

The Edinburgh Law School



STUDENT HANDBOOK

Session 2011/2012

1 Introduction

1.1 Welcome from the Head of School

On behalf of all of my colleagues may I extend a warm welcome to the School of Law. You are joining one of the great European Universities and becoming part of a scholarly community which, in past centuries, has included the philosopher David Hume and the writer Robert Louis Stevenson.

Studying law at university is an interesting and rewarding experience, and one that will stand you in good stead no matter whether you want to become a professional lawyer or follow one of the numerous other careers possible.

Edinburgh Law School aims to deliver the highest quality of teaching to all of its students. We strongly believe in research-led teaching and during your time at Edinburgh you will learn more about our world-leading programmes of research. These include projects as diverse as the *CITSEE* programme (a study of the citizenship regimes of the seven successor states of the former Yugoslavia - Bosnia-Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia, Slovenia); the programme of research on *Referenda and Deliberative Democracy*; and the *Edinburgh Study of Youth Transitions and Crime* (a longitudinal study of pathways into and out of crime for a cohort of 4,300 young people).

Our aim with this handbook is to provide a useful and user-friendly guide to your University studies. It includes information about the law curriculum, details about assessment and examinations, and tells you about the support services that are available for students.

Learning about the law involves an understanding of the general principles underlying different areas of law, and learning how to apply them to specific situations and the facts of different cases. It also involves developing analytical reasoning skills, legal research skills, and verbal and written expression skills so that you can express your analysis and arguments clearly, accurately and persuasively. As you progress through the LLB curriculum you will build a bank of knowledge of both depth and breadth and will hone the core skills necessary to interrogate and research the nature, sources and practice of law in a wide range of settings.

I hope that you will find your time as a student in the Law School an enjoyable experience both intellectually and socially, and wish you well as you embark on this exciting educational journey.

Professor Lesley McAra
Head of School
Edinburgh Law School

1.2 Welcome from the Director of Undergraduate Studies

Welcome to Edinburgh Law School – I hope you find your LLB degree stimulating, rewarding and enjoyable! In order to make sure you get the most out of your time here, you will find a lot of important information in this Handbook. This covers a wide range of aspects regarding your LLB degree, your courses and the Law School. It should answer many of your questions, so keep it to hand. You can also find all the information contained in the Handbook, together with other details about the Law School, such as course materials, staff details, and important legal and non-legal web links, on the School's website, at www.law.ed.ac.uk.

While the information below should be current, please note that in the event of any disparity between the text of any part of this Handbook and the University's Degree Regulations and Programmes of Study 2011/12 (DRPS), the latter prevails. Online access to the DRPS is available at: <http://www.ed.ac.uk/drps/> and your Director of Studies can always help if you have any queries regarding the Regulations or Programme of Study.

Throughout the year, we may need to contact you either as an individual or in your year group, and we will often do this by email. (Other methods include announcements in lectures, notices on the course message boards outside the Teaching Office, posts on the online course forums (more details below in section 8.2), and posts on the online student noticeboard). However, where we send a message by email we will assume you have read it: accordingly, **please** check your student email account frequently, or set it up to forward messages to your personal email account.

All staff and colleagues in the Law School are happy to help if you have any concerns and queries during your time here. More information is given in this Handbook about who to contact – in particular, see section 10 on Student Support. As Director of Undergraduate Studies, I want to make sure the degree provides an intellectually rigorous and wide-ranging legal education, so if you have any comments or concerns regarding the overall structure or delivery of the LLB degree, please do let me know.

Dr Gillian Black
Director of Undergraduate Studies
Edinburgh Law School

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3 Undergraduate Degree Structure

3.1 Available Degrees

There are three LLB degrees available in the School of Law:

1. the LLB Ordinary degree
2. the LLB degree with Honours
3. the LLB (Ord) (Graduate Entry)

The **Ordinary** degree takes three years to complete and requires students to achieve 360 credits in total. This comprises 240 credits of Ordinary courses in years 1 and 2, and 40 credits of Ordinary courses together with 80 credits of Honours courses in year 3.

