

KENT LAW SCHOOL

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2021/2022



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INTRODUCTION

A very warm welcome to Kent Law School. We hope that your time here studying for your Masters, Diploma or Certificate, is inspiring, engaging and rewarding. You are now a student at a critical law school and as such we hope that you immerse yourself in this approach.

The COVID-19 outbreak has meant that the University has had to adapt to changing circumstances. Students need to be aware that plans may be subject to change in line with any government advice. Every attempt will be made to keep all students informed in a timely fashion

Kent Law School has worked hard adjusting and reshaping teaching plans to take advantage of virtual technologies and the opportunities these offer to provide the same high-quality teaching that we have delivered with confidence for many years. We have developed a blended learning approach with as much face to face teaching on campus as possible, in a safe environment. Please check your timetable and the specific module outlines to see how they will be running.

This document will be a reference point for the whole year: it contains a wealth of information, the relevance of which may not always be apparent until later in the year. It should be your first port of call whenever you have a question. If the answer is not apparent, try the Division for the Study of Law, Society and Social Justice (LSSJ) administrative staff (lssjugaandpg@kent.ac.uk), your Pathway Director, one of your Module Convenors, or one of the Directors of Graduate Studies. There are plenty of people to support you during your studies.

We hope you relish your time here at Kent Law School. Some of the greatest contributors to your education over the coming year will be your fellow students with their diverse backgrounds and experiences. Get to know your colleagues and participate in class as much as possible.

Many opportunities and experiences will present themselves this year, whether it is contributing to a blog, applying for an internship, organising a conference, or even volunteering for a presentation in class. We encourage you to take every opportunity that comes your way. The more you put into your time here, the more you will gain from it.

We look forward to getting to know you all and to hearing your perspectives on what you study this year.

Best wishes from the Director and Deputy Directors of the KLS Post Graduate Teaching Team:

Dr Sophie Vigneron, Dr Martin Hedemman-Robinson, Dr Josipa Saric, Sian Lewis-Anthony and Alex Magaisa

What's what and who is who?

Division for the Study of Law, Society and Social Justice – LSSJ

Director of LSSJ: Professor Toni Williams

Kent Law School: KLS

Head of KLS: Professor Lydia Hayes

Post Graduate Taught Programmes: PGT

Director of PGT Board of studies: Dr Sophie Vigneron

Pathway Directors:

Criminal Justice	Dr Allison Holmes	A.M.Holmes@kent.ac.uk
International Criminal Justice	Dr Emily Haslam	E.Haslam@kent.ac.uk
International Commercial Law	Professor Donatella Alessandrini	D.Alessandrini@kent.ac.uk
Intellectual Property Law	Dr Jose Bellido Dr Hyo Yoon Kang	J.A.Bellido@kent.ac.uk H.Y.Kang@kent.ac.uk
Public International Law	Dr Luis Eslava	L.Eslava@kent.ac.uk
International Law with international Relations	Dr Josipa Saric	J.Saric-832@kent.ac.uk
International Environmental Law	Dr Martin Hedemann-Robinson	M.Hedemann-Robinson@kent.ac.uk
Human Rights Law	Dr Sara Kendall	S.Kendall@kent.ac.uk
Law and Health	Professor Sally Sheldon	S.Sheldon@kent.ac.uk
General Law	Dr Sophie Vigneron	S.Vigneron@kent.ac.uk

Academic Advisers

Every student will be allocated an academic adviser from among the Pathway Director staff. You will be advised who your academic adviser is by email and you will be invited to meet with them at an appropriate time. The role of the academic adviser is to provide you with academic advice relating to studying at PG level. For pastoral or personal issues, please contact Student Support.

Professional services staff

LSSJ Office (general enquiries relating to teaching): lssjugandpg@kent.ac.uk

Student support: lssjsupport@kent.ac.uk

Employability: lssjemployability@kent.ac.uk

PROGRAMME REQUIREMENTS

The requirements for the Masters, Postgraduate Diploma and Postgraduate Certificate programmes taught by the Kent Law School are subject to the University Regulations and Credit Framework for Taught Programmes. These documents establish regulations for the standards to be applied to your programme of study. Both documents are available on the University websites at:

<http://www.kent.ac.uk/teaching/qa/regulations/index.html>

<http://www.kent.ac.uk/teaching/qa/credit-framework/index.html>

The Masters, Postgraduate Diploma and Postgraduate Certificate programmes are offered on both a full-time and part-time basis with either a September or January entry (see below PROGRAMME STRUCTURE).

Each successfully completed taught module carries 20 credits (10 ECTS credits) and the dissertation carries 60 credits (30 ECTS credits). Each credit amounts to approximately 10 hours of 'learning time'. The following list indicates the requirements of each level of postgraduate taught study:

- the Masters programme requires 180 credits (90 ECTS credits) gained from six taught modules and the dissertation,
- the Postgraduate Diploma requires 120 credits (60 ECTS credits) achieved through six taught modules
- the Postgraduate Certificate requires 60 credits (30 ECTS credits), achieved through completion of three taught modules.

Academic staff members will briefly introduce the pathways and modules during Welcome Week (see Welcome Week programme for schedule and videos on Moodle). More details on the pathways can be found later in this handbook. Information on all Law modules can be found in the online module catalogue at:

<https://www.kent.ac.uk/courses/modules>

For some Master's pathways, you can select modules taught by other academic schools within this University. For full details of modules offered by the School of Politics and International Relations and modules taught by the School of Social Policy, Sociology and Social Research, please refer to the online module catalogue or handbooks available from these Schools or via their websites:

<https://www.kent.ac.uk/courses/modules>

<http://www.kent.ac.uk/politics/>

<http://www.kent.ac.uk/sspsr/>

A variety of other information is posted on Moodle, particularly on the compulsory module pages LAWS9191 and LAWS9192, the Postgraduate Taught - Law Student Guide page as well as other individual module pages. Moodle can be accessed via:

<https://moodle.kent.ac.uk/moodle/login/index.php>

PROGRAMME STRUCTURE

Students who commence their studies in September

- i. Full-time students take their taught modules in the Autumn Term and Spring Term consecutively and write their dissertation over the Summer Term and the remainder of the period of their registration (further information in the Dissertation section below).
- ii. Part-time students complete the programme of study over two academic years, taking three modules in the first year (Autumn and Spring Terms), followed by another three in the second year (Autumn and Spring Terms) together with their dissertation over the Summer Term and the remainder of period of their registration.

Students who commence their studies in January

- i. Full-time students take their taught modules in the Spring Term and following Autumn Term of the next academic year and write their dissertation over the Spring Term in year 2.
- ii. Part-time students study over a period of 28 months encompassing five Terms (Spring Term year 1, Autumn Term year 1, Spring Term year 2, Autumn Term year 2, Spring Term year 3) and submit their dissertation on the final day of the Spring Term year 3.

