

# KENT LAW SCHOOL/ POSTGRADUATE TAUGHT

*Student Handbook 2019/2020*



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University of  
**Kent**

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## **INTRODUCTION**

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 of a critical law school and as such we hope that you immerse yourself in this approach.

The following document will be a reference point for the 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 Postgraduate Office, your Academic Advisor, your Pathway Director 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.

Dr Iain Frame and Dr Sophie Vigneron  
Co-Directors of Graduate Studies (Taught)

## **PROGRAMME REQUIREMENTS**

The requirements for the Masters, Postgraduate Diploma and Postgraduate Certificate programme 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.

Full time students who commence their studies in September take their taught modules in the Autumn Term and Spring Term consecutively and write their dissertation over the Summer Term and the remainder of their registration.

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 their registration.

The postgraduate taught programme term dates for 2019/20 are:

|              |                                       |
|--------------|---------------------------------------|
| Welcome Week | 16 September 2019 – 20 September 2019 |
| Autumn Term  | 23 September 2019 – 13 December 2019  |
| Spring Term  | 13 January 2020 – 3 April 2020        |
| Summer Term  | 4 May 2020 – 11 September 2020        |

Full time students who commence their studies in January 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 (15 months, spanning two academic years).

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.

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'. In total the Masters programme requires 180 credits (90 ECTS credits) gained from six taught modules and the dissertation, 120 credits (60 ECTS credits) for the Postgraduate Diploma, achieved through six taught modules and 60 credits (30 ECTS credits) for the Postgraduate Certificate, 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). More details on the pathways can be found later in this handbook. Information on the Law modules can be found in the online module catalogue at:

<http://www.kent.ac.uk/courses/modulecatalogue/collections/PG>

For some Masters pathways, you are able to select modules taught by other Schools. 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:

<http://www.kent.ac.uk/courses/modulecatalogue/collections/PG>

<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 LW9191 and LW9192, the Postgraduate Taught - Law Student Guide page as well as other individual module pages. Moodle can be accessed via:

<https://moodle.kent.ac.uk>

<https://moodle.kent.ac.uk/2018/course/view.php?id=3304#section-4>

## **PROGRAMME STRUCTURE**

### **Masters (LLM)**

The Kent LLM programme offers modules which are organized around a number of 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 Spring Term, 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 also 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.

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.

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).

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.

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

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

### **Postgraduate Diploma**

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

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 two of those four modules must be law modules.

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 two of the four modules in the 'major' pathway must be law modules.

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 law modules offered over the different pathways.

### **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 LW9191 and LW9192: Legal Research and Writing Skills. Certificate students are only required to take LW9191.

LW9191 runs in the Autumn Term with LW9192 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 result if you do not attend the classes.

LW9191 is timetabled from 1600-1800 on Mondays in in the Autumn Term in Eliot Lecture Theatre 2 (ELT2). LW9192 is also timetabled from 1600-1800 on Mondays in Eliot Lecture Theatre 2 (ELT2) in the Spring Term. Please see the separate programme for this module. Dr Iain Frame is the Module Convenor of both LW9191 and LW9192.

Part time students please note that this module must be completed within one academic year. For January intake students, LW9191 will be completed online in the Spring Term, whilst LW9192 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.

For full time September intake students, the Summer Term and remainder of your registration is then spent completing the dissertation, due for submission on **Friday 28<sup>th</sup> August 2020**.

For part time students and January intake students, this period of time can be spent researching and preparing for your dissertation which will be due for submission in the second year of your registration (further information later in the handbook in the Dissertation section).



## **PATHWAYS AND MODULES 2019/2020**

### **Criminal Justice**

#### ***Autumn Term***

|       |  |
|-------|--|
| LW871 | Policing                               |
| SO830 | Gender and Crime in a Globalised World |
| SO869 | Theories of Crime                      |

#### ***Spring Term***

|       |   |
|-------|---|
| LW843 | International Human Rights Law            |
| LW846 | International Criminal Law                |
| LW886 | Transnational Criminal Law                |
| LW924 | European Union Criminal Law and Procedure |
| SO824 | Sociology of Violence                     |
| SO870 | Research Methods in Criminology           |
| SO881 | Cultural Criminology                      |
| SO940 | Prisons and Penal Policy                  |

