SCHOOL OF LAW, POLITICS & SOCIOLOGY

SUSSEX LAW SCHOOL

LLB (Hons) Law with a Language

Course Handbook 2021-22





Contents

[1 - INTRODUCTION 4](#_Toc80947438)

[Message from our Head of Department 4](#_Toc80947439)

[2 – KEY CONTACTS AND KEEPING IN TOUCH 6](#_Toc80947440)

[3 – COURSE OVERVIEW 10](#_Toc80947441)

[Course Learning Outcomes 10](#_Toc80947442)

[4 – COURSE STRUCTURE 11](#_Toc80947443)

[Modules 11](#_Toc80947444)

[Choosing Options and Electives 11](#_Toc80947445)

[Study Abroad 11](#_Toc80947446)

[Placements 11](#_Toc80947447)

[Transferring Course 12](#_Toc80947448)

[5 – TEACHING AND LEARNING 13](#_Toc80947449)

[Seminars 13](#_Toc80947450)

[Lectures 13](#_Toc80947451)

[Self-Directed Learning 13](#_Toc80947452)

[Academic Advisor 13](#_Toc80947453)

[Lecture Capture 13](#_Toc80947454)

[Canvas 14](#_Toc80947455)

[Sussex Direct 14](#_Toc80947456)

[The Library 14](#_Toc80947457)

[Skills Hub 14](#_Toc80947458)

[Expectations – self regulation and independence 14](#_Toc80947459)

[6 – ASSESSMENT 16](#_Toc80947460)

[Reasonable Adjustments 16](#_Toc80947461)

[Exceptional Circumstances 16](#_Toc80947462)

[7 – REFERENCING 17](#_Toc80947463)

[8 – FEEDBACK 17](#_Toc80947464)

[What is feedback? 17](#_Toc80947465)

[What feedback is not …. 17](#_Toc80947466)

[What does feedback look like? 18](#_Toc80947467)

[9 – STUDENT VOICE 19](#_Toc80947468)

[Student Representatives 19](#_Toc80947469)

[Feedback to Staff 19](#_Toc80947470)

[Module Evaluation Questionnaires 19](#_Toc80947471)

[National Student Survey 19](#_Toc80947472)

[10 – ACADEMIC INTEGRITY 20](#_Toc80947473)

[Academic Misconduct 20](#_Toc80947474)

[Honesty: 20](#_Toc80947475)

[Trust: 20](#_Toc80947476)

[Fairness: 20](#_Toc80947477)

[Respect: 20](#_Toc80947478)

[Responsibility: 20](#_Toc80947479)

[Collusion: 20](#_Toc80947480)

[Plagiarism: 20](#_Toc80947481)

[Personation: 20](#_Toc80947482)

[Misconduct in exams: 20](#_Toc80947483)

[Fabrication of results: 21](#_Toc80947484)

[Proof Reading 21](#_Toc80947485)

[Plagiarism 22](#_Toc80947486)

[11 – SKILLS AND EMPLOYABILITY 23](#_Toc80947487)

[12 – PROFESSIONAL REQUIREMENTS 24](#_Toc80947488)

[The Current Position in England and Wales 24](#_Toc80947489)

[The Future Position in England and Wales 24](#_Toc80947490)

[Accreditation in Canada 25](#_Toc80947491)

[13 – EXTRACURRICULAR ACTIVITIES 26](#_Toc80947492)

[14 – STUDENT LIFE CENTRE 26](#_Toc80947493)

# 1 - INTRODUCTION

This handbook summarises the most important aspects of practice and procedure in the management of your Law Undergraduate taught course. It includes:

* A clear outline of what you should expect in the management of your degree course;
* A clear indication of what is expected of you during your time in the Sussex Law School;
* Information about the administrative procedures from admission to examination.

## Message from our Head of Department

I know that even in a normal year transitioning to University is not straightforward and can be a culture shock in so many ways: from relatively minor issues up to what can be very significant issues you may be dealing with. I am really conscious that many of you may have been studying remotely for some time and the transition is not just about 'coming to University' but re-engaging with what it's like to learn face-to-face. I hope this isn’t too daunting, and of course it is much easier to make new and lifelong friends from around the world which is also a vital element of University life.

As you know, our aim this year is that your university experience is as close to a normal, in-person one as possible, though we will make alternative provision for those who are clearly prevented from attending. We will have in place a wide range of Covid-safety measures, and we need to be aware that everyone will have a different sense of what they feel is safe or what they are comfortable with. Being mindful of others will be important, but one skill that good lawyers learn is to understand what other people want and need - you wont become a good lawyer if you dont know what your client wants! Moreover, the pandemic remains an ongoing issue, and we will need to be adaptable if restrictions are required.

