



Leicester De Montfort Law School

LLM in International Business Law / Business Law / Law

Full Time

STUDENT HANDBOOK

2014/2015

HOW TO USE THIS HANDBOOK

This handbook contains information on both academic and management issues relating to postgraduate programmes. It is designed to introduce you to some basic rules and regulations. It will also provide information to help you get the most from your period of study at this University. There are sections which tell you 'who's who' in the Faculty, and where to find help should you need it. The programme section, which follows, contains key information about your subject area. Please make sure you read and become familiar with this handbook as it will help you to manage your studies.



Wherever you see this symbol more detailed information about the subject is available on *Blackboard* or another on-line resource as specified.

This handbook is an important source of general information for you, but it should be read in conjunction with:

General Regulations and Procedures Affecting Students 2014/2015

Taught Postgraduate Programmes, University Regulations 2014/2015

Both are found by logging into *my.dmu.ac.uk* and clicking on the DMU tab.

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Introduction and Welcome to De Montfort University

Professor CILLIAN RYAN

DEAN OF FACULTY OF BUSINESS & LAW

IMPORTANT HEALTH AND SAFETY INFORMATION

- All students should acquaint themselves with evacuation procedures in the event of a fire or other security alarm. Notices are posted at key points around the buildings.
- Please remember you must **never** leave bags unattended in any university building.

NOTE: THIS HANDBOOK IS ALSO AVAILABLE IN ELECTRONIC FORMAT.

Whilst every effort has been made to ensure the information is correct at the time of printing, the content may be subject to change.

Please retain this Handbook; you will need the information for future reference.

Section 1 Your Learning Contract

Welcome to the start of your LLM course here at Leicester De Montfort Law School. We are delighted that you have joined our course.

Your Learning Contract: What we can do for you and how you can help yourself

This charter sets out what you can expect from us and what is expected from you during your studies. It represents our commitment to provide you with educational support and your commitment to participate actively as a learner. On registration you will be given a Course Handbook, Library Information, a Guide to Electronic Resources and a Referencing Guide. Please read through these materials and familiarise yourself with Blackboard and Turnitin (further information is found in the Guide to Electronic Resources).

Attendance at seminars

You are expected to attend all of your timetabled sessions. If you are unable to attend you should let your tutor know the reason for your absence as soon as possible. You are expected to do the pre reading for seminars and participate in class discussions.

Extension requests

You should submit your assignments and dissertation by the dates published in the module handbook. In exceptional circumstances you may apply for an extension from the Programme Leader giving reasons for your request.

Communication

If you send an e-mail to the Programme Leader, the Programme Administrators or a module tutor, it will normally be acknowledged within three working days during term time. If the issue you raise cannot be responded to during three days, an expected time of response will normally be given. Response times may vary due to unavoidable timetabling constraints, but staff will nevertheless respond as quickly as possible.

Draft coursework

To help you to achieve your best possible grade you may submit ONE piece of work as a draft prior to final submission in EACH module. This draft must normally be received at least two weeks prior to the hand-in date. Your tutor will provide you with constructive feedback with the aim of assisting you with the preparation of your assignment. Feedback is normally provided within 7 days of receipt of your draft and is, amongst other things, designed to guide you in terms of style and appropriate referencing techniques.

Feedback

Tutors will provide you with constructive feedback on your coursework. If, after reading the feedback, you require further clarification please do not hesitate to contact the marker.

Return of coursework

Coursework will normally be returned within 4 weeks of the deadline or from receipt of your coursework, whichever is later or in accordance with the assessment

schedule. In the event of undue delay you will be informed by the module tutor, which may be via the Programme Administrators.

Section 2 University Services and Support

2.1 General

The information contained in this Handbook covers academic and management issues relating to the LLM course and should be read in conjunction with the following general University publications:

General Regulations and Procedures Affecting Students

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx> or log into my.dmu.ac.uk

or log into my.dmu.ac.uk and click on the DMU tab.

It covers information on such issues as:

- Academic offences
- Examination regulations
- Student appeals
- Health and Safety Policy

Taught Postgraduate Programmes, University Regulations

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx>

or log into my.dmu.ac.uk and click on the DMU Student Gateway

Extracts in Braille or other formats can be obtained by contacting the Student Gateway, Ground Floor, Gateway House 0.10 Telephone: +44 (0)116 257 7595
Email: transitions@dmu.ac.uk

You are encouraged to read this Handbook from cover to cover; however, a quick rifle through will show that much of the information is for reference purposes. This section is intended to highlight some key issues that might be of importance.

The University adheres to the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) and what is called level 5 or M (postgraduate) within the University maps to FHEQ level 7. The FHEQ level descriptors will be shown on your Diploma Supplement and any transcripts which you receive.

2.2 Faculty of Business and Law – Leicester De Montfort Law School

You join the Law School within the Faculty of Business & Law at a very exciting time in its history following a recent move into a new, purpose built building – the Hugh Aston Building – at the gateway to the city campus.

This £35 million Hugh Aston facility caters for 6,000 students and staff and boasts:

- Contemporary lecture theatres
- A mock courtroom, law library, dedicated law clinic
- Bespoke suite for postgraduate and professional education
- Large lecture theatres and classrooms all equipped with the latest audio visual technologies
- Social spaces which include a café, public atriums, a bookshop and tree-lined plaza.

Designed to maximise natural daylight and ventilation, the Hugh Aston building was made using sustainable low maintenance construction materials. Installation of several environmentally friendly features resulted in the building receiving an 'excellent' rating by the Building Research Establishment Environmental Assessment Method (BREEAM).

2.2.1 Student Advice Centre

The Student Advice Centre is located on the ground floor of the Hugh Aston building (0.37) next to the Café. The primary function of the Centre is to provide advice on a wide range of student issues as well as take in coursework.

We hold leaflets detailing University procedures and protocols in respect of all areas as well as copies of the University Regulations and all of the standard forms. We are able to give you contact numbers, email addresses and surgery hours of all academic members of staff.

We also hold a small reference library of past dissertations which are available for all Masters programme. The process for borrowing dissertations, together with an index of titles available can be found by logging on to *Blackboard*, clicking on *My*



Communities, Faculty of Business & Law and Postgraduate Students.

In short we should be your first port of call if you require any help or advice; if we are not able to help you we will know who can! Although we do not offer counselling we do have a separate room available should your problem be of a private or confidential nature.

Opening hours: Monday – Friday 8.50am – 4.45pm

Please note that the deadline for handing in coursework at the Student Advice Centre is 1.30pm.

2.2.2 How to Find Staff Contact

There are two main ways to find contact details for academic and support staff (and faculty departments or university departments):

- Contact the **Faculty Student Advice Centre (the SAC)**, located on the Ground Floor of the Hugh Aston Building (next to the Café entrance)

Telephone: (0116) 257 7243

Email: studentadvicecentre@dmu.ac.uk

The SAC can check timetables for staff and provide you with their surgery hours, email addresses, room numbers, direct telephone numbers, as well as providing one to one support.

- Call the main **University Telephone** number: 0116 255 1551

2.2.3 The Postgraduate Suite

Postgraduate and professional programmes from both the Law School and the Business School are accommodated primarily in a dedicated area within the Hugh Aston building – a suite of rooms on the 4th and 5th floors, and can be entered by a separate staircase/lift on the Oxford Street side of the building as well as the other main entrances. For larger classes, use is also made of the spacious lecture theatres housed on the floors below the suite.

The Postgraduate Suite is open from 9 am – 9 pm during term time and 9 am – 7 pm during the vacation. **The suite is not open at weekends.** Students wishing to use IT facilities at the weekends can use the Kimberlin Library which has both fixed PCs and wireless access. Please check on the library website for more information:

www.library.dmu.ac.uk.

2.2.4 Resources Room (HU5.18)

The Resources Room has 35 PCs for casual use all day long. There is one black and white and one colour printer. Students will be issued with a personal log on during enrolment week to allow them to use these facilities. The Technical Support Team is located on the second floor in room 2.01 and should be contacted with all queries of a technical nature.

All formal lab based classes will take place in one of the Faculty's four computer labs, all of which can be found on the second floor.

2.2.5 Syndicate Rooms

The suite has three small syndicate rooms (HU5.15PG, HU5.16PG & HU5.17PG) which are available to staff and students for activities such as meetings, group work, interviews etc. Bookings should be made on the sheets which are posted on the

doors to each room. As this is a self-managed resource, you are asked to respect the bookings system, vacating promptly at the end of your booked slot.

2.2.6 My DMU/Email/Blackboard

MyDMU is your personalised portal to the university information and systems. It can be accessed via any computer which has an internet connection my.dmu.ac.uk. MyDMU allows you to view news about the university, your personal information (e.g. name, date-of-birth and address) that the university currently holds, the modules that you are enrolled on and, at certain times of the year, your assessment results.

Using your university login details you can also log in to MyDMU to access the following:

Your University Email Account

The university will automatically create an e-mail account for you.

It is expected that you check your DMU student email account daily for urgent issues. Please note that all email from the university will be sent to your official DMU student email address. We are not able to use personal email accounts.

You will be provided with your timetable at the beginning of each semester, and details of other scheduled events such as examinations, guest lectures and assessment deadlines will be provided by email. It is your responsibility to keep yourself informed of any examinations or assignment dates, changes to class times or location, scheduled meetings, mentor sessions and seminars/talks **by checking your email regularly.**

Blackboard

Blackboard is the university's Virtual Learning Environment. You will use Blackboard as an integral part of the teaching and learning experience throughout your time at DMU. Almost all of your modules will have a Blackboard site which Module Leaders will use to post information to support formal, face-to-face teaching. You will also submit work through *Turnitin* (see section 6.6) via the specific module Blackboard sites.

Please be aware that when you complete your course and are no longer enrolled as a student at DMU you will not be able to access MyDMU, Blackboard, DMU student email and file storage.

2.2.7 Personal Development Planning

The University recognises the positive impact of Personal Development Planning (PDP) on students' learning, achievement and enhanced employment prospects. Commitment to, and integration of PDP, will be a feature of the MSc International Business suite of programmes. Students will be introduced to the process in semester one and the process will culminate in the development of a reflective statement to be included in the final dissertation.

2.2.8 Employability

At De Montfort University employability is seen to be: 'A set of achievements – skills, understanding and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations which benefit themselves, the workforce, the community and the economy'. The MSc International Business suite of programmes will seek to nurture the development of these skills and achievements through the embedding of key skills and the identification of transferable skills.

2.2.9 Change of Address

In order to ensure that students can be contacted promptly as necessary, changes in term time and home addresses, telephone numbers or email addresses should be submitted via MyDMU or to the Student Advice Centre.

2.3 University Services and Support

2.3.1 Library

The Directorate of Library and Learning Services comprises two libraries and registered De Montfort University staff and students may access the services and facilities in both of these. The libraries consist of the main Kimberlin Library (Mill Lane) and the Law Library in the Hugh Aston building. The Kimberlin Library is the largest library, offering over 1,200 study spaces and a variety of learning environments - silent, group and quiet discussion. As well as loaning books the library holds numerous other resources such as journals, DVDs, and IT suite etc. During Induction and Enrolment Week all students will have a library induction scheduled to introduce these resources. During this time you will have a chance to meet library staff and ask questions.

Library and Learning Services offer two Learning Zones, on the Ground Floor of the Kimberlin Library and within Eric Wood as well as the Greenhouse learning space on Richmond Street. These are flexible learning spaces designed to facilitate collaborative working.

A number of library resources such as book reservations, e-journals, the library catalogue, subject databases etc can be accessed on-line from any computer with internet access by visiting:



library.dmu.ac.uk. The library opening hours are also available here. There is also a link to this site on the front page of MyDMU. More information about the library can also be found by logging on to *Blackboard* clicking on *My Communities, Faculty of Business and Law* and *Postgraduate Students*.

2.3.2 Student Gateway – dmu.ac.uk/studentgateway

The Student Gateway is an accessible and welcoming integrated reception for all non-academic student enquiries:

The Student Gateway offers a full range of information, advice and guidance services, including:

- Pre-bookable and drop-in one-to-one appointments that are designed to give you a quick and effective response to your queries from trained and professional advisors.
- To order and collect your student ID card , Council Tax Exemption Certificate or bank letter
- The details of the teams located in the Student Gateway are outlined below.

The Student Gateway
Ground Floor, Gateway House
T: 0116 257 7595
E: studentgateway@dmu.ac.uk

Opening Hours

Monday – Friday: 9 am to 5 pm

Please note that opening times may vary so please email studentgateway@dmu.ac.uk for details if you are planning to visit outside the core hours of 10.00 – 4.00.

Student Finance and Welfare dmu.ac.uk/studentfinance

The Student Finance and Welfare team offers:

- Information, advice and guidance on student funding, including: tuition fees, scholarships and bursaries
- Liaison with Student Finance England / Student Loans Company
- Administration of the student funding processes
- Operation of the Access to Learning Fund (ALF)
- Advice on budgeting and money management
- Designated contacts for care leavers and estranged young people.

