

**University of Edinburgh
School of Law**



LLM Dissertation Handbook 2010-2011

**Deadline for dissertation submission:
Friday 19 August 2011 1600hrs**

School of Law: LLM Dissertation Handbook 2010-2011

Contents

Introduction

What next? The timetable

Stage 1: Preparation

- 1.1 Finalising your title
- 1.2 Changing your title
- 1.3 Changes of supervisor
- 1.4 Formal progression to the dissertation
- 1.5 Progression letters, semester 2 marks and feedback

Stage 2: The substance

- 2.1 The dissertation in law
- 2.2 The role of the supervisor
- 2.3 Referencing
- 2.4 Ethics
- 2.5 Plagiarism
- 2.6 Working away from Edinburgh

Stage 3: Submission

- 3.1 The word limit and other formal requirements
- 3.2 Submission of the dissertation
- 3.3 Penalties for late submission, and extensions

Stage 4: Assessment

- 4.1 Assessment of the dissertation
- 4.2 Award of the degree of LLM
- 4.3 Dissertation feedback

Introduction

This dissertation handbook is designed to give you guidance on the extended piece of scholarship which forms the cornerstone of your LLM degree. It also sets out some School and University procedures on assessment and award of the degree which will hopefully answer many questions which you may have over the remainder of your studies. I hope that you have enjoyed your studies at Edinburgh to date, and that you find the experience of writing a dissertation both challenging and rewarding.

James Chalmers
Director of Postgraduate Studies

What next? The timetable

In principle, what happens next is quite straightforward (leaving aside the small matter of researching and writing your dissertation). The timetable is as follows:

1 March 2011

By this date, you should submit a *provisional* dissertation topic to pg.law@ed.ac.uk. This need not be a precise statement of your thesis topic. Instead, it is to allow us to allocate a supervisor who will work with you on framing your topic later in the semester. If you have a precise topic in mind for your thesis, please do state this as it will help us in carrying out the best possible allocation of supervisors. At the same time, broader statements of “area” are also acceptable. You should not specify an area as broad as a single LLM course, but a topic covered within a course – even one which spans a number of seminars – is sufficiently precise for these purposes. (It is not necessary that your topic is one which is covered in an LLM course, but we hope this provides a useful illustration of the degree of breadth permissible in specifying a topic area.)

1 April 2011

A list of students, topics and supervisors will be uploaded to the *LLM Programmes website on or before this date. A email will be sent to all LLM students to notify you when this is available. (This list will hopefully take rather less than a month to compile, but in order to ensure as fair a distribution of supervision as possible, it is important that this process is not rushed.)

1 May 2011

Preliminary meeting: Before this date, you should have a preliminary meeting with your dissertation supervisor to discuss your topic and how you should go about producing an outline plan.

1 June 2011

Planning meeting: Before this date, you should hold a planning meeting with your supervisor. No less than one week before the date of the meeting, you should email your supervisor with a plan of your dissertation (normally no more than 2 sides of A4 plus a bibliography). This should specify the research question or questions which you intend to answer and include an outline structure for your dissertation. You should indicate in your bibliography which sources you have already reviewed and which you have identified but have yet to review. At this stage, you should agree a confirmed title for your dissertation. **After this meeting, you should send your agreed dissertation title to pg.law@ed.ac.uk, with your supervisor copied in to the email.** This must reach the Postgraduate Office no later than **8 June 2011**.

1 July 2011

Deadline for review of work. By the 1st July 2011, you should – if you want feedback – submit a maximum of 5000 words of work to your supervisor for review, along with an updated version of your dissertation plan. Your supervisor will normally provide feedback within three weeks. This deadline may in some cases need to be varied because of your supervisor’s commitments, so you should discuss the timescale with them at either your preliminary or planning meeting. If you do not meet this deadline, and no revised deadline has been agreed **in advance** of the 1st July, this may prevent you receiving feedback on your work. Please note that there is no expectation that you will have written a full 5000 words by this point: it would be more normal to submit around 3000, but the limit is set relatively high so that if you do have other completed work at this point you are able to ask your supervisor for comments on it. Supervisors will not review additional written work submitted after the 1st July, but none of this precludes further meetings where appropriate.

Friday 19 August 2011

Your dissertation must be submitted by 4pm on Friday 19th August 2011. Submission, as with essays for individual courses, is electronic: submission of hard copies is not required.