There are many people who are here to help you at Sussex and in Induction we will make clear who does what. In particular we will guide you on what your Academic Advisor does (which is give academic and to some extent employability advice), what your Course Coordinator in the LPS office does (which is help with day to day issues about your course, timetable, and so on), what the Student Life Centre does (which is deal with any personal, financial or accommodation problems which affect your studies), and what the Student Support Unit does (which is to advice on and implement reasonable adjustments for students with disabilities). This year we also hope to have in place for the start of the academic year two new colleagues whose role is very much focused on academic support for students beyond the support that you will get through academic faculty and through academic advisors - details to follow.

If you are not sure who to turn to, please in the first instance contact your Course Coordinator in the LPS office who can either help you or refer to you someone who is better placed to do so. They - and all my colleagues - are here to help you settle in and thrive during your time as a student at Sussex Law School.

Professor Donald McGillivray

Head of Sussex Law School



# 2 – KEY CONTACTS AND KEEPING IN TOUCH

Please find enclosed below a list of the Key Personnel who will we your main contacts during your studies at the Sussex Law School (SLS). Details of these roles will be explained further in this Course Handbook.

**Head of Law Department**

Prof Donald McGillivray ([D.Mcgillivray@sussex.ac.uk](mailto:D.Mcgillivray@sussex.ac.uk)) or Telephone 01273 877940

**LLB Law Convenor**

Dr Kieran Durcan ([K.Durcan@sussex.ac.uk](mailto:K.Durcan@sussex.ac.uk)) or Telephone 01273 678536

**Course Co-ordinator**

Your Course Co-ordinator can be contacted about course administration, timetabling queries, seminar groups.

Jane Lambert, Senior Course Co-ordinator for Year 1 Students

[J.A.Lambert@sussex.ac.uk](mailto:J.A.Lambert@sussex.ac.uk) or Telephone 01273 877495

Melanie Hart-Murison Course Co-ordinator for Year 2 Students

[M.H-Murison@sussex.ac.uk](mailto:M.H-Murison@sussex.ac.uk) or Telephone 01273 678836

Barry Maughan, Course Co-ordinator for Final Year Students

[B.J.Maughan@sussex.ac.uk](mailto:B.J.Maughan@sussex.ac.uk) or Telephone 01273 877828

SCLS Course Co-ordinator

[languages@sussex.ac.uk](mailto:languages@sussex.ac.uk) or Telephone 01273 877258

**Academic Advisor**

You will be allocated an Academic Advisor who will be a member of the teaching team. Your Academic Advisor will be able to provide advice and guidance on academic and pastoral issues as they arise. Please make sure to contact your Adviser if any issues arise which you need assistance with. You will find details of your Academic Advisor on Sussex Direct.

**Year Tutors**

There are different Year Tutors for each year of your course and they can answer queries about your course and feedback on Lectures and Seminars. Year Tutors also organise important Skills sessions during the Autumn and Spring Term which help to develop key legal skills for tackling seminar questions and assessments. A full list of Year Tutors can be found on the [LLB Students Canvas Site.](https://canvas.sussex.ac.uk/courses/19797/pages/year-tutors-and-course-co-ordinators?module_item_id=762959)

Please ensure that you accept the invite for the LLB Students Canvas page. This Canvas page provides key information for LLB Students on important matters relating to your law degree.

**Law Exams Officer**

Dr Samantha Velluti ([S.M.Velluti@sussex.ac.uk](mailto:S.M.Velluti@sussex.ac.uk)) or Telephone 01273 678568.

**Employability, Careers and Alumni Lead**

Dr Jeanette Ashton ([ja531@sussex.ac.uk](mailto:ja531@sussex.ac.uk)) or Telephone 01273 872923. Queries about the skills and employability sessions and other employability or careers matters.

Please ensure that you accept the invite for the Careers and Employability for Law Students Canvas Site. The site offers resources and information relating to placements, careers appointments, careers events and career options within the law degree.

**Student Representative**

You can find details of your Student Representative in Sussex Direct. The Student Rep Scheme is an important means of promoting the student voice at Sussex. It allows students a formal role in improving and assuring the quality of their courses as well as representing students’ views on the wider student experience.

The Student Rep scheme is run jointly by the University of Sussex and the University of Sussex Students’ Union. Schools of study take an active role in supporting Reps in their school through the Director of Student Experience role and through professional service support.

The Student Rep Scheme is jointly managed by nominated staff from the Academic Development and Quality Enhancement Office and from the Students’ Union who make operational decisions about the Scheme, taking into account the views of students and of schools.

The Student Rep Scheme reports to the University Teaching & Learning Committee, which has oversight of the direction of the Scheme.

You can find details of Student Representatives at <http://www.sussex.ac.uk/adqe/enhancement/studentengagement/studentreps>

**Student Mentor**

Student Mentors are undergraduate and postgraduate students who have experienced the same worries and difficulties of studying and have been trained to support other students through the University's peer-led Mentoring Scheme.