T: 0116 257 7595
E: sfw@dmu.ac.uk

The Cashier's Office

The Cashier's Office offers the following services:

- Enquiries relating to any charges, amends to accounts and possible refunds
- Making Payments for tuition and accommodation fees, sundry items such as replacement ID cards and field trips etc.
- Information on the University's payment policy and payment options

Disability Advice and Support - dmu.ac.uk/disability

The Disability Advice and Support (DAS) team works with applicants and current students with a wide range of physical and sensory disabilities, medical conditions and Specific Learning Differences (SpLD). DAS provides help for students to manage the effects of their disability on their studies and ensures that disabled students know about the support available and how to access it, including the Government's Disabled Students' Allowances (DSAs).

T: 0116 257 7595

E: disability@dmu.ac.uk

Mental Health Inclusion Team - dmu.ac.uk/mentalhealth

The Mental Health Inclusion team work with students to offer professional advice and support in relation to mental health difficulties. The team are able to assess the student's needs and offer the appropriate intervention. This may include practical advice on how to manage mental health difficulties, short term interventions, recommendations for adjustments under the Equality Act and assistance in applying for the Disabled Student Allowance (DSA) where longer term support may be required. The overall aim is to assist students to reach their full potential at university, improve their employment prospects, and promote emotional wellbeing.

T: 0116 257 7595

E: mentalhealthadvice@dmu.ac.uk

Counselling and Wellbeing - dmu.ac.uk/counselling

Counselling develops insight, helps to put effective life strategies in place and builds personal resources and resilience. It brings about change to help wellbeing, functioning and study effectiveness.

Life coaching (face to face or email exchange)

Enhances potential and develops life and employability skills. Life coaching can help you develop ways of being more assertive, confident, organised and positive.

Self help

Resources and information to help your wellbeing for example e books, videos, information and useful websites.

T: 0116 257 7595
E: counselling@dmu.ac.uk

International Student Support dmu.ac.uk/international

The International Student Support team provides ongoing specialist support, including advice and guidance on issues such as working in the UK and opening a bank account, as well as lots of general information about living and studying in Leicester.

T: 0116 257 7595
E: Internationalsupport@dmu.ac.uk

*Advice and assistance on immigration issues is provided by the **Student Union's Welfare and Education Team** who are based on the first floor of the Campus Centre building. The team can also assist you in applying to extend your student visa. Call in for an appointment or telephone (0116) 257 6307.*

Careers and Employability dmu.ac.uk/careers

Our Careers and Employability team offers information, advice and guidance on managing your career before, during and after your course. We offer:

- one-to-one career coaching as well as group sessions, often co-delivered with a range of graduate employers
- advice on updating your CV and promoting yourself to potential employers
- support for doing a placement as part of your studies
- interview skills or psychometric test practice
- employment opportunities

T: 0116 257 7595
E: careers@dmu.ac.uk

The Careers and Employability team deliver a wide range of initiatives to provide our students with the experience and skills for the workplace, these initiatives include:

- **Frontrunners – dmu.ac.uk/frontrunners**
Paid placements to enhance your experience and employability skills
- **Campus Enterprise Opportunities (CEO) – dmu.ac.uk/ceo**
Support to start up your own business
- **DMU Works – dmu.ac.uk/dmuworks**
An online jobs board offering roles to DMU students and graduates
- **Work based learning – dmu.ac.uk/placements**

Faculty-based work-based learning teams to help you source, apply for and carry out a placement as part of your studies

- **Unitemps – dmu.ac.uk/unitemps**
A DMU based recruitment service which can help you find part-time work on campus

Academic Support Office

For information and guidance relating to student complaints, academic appeals, academic offences and deferrals please refer to - **dmu.ac.uk/ASO**.

4.3 DSU (De Montfort Students' Union)

DSU (De Montfort Students' Union) is based in the Campus Centre.

DSU is a student led and student focused organisation. It aims to represent, inspire and involve its members to enhance the University experience. DSU has a huge number of societies and sports teams for you to get involved in during your time at university.

DSU Volunteering offers a wide range of volunteering opportunities in the community. It's a great way to gain work experience, give something back to the local community, and increase your employability skills to prospective employers.



Visit demonfortstudents.com for more information about events and support available through DSU.

De Montfort Students' Union
First Floor,
The Campus Centre, Mill Lane
Leicester
LE2 7DR

0116 255 5576

4.4 Bookshop

The university bookshop is based on the ground floor of the Hugh Aston Building. It is open from 9.00am until 5.00pm each weekday and stocks core texts and some of the other books on your reading lists (available from module leaders at the beginning of term).

4.5 DMU Student Charter

The aim of this Charter is to achieve continuous improvement in teaching and learning in an environment where staff and students work together to maximise learning opportunities.

The Charter sets out the rights and responsibilities of staff and students and complements the DMU Student Charter. In order to be effective it is important that everyone reads the Charter carefully and refers to it throughout the programme of study.



Please read the **full version of the Charter**
<http://www.dmu.ac.uk/dmu-students/student-resources/student-charter/student-charter.aspx>

It should be read in conjunction with the section on Student Rights and Responsibilities in 'The University Handbook for Students', ASK and any additional protocols that are also adopted by relevant Programme Assessment Boards.

Section 3 Course Information

3.1 Entry Requirements

Applicants will normally hold a good honours degree in law, or international equivalent or professional qualification.

In exceptional cases, applicants without a related degree but with extensive legal experience will be considered.

Applicants whose first language is not English will be required to have an IELTS score of 7 or above.

3.2 The LLM Course Team

Name:	Room	Tel
Head of Leicester De Montfort Law School Sheree Peuple Email: speople@dmu.ac.uk	5.108	0116 207 8182
Associate Head (Postgraduate and Professional) Kerrie Deakin Email: kdeakin@dmu.ac.uk	5.73	0116 250 6109
Secretaries: Katie Scott (Secretary to Sheree Peuple) Email: klscott@dmu.ac.uk	5.107	0116 257 7178
Surbjit Rai (Secretary to Kerrie Deakin) Email: srai@dmu.ac.uk	5.107	0116 207 8187
Usha Mistry (Secretary to Kerrie Deakin) Email: uhmistry@dmu.ac.uk	5.107	0116 207 8031
Programme Leader (Personal Tutor) Charles Stevens Email: cstevens@dmu.ac.uk	5.103	0116 207 8178
Programme Administrator Aminata Kamara Email: akamara@dmu.ac.uk	0.40	0116 255 1551 x6803
Student Advice Centre Email: studentadvicecentre@dmu.ac.uk	0.37	0116 257 7243

External Examiners
Mr Andy Kok - University of Gloucestershire
Mr Graeme Lockwood - Kings College London

Note for students: The details provided relating to external examiners appointed to this module/programme are for information only. You must not contact external examiner(s) directly, and particularly with respect to your individual performance in assessments. If you wish to make a complaint or an appeal regarding your assessment you should follow the University's procedures for Academic Appeals, guidance on which is available via the following link: <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/academic-appeals.aspx>

The Programme Administrator, Aminata Kamara, is based in the Faculty of Business & Law's Postgraduate Office. The best means of communication with Aminata is email. General programme queries should, however, be channelled through the Student Advice Centre on the ground floor of the building in the first instance

The postal address for the Faculty of Business & Law is:

Faculty of Business & Law
Hugh Aston Building
De Montfort University
The Gateway, Leicester LE1 9BH

3.3 Course structure

To be awarded the LLM a student must successfully complete 180 Credits made up as follows:

- 2 x compulsory core modules of 15 Credits = 30 Credits
- Optional modules totalling 90 Credits
- Compulsory dissertation of 60 Credits.

Compulsory core modules (studied by all students in Term 1)

- Introduction to Comparative Business Law 15 Credits
- Research Methods 15 Credits

Optional Modules

30 Credit Optional Modules (teaching starts in Term 1 and continues in Term 2)

- Individual Labour Law
- Intellectual Property Law
- International Arbitration
- International Economic Law

15 Credit Optional Modules

- Introduction to Comparative Business Law
- Research Methods
- Civil Liberties in the Workplace
- European E-Commerce
- European Union Competition Law 1
- International Arbitration
- International Economic Law
- International Exploitation of Intellectual Property Rights
- International Sales Law
- Intellectual Property Law
- Private International Law
- Aspects of Discrimination in Business
- European Union Competition Law 2 (it is a precondition of studying this module that students must have completed EU Competition Law 1 in Term1)
- Human Rights in the Workplace
- International Carriage of Goods Law
- Law of Sale and Supply of Goods

Please note that the list of modules may be added to from time to time, but there may be occasions where it is not possible to offer a particular module in a given year due to lack of relevant expertise, for example staff absences on the grounds of ill health or study leave. A module may also not run if numbers are too small.

Dissertation (60 Credits)

Please note that to receive the named award of LLM in Business Law the dissertation must have a business related theme. Similarly to receive the named award in International Business Law the dissertation must have an international business law theme.

Please note that the topic chosen for the dissertation should not overlap with module assessment.

3.4 Learning outcomes

Generic outcomes - what a student should know and be able to do upon completion of the course:

Knowledge & understanding

A successful student should be able to demonstrate knowledge and understanding of how law functions in general and should be able to demonstrate the knowledge and understanding in depth of a range of substantive areas of law, as determined by their choice of modules.

Cognitive skills

A successful student should be able to demonstrate significant ability to analyse factual situations, bring together information and materials from a variety of different sources, and make critical judgements of the merits of particular arguments.

A successful student should be able to demonstrate substantial ability to act independently in planning and undertaking tasks, in undertaking independent research, in reflecting on his or her own learning, and in seeking and making use of feedback.

Subject specific skills

A successful student should be able to demonstrate significant ability in legal problem solving.

A successful student should be able to demonstrate significant ability to research material independently and to both access and prioritise a wide variety of legal sources.

The learning outcomes for each module are reflected in each element of assessment (see Appendix).

3.5 Assessment and Reassessment

The formal assessment requirements are to be found in the University General Regulations for Taught Postgraduate Programmes (there is a link to these on the DMU website: <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx>) and the Course Assessment Regulations which are set out in Section 9 of this Handbook.

The following points are a description of the manner in which each type of module is assessed, and the way in which coursework marks are aggregated to produce a final classification.

Final assessment in each module is based on

- a) a pass (50%) and
- b) a ratio in accordance with the following:
 - compulsory core 15 credit modules: one 5,000 word assignment; optional 30 credit modules: one 4,000 word assignment worth 40% and one 6,000 word assignment worth 60%;
 - all 15 credit modules: one 5,000 word assignment;
 - a dissertation of no more than 15,000 words (60 credits).

The course is fully assessed by coursework and any specific requirements in any individual module are set out in the relevant module handbook.

(a) 30 Credit Modules

All 30 credit modules are assessed by two pieces of coursework submitted in accordance with the published deadlines. A pass is achieved by an aggregate of 50%.

(b) Optional 15 Credit Modules

Assessment of the 15 credit modules is based on one piece of coursework.

Dissertation (60 Credits)

The dissertation consists of a piece of work of no more than 15,000 words, completed under supervision of an appointed tutor. Further information can be found in the Dissertation Booklet and in section 3.7 below.

Failure and Re-assessment

If you fail any module or the dissertation, you will be allowed, on one occasion only, to resubmit work in order to retrieve your failure (see the Assessment Regulations). The maximum mark permitted by the Assessment Regulations for a re-assessment is 50%.

3.6 Assignment Submission

Coursework should be handed in at the STUDENT ADVICE CENTRE on the ground floor of the Hugh Aston building, which is open to students from 9 am – 4.45 pm, Monday to Friday. Students are asked to note that the deadline for submission of all coursework (hard copy and Turnitin copy) is 1.30 pm each day. Any work submitted after 1.30 pm will be marked as late.

Students must submit a printed version of each piece of coursework, and also submit an electronic copy to Blackboard. The electronic copy will not be marked, but used for checking for possible plagiarism. Please note that the date of receipt of the hard copy coursework is taken as the submission date and NOT the date submitted via Turnitin should this differ.

Students must complete a Coursework Declaration & Receipt Form (available from the Student Advice Centre) for each piece of work submitted. This will be date stamped and a copy returned to you as a receipt. Students should keep their receipt as proof of submission and always keep a second copy of each assignment submitted.

Students are requested not to ring-bind or staple assignments (unless advised otherwise in their assignment brief) and to note that the preferred font and size is Arial 11.

Once a piece of work has been handed in it will not be possible for students to ask for it back in order to make modifications.

Full-time students should note that the post box next to the Student Advice Centre is for the use of PART-TIME students only. Work from full-time students will not be accepted by this method of submission.

1. Assignment Return

When marked assignments are ready for return, you will receive an email from your Programme Administrator advising of the date, time and location for the return of work. . Please ensure that you bring your Student ID card with you when collecting work, as failure to do so will result in our not being able to release work back to you.

2. Late Submission

The policy for unauthorized late submission (hard copy and Turnitin copy) is as follows:

Late Submission up to 14 actual days after the submission date	14 or more actual days after the submission date
The work will receive a mark of up to a maximum of 50%**	0%

** Please note that this applies to first submissions only. Late submission of a referred piece of work will result in a 0% fail mark.

This policy uses:

- **Actual days** rather than working days (since a weekend and Bank Holidays give students real extra days)
- **A single penalty** for work that is handed in late, but up to 14 days late
- **Submission** is normally defined to be in hard copy, unless the module specifically permits an electronic alternative

3. **Extensions**

It is expected that coursework deadlines will be met at all times. Only with prior consent of the Programme Leader will, in exceptional cases, extensions to deadlines be given. In such circumstances, you must submit a '**Request for Extension to Coursework**' form. You can collect this form from the Student Advice Centre up to the date of the assessment (coursework deadline, exam sitting or presentation day). Requests after the assessment date will not be considered unless the most exceptional circumstances are demonstrated. All requests must be supported by documentary evidence (such as doctor's certificates etc). Extensions are usually for a **maximum of 14 days**.