Stage 1: Preparation

1.1 Finalising your title

Once dissertation supervisors have been allocated, it is your responsibility to contact your supervisor (usually by email) to arrange a meeting. This reflects the fact that managing the supervisor-student relationship is primarily your own responsibility: your supervisor will not proactively chase you up for work, specify readings, initiate supervisory meetings, or give you directions and instructions. As outlined in the timetable on p 3, your agreed dissertation title must be emailed to pg.law@ed.ac.uk by **8 June 2011**.

1.2 Changing your title

After 8 June 2011, minor changes to your title are possible with the consent of your supervisor. You should email the proposed new title to them and – if they approve it – they will forward it on to pg.law@ed.ac.uk, copied to you, for recording. Amendments which would amount to a change of subject area and/or require a change of supervisor are not permitted at this stage. The decision as to whether a change can properly be described as “minor” or not rests with your supervisor.

1.3 Changes of supervisor

The current allocation of supervisors is provisional: it represents who you should contact to discuss the exact shape your dissertation topic will take. In some circumstances, as you move towards finalising your dissertation title for the deadline of 8 June, it may become clear to your supervisor that he or she is not the most appropriate supervisor for your project given its nature. If that is the case, your supervisor will discuss the situation with your Programme Director and a potential new supervisor, and will advise you of any necessary changes to your supervision arrangements.

1.4 Formal progression to the dissertation

Formally, you cannot progress to the dissertation stage of the LLM without the permission of the Board of Examiners. The Board will meet on Monday 13 June 2011 to make decisions on progression. Shortly after the Board of Examiners meets, the Postgraduate Office will compile a list of students who have been permitted to progress to the dissertation stage of the degree, with students identified by matriculation number only. This will be made available online by the end of Wednesday 15 June 2011 (and sooner if possible). You will receive an email from the office telling you when it is online and where to find it. Please do not contact the Postgraduate Office asking for the decision in your own case: the office will not be able to tell you and you will delay the preparation of the list for all students.

Progression to the dissertation is based on your performance in the 120 taught credits of your LLM. To progress, you must:

- (a) attain at least 80 credits with a pass at masters level (i.e. 50%) or more in each of the separate elements, and
- (b) be awarded an aggregate pass at masters level (i.e. a credit weighted average of at least 50%) for the 120 credits of study examined at the point of decision for progression, and
- (c) have no course mark below 40% in any 40-credit course, and no more than one course mark below 40% in a 20-credit course, and
- (d) satisfy any other specific requirements for your LLM which is clearly stated in the relevant programme handbook.

In practice, of course, you will need to start work on your dissertation well in advance of the Board's formal decision on progression, unless your performance in semester one assessments has established that progression is not a realistic prospect in your case. If you have any doubts about whether you are likely to qualify progression to the dissertation stage of the degree, you should contact your Programme Director to discuss matters, especially if there are any special circumstances which the Board should take into account. It may not be possible to take account of any special circumstances which are not disclosed before the Board meets.

Where progression is not confirmed, the Board may do the following:

- (a) award a Postgraduate Diploma. This requires that you have attained at least 80 credits with a pass at diploma level (i.e. 40%) in each of the separate elements, and have an aggregate pass at diploma level (i.e. a credit weighted average of at least 40%) for the 120 credits of study examined;
- (b) award a Postgraduate Certificate. This requires that you have attained at least 60 credits with a pass at 40%; or
- (c) make no award.

1.5 Progression letters, semester 2 marks and feedback

Following the June 2011 meeting of the exam board, the Postgraduate Office will send a letter confirming the Board's decision in your case to your Edinburgh address. This letter will include your confirmed numerical marks, and will be accompanied by copies of your feedback forms for your semester 2 essays. You must therefore make sure that the Edinburgh address we have on record for you – you can check and amend this via MyEd – is up to date. If it is not, please change it well in advance (as envelopes for sending out these materials are made up in advance of the Board to ensure that we can send them out as quickly as possible).

Marks will not be given out, whether by phone, email or in person, in advance of these materials being sent out: again, please do not make such requests as they cannot be fulfilled and you will only delay preparation of the progression letters and everyone's results being sent out. Please note in particular that details about student records are never given out in response to requests from students by phone or from a non-university email address because of the impossibility of verifying the requester's identity.