Student Mentors can help you with a range of academic issues, helping you develop your study skills. Support is provided via email or during drop-in sessions held twice a week.

Mentors share their own experience and skills, along with signposting existing services which you might find helpful.

Mentors can help with:

* revision skills and planning
* essay structuring
* help with presentations
* time management.

You can find details of Student Mentors at <http://www.sussex.ac.uk/lps/internal/students/studentmentors>

**Student Life Centre**

<http://www.sussex.ac.uk/studentlifecentre/> or Telephone 01273 876767.

The Student Life Centre is based in Bramber House and look after queries onpersonal issues, money, counselling, progression and withdrawal information, drop ins for sexual health, drug and alcohol counselling

**Student Support Unit**

<http://www.sussex.ac.uk/studentsupport/> or Telephone 01273 877466.

The Student Support Unit is based in Bramber House and look after queries and support with long term conditions such as specific learning difficulties, disability support, mental health, autistic spectrum.

**Keeping in Touch**

We shall contact you via your Sussex email address. It’s really important that you check this regularly. Announcements will also be posted on relevant Canvas sites. You can set your own preferences for Canvas notifications: https://community.canvaslms.com/t5/Student-Guide/How-do-I-set-my-Canvas-notification-preferences-as-a-student/ta-p/434

In addition, for each of your modules, there will also be a **Module Convenor** and each seminar group will have a **Seminar Leader (or tutor)**. If you have a query concerning a particular module or your performance in a particular subject, you should contact either your seminar leader or the module convenor in the first instance. Remember that your academic progress can also be discussed with your Academic Advisor.

# 3 – COURSE OVERVIEW

The study of law encompasses a broad variety of human experience and contexts. We want you to know what the law is likely to be in any given case, but also why the law has developed in the way it has. In addition, we ask you to think about how the law might or should change in the future. We want you to grapple with the problems that human beings face each day and to reflect not only on how law reacts to these problems but also to think about whether it should react differently. Law at Sussex is a stimulating subject to study and, whether or not you intend to become a legal practitioner, we think you will enjoy and benefit from our approach.

## Course Learning Outcomes

* Demonstrate knowledge of the institutions and procedures of the English Legal system and of the EU.
* Demonstrate knowledge of the concepts, principles, values and rules of English Law.
* Draw upon the fundamental principles of English law to undertake in-depth study of specialist areas of law
* Be aware of the context within which law operates and value the insights gained through study of other disciplines related to law.
* Demonstrate an appreciation of the inter-relationship of law and society
* Demonstrate the ability to identify the issues of legal relevance in a given factual situation and apply knowledge to provide a solution supported by legal authority.
* Conduct independent legal research to locate relevant legal and non-legal materials using paper and electronic research tools
* Demonstrate the ability to analyse the law, showing understanding of judicial reasoning and statutory interpretation
* Analyse issues of doctrinal and conceptual difficulty
* Synthesise material from legal and non-legal sources
* Evaluate the current law and proposals for reform
* Reflect critically upon the law
* Work independently and on own initiative, seeking appropriate assistance and appreciating the value of constructive criticism
* Participate in debate, supporting his/her argument with legal authority, employing legal terminology correctly and effectively communicating his/her argument, whilst listening and responding to the views of others
* Present clear, concise and accurate written argument, supported with legal authority and employing legal terminology correctly
* Use IT for word-processing, searching library catalogue, electronic research tools and the internet
* Work in collaboration with others to complete group exercises

# 4 – COURSE STRUCTURE

As a single honours degree student you take 120 credits per year, which is made up of a combination of core, optional and elective modules. (Elective Modules are modules from a subject area other than your core course. They enable you to enrich your degree by spending your time in your first two years exploring different disciplines. Each elective last for one term, and is normally taken in your first and second year).

## Modules

The modules available are as follows: http://www.sussex.ac.uk/lps/internal/departments/law/ugcourses/2021/M1R32U#modules

**Note: Not all options are available each year.**

The main factors determining availability of options are student demand and Faculty Research Leave. Additionally, our module structure is subject to development and change over time. At the appropriate time, you will be invited to select the option(s) you wish to take from the range of modules on offer.

## Choosing Options and Electives

Options and Electives are chosen online on Sussex Direct, usually at the beginning of the Spring Semester. More information will be given to you in advance of you making your choices.