### **International Criminal Justice**

#### ***Autumn Term***

|       |  |
|-------|--|
| SO830 | Gender and Crime in a Globalised World |
|-------|--|

#### ***Spring Term***

|       |   |
|-------|---|
| LW843 | International Human Rights Law            |
| LW846 | International Criminal Law                |
| LW886 | Transnational Criminal Law                |
| LW924 | European Union Criminal Law and Procedure |
| SO824 | Sociology of Violence                     |
| SO868 | Critical and Global Criminology           |
| SO870 | Research Methods in Criminology           |

### **International Environmental Law and Policy**

#### ***Autumn Term***

|       |   |
|-------|---|
| LW839 | Environmental Quality Law                           |
| LW906 | International Environmental Law – Legal Foundations |
| SA806 | Social Science Perspectives on Environmental Issues |

#### ***Spring Term***

|       |   |
|-------|---|
| LW841 | International Trade Law and the Environment |
| LW888 | Climate Change and Renewable Energy Law     |
| LW931 | Land Development and Conservation Law       |
| SA803 | Politics and Sociology of the Environment   |

### **International Commercial Law**

#### ***Autumn Term***

|       |  |
|-------|--|
| LW802 | International Business Transactions              |
| LW813 | Contemporary Topics in Intellectual Property Law |
| LW847 | World Trade Organisation Law and Practice        |
| LW904 | Laws of the Maritime, Air and Outer Spaces       |
| LW905 | International Financial Services Regulation      |
| LW930 | Banking Law                                      |
| LW934 | Intellectual Property 2: Patents and Trade Marks |

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**Spring Term**

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|       |  |
|-------|--|
| LW801 | Intellectual Property Law 1: Copyright and Breach of Confidence        |
| LW810 | International Law on Foreign Investment                                |
| LW811 | International Commercial Arbitration                                   |
| LW826 | Competition Law in a Transnational Context                             |
| LW841 | International Trade Law and the Environment                            |
| LW899 | Corporate Governance   |
| LW908 | International and Comparative Consumer Law and Policy                  |
| LW918 | International and Comparative Bankruptcy and Insolvency Law and Policy |
| LW933 | Intellectual Property and Industrial Practices                         |

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**Intellectual Property**

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**Autumn Term**

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|       |  |
|-------|--|
| LW813 | Contemporary Topics in Intellectual Property Law |
| LW847 | World Trade Organisation Law and Practice        |
| LW921 | Privacy and Data Protection Law                  |
| LW934 | Intellectual Property 2: Patents and Trade Marks |

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**Spring Term**

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|       |   |
|-------|---|
| LW801 | Intellectual Property Law 1: Copyright and Breach of Confidence |
| LW925 | Cultural Heritage Law   |
| LW933 | Intellectual Property and Industrial Practices                  |

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**Medical Law and Ethics**

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**Autumn Term**

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|       |                                 |
|-------|---------------------------------|
| LW862 | Death and Dying                 |
| LW863 | Consent to Treatment            |
| LW921 | Privacy and Data Protection Law |

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**Spring Term**

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|       |  |
|-------|--|
| LW866 | Medical Practice and Malpractice       |
| LW867 | Reproduction and the Beginning of Life |

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**International Law**

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**Autumn Term**

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|        |   |
|--------|---|
| LW8001 | Public International Law  |
| LW844  | Legal Aspects of Contemporary International Problems              |
| LW900  | Critical International Migration Law                              |
| LW906  | International Environmental Law – Legal Foundations               |
| LW932  | European Union Citizenship and Residence Rights – Clinical Option |
| LW935  | Global Security Law   |

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**Spring Term**

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|       |                                |
|-------|--------------------------------|
| LW843 | International Human Rights Law |
| LW846 | International Criminal Law     |
| LW886 | Transnational Criminal Law     |
| LW925 | Cultural Heritage Law          |

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**International Relations – only available as a minor with International Law**

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**Autumn Term**

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|        |  |
|--------|--|
| PO824  | International Relations Theory                                   |
| PO825  | Philosophy & Methodology of Politics and International Relations |
| PO832  | Conflict Resolution in World Politics                            |
| PO916  | Security in a Changing World                                     |
| PO959  | Europe in Crisis   |
| PO8108 | Advanced Research Design in Politics and International Relations |