The **Honours** degree takes four years to complete and requires students to achieve 480 credits in total. Students will normally take 240 credits of Ordinary courses in years 1 and 2, and 240 credits of Honours courses in years 3 and 4.

The **Graduate Entry LLB** is an Ordinary degree which can be completed in two years instead of three. Students need to achieve 240 credits of Ordinary courses. This degree is only open to students who have already completed an undergraduate degree in another discipline.

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

Over the course of the degree, students should attain the knowledge and understanding and the graduate attributes set out in the Law School's Aims and Objectives. These are set out in Appendix 1 below.

3.2 Ordinary Degree

As stated above, the Ordinary degree takes three years to complete and requires students to complete 280 credits of Ordinary courses and 80 credits of Honours courses (i.e. 360 credits in total). Students may choose the Ordinary degree option if they do not wish to obtain an Honours degree or if they wish to finish their studies for whatever reason before the end of the four years required for an Honours degree.

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

3.3 Honours Degree

Most students proceed to Honours study. Honours study builds on the knowledge and skills developed in Years 1 and 2 (see Appendix 1). It assumes that students have achieved a certain competence in key features of legal study in years 1 and 2, and aims to develop these competences in years 3 and 4.

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

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

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

OR

b) **two** 10 credit courses

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

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

Honours Classification

Degree Classification (ie whether you achieve a 1st, 2.1, 2.2, 3rd) is based on all courses at SCQF levels 9 and 10 taken in the final two years of study for a four-year Honours degree.

Rules for Classification

A. Classification is governed by University Assessment Regulation 9.6, as follows:

The Board of Examiners at its main meeting for assessment of students in their final year is responsible for deriving the classification for award of an honours degree. For students who entered their first honours year in or after 2004/05, within a year the assessment weighting of a course within a year is proportional to its credit value. For students entering their first

honours year in or after 2005/06 degree class is assigned by calculating the mean of marks of the individual courses, weighted by the number of credit points of each course, with the exceptions as outlined in (a) to (c) below:

- (a) For degrees with two honours years, including degree programmes with an obligatory period of residence/study abroad, the classification is based on performance in both honours years, which are equally weighted except for:
- (i) modern language degree programmes with a prescribed period of residence abroad where credit points for language acquisition through residence are aggregated with those associated with the language learning in the final year and where the classification is based on two honours years in line with this aggregation;
 - (ii) degree programmes where students can opt to spend a period of residence/study abroad, where for students who entered their first honours year in or after 2005/06, credits will be allocated for the study abroad but these are weighted zero in the final classification;
 - (iii) the MA in International Business, where the classification for these students is based solely on the final honours year; and
 - (iv) the MA with Honours in American Studies where, for students who entered their first Honours year in 2006/07, the classification is based solely on the final honours year.

Rule 1: One mark for each course, and its weight in credit points, should therefore be presented to the Board of Examiners. Marks awarded in and after 2005/06 are expressed according to the Common Marking Scale published in University Assessment Regulation 8.1 The mark for each course should be rounded according to the instructions in Assessment Regulation 9.16, as follows:

[...] When marks for courses are finalised, before they are returned to Registry and released to students, they must be rounded to an integer, i.e. with no decimal places. Any mark which is xx.50 or above is rounded up and any number which is xx.49 or below is rounded down, e.g. 59.50% is rounded to 60%, 59.49% is rounded to 59%. Individual Honours course marks must be rounded before return to Registry and the rounded marks must be used in calculating the overall mean mark to be used in classification. The overall mean mark is not rounded.

Rule 2: Calculate the mean of all marks, duly weighted according to the credit value of the courses concerned. Except when the mean mark is borderline, award the class that corresponds to the mean mark as indicated in Assessment Regulation 9.6.