Master's (LLM)

The Kent LLM programme offers modules which are organised around several subject pathways; the title of your final degree award will depend on the modules you choose and your dissertation topic. Please note that this means that you will not determine what your degree title will be until you choose your modules for the second 60 credits of the taught part of the programme, and possibly not until you decide on your dissertation topic. You have four options:

1. In order to qualify for the degree award of a **single subject pathway** (eg, an *LLM in International Commercial Law*), you should choose at least three modules from the relevant subject pathway and complete a dissertation in that area. The three modules taken to satisfy a pathway requirement do not need to be completed in one Term (e.g. you can do two modules in the Autumn Term and one in the Spring Term; or vice versa; or three in either term).

For example, you could choose three modules from the International Commercial Law pathway and research something related for your dissertation to be awarded a final degree titled '*Master of Laws in International Commercial Law*'. The remaining three modules can be chosen from any of the other law modules offered on the LLM, including the pathway already chosen.

Students can take one non-law module that does not form part of their chosen pathway. Where this is the case, students must ensure that they have at least three law modules from that pathway. However, where non-law modules form part of a pathway (e.g. Criminal Justice), a minimum of two of these three modules must be law modules.

The remaining three modules can be selected from the full range of law modules offered, including in the pathway already chosen. In all, students must take at least **five taught law modules** for a single subject-specialisation (regardless of the particular specialisation).

2. You can also combine two subject pathways to have a **double subject pathway**. In this case, you should choose one pathway as your '**major**' pathway and study three modules from that pathway and complete a related dissertation. You would then choose a '**minor**' pathway and study three modules from that pathway. This would lead to a combined title degree award of Master of Laws in *major stream* and *minor stream*, for example '*Master of Laws in International Commercial Law with Criminal Justice*'.

The modules taken to satisfy the pathway requirements do not need to be completed in one Term.

You can only choose one non-law module in each of your major and minor pathways (i.e. a maximum of two non-law modules). In all, students must take at least **four taught law modules** for a major/minor subject-specialisation (regardless of the specialisation).

3. The double subject pathway of ***International Law with International Relations*** that leads to the award of a degree titled '*Master of Laws in International Law with International Relations*' is slightly different. International Relations is a '**minor**' pathway which is only available when combined with the International Law '**major**' pathway.

You should study at least three modules from the International Law pathway together with your dissertation. You must then choose two non-law modules from the International Relations '**minor**' pathway. The remaining module (one) can be chosen from any of the other law modules offered on the LLM. In all, students must take at least **four taught law modules**.

The modules taken to satisfy pathway requirements do not need to be completed in one Term.

4. If you do not wish to have specific subject pathway(s) and hope to study law more generally, you may choose any six modules, and your dissertation topic could be in any of these areas. This would lead to a **general degree award** titled '*Masters of Laws*'. Students must take at least **five taught law modules**.

Stages

The LLM programme is divided into two stages. Stage 1 comprises 6 taught modules (and in addition LAWS9191 and LAWS9192 that are compulsory modules). Stage 2 consists of the dissertation (see Dissertation below). Students need to pass Stage 1 in order to progress to Stage 2 (See marking process below).

Please note: it is NOT possible to submit a dissertation without passing Stage 1.

Postgraduate Diploma

The Postgraduate Diploma consists of the taught modules only; there is no dissertation requirement.

In order to qualify for the award of a single subject pathway Postgraduate Diploma, students must choose at least four modules in their chosen pathway. At least three of those four modules must be **law** modules. The remaining selections can be made from the full range of **law** modules including the pathway already chosen.

In order to qualify for the double subject pathway, students must choose at least four modules in their 'major' pathway and two modules from their 'minor' pathway. At least three of the four modules in the 'major' pathway must be **law** modules; and the remaining two modules must be selected from the chosen minor pathway (one of which must be law)

Students undertaking a general Postgraduate Diploma in Law and not wishing to obtain any subject pathway may choose any six modules from the full range of modules offered over the different pathways (five of the six must be law modules).

Postgraduate Certificate in Law

Students undertaking a Postgraduate Certificate in Law may choose three taught modules from the full range of **law** modules offered over the different pathways.

Compulsory Modules

In addition, all LLM and Diploma students must complete and pass the compulsory modules LAWS9191 and LAWS9192: Legal Research and Writing Skills. Certificate students are only required to take LAWS9191.

LAWS9191 runs in the Autumn Term while LAWS9192 runs in the Spring Term. They are worth two credits each; they do not contribute towards your degree, but they will appear on your final transcript with a Pass or Fail. You will receive a fail if you do not attend the classes (see below LAWS9191 and LAWS9192: Legal Research and Writing Skills). Part time students please note that these two modules must be completed within one academic year.

For January intake students, LAWS9191 will be completed online in the Spring Term, whilst LAWS9192 will be completed online in the Summer Term. Students will be given access to the lecture/workshop recordings online via the Moodle page. Students will submit a 250-word reflective summary per session.

PATHWAYS AND MODULES 2021/2022

Criminal Justice	
<i>Autumn Term</i>	
LAWS8710	Policing
LAWS8860	Transnational Criminal Law
LAWS9460	Contemporary Issues in Criminal Justice
SOCI8300	Gender and Crime in a Globalised World
SOCI8690	Theories of Crime
<i>Spring Term</i>	
LAWS8430	International Human Rights Law
LAWS8460	International Criminal Law
LAWS9240	European Union Criminal Law and Procedure (not running 2021-22)
SOCI8240	Sociology of Violence
SOCI8250	Terrorism and Modern Society
SOCI8700	Research Methods in Criminology (Not running 2021-22)
SOCI8810	Cultural Criminology
SOCI9400	Prisons and Penal Policy
International Criminal Justice	
<i>Autumn Term</i>	
LAWS8860	Transnational Criminal Law
SOCI8300	Gender and Crime in a Globalised Word
<i>Spring Term</i>	
LAWS8430	International Human Rights Law
LAWS8460	International Criminal Law
LAWS9240	European Union Criminal Law and Procedure (not running 2021-22)
SOCI8240	Sociology of Violence
SOCI8680	Critical and Global Criminology
SOCI8700	Research Methods in Criminology (Not running 2021-22)
International Environmental Law and Policy	
<i>Autumn Term</i>	
LASW8390	Environmental Quality Law
LAWS8520	European Union Environmental Law and Policy (Not running 2021-22)
LAWS9060	International Environmental Law – Legal Foundations
LAWS9140	Law, Science and Society
<i>Spring Term</i>	
LAWS8410	International Trade Law and the Environment
LAWS8880	Climate Change and Renewable Energy Law
LAWS9310	Land Development and Conservation Law
International Commercial Law	
<i>Autumn Term</i>	
LAWS8010	Intellectual Property Law: Copyright and Breach of Confidence
LAWS8020	International Business Transactions
LAWS8470	World Trade Organisation Law and Practice
LAWS9040	Laws of the Maritime, Air and Outer Spaces (Not running 2021-22)
LAWS9050	International Financial Services Regulation

