

MSc IN CRIMINOLOGY AND CRIMINAL JUSTICE



PROGRAMME HANDBOOK 2010-2011

**PROGRAMME DIRECTOR:
ALISTAIR HENRY**

M.SC. IN CRIMINOLOGY AND CRIMINAL JUSTICE

2010-2011

PROGRAMME HANDBOOK

INTRODUCTION

Welcome to the University of Edinburgh and to the M.Sc. in Criminology and Criminal Justice. We are very pleased you have chosen to take this degree, and we very much hope you will enjoy your time studying here in Edinburgh.

This handbook gives you the basic information you will need about graduate study in the School of Law. Please read it carefully. It will help you make the most of your time studying for the M.Sc. degree. This Handbook includes information about the M.Sc. degree structure, course options, methods of teaching and assessment, academic and pastoral support, and the arrangements for supervising students for the dissertation. It also explains the resources available to you, and provides information you may need during your studies. Also included are timetables for the two semesters and a calendar of key dates during the programme.

Some important general aspects covered in this handbook are amplified in the University's *Code of Practice for Taught Postgraduate Courses*, which you will have been issued with your matriculation papers and which you are also expected to read. This handbook does not supersede the University Regulations, copies of which are available in the School Postgraduate Office as well as the College Postgraduate Office and online.

UNIVERSITY OF EDINBURGH

The University of Edinburgh, founded in 1583, is today a major teaching and research institution with an international reputation. The University now has over 22,000 students, of whom around 7,000 are postgraduates.

EDINBURGH LAW SCHOOL

The Edinburgh Law School is one of Britain's leading Law Schools. It has a long and distinguished history, and a commitment to research excellence. The School carries out research and teaching on a wide range of legal and socio-legal subjects. Located in the University of Edinburgh's Old College, the School has a range of facilities at its disposal, including seminar rooms and lecture theatres, a library, computer labs, as well as staff offices.

The M.Sc. in Criminology and Criminal Justice is run by Edinburgh Law School. As well as the M.Sc. Degree, at postgraduate level the School also runs several LL.M. programmes and a Ph.D. programme. Course modules within the M.Sc. are available as options for LL.M. students, and students in the first year of a Ph.D. may be following selected M.Sc. course modules. Some of the modules are available to students taking M.Sc. degrees in other subjects elsewhere in the University of Edinburgh.

CENTRE FOR LAW AND SOCIETY

The Centre for Law and Society is a Research Centre within the University of Edinburgh. It acts as a focal point for people in the University, and indeed within a wider academic and practitioner community, who have research interests in the following areas:

- criminology
- criminal justice
- sociology of law
- legal theory and jurisprudence
- medico-legal studies
- constitutional law

The Centre runs a regular guest seminar series that MSc students should attend. Seminars usually take place on Thursday evenings (4.15-6pm) and will be advertised at the beginning of the semester. The Centre organizes an Annual Lecture (which this year will be given by Professor Nicola Lacey on 19 May 2011) and has also organized regular Scottish Criminology Conferences since the 1990s. The most recent of these conferences, in September 2005, was on the theme *Criminology and its Publics*. A collection of essays based upon the 2003 conference (entitled *Perspectives on Punishment* and edited by Sarah Armstrong and Lesley McAra) was published by Oxford University Press in 2006. In September 2008 the Law School hosted the European Society of Criminology conference in Edinburgh. See the Centre's website for updates and further information:

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

INTRODUCTORY MEETINGS

The Director of the Programme will conduct individual meetings with all students on **Wednesday 15 and Thursday 16 September**. Each student should sign up for a meeting on the sheet posted on Dr. Henry's door (Room 411) in Old College. This short meeting will mainly be used to discuss administrative matters relating to the smooth running of the programme. There will be an additional introductory meeting for the whole class **on Friday 17 September between 10-11am in The Lorimer Room**, Old College. This meeting will also be attended by other members of staff teaching on the programme. The meeting provides an opportunity for students and teaching staff to meet, exchange information, and discuss the points covered in this Handbook. If you miss this meeting, please contact Alistair Henry as soon as possible (see below for contact details).

There is a drinks reception to welcome all new postgraduate students in the School of Law on **Monday 20 September at 5pm in the Playfair Library**, Old College (the entrance is on the opposite side of the quadrangle from the law school). Please come along and meet your fellow students and staff informally.

POSTAL ADDRESS, TELEPHONE NUMBERS & E-MAIL ADDRESSES

Edinburgh Law School
University of Edinburgh
Old College
South Bridge
Edinburgh EH8 9YL
Scotland

Dr. Alistair Henry	Programme Director	0131 650 9697
a.henry@ed.ac.uk		
Mr. James Chalmers	Director of PG Studies	0131 650 2016
james.chalmers@ed.ac.uk		
Prof. Lesley McAra	Seminar leader	0131 650 2036
lesley.mcara@ed.ac.uk		
Prof. Susan McVie	Seminar leader	0131 651 3782
s.mcvie@ed.ac.uk		
Dr. Richard Jones	Seminar leader	0131 650 2032
richard.jones@ed.ac.uk		
Dr. Anna Souhami	Seminar leader	0131 650 2024
anna.souhami@ed.ac.uk		
Prof. Richard Sparks	Seminar leader	0131 650 2059
r.sparks@ed.ac.uk		
Dr. Andy Aitchison	Seminar leader	0131 650 4246
andy.aitchison@ed.ac.uk		
Ms. Aimie Little	Postgraduate Office	0131 650 2010
aimie.little@ed.ac.uk		
Antonia Kearton	GSSPS Admin Officer	0131 651 7147
Antonia.Kearton@ed.ac.uk		

ADMINISTRATION

Administration for the course is handled primarily by the Postgraduate Office of Edinburgh Law School (Room 187). This is your main point of contact on administrative matters. Course documentation will be available here. Electronic versions of course documentation, together with course administration matters specific to individual course modules are available on the 'Courses' page of the School's website.

DATES OF SEMESTERS AND TEACHING

The week beginning 13 September 2010 is Freshers' week. Introductory meetings to welcome you and help you in your orientation within the Law School take place in this week. Semester 1 classes begin in Week 1 (week beginning 20 September). The week beginning 25 October is a *reading week*, and there is no teaching. Semester 1 teaching ends on 3 December 2010. Semester 2 teaching takes place between 10 January – 25 March 2011.

USEFUL INTERNET ADDRESSES

Edinburgh Law School	www.law.ed.ac.uk
University of Edinburgh	www.ed.ac.uk
University Library Catalogue	http://catalogue.lib.ed.ac.uk/
Graduate School of Social and Political Studies	www.sps.ed.ac.uk/gradschool/

PROGRAMME DIRECTORS AND SEMINAR LEADERS

Alistair Henry is Programme Director of the M.Sc. in Criminology and Criminal Justice degree in 2010-2011. The Programme Director is responsible for the smooth running of the M.Sc., including responsibility for admission, coordination of teaching inputs, examination of assessed work, programme evaluation, and curriculum development. The Programme Director is also available as a first line of pastoral support. Please contact Dr. Henry if you encounter any problems that may affect your studies or your enjoyment of your stay in Edinburgh. Dr. Henry holds office hours between 2-4pm on Tuesdays during term time. It is always easier to take action if problems (whether these are academic, medical, personal, or financial, for example) are acknowledged earlier rather than later.