4. **Deferrals**

Requests for longer extensions (deferrals) must be submitted on a '*Postgraduate Programmes Request for Deferral of Examinations and/or Coursework on Grounds of Extenuating Circumstances*' form available from the Student Advice Centre. These requests will be considered by the Faculty Postgraduate Deferrals Panel. Students whose deferral requests are approved will be required to undertake a new piece of work at a time to be determined by the Panel. Requests after the assessment date will not be considered unless the most exceptional circumstances are demonstrated. All requests must be supported by documentary evidence (such as doctor's certificates etc). If your evidence is not in English you must provide an authenticated translation along with the original copy.

5. **Excess length**

All coursework assignments and the dissertation are subject to a strict word limit, and exceeding the number of words will attract a formal penalty in terms of reduction in marks.

6. **Oral Examination**

A student may be required to attend a *viva voce* oral examination on any assessed assignment or dissertation at the discretion of the Assessment Board

3.7 The Dissertation

Aim of the dissertation

A dissertation is to be undertaken by those who wish to gain an LLM. The dissertation comprises a piece of work **which does not overlap with any module assignment** and may be empirical in nature or relate to a theoretical legal investigation. It will be a piece of work of **no more than** 15,000 words in length, to be completed under the supervision of a member of the teaching staff for the course. Submission will be by 1 September 2015 or such other date as may be agreed by the Assessment Board.

The dissertation is an in-depth study of a specific area of law which provides an opportunity for analysis, leading to a critical review, conclusion or recommendation on an element or elements within the area of law named in the degree title. The student will, in liaison with and subject to the agreement of, the Dissertation Co-ordinator, select a research topic and be allocated a supervisor. The student will prepare the dissertation which **must not exceed** 15,000 words, exclusive of bibliography, footnotes and appendices. The area of study will be predominately, though not necessarily exclusively, legally based. On commencing the dissertation students are supplied with a comprehensive booklet which details the formal requirements of the dissertation and provides extensive advice on research methodology, structure, presentation, etc., etc.

The purpose of the dissertation

The dissertation is the distinguishing feature of the postgraduate degrees and is what marks out the degree as being at postgraduate level. Students are expected to demonstrate legal and higher learning skills including some or all of the following:

- a) the ability to research thoroughly, synthesise and evaluate diverse materials;
- b) the ability where necessary to consider and evaluate the impact of interdisciplinary materials on legal principles;
- c) the ability to present a cogently argued and balanced analysis of a topic;
- d) an awareness of the development of legal principles and their application in the appropriate context.

A distinguishing feature of a dissertation is that of originality, the originality required on the LLM degree is not the same as that which applies to a PhD or MPhil programme of pure research.

For the purposes of your dissertation a combination of one or more of the following elements may suffice for the purposes of the requirement of originality:

- Carrying out empirical work which has not been carried out before
- Making a synthesis of materials which have not been put together before
- Trying out something in the UK which has only been done elsewhere
- Taking an existing technique and applying it to a new area
- Looking at topics which lawyers have not previously looked at
- Testing existing knowledge in an original way

- Providing a single original technique, observation or result in an otherwise unoriginal but competent piece of research
- Bringing new evidence to bear on an old issue

It is to be emphasised that not all of these elements are expected to be present in a single piece of work. However, at least one of these themes ought to be developed in some depth. What you should be aiming at is researching the topic of your choice and producing more than merely a précis of work done by others. You will have something of yourself to contribute to the overall debate on the area chosen for your research.

A dissertation is thus best thought of as a pulling together of particular issues from the standpoint of its author within the context of a written framework which allows for a rigorous in-depth analysis of the issues chosen. The dissertation constitutes a substantial piece of work and you should therefore expect to devote a considerable amount of time and attention to it.

Choosing a topic

There are two principal means of going about choosing your dissertation topic. One is to study in greater depth some issue that you have already encountered in your studies so far. The other is to write on some topic which has arisen as part of a student's work or other activities – in other words to 'grow' the dissertation out of individual experiences and perceptions. It is often helpful to think along these lines:

- (1) Have I encountered a particular legal issue at, e.g. work, and is that a general problem within my profession or calling?
- (2) What is the relevant law on the issue:
 - is it clear;
 - is it comprehensive;
 - does it produce unfortunate results?
- (3) Does the law solve the problem or does it make it worse, or even cause it?
- (4) How could the law be improved?

In other words – what is the problem, what does the law say, could there be a better answer?

Human Research Ethics

University policy requires approval of any research activity which involves gathering information about human beings (and organisations) through interviewing, surveying, questionnaires or observation of human behaviour. More details and the relevant forms are supplied in the Dissertation Module booklet.

3.8 Student Attendance Preparation and Participation

Students are required to attend all classes/module activities. In the case of absence due to illness or any other reason, students should inform their module tutor or Programme Administrator. Registers of attendance will be taken at every session and patterns of attendance will be monitored very closely. Any unauthorised absences will be followed up and any students deemed not to be meeting attendance expectations will be called to an interview. Students who continue to absent themselves from classes may be withdrawn from the programme.

Students on full-time programmes of study are expected to remain at the University for the duration of their 12 month programme of study. Students are strongly discouraged from returning overseas during this time, but should they decide to do so, they must first obtain permission from their Programme Leader and the Head of Graduate Studies by completing an Absence Request form available from their Programme Administrator. They will be asked to specify the exact dates of absence on this form. Students choosing to return overseas must understand that they do so at their own risk (in terms of being able to re-enter the country) and that any extension requests resulting from absence abroad will not be viewed favourably.

Students are required to prepare for all classes/module activities by carrying out all required reading in advance of the session. Students are also required to participate actively in tutorial discussions. Adequate preparation and participation in tutorial discussion is an essential pre-condition for effective learning and development of oral communication skills. It is also a professional responsibility owed to other students on the course as inadequate preparation and participation an adverse effect on the learning experience of other students.

3.9 Course Management

Like all courses in the University, this course has a management structure. This involves the LLM Postgraduate Course Board (operating within the overall control of the Law Subject Authority Board), a Programme Leader, Module Leaders and a Personal Tutor.

3.9.1 The Postgraduate Course Board

This Board, which consists of academics and student representatives, meets twice a year. It is responsible for managing and reviewing all law provision offered by the University. It ensures that the content, assessment regimes, learning opportunities and outcomes in relation to all law courses remain focused and appropriate. There is student representation on this Board except when it sits as an assessment board.

3.9.2 The Programme Leader

Details of the role of the Programme Leader may be found in the University Regulations for Taught Postgraduate Programmes

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx> or log into my.dmu.ac.uk

3.9.3 Module Leaders

Module Leaders are responsible for the management of the module and this includes being responsible for:

- The delivery of the module to you in accordance with the approved module template.
- Ensuring that the most appropriate teaching and learning methods are adopted in the delivery of the module.
- Producing and issuing information on the module to you in line with University requirements.
- Ensuring that appropriate arrangements are in place to monitor and address your attendance in class.
- The production and timely issue to you of the assessment scheme and timetable.
- Ensuring that appropriate moderation procedures are in place for all elements of assessment.
- Attending meetings of the Postgraduate Course Board as required.

3.9.4 Personal Tutors Scheme

DMU provides all of its postgraduate students with a personal tutor who can be contacted regarding any general academic matter or personal concerns relating to such matters as adjustment to life at DMU. For postgraduate students, your personal tutor is often also your programme leader. New students will have the opportunity to meet with their personal tutor during the first three weeks of study, either individually or within a group.

The initial role of the tutor is to help you make a smooth transition to university life. They, along with the Student Advice Centre, will be your port of call if you have any kind of problem or confusion.

Your programme leader/personal tutor may also be the tutor you approach for an academic reference at the end of your course.

Each personal tutor will:

1. Provide reliable and consistent advice and guidance

2. Provide regular opportunities for feedback on general academic progress and action planning for students in relation to their academic progress
3. Meet with new students within the first three weeks of the commencement of their studies and monitor their attendance so that the faculty can encourage participation
4. Be proactive in arranging meetings with students
5. Support personal development planning (PDP) by promoting reflective learning and ensuring students can review their own progress against action plans
6. Make systematic use of information about students' overall progress, including utilising attendance records and academic performance profiles
7. Explain the options available regarding progression, as appropriate, including general advice on module choice
8. Know when it is appropriate to refer the student to another individual or service for specialist support or guidance
9. Advise students on the importance of career planning
10. Operate the faculty system and keep records in accordance with published faculty protocols
11. Liaise with your module tutors to identify any programme related issues highlighted in tutorials having regard for confidentiality in relation to individual tutees.

3.9.5 Student Representation

You will be provided with the opportunity to comment on the quality of the content and delivery of the course by questionnaires and through student representation.

The student body is represented on the Postgraduate Course Board. Student representatives are sought from the student body in September of each year – please contact your Programme Leader or Personal Tutor if you are interested in becoming a student representative.

Section 4 Academic Offences

4.1 Plagiarism

The significant copying of another person's work, or ideas, and the submission of it as if it is your own is regarded as plagiarism. This includes work in preparation for the degree and work submitted to your supervisor in draft for guidance. Work such as dissertations, assignments, dissertation work, and research which forms part of the degree, diploma or certificate assessment must be your own and not contain any plagiarised material. Where two or more students have colluded in a scheme to submit plagiarised work, each of the students involved is held accountable for the offence.

Plagiarism amounts to an attempt to gain unfair advantages, and thus attracts a severe penalty. If your work is found to infringe the rule you may well find the mark awarded is reduced to zero. You could fail the module or even be excluded from the University.

For further details please see the University's General Regulations and Procedures.

Examples of plagiarism include: taking passages from books, internet sources, reports and articles without placing them in quotation marks and attributing the source; copying other people's essays – in whole or in part. Note too that you may be guilty of plagiarism if you submit material that is substantially the same as material that you have already submitted for assessment purposes in any other module.

Clearly, you are expected to make use of textbooks and journal articles and judgements from cases when writing your assignments, but you must make sure that you acknowledge the source of any quotations or else convey the ideas in your own words. Further detailed guidance is found in your referencing guide.

Plagiarism can be avoided by following certain good academic practice:

- Use your own words where possible
- Use passages from other works sparingly and ensure they are fully attributed
- If you are adopting other people's arguments, make that clear (e.g. "Cross argues that the distinction between credit and issue in a rape case diminished to vanishing point...")
- Try to avoid over-reliance on one particular source
- Sources should be properly acknowledged and referenced in the body of the text, but, in addition, a more detailed reference should be included in a bibliography at the end.

Note that it is not sufficient to merely refer to a source in your bibliography – you must adequately acknowledge the source by appropriate citation in the body of your answer.

4.2 Fabrication of results

It is an academic offence if you claim to have carried out experiments, observations, interviews or any form of research which you have not in fact carried out.

4.3 Bad academic practice

Bad academic practice is the presentation of work that is not your own as if it were. It is the passing off of ideas, data or other information that are not within the realm of common knowledge in the discipline as if such materials were originally discovered by you, or it is the word duplication of short phrases in written work or equivalent duplication in non-written forms, where the source is not mentioned, and where such duplication is minor in scale.

When you submit a piece of coursework or a dissertation for assessment, you will be required to sign a declaration of academic ownership of the piece of work concerned. In the case of the dissertation, you must also keep a portfolio of all your preparatory papers until such time as the dissertation has been finally assessed.

Section 5 The Virtual Learning Environment

Your Guide to Electronic Resources booklet provides details on how to access the Blackboard website where you can find the course materials in electronic form, announcements and other information. At your earliest opportunity please log onto this site and your DMU email account so that any technical difficulties can be resolved as early as possible.

5.1 Turnitin – Electronic detection of plagiarism and copying

De Montfort University uses an electronic plagiarism and copying detection device (Turnitin) to check the originality of your assignments. This is integrated into the Blackboard (Bb) system:

- When you upload your work into Bb it is sent to Turnitin for comparison.
- Your tutors check for plagiarism by viewing originality reports through Bb.
- The Turnitin program checks your work against Turnitin's database of over 4.5 billion pages, which is made up of material taken from the Internet, newspapers, academic journals, books and other students' assessments. Each assessment that is submitted to the database in turn becomes a part of the database, so other students cannot use it.
- If a student's assessment has more than eight consecutive words in common with another source, these words are highlighted, and the similarity is noted in an "Originality Report", which is sent back to your tutor.

5.2 How to submit your assignments using TURNITIN

Please refer to the Step by Step Guide in Blackboard (see 'Guide to Electronic Resources' handbook).

5.3 Understanding your Turnitin report

Please note the following:

At its simplest plagiarism is the unacknowledged use of other's work. Turnitin does not look for plagiarism; it looks for text matches, so:

- A high Turnitin score does not always equal plagiarism
- A high Turnitin score does equal a high match of words/sentences with other items in the Turnitin database. It might be that this is from reliable sources and accurately referenced which is very often fine; or it could be lots of very

small amounts that is similar to fellow students – there are, after all, only so many ways something can be said

However, if you have a high match with a fellow student that may indicate collusion – this is where you have worked so closely with another student that your work and theirs is inseparable.

