

# **The Edinburgh Law School**



## **STUDENT HANDBOOK**

**Session 2010/2011**

## **FOREWORD FROM THE HEAD OF THE LAW SCHOOL**

Our aim with this Handbook is to provide a useful and user-friendly guide to your University studies. This Handbook will help you as you undertake the stimulating challenge of reading for an LL.B. degree in one of the great European Universities. Above all, however, I hope you will find your time as a student in the Law School an enjoyable and challenging experience both intellectually and socially.

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## **1. EDINBURGH LAW SCHOOL: A LAW SCHOOL FOR THE 21<sup>st</sup> CENTURY**

This Handbook contains vitally important information about Edinburgh Law School, your courses and your studies, your entitlements and your responsibilities while you are a law student at Edinburgh. It can answer many of your questions, and you should treat it as a valuable reference source. The information contained in the Handbook, together with other details about the Law School, including course materials, staff details, and important legal and non-legal web links are contained on the School's website which is available at: <http://www.law.ed.ac.uk/>. On general matters you may also wish to consult the University's Student Handbook.

## **2. WHAT DOES IT MEAN TO BE A STUDENT AT EDINBURGH LAW SCHOOL?**

### **Teaching Aims and Learning Outcomes**

Edinburgh Law School seeks to deliver the highest quality of teaching and learning to its students. *Teaching Aims* are expressions of the aims of the Law School in delivering its courses and degrees and are included in course documentation as you proceed. These represent what the Law School hope and intend to give you as part of your educational experience. *Learning Outcomes* refer to measurable achievements which you should attain by the end of your degree. You can assess the success of your time at Edinburgh by reference to the aims and objectives set out in Appendix 2.

### **Your Responsibilities**

As a student of Edinburgh Law School you have certain responsibilities towards the School, its staff, and your fellow students. These include:

- Preparing for your classes and contributing to the best of your ability
- Checking notice boards and email regularly for information about your courses
- Informing your Director of Studies or Student Support Officer timeously of adverse circumstances affecting your studies
- Asking your Director of Studies, Student Support Officer or any other member of staff before putting their name forward as a referee
- Behaving in a manner respectful of your peers and the reputation of the Law School and the University
- Respecting the facilities of the School and the needs of other students, e.g. do not abuse library books, hide them, hold on to them for longer than necessary, do not occupy a micro lab space for non-Law School related tasks etc.

### **STUDENT SOCIETIES:**

#### **EUSA**

What is EUSA? The Edinburgh University Students Association (EUSA) is run for students, by students. It is here to help you get the most out of your time at university. Your Students' Association represents your interests at all levels, supports over 200 societies, runs four fantastic unions and offers you advice on just about anything. Every student of

Edinburgh University is a member of EUSA for free. More information is available from the EUSA Office under the Potterow dome (Bristo Square) or from the website at <http://www.eusa.ed.ac.uk/>.

## **LAW STUDENTS' COUNCIL**

The Law Students' Council ('LSC') is part of the wider framework of EUSA and exists to represent law students' views and provide students with all the services and information needed to succeed within the Law School. We are the first port of call for academic help within the Law School.

During Freshers' week, LSC run the Freshers' Help Desk which exists to answer any questions students might have. LSC also organise both a second hand Book Sale early in Semester 1 and, the highlight of the Law School social calendar, the Mummies and Daddies Night.

### **Mummies and Daddies Night:**

The Mummies and Daddies will take place in Semester 1. As first years, you will be matched up with parents from the other years. During a wine reception in the Playfair Library, you will find and get acquainted with your new 'families'. From there the evening will proceed to other fine establishments near to Old College. The evening is always great fun and provides a fantastic way to meet people in the Law School.

### **Any problems with Law?**

Social events aside, above all, LSC wants to shape the Law School to meet student's needs. To do that we need your help. The LSC office is located at Room 174 (one level up from UG Microlab). From here we intend to run regular "surgeries" where students are welcome to visit and give their views on any specific issues encountered or any general ideas to make Law School better! We also run a consultation near the end of the year to draw on a wider sample of student opinion.

To keep up to date with events run by LSC please join our Facebook group: <http://www.facebook.com/group.php?gid=2215889345>.

For further information on LSC, including details of committee members and events can be found on the LSC website at: <http://www.law.ed.ac.uk/communities/mainview.aspx?ref=2>

Should any other information be required then please contact us on: [edinlsc@googlemail.com](mailto:edinlsc@googlemail.com)

## **LAWSOC**

The Law Society (or LawSoc as it's known) organises a wide range of events throughout the year. From legendary nights out, to sports teams and a sports tour, from careers events to the formal Burns Celebration and the annual Law Society Ball which sees students queue through the night for tickets.

The first event of the year is the Fresher's Day, giving you a chance to find out all about the Law Society, meet the Committee and enjoy the first of MANY LawSoc nights out.

Meet us at 1 p.m. on Friday the 17<sup>th</sup> September in Lecture Theatre 183, Old College to find out more and get involved!

To find out more about the Law Society and keep updated on the many events we will run over the year please join our Facebook group, search for “Edinburgh LawSoc” after you have joined the Edinburgh University network.

This year’s friendly and enthusiastic committee is led by President Geum Chrystal and Vice-President Calum McKeen and we hope to make 2010/2011 another highly successful LawSoc year!

If you have any queries please drop me an e-mail at [geum.chrystal@hotmail.com](mailto:geum.chrystal@hotmail.com). I look forward to meeting you on the 17<sup>th</sup>!

### **THE MATURE LAW STUDENTS’ SOCIETY**

The Mature Law Students Society aims to provide a social network for and to promote the activities of mature students in the 2-year accelerated LLB program at the University of Edinburgh. Alongside our Wine Reception at the beginning of every year to welcome the new students, we also have weekly meetings and drinks and a number of larger events at Christmas, New Year and after exams. Drinks are held during the week on a night that suits both first and second year students, with a venue chosen at the beginning of the year (to be announced at the Wine Reception). The MLS Council meets throughout the year with the current council made up of seven members, headed by the President, Demi Antzoulatos. We would also like to invite interested first year students to contact us if they would like to run for the First Year Representative Post. We look forward to meeting more of you over the year!

Please contact us at [mlsedinburgh@googlemail.com](mailto:mlsedinburgh@googlemail.com); [maturelawsoc@googlemail.com](mailto:maturelawsoc@googlemail.com) or come to our Wine Reception on Thursday the 16<sup>th</sup> of September, 2010, at 5.30 p.m. in the Lorimer Room, Old College.

### **3. YOUR LAW DEGREE**

#### **How to get a law degree**

Two undergraduate degrees are available in this School, 1.) the LL.B. Ordinary degree and 2.) the LL.B. degree with Honours. The Ordinary degree takes three years to complete and requires students to complete 280 credits of Ordinary courses and two Honours courses (i.e. 360 credits in total). The Honours degree takes four years, during which the student will normally take 240 credits of Ordinary courses and five Honours courses plus a dissertation in the final year. All first year students normally take seven Ordinary courses, together making up 120 credits.

All students in their first two years take only Ordinary courses. Admission to Honours does not take place until the end of the second year. If you complete the first two years satisfactorily, and want to progress to Honours, you will do so automatically.

Detailed administrative arrangements will be given to you at the first meeting in each course, as will the work requirements of the course. These vary between courses, often according to the nature of the subject.

**\*In the event of any disparity between the text of any part of this Handbook and the Degree Regulations and Programmes of Study 2010/11 (DRPS), the latter prevails. You should consult your Director of Studies for further information about degree programme requirements and year on year progression. Online access to the DRPS is available at: <http://www.ed.ac.uk/drps/>**

### **The Ordinary Degree**

As stated above, the Ordinary degree takes three years to complete and requires students to complete 280 credits of Ordinary courses and two Honours courses (i.e. 360 credits in total). Some students choose this option – for example those not wishing to obtain an Honours degree or those wishing to finish their studies for whichever reason before the end of the four years required for an Honours degree.

### **The Honours Degree**

Most students proceed to Honours study. Unlike Ordinary subjects where you are assessed on your knowledge and ability to apply that knowledge to problem-based issues, Honours is about developing your own views on the law, and honing your analytical and critical skills. Thus, Honours teaching is very different from Ordinary teaching. Instead of lectures and tutorials, two-hour seminars are held at which you are expected to contribute views on reading and questions sets prior to the class. Honours study involves a considerable amount of self-learning. At Honours level, members of staff act as facilitators to further discussion and inquiry. It is YOUR responsibility to make an Honours class work. The more you put in - the more you'll get out. **NB: THERE ARE NO RESIT EXAMS IN HONOURS COURSES.**

### **The Accelerated Degree for Graduates**

It is possible to complete the (3 year ordinary) LL.B degree in two years. If you are already an Honours graduate in another discipline, the Law School grants concessions, leaving students with a requirement to complete 240 credits worth of Ordinary subjects over two years. For those who wish to enter the legal profession, the curriculum in each year is filled with prerequisite subjects, although it may be possible to take on an additional subject if you feel up to it. You should discuss this with your Director of Studies (see page 19). There is much more flexibility for students who do not wish to qualify for the profession, and once again, your choice of subjects should be discussed with your Director of Studies.

### **The LL.B. Curriculum**

In principle, the law degree is a flexible and progressive degree. What follows is a description and explanation of the degree.

All students can, in consultation with their Director of Studies, arrange a programme of courses specifically tailored to their individual requirements. Certain general factors must, however, be borne in mind:

A minimum number of course credits must be obtained in order to graduate LL.B (see 'How to get a law degree' above). A number of courses, such as Legal Reasoning and Legal System are compulsory for all students. Although not compulsory for the degree, several courses are required for those who wish to enter the legal profession i.e. 'professional courses'. Finally,

there is the question of whether to apply for Honours. Application for admission to Honours is made at the end of the second year of study and further details are set out at section 4 below.

At the outset of the degree most students are not sure where their future path lies although many go on to enter the legal profession. In recent years, not all those who wish to do so have been able to find traineeships with legal firms, however, and students should be aware of the many alternative careers open to law graduates. Many first-year students want a programme which leaves open the option of entering the legal profession and of taking an Honours degree. To give an idea of the syllabus for a student on the LL.B single Honours programme it is worth looking at the typical curriculum in individual years.

**FOR A COMPLETE LIST OF COURSE NAMES AND COURSE CODES, SEE APPENDIX 5**

*First Year*

Semester One

1. Legal Reasoning and Legal System (20 credits – this runs across the two semesters)
2. Contract and Unjustified Enrichment (20 credits)
3. Family Law (10 credits)
4. Optional law course\* or a course from outside the Law School, e.g. Economics 1 (40 credits – this runs across the two semesters)

Given the complexity of the university time-table and the fact that many courses outside the Law School have prerequisites, students are strongly urged to pick one of the “law courses” rather than a random course from another School. The “law courses” are:

- Foundations of Criminology (runs across the two semesters)
- International Law (Semester 1) and Employment Law (Semester 2)
- Civil Law Ordinary (runs across the two semesters)

Semester Two

1. Legal Reasoning and Legal System (the continuation of 1 above)
2. Public Law of the UK and Scotland (20 Credits)
3. Delict (10 credits)
4. Optional law course\* or a course from outside the Law School, e.g. Economics 1 (the continuation of 4 above)

The overall aim of this programme is to provide an introduction to general legal principles and legal techniques. Members of staff are aware of the special nature of the skills required for law and make every effort in lectures and tutorials to ensure that the transition into legal study is a smooth one. Compare the aims and objectives of the degree in Appendix 2.

*\* Note that Civil Law is a requirement for entry to the Faculty of Advocates.*

*Second Year*

For those wishing to leave open the option of entering the profession, the second year programme comprises the remaining courses required for the degree and the 'professional subjects'. The typical programme is therefore:

### Semester One

1. Business Entities (10 credits)
2. Property Law 1 (10 credits)
3. European Union Law (10 credits)
4. Public Law and Individual Rights (10 credits)
5. Jurisprudence (10 credits)
6. Criminal Law (10 credits)
7. International Private Law Ordinary (10 credits)\*

### Semester Two

1. Commercial Law (20 credits)
2. Property Law 2 (10 Credits)
3. Evidence (10 credits)
4. Revenue Law (10 credits)
5. Trusts and Succession (10 credits)

For those not wishing to enter the profession, only Property Law 1, Criminal Law, Public Law and Individual Rights, Jurisprudence and European Union Law are essential.