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**Spring Term**

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|        |  |
|--------|--|
| PO8100 | Quantitative Methodology for Political Science |
| PO828  | Theories of Conflict and Violence              |
| PO831  | The European Union in the World                |
| PO848  | Negotiation and Mediation                      |
| PO866  | Federalism and Governance                      |
| PO917  | Terrorism and Crimes of the State              |
| PO936  | Resistance in Practice                         |
| PO951  | States, Nations and Democracy                  |
| PO956  | Public Opinion: Nature and Measurement         |

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**Human Rights**

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**Autumn Term**

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|       |   |
|-------|---|
| LW871 | Policing  |
| LW900 | Critical International Migration Law                              |
| LW932 | European Union Citizenship and Residence Rights – Clinical Option |
| LW935 | Global Security Law   |

**Spring Term**

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|       |   |
|-------|---|
| LW843 | International Human Rights Law            |
| LW846 | International Criminal Law                |
| LW924 | European Union Criminal Law and Procedure |
| LW925 | Cultural Heritage Law                     |

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**General Law**

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**Autumn Term**

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|        |   |
|--------|---|
| LW8001 | Public International Law  |
| LW802  | International Business Transactions                               |
| LW813  | Contemporary Topics in Intellectual Property Law                  |
| LW839  | Environmental Quality Law   |
| LW844  | Legal Aspects of Contemporary International Problems              |
| LW847  | World Trade Organisation Law and Practice                         |
| LW862  | Death and Dying   |
| LW863  | Consent to Treatment  |
| LW871  | Policing  |
| LW900  | Critical International Migration Law                              |
| LW904  | Laws of the Maritime, Air and Outer Spaces                        |
| LW905  | International Financial Services Regulation                       |
| LW906  | International Environmental Law – Legal Foundations               |
| LW921  | Privacy and Data Protection Law                                   |
| LW930  | Banking Law   |
| LW932  | European Union Citizenship and Residence Rights – Clinical Option |
| LW934  | Intellectual Property 2: Patents and Trade Marks                  |
| LW935  | Global Security Law   |

**Spring Term**

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|       |   |
|-------|---|
| LW801 | Intellectual Property Law 1: Copyright and Breach of Confidence |
| LW810 | International Law on Foreign Investment                         |
| LW811 | International Commercial Arbitration                            |
| LW826 | Competition Law in a Transnational Context                      |
| LW841 | International Trade Law and the Environment                     |
| LW843 | International Human Rights Law                                  |

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|       |  |
|-------|--|
| LW846 | International Criminal Law   |
| LW866 | Medical Practice and Malpractice                                       |
| LW867 | Reproduction and the Beginning of Life                                 |
| LW886 | Transnational Criminal Law   |
| LW888 | Climate Change and Renewable Energy Law                                |
| LW899 | Corporate Governance   |
| LW907 | Commercial Credit <b>(Not running 2019-2020)</b>                       |
| LW908 | International and Comparative Consumer Law and Policy                  |
| LW918 | International and Comparative Bankruptcy and Insolvency Law and Policy |
| LW924 | European Union Criminal Law and Procedure                              |
| LW925 | Cultural Heritage Law  |
| LW931 | Land Development and Conservation Law                                  |
| LW933 | Intellectual Property and Industrial Practices                         |

## **MODULES**

Students are required to complete a *Module Selection Form* and return it to the Kent Law School Postgraduate Office by **Friday 27<sup>th</sup> September 2019**. Prior to this, you will be given the opportunity to hear about all modules during Welcome Week and to attend as many classes as you wish during Week 1 in order to 'taste' them. The *Module Selection Form* is also available electronically via the Postgraduate Taught – Law Student Guide Moodle page:

<https://moodle.kent.ac.uk/2018/course/view.php?id=3304>

When registering for modules, please note that all law modules (LW\*\*\*) are assessed by 100% coursework (which may include an element of participation assessment). Modules with a PO\*\*\*, SA\*\*\* or SO\*\*\* code indicate that they are taught by another School and might have different assessment requirements. The Module Outlines for all modules will state the assessment requirements and 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 Advisor or the KLS Postgraduate Office if you have any questions about your module selection.