The principal seminar leaders for the 2010-2011 courses are Andy Aitchison, Alistair Henry, Richard Jones, Lesley McAra, Susan McVie, Anna Souhami and Richard Sparks. Other staff may also be involved in leading seminars during the year.

If any academic or personal issue cannot be resolved to your satisfaction in consultation with the Programme Director and seminar leaders, or if you feel it would be more appropriate to speak to someone else, then please do not hesitate to contact the Director of Postgraduate Studies in the School of Law, Mr. James Chalmers. Appointments to see Mr. Chalmers can be made through Aimie Little in the Postgraduate Office. Extensions to deadlines for submitted work can **only** be granted by Mr. Chalmers and cannot be granted by seminar leaders or by the Director of the M.Sc. programme (**see Part B for further advice on extensions and special circumstances**).

AIMS OF THE DEGREE

The aims of the degree are to provide postgraduate level training in:

- criminological theory and related domains of legal and social theory; criminal justice practices and policies in domestic and international contexts; and criminological research findings
- social science research methods, especially in their application to criminology and criminal justice research; the development of knowledge and skills needed to become an effective researcher in the field; ethical, personal and practical challenges of conducting criminological research
- analysis of criminological data, research findings, and problems; summarizing material; advancing of arguments supported by data or theories; the uses of criminological evidence in debates over criminal justice policies and social policies bearing upon crime, insecurity, social order and social justice.

The course is intended for:

- those interested in studying criminology and criminal justice at postgraduate level
- those who work, or intend to work, in the criminal justice system or related fields
- those intending to proceed to a research degree in criminology

DEGREE STRUCTURE

The degree may be taken full-time over 12 months, or part-time over 24 months. It consists of core and optional course modules taken over the first and second semesters; a research project (which forms part of the module in Criminological Research Methods); and a dissertation, which is planned and written over the summer. Students must take all of the core modules below, and choose a further two modules from the options available. You will be asked to state your preferred second semester optional course modules on a form given out in November. Please note that while we do our best to run a full range of optional modules every year, certain modules may not be available in a given year.

COURSES

Core modules (compulsory):

- Theoretical Criminology (semester 1)
- Criminal Justice and Penal Process or Global Crime, Justice and Security: Theories and Frameworks (semester 1)
- Research Skills in the Social Sciences: Data collection or Core Quantitative Data Analysis for Social Research (semester 1)
- Criminological Research Methods (semester 2)

Optional modules in 2010-11 (two to be taken in semester 2):

- Crime, Justice and Public Policy
- Mental Health and Crime
- Gender, Crime and Criminal Justice
- Police and Policing
- Penal Politics
- Cybercrime
- Media and Crime
- Global Crime, Justice and Security in Context
- Intermediate Inferential Statistics

Suitably qualified students *may* at the discretion of the Programme Director be permitted to take other Masters-level courses that are available elsewhere in the School of Law (i.e. LLM courses) or the University (such as the additional research training courses available in the Graduate School of Social and Political Science) as a second semester optional module. Students wishing to take a course other than one of those listed in the optional modules schedule (above) should discuss the matter with the Programme Director who will liaise with

the relevant Course Organiser and the Director of Postgraduate Studies in the School of Law to ascertain if the course can be taken as part of the MSc.

COURSE MODULE ORGANISERS

One member of staff has overall responsibility for each course module, although other staff may also teach on it. The course module organiser is the first point of contact for any queries about the module as a whole - for example, concerning assessment. The course module organiser is also the person you should contact to arrange to receive feedback on course work. Course module organisers for 2010-11 are as follows:

Andy Aitchison	Crime, Justice and Public Policy (semester 2, option) Global Crime, Justice and Security: Theories and Frameworks (semester 1)
James Chalmers	Global Crime, Justice and Security in Context (semester 2, option)
Alistair Henry	Theoretical Criminology (semester 1, core) Gender, Crime and Criminal Justice (semester 2, option) Police and Policing (semester 2, option)
Richard Jones	Cybercrime (semester 2, option) Media and Crime (semester 2, option)
Lesley McAra	Mental Health and Crime (semester 2, option) Criminological Research Methods (semester 2, core)
Paul Norris	Intermediate Inferential Statistics (semester 2, option)
Anna Souhami	Criminal Justice and Penal Process (semester 1, core)
Richard Sparks	Penal Politics (semester 2, option)

Since one of the main aims of the course is to assist you in developing your skills in undertaking criminological research and analyzing research data there is a focus on research methods in both semesters. The Graduate School of Social and Political Science organise core courses in *Research Skills in the Social Sciences (Data Collection)* and *Core Quantitative Data Analysis for Social Research* during the first semester. It is compulsory that you choose one of these courses, and the assessment will count towards the overall result in the degree. Further information about these courses can be found by going to the Graduate School website: http://www.sps.ed.ac.uk/gradschool/research_training/index

For those who take the Quantitative Data Analysis course, it may be possible to undertake a further course on Intermediate Inferential Statistics in the second semester (taught by Paul Norris with contributions from Susan McVie) which uses Crime Survey data for practical examples.

The *Criminological Research Methods* module (second semester) is intended to complement generic research methods teaching by focusing specifically on the conduct of criminological research, including its ethical problems. The module begins with a series of seminars on key forms of research practice as these apply to criminology. Following those seminars, students receive individual guidance to carry out a small, self-contained, practical research project on a subject of their own choosing, and write a project report on their experience of the research process and findings.

TEACHING AND LEARNING APPROACH

Most teaching on the programme takes place through seminars. Later in the programme the emphasis turns to supervised independent study for a research project. All students are expected to read and reflect upon all of the core study material for each seminar as specified in the relevant course module reading list and to come to class ready to discuss the issues raised in the reading in an informed manner. Students are expected to contribute to seminars in a scholarly way, which includes listening carefully and courteously to others' views and interpretations of written material as well as contributing verbally to discussions themselves. Seminar leaders will, as the terms suggests, lead and stimulate discussion. However, these are graduate seminars and the quality of discussion is the joint responsibility of all members of the class. Seminar leaders may sometimes make a formal presentation but many seminars will not be conducted in this way.

During the Criminological Research Methods (Project) stage, students are supported by their project supervisor during the design phase of the project, but thereafter are expected to carry out the various aspects of the project largely autonomously, and to complete the written project report within the time deadline set.

During the Dissertation stage, students are expected to work independently, with advice and support from their supervisor. Students have particular responsibility in planning and structuring their time during the summer months. Students are expected to keep their supervisor informed as to their dissertation's progress. Students can expect that replacement supervisory cover will be made available should their designated supervisor be on vacation or otherwise away from the University (for example, attending a conference) during the summer.