\* Students wishing to enter the Faculty of Advocates may also take International Private Law Ordinary as a further subject in addition to their existing curriculum. Please note that since second year has a heavy workload it is also possible to defer this course to third or fourth year.

### *Third Year (Ordinary degree Students)*

The aim for students completing an Ordinary LL.B is to satisfy the degree regulations and, for those entering the profession, to ensure that all the professional courses have been included. Thereafter, you have considerable flexibility in choosing subjects. Included in the third year curriculum are two Honours courses, selected at the end of second year.

### *Third and Fourth Years (Honours Students)*

Application to Honours is made at the end of second year. Once admitted to Honours study, students take three Honours subjects in their third year, and two in their fourth year. In addition, in the Final Year a dissertation is written. More details on the dissertation will be given at the commencement of Honours study.

Students have a free choice deciding on their Honours subjects, but the number of places in each course is limited. These Honours subjects range over the whole field of legal interest. Examples are Family Law, International Law, Commercial Law, Legislation, Medical Jurisprudence and Media Law. Each course involves more advanced study of the topic in question than at Ordinary level. The emphasis is on the development of critical and

analytical skills. Teaching is usually in the form of seminars and students will often be required to write fairly substantial essays for assessment purposes.

For more information consult the Guidance for Honours Study at:

[http://www.law.ed.ac.uk/docs/959\\_guidanceforhonoursstudy201011.pdf](http://www.law.ed.ac.uk/docs/959_guidanceforhonoursstudy201011.pdf)

### **Remember that there are no resits in Honours courses.**

### **Combined Honours Degrees**

It is possible for students to combine legal study with study of another discipline. At present the School offers honours degrees in which law can be combined with any of the following: Accountancy, Business Studies, Celtic, Economics, French, German, History, International Relations, Politics, Sociology, Social Policy, Social Anthropology and Spanish. Such degrees are attractive to a student who wishes to study the law at university level but wishes also to develop his or her knowledge of another discipline.

For certain, though not all, combined degrees it may be possible to incorporate further 'professional' law courses. Such a step, given the additional study requirements, should be carefully discussed with your Director of Studies. It may also be possible up until the end of the second year to revert to a 'pure' law degree.

### **Fitting an Exchange Programme into the LL.B.**

#### ***Study abroad***

The Law School runs exchange schemes with partner universities in Europe, North America and the Far East. Over the last few years, between 15-20% of Edinburgh law students have taken advantage of these schemes and have undertaken a year of their studies abroad.

**The year abroad is normally available to all Law students whether they are studying law on its own at Ordinary or Honours level, or are following a combined honours programme.**

**As a rule Erasmus and other exchanges last for a full academic year and not just one semester.**

For students taking the three year Ordinary or the four year Honours degree, the best year to go abroad is the third year of your degree. Students spending their third year abroad will receive credit for a full year's work, so that they will be able to complete their degree within the normal timescale. They will not, however, have the grades for the courses taken abroad factored into the calculations that determine their degree classification. **This means, for such Honours students, their degree classification will depend on the grades obtained in their fourth year of study only.** By way of exception, the grades obtained abroad by students studying Law and French/Spanish/German will be factored into their final degree classification.

Some of our programmes require a degree of language ability as the language of tuition is that of the host country. The exchanges in question are those in France, Germany and Spain. However, we also operate several exchanges in Europe (Denmark, Norway, Sweden,

Belgium and the Netherlands) North America (the USA and Canada), Hong-Kong and Singapore where the language of tuition is English.

### ***Benefits of Exchanges***

The benefits of exchanges are obvious but may be worth stating nonetheless. Given the recent expansion of the EU and continuing integration among its Member States, lawyers with language skills and knowledge of the domestic legal systems of the European Union will be in great demand, both on the domestic and international front. The experience of any exchange looks good on a CV, and confers advantages in an increasingly competitive job market. Aside from the career implications, the programmes offer great opportunities for personal development at all levels. You will establish friendships and contacts that will stand you in good stead for a lifetime. The wonder is that, with all these advantages on offer, anyone chooses to stay at home!

For students interested in going abroad, a meeting will be held on **Wednesday 6<sup>th</sup> October, 2010 at 1 p.m. in Lecture Theatre 183**. Students do not have to make a final decision about going abroad until the middle of their second year, so there is plenty of time to talk to others who have been abroad and to think about it. For more information, visit the School of Law's website at [www.law.ed.ac.uk/erasmus](http://www.law.ed.ac.uk/erasmus).

### **Exchanges 2010/2011**

#### 1. Courses taught in language of host institution

<u>University</u>	<u>Number of Places</u>
Alcala (Spain)	2
Aix-Marseille (France)	3
Granada (Spain)	1
Munich (Germany)	1
Paris Sud (France)	3
Paris (Sciences Pô)	2 (can also study in English)
Toulouse (France)	2

#### 2. Courses taught in English

<u>University</u>	<u>Number of Places</u>
Copenhagen (Denmark)	3
Groningen (Netherlands)	2
Leuven (Belgium)	2
Lund (Sweden)	4
Madrid (Spain)	2
Oslo (Norway)	1
Utrecht (Netherlands)	1
Maastricht (Netherlands)	2
Singapore	1
Hong Kong	2

### 3. North American Exchange

<u>University</u>	<u>Number of Places</u>
McGill (Canada)	1
Austin (Texas, USA)	3

#### **Overseas students**

Many students from overseas join undergraduate classes at the University of Edinburgh for a year of study. Mostly they are full-time students of a university or college in their home country which allows, or requires, a period of their degree studies to be spent abroad. While here, they are treated as full-time students of the University of Edinburgh. They undertake all aspects of the work of their classes and take class examinations as home students do.

## **4. STUDYING FOR YOUR LAW DEGREE**

### **Explaining the LL.B courses**

#### *Ordinary*

Ordinary courses are offered primarily in Years 1 and 2. These courses are designed as an introduction to a particular area or field of law. The primary aims of teaching and learning at this level are to impart up-to-date and accurate knowledge about law to students, to develop student understanding of the law, and to promote student skills in applying the learned materials to practical problems (see Appendix 2 below).

The Ordinary courses in Year 1 consequently provide the foundation for the broad education that you will ultimately receive from your LL.B. Thus, key legal concepts are imparted in this year, which help you to understand other concepts and areas of law that you will study at a later date. In Year 2, the courses build on this foundational material, often assuming a degree of knowledge and understanding. For example, Commercial Law presupposes that students will have studied and understood the law of Contract in Year 1 because particular forms of contract are explored in this course.

#### *LL.B Ordinary with Merit or Distinction*

Ordinary Degrees may be awarded with Merit or Distinction. To qualify for Merit on the three year LL.B Ordinary a student must achieve grade B or better, without re-sitting an assessment, in courses totalling 180 credit points, of which at least 40 credit points must be at Honours level, and at least 80 of the remaining credit points must be at Ordinary level or higher. To qualify for Distinction, a student must achieve grade A, without re-sitting an assessment, in courses totalling at least 160 credit points, of which at least 40 credit points must be at Honours level, and at least 80 of the remaining credit points must be at Ordinary level or higher.

For students on the accelerated LL.B, comparable requirements have been set taking into account the reduced length of the programme. To qualify for Merit a student must achieve grade B or better, without re-sitting an assessment, in courses totalling 120 credit points. To

qualify for Distinction, a student must achieve grade A, without re-sitting an assessment, in courses totalling at least 100 credit points.

### *Honours*

Honours study builds on the knowledge and skills developed in Years 1 and 2 (see Appendix 2). It assumes that students have internalised certain key features of legal study, such as how to acquire legal knowledge, how to apply it in problem situations and how to comment on it in a critical manner. This last feature, in particular, is developed further at Honours level. Students are expected to take primary responsibility for their learning, including structuring their legal study, making decisions about which materials to consider and which to reject, and how to approach the assigned work for a seminar.

### **Admission to Honours**

Admission to Honours study takes place at the end of the second year. You must apply for admission and students are considered **on the basis of their performance in exams during both Year 1 and Year 2.** Students will be admitted to Honours provided they are “carrying” (i.e. have failed to pass at resit) no more than:

a) **one** 20 or **one** 40 credit course

OR

b) **two** 10 credit courses

No student can carry more than 40 credits into their Junior Honours (3<sup>rd</sup>) year.

### **Appeals against non-admission to honours may be made to the Law School’s Progression Committee on procedural grounds only.**

When you apply to be admitted to Honours you must select your Honours courses for Year 3. Details of courses honours courses at: [http://www.law.ed.ac.uk/docs/958\\_honspros2010.pdf](http://www.law.ed.ac.uk/docs/958_honspros2010.pdf) **You are admitted to courses based on your performance in the first two years.** The better your grades, the better your chances of getting into the courses you want. All courses operate a quota on numbers, so it is important to do well in order to give you the widest choice of Honours subjects.

Do not choose courses which you perceive to be “easy” in order to boost your chances of obtaining a better degree classification. Not only is this a foolish strategy, but you will also find that it is difficult if not impossible to sustain the required level of interest and academic commitment in something which does not appeal to you. Furthermore, do not choose courses in the belief that a pass in X will provide you with an added advantage when applying for a traineeship at a specific firm. Employers are more interested in well-rounded trainees with a broad knowledge base, than in candidates with (often quickly outdated) specialist knowledge.

### **Teaching and Learning Methods**

Methods of teaching and learning in the Law School vary from subject to subject but, in general, formal lecturing provides the teaching framework in Years 1 and 2 complemented by small group sessions. First year students usually have two or three lectures in each subject per week plus a regular tutorial. The size of the lectures in some courses may be more than 200, but in other courses the numbers are much less. Tutorials usually comprise 11 students and thus give students an important opportunity to engage directly with their tutor.

### *Lectures*

The lecture provides the guidelines to the subject-matter and outlines the foundations on which the student must build. In most subjects you will be given duplicated handouts which summarise the lectures and contain lists of references. You may also be assigned reading that you are expected to have done *prior* to the lecture. **Staff will assume a certain degree of knowledge in their lectures. If you have not read the materials, you will not get the most out of the class.**

### *Tutorials*

The tutorial provides the opportunity to develop themes or discuss problems, often on the basis of written work. There is, of course, no substitute for reading and during the year you will be required to complete a number of essays. As with lectures, if you do not complete prior-assigned work you will be doing a disservice to your education.

The success of the system depends on the student. Normally only a few hours will be spent each day at classes, and **private study is the major element in the student's timetable.** Establishing a working routine to use time to the greatest effect is perhaps the most important task of the new undergraduate. Conditions for individual study are both convenient and congenial.

**Students are expected to enrol online for tutorials at the start of the semester and further details will be posted on the Teaching Office notice boards and on the School of Law website. A synopsis is provided below.**

### **School of Law Tutorial Signup**

- Go to:  
<http://www.law.ed.ac.uk/ease/tutorials/>
- A list of your Ordinary courses will be displayed. If any of these courses are incorrect, or missing, please contact:
- Anne King, Student Support Officer. Email: [Anne.S.King@ed.ac.uk](mailto:Anne.S.King@ed.ac.uk) Tel: 0131 650 2006

- Beneath each course, a list of available tutorial groups is displayed:



- You can review the timetable for each group by clicking “Click for timetable”.
- Click the “Sign-up” button to sign up to the group you want. Once you click the button, you’ll be reminded of the timetable for that group, and offered the opportunity to “Continue” (to confirm your selection) or “Cancel” (to reject your selection and choose a different group).
- Once you’ve signed up for a tutorial group, you will be able to change this selection until the sign up closes. Once signed up to a group in a set, this page will simply display the list of groups you’ve signed up to.
- Note that:
  - You will only be able to sign-up to groups that have places left.
  - Some tutorial groups are assigned to multiple courses (such as those for property law 1 and 2). In these cases, if you attend both courses you’ll see a list of the same groups repeated for each course, but you’ll still only be able to sign-up to one group in the set.
  - Signup access for specific groups may have staggered start and end times
  - You will only be able to sign-up to a group during a limited period of time. These times are displayed on the page for each group.
  - If you need to alter the group you signed up for, please contact Susan Leask in the Teaching Office. Email: Susan.Leask@ed.ac.uk Tel: 0131 650 2344.