### **Module Transfer**

Students may be permitted to transfer from one module to another after 27<sup>th</sup> September, but no later than **Friday 4<sup>th</sup> October 2019** for the Autumn Term and **Friday 24<sup>th</sup> January 2020** 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 the Student Data System, your personal timetable will then become visible online via the Student Data System. Students are encouraged to check the modules for which they are registered and their marks/progress via the web on the Student Data System. The University online Student Guide is available at:

[www.kent.ac.uk/student](http://www.kent.ac.uk/student).

Follow the pathway via the Student Data System. Alternatively, the Student Data System can be accessed directly via: <https://sds.kent.ac.uk/account>.

## **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.

The Kent Law School Module Convenors will introduce their modules during the first week of Term commencing **23<sup>th</sup> September 2019** as timetabled. Spring Term modules will be introduced in the first week of Term commencing **13<sup>th</sup> January 2020**.

### **Teaching materials**

Further detailed information for all modules is available in the Module Outlines which are distributed during the introductory week and are also available on the module Moodle pages at: <https://moodle.kent.ac.uk/moodle/login/index.php>

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. However, for some modules materials packs are provided and your Module Convenor will advise you if this is the case. Module materials packs can be collected from the Postgraduate Office once you have registered for the module concerned.

### **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 (**21<sup>nd</sup>– 25<sup>th</sup> October 2019**); in the Spring Term, it will be week 18 (**17<sup>th</sup> - 21<sup>nd</sup> February 2020**).

### **Essay Writing Weeks**

The last two weeks of the Autumn and Spring Terms will be essay writing weeks. These are weeks **2<sup>nd</sup> - 13<sup>th</sup> December 2019** and **23<sup>rd</sup> March – 3<sup>rd</sup> April 2020** respectively.

During the reading and 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.

### **Student Attendance Policy**

The University of Kent requires that students attend their classes during their time studying with the University. This is very important for a number of reasons, but primarily it is to ensure that students get the best possible education while studying at Kent. There are also various attendance requirements for students that require a visa to study in the United Kingdom, which have to be monitored as part of the University's visa sponsorship duties.

Students must attend all seminars, supervisions, example classes, laboratory and other practical classes, and lectures as may be individually required of them.

#### Absences

Attendance is recorded at all seminars run by Kent Law School. If you miss one of these you will be recorded as absent from the class. Should you consistently fail to attend you may be referred to the Academic Diligence procedures of the University, which could lead to you being withdrawn from your course. In addition, when students and graduates apply for jobs the employers regularly ask about attendance when they contact us for a reference; we have to answer any such questions accurately. It is recommended that if you fail to attend a seminar you should visit your seminar leader during their Student Contact Hours to make sure you are on track with your studies.

#### Tier 4 student visa

The UK Visas and Immigration department of the Home Office (UKVI) is taking firm action against students with poor attendance records who are in the UK on a student visa. In some cases this has resulted in students having to leave the UK due to their non-attendance at timetabled events. The University monitors the attendance of international students closely and will take action where it is felt that a students' attendance is unsatisfactory; this may include initiating disciplinary action and informing the UKVI of any concerns. If you are struggling with your attendance it is essential that you contact the KLS PG Office ([klspgoffice@kent.ac.uk](mailto:klspgoffice@kent.ac.uk)) immediately.

#### Seminar attendance

It is essential that you attend your allocated group as these are carefully organised events and there is very rarely capacity to accommodate an unexpected attendee at another group without causing an unreasonable level of disruption.

#### Missed seminars

If you are unable to attend a seminar you should let your seminar leader know out of courtesy. It is recommended that if you are unable to attend a seminar you should visit your seminar leader during their Student Contact Hours to ensure you are on track with your studies.

If you have a serious health condition or wellbeing issue, you should contact the KLS PG Office ([klspgoffice@kent.ac.uk](mailto:klspgoffice@kent.ac.uk)) who will be able to guide you through the various support mechanisms available to you from the University (see also [Concessions](#) below).

## **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. LW9191 and LW9192 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 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, references, 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). References that are not included in the word count are additional sources of information such as alternative bibliographies.

There is an allowance of 10% deviation over the stated maximum word count for each of the six taught modules. If the total is 10% above the maximum word count, the penalty will be a reduction of the mark by one point on the categorical marking scale.