A high Turnitin score **may also** indicate weak academic practice and over reliance on others words (this often happens if you lack confidence), but if those texts are essential to explain a point, then fairly large but accurately referenced quotes from primary sources are acceptable. A primary source might include, for example, Acts of Parliament, statistics from research. A secondary source is one where the writer is evaluating or commenting upon primary material, e.g. a book about a range of Acts of Parliament, or about the application of statistics.

Lecturers and tutors **may** ask you to attend an interview to discuss your work. It is therefore important that you keep your research notes and any other supporting information that you used, at least until you have your final marks at the end of each year.

You will be given opportunities to learn about academic writing as part of your course, but remember that you can also obtain additional information from from the library,

<http://www.library.dmu.ac.uk/Images/Howto/HowtoAvoidPlagiarism.pdf>

and also the CLASS support team, information about whom can be found at www.library.dmu.ac.uk/link/CLASS

Section 6 University Policies/Information

Full text versions of all University Policies are to be found on the intranet.

The following is a summary of key University Policies:

6.1 Equal Opportunities

The University is committed to operating clear procedures that apply equally and fairly to everyone.

The University seeks to implement and sustain equality of opportunity throughout all aspects of their work and to ensure that no person suffers unfair treatment.

Complaints and appeals will be dealt with fairly and efficiently and in accordance with clear procedures. The Students' Union offers independent advice and, where appropriate, representation for students concerned with complaints, appeals or disciplinary procedures.

6.2 Insurance

The following is a brief outline of the University's insurance arrangements as they affect students:

Personal accident

Whilst the University is insured to cover its legal liability for claims arising from injuries where the negligence of the Institution or its employees can be established, it does not provide personal Accident insurance for students who are strongly encouraged to make their own arrangements in this respect.

Firms and organisations that students are visiting or with whom they are placed, should have both Public and Employers' Liability Insurance in place to cover their liability for negligence in the event of a student being injured. It is recommended that this aspect be checked before placements or visits are arranged.

Personal property

The University does not accept liability for loss and/or damage to personal property, and you should make your own insurance arrangements in this respect.

Vehicles

The University does not accept liability for third party claims arising out of the use, by students, of their own vehicles for course visits, placements and travel between campuses. Individual insurers must therefore be informed and policies adjusted to reflect vehicle use outside the standard 'social and domestic' cover.

6.3 Medical Conditions

At enrolment you may be asked about any existing medical conditions. If these change or you develop a medical condition thereafter it may be information that we should have on your file. If so, please inform the Programme Administrator. Any information placed upon your file is subject to a certain level of confidentiality. If you wish information to have a very limited access you can request this.

Obviously anything that affects your physical access is particularly important so that arrangements can be made in relation to your timetable.

6.4 Mobile Phones

Please also note that you should have your mobile phone switched off in lectures, tutorials or other study areas in the University. If, for emergency purposes, you need to accept incoming calls, please agree this with your lecturer or tutor.

6.5 Release of Results to Students

Formal results are released following formal meetings of assessment boards and after all results have been provided for formal scrutiny including moderation and consideration by an external examiner where appropriate.

Prior to the formal coursework results being released members of academic staff may provide feedback to students on a one-to-one basis including an indicative mark, subject to the following caveats:

- Members of academic staff may only release these results (1) to satisfy external requirements on a student's ability to meet professional or placement requirements or (2) as part of the process of providing formative feedback to help students identify strengths and weaknesses in their performance and to address these as appropriate.
- Marks released are indicative only and have no formal standing until the relevant assessment board, and ratification panel, have met to consider the results.
- Students should note that indicative results form part of the learning process and cannot be used as the basis for appeal against assessment board decisions.
- Indicative results should not be published in lists or other public formats and should only be provided on an individual basis.
- Issues arising from the release of provisional marks will not constitute grounds for appeal but will be handled under the Complaints Procedure.

6.6 Final Results

Once you have completed the programme you will be issued with a Diploma Supplement showing your results, endorsed with a secure hologram. Should you require any further copies of this Diploma Supplement, there will be a fee charged prior to dealing with your request. The fee at the time of writing is £20 per copy.

6.7 Student Records

Student files will be kept electronically on the University's Student Records system. In addition, the Faculty will also retain the files, including application forms and final results for six years after completion of study. Thereafter, only a copy of the results will be retained.

Section 7 Course Assessment Regulations

NB These course assessment regulations must be read together with the University Taught Postgraduate programme regulations
<http://www.dmu.ac.uk/aboutdmu/policy/regulations/>

Where any matter is covered both by the University Regulations and by the Course Regulations, these Course Regulations shall take precedence.

If in any doubt, please contact Programme Leader for clarification.

7.1 Module Assessment Criteria

- 1.1 Assessed modules shall be marked in accordance with the University scheme. The pass threshold is set at 50%, which is the nationally recognised standard for LLM degree courses. A marginal fail will be awarded in respect of marks of 45% to 49%.
- 1.2 The criteria as they shall apply to students enrolled on LLM courses are set out in the table opposite:

Mark Range	Criteria
90-100% Distinction	Demonstrates an exceptional ability and insight, indicating the highest level of technical competence. The work has the potential to influence the forefront of the subject, and may be of publishable/exhibitible quality. Relevant generic skills are demonstrated at the highest possible standard.
80-89% Distinction	Demonstrates an outstanding ability and insight based on authoritative subject knowledge and a very high level of technical competence. The work is considered to be close to the forefront of the subject, and may be close to publishable/exhibitible quality. Relevant generic skills are demonstrated at a very high level.
70-79% Distinction	Demonstrates an authoritative, current subject knowledge and a high level of technical competence. The work is accurate and extensively supported by appropriate evidence. It may show some originality. Clear evidence of capacity to reflect critically and deal with ambiguity in the data. Relevant generic skills are demonstrated at a high level.
60-69% Merit	Demonstrates a sound, current subject knowledge. No significant errors in the application of concepts or appropriate techniques. May contain some minor flaws. The work is well developed and coherent; may show some originality. Clear evidence of capacity to reflect critically. Relevant generic skills are demonstrated at a good level.
50-59% Pass	Demonstrates satisfactory subject knowledge. Some evident weaknesses; possibly shown by conceptual gaps, or limited use of appropriate techniques. The work is generally sound but tends toward the factual or derivative. Limited evidence of capacity to reflect critically. Relevant generic skills are generally at a satisfactory level.
40-49%	Demonstrates limited core subject knowledge. Some important weaknesses; possibly shown by factual errors, conceptual gaps, or limited use of appropriate techniques. The work lacks sound development. Little evidence of capacity to reflect critically. The quality of the relevant generic skills do not meet the requirements of the task.
30-39%	Demonstrates inadequate subject knowledge. The work lacks coherence and evidence of capacity to reflect critically. The quality of the relevant generic skills do not meet the requirements of the task.
20-29%	Demonstrates seriously inadequate knowledge of the subject. The work contains minimal evidence of awareness of relevant issues or theory. The quality of the relevant generic skills do not meet the requirements of the task.
10-19%	The work is almost entirely lacking in evidence of knowledge of the subject. No evidence of awareness of relevant issues or theory. The quality of the relevant generic skills do not meet the requirements of the task.
0-9%	The work presents information that is irrelevant and unconnected to the task. No evident awareness of appropriate principles, theories, evidence and techniques.

Failure to Achieve the Requirements for LLM Law / LLM Business Law

The Programme Board will normally fail candidates for the LLM Law / LLM International Business Law / LLM Business Law where they fail subjects on reassessment (except where the compensatory fail rule applies).

7.2 Pass Requirement

The pass mark for all taught modules and the dissertation is 50%. The award of LLM Law / LLM International Business Law / LLM Business Law will be achieved by candidates who have successfully passed all the assessed elements, accumulating 180 credits on the programme.

7.3 Compensation

A marginal failure (a mark between 45% – 49%) in one 30 or 15 credit module may be compensated provided there is clear evidence of strength elsewhere.

An eligible student will be compensated automatically if:

- the student has a marginal fail in one 15 or 30 credit module; and
- has an overall average (including the failed module but not including the dissertation) of 50% or more.

This should apply whether or not the student has re-sat the module in question.

The compensatory fail regulations can be applied to the Postgraduate Diploma award but cannot be applied to the Postgraduate Certificate award or in cases where students have been admitted to the programme by advanced standing (APA).

7.4 Distinctions

For a Master's degree, a distinction may be awarded if:

- the dissertation is at distinction level (70%) **and**
- **either** at least 120 credits are at distinction level (including the dissertation)
- **or** the overall average mark is at distinction level.

For the Postgraduate Diploma award a distinction may be awarded on the basis that:

- either at least 90 credits have been achieved through performance at distinction level;
- or that the overall average mark is at distinction level.

For the Postgraduate Certificate award a distinction may be awarded on the basis that:

- either at least 45 credits have been achieved through performance at distinction level;
- or that the overall average mark is at distinction level.

7.5 Merits

For a Master's degree, a merit may be awarded **if**:

- the dissertation is at merit level (60%) **and**
- **either** at least 120 credits are at merit level (including the dissertation)
- **or** the overall average mark is at merit level.

For the Postgraduate Diploma award a merit may be awarded on the basis that:

- either at least 90 credits have been achieved through performance at merit level;
- or that the overall average mark is at merit level.

For the Postgraduate Certificate award a merit may be awarded on the basis that:

- either at least 45 credits have been achieved through performance at merit level;
- or that the overall average mark is at merit level.

7.6 Award of Postgraduate Diploma

To qualify for the award of postgraduate diploma a candidate must earn 120 credits.

7.7 Award of Postgraduate Certificate

To qualify for the award of postgraduate certificate a candidate must earn 60 credits.

7.8 Reassessment - Non-dissertation modules

Students can be reassessed in any taught module on one occasion only and by failed component. Reassessment is permitted in relation to failure only. The outcome of a reassessment will be given as a maximum overall module pass of 50%.

For 30 credit modules:

- If the aggregate mark is below 50% and the mark for each component is below 50% the candidate shall be re-assessed by submitting a further piece of work in both components;
- If the aggregate mark is below 50% but the mark for only one component is below 50% the candidate shall be re-assessed by submitting a further piece of work in the failed component.

Students may take advantage of any reassessment opportunities that are available within the regulations provided that their overall duration of registration does not exceed the maximum registration period. It is the responsibility of the Faculty to have available, for students eligible for reassessment in a module, details of changes to module content. It is the responsibility of the student to seek such details and prepare for assessment on the basis of that information. There will be no provision for assessments based on prior content of modules. Where a module has been withdrawn, it is the responsibility of the Faculty to provide any students with reassessment opportunities in it for a maximum of two sessions after its withdrawal; except where a replacement module has been provided and a student could reasonably be expected to attempt the assessment successfully.

7.9 Dissertations

7 Dissertations

7.1 Except in the case of candidates who have entered the course with advanced standing a candidate must normally gain 90 credits before commencing his or her dissertation.

7.2 The word limit for the dissertation is 15,000 words.

7.3 In assessing the dissertation, the Board shall:

- award a pass with percentage marks;
- refer for re-presentation on one occasion only, for resubmission within a maximum period of twelve months; or
- exceptionally, and where a candidates individual circumstances are appropriate, permit the candidate to prepare and resubmit a replacement dissertation, to be submitted within the maximum registration period and as specified by the Board.

8. Word Limits for Assignments

8.1 Assignments are subject to a strict word limit. Exceeding the number of words will attract a formal penalty which, subject to 8.2, shall be applied in the following terms:

- One mark deduction for up to and including 5% above the word limit;
- One additional mark deduction for each additional 5% above the word limit.

8.2 The original mark awarded shall not be reduced below 50% and the maximum mark reduction is 10 marks.

9. Word Limits for Dissertations

9.1 Dissertations are subject to a strict word limit of 15,000 words. Exceeding the number of words will attract a formal penalty which, subject to 9.2, shall be applied in the following terms:

- Up to and including 200 words over the limit a 1% reduction;
- Thereafter, an additional 1% reduction for every additional 200 words over the limit.

9.2 The original mark awarded shall not be reduced below 50% and the maximum mark reduction is 10 marks.

10. Penalties for late submission

10.1 Where a piece of work is submitted up to 14 calendar days after the stipulated date, or the agreed extended date, normally the mark given will be no more than a bare pass mark of 50% except late submission of referred work which will result in a 0% fail mark.

10.2 Where a piece of work is submitted later than 14 calendar days after the stipulated date, or agreed deadline, normally, the work will receive a mark of zero for assessment purposes.

11 Nominate and innominate awards

11.1 To gain a named award (in Business Law, or International Business Law) a student must take the appropriate core modules plus at least 30 optional credit modules from the diet for that pathway. Additionally, the subject matter of the compulsory dissertation must fall within the nominate field.

11.2 A student may gain an innominate general LLM by choosing to take the core modules followed by any combination of modules from the full diet.

12. Direct entrances with APA.

A student entering the course with APA credits (e.g. an LPC graduate entering Year 2 of the LLM in Business Law) may not normally take modules equivalent in the subject area to those for which he or she claims credit.

Section 8 Synopses of Modules

Notes:

Students choose modules to a total of 90 credits. At least one modules must have a value of 30 credits. This does not include the core module and dissertation which are compulsory and makes up the remaining 90 credits for an LLM (180 credits).