## Study Abroad

As part of your degree you have the opportunity to apply to study for an additional year spent studying abroad. Some students taking a three year undergraduate degree at Sussex can apply to take a voluntary term abroad. Please speak to colleagues in the Sussex Abroad office to check if this is an option for your subject. Students are not allowed to go away in the first year of their degree or the third/final year of their degree. All students studying abroad will be required to pass the modules taken abroad. Marks may count towards their overall degree classification. For more information contact the International Study Abroad Office; <https://www.sussex.ac.uk/study/undergraduate/study-abroad>

## Placements

All undergraduate students are able to choose a placement option (for one full academic year) via Sussex Choice. You can apply for placements once you have started your course here. Normally, full-year placements occur between the second and final year of a course. It is University policy that students on a year-long placement (usually 40 weeks) should normally receive payment for their work. For professional placements, the University organises and manages the process through which students apply for and undertake placements. For more information contact the Placements Office in Careers and Employability Centre <http://www.sussex.ac.uk/careers/jobs/placements>

## Transferring Course

Transferring course may be possible, it will depend on whether your preferred course is full or whether you satisfy the normal entry conditions for it. The deadline for course transfers is the end of week 2 of Autumn Term. You may also have to transfer course; some courses such as those with a placement, integrated study abroad or which have an integrated masters course have higher progression thresholds. If you do not meet these requirements you will be transferred to an associated bachelors course. For more information speak to the Curriculum and Assessment Office in the Law, Politics and Sociology School Office (Freeman G51). Please note that Mid-Year transfers are not allowed for Law Students.

Guidance can be found as follows: <http://www.sussex.ac.uk/lps/internal/students/transfers>

# 5 – TEACHING AND LEARNING

There are many different types approaches/modes? of teaching and learning at Sussex and you will encounter some or all of these throughout different stages of your study.

## Seminars

The seminar comprises a tutor and a group of students. Often the group discusses a topic or topics drawn from the readings for the module or topic of a lecture, but a range of approaches to seminar teaching are used. You must attend, and are expected to prepare for, each seminar. It is your responsibility to prepare and engage in seminars. Students who perform best are those that actively engage in seminar activities.

## Lectures

The lecture is led by an academic member of staff and should provide you with an overview of the different perspectives for the topic under consideration. Lectures are not just about listening and note taking and may also involve interactive elements.

## Self-Directed Learning

The seminars and lectures will provide you with the resources to develop your skills as self-directed, independent learner. Your engagement with your subject will develop and you will take more responsibility for choosing what you read, the topics that interest you and the development of your own academic skills.

## Academic Advisor

Your Advisor can provide you with advice and assistance on academic matters, discuss feedback and will supervise your general progress. You may also need someone to provide you with a reference, your Advisor will be able to do this- make sure they get to know you! You should ensure you make arrangements to see your Advisor at least twice a year. Details of your Advisor are found on Sussex Direct along with student feedback and contact sessions and contact information, if you wish to see them outside of these times, email them for an appointment. Each Academic Advisor will also have an Academic Advising Canvas site so please ensure that you have accepted the invite to this site and look out for relevant announcements.

## Lecture Capture

The recording of lectures is a valuable resource and can be used:

• to aid students who have particular accessibility requirements or educational needs;

• as an aid for revision or post lecture review;

• to enable complex ideas/concepts to be revisited and reflected upon;

• to support students for whom English is not a first language.

The University strongly encourages all staff to record lectures and appropriate learning and teaching activities where recording facilities are available.

Information as to whether lecture capture is available for your modules will be provided by module convenors.

Lecture recording is provided to supplement and enhance the student learning experience and not as a replacement for student contact hours. You are still expected to attend all timetabled teaching sessions.

## Canvas

The virtual learning environment used for all your modules, you will be able to find module information and resources such as module handbooks, lecture notes, readings etc. Some staff may also use this for forums or online quizzes. <https://canvas.sussex.ac.uk>.

**IMPORTANT NOTE: USE CHROME OR FIREFOX TO ACCESS CANVAS AND NOT INTERNET EXPLORER.**

## Sussex Direct

The administrative hub for all students and staff, you will be able to find information on timetables, exams and assessments, module marks and feedback etc. <https://direct.sussex.ac.uk/login.php>

## The Library

In addition to the books, documents, official publications and audio-visual items held in the Library building, you can access Library information and collections, including eBooks, online journals via the internet. You will need your University ID card, which doubles as your library card for your time at University. Find out more information at [www.sussex.ac.uk/library](http://www.sussex.ac.uk/library)

## Skills Hub

The Skills Hub website ([www.sussex.ac.uk/skillshub](http://www.sussex.ac.uk/skillshub)) brings together all the resources available to you at Sussex to help you develop your skills in these key areas:

* Writing and referencing
* Library and research
* IT Skills
* Exams and assessments
* Employability
* Personal development

## Expectations – self regulation and independence

The teaching and learning environment in university is different. Unlike the learning environment you may have come from, there is an expectation on you to self-regulate and take responsibility for your learning. This is not to say that support is not at hand in the Law School or across the university, but to alert you to the fact that you will need to be proactive in seeking out supports and direction as required.