Changes to tutorial group timetables, and rescheduling of tutorials, will be posted on the relevant courses webpages, and you will also be emailed of any changes by an automated system. Please check the courses website, and your university email account, regularly.

### *Seminars*

Lectures and tutorials are replaced at Honours level by two-hour seminars in which students are expected to discuss and explore topics in more depth. While Ordinary courses tend to focus on building student knowledge and applying that knowledge to problem-solving, Honours is more concerned with critical analysis, structured and coherent argument, and independence of thought. Seminar attendance is compulsory and will be monitored. Irregular attendance will be reported to your Director of Studies and if without good reason, may, in extreme cases result in disciplinary action.

## LawPALS

Okay, so you have your course timetable and you have your books...now what?! **LawPALS** is what! One of many distinctive benefits of studying law at The University of Edinburgh is that all first years are *automatically guaranteed* access to a wealth of experience and information directly from advanced LLB undergraduates through our Law Peer Assisted Learning Scheme (**LawPALS**).

**LawPALS** is where you will find support for that ‘OH NO, what have I got myself into?’ moment!! Each first year student is assigned to an upper level student leader and meets weekly with his/her group of fellow first-year students (around 20-25 per group). There are also groups designed specifically for those students on the 2 year accelerated LL.B. programme.

Your **LawPALS** leader is there to help you bridge the gap between your previous study/experience and university life as a law student. Think studying at university is the same as studying at school or college? Think again!! You have great academic challenges ahead and what better way to learn how to approach them than from a student leader who has recently been in your shoes? Another great advantage of **LawPALS** is that you will have an instant peer-group that can help you navigate the other important paths of university life - Who has the cheapest pint? Where is the best coffee? Where is the best music in town? Your social adjustment is just as important as your educational adjustment so be sure to take advantage of this unique opportunity to get first-hand knowledge of the first-year experience! **LawPALS** is where you are free to ask the ‘embarrassing’ questions.

### **Built into your timetable...**

Because all of us at Edinburgh Law School want you to succeed, **LawPALS** is built into your timetable. The once weekly meetings run through the first semester and are set so that you can maximise the benefit of **LawPALS** without worrying about course conflicts.

### **The webpage...**

You will find the **LawPALS** webpage at <http://www.law.ed.ac.uk/communities/mainview.aspx?ref=6> and group lists will be made available there just before semester one begins. You’ll also find information about our fabulous **LawPALS** Leaders, as well as a forum which will be used throughout the academic year. Simply check the webpage for details of the group you are in and make a note of the time your group meets.

As an incoming first-year, you are *automatically enrolled* on **LawPALS** and details will be distributed at Freshers’ week and posted on the webpage and on notice boards around the school. You may also email Kasey Lowe, our PALS Coordinator, at [LawPALS@ed.ac.uk](mailto:LawPALS@ed.ac.uk) for more details or for further information or help with any queries.

## ASSESSMENT

Just as teaching methods vary from subject to subject, so do methods of assessment. The traditional system of unseen examinations is still employed but in some subjects allowance is made for class work. In each course the method of assessment is intimated at the beginning of the session in course documentation. There are two types of assessment used in the School

of Law. Formative assessment does not count towards the final mark in the course, whereas summative assessment does. Each course book will explain which components of the assessment in any given course are formative or summative.

Law examination questions often take the form of legal problems. It is particularly important, in both problem and essay questions, to answer the question asked, *and only* the question asked. *Too many law students make the mistake of thinking they will get credit for information which has at best an indirect bearing on the question.* It is not sufficient to display knowledge. You must be able to apply it. Read the question carefully. Get straight to the point. Stick to the question. Avoid padding. This is especially important in so-called “open folder” exams, where students are allowed to use their notes in the exam hall.

Honours assessment tends to be a combination of essays and examination. The length of an Honours essay is far greater than that required at Ordinary level, and the exercise is different in that it requires you to construct and sustain a coherent argument around a particular topic, displaying independence of thought and good use of legal materials. Honours exams often focus on essay-type questions, although you will find other methods of assessment in some classes, including compulsory seen or unseen problems, oral examinations, and project work. The Edinburgh law degree is designed to develop a range of skills.

Please consult the Marking Criteria used in Ordinary and Honours courses:

[http://www.law.ed.ac.uk/docs/583\\_markingcriteria.doc](http://www.law.ed.ac.uk/docs/583_markingcriteria.doc)

### **Using Legal Materials**

You will be introduced to the (Law and Europa) library and legal materials at different stages in your studies. Library tours take place in the course of first year, and Legal Reasoning and Legal System provides an introduction to the various sources of law. For Honours study, the Honours Orientation Programme serves as a primer for studying law at an advanced level.

## **5. STUDENT REPRESENTATION**

### **Class Representatives**

Class representatives are appointed in each course, elected by the entire class. Representatives must attend at least two meetings a year with the course organiser or his/her delegate. Ideally, these meetings occur in the middle and at the end of the course. They are an opportunity for the class to communicate both positive and negative comments to staff about the running of the course, for the present year and for future years. A minute of these meetings must be prepared and signed by all present. It is your responsibility to communicate any comments that you have on your courses to your class representatives.

### **Student Representation at School Level**

Student representatives are entitled to attend a number of the School committees each year. The students are chosen by the Law Students Council. Details of the composition of the various School committees can be found on the Law School website at:

<http://www.law.ed.ac.uk/administration/>

The views of the student representatives are frequently sought on a range of matters affecting the student body and the general academic ambience of the School. Once again, if you have any matters that you feel should be brought to the attention of the School, it is your responsibility to make these known to the School student representatives.

## **6. DIRECTORS OF STUDIES, THE STUDENT SUPPORT OFFICER AND OTHER SUPPORT SERVICES**

### **Directors of Study**

Your Director of Studies (a member of the academic staff) and the Student Support Officer (a member of the Law School administrative staff) are there to ensure you receive proper support and guidance throughout your studies.

Your Director of Studies will give you what help he or she can in selecting courses, to ensure that your overall curriculum keeps within the limits allowed, and that it makes sense. S/he will also provide you with an academic reference if requested. Your Director is the member of the academic staff that you will first meet and, along with the Student Support Officer, will be the only person in the University (other than yourself) who, especially in your first two years, will have overall knowledge of your studies and how you are progressing. For each subject you are likely to have a tutor, but your tutor may not know how you are getting on in other subjects.

As far as possible, your Director will remain the same throughout your University course. Should your Director be away for a semester or more for any reason or resign, you will be allocated another and informed of this.

Every student must see his or her Director of Studies at the beginning of their first academic year and all first years are expected to see their Director of Studies again early in the second semester, to review progress and to see how they are settling in. While first years are given appointments for their initial interview with their Director, **any subsequent appointments should be arranged via the Student Support Officer.**

### **Student Support Officer**

The Student Support Officer is there to deal with any *routine* enquiries you may have during the year relating to the curriculum, regulations and procedures, essay extensions etc. She will also provide you with standard letters where required, for example, references for the bank or for a landlord. Remember, if in doubt about who to contact, check first with the Student Support Officer.

After first year, students will normally only require an appointment with the Student Support Officer at the start of the academic session to sign up for courses. However any student with progression difficulties (for example failed examinations) or those with particularly complex curricula will require a meeting with his/her Director of Studies.

The Student Support Officer will email all students before the start of the academic year to let them know whether they need to see the Student Support Officer or their Director of Studies. For those needing to see their Director of Studies, sheets will be posted on Directors' office doors in the few weeks prior to the beginning of each new session for students to sign-up for an appointment.

Your Student Support Officer for 2010/2011 is:

Mrs Anne King, room191, telephone 0131 650 2006; email [anne.s.king@ed.ac.uk](mailto:anne.s.king@ed.ac.uk)

**Directors of Studies for 2010/2011 are:**

Director of Studies			Email	Room	Telephone
Professor	Zenon	Bankowski	<a href="mailto:z.bankowski@ed.ac.uk">z.bankowski@ed.ac.uk</a>	361	0131 650 2028
Ms.	Gillian	Black	<a href="mailto:gillian.black@ed.ac.uk">gillian.black@ed.ac.uk</a>	413	0131 650 9541
Professor	Alan	Boyle	<a href="mailto:alan.boyle@ed.ac.uk">alan.boyle@ed.ac.uk</a>	418	0131 650 2019
Professor	John	Cairns	<a href="mailto:john.cairns@ed.ac.uk">john.cairns@ed.ac.uk</a>	367	0131 650 2065
Dr.	Sharon	Cowan	<a href="mailto:s.cowan@ed.ac.uk">s.cowan@ed.ac.uk</a>	416	0131 650 8000
Dr.	Rachael	Craufurd Smith	<a href="mailto:r.c.smith@ed.ac.uk">r.c.smith@ed.ac.uk</a>	268	0131 650 2061
Dr.	Paul	du Plessis	<a href="mailto:p.duplessis@ed.ac.uk">p.duplessis@ed.ac.uk</a>	365	0131 650 9701
Ms.	Sandra	Eden	<a href="mailto:sandra.eden@ed.ac.uk">sandra.eden@ed.ac.uk</a>	366	0131 650 2627
Mr.	Navraj	Ghaleigh	<a href="mailto:n.ghaleigh@ed.ac.uk">n.ghaleigh@ed.ac.uk</a>	418(a)	0131 650 2069
Dr.	James	Harrison	<a href="mailto:james.harrison@ed.ac.uk">james.harrison@ed.ac.uk</a>	371	0131 650 2040
Mr.	Martin	Hogg	<a href="mailto:Martin.Hogg@ed.ac.uk">Martin.Hogg@ed.ac.uk</a>	269	0131 650 2071
Dr.	Parker	Hood	<a href="mailto:parker.hood@ed.ac.uk">parker.hood@ed.ac.uk</a>	356	0131 650 2048
Dr.	Richard	Jones	<a href="mailto:richard.jones@ed.ac.uk">richard.jones@ed.ac.uk</a>	419	0131 650 2032
Dr.	Cormac	Mac Amhlaigh	<a href="mailto:cormac.mac.amhlaigh@ed.ac.uk">cormac.mac.amhlaigh@ed.ac.uk</a>	410	0131 650 4373
Mrs.	Laura	Macgregor	<a href="mailto:l.macgregor@ed.ac.uk">l.macgregor@ed.ac.uk</a>	415	0131 650 2034
Professor	Gerry	Maher	<a href="mailto:gerard.maher@ed.ac.uk">gerard.maher@ed.ac.uk</a>	194(e)	0131 651 4310
Professor	Lesley	McAra	<a href="mailto:lesley.mcara@ed.ac.uk">lesley.mcara@ed.ac.uk</a>	373	0131 650 2036
Dr.	Claudio	Michelon	<a href="mailto:c.michelon@ed.ac.uk">c.michelon@ed.ac.uk</a>	357	0131 650 2026
Dr.	Stephen	Neff	<a href="mailto:stephen.neff@ed.ac.uk">stephen.neff@ed.ac.uk</a>	414	0131 650 2067
Professor	Niamh	Nic Shuibhne	<a href="mailto:niamh.nicshuibhne@ed.ac.uk">niamh.nicshuibhne@ed.ac.uk</a>	409	0131 650 2049
Mrs.	Elsbeth	Reid	<a href="mailto:elsbeth.reid@ed.ac.uk">elsbeth.reid@ed.ac.uk</a>	339	0131 650 2002
Professor	Burkhard	Schafer	<a href="mailto:B.Schafer@ed.ac.uk">B.Schafer@ed.ac.uk</a>	368	0131 650 2035
Professor	Andrew	Scott	<a href="mailto:Andrew.Scott@ed.ac.uk">Andrew.Scott@ed.ac.uk</a>	342	0131 650 2064
Dr.	Anna	Souhami	<a href="mailto:anna.souhami@ed.ac.uk">anna.souhami@ed.ac.uk</a>	338	0131 650 2024
Professor	Richard	Sparks	<a href="mailto:r.sparks@ed.ac.uk">r.sparks@ed.ac.uk</a>	423	0131 650 2059
Dr.	Andrew	Steven	<a href="mailto:andrew.steven@ed.ac.uk">andrew.steven@ed.ac.uk</a>	268(a)	0131 650 2037
Professor	Stephen	Tierney	<a href="mailto:stephen.tierney@ed.ac.uk">stephen.tierney@ed.ac.uk</a>	354	0131 650 2070
Professor	Neil	Walker	<a href="mailto:neil.walker@ed.ac.uk">neil.walker@ed.ac.uk</a>	363	0131 650 2353
Mr.	Scott	Wortley	<a href="mailto:scott.wortley@ed.ac.uk">scott.wortley@ed.ac.uk</a>	417	0131 651 4307

A Director's primary responsibility is to help you in academic matters, but at University these frequently get closely tied up with non-academic, personal or practical problems. Personal problems which interfere with your work will seldom solve themselves by being ignored. Directors of Studies are there to help you find ways out of difficulties. They know all about the many social, welfare, health and advisory services available to students both inside and outside the University, and you should not hesitate to approach your Director of Studies at the first onset of a difficulty (NB please make appointments via the Student Support Officer). Remember, your Director is not a trained counsellor, but she or he can point you in the right direction to other University support services should this be necessary.