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 duplication of material**

Please refer to Annex 10 of the Credit Framework on academic discipline procedures:- <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex10.html>

**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](#).



The 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' and KLS will, as appropriate, viva any student to establish authorship. You are strongly advised to look at the guidance on academic integrity, avoiding plagiarism and information on Turnitin can be found on the following websites:-

<https://www.kent.ac.uk/ai/index.html>

<https://moodle.kent.ac.uk/2018/course/view.php?id=3304>

Kent Law School postgraduate students are given the opportunity to submit multiple times (up until the deadline) as practice submissions in order to see your 'originality' report on Turnitin. Further information on submission can be found in the 'Submission' section.

### **Dissertation**

The work on the dissertation will be preceded by your continuing attendance at the LW9191 and LW9192: Legal Research and Writing Skills modules which in the Spring Term will convey information about the dissertation project and the research methods that should be used in undertaking it.

September entry full time and second year part time students must choose their dissertation research topic and should consult with a member of academic staff for guidance on whether their chosen topic is suitable for a dissertation. To register their choice of topic students must then complete the *Dissertation Details Form* (found on the [Postgraduate Taught – Law Student Guide Moodle page](#)) and obtain the signature of their proposed supervisor before returning the form to the Kent Law School Postgraduate Office by ***Friday 27<sup>th</sup> March 2020***. Students will be informed by e-mail shortly thereafter of their confirmed dissertation supervisor. The deadline for students starting in January 2020 will be ***Friday 11<sup>th</sup> December 2020***.

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, references, 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. Please refer to the Word Count and Penalty Policy earlier in this Handbook.

Supervision meetings, which may be face-to-face or may take the form of email and telephone communication, will include a discussion and review of the structure and plan of a dissertation and a sample chapter. This will normally involve a minimum of 3 meetings (face-to-face, email or telephone) which should take place by end the end of week 30 of the Summer Term for September intake students (the end of the

Autumn Term for January intake students). Supervisors and students must keep a note of these meetings. Please be aware that after week 30 of the Summer Term, Supervisors may not be available over the remaining period of the Summer Term; supervision and response to specific issues or problems during the period between 12 June 2020 and 14 September 2020 may be by other means of communication, eg, email. Supervisors will not review complete drafts of the dissertation.

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

### **Ethical Review**

Should you be considering conducting 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, Dr Eleanor Curran. 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 Moodle Postgraduate Taught - Law Student Guide page:

<https://moodle.kent.ac.uk/2018/course/view.php?id=3304#section-4>

### **SUBMISSION**

All coursework and dissertations must be submitted electronically using your exam number as identification, NOT your name. Your exam number can be found on the front of your Student ID card. 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 given on the handout enclosed in your information pack, and this will also be 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:

[klswebadmin@kent.ac.uk](mailto:klswebadmin@kent.ac.uk).

<https://moodle.kent.ac.uk/2018/course/view.php?id=3304#section-4>

## **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 Moodle pages in the 'Assessment' sections.

You will be given the opportunity to submit multiple times (up until the deadline) as practice submissions in order to see your 'originality' report on Turnitin. ***Please be aware that it can take Turnitin up to 24 hours to generate an originality 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 Originality' 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 print 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 exam number as identification.

Please ensure that at the beginning of your dissertation you incorporate a *Dissertation Submission Cover Sheet* which gives your exam 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 LW8000.

## **Deadlines**

### 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 13<sup>th</sup> December 2019.***

### 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 3<sup>rd</sup> April 2020.***

### Dissertations

For September entry full time and second year part time students the deadline for the submission of dissertations is **14:00** on ***Friday 28<sup>th</sup> August 2020.*** (Part time students who commenced their registration in September 2018 will submit their dissertations

in September 2020.)

The deadline for students who started in January 2019 will be **14:00** on **Friday 3<sup>rd</sup> April 2020**.

The deadline for students who started in January 2020 will be **14:00** on **Friday 2<sup>nd</sup> April 2021**.

## **CONCESSIONS**

### **Essays**

Please refer to Annex 9 of the Credit Framework on concessions applications:

<https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9new.html>

Students are reminded that they have a responsibility to manage their learning, revision and assessment activities throughout the duration of each Term or assessment period. Students are expected to plan carefully and manage their workload and should not leave coursework, learning, revision or similar activities until too late.

The University does not normally consider medical certificates for long-standing controlled conditions, or self-limiting illnesses, as mitigation for impaired performance. Affected students are expected to have had the benefit of experience, medical knowledge or help to control the condition, and should have registered with the [University Student Support and Wellbeing](#) service and have in place measures to support their studies.