Supervisors' and students' rights and responsibilities during the dissertation stage of the programme are described in detail in section 7.2 of the *Code of Practice for Taught Postgraduate Programmes*.

SEQUENCE OF COURSES FOR PART-TIME STUDENTS

Part-time students take the degree over two academic years. There is some flexibility over the order in which courses are taken, but two of the three core courses should normally be taken in the first year. The dissertation is always written in the summer months of the second year of study. Please discuss the exact sequence carefully with the Programme Director at the outset of your degree.

STAFF

Dr Andy Aitchison

Andy is Lecturer in Social Policy and co-director of the MSc Global Crime, Justice and Security. His main research and teaching interests lie in criminal justice policy and politics, criminal justice in post-authoritarian and post-conflict states and in genocide and other international crimes. He has worked with Cardiff University and the Home Office on crime reduction initiatives and analysis of the British Crime Survey. His most recent research and publications focus on international involvement in criminal justice reform in post-war Bosnia and Herzegovina and on genocide and crimes against humanity, particularly the role of police in such crimes.

Dr Alistair Henry

Alistair Henry is a Lecturer in Criminology in the School of Law and acts as Programme Director for the MSc. His research interests lie in the areas of policing, community safety, theoretical criminology and the sociology of criminal justice agencies and institutions. He recently contributed to, and edited (with David J. Smith), *Transformations of Policing*, which was published as part of the Centre for Law and Society book series in 2007. Alistair acts as the Knowledge Transfer co-ordinator for the Community Relations network of the Scottish Institute for Policing Research (SIPR) and also sits on the advisory board of the Crime and Communities network of the Scottish Centre for Crime and Justice Research (SCCJR). He is the co-chair of the Working Group on Policing in the European Society of Criminology.

Dr Richard Jones

Richard Jones's research interests lie primarily in the areas of the sociology of punishment, surveillance, social control, cybercrime, and the politics of criminal justice (including penal populism). He has published and given papers on a range of topics including the electronic monitoring ('tagging') of offenders, access control, computers and crime, penal populism and the media, airport security, the use of force in policing, and surveillance theory. He is a member of the editorial board of the *European Journal of Criminology*, and joint Book Review Editor for the journal *Theoretical Criminology*.

Professor Lesley McAra

Lesley McAra's research interests lie in the general areas of the sociology of punishment and the sociology of law and deviance. Particular interests include: youth crime and juvenile justice; comparative criminal justice; gender, crime and criminal justice; and the impact of multi-level governance on crime control and penal process. She is currently Co-Director (with Susan McVie and David Smith) of the *Edinburgh Study of Youth Transitions and Crime* and Convenor of the cross-university *Empirical Legal Research Network*. Lesley is a member of the Editorial Boards of the *British Journal of Criminology* and *Youth Justice* and a member of the Advisory Board of the *European Journal of Criminology*. Recent publications include a series of articles on youth crime and justice and she is co-editor (with Sarah Armstrong) of *Perspectives on Punishment* (Oxford University Press, 2006).

Susan McVie

Susan McVie is Professor of Quantitative Criminology in the School of Law. She is Director of the Applied Quantitative Methods Network; Co-Director (with Lesley McAra) of the Edinburgh Study of Youth Transitions and Crime; and a Network Leader in the Scottish Centre for Crime and Justice Research. Prior to working for the University, she was a Government researcher responsible for the development of policy research on crime surveys,

various aspects of the criminal justice system and substance use. Susan's current interests include longitudinal methods in the study of youth crime, deviance and substance use; patterns of and trends in victimisation and offending; criminal careers through the life-course; systems of justice, including transitions from juvenile to adult criminal justice systems; neighbourhood effects on offending; and the use of complex statistical modelling and analytical methods. Her current work involves investigating processes of desistance amongst young people involved in youth and adult criminal justice systems and a comparative study of social marginalisation and racism amongst young people.

Dr Anna Souhami

Anna Souhami is Lecturer in Criminology in the School of Law. Her main research interests lie in the sociology of criminal justice policy and practice, in particular in the areas of youth justice and policing. Anna is the author of *Transforming Youth Justice* (Willan, 2007) and (with Janet Foster and Tim Newburn) of a major Home Office research study of policing in England and Wales after the Stephen Lawrence Inquiry. Her current research explores the culture and organisation of the contemporary youth justice system through an ethnographic study of the Youth Justice Board for England and Wales. Anna is also the Disability Officer for the School of Law and encourages all students with disabilities to contact her. Anna will be on sabbatical leave from semester two onwards.

Professor Richard Sparks

Richard's main research interests lie in the sociology of punishment (especially imprisonment); penal politics; public responses to crime and punishment; and the uses, abuses and non-uses of criminological knowledge in shaping public policy on crime and punishment.

Richard's current work, in collaboration with Ian Loader (University of Oxford), concerns the competing claims of autonomy and advocacy in crime and justice research and the place of criminology in debates on the public roles of the social sciences. The first major outcome of this programme of work came out in 2010: see I. Loader and R. Sparks *Public Criminology?* (London: Routledge)

Earlier research projects have included studies (with Marion Smith and Evi Girling) of nine-year old children's conversations about justice and punishment and (with Elaine Crawley) of older men in English prisons. Richard is the author of *Television and the Drama of Crime* (1992) and co-author (with Tony Bottoms and Will Hay) of *Prisons and the Problem of Order* (1996) and (with Evi Girling and Ian Loader) of *Crime and Social Change in Middle England* (2000). He has also co-edited (with David Garland) *Criminology and Social Theory* (2000), (with Tim Hope) *Crime, Risk and Insecurity* (2000). He is a member of the editorial boards of several journals including *Punishment & Society*, of which he was editor-in-chief 2000-2004.

M.Sc. TIMETABLES

SEMESTER 1 2010-11

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am	Research Skills in the Social Sciences	Theoretical Criminology	Core Quantitative Data Analysis	Criminal Justice and Penal Process	
10:00am	Research Skills in the Social Sciences	Theoretical Criminology	Core Quantitative Data Analysis	Criminal Justice and Penal Process	
11:10am					
12:00pm					
1:00pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:00pm				Global Crime, Justice and Security	
3:00pm				Global Crime, Justice and Security	
4:10pm				4:15pm CLS seminar series	
5:00pm-6pm				CLS seminar series	

SEMESTER 2 2010-11 (provisional)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am			Mental Health and Crime	Media and Crime	Intermediate Inferential Statistics
10:00am			Mental Health and Crime	Media and Crime	Intermediate Inferential Statistics
11:10am	Global Crime Justice and Security: in context		Penal Politics	Cybercrime	Intermediate Inferential Statistics
12:00pm	Global Crime Justice and Security: in context		Penal Politics	Cybercrime	
1:00pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:00pm	Crime, Justice and Public Policy			Police and Policing	Criminological Research Methods
3:00pm	Crime, Justice and Public Policy			Police and Policing	Criminological Research Methods
4:10pm		Gender, Crime and Criminal Justice		4:15pm CLS seminar series	
5:00pm-6pm		Gender, Crime and Criminal Justice		CLS seminar series	