- Where marks are borderline, see Rule 3 below.
- Where there are special circumstances such as illness, see section C below.
- To be eligible for an Honours award, students must meet the conditions of University Assessment Regulation 9.5 (b):

The senior honours year [...] Boards of Examiners have the responsibility to decide which students can graduate [...]. To graduate [...] students must attain at least 80 credits and be awarded an aggregate pass for the 120 credits of senior honours [...] study and must satisfy any other specific requirements for the degree programme. The Board of Examiners may propose to the College that an award of an Ordinary or General degree be made to students who do not achieve these requirements, on the basis of their junior honours achievements.

B. Borderline Marks:

University Undergraduate Assessment Regulation 9.8 defines Borderline marks:

9.8 Boards of Examiners must consider students whose marks are borderline for progression, award or classification purposes. Borderline marks are defined as marks from two percentage points below the class or grade boundary up to the boundary itself, e.g. 58.00% to 59.99% for a 2.2.

Rule 3: To ensure equity over all Honours programmes, Schools in the College of Humanities and Social Science have agreed that borderline cases should be resolved as follows:

- (a) Where 50% or more of the marks (e.g. marks for courses totalling 120 credits or more out of a maximum of 240 credits) fall in a class or classes above that indicated by the mean mark, award the class above that indicated by the mean mark.
- (b) Where 50% or more of the marks fall in or below the class indicated by the mean mark, award the class indicated by the mean mark.

C. Special Circumstances:

Rule 4: Due consideration should be given to:

Any personal circumstances which are clearly beyond the student's control and for which there is sufficient documentary evidence to show that these circumstances may have adversely affected a student's performance in an assessment.

(See University Assessment Regulations 9.11-9.13, with link to supplementary advice).

3.4 Joint Honours Degrees

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

For certain, though not all, combined degrees it may be possible to incorporate further "professional" law courses, ie those courses required by the Law Society of Scotland and/or

the Faculty of Advocates. Such a step, given the additional study requirements, should be carefully discussed with your Director of Studies. It may also be possible up until the end of the second year to revert to a single Honours law degree, by dropping the joint area of study.

3.5 Graduate LLB

It is possible to complete the LLB degree in two years. If you are already an Honours graduate in another discipline, the Law School grants concessions for 120 credits out of the required 360 for an Ordinary degree, leaving students with a requirement to complete 240 credits worth of Ordinary subjects over two years.

For students who wish to enter the legal profession, the curriculum in each year is primarily filled with prerequisite subjects, and there is little scope for choice. It may, however, be possible to take on an additional subject if you feel up to it, and you should discuss this with your Director of Studies.

There is much more flexibility for students who do not wish to qualify for the profession, and once again, your choice of subjects should be discussed with your Director of Studies. Please note, however, that all courses must be drawn from the University's Level 08 (ie Ordinary level) courses. It is not possible under the Degree Programme Specification to take Honours or LLM courses as part of the Graduate LLB.

For students on the Graduate LLB, comparable requirements for Merit and Distinction have been set taking into account the reduced length of the programme. To qualify for Merit a student must achieve grade B or better, without re-sitting an assessment, in courses totalling 120 credit points. To qualify for Distinction, a student must achieve grade A, without re-sitting an assessment, in courses totalling at least 100 credit points.

3.6 Qualifying as a Solicitor or Advocate

Many students choose to study law because they wish to enter the legal profession and practice as a solicitor or advocate. Those are by no means the only options for law graduates, and our graduates in previous years have entered a wide range of careers or progressed to further study. (The Careers Service keeps detailed information about destinations of Edinburgh graduates. There is a short summary of the destinations of 2010 Edinburgh law graduates in Appendix 2).

Solicitors are legal professionals who provide advice to clients and draft documents, advise on litigation and instruct advocates. Solicitors work in a wide range of specialisms, including corporate, property (domestic and commercial), family matters, trusts, intellectual property, pensions, and commercial transactions. In order to qualify as a solicitor, you need to have completed (i) a law degree (including the "professional" subjects); (ii) a Diploma in Professional Legal Practice; and (iii) a two year traineeship.

