte.mcdonaugh@london.ac.uk) is the Senate House Library Disability Officer. She and SHL in general are able to do the following 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.

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 – please contact rosemary.lambeth@sas.ac.uk.

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. (See p 11 above.)

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 £10,260 (2011-12). 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 and 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.

Disabled students are encouraged to apply to ALF, especially where the DSA is unable to meet particular costs or where those with dyslexia need help towards the cost of their preliminary diagnostic test prior to applying for a DSA. More information is available at: www.dfes.gov.uk/studentssupport/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. It reflects the model procedure set out in Ordinance 19: Student Complaints. The emphasis is on informality, with the object of solving problems sensitively, 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 regarding making 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 student may 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. If the complaint relates to the Director, the student may refer it to the Registrar.
 - (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 that has not been through the two previous stages. The Dean will investigate and will resolve the matter if he or she is 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 the Dean.
- 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 the Vice Chancellor. This review stage should normally be completed within eight weeks of referral of a formal complaint to the Vice-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 providing the 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 Office of 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, **Third Floor, King's Reach, 38 – 50 King's Road, Reading RG1 3AA** (tel: 0118 959 9813).

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 is unacceptable. 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 be taken 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 more serious cases.

Examinations 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. Candidates must pay attention to word limits. For coursework exceeding the upper word limit by at least 10%, the work will be reduced by five percentage marks, subject to a minimum mark of a minimum pass.
- 8.17 The dissertation or report designated in 8.15 above will be examined on one occasion only in each year and the date for submission 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 competent knowledge 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 circumstances be extended beyond three years.
- 8.21 **Entry to examinations**
Entries to the examination must be received by the University by the date specified by the University.
- 8.22 Candidates are bound by the regulations in force at the time of their entry to the examination.
- 8.23 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.
- 8.24 **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.
- 8.25 **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.
- 8.25.1 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 the assessment 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 submitting the assessment within the given time-frame.
- 8.25.2 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.
- 8.25.3 Except as provided for in 8.25.9 below, a student who is absent from an examination for which they are registered without having 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).

8.25.4 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 mark recorded will be nil.

- (i) A dissertation handed in after the deadline will be subject to the same penalties as above, except that the Institute 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, be permitted to attempt the assessment again if the regulations for the programme permit such reassessment.

8.25.5 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 that they provide evidence of illness or other good cause 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

Extract from Quality Assurance Framework section 8

8.26 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.

8.27 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.

-
- 8.27.1 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.
- 8.27.2 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.
- 8.27.3 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).
- 8.27.4 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.
- 8.27.5 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.
- 8.27.6 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.
- 8.27.7 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.
- 8.27.8 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.
- 8.28 Candidates will be informed of the marks obtained in those elements in which they have been examined.

8.29 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.

Appendix 1

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 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 touching your feet, not hung on the back of a chair.
- Be aware of all personal property when using internet cafes.
- When out socialising, never leave your drink unattended and never accept drinks from strangers.
- **Be aware of who is around you when using an iPod 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.
- Thieves are opportunists. Keep expensive (or expensive looking) watches or jewellery out of sight, e.g. by tucking them under 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 for muggers.
- 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 bag to hide it.
- Your safety is more important than any of your belongings. You are less likely to be hurt **if you let your bag, phone, wallet, 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 phone number, never on its own.
- Plan your journeys so that you can avoid dark alleyways, paths or anywhere that makes you feel unsafe.
- When walking at night, walk to face oncoming traffic, be sure of your route and walk with purpose. Do not use iPods 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' as this may unsettle your potential attacker.**
- 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 be hiding a hidden camera or card-reader.
- Put your cash away before leaving the ATM.

The Home Office:

www.homeoffice.gov.uk/crime

The British Council:

<http://www.educationuk.org/UK/Article/Stay-safe-during-your-UK-studies>

Metropolitan Police:

www.met.police.uk/crimeprevention

Appendix II

Submission of Essays and Dissertation

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

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; your candidate number **only should be displayed. Please make a header on all your coursework stating "candidate No....."** Please note that the candidate numbers will be given to you by your Student Administrator and they are not the same as your student number.

Your submitted essays **electronic files should be named as follows: "ICM R6800" (name of the module followed by the candidate 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 assignments that 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? Is the 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 better to 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 follow the Guidelines for presentation and submission.

When students have identified their field of interest and a supervisor has been chosen, the supervisor and students should meet 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 with their 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 or otherwise 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: _____

School of Advanced Study
Senate House
Malet Street
London WC1E 7HU

E: sas.info@sas.ac.uk
T: +44 (0)20 7862 8653

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