M.Sc. CALENDAR: KEY DATES

Semester 1 2010

15-16 September	Individual appointments with Programme Director (Alistair Henry, Room 411, Old College)
17 September	Welcome session for the MSc: 10am in Old College, Lorimer Room.
20 September	Semester 1 teaching starts
20 September	Welcome reception for new MSc, LLM and PhD students: 5pm in Old College, Playfair Library
20 Sep – 22 Oct	Classes
25 –29 Oct	Reading week
1 Nov – 3 Dec	Classes

Semester 2 2011

5 January	Submit essays from semester 1 modules (but for Core Research Skills/Data Analysis courses, see the course handout for deadline)
10 January	Beginning of semester 2 classes
14 18 February	Reading week
25 March	Teaching ends
26 April	Submit essays for first and second optional modules and for the Criminological Research Methods Module (but for any module taken in the School of Social and Political Science, see the course handout for the deadline)
20 May	Submit proposed Dissertation Title
19 August	Submit dissertation

ASSESSMENT

Assessment of each course module

Course assessments take a number of forms. *Theoretical Criminology* and most optional modules are assessed by essay. *Criminal Justice and Penal Process* is assessed by two short essay-reports. *Criminological Research Methods* is assessed by a short independent research project and a Powerpoint presentation. Information on assessments for courses offered by the School of Social and Political Science, including *Research Skills in the Social Sciences* and *Core Quantitative Data Analysis*, will be found in the relevant course booklets.

For advice on submission and presentation of essays please see part B 3.2 below. It is the usual practice of the MSc in Criminology and Criminal Justice that all assessed essays are double-marked by two internal assessors. All marking is moderated by an external examiner, who is an expert on the field and who is based at another university. At present the external examiner for the MSc programme is Professor Yvonne Jewkes (University of Leicester).

Essay feedback

Feedback on essays and exam performance will be given after assessments have been fully internally marked. Marks given at this stage will give an indication of performance but not the final confirmed mark (which will have to be approved by the external examiner and the Board of Examiners in the School of Law).

DISSERTATION

You will be allowed to proceed to the dissertation provided that you have reached a high enough standard in the course modules (see part B 5.2, below). The dissertation is an essay of **no longer than 10,000 words** produced over the summer months and submitted by **19 August 2011**. During March and April you should discuss possible dissertation topics with members of the teaching staff. If you wish, your dissertation topic may be a development of your project for the *Criminological Research Methods* module. You must submit a suggested topic for the dissertation using the form provided by **20 May 2011**. Where empirical research is proposed you will also have to discuss the ethics of your fieldwork with your supervisor (and where necessary with the School's Research Ethics Officer – Dr. Sharon Cowan - see the section on research ethics below).

The dissertation should be more advanced than earlier assessed course work, especially in terms of depth of comprehension and critique. Students are not expected to undertake literature reviews or empirical work on the scale that is typical of a research degree, but the dissertation must demonstrate a grasp of the relevant literature and an ability to engage in critical analysis. It may be based in part on empirical research (for example, interviewing, or secondary analysis of survey or statistical data), and this will be particularly appropriate where the dissertation is a development of project work done for the *Criminological Research Methods* module. The dissertation must clearly acknowledge referenced sources. Sources must be referenced clearly and accurately in the body of the text (see additional note on referencing below). A list of all of the materials referenced must also be provided in a bibliography. The bibliography must list all sources alphabetically (on the surname of the author) and is not included in the word-count of the dissertation.

Dissertations vary in their breadth of coverage, but they must have a clear focus and well-defined objectives, and be achievable in the time and word length available. You may decide the relative weighting of theoretical and empirical content, in consultation with your dissertation supervisor. Any new empirical research should add something that is not available in existing literature, but should be manageable within the time and resources available.

Supervision of the dissertation

A supervisor will be appointed to guide you in your work on the dissertation. General supervisory expertise in the broad area of the dissertation is usually adequate for a Masters dissertation. You should meet with the supervisor as soon as possible, once appointed, and as regularly as is required thereafter.

The role of the dissertation supervisor is to:

- guide you in focusing the study and in drawing up a proposal and outline for a manageable piece of work
- advise on ethical and safety implications of the work (where appropriate)
- advise you on research methods (where appropriate)
- advise or help guide you as to the relevant literature
- read and comment on one complete draft of the dissertation

For the supervisory relationship to work well, it must be appreciated that there are rights and responsibilities on both sides. It is the student's responsibility to meet with the supervisor regularly, to keep him or her informed of progress, and to hand work in at agreed times.

Criteria of assessment

Credit is given for the scholarly qualities of: showing awareness of the literature in the relevant field(s); technical accuracy and correctness; evidence that material and ideas have been understood; and satisfactory literary presentation. Credit is also given for (appropriate) originality, independent thinking, advancement of a clear and well-substantiated argument; analysis of existing materials, and the collection, analysis and presentation of new evidence. Conversely, essays which merely rehearse familiar arguments or summarize material available in existing publications normally receive lower marks (see Part B, below). It is very important to note that work submitted for assessment must be your own and must not have been submitted as part of an assessment before (see also the section on plagiarism below).

Length

The dissertation, including references, must not contain more than 10,000 words. The limit should be taken to include any substantive material contained in footnotes. The point of a word limit is not to restrict the length of an essay for its own sake, but to help define the intellectual exercise itself. The limit should, therefore, be treated seriously, and credit will be deducted by examiners if this is not done. Last-minute surgery is painful and risky. The need for it can be reduced by drawing up a plan at an early stage, and allocating space to headings within it.

You may include certain forms of material in an appendix or appendices which is/are additional to the 10,000 word limit. Appendices should be used sparingly and with the express agreement of your supervisor. They may not exceed 5000 words (graphs and tables will usually be considered as equating to 500 words of text each). Appendices may include the following (or other matter approved by your supervisor) where demonstrably relevant: questionnaires or survey instruments; excerpts from interview transcripts; notes of archives and sources consulted; graphs, tables or raw statistical data; letters; newspaper cuttings. The word limit does **not** include the abstract or the bibliography.

Abstract

The dissertation should include a short (between 100-250 words) abstract.

Presentation, format and style

For advice on submission and presentation of the dissertation please see Part B, 3.2 below.

The dissertation should be clearly written, avoiding the use of jargon (as distinct from necessary specialist or technical terms).

The dissertation should contain an acknowledgement of help, which must make clear how much assistance you received and from whom (including comments on drafts). Apart from assistance acknowledged, the dissertation must be your own work, and all sources must be listed in the notes or list of references, as appropriate. The dissertation should contain a table of contents. The dissertation should be divided into sections. The first, introductory, section should state the aims, scope, rationale, and methods of the project. The concluding section should summarise the main themes of the argument, reflect on any wider implications and, if relevant, suggest areas for future research.