Directors of Studies are very willing and anxious to help students; but they are not thought-readers and can act only when you have put your problem to them. In certain circumstances it is possible for adjustments to be made to the curriculum, e.g., in the order of course taken, or for rules and regulations to be waived, deferred or amended. In all cases you must approach your Director of Studies, and it is imperative that the problem be discussed at the earliest possible opportunity. If you have serious doubts about the course you are following, it is generally not a sensible policy to press on regardless.

Discuss your problem with your Director of Studies, preferably within the first two weeks of the start of the semester if it concerns a possible change of course. It is not always possible for a radical change to be made, but, unless you take the initiative, the possibility will simply not be explored. One of the main reasons for failure at a university is not through academic incompetence (you are all intelligent- we would not have chosen you otherwise) but because a student has become bored or dissatisfied with the course and has “opted out”. No problem is solved by assuming that it will go away.

If, at any stage, you are in doubt about what is expected of you, or concerned about techniques of work and study, you should talk to your tutor or your Director of Studies. They are there to help you.

To help Directors of Studies and the Student Support Officer to help you, please observe the following rules:-

1. Informing the Student Support Officer: Keep the Student Support Officer informed of changes of address, telephone number and other circumstances.
2. Illness: in cases of serious illness, or any illness which interferes with your work, try to keep your Director of Studies informed via the Student Support Officer. If you go into hospital, let your Director know (also when you come out) via the Student Support Officer. You will be required to produce a doctor’s certificate if illness prevents you completing some formally required part of the course (e.g. essays). Even when this is not the case, doctors’ certificates may be taken into account for other purposes, so if your work is adversely affected by illness, file a certificate.
3. Not taking an examination: It is sensible, if you are considering not sitting an examination to discuss the matter with your Director of Studies before the examination is scheduled to take place. Not sitting an exam can count against you for the purposes of admission to Honours, and Diploma Grants, unless your Director supports your decision.

If after discussions with the Student Support Officer or your Director of Studies you feel that you wish to discuss the matter with someone else, you can ask for an interview with the Senior Director of Studies (Dr. Sharon Cowan) or the Director of Undergraduate Studies. You should also contact the Senior Director of Studies if you wish to change your Director of Studies, although this is permissible only and good cause shown.

### **Facilities for Disabled Students**

The University aims to create an environment which enables students with disabilities to participate fully in university life without disadvantage. We understand disability in the broadest sense to include any condition which may have an impact on your day-to-day activities, such as mobility and sensory impairments, mental health problems, specific

learning difficulties and medical conditions. If you have any concerns regarding any of the above, please contact Dr. Anna Souhami, the School's Disability Officer. She will discuss how the Law School can help support you during your studies, help ensure that any emerging problems are dealt with as quickly as possible and co-ordinate referrals to the College Disability Office who will discuss and develop with you a personal action plan suited to your individual requirements. Anna can be contacted at [anna.souhami@ed.ac.uk](mailto:anna.souhami@ed.ac.uk) or on 0131 650 2024. She is in room 338 in Old College.

### **What if things go wrong?**

#### *Medical and other difficulties*

If you are experiencing medical problems of a degree of severity which makes it likely that your studies will suffer, you should obtain a letter from your doctor, and hand it in to the Student Support Officer. Clearly, not every visit to the doctor should result in the submission of a medical certificate and you should use your judgement as to whether or not the University should be informed. If the problem affects more than a week's classes, you should let us know, as your tutors may well report your absence if you miss two consecutive classes.

If illness affects your attendance or submission of work for seven days or less, you should hand to the School Office a completed 'Illness Self-Certification Form'. A specimen form is available from the School Office or EUSA.

What has been said above about medical certificates also applies in relation to personal difficulties - family illness, bereavement, money worries etc.

### **Changing Courses**

#### *A - Changing to a different degree programme*

If you realise that law is not for you and you would like to transfer to another programme of study, your first port of call should be the Student Support Officer. She can discuss options with you, although ultimately if you want to move to another School or University, this will be a matter for the discretion of the Associate Dean of the College into which you wish to transfer. You might also get some credit for law subjects that you have already passed, but once again this is a matter to be decided by the School/University to which you wish to transfer. Transfer to another School within the College of Humanities and Social Science must be approved at College level and you will be asked to attend an interview with the Associate Dean. Consent, particularly where the transfer will involve an additional year of study, is not automatic. Your Student Support Officer can give you further information about the relevant procedures. There are deadlines for requests to transfer to other Schools in CHSS, in the past students have been expected to complete and application for transfer by 31<sup>st</sup> March, but you should check with your Student Support Officer the deadline for the relevant year as early as possible.

#### *B - Changing courses within the Law School*

If you begin a course and decide that you do not wish to continue, you must inform your Director of Studies immediately. She or he can withdraw you from a course provided that it

is not a compulsory course for the LL.B. degree. You should also be aware that dropping courses might have consequences for your future options, such as entering the legal profession, and you should discuss this with your Director.

If you wish to transfer into a course that has already begun, this is a matter for the discretion of the Course Organiser in question. Your Director of Studies can advise you on these matters, but transfers should wherever possible take place **within two weeks of the start of the course**.

### **Contacting Staff**

All staff can be contacted by telephone or email, further details can be found on the Law School website: <http://www.law.ed.ac.uk/staff/>

#### *School Reception Desk*

If you wish to leave a written message for a member of staff or you need further assistance, contact the School Reception Desk. This is also the place to lodge certain formal documents.

### **Law School Support Services**

#### *Teaching Office*

The Teaching Office is located on the ground floor in the north east corner of Old College, Room 194(a)(i). The Teaching Office is responsible for preparing undergraduate course documentation and coordinating undergraduate teaching across the Law School. This is the place where written work (such as assessed essays) is submitted. Instructions on how to submit essays will be issued in due course and please note that they should not be posted under the Teaching Office door.

The principal course-related notice boards are found in the area outside the Teaching Office. If information you need urgently is not on the notice boards - or on the relevant course website - you should contact the Teaching Office staff. The Teaching Office is open for enquiries from 9.00-12.00 and 13.30-16.30.

The Teaching Office also maintains websites for all of the courses offered by the Law School. You should check these sites in the first instance if you have any queries about a course. Often your answer can be found there. See: <http://www.law.ed.ac.uk/courses/>

### **University Support Services**

#### *Student Health*

The University Health Service provides comprehensive medical care under the National Health Service for those students who wish to register as patients of the practice. Alternatively, students may register with any other general practice in their area.

The University Health Service practice provides, in addition to the usual primary care medical services, contraceptive, ante-natal and nursing services as well as physiotherapy and psychiatric clinics. The Richard Verney Health Centre also includes a Pharmacy. The Centre is located at 6 Bristo Square, Tel: 0131 650 2777.

Full-time overseas students who become ill after arrival in the UK may obtain National Health Service treatment without charge, provided that they are registered on a recognised course.

**Website:** <http://www.health-service.ed.ac.uk/>

### *Student Counselling*

Your Director of Studies is there to help you with academic matters. However, she or he is not a trained counsellor, and if you are experiencing emotional problems or if you are facing concerns not directly related to your work, then you should consider visiting the University's Student Counselling Service, based at 30 Buccleuch Place, Tel: 0131 650 4170.

This is an entirely confidential service designed to deal with a wide range of student problems. If you want to attend the service you will be given an initial assessment appointment to discuss your difficulties, and if counselling is thought to be appropriate, sessions will be arranged for you thereafter. For more information, see:

<http://www.student-counselling.ed.ac.uk/>

### **Careers Service**

[www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) - careers information specifically for law students

[www.law.ed.ac.uk/lawcareersblog](http://www.law.ed.ac.uk/lawcareersblog) - news, ideas and information to keep you on track with your future career.

[www.ed.ac.uk/careers](http://www.ed.ac.uk/careers) - University of Edinburgh Careers Service website

Keep your future in mind from Day 1. As well as your law degree, you'll need skills and experience to succeed in today's graduate job market. The University Careers Service is here to support your career planning throughout your time at Edinburgh and for 2 years after graduation.

### **What are my career options?**

Your broad career options after graduation are listed below, plus details of how to find out more via the Law School careers web pages and downloadable leaflets covering topics in more detail.

1) [www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **Legal Career in Scotland** - working for the larger commercial law firms, the wide range of small to medium-size law firms, including high street, family, property, rural, criminal defence, or in-house with local authorities, Government Legal Service for Scotland (GLSS), procurator fiscal, banks and oil companies etc. Research the range of opportunities in the legal profession to find those that interest you.

**Read** the *Legal Job Studies* written by recent graduates - find out what it's really like to work in different areas of the profession.

**Speak** to *law alumni* via the Career Contacts database about their work.

**Download** the publication ‘**FAQs - Careers in the Scottish legal profession**’ – linked from this section – to find answers to your questions on applying for and funding the Diploma in Legal Practice, finding and applying for traineeships, and much more.

2) [www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **Legal Career in England** - a small percentage of Scots law graduates convert each year.

**Download** the publication ‘**FAQs - Careers in the English legal profession**’ from this section - find out how to convert from the Scottish to the English legal profession, apply for solicitor training contracts, pupillages with barristers’ chambers, and much more.

3) [www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **Careers Outwith the Legal Profession**. Find out what recent Edinburgh law graduates have done, and start to explore your options. In recent years an increasing number of law graduates have entered careers outwith the legal profession, the highest proportion going into financial and policy and administrative work. In the current economic climate, with fewer traineeships available, and more law graduates in Scotland than ever before, the number entering careers outwith the legal profession is likely to increase steeply.

4) [www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > Further Study – **each year a percentage of law graduates go on to study postgraduate courses both within and outwith law, in the UK and abroad.**

5) [www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **Time out / Gap year** - forward planning is the key to making the most of time out. Explore your options for travel, volunteering and paid work.

## **Gaining experience and developing skills**

As well as your law degree, you’ll need skills and experience to succeed in today’s graduate job market. Get ideas on how to do this using the information below.

[www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **Gaining Experience via Internships/Vacation Work, Part Time Work or Volunteering** – internships, vacation placements, part time work, work shadowing, volunteering – and more – both within and outwith the legal profession. Graduate employers have always looked for more than just your degree – they want *evidence* of skills and experience too. This is even more vital in the current economic climate. Start early to develop skills and gain experience throughout your university years.

## **Finding and applying for jobs – traineeships and more**

[www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **Job Hunting - Finding Your Traineeship, Training Contract And Other Graduate Jobs** - how to track down traineeships or training contracts in the legal profession in Scotland and England, and locate graduate jobs outwith the legal profession

[www.law.ed.ac.uk/careers](http://www.law.ed.ac.uk/careers) > **CVs, Applications and Interviews** - applying for and securing that traineeship or graduate job.

## **Other Careers Service resources**

**Talk to a careers adviser** about any aspect of your plans (or lack of them) for your future after graduation - call into the Careers Service at 33 Buccleuch Place, or contact us on 0131 650 4670 to make an appointment, or use the daily drop-in service for quick queries (12-4pm during semester time - check the Careers Service website for vacation hours).

**Careers information centre, 33 Buccleuch Place** - open each weekday – packed with information relating to different types of work and career-choice, employers, further study, job-seeking, CVs, application and interviews, vacation work, volunteering, gap-year ideas, and more - just call in to use this resource – no appointment needed.

**Careers Service website [www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)** - information, advice, events, contacts and more, to help you make sense of your future.