The University will not consider concessionary evidence in cases where the student was directly responsible for the circumstances or where a student could reasonably have avoided the situation or acted to limit the impact of the circumstances. The following are examples of circumstances which would not be considered relevant for concessionary treatment (the list is not exhaustive):

- Completing coursework too late and missing deadlines because of computer or transport difficulties.
- Losing work not backed up on computer disk or USB device.
- Failure to make alternative travel plans in the face of known disruptions.
- Normal employment commitments.

Where an essay is submitted late (within a week after the deadline) without an extension being granted it will be marked and feedback will be provided. However, a mark of 0% will be recorded for the piece of work in question.

If you need any advice on concessions applications, the KLS Postgraduate Office will be able to advise you.

### **Concessions applications for an extension to a submission deadline**

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

Concessions 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. Concessions applications should be made by completing a *Concessions Application Form for a Coursework Deadline* available from the KLS Postgraduate Office or available online on the [Postgraduate Taught – Law Student Guide Moodle page](#).

The application should be completed and submitted to the KLS Postgraduate Office (via [klspgoffice@kent.ac.uk](mailto:klspgoffice@kent.ac.uk)) with any supporting medical or other evidence. The Postgraduate Office will seek approval on behalf of the student from the relevant Module Convenor and will inform students by email of the outcome of their application.

### **Concessions Applications for the Board of Examiners**

Students may submit a concessions 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.

Concessions applications to the Board of Examiners should be made by completing a *Concessions Application form for the Board of Examiners* available from the KLS Postgraduate Office ([klspgoffice@kent.ac.uk](mailto:klspgoffice@kent.ac.uk)). The application should be completed and submitted to the KLS Postgraduate Office with any supporting medical or other evidence. The application will then be considered by a confidential Concessions Panel which will make a recommendation to the main Board of Examiners. Students will be advised of the outcome after the Board of Examiners meeting.

### **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 application form to request an *Extension in Submission Time for a Dissertation* is available from the KLS Postgraduate Office ([klspgoffice@kent.ac.uk](mailto:klspgoffice@kent.ac.uk)). 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 current University charge is £135 per six months, or part thereof. **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 and an external examiner.

Dissertations will be marked by two internal examiners and moderated 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](#).

Essays will be internally marked and moderated within three calendar weeks of the date of submission. If this period is interrupted by the University's 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.

Some Module Convenors may be marking online using the Grademark tool in Turnitin instead of marking on paper. You will be notified in advance where any of your work is to be marked online. Otherwise, marked essays will be returned to the Postgraduate Office and a copy of the essay with comments will be returned to students. Students will be notified by email when the essays with comments are available to collect and the marks entered on the Student Data System. Comments will be available online where essays are graded online. ***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 the 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 meet again in October to make final decisions on the award of degrees. Candidates may be required to attend a *voce viva* examination.

The Board of Examiners will set resubmission deadlines for any failed coursework. Students will automatically be permitted two referral opportunities per coursework module, and one referral opportunity for the dissertation. All resubmitted coursework and dissertations will be capped at the pass mark unless a successful concessions application is submitted to the Board of Examiners (please refer to the section on Concessions). Please note that the failure of two coursework modules or more will delay the completion of Stage 1 and consequently being permitted to proceed to Stage 2. This will result in a delayed dissertation submission and graduation.

For September 2019 intake students, dissertation and final degree results will be released via the Student Data System on **Friday 16<sup>th</sup> October 2020**.

For January 2020 intake students, dissertation and final degree results will be released via the Student Data System on **Friday 11<sup>th</sup> June 2021**.

Letters of confirmation, transcripts and copies of the dissertation examiners' reports will be posted to permanent home addresses shortly after results have been released electronically. Successful students will then graduate in November. Final degree certificates are only available after graduation. Results are not disclosed by telephone or by any other means. **Results are prevented from being released if there are any monies outstanding 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.

### **LW9191 and LW9192: Legal Research and Writing Skills**

All LLM and Diploma students must complete and pass the compulsory modules LW9191 and LW9192: Legal Research and Writing Skills. Certificate students are only required to take LW9191.

LW9191 runs in the Autumn Term with LW9192 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 result if you do not attend the classes.