In order to be awarded an LLM in Business Law, the dissertation must have a business related theme and 30 credits of option modules must be business-related. All of the 30 credit modules currently on offer are business-related. This means that provided that you dissertation has a business related theme you will be awarded an LLM in Business Law.

Only those modules with sufficient numbers will run.

All option choices are subject to agreement by the course director who will check to ensure:

- That the correct number of modules have been chosen
- That students are not attending too many seminars in any one semester.

The following resumés of modules are included as simple introductory guidelines only.

If you want further information about a module please contact the named tutor(s).

30 CREDIT MODULES

Handbook Descriptor

TOPIC 1 - INSTITUTIONS OF LABOUR LAW AND DIFFERENT FORMS OF EMPLOYMENT

The institutions and their functions.

Different tests to establish whether there is a contract of service or for services. Legal consequences of the difference. Specific types of relationship, e.g. agency workers.

TOPIC 2 - THE CONTRACT OF EMPLOYMENT

Sources of contractual terms: collective agreements, statutory statement, custom, works rules, disciplinary procedures, implied terms.

Implied duties in the contract: Employer duties - duty to provide work, duty to pay wages, duty in relation to payment during lay offs and sickness, deductions from wages, duties in respect of the employee's safety, duty of mutual respect. Employee duties - co-operation, fidelity, obedience to lawful reasonable orders.

TOPIC 3 - CONSTRAINTS ON THE EMPLOYMENT RELATIONSHIP

Concept of discrimination: the effect of the Equal Treatment Directive, protected characteristics, direct discrimination, indirect discrimination, victimisation, harassment, acts of discrimination, occupational requirements, other unlawful acts. Enforcement and remedies.

Equal pay: male comparator, like work, work rated equivalent, work of equal value. Defences. Article 157 Equal Pay Directive. Time limits and retrospective claims.

TOPIC 4 - TERMINATION AT COMMON LAW

Termination by operation of law, termination by agreement, repudiation. Common Law dismissal, procedure for dismissal, reasons for dismissal, remedies.

TOPIC 5 - UNFAIR DISMISSAL

Concept of continuity of employment, excluded employees, concept of dismissal, reasons for dismissal, concept of reasonableness, automatic unfair dismissals, dismissal during industrial action, remedies.

TOPIC 6 – REDUNDANCY

Qualifications to claim, definition of redundancy, misconduct and redundancy, suitable alternative employment, trial periods, lay off and short time working, consultation requirements, remedies.

A variety of self-assessment questions are built into the module.

Assessment Components

Essay 1 -

*Weighting 40%. The component receives a mark.
The word limit is 4,000.*

Essay 2 -

*Weighting 60%. The component receives a mark.
The word limit is 6,000.*

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the aggregate mark is below 50% and the mark for each component is below 50% the candidate shall be re-assessed by re-submitting the failed assignments or a student may elect to submit new pieces of work.

If the aggregate mark is below 50% but the mark for only one component is below 50% the candidate shall be re-assessed by re-submitting the failed component or a student may elect to submit a new piece of work.

Learning Outcomes

- 1 - have a significant ability to work and research independently and seek advice as required
- 2 - have a significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject
- 3 - have a critical awareness of the factors which currently shape Individual Labour Law
- 4 - have a sound analytic and critical appreciation of practices within the Individual Labour Law field
- 5 - have a wide awareness of issues at the forefront Individual Labour Law, and the ability to apply it critically in a variety of contexts

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1 - INTRODUCTION TO INTELLECTUAL PROPERTY

- The nature of and justification for intellectual property rights.
- IP and the EU
- Remedies for IP infringement

TOPIC 2 – COPYRIGHT

- International co-operation.
- The variety of protected works, subsistence, and infringement.

TOPIC 3 - THE EXPLOITATION OF IP RIGHTS INCLUDING CONFIDENTIALITY

- Ownership of patents and copyright, moral rights in copyright, and licensing of patents and copyright.
- Requirements for Confidentiality and Contracting for Secrecy

TOPIC 4 - DESIGN PROTECTION

- Overlap between Copyright and Design Rights
- Registered Design
- Unregistered Design

TOPIC 5 – PATENTS

- The International System
- Formalities for Grant - Within
- The requirements for patenting
- Excluded Subject Matter

TOPIC 6 - TRADE MARKS AND CHARACTER MERCHANDISING (INCLUDING PASSING OFF)

- Trade Marks - procedures for protection, The International system, registration
- Trade Marks - Infringement and Revocation
- Passing off
- Character Merchandising

A variety of self-assessment questions are built into the module.

Assessment Components

Essay 1 -
*Weighting 40%. The component receives a mark.
The word limit is 4,000.*

Essay 2 -
*Weighting 60%. The component receives a mark.
The word limit is 6,000.*

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the aggregate mark is below 50% and the mark for each component is below 50% the candidate shall be re-assessed by re-submitting the failed assignments.

If the aggregate mark is below 50% but the mark for only one component is below 50% the candidate shall be re-assessed by re-submitting the failed component or a student may elect to submit a new piece of work.

Learning Outcomes

- 1 - have a significant ability to work and research independently and seek advice as required;
- 2 - have a significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject;
- 3 - have a critical awareness of the factors which currently shape Intellectual Property issues;
- 4 - have a sound analytic and critical appreciation of practices within the Intellectual Property field;
- 5 - have a wide awareness of issues at the forefront of Intellectual Property law, and the ability to apply it critically in a variety of contexts;

Please note that assessment information is subject to change

Handbook Descriptor

Topic 1: Introduction

International Arbitration: Concept and Regulation

- Introduction: the Nature of Arbitration
- Comparison with other forms of Dispute Resolution (mediation, conciliation, expert determination, mini-trial, etc.)
- Types of Arbitration: ad hoc v. institutional, commercial v. investment
- What Makes an Arbitration “International”
- Arbitral Process and national legal systems:
- Evolution of Arbitration (Domestic and International)
- Regulation of arbitration: sources of arbitration norms (the Parties, international arbitration conventions, domestic law)
 1. arbitration under an international treaty: completely delocalised (e.g. ICSID)
 2. commercial arbitration: often dependent on some national or even local law for many things: from enforcement of arbitration agreements all the way to enforcement of awards
 3. arbitration in London as example: the English Arbitration Act 1996

Topic 2: The agreement to arbitrate

- Arbitration agreement, the arbitration clause
- Formal requirements: in writing
- Enforcing Arbitration Agreements: circumvention through court litigation
- Kompetenz-Kompetenz
- Separability
- Arbitrability: under which law?
- Arbitration with State Parties: Arbitration Clause from Investment Treaty
- Arbitration clauses in adhesion contracts: AT&T Mobility LLC v. Concepcion 2011

Topic 3: Applicable Laws

- Choice of Law in International Arbitration: Applicable Substantive Law
- Party Choice or Choice by the Arbitrator
- Interpreting Choice of Law Clauses and the Role of Lex Arbitri
- Applicable Law in the Absence of Party Choice
- The question of Mandatory Law
- Arbitration with State Parties: ICSID Convention and public international law

Topic 4: The arbitration tribunal: establishment and organisation

- Commencement of arbitration
- Appointment of arbitrators:
 - o Qualification and selection
 - o disclosure

- o impartiality
- o challenges
- o ethics
- Organisation of tribunal
- Administration
- Fees and expenses

Topic 5: The arbitration tribunal: powers, duties and jurisdiction

- Sources of power: the arbitration agreement
- Sources of duties: law, ethics, parties
- Jurisdiction: challenges and who decides: competence/competence and separability
- Consequences: partial or total set aside, refusal to recognize/enforce
- Role of the court: whose court and how?

Topic 6: Conduct of arbitration proceedings and the role of national courts

- Procedural structure
- Written submissions
- Evidence
- Hearings
- Post-hearing proceedings
- Role of courts at each stage of the proceedings

Topic 7: The arbitration Award

- Categories
- Finality
- Effect
- Validity
- Challenge

Topic 8: The arbitration award: challenge, recognition and enforcement

- The New York Convention
- The Washington Convention
- Regional conventions
- State immunity and the enforcement challenge
- Enforcement against the state: can you seize the assets of state-owned enterprises abroad?

Assessment Components

Assignment 1 -

Weighting 40%. The component receives a mark.

The word limit is 4,000.

Assignment 2 -

Weighting 60%. The component receives a mark.

The word limit is 6,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the aggregate mark is below 50% and the mark for each component is below 50% the candidate shall be re-assessed by re-submitting the failed assignments or a student may elect to submit new pieces of work.

If the aggregate mark is below 50% but the mark for only one component is below 50% the candidate shall be re-assessed by re-submitting the failed component or a student may elect to submit a new piece of work.

Learning outcomes

On completion of this module, the student should be able to:

1. Describe the fundamental features of international arbitration, including an appreciation of its advantages and disadvantages compared to judicial and other non-judicial forms of dispute resolution;
2. Explain the role and forms of international arbitration in international (private-private, interstate, and mixed) economic and business relations;
3. Appreciate the decisive role of party autonomy in the establishment and conduct of the arbitration process;
4. Compare and contrast the procedural rules of international arbitration under the various international conventions, institutions and approaches; and
5. Critically analyse international arbitration awards and present and defend their findings before their peers; and
6. Demonstrate the ability to carry out independent research and produce papers that meet scholarly standards.

Handbook Descriptor**Topic 1: Introduction**

- **International Economic Law: An Introduction to the Course**
 - Concept: international economic law: the law of international trade, investment and financial transactions
 - International Business Transactions and the Regulatory Framework
 - The International Economy: Overall architecture
 - Inter-governmental agreements and cross border business transactions

- **The GATT/WTO System: General**
 - Purpose: liberalization for what? The economic and political rationale
 - Liberalization: Comparative Advantage and Free Competition
 - Principles of the GATT/WTO System: Predictability and Non-Discrimination

- **History: from GATT 1947 to the WTO; from FCN Treaties to BITs and IITs**
 - The “Bretton Woods Institutions” and their Missing Limb
 - GATT 1947; Negotiation Rounds: the Shift of Focus over Time
 - Linkages: trade and ... (the environment, human rights, labour standards, competition policy, investment, etc.)
 - MNCs, foreign investment, protection of the property of aliens
 - From diplomatic protection to direct investment arbitration
 - Treatment of investors/investments: private party participation
 - ICSID; ECT; NAFTA Chapter 11: Principles, Operation, Emerging jurisprudence

- **Perspectives:**
 - The WTO and the Doha Process: where from here?
 - International Investment Dispute Settlement at the crossroads
 - Direct effect and WTO law

Topic 2: Settlement of International Trade Disputes: Highlights of the GATT/WTO System

- Foundation: GATT 1947 on Dispute Settlement and its Evolution
- Sources of Law: WTO covered agreements, other international law, soft law, and precedent
- Nullification or impairment: state responsibility without fault?
- Consultations: a mandatory prerequisite

- The Panel Process: A Court of First Instance?
 - The Institution
 - Composition
- Appellate Review and the Appellate Body: A High (Supreme) Court?
 - The Institution
 - Grounds of Appeal
- Effect of Reports: the negative consensus principle and the DSB
- Compliance and Surveillance: Is there an end to the cycle?

Topic 3: Settlement of International Investment Disputes: Highlights of the Investment Arbitration System under ICSID

- FCN treaties and diplomatic protection
- Differences between Investment Arbitration and Commercial Arbitration
- Why Investment Arbitration?
- Basis of Jurisdiction in Investment Arbitration – Investment Treaties
- Criticisms of Investment Arbitration
- Consent to Investment Arbitration
- Investment Arbitration forums
- ICSID System – Jurisdiction, Limitations to Jurisdiction; Treaty Claims vs. Contract Claims
- ICSID Additional facility
- Applicable Law - procedure and substantive

Topic 4: Substantive Principles of International Economic Law (Trade)

- **The GATT/WTO System: Non-Discrimination**
- **Most-Favoured-Nation (m.f.n.) Treatment**
 - Essence and different applications (GATT v. GATS)
 - The Free-Rider Problem: Implications for Accession Negotiations
 - Regional Trading Arrangements (GATT Art XXIV, GATS Art. V, and the Enabling Clause) v. m.f.n.
 - Developing Countries: m.f.n. and special and differential treatment
 - General Exceptions: GATT Arts. XX and XXI, and GATS Art. XIV
 - Unilateral and Multilateral ‘Retaliatory’ Measures
- **National Treatment (GATT Art. III; GATS Art. XVII):**
 - Essence and sphere of application
 - National Treatment and Internal Taxes (GATT Art. III:2)
 - National Treatment and Domestic Regulations (GATT Art. III:4; GATS Arts. XVII and VI)
 - Domestic Industries and the Political Element
 - General Exceptions: GATT Art. XX

Topic 5: Substantive Principles of International Economic Law (Investment)

- Non-Discrimination – MFN and National Treatment
- Expropriation: lawful v unlawful; direct v indirect
- Fair and Equitable Treatment
- Full protection and security
- The international minimum standard
- The Umbrella clause
- Defences: force majeure, coercion and duress, necessity, corruption, rebus sic stantibus
- Reparations recoverable by foreign investors: declaratory and injunctive relief, compensation for breach of contract, restitution and compensation for unlawful conduct, restitution and compensation for expropriation

Topic 6: Market access

- Tariffs v. Non-tariff barriers: the element of transparency
- Tariffs: “other than duties, taxes or other charges” (GATT Art. XI)
 - Types of tariffs: export v. import tariffs; bound v. applied tariffs; ad valorem v. specific tariffs; etc.
 - Legal Regime: negotiations, bindings, schedules
 - Modification or withdrawal of tariff concessions
 - Customs valuation
 - Developing countries and the issue of tariff escalation
- Non-tariff barriers: (“quotas, import or export licences or other measures”)
 - Quantitative restrictions
 - Quotas v. tariff quotas (or tariff rate quotas)
 - Import/export Licensing Procedures
- Market access restrictions in services:
 - Forms of covered services:
 - Cross-border supply; Consumption abroad; Commercial presence; Presence of natural persons
 - Market Access Barriers and Commitments
 - domestic regulation v. market access barriers

Topic 7: Subsidies, Anti-Dumping and Safeguards: Any Rules of Fair Competition under the Trading System?