Bold text and underlined text should not be used anywhere in the dissertation, with the exception of section headings. Italics should be used for emphasis, where required, but emphasis should be used only sparingly.

Examples of dissertations and dissertation titles

Examples of dissertations produced by previous M.Sc. students will be made available for study at a special workshop to be held during the programme. Some examples of dissertation titles that students have come up with in past years are listed below:

- Patterns of drug usage amongst professional young people
- Conflicting ideologies?: Restorative justice and the Crime and Disorder Act 1998
- HIV and AIDS in British prisons: A comparison between the English and Scottish Approaches
- Strategies of 'responsibilisation': Penal postmodernism and neo-liberal politics
- Families and crime: The role of social work in crime prevention and reduction
- Contemporary multi-agency approaches to crime prevention in Scotland
- A comparison between Western and Eastern ethical and legal views on medical confidentiality
- Joy-riding in West Belfast
- Evaluation of West Lothian Division's 'Flashlight Initiative'
- Interactions between method and theory in longitudinal research
- Rape in the context of sexual offences: A feminist analysis
- Saturday night fever: A social-geographical profile of crimes against the person in Edinburgh city centre

REFERENCING STYLE FOR ALL ASSESSED WORK

All assessed work (module course work and dissertation) must be fully and properly referenced. Within a given piece of work, students should reference consistently, in a style based either on the social scientific 'author-date' system, or on the legal/historical footnote referencing system. In the 'author-date' system, the author and date of the cited item is given in the body of the text. In the footnote referencing system, longer references are given in the footnotes. In both cases, the full reference of all items referred to (including place published and publisher in the case of books, and volume and page numbers in the case of journal articles) must be given in a single, comprehensive list in alphabetical order by author, in a section at the end of the submitted work (the bibliography). A workshop on essay and dissertation writing technique, dealing inter alia with referencing techniques, will be run during the course.

PLAGIARISM

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's own benefit. Plagiarism is a serious disciplinary offence and even unintentional plagiarism can be a disciplinary matter. Students are referred to the Academic Misconduct Officer from the School of Law every year.

Detailed information on plagiarism and links to the University's regulations regarding it are provided in Part B. All students **MUST FAMILIARISE THEMSELVES WITH THIS**

GUIDANCE BEFORE HANDING IN ANY ASSESSED WORK. Additional advice on plagiarism, and how to avoid it, will be given during the Theoretical Criminology core module (which all students on the programme MUST take).

RESEARCH ETHICS

It is now generally accepted that all research involving human subjects must be subject to some appropriate form of ethical scrutiny. Universities and other research institutions are increasingly held accountable for work undertaken by their members, including student research projects. Ethical questions in criminological research can often be particularly testing, owing to the vulnerable situations of research participants and the sensitive character of the data that researchers hold about them. The discussion of ethical questions in research is a special concern within the Criminological Research Methods module in semester 2. Ethical issues often arise most keenly for students when they begin planning their dissertation, and dissertation supervisors will seek to assist you in framing your project appropriately. Our aim is to sensitize students to these questions as part of the professional formation as researchers and to ensure that your project does not encounter foreseeable difficulties. You may wish to consult the College of Humanities and Social Science's Ethics Policy at: http://www.ed.ac.uk/polopoly_fs/1.17134!fileManager/ethicsframework.pdf

Students will also be asked in the course of their studies to consult the British Society of Criminology's ethical guidelines: <http://www.britisocrim.org/codeofethics.htm>

STUDENT FEEDBACK AND COURSE EVALUATION

Student feedback provides an invaluable input to the review and development of curriculum and course organisation. Towards the beginning of each semester students will be asked to elect one or two course representatives in each of the modules they are taking. The names of the student representatives will be displayed on a notice board in the School. The representatives may raise issues of general concern on behalf of class members, either informally with the course organiser, or formally at staff-student liaison meetings that will be held towards the end of the semester. Minutes of the meetings will be agreed and signed by all present, and will be displayed on the postgraduate notice board. However, all students should also feel free to approach teaching staff and/or tutors to discuss problems/concerns at any time throughout the year.

At relevant points during the programme all students will be asked to fill in questionnaires about the modules and about the course as a whole. If you attend courses that form part of the LLM programme, you may also be asked to complete questionnaires evaluating those individual courses.

MAIL

Graduate students may use the Edinburgh Law School for the receipt of mail. You should use the following form of postal address:

[Your name],
Postgraduate Student,
Edinburgh Law School,
University of Edinburgh,
Old College,
South Bridge,
Edinburgh EH8 9YL
UK

Incoming mail for graduate students is placed in the graduate student pigeon holes, situated near Seminar Rooms L05-L06 on the ground floor of Old College. If you choose to make use of this facility, please ensure that you check your pigeon hole regularly.

COMPUTING

You will have access to computers in the Law School's three Microlabs. You will be allocated a username, giving you access to the local area network, with its extensive range of application programmes, information resources, and communication facilities. Laser printing is available: there is a small charge per sheet printed, and you will need to set up a printing account with the University. Computing support in the law school (see <http://www.law.ed.ac.uk/law.support>) is provided by an IT Manager (Mr. Nick Dyson) a Computing Support Officer (Mr. Luke Duncan). Enquiries and support requests should be directed in the first instance to law.support@ed.ac.uk where they will be dealt with by the first available member of staff. Alternatively, you can visit the Law School Computing Support Office (Room 158) if the problem is urgent or you wish to speak to someone in person. The School's computers are almost all PCs. Apple Mac computers are available elsewhere in the University, including at the University Library. Wireless access is available in many parts of the Law School, including in the Law Library, Lecture Theatres, Lorimer Room, and Moot Court Room. Almost all seminar rooms have wireless coverage. Off-campus access to many resources is available using EASE authentication.

WEB SITE

A web site supporting all the course modules of the M.Sc. degree is available at the following address: <http://www.law.ed.ac.uk/courses/>

There is a web page for the course as a whole, where you will find this handbook and messages on general matters. In addition, each course module has its own separate web page, including electronic versions of course reading lists, recommended reading, course events and messages, and discussion forums. Students are advised to look in on the M.Sc. website, and on individual course websites, regularly.

E-MAIL

The Edinburgh Law School provides all its postgraduate students with an e-mail address. An e-mail distribution list will be set up on the local computer network at the beginning of the year, for use both by MSc staff (to notify students of administrative information) and MSc

students (for academic or social purposes). E-mail is often used by academic staff to distribute useful information to students, and it is therefore recommended that you check your e-mail regularly. You may set your University of Edinburgh student email account to auto-forward mail to another account (such as a 'Hotmail' or 'Yahoo' account) should you so wish. Please be aware that email sent to academic staff from 'Hotmail' or 'Yahoo' accounts may be treated as 'spam' by the University's mail servers and thus risk not being delivered.