As the Student Minds Guide notes:

“In university the expectation is that you are now an independent adult. That means that you are in charge of your own behaviour. You are responsible for you! Professors and tutors likely won’t notice if you’re not in class (at least in large lectures) and they won’t be calling you to check up on any papers or assignments you didn’t hand in. It is up to you to keep track of what you need to do and to motivate yourself to do what needs to be done.” (p.6)

Self-regulation: supervision and responsibility from within instead of by an external party/teacher/tutor

Proactive: (of a person or action) creating or controlling a situation rather than just responding to it after it has happened.

# 6 – ASSESSMENT

A variety of assessment modes are used within Sussex Law School to develop and test different types of knowledge, skills and aptitudes. The assessment modes have been approved to test the course and module learning outcomes. Written submissions usually form part of the assessment at all levels. Written submissions include essays, reports, logs etc as appropriate to the module and the skills that you are being expected to develop. Examinations may focus more on your ability to use your knowledge of the subject, rather than simply testing your memory for facts. Feedback is provided to support you in future assessments.

Unseen examinations are sometimes used to assess your level of knowledge and/or understanding of the discipline without the support of textbooks, notes or internet resources, unless these have been specifically permitted by the examination rubric. Note: In Law, unseen examinations are not a requirement of the qualifying law degree and we may vary from these in appropriate circumstances.

Please note that all LLB modules in Law are assessed using the **Sussex Law School UG Marking Criteria**. These this? can be found along with other important information about assessment on the LLB Students Canvas site. .

## Reasonable Adjustments

If you have a chronic health issue or learning disability the University may be able to accommodate your situation by making reasonable adjustments to the assessment process. If you think this might apply to you please ask about this at the earliest date possible since appropriate changes will take time to put in place. This link gives further details and answers to ‘Frequently Asked Questions’ <http://www.sussex.ac.uk/adqe/standards/examsandassessment/ra>

## Exceptional Circumstances

As students go through the process of examination and assessment, the University recognises that there may be **sudden, unforeseen** and **temporary** circumstances which affect performance in assessment. We have a procedure for managing how the impact of these circumstances can be taken into consideration. The link takes you to further information about this procedure and has a list of frequently asked questions. You may also like to talk to a student advisor if you think there is something which may affect your performance.

<http://www.sussex.ac.uk/adqe/standards/examsandassessment/ec>

# 7 – REFERENCING

Please note that Sussex Law School has approved the **Oxford Standard for Citation of Legal Authorities (OSCOLA)** as the primary referencing system to be used by students. For more information about OSCOLA and our own guidance on the importance of referencing correctly and how to do it, please consult the **Sussex Law School Guide to Referencing.** This can be found on the LLB Students Canvas site , with other information about OSCOLA and referencing also posted on Canvas. We recognise that precision in referencing will improve over time, as your skills in this area develop.

A limited number of existing modules (within final year, PGT and pathway modules) owned by Sussex Law School permit student choice between the use of OSCOLA and the Harvard style of referencing. Where Harvard is permitted as an alternative, your module convenor will communicate this to you at the start of term. For all other modules students should use OSCOLA as approved by Sussex Law School*.*

# 8 – FEEDBACK

## What is feedback?

Feedback is an essential part of your learning at university and should help you to understand the areas in which you are doing well and what you can do to improve and progress. Feedback:

* Helps you to assess your own learning and reflect on your development
* Allows you to discuss your learning with your tutors
* Helps you to understand what is expected of you
* Gives you the opportunity to progress
* Provides you with information about your learning
* Motivates you and encourages you to think positively about your learning

## What feedback is not ….

* **A justification for your mark**. For some pieces of work you will receive a grade and feedback comments. Comments can both pinpoint specific strengths or weaknesses as well as provide more general comment. Comments should help you to understand some of the key strengths and weaknesses of your work as well as why it has received any mark given to it. Your mark will reflect your achievement for that particular piece of work, whilst the feedback can provide you with much more, including suggestions to consider for your next piece of work.
* **Every aspect of your assessment.** In providing feedback your tutors will select and comment on the most important areas that you've done well at and where you can improve (e.g. if it doesn't mention spelling mistakes that's not to say that you didn't make any or if it doesn't mention that you showed a good understanding of a primary text - that is not to say that you didn't demonstrate this). Tutors carefully select their feedback in order to best help your learning.
* **The end of a process**. Often you will receive feedback sometime after completing a piece of work, when you may be more focussed on your next assignment. However, good feedback at university is designed to contribute to your ongoing development and you should think about how you can make best use of feedback on previous work to help you improve the next piece.

## What does feedback look like?

* There are lots of different types of feedback, and you should expect to receive different types during your time at Sussex.
* **Written Feedback:** Perhaps the most obvious type of feedback you will receive will be the marks and comments which your tutors will give for your submitted work. You may get this feedback online, via Sussex Direct, or as comments written on your work. Note that some tutors prefer to provide an audio recording of comments on e-submissions rather than written comments.
* **Verbal Feedback**: You may receive verbal feedback during seminars or other teaching sessions. You may also receive recorded verbal assessment feedback where assignments have been submitted electronically. Feedback may also be given directly after a presentation or discussion; it’s important to capture this feedback, take notes or ask if it can be recorded.
* **Peer Feedback**: Discussing ideas with other people on your course can be a good way of developing your ideas. If you are struggling with concepts, other students may be able to explain them to you in a way that you understand. They may also be able to suggest readings that they found useful or relevant.
* You can find out lots more about the types of feedback and to use it effectively via the Skills Hub<http://www.sussex.ac.uk/s3/?id=58>.