- **Subsidies**
 - Meaning, Effect, Categories
 - Countermeasures (unilateralism v. multilateralism)
- **Dumping: Are they regulated?**
 - Meaning, Effect
 - Countermeasures: penalty for no fault?
- **Safeguards**
 - Meaning and Effect
 - Countermeasures: even NTBs?

- **Unilateral ‘Retaliation’ under the WTO: Any room left?**
 - The Principle of ‘Self Defence’ under the GATT/WTO System
 - Exceptions: countervailing, anti-dumping and safeguards
- **General Competition Law and the WTO**

Topic 8: Product standards and international trade law

- Standards: what they are and how they affect international trade
- Standards: approaches to regulation
- International standards and international standardisation bodies: soft law and how it works in the field of trade
- The Agreement on Sanitary and Phytosanitary Measures
 - Challenge: genuine health protection v. disguised trade protectionism
 - The SPS Measure: Rights and Obligations under the SPS Agreement
 - SPS Measures and the Goal of Harmonization
 - The precautionary principle
- **The Agreement on Technical Barriers to Trade**
 - Challenge: genuine policy objectives v. disguised trade protectionism
 - Technical standards and the TBT Agreement
 - Technical Regulations and the TBT Agreement
 - Standards and the Goal of Harmonization

Topic 9. Developing Countries, Preferences, and Agricultural Trade

- Developing countries: what are the issues?
- Approaches so far
 - Sectors of Special Interest
 - UNCTAD and GATT Part IV
 - Special and Differential Treatment (the Enabling Clause)
 - The Uruguay Round and Beyond
- **Agriculture and the GATT/WTO system**
 - **The Agreement on Agriculture:**
 - Mission: the reform process
 - Structure: the three pillars
 - Market access; Export subsidies; Domestic support
 - Agriculture and Non-Trade Concerns
 - Doha negotiations and the role of agriculture

Topic 10: Intellectual Property

- Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS)
 - Essence: individual v. Collective human rights – where to strike the balance – the case of Access to Medicines
- Forms of covered IPRs
 - Patents and Copyrights

- Trademarks and Geographical Indications
- Layout-designs (topographies) of integrated circuits
- Protection of undisclosed information
- Institutional Aspect of the TRIPS Agreement

Assessment Components

Assignment 1 -

Weighting 40%. The component receives a mark.

The word limit is 4,000.

Assignment 2 -

Weighting 60%. The component receives a mark.

The word limit is 6,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the aggregate mark is below 50% and the mark for each component is below 50% the candidate shall be re-assessed by re-submitting the failed assignments or a student may elect to submit new pieces of work.

If the aggregate mark is below 50% but the mark for only one component is below 50% the candidate shall be re-assessed by re-submitting the failed component or a student may elect to submit a new piece of work.

Learning outcomes

On completion of this module, the student should be able to:

- Describe the fundamental features of international trade law in general and the multilateral trading system in particular in its evolutionary development and appreciate the role of this system on cross-border business transactions;
- Explain the role and forms of dispute settlement in international trade relations; and
- Develop the basic conceptual and contextual foundation for a fuller understanding of other courses in the field of international business transactions.

15 CREDIT MODULES

Handbook Descriptor

The module introduces students to common law, civil law legal systems and compares and contrasts their different approaches to legislative interpretation, use of precedent and codification. It also examines the role of European Union Law in attempting to harmonise the law relating to contract and sale of goods.

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

There is a right to submit a draft essay.

Reassessment Requirements

Normally students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 - Have a good awareness of the differences between the common and civil law traditions
- 2 - Have a good general understanding of the issues of current general concern in the business law field
- 3 - Have acquired a clear appreciation of the range of critical and analytical faculties required of a postgraduate law student

Please note that assessment information is subject to change

Handbook Descriptor

This module looks at the main methods of social science research, including qualitative and quantitative. It considers the elements of valid and reliable research and the various approaches that can be considered in designing a research strategy. Technical skills of research in law in the UK and EU will also be covered.

Assessment Components

Essay 1 - Incorporating a dissertation proposal
Weighting 100%. The component receives a mark.
The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

Formative assessment via work presented in seminar and consequent tutor feedback assists both in general understanding and in preparing students for the final piece of coursework. The nature of assignment enables students to develop and demonstrate all the learning outcomes identified in the module template. It will also act as a diagnostic writing.

Reassessment Requirements

Normally students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 - Have a significant ability to work and research independently and seek advice as required
- 2 - Have a significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject
- 3 - Have a critical awareness of the factors which currently shape research methodology issues
- 4 - Have a sound analytic and critical appreciation of practices within the research methodology field
- 5 - Have a wide awareness of issues at the forefront of research methodology, and the ability to apply it critically in a variety of contexts

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1 - INTRODUCTION TO EU COMPETITION LAW

- Economic policy
- Chicago School
- Harvard and Brussels School

TOPIC 2 – ARTICLE 101

- Definitions
- Type of collusion
- Vertical and Horizontal Agreements

TOPIC 3 – ARTICLE 101 EXCEPTIONS

- Block Exemptions
- Article 101(3) and self-assessment
- Agreements of minor importance

TOPIC 4 – ARTICLE 102

- Analysis of dominance
- Abuse
- Effect on trade

TOPIC 5 – Consolidation

- Refusal to supply
- Predatory pricing
- Comparative analysis between EU and US antitrust law

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

There is a right to submit a draft essay

Reassessment Requirements

Normally students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 - Have a significant ability to work and research independently and seek advice as required
- 2 - Have a significant ability to identify and prioritise source materials needed for a proper understanding of the subject
- 3 - Have a critical awareness of the factors which currently shape EU Competition
- 4 - Have a sound analytic and critical appreciation of practices within the EU Competition field
- 5 - Have a wide awareness of issues at the forefront of EU Competition law, and the ability to apply it critically in a variety of contexts.

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1 – MERGER CONTROL

TOPIC 2 – PUBLIC ENFORCEMENT OF EUR COMPETITION LAW

TOPIC 3 – PRIVATE ENFORCEMENT OF EU COMPETITION LAW

TOPIC 4 – STATE AID

TOPIC 5 – CONSOLIDATION

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

There is a right to submit a draft essay.

Reassessment Requirements

Normally students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 - Have a significant ability to work and research independently and seek advice as required
- 2 - Have a significant ability to identify and prioritise source materials needed for a proper understanding of the subject
- 3 - Have a critical awareness of the factors which currently shape EU Competition
- 4 - Have a sound analytic and critical appreciation of practices within the EU Competition field
- 5 - Have a wide awareness of issues at the forefront of EU Competition law, and the ability to apply it critically in a variety of contexts

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1 – INTERNATIONAL SALES

- Introduction to international trade contracts
- FOB and CIF contracts
- Incoterms

TOPIC 2 – THE VIENNA CONVENTION FOR THE INTERNATIONAL SALE OF GOODS (CISG)

- Application of the CISG
- Formation of Contract

TOPIC 3 – THE VIENNA CONVENTION FOR THE INTERNATIONAL SALE OF GOODS (CISG)

- Remedies under CISG
- Critical Evaluation of CISG and comparison with the Sale of Goods Act

TOPIC 4 – FINANCING, PAYMENT AND INSURANCE

- Payment and Finance
- Documentary Credits
- Principles of Insurance

TOPIC 5 – DISPUTES AND THEIR RESOLUTION

- International Litigation
- International Arbitration

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

There is a right to submit a draft essay.

Reassessment Requirements

Students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University PG regulations.

Learning Outcomes

- 1 - A significant ability to work and research independently
- 2 - A significant ability to identify and prioritise source materials needed for a proper understanding of the subject
- 3 - A critical awareness of the factors which shape international sales law
- 4 - An analytical and critical appreciation of law and practice within the field of global commerce
- 5 - A good knowledge and understanding of the key elements of International Sales law
- 6 - An ability to apply knowledge of international sales law to practical problems and give accurate advice

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1 – INTRODUCTION TO INTERNATIONAL CARRIAGE OF GOODS BY SEA CONTRACTS CHARTER PARTIES AND BILLS OF LADING

TOPIC 2 – COMPARATIVE ANALYSIS OF INTERNATIONAL CONVENTIONS: HAGUE, HAGUE VISBY HAMBURG AND ROTTERDAM RULES

TOPIC 3 – EVALUATION OF ROTTERDAM RULES

TUTORIAL 4 – MULTIMODAL TRANSPORT

TUTORIAL 5 – THE FUTURE OF INTERNATIONAL CARRIAGE – ELECTRONIC SHIPPING DOCUMENT AND EDI

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

There is a right to submit a draft essay.

Reassessment Requirements

Normally students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 - A significant ability to work and research independently
- 2 - An significant ability to identify and prioritise source materials needed for a proper understanding of the subject
- 3 - A critical awareness of the factors which shape international carriage of goods
- 4 - An sound analytical and critical appreciation of law and practice within the field of global carriage of good
- 5 - A good knowledge and understanding of the key elements of International Carriage of Goods
- 6 - An ability to apply knowledge of international carriage of goods law to practical problems and give accurate advice

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1 - INTRODUCTION TO CIVIL LIBERTIES IN EMPLOYMENT

- The nature of Human Rights and Civil Liberties
- The differing approaches of the UK, EU and European Convention on Human Rights to the protection of civil liberties
- The employment relationship as a potential source of civil liberties conflicts
- The application of the various human rights and civil liberties instruments to the employment relationship

TOPIC 2 - PRIVACY AND SECURITY OF THE PERSON

- Monitoring of communications
- Drug-testing
- Searches
- Data protection
- Breach of confidence
- Harassment in the workplace

TOPIC 3 - FREEDOM OF CONSCIENCE, EXPRESSION AND ASSOCIATION

- Freedom of conscience
- Freedom to practice religious belief
- Compulsory dress codes and conflict with religion
- Protection for whistleblowers
- The right to union membership

A variety of self-assessment questions are built into the module.

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The word limit is 5,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the module mark is below 50% the candidate shall be reassessed by re-submitting the failed assignment or a student may elect to submit a new piece of work.

Learning Outcomes

- 1 - Have a significant ability to work and research independently and seek advice as required;
- 2 - Have a significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject;
- 3 - Have a critical awareness of the factors which currently shape the degree of legal protection for civil liberties in employment;
- 4 - Have a sound analytical and critical appreciation of practices within the field of civil liberties and employment;
- 5 - Have a wide awareness of issues at the forefront of the law concerning civil liberties in employment, and the ability to apply it critically in a variety of contexts.

Please note that assessment information is subject to change

LLMP5265 - Aspects of Discrimination in Business Leader: Amanda Akhtar
15 credits

Handbook Descriptor

INTRODUCTION

This module considers the forms of discrimination that are prohibited in the private sector, and the nature and scope of legal protection against such discrimination. The rationale for legal intervention is also examined.

TOPIC 1. INTRODUCTION TO DISCRIMINATION IN BUSINESS

- The principle of equality
- The concept of discrimination
- The rationale for prohibiting discrimination
- Outline of contexts in which discrimination is subject to legal prohibitions

TOPIC 2. SEX DISCRIMINATION

- Domestic, EU and ECHR provisions dealing with sex discrimination
- The nature of "sex" discrimination
- Direct discrimination
- Indirect discrimination
- The contexts in which sex discrimination is prohibited
- Justifications
- Exceptions
- Remedies and enforcement
- Affirmative action

TOPIC 3. RACE DISCRIMINATION

- Domestic, EU and ECHR provisions dealing with race discrimination
- The nature of "race"
- Direct discrimination
- Indirect discrimination
- The contexts in which race discrimination is prohibited
- Justifications
- Exceptions
- Remedies and enforcement
- Affirmative action

TOPIC 4. OTHER TYPES OF DISCRIMINATION

- Disability
- Age
- Religion
- Sexuality

A variety of self-assessment questions are built into the module.

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential The word limit is 5,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the module mark is below 50% the candidate shall be reassessed by re-submitting the failed assignment or a student may elect to submit a new piece of work.

Learning Outcomes

- 1 - Have a significant ability to work and research independently and seek advice as required;
- 2 - Have a significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject;
- 3 - Have a critical awareness of the factors which currently shape anti-discrimination law in the private sector;
- 4 - Have a sound analytical and critical appreciation of practices within the anti-discrimination law field;
- 5 - Have a wide awareness of issues at the forefront of anti-discrimination law, and the ability to apply it critically in a variety of contexts.