LAWS9230	Law and Economy
LAWS9260	Equity, Trusts and Modern Society- (Not running 2020-21)
LAWS9300	Banking Law
LAWS9330	Intellectual Property and Industrial Practices
Spring Term	
LAWS8100	International Law on Foreign Investment
LAWS8110	International Commercial Arbitration
LAWS8130	Contemporary Topics in Intellectual Property Law
LAWS8260	Competition Law in a Transnational Context
LAWS8410	International Trade Law and the Environment
LAWS8990	Corporate Governance
LAWS9070	Commercial Credit
LAWS9080	International and Comparative Consumer Law and Policy (Not running 2020-21)
LAWS9180	International and Comparative Bankruptcy and Insolvency Law and Policy (Not running 2020-21)
LAWS9220	Labour right in a Global Economy
LAWS9340	Intellectual Property: Patents and Trade Marks
Intellectual Property	
Autumn Term	
LAWS8010	Intellectual Property Law: Copyright and Breach of Confidence
LAWS8470	World Trade Organisation Law and Practice
LAWS9140	Law, Science and Society
LAWS9210	Privacy and Data Protection Law
LAWS9330	Intellectual Property and Industrial Practices
Spring Term	
LAWS8130	Contemporary Topics in Intellectual Property Law
LAWS9250	International Cultural Heritage Law
LAWS9340	Intellectual Property: Patents and Trade Marks
Law and Health	
Autumn Term	
LAWS9210	Privacy and Data Protection Law
LAWS9400	Healthcare Law and Ethics*
LAWS9410	The Regulation of Healthcare*
LAWS9440	Inequality and Diversity in the Regulation of Health (Not running 2021-22)
Spring Term	
LAWS9420	Reproductive Justice
LAWS9431	Global Health Law
LAWS9450	Health, Poverty and Social Justice (not running 2021-22)
International Law	
Autumn Term	
LAWS8140	Public International Law
LAWS8440	Legal Aspects of Contemporary International Problems
LAWS8610	Law of Armed Conflict

* Students who wish to choose the Law and Health pathway are strongly encouraged to study LAWS9400 and LAWS9410.

LAWS8860	Transnational Criminal Law
LAWS9000	Critical International Migration Law
LAWS9060	International Environmental Law – Legal Foundations
LAWS9230	Law and Economy
LAWS9320	European Union Citizenship and Residence Rights – Clinical Option (Not running 2021-22)
LAWS9350	Global Security Law (not running 2021-22)
Spring Term	
LAWS8430	International Human Rights Law
LAWS8460	International Criminal Law
LAWS9220	Labour Rights in a Global Economy
LAWS9250	International Cultural Heritage Law
LAWS9431	Global Health Law, Governance and Ethics
International Relations – only available as a minor with International Law	
Autumn Term	
POLI8240	Analysing World Politics
POLI8250	Philosophy & Methodology of Politics and International Relations
POLI8280	Theories of Conflict and Violence
POLI9160	Security in a Changing World
POLI9590	Europe in Crisis
POLI8108	Advanced Research Design in Politics and International Relations
POLI8109	Middle Eastern Politics and Society
POLI8114	Governance and War in Cyberspace
Spring Term	
POLI8100	Quantitative Methodology for Political Science
POLI8310	The European Union in the World
POLI8320	Conflict Resolution in World Politics
POLI8480	Negotiation and Mediation
POLI9170	Terrorism and Crimes of the State
POLI9360	A User's guide to political resistance
POLI9510	States, Nations and Democracy
POLI9560	Public Opinion: Nature and Measurement
Human Rights	
Autumn Term	
LAWS8710	Policing
LAWS8610	Law of Armed Conflict
LAWS9000	Critical International Migration Law
LAWS9320	European Union Citizenship and Residence Rights – Clinical Option (Not running 2021-22)
LAWS9350	Global Security Law (not running 2021-22)
Spring Term	
LAWS8430	International Human Rights Law
LAWS8460	International Criminal Law
LAWS9220	Labour Rights in a Global Economy
LAWS9240	European Union Criminal Law and Procedure (not running 2021-22)
LAWS9250	International Cultural Heritage Law

LAWS9431	Global Health Law, Governance and Ethics
General Law	
Autumn Term	
LAWS8010	Intellectual Property Law: Copyright and Breach of Confidence
LAWS8020	International Business Transactions
LAWS8140	Public International Law
LAWS8390	Environmental Quality Law
LAWS8440	Legal Aspects of Contemporary International Problems
LAWS8470	World Trade Organisation Law and Practice
LAWS8610	Law of Armed Conflict
LAWS8520	European Union Environmental Law and Policy (Not running 2021-22)
LAWS8710	Policing
LAWS8860	Transnational Criminal Law
LAWS9000	Critical International Migration Law
LAWS9040	Laws of the Maritime, Air and Outer Spaces (Not running 2021-22)
LAWS9050	International Financial Services Regulation
LAWS9060	International Environmental Law – Legal Foundations
LAWS9210	Privacy and Data Protection Law
LAWS9140	Law, Science and Society
LAWS9230	Law and Economy
LAWS9300	Banking Law
LAWS9320	European Union Citizenship and Residence Rights – Clinical Option (Not running 2021-22)
LAWS9330	Intellectual Property and Industrial Practice
LAWS9350	Global Security Law (not running 2021-22)
LAWS9400	Healthcare Law and Ethics
LAWS9410	The Regulation of Healthcare
LAWS9440	Inequality and Diversity in the Regulation of Health (Not running 2021-22)
LAWS9460	Contemporary Issues in Criminal Justice
Spring Term	
LAWS8100	International Law on Foreign Investment
LAWS8110	International Commercial Arbitration
LAWS8130	Contemporary Topics in Intellectual Property Law
LAWS8260	Competition Law in a Transnational Context
LAWS8410	International Trade Law and the Environment
LAWS8430	International Human Rights Law
LAWS8460	International Criminal Law
LAWS8880	Climate Change and Renewable Energy Law
LAWS8990	Corporate Governance
LAWS9070	Commercial Credit
LAWS9080	International and Comparative Consumer Law and Policy (not running 2021-22)
LAWS9180	International and Comparative Bankruptcy and Insolvency Law and Policy (not running 2021-22)
LAWS9240	European Union Criminal Law and Procedure (not running 2021-22)
LAWS9250	Cultural Heritage Law

LAWS9220	Labour Rights in a Global Economy
LAWS9230	Law and Economy
LAWS9310	Land Development and Conservation Law
LAWS9340	Intellectual Property: Patents and Trade Marks
LAWS9420	Reproductive Justice
LAWS9431	Global Health Law
LAWS9450	Health, Poverty and Social Justice (not running 2021-22)

MODULES

You will be given the opportunity to hear about all pathways during Welcome Week and read the different modules outlines in relevant Moodle pages. You will be given more information on the registration process during Welcome week.