# 9 – STUDENT VOICE

The Department really values your input on what is working well and your suggestions as to how things could be improved. There are a number of opportunities for you throughout your time at Sussex to tell us what you think is working well for you and what could be improved upon, so do make the most of them!

## Student Representatives

Student Representatives serve a vital connection and communication channel between staff and students. Anyone can stand for the position so it may be something you would want to consider. It’s important to know who your representatives are in case you have any difficulties or suggestions which need to be passed on to staff. Undergraduate Representatives are elected for one year terms, and there are two positions per year.

Student Representatives attend the Board of Study which is where the formal running of the Departments takes place. These meetings are Chaired by the Head of Department and attended by teaching staff and the course co-ordinator and take place once in each term.

All Student Representatives also attend the School Student Experience Group meetings, which take place once every term. These meetings provide an opportunity for representatives from across the school to come together to discuss issues affecting teaching and learning and other aspects of the student experience which need to be addressed at School level. The meeting also provides the opportunity for both staff and students to share good practice.

## Feedback to Staff

Do talk to members of staff about your modules, seminars and lectures throughout the year. Provide feedback on things that have been successful but also suggest were you think improvements can be made.

## Module Evaluation Questionnaires

Regular feedback from students helps to improve both our modules and our teaching. A ‘Module Evaluation Questionnaire’ is filled in by you anonymously. Do take these seriously as they can be of great assistance in identifying strengths and weaknesses. A report on all questionnaires from modules is discussed regularly by the Department. Members of staff look at their own results to see where improvements can be made. Staff may also use other less formal ways of listening to what you have to say about their modules.

## National Student Survey

The National Student Survey (NSS) is a valuable source of feedback for the University, but more specifically the NSS is externally published. You will be invited to complete the survey at the end of your final year, where you can reflect on your experience overall at Sussex. The results of the survey are used by the Department to make improvements to the course and overall student experience.

# 10 – ACADEMIC INTEGRITY

## Academic Misconduct

The University of Sussex has a set of [Academic Integrity Values](http://www.sussex.ac.uk/skillshub/?id=287) which all students are expected to follow. These values are:

Honesty:

The work you produce for assessment is your own and where you have used others’ work, this is clearly acknowledged by including references in your assessments. Your School will tell you which referencing system to use.

Trust:

Your tutors and fellow students can trust you to be honest about the work you produce and submit for assessment.

Fairness:

You agree that all students should be fairly treated and that you do not try to gain advantage by presenting work for assessment that is not your own.

Respect:

You treat other members of the academic community with respect: fellow students, your tutors and the admin staff.

Responsibility:

You take responsibility for your own learning and follow the University of Sussex Academic Integrity values and assessment regulations.

If you do not follow the Academic Integrity values, even if unintentionally, you may be considered for **Academic Misconduct.** Examples of academic misconduct include:

Collusion:

Making your assessment available to others or working with others on an assessment that should be carried out individually.

Plagiarism:

Taking and using the intellectual work of other people without acknowledgement.

### Personation:

Getting another person to prepare your assessments or sit an exam for you.

### Misconduct in exams:

Having unauthorised materials in your pocket during an exam or in-class test held on campus, for example notes or a phone, or communicating with others in the exam room. For exams taken remotely this includes using text from published sources, where this is not permitted as part of the exam, sharing or discussing your assessment with another student or helping/receiving help from another student before the exam has ended for the cohort.

### Fabrication of results:

Making up the results of experiments and other research

The [academic misconduct regulations](https://student.sussex.ac.uk/complaints/against-you/misconduct) at the University of Sussex may be different to the regulations at your previous school or college. **Don’t assume the regulations will be the same: it is your responsibility to check.** Read the University’s [full definitions for the various types of academic misconduct](https://student.sussex.ac.uk/complaints/against-you/misconduct) on the Student Hub.

A number of first time misconduct cases occur because students have not familiarised themselves with the requirements for good academic conduct in assessment and sometimes do not know or fully understand that they have done anything wrong. However, this is not an excuse: all students have a responsibility to understand the academic requirements and to complete their assessments with academic integrity. *On some courses, for example Law, the University will have to report any cases of academic misconduct to a professional and/or regulatory body. This may mean that you are unable to register to practise.*

At the start of the academic year, when you registered online, you were asked to agree to follow and uphold the Academic Integrity Values. You were asked to watch some short videos explaining what is meant by Academic Integrity and Academic Misconduct. If you did not watch these videos or would like to watch them again, they are available via Canvas.