Please note that assessment information is subject to change

Handbook Descriptor

TOPIC 1. THE PASSING OF PROPERTY AND RISK; TITLE DISPUTES

- Subject introduction and background.
- ss 16-19 Sale of Goods Act and the rules governing the passage of property.
- Section 20A - the new rule relating to the passage of property in unascertained goods.
- Ascertainment and unconditional appropriation.
- The passing of risk.
- Perishing of goods.
- Title disputes between buyer and seller.
- Title disputes involving third parties.

TOPIC 2. OBLIGATIONS OF THE SELLER

- Delivery.
- Implied terms as to the right to sell, description, quality and fitness (ss 12-15 Sale of Goods Act).

TOPIC 3. REMEDIES FOR BREACH OF CONTRACT

- The seller's remedies in rem - lien, stoppage in transit, resale, and reservation of title clauses.
- The buyer's remedies in rem - rejection.
- The seller's personal remedies - action for the price and damages for non-acceptance.
- The buyer's personal remedies - damages for non-delivery and damages for breach of condition/warranty.

A variety of self-assessment questions are built into the module.

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The word limit is 5,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the module mark is below 50% the candidate shall be reassessed by re-submitting the failed assignment or a student may elect to submit a new piece of work.

Learning Outcomes

- 1 - have a significant ability to work and research independently and seek advice as required
- 2 - have a significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject
- 3 - have a critical awareness of the factors which currently shape the sale of goods law
- 4 - have a sound analytic and critical appreciation of practices within the field of the sale of goods law
- 5 - have a wide awareness of the issues at the forefront of sale of goods law, and the ability to apply it critically in a variety of contexts

Please note that assessment information is subject to change

Handbook Descriptor

INTRODUCTION

This module will look at e-commerce law from a European perspective. This is because the EU has been active in harmonising the laws of the Member States in order to encourage cross border trade within the Community

TOPICS

- How the Internet works and the legal problems that arise
- How contracts are formed electronically
- The Brussels Regulations on Jurisdiction
- The Rome Convention on choice of law
- The EU's e-commerce Regulations & Directives
- E-signatures
- Payment for goods and services over the internet
- The Distance Selling directive
- Sale and supply of goods to consumers
- Spam
- Data protection
- On-line market places
- What to do if the transaction goes wrong

A variety of self-assessment questions are built into the module.

Assessment Components

Essay 1 -

*Weighting 100%. The component receives a mark.
The word limit is 5,000.*

Assessment Rationale

This module is assessed by written coursework only. The nature of the assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

If the module mark is below 50% the candidate shall be reassessed by re-submitting the failed assignment or a student may elect to submit a new piece of work.

Learning Outcomes

- 1 - A significant ability to work and research independently and seek advice as required
- 2 - A significant ability to identify and prioritise source materials needed for a clear and proper understanding of this subject.
- 3 - A critical awareness of the factors that currently shape the law relating to e-commerce.
- 4 - A sound analytical and critical appreciation of practices within this field of law.
- 5 - An awareness of issues at the forefront of e-commerce law and the ability to apply it critically and in a variety of contexts.

Please note that assessment information is subject to change

LLMP5311 - International Exploitation of Intellectual Property Rights

Leader: Caroline Coles

15 credits

Handbook Descriptor

OVERVIEW

This 15 credit module runs during the Autumn term and is taught via 5 two hour seminars. To distinguish it from the 30 credit IP module, it takes a more practical and international focus and covers in detail the contents of EU IP licences and distribution agreements, and the issues of EU Competition Law and the principle of the exhaustion of rights that arise so the Topic 3 is much larger than the other two. In addition to the module handbook, a Case Study will be provided with precedents and the seminars (and assessment) focus on the drafting of agreements. The international focus of the module means that an outline of IP law is given using sources from the EU Directive and international convention. A prior knowledge of IP is not required for the module and can be selected alongside the 30 credit IP module if desired.

TOPIC 1 – THE INTERNATIONAL CONTEXT OF IP LAW

The nature of IP law, an evaluation of its justifications and the global structure of international IP law, especially the agreement on Trade Related Aspects of IP (TRIPS) 1994, the Berne Convention, the Madrid Protocol and the European Competition Law that effects its exploitation

TOPIC 2 – EXISTENCE OF INTERNATIONAL IPRs

The Community Design Regime, the Community Trade Mark, the national structure of copyright and patent currently, with the imminent Community Patent. Issues of international enforcement specific to IP. Brief reference will be made to major differences in US law.

TOPIC 3 – INTERNATIONAL EXPLOITATION

The recommended practice for the contents of international agreements for IP licensing and distributorship, including the impact of EU Competition Law upon them. A review of the exploitation of image rights across all IP fields.

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%. The word limit is 5,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

Normally students will be given an opportunity to be reassessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 - A significant ability to work and research independently and seek advice as required
- 2 - A significant ability to identify and prioritise source materials needed for a clear and proper understanding of the subject
- 3 - A critical awareness of the factors which currently shape the exploitation of Intellectual Property
- 4 - A sound analytic and critical appreciation of practices within the Intellectual Property field
- 5 - A wide awareness of issues at the forefront of Intellectual Property law, and the ability to apply it critically in a variety of contexts

Please note that assessment information is subject to change

Handbook Descriptor

Private International Law is concerned with the rules which apply when two or more legal systems come into conflict. In the business sphere particularly there is a need to be aware of the significance of choice of law, questions of jurisdiction and the enforcement of judgments and awards of foreign tribunals. Dealing with such matters requires knowledge of private international law.

TOPIC 1 – PRELIMINARY TOPICS.

- Introduction to Private International Law and domicile

TOPIC 2 – JURISDICTION:

- Traditional rules; Brussels Regulation; restraining proceedings

TOPIC 3 – RECOGNITION AND ENFORCEMENT OF FOREIGN AWARDS

TOPIC 4 – CHOICE OF LAW:

- The determination and application of the law governing the issue(s) before the court with particular emphasis on the law of obligations and the Rome Regulations

Assessment Components

Essay 1 -

Weighting 100%. The component receives a mark.

The Component is Essential with a Threshold of 50%

The word limit is 5,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of the assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

Normally student will be given an opportunity to be assessed on a failed module in accordance with standard De Montfort University Postgraduate Regulations.

Learning Outcomes

- 1 – Understand the nature of Private International Law as a system of rules governing the relationship between domestic and foreign law.
- 2 – Understand both the theoretical and practical considerations arising from the need to take account of foreign law.
- 3 – Critically evaluate, where applicable, the impact of European initiatives on the traditional English rules of Private International Law.
- 4 – Understand international civil procedure.

- 5 – Demonstrate a capacity for analytical and deductive reasoning, particularly through the mechanism of legal problem solving
- 6 – Research and make use of primary source material – Present competent and coherent legal argument

Please note that assessment information is subject to change

Handbook Descriptor

Assessment Components

Dissertation -
Weighting 100%. The component receives a mark.
The word limit is 15,000.

Assessment Rationale

This module is assessed by written coursework only. The nature of assignments enables students to develop and demonstrate all the learning outcomes identified in the module template.

Reassessment Requirements

A student whose mark for the module fails to reach the pass mark 50% will be reassessed.

Learning Outcomes

- 1 - have a significant ability to work and research independently and seek advice as required
- 2 - have a significant ability to identify and prioritise source materials needed for a proper understanding of the subject
- 3 - have a critical awareness of the factors which currently shape the law relating to the area under examination.
- 4 - have a sound analytic and critical appreciation of practices within the area in question
- 5 - have a wide awareness of issues at the forefront of relevant law, and the ability to assess it critically

Please note that assessment information is subject to change

APPENDIX A - RESEARCH ETHICS FORM



Tracking No:
Date approved:
Initials:

Faculty of Business and Law

Application to Gain Ethics Approval for Research Activities

All research activity conducted by members of staff or students within the Faculty of Business and Law requires ethics approval. To gain ethics approval this form should be completed and submitted to the appropriate designated officer (see below). Students should complete this form in consultation with their supervisors.

Applicant	
Last Name:	First Name:
DMU Email Address:	Staff/student no.

SECTION 1. The Research															
Title:															
Aims of the research:															
<p>Principal data collection methods (delete as applicable)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">a)</td> <td style="width: 70%;">Interviews</td> <td style="width: 25%; text-align: right;"><i>yes/no</i></td> </tr> <tr> <td>b)</td> <td>Questionnaires</td> <td style="text-align: right;"><i>yes/no</i></td> </tr> <tr> <td>c)</td> <td>Observation</td> <td style="text-align: right;"><i>yes/no</i></td> </tr> <tr> <td>d)</td> <td>Documents/archives (inc. doctrinal law)</td> <td style="text-align: right;"><i>yes/no</i></td> </tr> <tr> <td>e)</td> <td>Other (please specify)</td> <td style="text-align: right;">_____</td> </tr> </table>	a)	Interviews	<i>yes/no</i>	b)	Questionnaires	<i>yes/no</i>	c)	Observation	<i>yes/no</i>	d)	Documents/archives (inc. doctrinal law)	<i>yes/no</i>	e)	Other (please specify)	_____
a)	Interviews	<i>yes/no</i>													
b)	Questionnaires	<i>yes/no</i>													
c)	Observation	<i>yes/no</i>													
d)	Documents/archives (inc. doctrinal law)	<i>yes/no</i>													
e)	Other (please specify)	_____													
<p>Participants</p> <p>Will your research involve human participants? If YES then proceed to section B. If NO then proceed to section A.</p> <p>A – No human participants</p> <p>I confirm that my data collection technique is documentary and will not involve human participation:</p>															

Signature of Researcher:..... Date:

In these circumstances you can omit the remaining sections of the form. Please forward to the appropriate designated officer for approval

B – Human Participants

What is the research population?

How will participants be selected?

SECTION 2. Research ethics and the protection of participants’ interests.

NB. Participants should suffer no harm as a result of participation in the research

Please confirm the following by deleting as applicable.

[If you are not able to confirm any of the statements please provide further information in the section below].

Participation in the research will be:

Voluntary

yes/no

Based on informed consent

yes/no

Participants’ identities will be protected via:

Confidentiality with respect to the data

yes/no

research Anonymity in terms of any reported findings from the

yes/no

The research process will:

Respect the privacy of individuals and avoid undue intrusion

yes/no

Avoid emotional harm or upset to those taking part

yes/no

Data from the research will:

Be stored securely in line with data protection principles

yes/no

Not passed on to third parties

yes/no

The research be conducted with integrity including:

<p>Fair and honest treatment of the data <i>yes/no</i></p> <p>Open dealing with participants <i>yes/no</i></p> <p>Declaring any sponsorship or vested interests <i>yes/no</i></p> <p>Avoiding any plagiarism <i>yes/no</i></p> <p>The research complies with the law in all relevant respects <i>yes/no</i></p>
<p>Further comments relating to the checklist above</p>

SECTION 3. Additional Codes of Ethics

Which Code of Research Ethics will be adhered to during the course of your research?

Name:	Web address:
-------	--------------

Some types of research activity require additional advance ethical approval to be given from the relevant governing body. For example, advance NHS approval is required where participants include NHS patients or social care users. It is the responsibility of the researcher to ascertain whether such approval is required and to obtain this where necessary.

My study requires additional approval *yes/no*

I have obtained additional approval from

Reference number:	Date of approval:
-------------------	-------------------

SECTION 4. Declaration and Signatures

I have read the **Responsibilities of the Researcher** guidelines at <http://www.dmu.ac.uk/research/ethics-and-governance/responsibilities-of-the-researcher.aspx> and I will comply with them.

Signature of Researcher: Date:

Students Only:

This form **must** be agreed with your Supervisor prior to authorisation by the Designated Officer and a copy of the research proposal (Application for Registration (RDC:R) form) must be attached to this application.

Programme of Study:

.....

Name of Supervisor:

.....

Signature of Supervisor: Date:

Signature of Designated Officer: Date:

Designated officers:

Staff:

Research Students*:

LLMP5272 Dissertation on Module Students:

Other Masters students (Home & Overseas):

Undergraduate students:

Head of Research

Faculty Head of Research Students

Module Leader

Head of Postgraduate Studies

Programme leader

Prof Steve Griggs

Prof Gavin Dingwall

Ian Kilbey

Martyn Kendrick

APPENDIX B - HEALTH AND SAFETY

It is the University's policy to provide a safe and healthy environment for all who use our premises – staff, students and visitors alike. We have a comprehensive Health and Safety Policy which documents the arrangements for ensuring that health and safety are a priority. Details of specific procedures will be provided by the Faculty and the Support Departments you use such as Halls of Residence or Leisure Centre.

Fire and Emergency Procedures

If you discover a fire or other similar emergency you should raise the alarm by activating the nearest fire alarm point and then follow the procedure outlined in the Evacuation Action notices. These are the blue and white notices posted in plain view throughout University buildings.

If you hear a fire alarm, which is a continuous sound, you should leave the building by the nearest exit and as quickly as you can. Follow the route marked by white arrows on the green signs displayed above doors and on walls. This will take you to the nearest exit. Do not leave by the door you entered the building unless it is the shortest route. Go to the Assembly Point shown on blue and white Evacuation Action posters displayed near fire alarm call points. Staff will direct you, if necessary, to the Assembly Point.

You should not re-enter the building until told to do so. Please do not leave the Assembly Point until the building has been checked to ensure that everyone has escaped safely.

Fire doors and portable extinguishers are crucial elements in fire prevention and should not be misused, nor should fire doors be wedged open.