Janet Forsyth, Careers Adviser, July 2010

### Complaints

The University has established Codes of Practice regarding complaints that a student may have about some aspect of their dealings with the University. Guidelines on complaints are available on the University website at:

<http://www.aaps.ed.ac.uk/regulations/Complaints/index2005.htm>

If you have a concern about your treatment within the Law School, your Director of Studies will often be able to help in the first instance, failing whom, the Director of Undergraduate Studies.

## 7. ASSESSMENTS AND EXAMINATIONS

### The University Common Marking Scheme

Assessment by end of year examination in April to May is the norm in the Law School. Some examinations, for example, European Community Law, are, however, scheduled at the end of the first semester. Resits are available in August in Ordinary courses. **There are no Honours resits.** Under the University Common Marking Scheme examinations are marked in the following way:

<i>Grade</i>	<i>Mark %</i>	<i>Description</i>	<i>Honours Class</i>
A1	(90-100)	Outstanding	1st Class
A2	(80-89)	Fine Work	1st Class
A3	(70-79)	Excellent	1st Class
B	(60-69)	Very Good	2:1
C	(50-59)	Good	2:2
D	(40-49)	Satisfactory	3rd Class
E	(30-39)	Falls short of the standard expected for a pass	Fail
F	(20-29)	Clear Fail	Fail
G	(10-19)	Bad Fail	Fail
H	(0-9)	Very Bad Fail	Fail

Please consult the marking scheme used in the School of Law:

[http://www.law.ed.ac.uk/docs/583\\_markingcriteria.doc](http://www.law.ed.ac.uk/docs/583_markingcriteria.doc)

## **Honours Classification**

Honours classification for students who enter junior honours (3<sup>rd</sup> year) are based on the mean of the marks obtained for individual courses, weighted (with limited exceptions set out in the Undergraduate Assessment Regulations, section 9) by the number of credit points of each course. Thus, students whose mean of marks falls above 70 will be awarded a 1st Class degree; those whose mean falls within the band 60-69, an Upper Second Class degree etc.

The Board may vary the degree classification awarded where compelling medical or other mitigating circumstances exist. Such circumstances should be submitted to the Special Circumstances Committee of the Board of Examiners via Directors of Study or the Student Support Officer in advance of the meeting of the Board.

Students who spend a year abroad on an approved exchange programme in another University *where this is not a required part of their degree programme* will, if they successfully complete the year, be awarded the appropriate 120 credits for progression but the marks obtained for their third year courses will not be factored into their final degree classification. Students on the Law and French/Spanish/German programmes are required to spend their third year abroad and therefore the marks obtained for courses taken whilst abroad are factored into their final degree classification.

The position of students who have failed one or more components of their study abroad will be referred to a special University committee. Such students are advised to contact their Directors of Studies as soon as possible for further guidance as to the procedures to be adopted. Students may appeal against the decision of this committee only through the University's normal appeals process. Students who are appealing against the decision of the committee will be permitted to start the final Honours year programme whilst the appeal is ongoing.

## **Exam Clashes**

Every effort is made to avoid exam clashes. If you find from the exam timetable that you have a clash of exams, please let the Registry or your Director of Studies know immediately. Special arrangements will be made for you.

## **Registration for Exams**

If you are enrolled for a course you will be automatically registered for the examination in that course. Although your Director will have updated your records at the start of the year you should also take time to check MyEd (<https://www.myed.ed.ac.uk/>) to make sure that your record is correct and accurate. If it is not you should contact your Director of Studies as soon as possible. You are not required to register for resit examinations in August. Check the examination timetable and turn up at the correct time and place.

## **Failure in Exams**

It is not uncommon for students to fail one exam in their academic career and so you should not become unduly worried by one failure. You may find it helpful to contact the member of staff in charge of the course to make an appointment to discuss your paper in a general way with you. Exam feedback is produced in all ordinary courses. See the relevant course website for details. If you fail an Ordinary examination in the winter or spring, you will be eligible to resit it in August. If you fail in August you must wait until the sitting the following year to retake it. Repeated failure may lead to your case coming before the School Progression Committee or the College Associate Dean Undergraduate Studies and could prevent you from graduating.

Failure in a number of courses (more than 80 credits worth) may bring you in front of the School Progression Committee or the Associate Dean Undergraduate Studies for failure to make 'adequate progress'. Students with progression issues should consult their Directors of Study.

### **Number of Permitted Attempts**

Under general University rules it is only permissible to have three attempts at the examination for any course i.e. the initial attempt and two resits. An absence counts as an attempt. A student who does fail three times is likely to have to take a replacement subject. It is possible for the Exam Board to disregard a sitting where there are special circumstances such as illness. Students are therefore strongly advised to contact their Director of Studies if they have any circumstances which have affected their performance.

### **Special Circumstances**

It was explained earlier that you should alert the University to any medical or other circumstances affecting you. The Exam Board is able to consider these if your Director of Studies completes the relevant form and submits it to the Student Support Officer. The Board will normally require documentation. For illness of a student or relative this usually means a medical certificate. For a bereavement the University requires a copy of the death certificate or funeral announcement or funeral order of service. For students who are being counselled a letter from the counsellor will assist the Board.

Students will receive an email from the Student Support Officer in the run-up to each exam diet informing them of the deadline by which special circumstances must be submitted. The Board will normally be unable to consider these unless the form completed by the Director and supporting documentation have been received by that date.

It cannot be stressed too heavily that if you wait to tell your Director of Studies or the Student Support Officer after the results have been available, you *will be too late*. The only circumstance in which late submission of medical evidence will be permitted is where that evidence could not have been available to the examiners when deciding the final mark.

### **Exam Results**

These are posted by the Registry on MyEd.

### **Appeals: Grounds and Procedures**

The grounds of appeal are governed by Reg 16 of the University Undergraduate Assessment Regulations, set out below. The latest version may be found at:

<http://www.acaffairs.ed.ac.uk/Regulations/Assessment/Home.htm>

“16.1 This Section sets out the mechanism and grounds for appeal. For the purpose of this Section, “examination” is understood to include any written, practical or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment.

16.2 Factors which may adversely affect a student’s performance in an examination or in assessed coursework over the year, such as personal illness or the illness of a close relative or partner, must be drawn to the attention of the Examiners in writing by the student as soon as possible and, in any event, before the meeting of the Board of Examiners. (See [9.11 to 9.13.](#))

16.3 A student may appeal against an examination result on the grounds of:

(a) substantial information directly relevant to the quality of performance in the examination which for good reason was not available to the examiners when their decision was taken. Ignorance of the requirement mentioned in paragraph (16.2) above to report timeously factors which may have adversely affected a student's performance, or failure to report such factors on the basis that the student did not anticipate an unsatisfactory result in the examination, can never by themselves constitute good reason; and/or

(b) alleged irregular procedure or improper conduct of an examination. For this purpose “conduct of an examination” includes conduct of a meeting of the Board of Examiners.

16.4 Appellants must specify the formal ground or grounds under which they believe their appeal should be considered. They must also specify the basis or bases on which the formal grounds are invoked.

16.5 Any appeal must be submitted in writing to the University Secretary as soon as possible. Only in special circumstances may an appeal from a visiting or final year student or graduate be considered more than six weeks after the results of an examination have been available to the appellant. For other undergraduate appellants only in special circumstances may an appeal be considered more than two weeks after the results of an examination have been available to the appellant. The decision as to whether or not special circumstances exist will be made by the sub-committee referred to in Regulation [16.7.](#)

16.6 The written presentation of the case, which the appellant is required to submit prior to the prima facie hearing, should contain all the relevant arguments on the basis of which the appeal is being made. Other than in exceptional circumstances and with the approval of the Convener, the appellant will not at any point thereafter be

permitted to introduce new circumstances into the appeal. The appellant has the opportunity to comment in their presentation on information provided by the Convener of the Board of Examiners and their Director of Studies. The final written presentation must be submitted three weeks after receipt of this information by final year students or graduates and one week after receipt of this information for other undergraduate appellants.

16.7 The University Secretary or his or her nominee and two members of the Appeal Committee (who must not be from the School concerned) are empowered as a sub-committee to decide whether or not a prima facie case of appeal is established to be heard by the full Appeal Committee on behalf of the Senatus and/or whether the case should be referred for Convener's Action (see 16.8).

16.8 If the appeal is considered by Convener's Action, then it is dealt with by the Convener, Appeal Committee secretary and one other academic member of the Appeal Committee, who was not a member of the sub-committee. On considering an appeal by Convener's Action, the Convener has the power to require the Board of Examiners to reconvene to reconsider the appellant's results or to refer the case to the full Appeal Committee.

16.9 If the appeal is heard by the Appeal Committee the appellant will be given reasonable notice of the date of the hearing and will be entitled to attend and to be accompanied by one other member of the University of Edinburgh community. The appellant may present his or her case in person or may nominate another member of the University of Edinburgh community to do so on his/her behalf. The Appeal Committee quorum is the Convener and secretary plus three academic staff drawn from the list of eligible nominees. On hearing an appeal, the Committee has the power to vary the original decision of the Board of Examiners, to confirm it, or to require the Board of Examiners to reconvene to reconsider the appellant's results, adopting any requirements specified by the Appeal Committee. In the case of joint academic and professional qualifications and in courses leading to qualifications such as in social work, where a professional qualification is awarded as an outcome of the University's examination process, the role of Appeal Committee when hearing an appeal relating to the professional (as opposed to academic) aspect of the qualification is limited to confirming the Board's decision or to requiring the Board of Examiners to reconvene to reconsider the appellant's result.

16.10 The decision of the Appeal Committee and any decision of the sub-committee that no prima facie case has been established (see [16.7](#)) are final and only in exceptional circumstances may an appellant appeal the decision on any grounds. The decision as to whether or not exceptional circumstances exist will be made by the sub-committee referred to in Section [16.7](#).

16.11 Each such action of the Committee must be reported to the Senatus. The Committee is required to report to the Senatus biennially indicating the number of appeals heard by the Committee, the number rejected by the sub-committee, and the grounds for rejection."

Note that for para 16.3(a) to apply there must be "good reason" for the special circumstances not having been submitted prior to the meeting of the Board of Examiners. Thus students are

normally required to submit evidence of special circumstances such as illness to the Student Support Officer or their Director of Studies in advance of this meeting. Students who wish to appeal should speak to their Director of Studies or the EUSA Student Advisers in the first instance.

### **Remarking Exam Results**

It is a common misconception that a request can be made for an exam script to be remarked, in a similar fashion to the procedure in relation to Highers and A levels. This is not the case. The person in charge of the course will have liaised with the External Examiner who will check that the appropriate standards have been applied. You cannot *require* that your script be marked by the external examiner.

### **Getting Guidance on a Failed Exam**

All students who have failed a course are entitled to a meeting with the Course Organiser. If you have not failed the exam but merely done badly Course Organisers are not required to grant you a meeting. This is a matter of staff discretion and you cannot demand guidance, but many members of staff are happy to assist in this manner. Also refer to the Exam Feedback produced for all ordinary courses online via the course page.

## **8. MATRICULATION, FEES, FINANCIAL HELP**

### **Financial Help**

Money difficulties are common nowadays among students and the Advice Place in Bristo Square (650 9225), run by EUSA, offers helpful, practical information. Sources of finance are:

- (i) *The Small Loans Scheme:* The Student Association will, up to their available funds, make immediate loans up to £100 to tide you over in extreme emergencies.
- (ii) *Student Loans:* Details of loans, hardship applications and bursaries can be found on the Registry website at:  
<http://www.registry.ed.ac.uk/matriculation/matriculation.htm>

Registry is able to help students with queries relating to fees and financial support. This is not a matter with which your DOS is able to assist you.

- (iii) *Margaret Malloch Scholarship:* Graduate students who have spent at least one year in the School may apply for one of the two Margaret Malloch Studentships which each provide a sum of around £1,000. One award is made on the basis of hardship, the other on academic merit. Support from another source, e.g. Hardship Bursary, Carnegie etc. precludes consideration. Applications must be submitted by the end of July. Further details on these awards are posted in the reception area outside the School Office. For more information contact Liz Mack in the School Office. Student may also wish to enquire about the *Gill Hollis Tercentenary Awards* [http://www.law.ed.ac.uk/docs/510\\_hollispromo.doc](http://www.law.ed.ac.uk/docs/510_hollispromo.doc) as well as the *Rothsay* and *Shepherd and Wedderburn* LL.B Scholarships <http://www.law.ed.ac.uk/Tercentenary/Projects/index.asp>.