Solicitors in Scotland are regulated by the Law Society of Scotland, and you should look at the information about qualifying as a solicitor on their website: <http://www.lawscot.org.uk/>

Advocates in Scotland appear in court to represent their clients in litigation. Advocates have “rights of audience” which entitle them to appear in the higher courts. They perform the same role as barristers in England and Wales and Northern Ireland. The entrance requirements differ from those for the Solicitors’ profession. To become an Advocate in Scotland, a person must (1) be admitted as an Intrans to the Faculty of Advocates; (2) satisfy the educational requirements of the Faculty; (3) satisfy the professional training requirements of the Faculty. Most intrans first qualify as solicitors, before applying to the Bar. In addition, however, the Faculty of Advocates requires intrans to have passed Civil law and International Private Law. These are not compulsory courses on the LLB, so if you are interested in going to the Bar, you should ensure that you take these courses.

For more information on Advocates and the Advocates profession, have a look at the website at www.advocates.org.uk

In general, for students who wish to enter the profession, there are some important points to note:

1. The LLB qualification you will receive here is an LLB in Scots law. If you wish to enter the profession in England or further afield, you will need to take extra subjects after you graduate. This is often relatively straightforward, but you should consult the Careers Service, your Director of Studies or the professional regulatory body in your chosen jurisdiction, to find out more about what is required of you.
2. If you wish to progress to practice in Scotland, then you will need to take a further year’s study at University after you graduate, to obtain your postgraduate Diploma in Professional Legal Practice. This year is known as PEAT 1 – Professional Education and Training, Part 1.
3. Edinburgh University offers the PEAT 1 qualification. The Director of the programme is Ms Caroline Colliston. Importantly, entry to PEAT 1 is based upon your subjects studied in years 1 and 2, and **is based on your grades in those subjects NOT your overall degree classification.** Further details are available at: <http://www.law.ed.ac.uk/pg/lpd.aspx>
4. Once you have completed the Diploma in Professional Legal Practice, you will need to undertake a two year traineeship with a law firm. This part of your training is known as PEAT 2 and is regulated by the Law Society of Scotland. The traineeship is paid full-time employment.
5. After completing your traineeship successfully, you will be qualified as a solicitor in Scotland.
6. If you wish to qualify as an advocate, you would need to apply for entry to the Faculty of Advocates. If successful, you would be required to complete a further year’s (unpaid) training under the supervision of senior advocates. This is known as “devilling”, and candidates who undertake the year’s training are referred to as “devils”.

7. Note that both the Law Society of Scotland (who regulate the solicitors profession) and the Faculty of Advocates (who regulate the advocates) require students to have passed certain courses before they can be admitted. These professional pre-requisites are set out in the table at section 3.7 below. If you have any concerns about ensuring you meet these professional requirements, you should speak to your Director of Studies as soon as possible.

3.7 Choosing Courses

Ordinary Courses

The Law School offers a range of Ordinary (Level 08) courses. Some courses are compulsory for the award of the LLB, ie you cannot graduate without a pass in those courses. Some courses are required for entry to the profession, either as a solicitor (required by the Law Society of Scotland) or as an advocate (required by the Faculty of Advocates).

The table below sets out all Ordinary courses available in the Law School, together with a note as to whether they are required for the degree of LLB, or by the Law Society of Scotland or the Faculty of Advocates.

If you wish to enter the legal profession in Scotland, you must ensure that you pass the appropriate subjects below.