Stage 2: The substance

2.1 The dissertation in law

The dissertation requires a more independent and less structured form of study than your taught courses. You will have a supervisor from whom you can expect guidance and support, but the purpose of the dissertation is to allow you to design and conduct a piece of research and analysis on your own.

While the degree of originality required is not equivalent to that which is necessary for a research degree, the dissertation must demonstrate a comprehensive grasp of the relevant primary sources and literature, and an ability to engage in critical analysis. You should be able to show that you can achieve this as a minimum. More credit will be given for originality and evidence of independent thinking, whether in terms of the material used or the manner in which it is presented. Merely rehearsing familiar arguments or reproducing material available in existing publications will be much less valued and be rewarded with a lower grade. The dissertation must also contain appropriate referencing in the form of footnotes and bibliography in conformity with normal scholarly standards.

The content of a dissertation

The dissertation is not an opportunity to tell the reader everything you know about a particular topic. You should think carefully about just what the *point* of your dissertation is – what should the reader be convinced of after reading your dissertation? There are lots of possibilities here: for example, they might be convinced of the need for law reform in a particular area, they might be convinced that the law on a topic should be understood in a particular way; that the law in a certain area was shaped by certain historical, economic or social factors which you have identified, and so on.

The key thing to remember is that if someone asks you what the point of your dissertation is, you should be able to give them an answer. Here, your conclusion is particularly important, because it is your opportunity to explain to the reader just what they have gained from reading your work. Don't leave thinking about what your conclusion is until the last minute, because it is a good way of testing whether your dissertation is on the right track. Students sometimes come to conclusions along the lines of "it's all very complicated and someone should look at this area carefully", but that misses the point: *you* have been looking at the area carefully and should be able to tell the reader much more than that.

Legal writing

Good legal writing is a difficult skill, but it should not *look* difficult. Your writing should be clear and easy to read. Sometimes students are tempted to introduce unnecessary complexity into a piece of text in the belief that it makes their work look academically more impressive. This is a terrible idea. The best academic authors write clearly and accessibly; you should aim to write the same way.

The following article, which you can download from HeinOnline, is highly recommended: P Samuelson, "Good legal writing: of Orwell and window panes" (1984) 46 University of Pittsburgh Law Review 149.

You might want to take a look at M Salter and J Mason, *Writing Law Dissertations: An Introduction and Guide to the Conduct of Legal Research* (2007), which is available in the law library.

2.2 The role of the supervisor

As noted above (§1.1), managing the supervisor-student relationship is primarily your own responsibility: your supervisor will not proactively chase you up for work, specify readings, initiate supervisory meetings, or give you directions and instructions.

The School of Law recognises that the appropriate student-supervisor relationship will vary from case to case, depending on the student concerned and the project which is being undertaken. In some cases, supervision will – after the end of the teaching term – be conducted primarily by email due to the supervisor working away from Edinburgh. The timetable set out at p 3 above may in some cases require to be modified due to your supervisor's commitments over the summer.

Your supervisor will not act as a proof reader – while they may give you advice on your English, writing style, citation formats etc, they are not there to correct your work. You may want to ask friends to proof-read your work, perhaps – if they are also a student – agreeing to proof-read theirs in return.

2.3 Referencing

Your dissertation must contain appropriate referencing through the judicious use of footnotes (in preference to endnotes). Your footnotes should signal the origins of all sources which are cited in your essay, and which have been taken from another source. Bear in mind that if you include too many direct quotes in your work this may reduce your grade, as the marker will find it difficult to see evidence of your own understanding of the topic.

Footnotes should not be used to make substantive points. Such substantive points should appear in the body of the dissertation.

The School of Law does not prescribe a single citation or bibliographic style for written work, but it is important that you are consistent. We recommend that you adapt an established bibliographic style commonly used in legal writing, and would suggest the format used by the *Edinburgh Law Review*, which is available at the following link:

<http://www.euppublishing.com/page/elr/submissions>

The *Review's* style note is relatively short and easy to follow, and gives guidance on the most commonly used citation formats. For guidance on how to cite source materials not mentioned there, you can consult the *Oxford Standard for Citation Of Legal Authorities* (OSCOLA), which is available at the following link:

<http://www.law.ox.ac.uk/publications/oscola.php>

2.4 Ethics

Occasionally, but rarely, research for LLM dissertations may raise ethical issues. This is most likely to occur where the dissertation involves empirical research gathering data from or about people (interviews, questionnaires etc); or collecting or using information about individuals which is not in the public domain. If your dissertation – as almost all LLM dissertations are – is based entirely on published sources, it is unlikely to raise any ethical issues. If you have any doubts about this issue, you can discuss matters with your supervisor and/or consult the School's research ethics policy at the following link:

<http://www.law.ed.ac.uk/research/researchethics.aspx>

Your supervisor can discuss matters with Dr Sharon Cowan, the School's Research Ethics Officer, as necessary.