LW9191 is timetabled from 1600-1800 on Mondays in the Autumn Term in Eliot Lecture Theatre 2 (ELT2). LW9192 is also timetabled from 1600-1800 on Mondays in Eliot Lecture Theatre 2 (ELT2) in the Spring Term. Please see the separate programme for this module. Dr Iain Frame is the Module Convenor of both LW9191 and LW9192.

LW9191, in the Autumn Term, will provide an introduction to the legal research and writing skills required to carry out research at Masters level. LW9192 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, LW9191 will be completed online in the Spring Term and LW9192 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.

### **Employability and Career Development**

Employability is important throughout the entire university and as a graduate you can opt to take the [Global Skills Award](#). We liaise closely with the University's Careers and Employability Service and all other schools within the Faculty of Social Sciences 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 our Employability and Career Development Officer, Jayne Instone. The Kent Law School has also developed a range of work placement opportunities and internships which you will be able to

apply for. You will be kept up to date with employability and career events and opportunities by way of a weekly e-bulletin.

### **Kent Law School Research Centres**

Kent Law School has established a number of 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.

- [Centre for Sexuality, Race & Gender Justice](#)
- [Kent Centre for European and Comparative Law](#)
- [Centre for Critical International Law](#)
- [Centre for Critical Thought](#)
- [Centre for Heritage at Kent](#)
- [Kent Interdisciplinary Centre for Spatial Studies](#)

### **Kent Law School Research Groups**

- [Social Critiques of Law](#)
- [Clio: A Law and History Research Group](#)
- [Equity and Trusts Research Network](#)
- [Philosophy, Political Theology and Law](#)

### **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 LW9192.

Each year, students form a small organising committee which plans the entire event. 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.

### **Law Library**

The Law Library is located in the Templeman Library, and contains the books, periodicals and primary materials of law. Theresa Thurston is the library liaison for the

Law School. You will meet her at various points in the year and you should contact her, or her Assistant Sue Grimer, should you require assistance.

### Lawlinks

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 Theresa. (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/library/finding/visiting.html>

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:

<http://www.kent.ac.uk/library/templeman/services/documentdelivery/index.html>

### **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 website is at:

<https://www.kent.ac.uk/library/subjects/lawlinks/skills-hub/index.html>.

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 programme of studies at Kent Law School.

The maximum grant for any application is £800 and the sub-committee may award less than the amount requested even if the application is for less than £800. *The overriding 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](#).

## **Mailing List**

Students will be automatically subscribed to the [kls-llm@kent.ac.uk](mailto: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.

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

## **Student Representation**

The Kent Union will conduct the election of student representatives online by week four of the Autumn Term. These representatives will be members of the Graduate Studies Staff Student Liaison 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. Representatives are also invited to attend School meetings. Faculty representatives are also invited to attend the Graduate School Board meetings.

## **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 presentation of their modules. Present students have benefited from previous generations of students having completed the module evaluations and providing suggestions for the improvement of modules and programmes.

## **Student Support**

Should you have any concerns there are a variety of persons who can be approached, dependent on the nature of the problem. All the contact details for these persons can be found at the end of this booklet.

|                         |  |
|-------------------------|--|
| Module specific queries | Module Convenor  |
| Administrative matters  | Pauline Rogers/Postgraduate Office   |
| Academic queries        | Pathway Director/your Academic Advisor   |
| Employability queries   | Jayne Instone  |
| Library queries         | Theresa Thurston   |
| Personal or other       | Academic Advisor (to be confirmed vis SDS) or Senior Academic Advisor, Dr Iain Frame |

## **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/>

### **The Safe Zone App**

The University has launched a free app service 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 the facilities offered by the Graduate School to postgraduate students, the 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 the Kent Law School will not be responsible for any loss or damage to items left by students in the postgraduate rooms.*

### **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. 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/qa/extexaminers/>

### **Complaints**

All students are entitled to receive competent teaching on all modules within a programme and short-comings in this respect, 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 following classes or 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 Advisor. 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 Advisor.

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 be pleased to consider difficulties of a general kind concerning either teaching or other arrangements concerning the programme. The student representative is also able to raise general problems at either the Graduate Students' Liaison 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:

<https://www.kent.ac.uk/teaching/qa/guidance/appeals.html>

## DETAILS FOR PGT RELATED KLS STAFF AND ASSOCIATES

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