LIBRARY RESOURCES

The Law Library is situated on the first floor of the Law School. It has large holdings, and most of the books and journals that you need will be found there. Some books and journals will also be found at the Main Library in George Square, and a few will only be available there. You should familiarise yourself with both libraries at the earliest possible opportunity. Photocopying facilities are available in both libraries. The library catalogue can be searched through computer terminals both in the Law Library and at the Main Library, and also via the world-wide web. In all cases, entries show the location of holdings.

You can, if you wish, apply to become a reader at the National Library of Scotland on George IV Bridge. This is not a lending library, but a closed-access reference-only library. It is one of Britain's 'copyright' libraries, and consequently has large holdings (over 6.5 million items, and subscriptions to 18,000 periodical titles), including all books and journals published in the UK in recent years. If you wish to become a reader, please visit the National Library with the necessary evidence of identification.

See: <http://nls.uk/info/readerstickets/index.html>

SMOKING

Smoking is not permitted in Old College.

REFERENCES

You may approach MSc staff to ask whether they are prepared to act as a referee for you, for example in respect of a job application or to support an application for further study.

ABSENCE FROM EDINBURGH

For full-time students the M.Sc. degree is a twelve-month full-time degree. Students are expected to remain in residence in Edinburgh during semesters and during the summer vacation period. Students should notify their dissertation supervisor if they plan to be absent from Edinburgh for more than one week during the summer, leaving contact details where possible, and must obtain permission in advance from the Programme Director should they plan to be away from Edinburgh for more than three weeks at any time during the year, with the exception of the Christmas and Easter vacations (**see Part B for details of the procedure for arranging study away from Edinburgh**). Supervisors will indicate to students if they themselves are likely to be absent from Edinburgh for any extended period over the summer, and will if necessary make back-up supervisory arrangements.

CHANGE OF ADDRESS

It is vital that you inform the School's Postgraduate Office of any change of address during the course of the academic year. If this is not done it may be impossible for us to send you important information, or to contact you in the case of an emergency.

ILLNESS OR OTHER EXCEPTIONAL PERSONAL CIRCUMSTANCES

The Programme Director is available as a first line of pastoral support and advice for any scholarly or personal issues which may arise whilst you are on the Programme. It is your responsibility to inform the Programme Director immediately of any problems that are interfering with your coursework or progress through the Programme, including any religious or medical requirements that might affect your participation in any aspect of the Programme.

If you fall ill, it is vital that you notify the Programme Director or (in the summer months) your dissertation supervisor immediately. Illness may slow you down during course work, or, if it comes at the critical time when you are writing an essay, it may affect the quality of the work you produce for assessment. In either case, the consequences may be serious.

Student absence through illness may be self-certificated for a period of up to seven days but a medical certificate is required thereafter.

It is absolutely vital that you inform the relevant persons of any illness as soon as possible and in any case before the submission deadline. If an illness is reported early enough, the Director of Postgraduate Studies may allow an extension to compensate for loss of time. Other exceptional circumstances beyond your control, including serious illness of a close relative or partner, will be treated in the same way as personal illness (see Part B, below).

UNRESOLVED ISSUES

In the first instance, any complaint should be made informally to the Programme Director or to another relevant person in the School of Law. If there are any complaints, or indeed any other issues, which cannot be resolved through the normal routes, there are a number of other responsible people to whom students may turn. These include the Director of Postgraduate Studies in Law. In addition, or alternatively, students may wish to consult the EUSA Advice Place in Bristo Square.

HARDSHIP FUND, COMMON BURSARIES FUND, MATURE STUDENTS' BURSARY FUND

The University of Edinburgh has certain limited Hardship funds to help students in genuine financial need. These awards normally take the form of a Hardship Loan, though other awards may be available. The University also has a Mature Students' Bursary Fund, which is available primarily to help towards the costs of registered or formal childcare. Application forms, and further details on these and other sources of help, can be obtained from: EUSA Advice Place, 2/5 Bristo Square. Completed Hardship application forms should be returned to the Registry, Old College.

APPEALS PROCEDURE

Please contact the Postgraduate Office for information on Appeals Procedures. Alternatively, you can access the University's guidelines on the regulations governing appeals at: <http://www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-taught/academic-appeals>

SPECIAL NEEDS

Students with special needs should approach Dr. Anna Souhami, who is the Law School's Disability Officer, and/or the Programme Director, in confidence.

Large print versions of course handouts are available from the Teaching Office for students for whom they are necessary.

AFTER THE MSC: CAREER PLANNING

The University has a dedicated **Careers Service** based at 33 Buccleuch Place, Tel: 0131 650 4670. Find out more at the Careers Service website, www.careers.ed.ac.uk. The Law School has a dedicated careers web page at www.law.ed.ac.uk/careers, with information specifically for both undergraduate and graduate law students. The Careers Service offers a wide range of services for graduate students, and for two years after finishing your studies. These services include:

Information

In hard copy and via the website, on a range of career-related areas, including:

- making decisions about your future direction.
- occupations, including work in the legal profession, social research, with NGOs, criminal justice, policy work and much more.
- employers and job vacancies, within and outwith the legal profession. Search the SAGE (Student and Graduate Employment) database www.careers.ed.ac.uk/sage
- job hunting – how to find work in a wide range of different geographical and occupational areas.
- further study and training in the UK and abroad.
- CVs, applications and interviews.
- internships, vacation work and voluntary opportunities to gain experience and develop skills. These are also advertised via SAGE

Advice and Guidance

- Information staff and careers advisers are available daily on a drop-in basis for short consultations.
- Book a longer discussion with a careers adviser to discuss career plans and career-related issues via the Careers Service reception.

Particularly for Postgraduates: Further Services

- Career Planning Workshops
- MBTI Personality Type Workshop

PART B: FORMAL RULES

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1. University of Edinburgh statement on the use of e-mail

Email is now the formal means of communication by the University with its students.

When you join the University you will be given a University of Edinburgh (UoE) email account and address which will be used for a variety of essential communications. You **must** access and manage this account regularly as the University will send you vital information from time to time, for example on exam arrangements or changed class times or locations, and will assume that you have opened and acted on these communications. Failure to do so will not be an acceptable excuse or ground for appeal.

If you already have a web-based e-mail account and think that you are unlikely to check your UoE e-mail account, it is your responsibility to set up a forward on the UoE account to ensure that all official University communications are received. There are on-screen instructions if you wish to do so – please see the following URL:

<http://www.ed.ac.uk/schools-departments/information-services/services/computing/comms-and-collab/email/webmail/forwarding>

2. Admission to Courses

2.1. AVAILABILITY OF LLM AND MSc COURSES

Unfortunately, not every course listed in the prospectus can be offered every year. A list identifying those LLM and MSc courses which will be offered in the 2010-11 academic year is posted on the Postgraduate pages of the Law School website at the following address:

<http://www.law.ed.ac.uk/pg/llmlaw.aspx>

While every effort is made to ensure that all such courses will be taught, the University reserves the right to withdraw courses which are under-subscribed (fewer than five students) or in response to staff changes or other unforeseen circumstances.