## 9. SCHOOL FACILITIES

### Library

The School has the best law library of any Scottish university. A library is an invaluable resource to any lawyer. You will become very familiar with our library during your time in the Law School.

#### Opening Times

During the Semester:	Monday to Thursday: 9 a.m. - 10 p.m. Friday: 9 a.m. to 5 p.m. Saturday: 9 a.m. to 5 p.m. Sunday: 12 noon to 5 p.m.
Vacation:	
Christmas Vacation	Monday to Friday: 9 a.m. to 5 p.m. <b>(closed 24.12.10 to 04.01.11 inclusive)</b>
Easter Vacation	Monday to Thursday: 9 a.m. to 8 p.m. Friday: 9 a.m. to 5 p.m. <b>Saturday: 9 a.m. to 5 p.m.</b> <b>Sunday: 12.00 noon to 5 p.m.</b>
Summer Vacation	Monday to Friday: 9 a.m. to 5 p.m.

As a student on the LL.B degree you will be referred to many different books, cases and statutes which can only be obtained in the Law Library. During Freshers' Week the library staff offer conducted induction tours of the library. Further details can be obtained from the Law and Europa guide at: <http://www.lib.ed.ac.uk/resbysub/lawguide.shtml>

The Reserve section contains the books in most demand: basically the required reading on course lists. During the day books may be borrowed from this section for up to three hours. Reserve books can be taken home overnight from three hours before the library closes - they must be returned one and a half hours after opening the following day (e.g. if you take a book out at 7pm on Monday, it should be returned by 10.30 a.m. on Tuesday). **Short loan books (which can be borrowed for one week) and standard loan books (which can be borrowed for four weeks) are located elsewhere in the library – check the catalogue for the shelfmark.**

If you need help in finding books or using the catalogue please ask the library staff for help.

Fines are reasonably heavy, but more importantly other students should be considered. *Do not* leave the books lying around on desks - all volumes should be returned to the appropriate place.

Photocopiers are located in the Reserve section and photocopy cards can be purchased at the card machine **beside the photocopiers** or at the service desk (priced at £1.00 for 16 copies or £5.00 for 90 copies). **Print credit may also be topped up at the service desk.**

*Library tours:*

**During Freshers' Week tours of the Law and Europa Library will be on offer –times will be advertised.** These tours generally last around 45 minutes. Students do not need to sign up for these tours. They can just turn up at any session. Students are requested to gather around the service desk as a meeting place.

After Freshers' week library tours are offered every Wednesday at 2.30pm throughout the semester. If students are unable to make the tour on the specified date the staff of the library will try to accommodate them. Please ask at the service desk for more information.

There is also a virtual tour of the Law & Europa Library, which can be found at the following link:

<http://www.lib.ed.ac.uk/resbysub/virtourlaw.shtml>

## **Computing at the School of Law**

For the most up to date information about IT-related services including printing, print credit, wireless access, local web services, laptop support, online manuals and using mobile devices at the School of Law, please refer to:

[www.law.ed.ac.uk/law.support](http://www.law.ed.ac.uk/law.support)

Law students have access to, and are encouraged to use, the computing facilities in the Law School microlabs. The computers at the Law School are housed in three micro labs. The labs are open from 9 a.m. until the closing time of the library during the semester. Hours may vary in vacations. Access is via a code lock, which is 5123 for all the labs.

Additionally, there are labs and computers on each level of the main library at George Square, and students are encouraged to use these whenever possible, to ease congestion in the Law School labs.

You can find maps of the lab locations in the law.support website.

## **Helpdesk**

The law library operates a helpdesk, from which you can obtain help with basic IT-related issues such as email, password problems, account lockout, wireless access and access to your filestore.

The law school computing office can help with these issues too, and also with any issues associated with the law school microlabs. We also assist with laptop issues such as configuring them for anti-virus software, access the wireless network and any other problems you may be having with your laptop.

The law school computing office can be found in room 158, ground floor of the School within the Legal Practice area, map on the law.support website.

## **10. QUALIFYING FOR THE PROFESSIONS**

## The Diploma in Legal Practice

### Introduction

**Please note that the following represents the current (2010/011) position. There will be changes in the next few years as a result of a major review of legal education undertaken by the Law Society of Scotland.**

The Diploma in Legal Practice is a professional qualification open to all students who have graduated with an LL.B from a Scottish University, or who have otherwise satisfied the regulations laid down by the Law Society of Scotland or the Faculty of Advocates concerning entrance requirements. Students must have achieved a pass in specified courses at undergraduate level to be eligible to be considered for a place on the Diploma.

Six Universities in Scotland offer the Diploma. These are Aberdeen, Dundee, Edinburgh, Glasgow, Strathclyde, Robert Gordon University, Aberdeen and Stirling University. Each provider is accredited by the Law Society of Scotland.

Students who intend to practise law in Scotland are required to take the course prior to entry into the solicitors' profession or going to the Bar (the Faculty of Advocates).

The main aim of the Diploma is to equip students with basic skills and knowledge required for legal practice.

### Entrance requirements

The entrance requirements for the Diploma in Legal Practice at the University of Edinburgh are currently as follows:

If you are applying from a University having taken an undergraduate degree in law, then you must hold passes in the following Ordinary courses (or their equivalent – the following is the list of Edinburgh courses which cover the prerequisite curriculum):

Legal Reasoning & Legal System  
Contract and Unjustified Enrichment  
Family Law  
Delict  
Public Law of the UK & Scotland  
Public Law and Individual Rights  
Business Entities  
Commercial Law  
Property Law 1 & 2  
Trusts and Succession  
Taxation  
Criminal Law  
Evidence

These courses are taken as a part of the normal undergraduate law degree. If you are taking a joint honours degree, such as Law and Spanish, or any other joint honours degree, talk to your Director of Studies about the Diploma entrance requirements.

A further entrance requirement is that you are required to graduate with the degree of LL.B in the year for which you apply to the Diploma, or have already graduated in a previous year.

If you are applying from a University other than Edinburgh, or are a Law Society or Faculty of Advocates applicant, then you must hold passes in all the appropriate Diploma pre-requisite subjects.

European Community Law is required for admission to the Law Society of Scotland, but is not a pre-requisite for entry to the Diploma at Edinburgh.

Therefore if you do not take this course during your Undergraduate degree, you can do so during the Diploma. The Faculty of Advocates also requires International Private Law and Civil Law for admission.

### Applications to the Diploma

Applications for Diploma places must be made by the mid-April or such later date as will be specified each year for admission in September. Application forms are available from the Legal Practice Unit in Old College, or from the School office in the January (or a later date) of the year to which the application refers or such later date as will be specified. Notices will be displayed throughout the School once these forms are available for collection. **The primary criterion used for the award of places is performance in the pre-Diploma subjects (see below on ‘nominations for post-graduate awards’)**

### Nominations for Post-graduate awards

Over recent years, the Students Awards Agency for Scotland (SAAS) has made available a limited number of grants for those applying for a place on the Diploma throughout Scotland. In recent years, the numbers of available grants has been capped at 300. This compares with the numbers applying for a place on the courses throughout Scotland which amounts to more than 900 students. Edinburgh School of Law has 75 grants available for students who apply to The School of Law from all universities.

Therefore, only a small minority of students receive offers of funding.

In previous years the criterion for the allocation of awards was marks obtained in Law Society pre-requisite subjects on the results obtained in the first sitting by each candidate of each examination. This criterion could be moderated (in either direction) by the class and type of Degree obtained, overall number of failed subjects at undergraduate level, other qualifications (both under-graduate and post-graduate), and special circumstances (unless already taken into account internally) affecting the academic performance of individual students such as illness, other personal factors and the weight and nature of curriculum.

**NOTE: SAAS may not continue funding the Diploma to any significant extent in future years.**

NOTE also, that, if a student is nominated for an award, it includes both a fee element only. As regards the fees element, this will cover only part of the fees required for the Diploma. In

2010/11, the fees element covered by the SAAS is approx £3,400, whereas the fees for the Diploma stand at approx £5,775. The individual student is responsible for funding the shortfall.

### The structure of the Diploma and curriculum

Students enter University for the Diploma in September of the relevant academic year, finishing mid December. The second semester commences in January and after a two week Easter break there is a revision week followed by a period of examinations. The course should be complete, including all elements of class work, by the end of May.

Seven mandatory courses are offered on the Diploma in Legal Practice. The mandatory courses are Conveyancing, Private Client, Civil Court Practice, Criminal Court Practice, Financial Services and Related Skills (FSRS), Professional Responsibility and Company and Commercial Law. The eighth subject is generically called the Electives and there is a wide choice from which, students pick two in which to specialise.

Teaching is carried out mainly through a combination of small group seminars and plenary sessions, including lectures. There is much emphasis on skill based learning, and students are expected to participate actively in the seminars. Attendance at is compulsory.

If you require further information on the content of the courses, please contact the Legal Practice Unit in Old College.

### Assessment on the Diploma

The precise method of assessment of each Diploma course varies. Some are assessed by way of class work and seen written examination, some by class work and unseen examination. The % of the marks attributed to the various elements that make up each course depends on the weighting that has been attributed to that particular course. Most written examinations are open folder.

Details will be given towards the beginning of the course.

### After the Diploma: Post Diploma Training

On graduating from the Diploma, you need to successfully complete a legal traineeship to gain admission to the profession. This element lasts for a total of 2 years. Between six to eighteen months after commencement of the traineeship, trainees are required to attend a Professional Competence Course (PCC), either in house, or at one of the training-providers. This is an intensive skills based course which consolidates and builds on what trainees do in their traineeships. Its purpose is to allow the trainee a period of training during which they can both reflect and build upon the skills and knowledge gained in practice as a trainee.

There is a fee charged for this element of the course. Training firms (those who take on trainees for the traineeship) take differing attitudes to the terms on which trainees will be given leave to take this course. For instance, some are offering a reduction in the traineeship salary normally paid to cover the cost of the course, others require that at least part of the course be taken by the trainee as annual holiday. Others will both pay for the full course and permit the trainee to have the time off in addition to the holiday period.

Once the PCC has finished, the trainee will return to the training firm for completion of the traineeship.

At the end of the two year traineeship, the trainee will need to pass the Test of Professional Competence (TPC). The TPC consists of a series of logbooks which are maintained by the trainee and satisfactory Quarterly Trainee Performance Reviews which are completed by the training solicitor in discussion with the trainee and then submitted to the Law Society of Scotland for monitoring.

More information on both the PCC and the logbooks and performance review can be found on the Law Society of Scotland website: [www.lawscot.org.uk](http://www.lawscot.org.uk) Traineeships

Once you have finished the Diploma at the University, you are free to start the traineeship. It is important to note that it is not necessary to have a traineeship in place before embarking on the Diploma, and while some students have accepted offers made by firms before starting the Diploma, many students starting the Diploma have not, at that time, secured one.

It is mainly the larger firms of solicitors who recruit trainees early in the final year of the undergraduate degree or even earlier. Check SAGE regularly for traineeship adverts, look out for the posters advertising opportunities and closing dates around the Law School and attend the Scots Law Recruitment Fair at the start of Semester 1. Small/medium-sized firms and some areas of the public sector tend to recruit later in the final year, or wait until the summer after graduation and the Diploma year.

Use your time at university wisely to develop the skills and experience you will need to move on into your chosen professional area. During your penultimate and final year prepare a CV and a suitable covering letter, for making applications for vacation placements or traineeships. Use the resources of the Careers Service to help you with this, and seek feedback from a careers adviser.

## **The Bar**

Advocates in Scotland perform the same role as barristers in England and Wales and Northern Ireland. The entrance requirements differ from those from the Solicitors' profession. Some information on these requirements is given below, although if you are considering becoming an advocate, you are advised to contact the Faculty of Advocates.

To become an Advocate in Scotland, a person must (1) be admitted as an Intransit to the Faculty of Advocates; (2) satisfy the educational requirements of the Faculty; (3) satisfy the professional training requirements of the Faculty.

To become an Intransit the candidate must have:

a) a Degree with Honours, Second Class (Division 2) or above, in Scottish Law from a Scottish University; or b) a Degree in Scottish Law from a Scottish University together with a Degree with Honours, Second Class (Division 2) or above, in another subject from a University in the United Kingdom; or c) an Ordinary Degree with Distinction in Scottish Law from a Scottish University.