The [Skills Hub](http://www.sussex.ac.uk/skillshub/) also provides resources to support you with the academic integrity requirements for assessment. Resources to support academic integrity include: [avoiding plagiarism](http://www.sussex.ac.uk/skillshub/?id=386), [avoiding collusion](http://www.sussex.ac.uk/skillshub/?id=387) and [referencing information](http://www.sussex.ac.uk/skillshub/?id=251). In addition, the [Skills Hub](http://www.sussex.ac.uk/skillshub/) provides a range of guidance on [writing and assessment skills](http://www.sussex.ac.uk/skillshub/?id=250).

## Proof Reading

You may arrange for someone to proof read your assessments, unless the assessment task specifies that proof reading is not permitted. You should not ask another student on the same module to proof read your work. Where a proof reader is used, it remains your responsibility to ensure that any suggested changes comply with the University [guidance on proof reading](http://www.sussex.ac.uk/skillshub/?id=348).

The formal [policy on proof reading is available here](http://www.sussex.ac.uk/adqe/standards/academicmisconduct/integrity).

You should retain a copy of any suggestions made by the proof reader in case a concern is raised about academic misconduct.

## Plagiarism

All the work you produce must be entirely your own work, though of course this will be informed by what you have read, heard and discussed. It is very important that you avoid plagiarism: the presentation of another person’s thoughts or words as if they were your own.

Plagiarism is defined in the Examination and Assessment Regulations as:

‘Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one’s own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations), is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrasing has occurred the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be either in inverted commas, or indented, and directly acknowledged.’

Plagiarism is a serious examination offence, your mark may be reduced (possibly to zero) if you are found to have plagiarised. To avoid plagiarism, intentional or unintentional be careful to record all sources in your notes and make sure you provide accurate references in all your written assignments.

**Please consult your module Canvas page and/or module handbooks for further information on Referencing and Assessments**

# 11 – SKILLS AND EMPLOYABILITY

A Law Degree is about so much more than obtaining a qualification. It is also about developing your **skills and attributes** so that you can prepare for your future. Learning legal culture, attitudes and suitability to a career in practice is an important part of a Law student’s experience - as is enhancing personal development through learning transferrable skills. At Sussex, we provide a holistic approach to studying Law that incorporates skills learning (research and writing, critical thinking) with the opportunity to take part in workshops, competitions and mentoring programmes run by both legal professionals and academics, making your degree a complete, engaging and interactive experience.

**Skills & Employability information sessions have been organised by each year group as part of your curriculum**, spread over the Autumn and Spring Semester. These sessions are designed to a) complement and help you perform better in your other modules and b) stimulate thinking about how the skills you learn at University will help increase your employability. The Skills and Employability Sessions are not assessed. Further details can be found on Sussex Direct timetable and on Canvas.

# 12 – PROFESSIONAL REQUIREMENTS

## The Current Position in England and Wales

Both the Solicitors Regulatory Authority (SRA) and the Bar Standards Board (BSB) in England and Wales have their own regulatory requirements in relation to what is required to satisfy the academic stage of professional training. These currently include passes with at least 40% in the foundation subjects, as well as rules on time limits for completion of the degree and number of attempts at each subject. If you are interested in becoming a solicitor or barrister in England or Wales, do check that you are aware of the latest requirements.

The relevant regulations are periodically updated by the professional bodies, so you do need to keep yourself informed about the latest requirements, particularly if you have failed certain subjects and/or have had a number of attempts and/or periods of intermission/temporary withdrawal from your studies. The latest version of the Academic Stage Handbook, outlining various requirements relevant to prospective solicitors can be found on the SRA website at https://www.sra.org.uk/students/ (make sure you check that you are accessing the latest version). The BSB have their own specific requirements which supersede those found in the Academic Stage Handbook and can be found on the BSB website (https://www.barstandardsboard.org.uk/). You are advised to check both SRA and BSB websites regularly in case of updates.

Please note that the award of compensated credit for a marginal fail (35-39) for university progression and award purposes does not, under our University Regulations, apply to any of the foundational law subjects. If necessary, you are advised not just to check the relevant regulatory requirements on marginal fails directly with the professional bodies but also to speak with the Law Exams Officer, Dr Samantha Velluti.

## The Future Position in England and Wales

The Solicitors Regulation Authority (SRA) is currently implementing a new education and training route for solicitors based on the SQE (Solicitors’ Qualifying Examination). There will be a new centralised assessment to ensure that all qualifying solicitors are tested consistently, regardless of which education route they have taken. The SRA has said that domestic candidates who have completed, started or accepted an offer of a place **by 21 September 2021**on a Qualifying Law Degree (such as the law degrees offered at Sussex) will still be able to qualify under the current route (see information above), as long as they complete their qualification as a solicitor within a specified time. Students that accept an offer by 21 September 2021 must have started the course on or before 31 December 2021 to be able to qualify under the current route.  These transitional provisions have changed periodically, so always check the SRA website for up to date information and for the time frame of the transitional arrangements.  You should also check the SRA website for full details of the transitional provisions as the above is a very short summary of a much more detailed set of provisions.