When registering for modules, please note that all law modules (LAWS****) are assessed by 100% coursework (which may include an element of participation in seminars) Modules with a POLI****, SAPO**** or SOCI**** code indicate that they are taught by another School and might have different assessment requirements. The Module Outlines for all modules will set out the assessment requirements; please check with the relevant School if in doubt.

Whilst every effort is made to offer the Law modules listed, unavailability of staff, low student demand and unforeseen circumstances may occasionally necessitate the cancellation of a module. Every effort is made to inform students of modules that will not run at the earliest opportunity.

Please speak to your Academic Adviser or the LSSJ office at lssjugandpgt@kent.ac.uk if you have any questions about your module selection.

Module Transfer

Students may be permitted to transfer from one module to another after the end of the first week of term, but no later than **Friday 8th October 2021** for the Autumn Term and **Friday 28th January 2022** for the Spring Term. A *Module Transfer Form* is available electronically via the [Postgraduate Taught – Law Student Guide Moodle page](#).

NB: Please be careful to ensure that your module choices correspond to the pathways for your final degree title.

Timetables

After you have submitted your Module Selection Form and the modules have been added to your record on KentVision, your personal timetable will then become visible online via KentVision. Students are encouraged to check the modules for which they are registered and their marks/progress via the web on KentVision. The University online Student Guide is available at: www.kent.ac.uk/student.

KentVision can be accessed directly via: <https://evision.kent.ac.uk>

TEACHING

Classes will normally meet once a week for two hours during the Autumn and Spring Terms. Teaching methods will vary according to the Module Convenor and School, but are usually taught through a combination of lectures, seminars and presentations. All students are expected to prepare for, attend and participate in the seminars in addition to undertaking independent research. Some modules have a participation assessment mark as an element of the overall final mark for the module.

KLS Module Convenors will introduce their modules during the first week of Term commencing **27th September 2021** as timetabled. Spring Term modules will be introduced in the first week of Term commencing **17th January 2022**. Students can attend as many classes as they would like in the first week of term, treating these as ‘taster’ sessions. However, students must register their choice of modules by the end of the first week of term.

Change to module delivery because of Covid-19

The delivery of teaching will be blended. Module convenors will keep their students informed of the arrangements for their specific modules. In general:

- Lectures will be recorded and available online
- Seminars will be in person (with online access for registered remote learners).
- Larger modules that have two seminar groups:
 - one will be online (for registered remote learners) and
 - the other will be on campus.
- Modules taught by means of lecture/seminar (ie where the lectures are more discursive) will be taught in person. (with online access for registered remote learners)

A few modules will be delivered exclusively online for a few weeks or for the term (a list will be available during Welcome Week).

LAWS9191 and LAWS9192 will be blended learning, with recorded lectures, and a seminar in person or (for remote students only) online. You will be assigned a group at the beginning of term, and this will appear in your timetable.

Teaching materials

KLS operates a *green policy* concerning the production of module materials, ie, if the materials are available electronically, paper copies of materials will **not** be provided.

Term dates

Welcome Week (week 0)	20 th September 2021 – 24 th September 2021
Autumn Term (weeks 1-12)	27 th September 2021– 17 th December 2021
Spring Term (weeks 13-24)	17 th January 2022 – 8 th April 2022
Summer Term (weeks 25-30)	9 th May 2022 – 17 th June 2022 (but September entry students’ registration period runs until 16 th September 2022)

Research and Assessment Weeks

The Autumn and Spring Terms each have a research and assessment week. In the Autumn Term, it will be week 5 (**25th– 29th October 2021**); in the Spring Term, it will be week 17 (**14th- 18th February 2022**).

Essay Writing Weeks

The last two weeks of the Autumn and Spring Terms will be essay writing weeks. These are weeks 11 and 12 (**6th - 17th December 2021**) and weeks 23 and 24 (**28th March – 8th April 2022**) respectively.

During research and assessment weeks as well as essay writing weeks, there will be no classes, unless a Module Convenor makes a different arrangement for their module. It should be noted that writing weeks may not be allocated in modules taught by other Schools.

COURSEWORK: ESSAY AND DISSERTATION

For Law modules students are normally required to submit an essay up to a maximum of 5,000 words. However, for some KLS modules, there may be different assessment requirements. For each module, the assessment requirements and submission deadlines will be detailed in the Module Outline. LAWS9191 and LAWS9192 are assessed by way of attendance at the sessions.

Essay questions

Each Module Convenor will set a list of essay topics for the students to choose from, or may give students the opportunity to set their own essay topic after consultation and agreement of an alternative essay title. Essay titles will be made available in Week 5 of the Autumn Term and Week 17 in the Spring Term.

Essay and dissertation: style guidelines

Essays and dissertations should be typed, double or 1½ line spaced and fully referenced; the margins should be at least 1 inch (2.5 cm).

Students must follow the *Instructions to Candidates* available on the website at: <http://www.kent.ac.uk/teaching/qa/regulations/taught/cwkinstc.html>

Word Count Policy

Essays must state the actual word count. The word count will include everything in the body of the text, such as quotations, citations, footnotes and headings. **It does not include bibliography, appendices or other supplementary material which does not form an essential part of the text.** Footnotes (or endnotes) are included in the word count and include all citations (reference in OSCOLA style), explanation, or comment at the bottom of the page (or at the end of the essay/dissertation).

You should state the word count on the *KLS Postgraduate Essay Submission Sheet* at the beginning of your written work (please see further details below under 'Submission'). You will also be advised in your feedback if a penalty has been applied.

Plagiarism and Self-Plagiarism

Please refer to Annex 10 of the Credit Framework on academic misconduct procedures: -

<https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-academic-misconduct.pdf>

Plagiarism is the act of presenting the ideas and discoveries of another as one's own. To copy sentences, phrases or even striking expressions without acknowledgement in a manner which may deceive the reader as to the source is plagiarism; to paraphrase in a manner which may deceive the reader is likewise plagiarism.

The University imposes severe penalties on plagiarism in coursework or dissertations. Guidance on referencing is contained within the Kent Law School *Style Guide* which can be found on the [Postgraduate Taught – Law Student Guide Moodle page](#).

Kent Law School uses Turnitin text matching software. All coursework and dissertations are submitted electronically via Turnitin which operates through Moodle.

Notwithstanding that work may not be identified by Turnitin as potentially problematic, the essential test is whether a reasonable case can be made out that the work is not yours or is not in your own writing 'voice'. You are strongly advised to look at the guidance on academic integrity, avoiding plagiarism and information on Turnitin can be found here:- <https://www.kent.ac.uk/ai/index.html>

You are also strongly advised to undertake the Moodle training module - [Understanding and Avoiding Plagiarism module](#). This student-facing module is available to all students and is designed to help new and returning students to understand and avoid plagiarism at Kent.