An Intrans must (a) pass or gain exemption from all the Faculty's examinations in Law; and (b) obtain or gain exemption from the Diploma in Legal Practice at a Scottish University.

An Intrans must (a) serve a minimum period of training in a solicitor's office of 21 months (in certain cases an exemption of nine months is available); In practice most intending advocates spend time in practice as a solicitor to develop their networks in the legal profession, gain experience and funding for the period of unpaid devilling.(b) serve a period (about nine months) as a pupil to a member of the Bar approved by the Dean of Faculty (called 'Devilling'); and (c) pass the Faculty examination in Evidence, Practice and Procedure.

For more information on Advocates and the Advocates profession, have a look at the website at [www.advocates.org.uk](http://www.advocates.org.uk)

### Qualifying in England and Wales

There are three stages of your education or career at which you could decide that you wanted to practise in England and Wales rather than in Scotland.

#### 1. Transferring after the Degree

If you have taken an Edinburgh LL.B degree at undergraduate level and then decide that you would rather practise in England then you might decide to transfer at this stage. There is an English course called 'Common Professional Examination' (CPE) or 'Graduate Diploma in Law' (GDL) which those students holding a degree are permitted to take. This course comprises 7 subjects. If you hold an LL.B degree from Edinburgh, you can obtain exemption from a number of these subjects, but normally you would be required to sit the Criminal, Equity and Trusts and Land Law (Property) papers.

You would then have to take the Legal Practice Course (LPC) - the English equivalent of the Diploma and complete your two year period of training with a law firm, known in England as a Training Contract.

#### 2. Transferring after the Diploma

The rules for transferring after the Diploma are the same as those for transferring after the degree. You would normally have to take the Criminal, Equity and Trusts and Land Law papers of the CPE or GDL AND you would have to take the LPC course. In other words, no credit is given for having taken the Diploma in Scotland at this stage. You would also have to complete your Training Contract.

#### 3. Transferring after completion of the traineeship

You might also decide that you wanted to transfer after having completed your traineeship, but before you have any practical experience. If this is the case, you would, under the Qualified Lawyers Transfer Regulations have to take the Land Law examination under the CPE or GDL.

Other avenues are currently under active consideration by the Law Society of England and Wales. In particular, lawyers from other EU jurisdictions may automatically become entitled to be admitted as a solicitor in England and Wales if they have three years experience within

the jurisdiction. This currently does not apply to Scottish solicitors because England and Wales, and Scotland are not separate member states. However, it is understood that this is currently under active review.

If you are thinking of transferring at any stage in your education or career, you would be well advised to contact the Law Society of England and Wales as soon as possible:

Information Services,  
The Law Society,  
Ipsley Court,  
Redditch,  
Worcestershire, B98 OTD

Student Enquiry Line: 0870 606 2555 (0830 - 1700 hrs) Information & Request  
Line: 01527 504455 (24hrs/answering machine) [www.lawsoc.org.uk/](http://www.lawsoc.org.uk/)

The University Careers Service has information on qualifying as a lawyer in England and Wales. Call in to the Careers Service at 33 Buccleuch Place to consult their folders of information or to seek advice, and view their legal web links at [www.careers.ed.ac.uk/STUDENTS/Careers/K1.html](http://www.careers.ed.ac.uk/STUDENTS/Careers/K1.html)

#### The CPE/GDL

The CPE/GDL is provided in over thirty locations throughout England and Wales, and can be taken part time and via distance learning, including via the Internet.

#### Applying for the CPE/GDL

Applications for the full time courses are via a central clearing house – contact: CPE/Diploma in Law Courses Central Application Board, PO Box 84, Guildford, Surrey, GU3 1YX Tel 01483 451080 [www.lawcabs.ac.uk](http://www.lawcabs.ac.uk) Applications open in November, and are preferred online. Closing date for applications is the February prior to admission in the Autumn.

#### The LPC

The course is run in over 20 locations in England and Wales. Applications open in October for admission the following Autumn, and are preferred online. Check the website below for further information.

[www.lawcabs.ac.uk](http://www.lawcabs.ac.uk)

Becoming a Barrister in England and Wales - route for Scots Law graduates In common with the requirements for qualifying as a solicitor in England and Wales, there is a one-year conversion course providing the academic stage of training for those who have not studied an English Law degree. For exemptions that may be available for Scots law graduates, contact:

The Bar Council Education and Training  
289-293 High Holborn,  
London WC1V 7HZ.

DX: 240 LDE

Tel: 020 7242 0082

Fax: 020 7831 9217

[www.barcouncil.org.uk](http://www.barcouncil.org.uk)

This is then followed by the Bar Vocational Course (BVC), run in 8 locations in England and Wales. For more details on the BVC consult the website [www.legaeducation.org.uk](http://www.legaeducation.org.uk), the Bar Council's Education and Training website.

Applications for the BVC are made through the website [www.bvconline.co.uk](http://www.bvconline.co.uk).

Barristers must then complete a period of 12-months pupillage.

### **The Cost of becoming a Lawyer**

Training for the law in England and Wales is expensive. Including fees, which may be considerably more than £7000, accommodation and maintenance, the costs for taking the CPE and LPC can easily reach £25,000 or more. Some of the big City Law firms will sponsor their intending trainees through the courses.

Sponsorship information and details of other sources of funding can be found in a number of publications in the Careers Service, and on a variety of websites, including the Careers Service SAGE database [www.careers.ed.ac.uk/SAGE](http://www.careers.ed.ac.uk/SAGE) and sites linked from the law portal on the Careers Service website:

[www.careers.ed.ac.uk/STUDENTS/Careers/K1.html](http://www.careers.ed.ac.uk/STUDENTS/Careers/K1.html)

## APPENDIX 1

### SCHOOL CONTACT ADDRESSES

Head of School :	Professor Douglas Brodie Tel: 0131 650 2054 Email: <a href="mailto:jbrodie@ed.ac.uk">jbrodie@ed.ac.uk</a>	Room 190
Director of Undergraduate Studies:	To be announced	
Senior Director of Studies	Dr. Sharon Cowan Tel:0131 650 8000 Email: <a href="mailto:s.cowan@ed.ac.uk">s.cowan@ed.ac.uk</a>	Room 416
Student Support Officer	Ms. Anne King Tel: 0131 650 2006 Email: <a href="mailto:anne.s.king@ed.ac.uk">anne.s.king@ed.ac.uk</a>	Room 191
Law Reception Office	Mrs. Susan Leask, (Tutorials) Tel. 0131 650 2344, Email: <a href="mailto:susan.leask@ed.ac.uk">susan.leask@ed.ac.uk</a>	Room 186
Teaching Office	Mrs. Heather Haig, Tel. 0131 650 2053 Email: <a href="mailto:heather.haig@ed.ac.uk">heather.haig@ed.ac.uk</a>	Room 194(a)
	Ms. Krystal Hanley, Tel. 0131 650 2056 Email: <a href="mailto:krystal.hanley@ed.ac.uk">krystal.hanley@ed.ac.uk</a>	Room 194(a)
	Ms. Liz Mack Tel. 0131 650 2007 Email: <a href="mailto:Elizabeth.mack@ed.ac.uk">Elizabeth.mack@ed.ac.uk</a>	Room Room 194(a)
	Ms. Carole Moore, Tel. 0131 650 2017, Email: <a href="mailto:carole.moore@ed.ac.uk">carole.moore@ed.ac.uk</a>	Room 192(b)

## APPENDIX 2

### AIMS AND OBJECTIVES: LL.B DEGREE

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**The following aims and objectives are in line with the national academic standards set for Law degrees in Scotland by the Quality Assurance Agency for Higher Education.**

#### **1<sup>st</sup> Year**

In Year 1 the L.L.B. programme aims to promote:

#### **Knowledge and Understanding of**

1. the sources and institutions of Scots law in its wider context
2. legal concepts
3. legal philosophy
4. legal rules in a variety of areas
5. the UK constitution from a legal perspective
6. legal analysis
7. the socio-economic framework in which legal rules operate

The programme also aims to develop:-

#### **(a) Intellectual Skills so that students are able to:**

1. independently research and write up a topic
2. synthesise material from a variety of sources (both legal and non-legal)
3. analyse, evaluate and interpret legal sources
4. apply knowledge of legal rules/concepts/principles to the solution of problems
5. view critically existing legal rules

#### **(b) Practical Skills so that students are able to:**

1. use library skill to acquire legal knowledge
2. use computer skills to acquire legal knowledge
3. research a topic or problem

#### **(c) Transferable/key skills so that students are able to:**

1. communicate effectively (in writing and orally)
  2. summarise, analyse and evaluate material
  3. use IT competently
  4. analyse problems and propose solutions
  5. think critically and creatively
  6. the ability to work in groups
-

## **2<sup>nd</sup> year**

In Year 2 the L.L.B. programme aims to promote:

### **Knowledge and Understanding of**

1. legal concepts
2. legal theory
3. legal rules in a variety of areas; including the institutions of the EU from a legal perspective, the law of property and criminal law
4. legal analysis
5. the socio-economic framework in which legal rules operate

The programme also aims to develop:-

#### **(a) Intellectual Skills so that students are able to:**

1. show a sound understanding of foundational concepts developed in Year 1 and demonstrate ability to use this knowledge in the acquisition and application of further knowledge in Year 2
2. apply the intellectual skills developed in year one at a deeper level; for instance, by applying knowledge of legal rules/concepts/principles to the solution of problems which are more complex than ones encountered in Year 1
3. update knowledge and identify and respond to legal change
4. be in a position to enhance their intellectual skills in the course of Year 3

#### **(b) Practical Skills so that students are able to:**

1. use library skills to acquire legal knowledge
2. use IT skills to acquire and test legal knowledge
3. research a difficult topic or problem

#### **(c) Transferable /key skills**

Students are expected to reinforce, consolidate and deepen the transferable/key skills developed in Year 1. Increased capacity for independent research and writing should also occur.

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**In Years 3 and 4 the LL.B (Hons) programme aims to promote advanced knowledge and understanding of the theory, concepts and rules of Law in their socio-economic, institutional, and historical frameworks.**

The programme also aims to develop:-

#### **a) Intellectual Skills so that the students are able to:**

1. Advance skills of communication, argumentation and debate acquired in Years 1 and 2.
2. Independently produce a piece of research which displays critical understanding, sound analysis and independence of mind.

3. Synthesise material from a broader variety of sources and with more discrimination than would be expected in Years 1 and 2.
4. Apply knowledge of rules, concepts and principles to hypothetical problems and in a more sophisticated and reflective way than is expected in Years 1 and 2.
5. Improve writing skills, including the ability systematically to structure a sizeable piece of academic writing, to express views and ideas succinctly, to pursue an argument with proper care and attention to academic literature, and proper recognition of counter-argument to a greater extent than would be expected in Years 1 and 2.

**b) Practical Skills so that the students are able to:**

1. Develop advanced library skills to acquire knowledge
2. Develop advanced computer skills and in particular the use of databases.
3. Systematically and independently to conduct academic research.

**c) Transferable/ Key skills**

Students are expected to reinforce, consolidate and deepen the transferable/key skills developed in Years 1 and 2. Increased capacity for independent research and writing should also occur.

**4<sup>th</sup> Year**

By virtue of completing a dissertation the students should be able to:

1. Through discussion, isolate an appropriate topic for research, develop a plan and realise that plan in an extended piece of work.
2. Structure a substantial and appropriately referenced piece of work, present it concisely and express themselves clearly and coherently.
3. Develop working knowledge and critical understanding of key literature in the chosen field.
4. Explain and justify research methods used in that research where appropriate.
5. Manage an extended period of time independently to achieve disparate goals.
6. Produce a piece of work which is creative with a high standard of analysis, displays systematic and discriminatory understanding of the literature of the field, and builds substantially upon knowledge and analysis developed in 3rd year.

## **APPENDIX 3**

### **HEALTH AND SAFETY RULES**

Health and safety may not be ranked as the highest priority in the pursuit of legal scholarship in the twenty first century. We in the Law School may be tempted to take the view that, in a so-called "low risk" environment, safety is of no concern or, at best, the concern of others on our behalf.

Such an attitude would be misplaced. Our building, though beautiful and much loved provides a work place environment which for staff and students is often difficult, uncomfortable and far from risk free. Access problems raise fire risks. Internal space is difficult to light and keep clean. Computing installations require special care. Carelessness can lead to accidents and injury.