Where your research does raise ethical issues, you should complete a "self-audit" in the form of a Level 1 checklist form, available from the link above. Where this form discloses "no reasonably foreseeable ethical risks", and you and your supervisor are happy with this conclusion, that is sufficient for the purposes of your dissertation. You should submit a copy of the form to Alison Stirling (alison.stirling@ed.ac.uk) in the School's research office to be held on file (explaining in your email that you are an LLM dissertation student) and you should include a copy of the form as an appendix to your dissertation (remembering to delete your name so as to keep your dissertation anonymous).

If completion of the form indicates that you have to proceed to Level 2 assessment, you will require the approval of Dr Cowan before you can proceed with this aspect of your research. Following discussion with your supervisor, you should email a copy of the Level 1 and 2 checklists, along with a summary of your project, to her (s.cowan@ed.ac.uk). Assuming approval is received, you should email both the Level 1 and Level 2 forms to Alison Stirling to be held on file, and include copies of both forms (again without your name) as appendices to your dissertation.

2.5 Plagiarism

Each year a small number of students fail their degree because they have plagiarised the work of others, whether from the internet, or from books and periodicals. *Plagiarised work will receive no marks, or lower marks depending on the degree of plagiarism. Please do not put yourself in this position.*

The university defines plagiarism in the following terms (para 14.1 of the Postgraduate (Taught) Assessment Regulations):

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University.

All dissertations are looked at carefully to ascertain whether they are genuinely your own work. You should be aware that the School and the University regard plagiarism as a serious disciplinary offence which will be penalised as appropriate.

On electronic submission of your coursework, you will be invited to complete a digital form confirming that the work submitted is your own; you will also be invited to give consent for the scanning of your work by plagiarism detection software. Work cannot be submitted unless these conditions are agreed to.

As incidents of plagiarism tend to be handled by the University in strict confidence, most students will be unaware of the serious harm which proven plagiarism can do to a student's standing. The action taken will be permanently noted on the student's record. Please note the following excerpts from the University's Postgraduate (Taught) Assessment Regulations:

- 14.2 All work submitted for assessment by students is accepted on the understanding that it is the student's own effort without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. In so far as students rely on sources, they should indicate what these are according to the appropriate convention in their discipline...
- 9.23 (e) in proved cases of substantial and significant copying, plagiarism or other fraud, the Senatus has the power to reduce the classification of, or to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned.

For further information on plagiarism and details of the procedure which will be followed in cases of suspected plagiarism, see the following link:

<http://www.acaffairs.ed.ac.uk/Administration/GuidanceInformation/AcademicBestPractice/Plagiarism/StudentGuidance.pdf>

2.6 Working away from Edinburgh

You are expected to be resident in Edinburgh for the duration of your LLM studies. Absence from Edinburgh requires special permission in writing from your Programme Director, establishing that adequate arrangements are in place to ensure that you can carry out the work away from Edinburgh and receive proper supervision. Permission will only be granted in exceptional cases. If you wish to request permission, you should first discuss matters with your supervisor and thereafter make a written application to your Programme Director. For further information, please see para 7.2.4 of the University's Code of Practice for Taught Postgraduate Programmes, available at the following link:

<http://www.postgrad.ed.ac.uk/MASCODE/Default.pdf>

IMPORTANT: If you are a non-EU student and studying in Edinburgh on a student visa, you should be aware that unauthorised absence from Edinburgh may amount to a breach of the requirements associated with your visa, which could have serious consequences. If you need advice on visa issues, please contact the University's International Office:

<http://www.ed.ac.uk/schools-departments/international-office>

Stage 3: Submission

3.1 The word limit and other formal requirements

Your dissertation must be **no more than 10000 words** in length.