Dissertation

The work on the dissertation will be preceded by your continuing attendance at the LAWS9191 and LAWS9192: Legal Research and Writing Skills modules. LAWS9192 (Spring Term) will provide information about the dissertation project and the research methods that should be used.

Choosing your topic

- September entry full-time students and second year part-time students must choose their dissertation research topic during the Spring Term.
- January entry full-time students must choose their dissertation during the Autumn Term.

All students should consult with a member of academic staff for guidance on whether their chosen topic is suitable for a dissertation, prior to registering their choice of dissertation.

To register your choice of topic, you must *complete the relevant details on the [Postgraduate Taught - Law Student Guide Moodle page](#)*.

Deadlines for completing this information on Moodle are:

- January 2021 entry students: **Friday 3rd December 2021**
- September entry full time students, and part time students in their second year: by **Friday 25th March 2022**.
- January 2022 entry students: **Friday 2nd December 2022**

All students will receive an e-mail shortly thereafter to confirm the name of their dissertation supervisor.

Dissertation word count

Dissertations should be up to a maximum of 15,000 words. The word count will include everything in the body of the text, such as quotations, citations, footnotes and headings. It does not include bibliography, appendices or other supplementary material which does not form an essential part of the text. Unless stated otherwise, there is an allowance of 10% deviation over the stated maximum word count.

Dissertation supervision meetings

Supervision meetings may be face-to-face or may take the form of email and telephone/Zoom/Teams communications. They will involve:

- a minimum of 3 meetings (students to take the initiative to organise these)
- a discussion and review of the structure and plan of a dissertation; and
- discussion of a sample chapter. NOTE: Supervisors will **not** review complete drafts of the dissertation.

Supervisors and students must keep a note of these meetings.

All meetings should take place by:

- End of week 30 (Summer Term) for September intake full-time, and all part-time students
- End of week 24 (Spring Term) for January intake students

Supervisors will **not** be expected to be available after these deadlines for any further meetings.

Any major difficulties or differences of opinion that might emerge between a student and a supervisor should be referred to their Academic Adviser as soon as possible and, if not resolved, to the Directors of Graduate Studies.

Ethical Review

If you would like to conduct any empirical research for your dissertation, you will need to undertake an ethical review. The University requires that each School has procedures in place to ensure that the ethical implications of research involving human participants have been considered and that ethical standards of conduct are

achieved. All research proposals that involve any human participants should therefore be subjected to an ethical review prior to their commencement. Interviews and surveys of staff, students and other groups are included in this category alongside scientific interventional techniques and the use of non-anonymised primary source data.

An ethical review form should be completed, signed off by your Supervisor and submitted to the Chair of the School Research Ethics Advisory Group, lssjethics@kent.ac.uk. The headings should be followed exactly and reflected in the research proposal. Guidance on the principles that underpin the process of ethical review can be found on the [Postgraduate Taught - Law Student Guide Moodle page](#).

SUBMISSION

All coursework must be submitted electronically. All dissertations must be submitted electronically using your candidate number as identification, NOT your name. This is a six-digit number located on your KentVision record. This means your work is submitted anonymously. There is no need to submit paper copies for essays or dissertations.

Electronic submission is done using the Turnitin software, accessed on the relevant module page on Moodle. KLS is using Turnitin to issue the receipt for your coursework/dissertation and to archive it.

More detailed instructions on how to submit coursework/dissertations electronically, and a more detailed explanation of what Turnitin does, are available on the [Postgraduate Taught - Law Student Guide Moodle page](#). There will be an introductory session during the Welcome week. If you have any difficulties, you should email: lssjsupport@kent.ac.uk

Essays

Please ensure that, at the beginning of each essay you submit electronically, you incorporate an *Essay Submission Cover Sheet*. The text in the submission sheet will be picked up by your word count software, but you may discount up to 70 words from your declared word count to allow for this. The *Essay Submission Cover Sheet* can be found on all the [Postgraduate Taught - Law Student Guide Moodle page](#) in the 'Assessment' section.

You will be given the opportunity to submit multiple times (up until the deadline) as practice submissions in order to see your 'similarity' report on Turnitin. ***Please be aware that it can take Turnitin up to 24 hours to generate a similarity report.*** The report is NOT a direct indication of whether there has been plagiarism, or another academic offence. Turnitin detects matching text even where it is fully referenced and (unless you have plagiarised or otherwise cheated) there is no need to worry. For guidance on interpreting an originality report please see the document 'KLS Guide to Turnitin Similarity' available on the [Postgraduate Taught - Law Student Guide Moodle](#)

[page](#)

Once you have submitted, you will receive an email receipt and a paper ID number. We highly recommend that you save it for your records so that, in the unlikely event of an issue occurring with your submission, you can provide this evidence to us.

Dissertations

The arrangements for the submission of dissertations will be the same as for essays. All dissertations must be submitted electronically via Moodle using your Candidate number as identification. Please DO NOT put your name on your dissertation.

Please ensure that at the beginning of your dissertation you incorporate a *Dissertation Submission Cover Sheet* which gives your Candidate number, the title of your dissertation, the degree title for which the dissertation is submitted and the word count. The *Dissertation Submission Cover Sheet* can be found on the dissertation module Moodle page LAWS8000.

Deadlines

(i) Essays

Autumn Term Essays

Unless indicated otherwise by a Module Convenor in the Module Outline, **14:00** on the last day of the Autumn Term, **Friday 17th December 2021.**

Spring Term Essays

Similarly unless indicated otherwise by a Module Convenor in the Module Outline, **14:00** on the last day of the Spring Term, **Friday 8th April 2022.**

(ii) Dissertations

(a) For September entry full-time and second year part-time students the deadline for the submission of dissertations is **14:00** on **Friday 26th August 2022.** (Part-time students who commenced their registration in September 2021 will submit their dissertations in August 2023.)

(b) the Deadline for full-time students who started in January 2021 will be **14.00 Friday 8th April 2022**

(c) The deadline for full-time students who started in January 2022 will be **14:00** on **Friday 7th April 2023.**

MITIGATIONS

Essays

Please refer to Annex 9 of the Credit Framework on mitigations applications: [cf2020-annex9-mitigation.pdf \(kent.ac.uk\)](https://kent.ac.uk/cf2020-annex9-mitigation.pdf)

Where a piece of coursework has been submitted late (but within a reasonable period of time, i.e. a week) the work in question should be marked in order for feedback to be provided to the student (but, a mark of zero will be recorded for the work in

question).

Mitigations applications for an extension to a submission deadline

Applications for this type of mitigation include circumstances such as sudden, severe illness (confirmed by medical certificate) preventing work from being submitted by the deadline set.

Mitigations applications for an extension to a deadline should be made at least five working days prior to the essay deadline unless there are exceptional circumstances which justify the delay in submitting the request. ALL late requests for an extension will be referred to the Directors of Graduate Studies. The process for submitting an application is currently under review. Students will be informed once this is finalised.

If you need any advice on mitigations applications, the Student Support office will be able to advise you.