Course	Required for the award of the LLB?	Required for entry to Diploma/ PEAT 1?	Required by the Law Society of Scotland?	Required by the Faculty of Advocates?	Usual Year of Study
Legal Reasoning and Legal System	Y	Y	Y	Y	1
Contract & Unjustified Enrichment	Y	Y	Y	Y	1
Family Law	Y	Y	Y	Y	1
Public Law of the UK and Scotland	Y	Y	Y	Y	1
Delict	Y	Y	Y	Y	1
Civil Law	N	N	N	Y	1
International Law	N	N	N	N	1
Foundations of Criminology	N	N	N	N	1
Employment Law	N	N	N	N	1
Jurisprudence	Y	N	N	N	2
Property Law 1	Y	Y	Y	Y	2

Business Entities	N	Y	Y	Y	2
EU Law	Y	Y	Y	Y	2
Public Law and Individual Rights	Y	Y	Y	Y	2
Criminal Law	Y	Y	Y	Y	2
Commercial Law	N	Y	Y	Y	2
Evidence	N	Y	Y	Y	2
Trusts and Succession	N	Y	Y	Y	2
Property Law 2	N	Y	Y	Y	2
Revenue Law	N	Y	Y	Y	2
International Private Law	N	N	N	Y	2

Honours Courses

When you apply to be admitted to Honours at the end of year 2, you must select your three Honours courses for year 3. Similarly, at the end of year 3, you must select your two Honours courses for year 4.

The Honours courses available vary from year to year, and the courses available for each year will be circulated at the time you need to apply.

The Law School places a cap on student numbers of 25 in each course, so there is no guarantee that you will be admitted to your first choice. Please note that **all students are admitted to courses based on their exam performance in years 1 and 2**. The better your grades, the better your chances of getting into the courses you want. It is important to do well in years 1 and 2 in order to give you the widest choice of Honours subjects.

When choosing your Honours courses, it is useful to be realistic. The most popular courses will fill up quickly. Moreover, it is not a good idea to choose courses simply because you perceive them to be “easy” in order to boost your chances of obtaining a better degree classification, OR select courses which you think will appeal to an employer. The best approach is to pick subjects which reflect your interests: this will help ensure that you enjoy the work of the course and if you are engaged and committed to the subject you have a better chance of doing well in it.

More information about admission to Honours, and choosing your courses, will be provided at the end of each academic year, in preparation for entry into Honours courses in the following academic year.

3.8 Changing Courses

Changing Courses

A - Changing to a different degree programme

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

B - Changing courses within the Law School

If you begin a course and decide that you do not wish to continue, you must inform your Director of Studies immediately. She or he can withdraw you from a course provided that it is not a compulsory course for the LLB degree. You should also be aware that dropping courses might have consequences for your future options, such as entering the legal profession, and you should discuss this with your Director of Studies.

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

3.9 Study Abroad

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

The year abroad is normally available to all Law students whether they are studying law on its own at Ordinary or Honours level, or are following a combined honours programme. Most students who choose to study abroad for a year go in their third year. This means that you will need to consider applying for the year abroad during your second year. There will be an introductory lecture in October of each year for second year students who are interested, and it is strongly recommended that you attend to find out more about the options. However, you do not have to make a final decision about going abroad until the middle of your second year, so there is plenty of time to talk to others who have been abroad and to think about it.

Erasmus and other exchanges last for a full academic year and are NOT available for a single semester.

Some of our programmes require a degree of language ability as the language of tuition is that of the host country. However, we also operate several exchanges in Europe, North America, Hong-Kong and Singapore where the language of tuition is English.

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

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

More detailed information about the study abroad programme is available online at: <http://www.law.ed.ac.uk/erasmus/>

3.10 Prizes and Scholarships

The Law School awards a number of **prizes** each year, for performance in specific courses and years. The Lord President Cooper Memorial Prize Scholarship is awarded to an Honours student of outstanding distinction on completion of his or her law degree, and is the most prestigious undergraduate prize awarded by Edinburgh Law School.

The prize-giving ceremony is held in September each year, and prize winners from the previous academic year will be invited to attend, together with their families.

Further details on prizes, including prize winners, are available at: <http://www.law.ed.ac.uk/prizes/>

Please note that if you have won a prize and do NOT want your name to appear on the Law School website on the prizes page, please contact the Director of Undergraduate Studies as soon as possible.