This word limit excludes the following **required** elements:

- cover page: this must set out your dissertation title, exam number, degree programme and word count. **Please remember that the dissertation is marked anonymously and your name should not be included on the cover page or elsewhere.**
- bibliography: this should follow on immediately from the text of your dissertation and include all the works you have cited in the dissertation. You may, if you feel it appropriate, include other works which you have not cited directly but have been of use to you in writing the dissertation. The bibliography does not have to include statutes, treaties and cases, but you can include these in a separate table or tables if you want. It is not necessary to include details of publisher or place of publication in the bibliography.

The word limit also excludes the following **optional** elements:

- Any table of contents;
- Any table (or tables) of statutes and/or treaties and/or cases;
- Any other appendices. Appendices must **not** include material that belongs in the body of the text. If something is essential to your argument, it should be in the text of your dissertation: if not, it probably isn't needed at all. Your dissertation will be examined on the main body of text, not the appendices or other apparatus. The only appendix you must include is a copy of any ethical review form (see §2.5), which you are unlikely to have to complete given the nature of most LLM dissertations.

You are neither required nor expected to include an abstract at the start of your dissertation.

The word limit excludes footnotes (which must be used in preference to endnotes). Please remember, however, that the proper use of footnotes is for citation or referencing. They should not be used to make substantive points. Such substantive points should appear in the body of the essay. Moving text into footnotes may seem like a quick fix to allow you to comply with the word limit, but it will damage the quality of your dissertation and result in a correspondingly lower mark.

Format requirements

Your dissertation should follow the School's normal format requirements for work at LLM level, which are as follows:

Paper: A4 size, Portrait form

Font: Times New Roman

Font size: 12

Margins: All 1 inch (2.54 cm)

Line spacing: 1.5

Footnotes font size: 10

Page numbering: All pages should be numbered in the following style: "Page x of x" where the first x represents the current page number, and the second x the total number of pages. Such numbering should appear either at the very top or very bottom of each page.

3.2 Submission of the dissertation

Your dissertation is due at 4pm on Friday 19th August 2011

Your essay must be submitted **electronically** via the EASE system at the following link:

<http://www.law.ed.ac.uk/ease/handin>

If you will be away from Edinburgh on the 19th August, it is your responsibility ensure that you have reliable internet access; if you are abroad, you must also take care that your essays are submitted by **4pm Edinburgh Time** to avoid penalties being imposed for late submission.

You do not have to submit a hard copy of your dissertation.

3.3 Penalties for late submission, and extensions

Penalties for late submission

Dissertations submitted later than the specified deadline will receive a penalty. The penalty for work submitted late shall be FIVE PERCENTAGE POINTS for work submitted after the prescribed deadline but before 4pm on the next day, with a further 5% for EACH FURTHER DAY OR PART THEREOF LATE. After 4pm on the fifth day following the day of the deadline, A MARK OF 0% WILL BE RECORDED.

For example, given that the dissertation deadline is 4pm on Friday 19th August, a dissertation which is submitted after that time but before Saturday at 4pm, and initially assessed at 60%, would receive a mark of 55%. The fifth day after the day of the deadline is Wednesday 24th August, so a dissertation submitted after 4pm on that date will receive 0%.

Penalties are applied strictly, even if submission is only one minute past the deadline. It is therefore important that you do not leave submission to the last minute.

Requests for an extension to the submission deadline

Where a student is aware in advance of special circumstances which will prevent him/her from submitting assessed work timeously, he/she may request in writing an extension of the due date from the Director of Postgraduate Examinations. Any such request must set out clearly the length of extension which is requested and the basis both for the extension itself and the justification for that length of extension. Decisions on such requests shall be at the discretion of the Director, who may either grant or refuse the request or grant an extension for a period differing from that which is requested. Where such an extension is granted, assessed work submitted within the extended period for submission shall not attract a penalty. Requests may be submitted by email (z.bankowski@ed.ac.uk): supporting documentation in hard copy should be submitted to the Postgraduate Office.

Extensions to assessment deadlines will be granted **only** in the following circumstances, and with appropriate supporting documentation:

- (1) illness that affects a student's ability to meet the specified deadline;
- (2) serious personal circumstances that adversely affect a student's ability to meet the specified deadline;
- (3) absence from Edinburgh on or around the submission date due to commitments of an academic nature related to the student's programme of study. Extensions granted under this heading will be short and will take account only of the absence itself and not of any preparation time required for the commitment concerned;
- (4) work commitments of an exceptional and unpredictable nature. Full-time students may apply for an extension under this heading **only** in respect of the dissertation.