Mitigations Applications for the Board of Examiners

Students may submit a mitigation application to the Board of Examiners in circumstances where they were prevented from submitting by the appropriate deadline, or have experienced other misfortune such as to cause exceptional interference with academic performance over and above the normal difficulties experienced in life.

The process for submitting an application is currently under review. Students will be informed once this is finalised.

Dissertations

Extensions in the submission time for dissertations may only be granted in exceptional circumstances and are normally limited to a maximum of three months. The process for submission of applications is currently under review; students will be informed as soon as it has been finalised. Applications should be supported by their dissertation supervisor and will also need the approval of the Director of Graduate Studies. Any extension granted is on the understanding that students become liable to a late submission fee in line with University of Kent Regulations. The University may charge a fee for an extension; please look at the website. **Students should note that any extensions granted for dissertations may result in delayed graduation.**

Where a dissertation is submitted late without an extension being granted it will normally be given a mark of 0%.

MARKING AND FEEDBACK

Marking process

Essays will be marked by one internal examiner and moderated by a second internal examiner. A sample of marking from each module will also be reviewed by an external examiner.

Dissertations will be marked by two internal examiners and reviewed by an external examiner.

Essays and dissertations are marked out of 100 with a pass mark of 50%. The Kent Law School uses the categorical marking scale as set out in the [Credit Framework Annex 6: Marking](#).

Staff members will return written work that students have submitted in accordance with published requirements and deadlines unless the work is to be held for further examination as part of the assessment process. Work will normally be returned within three calendar weeks of the published deadline, except where this period is interrupted by the Winter or Spring vacations, in which circumstance the work in question will be returned by the end of the first week of the following term.

Module Convenors will mark online using the Grademark tool in Turnitin. Students will be notified by email when the essays with comments are available and when the marks are entered into KentVision. ***Please note that these marks remain subject to change until confirmed by a Stage 1 Board of Examiners.***

There will be three meetings of the Board of Examiners each year. There will be two Stage 1 meetings – February and June to consider students' progress in the coursework and to decide formally which students will be allowed to proceed to the dissertation stage (Stage 2) of the programme. The Board of Examiners meets again in October to make final decisions on the award of degrees.

The Board of Examiners will set resubmission deadlines for any failed coursework. Students will automatically be permitted two resubmission opportunities per coursework module, and one resubmission opportunity for the dissertation. All resubmitted coursework and dissertations will be capped at the pass mark unless a successful mitigations application is submitted to the Board of Examiners (please refer to the section on Mitigations). Please note that a failure recorded for two or more modules will delay your completion of Stage 1; this will therefore also delay your being able to proceed to Stage 2. This will furthermore result in a delayed dissertation submission and delayed graduation (assuming you do satisfy the criteria to pass the degree).

For September 2021 intake, full-time students, dissertation and final degree results will be released via KentVision in October 2022 (day TBC).

For January 2022 intake full-time students, dissertation and final degree results will be released via Kent Vision in June 2023 (day TBC).

Successful students will then graduate as follows:

- September intake students: in November.
- January intake students: in July

Final degree certificates are only available after graduation. Results are not disclosed by telephone or by any other means. **Results will not be released if there are any monies owing to the University.**

Assessment criteria

The grading of essays/dissertations will be based on performance in relation to the four aspects of work indicated below. The attainment appropriate for each range of marks is indicated for each of these aspects.

Distinction (High)

Marks: 100, 95 or 85%

1. *Research:* The submission shows evidence of outstanding research that goes far beyond the suggested reading for the module.

2. *Knowledge:* The work shows an impressive knowledge of the subject area and an exceptional ability to identify peculiar or novel aspects for consideration.

3. *Critical Thought:* The discussion shows extremely incisive analysis and reasoning demonstrating an exceptional perception and capacity for independent critical evaluation of the subject area, perhaps by suggesting novel or alternative ways of addressing the issues

4. *Presentation:* The essay is extremely well structured and lucidly presented, with no serious typographical or grammatical errors.

Comment: With only very minor amendments, the submission is of a standard suitable for publication in a relevant academic journal.

Distinction

Marks: 78, 75 or 72%

1. *Research:* The submission demonstrates a considerable research effort in effectively using sources that go significantly beyond the suggested reading for the module.

2. *Knowledge:* The work shows a well-informed and insightful knowledge of the subject area, and the ability to identify and clearly explain the issues for consideration.

3. *Critical Thought:* The discussion shows the ability to offer thoughtful critical evaluation of the topic and to present a substantiated and well-reasoned line of argument towards a clear conclusion.

4. *Presentation:* The essay is well-organised and well presented, with relatively few typographical or grammatical errors

Comment: With not too many changes, the submission might be acceptable for publication in a student law journal.

Merit

Marks: 68, 65 or 62%

1. *Research:* The submission shows a very capable research effort with a good use of the suggested reading materials for the module, perhaps with some use of additional sources.

2. *Knowledge:* The work shows an informed knowledge of the subject area and awareness of key issues and their gravity.

3. *Critical Thought*: There is some evidence of perceptive and evaluative thinking, and the ability to construct a reasoned and substantiated argument towards a clear conclusion.

4. *Presentation*: The work is reasonably well organised with relatively few typographical or grammatical errors

Pass

Marks: 58, 55 or 52%

1. *Research*: The submission shows at least a general familiarity with the research sources suggested in the module and an ability to use these reasonably effectively.

2. *Knowledge*: The work demonstrates a sound basic knowledge of the subject area and presents a clearly organised account of this.

3. *Critical Thought*: The discussion shows relatively little capacity for critical evaluation

4. *Presentation*: The work is reasonably well organised, with some typographical or grammatical errors.

Comment: Typically, an answer in this category may fall short of a merit classification because of over-dependency on secondary sources, shortcomings in coverage, misunderstandings of critical issues, or because the presentation, organisation or writing style are deficient. A bare pass mark might be awarded where the work involves a purely descriptive treatment of the subject area with little attempt to offer any evaluative discussion.

Fail

Marks: 48, 45 or 42%

1. *Research*: The submission makes some reference to suggested reading material for the module, but reproduces this with little discussion or evaluation in a way that shows a limited grasp of the subject matter.

2. *Knowledge*: The work shows a significant lack of understanding of the issues, perhaps due to misunderstandings or shortcomings in research.

3. *Critical Thought*: There is a lack of coherence in the overall argument

4. *Presentation*: The work shows serious weakness in presentation, because of a lack of structuring and/or serious grammatical or typographical errors,

Fail (Serious)

Marks: 38, 35, 32, 25, 20, 10, or 0%

1. *Research*: The submission shows an almost total lack of relevant research and citation.

2. *Knowledge*: The work shows a lack of basic knowledge of the subject area.

3. *Critical Thought*: The discussion shows an inability to grasp central issues and to present a coherent assessment.

4. *Presentation*: The presentation is so seriously flawed that coherence is impaired.