The Law School also offers a number of **scholarships** for undergraduate students. Further details are available at: <http://www.law.ed.ac.uk/ug/scholarships.aspx>

4 Your part in your Studies

4.1 Making the most of your studies

Studying at University offers a much more independent lifestyle than you may have experienced before at School. We expect all our students to take responsibility for their own learning and we firmly believe that the more you put in, the more you will get out of your time here.

This is a full time degree, yet normally only a few hours each day will be spent in classes. **Independent private study – on your own or in informal study groups – is a major element in working for your degree.** It can be very useful to establish a working routine to use time to the greatest effect. It is also helpful to make yourself familiar with the law library and our online resources sooner rather than later.

During your time at University, our relationship is with you, and not with your parents or other family members. For this reason, we encourage all students to raise any problems themselves, with their Director of Studies, the Student Support Officer, or the Director of Undergraduate Studies, as appropriate.

We also require all students to be available to attend classes and assessments during the semester. We are unable to make any concessions or allowances if you are absent, except with good reason, and you miss important classes or assessment. If, for example, an exam has to be rescheduled because of unforeseen circumstances, then we may reschedule it during a teaching week rather than an exam week. We will be unable to set special papers for students who are absent from Edinburgh during teaching weeks or the exam diet. If you are unable to be in Edinburgh for good reason, please contact your Director of Studies as soon as possible. (Note that holidays, no matter how expensive, do not count as good reason! Please do not book your annual skiing holiday or Caribbean cruise during semesters or exam diets. Please think carefully before booking your summer flights to South America: you may find you need to be in Edinburgh in August for a resit paper.)

Most law courses will involve the discussion of case law and real life examples, and some of these can be very sensitive. If you are affected by the topic under discussion, or if you or a family member has been involved in the litigation/ case in question, please raise this with your Director of Studies. Where possible, the member of staff responsible for teaching in that area will do his/ her best to reduce any embarrassment or distress, although for obvious reasons we cannot undertake to remove that topic or any specific case from the syllabus.

4.2 Support Available in the Law School and the University

There is a lot of support available in the Law School, for academic, administrative, and personal issues. You can seek help from the Student Support Officers, your Director of Studies, your tutors, the IT team, the Institute for Academic Development, Course Organisers, the Disability Officer, the Senior Director of Studies, and the Director of Undergraduate Studies. In the wider university, the Student Association, the Careers Service,

the Student Disability Service, and the Student Counselling Service can all provide invaluable assistance.

In order to get the most appropriate support it is important that you contact the most appropriate person. More information about the support on offer, together with relevant contact details, is available in section 10 below.

4.3 Your Responsibilities

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

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

4.4 Student Representation

Class Representatives

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

Student Representation at School Level

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

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

The views of the student representatives are frequently sought on a range of matters affecting the student body and the general academic ambience of the School. Again, if you have any

matters that you feel should be brought to the attention of the School, please make these known to the Law School student representatives or the Law Students Council.

Complaints

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

<http://www.ed.ac.uk/schools-departments/academic-services/students/undergraduate/student-complaints/overview>

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

5 Courses

Each Course in the Law School is led by a Course Organiser. The Course Organiser is the member of staff responsible for structuring the course, by scheduling the lectures and tutorials, an ensuring that the course content is delivered by the teaching team. The teaching team can include other lecturers and also tutors.

The Course Organiser will be supported by the Teaching Office, who deal with administrative matters, such as printing and uploading any course handouts, and dealing with any assessments.

If you have a query about one of your courses, there are several people you could contact, depending on the nature of your query. If it relates to...

- the content of a specific lecture, you should ask the lecturer – either immediately after class or thereafter, including by email.
- course organisation, including content and assessment, you should contact the Course Organiser. The name of the Course Organiser should be on the front of the Course Guide.
- a point of law or principle that has been covered in the class, then you should ask your tutor in the first instance. If they are unable to answer it in person, they should be able to point you in the right direction.
- an administrative issue, then you should check the course website first, and thereafter contact the Teaching Office
- a personal issue, e.g. you are not enjoying the course, or you cannot cope with the workload, then you should contact your Director of Studies.
- an issue with the undergraduate programme as a whole, or a matter which affects the whole year, then you should raise it with the Law Students' Council (see section 9.2 below), or ultimately with the Director of Undergraduate Studies, Dr Gillian Black.