We have a good safety record. Much is being done to maintain that record and the publication of this new Health and Safety Policy is an important element. Please read the Policy. Please follow the advice it offers on how we can best maintain a safe and healthy environment in Old College.

### **RELEVANT EXTRACTS FROM THE SCHOOL OF LAW HEALTH AND SAFETY POLICY [UPDATED AUGUST 2010]**

#### **1. GENERAL HEALTH AND SAFETY INFORMATION FOR THE SCHOOL OF LAW**

All staff and students are responsible for ensuring that they conduct themselves in a manner which is safe to themselves and to others, and to comply with the relevant requirements of both the School and University Health and Safety Policies. The University Health and Safety Policy is available at

<http://www.ed.ac.uk/schools-departments/health-safety/policy-cop>

Report any health and safety hazard promptly to

Dr Jessica McCraw, School Health and Safety Adviser

Room 188

[Jessica.McCraw@ed.ac.uk](mailto:Jessica.McCraw@ed.ac.uk)

0131 651 4309

Or, in her absence, to Lisa Kendall (50 2011), the School Administrator, or to the Head of School.

#### **2. FIRE PRECAUTIONS AND EMERGENCIES**

In general terms fire is our most likely hazard. Please make sure that you know where the fire extinguishers are, and your nearest fire alarms. You should familiarize yourselves with the locations of the fire exits.

On discovering a fire, operate the nearest red break-glass fire alarm – there are several of these on each floor of the building.

**IN THE CASE OF FIRE OR ANY SERIOUS ACCIDENT DIAL 50 2222 FROM A UNIVERSITY PHONE EXTENSION (dial 650 2222 from outside phones, e.g. a mobile).**

This is the University Emergency Service, who will then call the appropriate service. Fire stewards are not always in the building, and in the event of a fire alarm, leave the building. As you leave the building, close doors behind you, and assemble outside in Chambers Street. **DO NOT DIAL 999. DO NOT RETURN TO THE BUILDING UNLESS AUTHORISED TO DO SO.**

**PEOPLE WITH MOBILITY DISABILITIES** who are located in the first floor will evacuate the building into the Quadrangle via the normal fire exits, and congregate in Chambers Street. People with mobility disabilities located on the ground (basement) floor, evacuate via normal fire exits onto Chambers Street. People with mobility disabilities on the second, third or fourth floors should telephone the emergency number for assistance (dial 50 2222). Fire stewards and designated recovery team members will be on the alert to assist anyone with a mobility disability to evacuate the building.

### 3. ACCIDENTS

All accidents, fires, “near misses” and instances of known or suspected occupational ill health must be recorded. File a report by using the University’s designated online reporting system. You may do this yourself, or may contact the Health and Safety Adviser for support in doing so.

Forms to report accidents can be accessed and completed online at:

<http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting>

### 4. FIRST AID

In the event of any emergency requiring an ambulance, call the University Emergency Service (dial 50 2222) and state the precise location and nature of the emergency.

First Aid Boxes in the School are located in:

<b>Basement</b>	<b>Ground/First floor</b>	<b>Second floor</b>	<b>Third floor</b>
<ul style="list-style-type: none"> <li>• SCRIPT Kitchenette</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Common Room</li> <li>• Room 188</li> <li>• Reception</li> <li>• Legal Practice Unit (Room 161)</li> </ul>	<ul style="list-style-type: none"> <li>• Library Staff Room</li> </ul>	<ul style="list-style-type: none"> <li>• 3rd Fl. West Copy/Printing area (outside Room 340)</li> </ul>

The nearest Qualified First Aiders in the School of Law are:

<b>Old College</b>	<b>15 Buccleuch Place</b>
<ul style="list-style-type: none"><li>• Alison Stirling (194c, Law School, 50 2025)</li><li>• Jessica McCraw (188, Law School, 51-4309)</li><li>• Fran Fullerton (Law Library, 50-2043)</li></ul>	<ul style="list-style-type: none"><li>• List of first aiders in Buccleuch Place available on notice boards in foyer</li></ul>

If Old College School of Law first aiders are not available, telephone the reception desk across the Quadrangle (650 8003) to request the assistance of the first aiders located in the south side of Old College or dial the University Emergency Number (50 2222).

## APPENDIX 4

### **What happened to Law Graduates from the University of Edinburgh who completed their studies in 2009?**

Each year new graduates are surveyed to see what they went into after leaving university. The cut-off date for this survey is 6 months after graduation. Of the 78% of law graduates from the **LL.B single honours** degree who responded to this survey, 69% went on to further study or training. Many of these (59% of total respondents) went on to do the Diploma in Legal Practice, most at Edinburgh. Some went straight into employment (23%) in a variety of different job-areas including finance, administration, legal research, the media, armed forces and TEFL teaching. 3% converted to English law, and the remainder were either taking time out to travel, or were not yet fixed up.

The majority of the graduates from the **2-year accelerated LL.B** who responded to the survey went on to do the Diploma in Legal Practice at Edinburgh.

Graduates on **combined law honours** programmes who responded to the survey did a variety of things, including converting to English law, the Scottish Diploma in legal Practice, other further study and financial employment.

The above information is the most current at the time of publication. Information on the destination of the 2010 cohort of law graduates will be published during late summer/early autumn 2011.

## APPENDIX 5

### School of Law 2010/11: Courses and Course Codes

#### SCQF Level 8

<b>Code</b>	<b>Course Name</b>	<b>Period</b>	<b>Credits</b>
<u>LAWS08099</u>	<u>Business Entities</u>	<u>S1</u>	<u>10</u>
<u>LAWS08099</u>	<u>Business Entities (VS1)</u>	<u>S1</u>	<u>10</u>
<u>LAWS08058</u>	<u>Business Law</u>	<u>S1</u>	<u>20</u>
<u>LAWS08058</u>	<u>Business Law (VS1)</u>	<u>S1</u>	<u>20</u>
<u>LAWS08104</u>	<u>Civil Law Ordinary</u>	<u>Y</u>	<u>40</u>
<u>LAWS08095</u>	<u>Commercial Law Ordinary</u>	<u>S2</u>	<u>20</u>
<u>LAWS08094</u>	<u>Contract and Unjustified Enrichment</u>	<u>S1</u>	<u>20</u>
<u>LAWS08102</u>	<u>Criminal Law Ordinary</u>	<u>S1</u>	<u>10</u>
<u>LAWS08098</u>	<u>Delict Ordinary</u>	<u>S2</u>	<u>10</u>
<u>LAWS08120</u>	Employment Law	<u>S2</u>	<u>20</u>
<u>LAWS08116</u>	<u>European Union Law A Ordinary</u>	<u>S1</u>	<u>10</u>
<u>LAWS08117</u>	<u>European Union Law B Ordinary</u>	<u>S1</u>	<u>20</u>
<u>LAWS08086</u>	<u>Evidence</u>	<u>S2</u>	<u>10</u>
<u>LAWS08101</u>	<u>Family Law Ordinary</u>	<u>S1</u>	<u>10</u>
<u>LAWS08096</u>	<u>Foundations of Criminology</u>	<u>Y</u>	<u>40</u>
<u>LAWS08097</u>	<u>Foundations of Criminology (VS1)</u>	<u>S1</u>	<u>20</u>
<u>LAWS08111</u>	<u>Foundations of Criminology (VS2)</u>	<u>S2</u>	<u>20</u>
<u>LAWS08114</u>	<u>International Law (Semester 1)</u>	<u>S1</u>	<u>20</u>
<u>LAWS08119</u>	International Private Law Ordinary	<u>S1</u>	<u>10</u>
<u>LAWS08053</u>	<u>Introduction to the European Union</u>	<u>Y</u>	<u>40</u>
<u>LAWS08085</u>	<u>Jurisprudence</u>	<u>S1</u>	<u>10</u>
<u>LAWS08085</u>	<u>Jurisprudence (VS1)</u>	<u>S1</u>	<u>10</u>
<u>LAWS08113</u>	Legal Information Skills, introductory level	<u>Y</u>	<u>0</u>
<u>LAWS08106</u>	<u>Legal Reasoning and Legal System</u>	<u>Y</u>	<u>20</u>
<u>LAWS08107</u>	<u>Legal Reasoning and Legal System (VS1)</u>	<u>S1</u>	<u>10</u>
<u>LAWS08087</u>	<u>Property Law Ordinary 1</u>	<u>S1</u>	<u>10</u>
<u>LAWS08087</u>	<u>Property Law Ordinary 1 (VS1)</u>	<u>S1</u>	<u>10</u>
<u>LAWS08088</u>	<u>Property Law Ordinary 2</u>	<u>S2</u>	<u>10</u>
<u>LAWS08092</u>	<u>Public Law and Individual Rights</u>	<u>S1</u>	<u>10</u>
<u>LAWS08091</u>	<u>Public Law of the UK and Scotland</u>	<u>S2</u>	<u>20</u>
<u>LAWS08118</u>	Revenue Law	<u>S2</u>	<u>10</u>
<u>LAWS08089</u>	<u>Trusts and Succession Ordinary</u>	<u>S2</u>	<u>10</u>

## SCQF Level 10

<b>Code</b>	<b>Course Name</b>	<b>Period</b>	<b>Credits</b>
LAWS10067	<u>Civil Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10102</u>	<u>Civil Law: Law and Life of Rome</u>	<u>S1</u>	<u>20</u>
<u>LAWS10086</u>	<u>Commercial Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10083</u>	<u>Company Law</u>	<u>Y</u>	<u>40</u>
LAWS10066	Comparative Law	Y	40
<u>LAWS10051</u>	<u>Competition Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10098</u>	<u>Competition Law (VS1)</u>	<u>S1</u>	<u>20</u>
LAWS10090	Constitutional Law	Y	40
<u>LAWS10078</u>	<u>Contract</u>	<u>Y</u>	<u>40</u>
<u>LAWS10133</u>	<u>Criminal Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10056</u>	<u>Criminology</u>	<u>Y</u>	<u>40</u>
<u>LAWS10129</u>	<u>Criminology (VS1)</u>	<u>S1</u>	<u>20</u>
LAWS10134	Delictual Liability	Y	40
<u>LAWS10097</u>	<u>Dissertation in Law</u>	<u>Y</u>	<u>40</u>
LAWS10137	EU Law Honours	Y	40
<u>LAWS10044</u>	<u>European Institutions</u>	<u>Y</u>	<u>40</u>
<u>LAWS10120</u>	<u>European Institutions (VS1)</u>	<u>S1</u>	<u>20</u>
LAWS10135	European Union Regulation of Culture and the Mass Media	Y	40
LAWS10109	Evidence: Interpretation & Evaluation	Y	40
LAWS10075	<u>Family Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10059</u>	<u>Gender and Justice</u>	<u>Y</u>	<u>40</u>
<u>LAWS10127</u>	<u>Gender and Justice (VS1)</u>	<u>S1</u>	<u>20</u>
LAWS10072	History of Scots Law	Y	40
LAWS10071	Information Technology & Law	Y	40
<u>LAWS10087</u>	<u>Intellectual Property</u>	<u>Y</u>	<u>40</u>
LAWS10132	Intellectual Property (VS1)	S1	20
<u>LAWS10048</u>	<u>International Law A: The Individual and International Law</u>	<u>Y</u>	<u>40</u>
LAWS10111	<u>International Private Law</u>	<u>Y</u>	<u>40</u>
LAWS10136	International Trade Law	Y	40
LAWS10062	Justice, Ethics, and Law	Y	40
<u>LAWS10073</u>	<u>Labour Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10064</u>	<u>Law, Democracy and Citizenship</u>	<u>Y</u>	<u>40</u>
LAWS10133	Legal Information Skills, advanced level	Y	0
<u>LAWS10093</u>	<u>Media Law</u>	<u>Y</u>	<u>40</u>
<u>LAWS10070</u>	<u>Medical Jurisprudence</u>	<u>Y</u>	<u>40</u>
LAWS10057	Punishment and Society	Y	40
LAWS10079	<u>Taxation</u>	<u>Y</u>	<u>40</u>
<u>LAWS10096</u>	<u>Trusts and Succession Law</u>	<u>Y</u>	<u>40</u>
LAWS10053	Unjustified Enrichment	Y	40