2.2. LIMITS ON CLASS SIZES

In order to keep all classes to a manageable and rewarding size, the School reserves the right to limit numbers attending LLM and MSc courses to not more than 25. Spaces are allocated on a first-come first-served basis as per the procedure set out in the Courses Handbook, which was distributed to incoming students before the start of term.

2.3. SPECIAL ADMISSION REQUIREMENTS

Certain courses are not suitable for students who do not have some previous knowledge or experience of the relevant subject or legal system. Further information on the courses to which this restriction applies can be provided by the relevant LLM Programme Director, and shall also be provided at the first class meetings of and in the course handbooks for these courses. In determining whether a student will be permitted to take these courses account will be taken of the student's previous degree or experience and their relevance to the subject-matter of the course.

2.4. COURSE HANDOUTS

At the first meeting of each class, a course handbook will be provided. All other course materials will be published online, on the relevant course websites. At the beginning of the academic year, you will receive a print credit allowance of 200 units to facilitate publication of any of these documents should you wish to do so.

3. School of Law Rules on Essays and Dissertation: Format, Extensions and Penalties

3.1. SUBMISSION OF ESSAYS

In the School of Law, coursework is required to be submitted **electronically** via the EASE system. Full instructions will be included with the distribution of first essay titles (i.e. before the end of week 5 of the first semester).

The general Law School submission dates for 2010-2011 assessments are:

<u>Assessments from Semester One courses:</u>	before 4pm on Weds 5th January 2011
<i>Assessment/Essay topic distribution:</i>	week commencing 18th Oct 2010
<i>Return of provisional grades and feedback:</i>	Monday 14th February 2011

<u>Assessments from Semester Two courses:</u>	before 4pm on Tues 26th April 2011
<i>Assessment/Essay topic distribution:</i>	week commencing 7th Feb 2011
<i>Return of provisional grades and feedback:</i>	date to be confirmed

NB: Some courses will have specific and/or additional assessment submission dates that vary from those outlined above: any such dates will be clearly indicated in relevant course handbooks.

3.2. RULES ON FORMAT FOR ESSAYS AND DISSERTATIONS

Except where otherwise specified in course documentation, **word limits** (rather than page limits) apply to LLM and MSc essays. Word limits exclude the following **required** elements:

cover page:	this must set out your essay title, exam number, degree programme and word count. Please remember that essays are 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 essay and be a complete list of all the works you have cited in the essay, and nothing else. (It 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 any table (or tables) of contents, statutes, treaties and/or cases. While you may wish to include such tables in your dissertation, they are rarely necessary in an essay (but you can include them if, in your judgment, you think it appropriate to do so).

Word limits exclude 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 work and result in a correspondingly lower mark.

Your essays should follow the School's normal format requirements for work at LLM and MSc 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.

Should any submitted written work exceed the specified maximum length, the examiner will not read further than the specified limit, and shall therefore not take into account any work beyond the specified limit when grading the submitted work.

Each assignment you submit must be an *independent* piece of work. This means that you should be aware of plagiarism risks and regulations but also that there should be no significant overlap between any of the pieces of work that you submit. You cannot receive credit twice for the same piece of work, and so where a piece of assessed work includes material which has already been submitted for assessment, the examiners will disregard the duplicated material when marking.

3.3. PENALTIES FOR LATE SUBMISSION, AND EXTENSIONS

Penalties for late submission

Assessed work 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.

3.4. 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 2009/10):

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 assessed work is looked at carefully to ascertain whether they it is 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 2009/10:

- 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.ed.ac.uk/schools-departments/academic-services/students/postgraduate-taught/discipline/plagiarism>

4. Interruption of Studies and Absence from Edinburgh

Please remember that the LLM and MSc are 12 month programmes of study and the University expects masters students to be resident in Edinburgh for the duration of the programme, including the summer months when working on the dissertation. 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 the Director of Postgraduate Studies. 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>

Should serious circumstances prevent you from remaining on the programme for a period of time and/or demand a period of absence from Edinburgh during the course of the year, you should consult with your Programme Director about the possibility of applying for a formal interruption of your studies.

Appendix A: School of Law LLM/MSc Degree Regulations

I. Progression from Diploma to Masters

1. Students wishing to proceed to a masters degree must pass the assessment requirements of the taught stage at an appropriate level at the first attempt before progression to the dissertation.
2. In order to progress to the masters dissertation candidates 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 50.00) 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.
 - d. satisfy any other specific requirements for the masters degree programme that are clearly stated in respective Programme Handbooks.

II. Award of a Masters Degree

In order to be awarded a masters degree candidates must:

1. have satisfied the requirements for progression, as laid out above, and
2. attain 60 credits by achieving a pass at masters level for the dissertation (i.e. 50%), and
3. satisfy any other specific requirements for the masters degree programme that are clearly stated in respective Programme Handbooks.

In order to be awarded the **Diploma** candidates must:

1. attain at least 80 credits with a pass at diploma level (i.e. 40%) or more in each of the separate elements, and
2. be awarded an aggregate pass at diploma level (i.e. a credit weighted average of 40.00) for the 120 credits of study examined for the diploma, and
3. satisfy any other specific requirements for the diploma degree programme, that are clearly stated in respective Programme Handbooks.

III. Award of Distinction

The masters degree may be awarded with distinction.

To achieve a distinction, a student 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 for the coursework element that is also at least, or very close to, the 70% standard (i.e. CWA of 69.50 minimum).

Where a diploma is awarded for the taught component only, the diploma may be awarded with distinction by satisfaction of the above regulation with regard to the assessment of the taught component alone.

IV. Discretion of the Board of Examiners

Boards of Examiners must consider students whose marks are borderline for progression or award purposes. Borderline marks are defined as marks from three percentage points below the class or grade boundary up to the boundary itself e.g. CWA of 37.00 to 39.99 for a Diploma award, 47.00-49.99 for a Masters award, 67.00-69.99 for the award of distinction.

The factors that will be taken into account for borderline decisions can include overall profiles of performance, illness, or other extenuating circumstances, for which there is sufficient documentary evidence and where these circumstances may have adversely affected a student's performance in an assessment regardless of the level of impact on the student's marks.

Students with marginal failures in elements assessed early in their courses, and for whom such performances may be shown to be atypical in the light of later examination performance, may bring their case to the Examination Board via the Special Circumstances Committee.

The Board may not raise marks for reasons of illness or special circumstances; but it may permit progression or award despite low marks because of those circumstances. In such cases the transcript will show the low mark, unmodified, but may contain an explanation of why progression was permitted. In exceptional circumstances, the Board may also prescribe that students must resubmit certain elements of their coursework before a decision on progression is taken.

Appendix B: Assessment Practice and Academic Appeals

The following is a summary of assessment practice in the School at masters level, along with details of the university's academic appeals procedure.