RELEVANT INFORMATION

The following is information relevant to all Masters, Postgraduate Diploma and Postgraduate Certificate programmes.

LAWS9191 and LAWS9192: Legal Research and Writing Skills

All LLM and Diploma students must complete and pass the compulsory modules LAWS9191 and LAWS9192: Legal Research and Writing Skills. Certificate students are only required to take LAWS9191.

LAWS9191 runs in the Autumn Term with LAWS9192 in the Spring Term. They are worth two credits each; they do not contribute towards your degree, but they will appear on your final transcript. You will obtain a Pass if you attend the classes; you will obtain a Fail if you do not attend the classes.

LAWS9191 and LAWS9192 will be taught on campus and online. Please check your timetable to see when you will be taking LAWS9191 and LAWS9192 as we have divided the module into different groups for those accessing online and/or on-campus. Dr Sophie Vigneron and Dr Josipa Saric are the joint Module Convenors of both LAWS9191 and LAWS9192. For more information, please read the relevant module guides.

Please note that, although we are aiming to teach as much of the module on campus, it might be taught exclusively online if necessary for health and safety reasons.

LAWS9191, in the Autumn Term, will introduce the legal research and writing skills required to carry out research at master's level. LAWS9192 in the Spring Term will enable students to acquire and develop the skills necessary to carry out a longer-term research project, such as their dissertation. Students will be introduced to a range of theoretical frameworks that will enable them to develop their own critical approach to their chosen dissertation topic.

Part-time students please note that this module must be completed within one academic year. For January intake students, LAWS9191 will be completed in the Spring Term and LAWS9192 will be completed in the Summer Term. Students will be given access to the lecture/workshop recordings online via the Moodle page.

Employability and Career Development

Employability is important throughout the entire university and as a graduate student you can opt to take the [Global Skills Award](#). We liaise closely with the University's Careers and Employability Service and the Graduate and Researcher College to ensure that throughout the academic year you will have access to a wide range of opportunities to develop your skills and career awareness, no matter what your future career aspirations. Within the Law School, there are regular talks and workshops relating to both legal and non-legal careers and an annual law fair. You may also access one-to-one guidance with a University Careers Adviser or with the LSSJ employability staff: lssjemployability@kent.ac.uk.

Kent Law School Research Centres

Kent Law School has established several research centres that focus on particular areas of law, and postgraduate students are encouraged to become involved with those that are close to their own research interests.

An up to date list of our centres and research groups is accessible [here](#)

- Centre for Sexuality, Race & Gender Justice (SeRGJ)
- Kent Centre for European and Comparative Law
- Centre for Critical International Law
- Centre for Critical Thought
- Centre for Heritage
- Social Critiques of Law
- Clio: A Law and History Research Group
- Commercial Law Discussion Group
- Environmental Law at KLS
- Equity and Trusts Research Network
- Gender Labour Law Research Network
- Obligations Discussion Group
- Research in Juridification and Political Theology

Groups, Workshops and Guest Lectures

A lively range of informal groups, workshops and guest lectures for staff and postgraduate students will be held throughout the year on topics of current interest. Postgraduate taught and research students are warmly encouraged to treat these as part of their weekly routine. Information will be circulated by email.

Graduate Student Conference

In the Summer Term postgraduate taught students run an annual research conference funded by the Kent Law School Graduate Studies Initiative Fund (GSIF). Presentation and participation in the Conference is strongly encouraged because it is a unique opportunity to gain experience in presenting research. Attending the Conference is also a compulsory part of LAWS9192.

Each year, students form a small organising committee which plans the entire event with the support of a member of the PGT team. Typically, postgraduate taught

students present their dissertation research, PhD research students act as discussants, and academic members of the Law School act as session chairs. It is a wonderful opportunity for students to gain experience in both organising an event and presenting their work. A call for committee members will be made in the Autumn Term. Details of the Graduate Studies Initiative Fund can be found later in this handbook under Funding.

Conference organisers will be registered to LAWS9470 Graduate Student Law Conference which is a non contributory module that will show on the transcript as pass. Conference organisers will develop a portfolio during the year explaining how they completed the different tasks leading up to the conference (e.g., deciding themes, drafting calls for papers, drafting keynote invitations, advertising and marketing, communicating with internal university services and staff, communicating externally with academics and participants, logistical and administrative duties, budgeting and treasury duties, and practical organisational duties on the day of the conference). These tasks develop employability skills: leadership, time management, communication, teamwork. Dr Josipa Saric is the academic lead for the conference.

Law Library

The Law Library is located in the Templeman Library, and contains the books, periodicals and primary materials of law. Emma Mires-Richards is the library liaison for the Law School. You will meet her at various points in the year and you should contact her should you require assistance.

Law links

The Law Library subject guide *Lawlinks* is structured to help you find your way around legal resources and contains many guides and tutorials to help you. You can access *Lawlinks* here: <http://www.kent.ac.uk/library/subjects/lawlinks/>

The three sections to look out for to get you started are:

Signposts

The Signposts are links to freely available websites that we recommend as good starting points for legal research.

Electronic Law Library

The Electronic Law Library has links through to subscription datasets (eg, Westlaw, Lexis Library) which are only available to registered members of the University of Kent.

Researching the law

Researching the law contains electronic versions of quick guides to brush up your research skills or get you started in an unfamiliar area.

If you need any help accessing legal resources for your research please contact Emma. (Contact information is available at the back of this Handbook.)

Using Other Libraries

If you are not based within travelling distance of Canterbury, or if the material you need is not held at the Templeman Library, you may visit another library closer to your home, or one that has the specialist material you wish to consult. You can find out more information on how to access other libraries here: <https://www.kent.ac.uk/guides/using-other-libraries>

The Kent Law School has an agreement with the 'national' law library at the Institute of Advanced Legal Studies (IALS) to provide access to their resources and services for all of our postgraduate law students: <http://ials.sas.ac.uk/>

The Library also provides a document delivery service that allows you to request materials from the British Library which is a vital resource for students undertaking broader dissertation research. You can find out more information about this here: <https://www.kent.ac.uk/guides/document-delivery>

Kent Law School Skills Hub

The KLS Skills Hub is a physical and online space for law students designed to support you with your studies. The Moodle page is here: [Course: KLS PG Skills Hub \(kent.ac.uk\)](#).

You will find practical guidance to help you in your studies. Alternatively, come and see them in real life! The KLS Skills Hub is based in Eliot College and our staff are there to help any law student with any query. Look out for emails from the Skills Hub during Term time letting you know when you can visit them for advice with your studies.