Extensions will **not** be granted because of computer problems. Students are reminded in particular that files should be backed up regularly, and that it is not safe to rely solely on storing files on one's own computer with no external backup.

Late submission for good reason, but without any extension request

Extensions cannot be granted retrospectively. Where a student fails to submit a request for an extension in advance, he or she may nonetheless inform the Director of Postgraduate Examinations in writing of any special circumstances which prevented him/her from timeously submitting assessed work. In such a case, the Director will refer the decision whether or not to reduce any penalty which has been applied for late submission in whole or in part to the Special Circumstances Committee and Board of Examiners.

Stage 4: Assessment

4.1 Assessment of the dissertation

Because of the importance of the dissertation to your degree, it will be blind-double marked (that is, two examiners will read it independently of each other and meet only to discuss a final mark thereafter). An overview of assessment procedures in the School at LLM level can be found in Appendix B of the LLM handbook.

4.2 Award of the degree of LLM

The Board of Examiners will meet to decide on the award of LLM degrees in late October or early November 2011. The Board decides both whether to award degrees and whether to confer distinction on appropriate candidates.

Award of degree

The award of the degree of LLM requires both that you have satisfied the criteria for progression to the dissertation (see §1.4 above) and that you have received a pass at masters level for the dissertation (i.e. 50% or higher).

Award of distinction

As noted in your Programme Handbook, the award of distinction requires that you:

must have been awarded at least 70% on the University's Postgraduate Common Marking Scheme for the dissertation and must also have been awarded a CWA [credit-weighted average] for the coursework element that is also at least, or very close to, the 70% standard (i.e. CWA of 69.50 minimum).

The Board has a very limited discretion to consider the award of distinction in respect of "borderline" candidates who fall very marginally short of these requirements. All such cases will automatically be considered carefully by the Board.

Special circumstances

If there are any special circumstances which may have affected your performance in your dissertation, it is important that you discuss these with your Programme Director **in advance** of the Board of Examiners so that they can be taken into account in determining whether to award the degree or award it with distinction. The University's Academic Appeals procedure (see Appendix B of the LLM handbook) only allows such factors to be taken into account where they were not known to the Board **for good reason**. Waiting to find out your mark and/or award before informing your Programme Director is highly unlikely to be considered a good reason.

Resubmission of dissertation

The university's assessment procedures provide that, in exceptional cases, the examiners may determine that a dissertation is "marginally unsatisfactory" and requires correction of "deficiencies and imperfections" before the degree of LLM can be awarded. Were such a case to arise, the Board of Examiners would give the student concerned a maximum of ten working days to make those changes and resubmit the dissertation. If the Board is to be asked to consider this process for any student, the School will take all reasonable steps to notify that student in advance of the Board's meeting so that they can be prepared to make the necessary changes. This procedure is, however, very rarely used. Where a dissertation is a clear fail, there is no right of resubmission.

Notification of awards

Shortly after the Board of Examiners meets in late October or early November 2011, the Postgraduate Office will make a list of awards made by the Board available online, with students identified by matriculation number only. This list will state the award made by the Board and the numerical grade for your dissertation.

You will receive an email from the office in advance of the Board letting you know when to expect this, and a second email telling you when it is online and where to find it. Please do not contact the Postgraduate Office asking for the decision in your own case: the office will not be able to tell you and you will delay the preparation of the list for all students.

4.3 Dissertation feedback

The examiners for your dissertation will prepare feedback for you. However, we have in practice had difficulty posting out this feedback in previous years, because the addresses we have on record for many students will be out of date by the time feedback becomes available. It is important, therefore, that you follow the procedures below to receive feedback even if your address is not changing. Feedback will only be sent out to those students who follow the steps below.

Shortly before the deadline for submission of the dissertation, the Postgraduate Office will make available a supply of blank envelopes and a box outside the office. This will be available until the office closes on Monday 22 August 2011.

If you would like feedback to be posted to you after your dissertation has been marked, you should write your name and the address to which feedback should be sent on one of those envelopes and leave it in the box. You must put your exam number in brackets after your name so that we can verify your identity and send you the correct feedback form. This envelope will then be used to post your feedback out to you.

Students who have been given permission to write their dissertation away from Edinburgh (see §2.6 above) may email pg.law@ed.ac.uk with details of the address to which feedback should be sent: this must be done by Monday 22 August 2011 at the latest.