Coursework

The School does not permit marks for any piece of masters coursework to be arrived at by a single member of staff acting independently. Before provisional grades are released, at least one other member of staff must review at least a sample of the assessed work to ensure that the School's marking criteria are being consistently and fairly applied. Prior to the Board of Examiners meeting, the external examiner will be asked to review the course assessments, again for consistency and fairness. External examiners may, in their discretion, amend marks as part of this process. For this reason, marks are not final until confirmed by the Board of Examiners.

Although marks for coursework are released on a provisional basis, it is important to note that staff have no power to adjust them once released. While students are welcome to discuss the feedback they have received on their work with the relevant member of staff, this cannot result in the work being remarked or the grade which has been received being adjusted in any way.

The dissertation

Because of the importance of the dissertation to the masters degree, dissertations are always blind double-marked. This means that two members of staff must independently assess the dissertation and only then meet to agree a final mark. The supervisor is not normally one of the examiners unless the subject-matter of the dissertation creates difficulties in assigning suitable examiners. A sample of dissertations will be reviewed by external examiners to ensure that the School is applying its marking criteria consistently and fairly.

Academic appeals

Details of the university's Academic Appeals procedure can be found at the following webpage:

<http://www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-taught/academic-appeals>

An appeal involves a challenge to a decision of the Board of Examiners in relation to marks, progression, degree classification or degree award. It must be based on one of the two following grounds:

- (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.

- (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.

Dissatisfaction with the mark awarded for a piece of work is not a ground for appeal: the academic judgment involved in assigning marks is not subject to challenge via this process. This is standard practice both in this university and elsewhere (indeed, it has been formalised in legislation in England and Wales: see the Higher Education Act 2004 s 12(2)). Ultimately, where the university's appeal and/or complaints procedure has been exhausted, complaints may be made to the Scottish Public

Services Ombudsman (www.spsso.org.uk), which provides a wholly external and independent review of the university's procedures.

Independent advice on academic appeals can be obtained from the Edinburgh University Students' Association Advice Place: see <http://www.eusa.ed.ac.uk/>

Appendix C: University Postgraduate Common Marking Scheme

The marking scheme employed by the University of Edinburgh at postgraduate level is as follows:

Assessment of the taught component

Mark %	Grade	Description
90-100	A1	An excellent performance, satisfactory for a distinction
80-89	A2	
70-79	A3	
60-69	B	A very good performance
50-59	C	A good performance, satisfactory for a masters degree
40-49	D	A satisfactory performance for the diploma, but inadequate for a masters degree
30-39	E	Marginal Fail
20-29	F	Clear Fail
10-19	G	Bad Fail
0-9	H	Bad Fail

Assessment of the dissertation component

Mark %	Grade	Description
90-100	A1	An excellent performance, satisfactory for a distinction
80-89	A2	
70-79	A3	
60-69	B	A very good performance
50-59	C	A good performance, satisfactory for a masters degree
40-49*	D	A satisfactory performance for the diploma, but inadequate for a masters degree
30-39	E	Marginal Fail**
20-29	F	Clear Fail**
10-19	G	Bad Fail**
0-9	H	Bad Fail**

* A mark of 47-49 may be used to denote the possibility that, in exceptional cases, by minor revision the work may be upgraded to masters standard. Taught masters dissertations are not normally open to revisions as they are a summative examination medium.

** In those programmes where a diploma may be awarded for the taught component only, a failed dissertation may be put aside and the diploma awarded.

The time allowed for revision is not more than ten working days.

Candidates wishing to proceed to a masters degree must pass the assessment requirements of the initial (taught) stage at an appropriate level at the first attempt before progression to the dissertation. Candidates with marginal failures in elements assessed early in their courses, and for whom such performances may be shown to be atypical in the light of later examination performance, may bring their case to the Examination Board by way of the Special Circumstances Committee.

See further, para. 8.1.1 of the *Code of Practice for Taught Postgraduate Programmes*

Appendix D: School Marking Criteria

The School of Law has adopted the following criteria for the assessment of LLM and MSc assignments, including the dissertation.

A [70% or above]

For a mark of 70% or above, a candidate should show substantial knowledge and critical understanding of the primary sources (where relevant) and a thorough and critical understanding of the secondary sources. The work will demonstrate an ability to synthesise and evaluate critically the source material. It will be fully and properly referenced and concisely and clearly written without significant flaws in expression. The propositions advanced will be fully supported either by argument or citations, as appropriate. The methodology should be appropriate and properly defended (where relevant).

A1 [90% or higher] Work in the A1 category will be outstanding. It will exhibit all the criteria noted in respect of an A grade generally, but will exhibit an exceptionally high degree of creativity, critical insight and analytical rigour. While the work will be exemplary, the markers will bear in mind that it has been produced within the confines of an assessment format and it will not be assessed by reference to whether the work is publishable.

A2 [80-89%] Work in the A2 category will meet all of the criteria noted in respect of an A grade generally, while exhibiting a high degree of creativity, critical insight and analytical rigour.

A3 [70-79%] See the general criteria for an A grade, above.

B [60-69%]

For a mark of 60-69%, a candidate should show substantial knowledge and understanding of the primary sources (where relevant) and an understanding of the secondary sources. The work as a whole should be reasonably concise and have a structure that is clear and coherent. It will be fully referenced, with at most minor deficiencies in referencing, and demonstrate competence in critical analysis. There may be minor deficiencies in expression. The propositions advanced will, in most respects, be supported either by argument or citation, as appropriate. The methodology should be properly defended (where relevant).

C [50-59%]

For a mark of 50-59%, a candidate should show adequate knowledge of primary sources (where relevant) and some knowledge of secondary sources. The work, while structured, may be deficient in logical organisation. Some relevant issues may be omitted or insufficiently developed, and there may be some deficiencies in expression. Work at this level will be referenced so as to allow proper identification of the source material relied upon, and will demonstrate some ability to engage in critical analysis. Unsupported assertions may be in evidence at this level but will be limited in their extent. The methodology should be properly defended (where relevant).

D [40-49%]

Marks of 40-49% (inadequate for the masters degree) will be awarded to work which shows some knowledge of primary sources (where relevant) and of secondary sources with some supporting argument and engagement with those sources. The organisation may be poorly suited to facilitate the argument and the writing poor. Arguments may be superficial and badly constructed. The methodology may be imperfect and lack a proper defence (where relevant). The writing may be clumsy and references inadequate, and there may be a tendency to irrelevance and/or some degree of factual inaccuracy.

E-H [Fail]

Work which receives a fail mark will have displayed most of the following characteristics: inadequate knowledge of source materials; superficiality; poor or no structure; weak argumentation; unsound or unclear methodology; poor writing and referencing. It is likely that work at this level will demonstrate either factual inaccuracy and/or irrelevance to a significant extent. Numerical marks are awarded within the range 39 – 0 at the discretion of the examiners.