In Academic Buildings the Fire Alarm is tested between 8.45 and 9.10 Monday mornings. The sounder will ring for about a minute. You do not need to take any action. If the sounder continues to sound, leave the building. If the test is at a different time then notices will be displayed.

Do not use the lift in an emergency. The lifts are only to be used to evacuate the disabled under the control of trained and competent staff.

Disabled Students and Staircases

In an emergency those with disabilities may not be able to evacuate by means of the stairs or may be slow in evacuation. In the interest of your own safety, if you have limited mobility go to the staircase and wait either on the stairs or in the protected lobby at the entrance to the stairs until it is safe for you to use the stairs without danger from other users.

If you are a wheelchair user, wait in the designated Refuge by, or on, the stairs, with a member of staff or a colleague. A member of staff will report your location to the Building Evacuation Controller who will arrange for you to be evacuated using an Evacuation Lift or taken down the stairs on an Evacuation Chair. You will have contact with the Evacuation Controller via the refuge intercom system installed at each refuge. Fire doors will provide at least 30 minutes protection from a fire. If you

would like to arrange for a practice in the use of the Evacuation Chair ask your tutor or programme leader to arrange this with the Faculty Health and Safety Coordinator.

You may be required to attend a meeting with the Faculty Disability Officer/s to complete a Personal Escape and Evacuation Plan or PEEP. If you have a disability or medical condition that might impact on your ability to evacuate any of the University's building you should discuss this with the Faculty Disability Officers, Joanna White or Sarah Stirk.

Do not forget that your circumstances may change during your studies – you might have a fall or sports injury etc – please ensure that you discuss any such issues with the Faculty Disability Officers or your Programme Leader.

First Aid

If you become ill, or sustain an injury whilst on campus, there are trained first aiders who can assist you. The names and locations of first aiders are displayed on the green and white First Aid posters throughout the campus.

Accidents and Incidents

If you are unfortunate enough to be involved in an accident on University premises (including sports injuries), you should report it as soon as possible to a member of staff.

It is essential that any accident which results in a student attending hospital is reported to the Health and Safety Department without delay.

You will be asked to co-operate in completing a green Accident Incident Report Form which will assist accident prevention and meets the University's legal obligations.

Please help us by reporting unsafe conditions e.g. broken paving slabs – we can then take action to prevent accidents.

Disabled Students

The University and the Library have a variety of services for students with dyslexia, disabilities and medical conditions that might affect your ability to study. In the first instance, you should visit 'The Gateway', part of Student and Academic Services (SAAS) on the ground floor of Gateway House and ask to speak with one of the staff members from the Disability Advice and Support Team. Some students may be eligible for support through the Disabled Students' Allowance (DSA). This can include specialist equipment as well as personal support, depending on your circumstances. The Disability Advice and Support Team can help you apply for the support but it does take time so do not delay in visiting The Gateway and checking that you are not missing out on any support mechanisms that you might be eligible for.

In addition, the Faculty has two Disability Officers who will be happy to discuss any concerns you might have. You can contact them through the Faculty Student Advice Centre on the ground floor of the Hugh Aston Building. It is important that students talk to either their Programme Leader or to a Disability Officer so that we can ensure that we provide the appropriate facilities and support throughout your time at De

Montfort. We will not share any personal information you give us without your permission.

The Library Disability Team also offer a service to support students with dyslexia, a disability or medical conditions that might affect your ability to study. They are also able to provide extended loans for such students so do make contact with the Team to discuss your options.

Disabled Students and Assessment

Where students have a disability which might lead to issues as to the appropriateness of a set assessment, the student should discuss this on an individual basis with the Faculty Disability Coordinator and with the relevant Module Leader, so that we can ensure an agreed appropriate assessment is set. Where necessary, this will also be discussed and agreed with the Programme Board Chair and External Examiner.

Where students have notified the university of their disability, academic staff will be advised of their needs ie extra time in a phase test, but the student must discuss precise arrangements with the individual academic to ensure that such support is considered reasonable.

Personal and health problems

Personal problems affecting your progress on the programme should be raised with Module Leaders or the Programme Leader, or Personal Tutors. These will of course be treated in confidence.

Student and Academic Services, through 'The Gateway', provides welfare and counselling service for all students, (Gateway House, ground floor). The Student Health Centre at De Montfort Surgery is located close to the campus and all students are encouraged to register.

Children

In general University buildings are not designed for use by children. In the interests of safety they are not normally permitted to enter buildings. If permission is given it is important that children visiting the campus are kept under close supervision at all times.

Identity Cards

Your University ID card should be carried at all times within the University.

Smoking Policy

The University operates a smoking policy which prohibits smoking both in University buildings and within a ten metre distance of such buildings.

Restricted Areas

There are a number of areas throughout the premises to which access is restricted or denied, particularly laboratory areas, plant and machine rooms. We request that all students comply with restriction notices.

Eating in Classrooms

Students should refrain from consuming food and drink in classroom facilities. Such activities should be restricted to Refectory areas.

Health and Safety Services

The University's Health and Safety Department welcome any observations or suggestions for improvements and can be contacted on internal extension 7683/7853/7854 (external 0116 257 7683/7853/7854).



More information about Health and Safety can be found in **Chapter 9 of the 'General Regulations and Procedures Affecting Students'** which is found by logging into MyDMU and clicking on the DMU tab.

APPENDIX C - GETTING ABOUT

De Montfort University is committed to helping all its staff and students access the campus and surrounding areas using the most sustainable methods possible. Our [Travel Plan](#) has been written to ensure that we offer the most current and up-to-date initiatives to help people choose car-free travel.

For full details on how to travel around Leicester please visit the transport website – www.dmu.ac.uk/transport.

Public Transport

Leicester has good bus links: the main three bus companies are [Arriva](#), [First](#) and [Centrebus](#).

[Arriva](#) and [First](#) both offer student term-time deals and it's worth checking their websites regularly for the latest transport offers. [Centrebus](#) have a discount scheme for [NUS Extra](#) cardholders.

The railway station on London Road is served by [East Midland Trains](#) and [Cross Country](#) trains. Regular users may like to consider a [16 - 25 Railcard](#) to reduce costs. It is a [short walk](#) from the station to the campus.

The [Hospital Hopper](#) bus service runs east to west across the city stopping at the three hospitals and the railway station. The nearest stop to DMU is on Oxford Street outside the LRI. *Travel is free for DMU staff and students* on production of a valid and up-to-date DMU ID card.

Cycling

Cyclists are very welcome at DMU and there are many cycle stands around campus that may be used on a first-come-first-served basis. For the most up-to-date list of facilities and other support that we offer student cyclists please see [here](#).

All cyclists are reminded that a good quality lock is highly recommended to help secure your bike whilst on campus. Some free D-locks are available for students who register their bikes with [Security](#) (whilst stocks last).

Walking

Leicester is a city with good walking links. For maps and ideas to help you get around the campus and surrounding areas by foot please see [here](#).

Driving

During core hours (Monday – Friday 8.30am – 5.00pm) there is no student parking around the DMU campus unless you are a Blue Badge holder or have a temporary disability. Please see [here](#) for information of how to get a parking permit if you think you qualify under those criteria. Outside of core hours DMU members may use the Main Car Park: Please see the [Parking Policy](#) for details.

Students are advised not to bring a car to DMU unless it is absolutely necessary. However, if you do wish to park a car within the city a list of car parks is available on the City Council [website](#).

APPENDIX D - HESA STUDENT COLLECTION NOTICE

Higher Education Statistics Agency Student Collection Notice

STUDENT AND LEAVER SURVEYS

Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student finances, on behalf of the organisations listed below under Purpose 1. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the Higher Education Statistics Agency (HESA) 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA. You may also be included in a longitudinal survey of leavers a few years after you graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them.

If you do not want to take part in these surveys, please let us know.

THE HESA STUDENT RECORD

We will send some of the information we hold about you to HESA. HESA collects, and is responsible for, the database in which your HESA student record is stored. HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA also processes information held in the database for other organisations. All uses of the HESA Student Record must comply with the Data Protection Act 1998.

HESA is a registered charity and operates on a not-for-profit basis. It may charge other organisations that it provides services and data to, in order to cover its costs.

Sensitive personal data

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment, pregnancy/maternity or religion these will be included in the HESA Student Record to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. These fields will not be used by HESA in any way that could be used to identify you.

The HESA Student Record is used for four broad purposes:

Purpose 1 - Public functions

Education statistics and data

The HESA Student Record is used by some organisations to help carry out public functions connected with education in the UK. These organisations are data controllers in common of the HESA Student Record under the terms of the Data Protection Act. Such organisations include:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Department for Education
- Research Councils
- The Data Service (on behalf of the Skills Funding Agency)
- The Teaching Agency
- General Social Care Council

and any successor bodies. These organisations may link information from the HESA Student Record with other information they hold. For example the Department for Education and the Department for Business Innovation and Skills link the HESA Student Record to the National Pupil Database. The linked data is used for understanding higher education and its impacts.

Other uses

The HESA Student Record may also be used by some organisations to help carry out public functions that are not connected with education. Such uses may include the following:

- Measurement of population levels and migration by the Office for National Statistics, National Records of Scotland and the Northern Ireland Statistics and Research Agency
- Monitoring of public expenditure by the National Audit Office
- Monitoring of the accuracy of electoral registers by Electoral Registration Officials.

Purpose 2 - Administrative uses

Previous Qualifications –If you are enrolled at an institution in England: We and the Higher Education Funding Council for England (HEFCE) may compare your data to educational records from previous years to help determine the levels of your current qualifications. This may in turn affect the fees you are required to pay or the availability of a place for you to study with us.

Non-EU domiciled students – If you are a non-EU domiciled student HESA may be requested to provide data about you to the United Kingdom’s immigration authorities. These authorities may process your personal data in order to carry out their public functions connected with immigration.

Your HESA record will not be used to make decisions about you other than for those uses outlined under Purpose 2.

Purpose 3 - HESA publications

HESA uses the HESA Student Record to produce statistical publications. These include some National Statistics publications and online management information services. HESA will take precautions to ensure that individuals are not identified from the data which are processed for Purpose 3.

Purpose 4 - Equal opportunity, research, journalism and other processing in which there is a legitimate interest

HESA and the other data controllers listed under Purpose 1 may also supply data to third parties where there is a legitimate interest in doing so. Examples of use for this purpose include:

- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism - Where the relevant publication would be in the public interest e.g. league tables
- Provision of information to students and prospective students

Users to whom data may be supplied for Purpose 3 include:

- Higher education sector bodies
- Higher education providers
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's standard agreement for the supply of data is available at http://www.hesa.ac.uk/dox/informationprovision/IP5_Terms_and_conditions_V1_7.pdf

THE HESA INITIAL TEACHER TRAINING RECORD ("ITT")

If you are on an ITT course at an institution in England, HESA will collect data about you and provide this to the Teaching Agency.

The Teaching Agency is a data controller under the terms of the Data Protection Act 1998 and will process your personal data in order to carry out their public functions connected with teacher training in the UK.

ABOUT THE HESA STUDENT COLLECTION NOTICE

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at www.hesa.ac.uk/fpn. Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year.

YOUR RIGHTS

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information

about the HESA Student Record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

APPENDIX E - FAQs (Frequently Asked Questions)

WHAT TO DO.....

...if you have a problem with the course or a module

- a) (if appropriate) see the Module Tutor. If this is not appropriate or the problem is not resolved then you should:
- b) see your Personal Tutor. If not resolved:
- c) see the Programme Leader.

If you still have a problem, please contact the Chair of the Assessment Board. You may also wish to raise issues with your student representative.

...if you have personal problems

This can include anything that is causing you worry and may have a bearing on your attitude and performance on the course such as emotional, sexual or social problems; health, accommodation, or financial problems.

Remember also the Student Counselling staff in the University are trained professional counsellors who can help you to come to terms with a problem of any magnitude, however serious or apparently trivial. They will take you seriously and treat anything you tell them in total confidence. They will always ask your permission before talking about you to anyone else, including staff. They are not there exclusively for 'emotional' problems either – they can help you to solve purely practical problems as well.

...if you change your personal details

If you change your name, address or details of your Emergency Contact, please inform the Student Advice Centre immediately.

... if you are ill

If the period of absence is over three days, but not exceeding seven you must obtain a 'Student Self-Certification of Absence Caused by Illness' form. You must complete this form hand it in to the Programme Administrator.

For absence longer than seven days (including Saturdays and Sundays) a supporting certificate is required from a medical practitioner. This should be handed to the Programme Administrator or you should arrange for the practitioner to write directly to the Programme Administrator. Failure to do this will affect your attendance record and may influence decisions at the Assessment Board. Where appropriate, you should also complete an Extenuating Circumstances Form.

... if you are absent for other valid reasons

The more notice you can give us of absence the better – it would be useful if you could inform the tutors concerned. As attendance on any course is compulsory, prolonged absence for any reason needs written notification to be given to the Programme Administrator.

... if you want to withdraw

If, for any reasons, you want to withdraw from the course or need to interrupt your studies, you must inform the Programme Leader **in writing** of your desire to withdraw. In the case of an interruption of study you will be required to complete a form (available from the Student Advice Centre) detailing the reasons for interruption and the proposed duration of the interruption. A useful booklet is available from the Student Counselling and Welfare Service: *'Information for Students Who are Thinking of Transferring or Withdrawing from their Course'*.