5.1 Introduction to Courses and Curricula

In principle, the law degree is a flexible and progressive degree. You should discuss your own interests and requirements with your Director of Studies – and this is especially important to ensure you meet the “professional” qualifications for the Law Society of Scotland and/or the Faculty of Advocates, if you wish to practice in Scotland. For more details on the requirements of the Law Society of Scotland and the Faculty of Advocates, see section 3.7 above.

The examples in section 5.2-5.5 below show the most commonly taken course combinations on the single Honours LLB degree. If you are studying for a Joint Hons degree, you will

need to take courses in the relevant School which offers the other academic discipline you are studying. Again, your Director of Studies can provide more details.

5.2 First-Year Syllabus

The Ordinary courses in year 1 provide the foundation for the broad education that you will ultimately receive from your LLB. Key legal concepts are imparted in this year, which help you to understand other concepts and areas of law that you will study at a later date

Semester One

1. Legal Reasoning and Legal System (20 credits – this runs across the two semesters)
2. Contract and Unjustified Enrichment (20 credits – one semester only)
3. Family Law (10 credits – one semester only)
4. Information Skills (0 credits, but compulsory, – one semester only)
5. Optional law course(s) or a course from outside the Law School, e.g. courses from the School of Social and Political Science, the School of Economics, the Business School, History, Classics and Archaeology, and others.

Given the complexity of the university time-table and the fact that many courses outside the Law School have prerequisites, students are may wish to choose from the optional law courses rather than a course from another School. The law courses are:

- Foundations of Criminology (40 credits, runs across the two semesters)
- International Law (20 credits, Semester 1) and Employment Law (20 credits, Semester 2)
- Civil Law Ordinary* (40 credits, runs across the two semesters)

Semester Two

1. Legal Reasoning and Legal System (the continuation of 1 above)
2. Public Law of the UK and Scotland (20 credits – one semester only)
3. Delict (10 credits – one semester only)
4. Optional law course or a course from outside the Law School (the continuation of 5 above)

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

5.3 Second-Year Syllabus

In year 2, the courses build on this foundational material, often assuming a degree of knowledge and understanding. For example, Commercial Law presupposes that students will have studied and understood the law of Contract in year 1 because particular forms of contract are explored in this course.

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

Semester One

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

Semester Two

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

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

** Students wishing to enter the Faculty of Advocates may also take International Private Law Ordinary as a further subject in addition to their existing curriculum, giving a total of 130 credits for second year, rather than 120. Please note that since second year has a heavy workload it is also possible to defer this course to third year or the Diploma.

5.4 Third-Year Syllabus (Ordinary Degree)

The aim for students completing an Ordinary LLB is to satisfy the degree regulations and, for those wishing to enter the profession, to ensure that all the professional courses have been included. Thereafter, students have considerable flexibility in choosing subjects for their third year, subject to meeting the degree requirements of:

- 40 credits of Ordinary (Level 08) courses;
- 80 credits of Honours (Level 10) courses – typically two Law Honours courses of 40 credits each.

5.5 Honours Syllabus – Years 3 and 4

Application to Honours is made at the end of second year. Once admitted to Honours study, students take three Honours subjects in year 3, and two in year 4. In addition, students in their final year (year 4) undertake a dissertation, which is researched and written by the student over the course of the year, under supervision from an academic member of staff. More details on the dissertation will be given at the commencement of Honours study.

Students have a free choice deciding on their Honours subjects, but the number of places in each course is limited. These Honours subjects range over the whole field of legal interest. Examples are Family Law, International Law, Commercial Law, Medical Jurisprudence and Media Law. Each course involves more advanced study of the topic in question than at Ordinary level. The emphasis is on the development of critical and analytical skills. Teaching is usually in the form of seminars and students will often be required to write fairly substantial essays for assessment purposes.