GRADUATE STUDIES INITIATIVE FUND (GSIF)

The Graduate Studies Initiative Fund was created to support initiatives to enhance the postgraduate taught programmes of studies at Kent Law School. *The over-riding objective is that initiatives funded by the grants should enhance academic dimensions of the taught postgraduate student experience at KLS.*

Applications from academic staff and groups of postgraduate students will be considered by a sub-committee of the KLS Graduate Studies Committee, consisting of three members of the Graduate Studies Committee, including a student representative. Applications are normally due by Week 6 of the Autumn Term, Week 18 of the Spring Term and Week 27 of the Summer Term. The sub-committee will meet no later than within two weeks of application deadlines to consider applications that have been received. Applications to the Graduate Studies Initiative Fund should:

- (a) State the purpose of the grant and indicate how the funds will be used to achieve that purpose;
- (b) Indicate the expected academic enhancement to the taught postgraduate experience at Kent Law School;

- (c) Provide a detailed breakdown of the amount requested, including all anticipated travel and subsistence costs (receipts required for reimbursement);
- (d) Indicate any other sources of KLS support for the initiative;
- (e) Include any other information the applicant thinks relevant.

Applications should include as much information as possible about the proposed initiative. Applications by a postgraduate student group should be discussed with, and signed by, the relevant Pathway Director.

Successful applicants must submit a Graduate Studies Initiatives Fund report to the Secretary of the Graduate Studies Committee within three months of the conclusion of the funded initiative. The Graduate Studies Initiatives Fund will not fund an application from an applicant who has not submitted a report on a previous grant.

GENERAL INFORMATION

A whole host of information can be found electronically via the Moodle [Postgraduate Taught – Law Student Guide page](#).

Teaching related

Mailing List

Students will be automatically subscribed to the kls-llm@kent.ac.uk mailing list. This is a general mailing list for all postgraduate taught students and all general memoranda and messages from staff will be sent to students via this email. Students are therefore strongly advised to check their email frequently.

Please do not send personal/private information to the kls-llm mailing list which is read by students and staff teaching on the LLM.

If you have any problems, please contact the helpdesk at IT Services.

Email etiquette and staff availability

KLS will communicate with you via your student email account. You are expected to check your University email regularly and not let your mailbox fill up. All email correspondence that you have with Law School staff should be sent from your University email account to avoid any ambiguity in knowing who has sent the message.

Law School staff aim to be approachable and supportive; students are very welcome to email them with legitimate queries and concerns but a bit of common-sense restraint is called for:

- Please use a formal/polite mode of address: eg Dear Sophie.
- If your email relates to a specific module, seminar group and/or piece of work, please state these clearly.
- Please include your full name when you sign off
- Staff are very busy and deal with hundreds of students; please allow a reasonable time for a reply and use common sense and courtesy in following

- up. Do not expect staff to reply at night or at the weekends.
- If you really need to **discuss** something with a member of academic staff, please visit them during their Student Contact Hours (listed on the Module outline) rather than expect lengthy email correspondence.
 - Check the information provided in module handouts, online etc. before emailing anyone. If you still need help, can someone in the LSSJ team help you?

Module Evaluations

Online evaluations will be conducted electronically for every module. You will be contacted with guidance once these are available to complete. Please take the time to submit the online evaluations - these are extremely helpful to Module Convenors in improving the content and delivery of their modules. Current students have benefited from previous generations of students having completed the module evaluations and providing suggestions for the improvement of modules and programmes.

Transcripts

Where a student needs a transcript (for example, for a job application, for an application for a PhD etc), they can use this link to request one:

<https://www.kent.ac.uk/csao/transcript/form.html>

Information Compliance

The Kent Law School adheres to the Document Retention and Archiving Policy set out by the Office for Quality Assurance and Validation which complies with the General Data Protection Regulation (2018). More detailed information on data protection and the Kent Guidelines can be found at: <http://www.kent.ac.uk/data-protection/>

It is now a QAA requirement that institutions make external examiners' annual reports available in full to all students. The Quality Assurance Office has made these reports accessible at: <http://www.kent.ac.uk/teaching/ga/extexaminers/>

Complaints

All students are entitled to receive competent teaching on all modules within a programme. Shortcomings in teaching or unsatisfactory administrative arrangements may legitimately be the subject of complaint. Module evaluation forms are intended to provide an opportunity for suggestions for year-on-year improvements to modules and programmes. However, problems may arise that need to be more immediately addressed at the most appropriate level so that they can be swiftly rectified.

In the first place, problems with particular modules should be raised with the Module Convenor, who should be available to discuss difficulties during Student Contact Hours. If a satisfactory resolution of the difficulty cannot be reached with the Module Convenor, the matter should be raised with your Academic Adviser. In the event of a particularly intractable problem, the matter may be further considered by the Directors of Graduate Studies or the Head of School, providing that it has first been raised with the appropriate Module Convenor and Academic Adviser.

If the problem is of a kind that affects the student body collectively it should be raised by the student representative. The relevant Pathway Director or the Directors of Graduate Studies will consider difficulties of a general kind concerning either teaching or other arrangements concerning the programme. The student representative can also raise general problems at either the Graduate Students' Voice Committee or the Graduate Studies Committee.

The University's complaints procedures can be found below and these deal with both academic and non-academic complaints:

[Student Conduct and Complaints - Help - University of Kent](#)

University related

Student Representation

Kent Union (the students' union on campus) will conduct the election of student representatives by week four of the Autumn Term. These representatives will be members of the Graduate Studies Student Voice Committee, which will meet once a Term. The representatives will be able to discuss matters concerning the LLM programmes as a whole, with Kent Law School staff at meetings of the Graduate Studies Committee.

The Safe Zone App

The University has launched an app to help give round-the-clock safety reassurance to staff and students. SafeZone is a simple-to-use application that is free to download. It is designed to help students and staff summon security or safety assistance via your mobile phones. You can download the app to your smartphone here:

<https://www.kent.ac.uk/safezone/>

Student Facilities

In addition to any facilities offered by the Graduate and Researcher College to postgraduate students, Kent Law School has its own air-conditioned computer room for KLS taught postgraduate students to use. There are 16 computers. Students are also able to use the KLS PG Seminar Room and Teaching Room after teaching hours, during the weekends and vacation periods. All the rooms have wireless networking.

All the doors have electronic door locks - to gain access to these rooms you will need to have the rooms added onto your Kent ID card at Eliot College Reception.

Please note that Kent Law School will not be responsible for any loss or damage to items left by students in the postgraduate rooms.

Student Support

Should you have any concerns, there are a variety of people who can be approached, depending on the nature of the problem.

Module specific queries	Module Convenor
Administrative matters	Lssjugandpgt@kent.ac.uk
Academic queries	Pathway Director/your Academic Adviser
Employability queries	Lssiemployability@kent.ac.uk
Library queries	libraryhelp@kent.ac.uk
Personal or other	Lssjsupport@kent.ac.uk

Student Health and Wellbeing

The University of Kent provides a friendly, supportive environment and is committed to helping you get the most out of the challenges and opportunities university study brings.

You can find some of the support services available to you, as well as where you can go for advice at Kent by following these links:

<https://www.kent.ac.uk/studentsupport/>

<https://www.kent.ac.uk/student/support-and-wellbeing/>