While most of our new intake students will have accepted an offer by 21 September 2021 and started studying by 31 December 2021 and so be covered by the above transitional provisions, if you happen to fall outside of these requirements you will not be studying a qualifying law degree for solicitor purposes and will have to follow the SQE route after you graduate. Anyone who does fall within the transitional position has the choice of either the outgoing route (Qualifying Law Degree plus Legal Practice Course) or the SQE route after they graduate. The position is identical whichever university a student is studying at.

In terms of future career planning and other decision making, reliance should only be placed on information as presented by the SRA and the BSB.

(Last updated 2 July 2021)

[Solicitors Regulation Authority](https://www.sra.org.uk/home/hot-topics/solicitors-qualifying-examination/)

[Bar Standards Board](https://www.barstandardsboard.org.uk/)

## Accreditation in Canada

UK-trained lawyers who wish to practice law in Canada are required to complete a Qualifying Law Degree Program (‘QLDP’) at a UK University, accredited in conformance with the Federation of Law Societies of Canada (‘FLSC’) foreign law degree qualification requirements, as administered by the accreditation agent, the National Committee on Accreditation (‘NCA’).  The NCA assesses the qualifications obtained by all internationally trained law graduates and is able to advise students about any additional requirements that must be met in order to qualify for law society bar admission (e.g. writing relevant NCA exams or completing additional coursework at a Canadian law school). Please note, the NCA has recently put in place a new requirement for students completing their degrees after January 2022.

New graduates must now also undertake a legal research and writing course through an NCA approved program. More information can be found here: [https://nca.legal/process/assigned-requirements/.  (Links to an external site.)](https://nca.legal/process/assigned-requirements/)

All graduates interested in practicing in Canada are responsible for ensuring that their degree is in compliance with the requirements set out by the NCA, gathering the required documentation and submitting the relevant applications and fees to have their degrees assessed.

More information about NCA requirements can be found by vising their website: [www.nca.legal (Links to an external site.)](http://www.nca.legal/).

Students who are already in the process of obtaining a QLDP should also consult the NCA advisories for modifications to NCA policy during the COVID pandemic.  These advisories can be accessed online: [www.nca.lega/advisories (Links to an external site.)](http://www.nca.lega/advisories).

# 13 – EXTRACURRICULAR ACTIVITIES

We offer a range of extra-curricular activities within the Sussex Law School, and students are encouraged to get involved with at least some of these (if not all!) during the course of their studies.  These include mooting, client interviewing, negotiating, mediation and criminal advocacy.  Sussex has a good record of success in local, national and international skills competitions, but these activities also provide a great opportunity for students to find out more about their strengths and weaknesses, and what they enjoy, and to have some fun working with faculty and peers whilst also developing key skills!  We also have a very active Student Law Body.  Communications will be made to students about opportunities available either via Canvas, in lectures or by email. Students are encouraged to check Canvas and their email regularly for any updates**.**

# 14 – STUDENT LIFE CENTRE

Based alongside Disability Services on the ground floor of Bramber House, the Student Life Centre provides information, advice and guidance on a broad range of subjects.

You can access our services by emailing [studentlifecentre@sussex.ac.uk](mailto:studentlifecentre@sussex.ac.uk) to request information, a telephone call back or in-person support.

The Student Life Centre can offer you a supportive space to discuss your situation and to help you consider ways forward.

We can assist with:

• personal and welfare concerns affecting study progress or well-being;

• funding, money advice and budgeting support as well as information about financial resources;

• sources of help to improve academic performance – identifying obstacles to learning;

• progression, intermission and withdrawal processes - discussion and support;

• referrals to other professional services on and off campus;

• Identity specific support sessions including race and culture support with our BME Race and Culture Lead Advisor

If you don’t know who to talk to or who to ask, start at the Student Life Centre. Seek help early and remember that we are here for YOU.

Because we are also a proactive service, you may be contacted directly by the Student Life Centre if we hear that you might be in difficulty so we can support you. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.

For more information go to:  [www.sussex.ac.uk/studentlifecentre/](http://www.sussex.ac.uk/studentlifecentre/)

**THE SCHOOL OF LAW, POLITICS AND SOCIOLOGY**

A picture containing outdoor, tree, sky, building

Description automatically generated

**SUSSEX LAW SCHOOL**

**FREEMAN BUILDING**

**BRIGHTON. BN1 9QE**

[**http://www.sussex.ac.uk/lps/internal/students**](http://www.sussex.ac.uk/lps/internal/students)