For more information consult the Guidance for Honours Study (for the previous year) at: http://www.law.ed.ac.uk/docs/959_guidanceforhonoursstudy201011.pdf

Remember that there are no resits in Honours courses.

6 Teaching and Learning

Teaching Aims and Learning Outcomes

Edinburgh Law School seeks to deliver the highest quality of teaching and learning to its students. *Teaching Aims* are expressions of the aims of the Law School in delivering its courses and degrees and are included in course documentation as you proceed. These represent what the Law School hope and intend to give you as part of your educational experience. The *Graduate Attributes* refer to measurable achievements which you should attain by the end of your degree. These Graduate Attributes are set out in Appendix 1.

Teaching and Learning Methods

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

6.1 Lectures

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

Please note the Law School's policy on recording in lectures:

“Recordings of lectures may be made for personal use only. There can be no wider dissemination of such recordings e.g. on websites. No photographs are allowed.”

6.2 Tutorials

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

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

In order to enrol online you will need to go to: <http://www.law.ed.ac.uk/ease/tutorials/>

A list of your Ordinary courses will be displayed and you will be able to sign up for tutorials during the days when those courses are “open” for sign up. If any of these courses are incorrect, or missing, please contact Susan Leask in the Teaching Office (susan.leask@ed.ac.uk)

Once you have enlisted for a tutorial group, it is not possible to change to a different group, unless there are compelling special circumstances (and work commitments are not regarded as special circumstances). It is your responsibility to ensure that you attend your class at the appropriate times, and that you have prepared for the class.

Please note the Law School’s policy on recording in seminars and tutorials:

“Audio recordings of seminars and tutorials may be made for personal use only. There can be no wider dissemination of such recordings e.g. on websites. No photographs or video recordings are allowed.

If any students object to being recorded they should contact the tutor or seminar leader. Other methods of recording, e.g. by scribe, would then be investigated and implemented, where appropriate.”

6.3 Seminars

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

Please note the Law School’s policy on recording in seminars and tutorials:

“Audio recordings of seminars and tutorials may be made for personal use only. There can be no wider dissemination of such recordings e.g. on websites. No photographs or video recordings are allowed.

If any students object to being recorded they should contact the tutor or seminar leader. Other methods of recording, e.g. by scribe, would then be investigated and implemented, where appropriate.”

6.4 Private Study

Private study is an important part of the law degree: you will be expected to prepare for classes from week 1 of first year, and the more reading you do, the more you will develop your knowledge and understanding of law. Students are encouraged to study on their own and to form small study groups with their peers, to review lectures and prepare for tutorials or seminars. It can also be useful to revise for the exam with friends in a study group – for

example, by discussing past exam papers or marking each other's past paper attempts. In addition, LawPALS can be an invaluable source of support.

6.5 LawPALS and LawPALS³

(1) LawPALS

Once you have your course timetable and your books you may well be asking yourself 'NOW WHAT?' **LawPALS** is the answer! The transition from school or college to university can be challenging, especially in the demanding field of law. The Law School is determined to ensure that all students are given the support and encouragement they need during the first year of study and beyond. One of many distinctive benefits of studying law here is that all first-years are automatically guaranteed direct access to a wealth of experience and information from advanced LLB undergraduates as part of our Law Peer Assisted Learning Scheme (LawPALS). There is also a special programme designed specifically for those of you on the 2 year Graduate LLB.

LawPALS is where you will find support for that "OH NO, what have I got myself into?" moment! Each first year student is assigned to an upper level student leader and meets weekly with his/her group of fellow first-year students. Studying at university, and especially studying law, will be like nothing you have ever done before. Your PALS leader is there to help you bridge the gap between school and university life. PALS is where you are free to ask the 'embarrassing' questions.

You have great academic challenges ahead and what better way to learn how to approach them than from a student leader who has recently been in your shoes? You will have an instant peer-group that can help you navigate the other important paths of university life, from the best cafes to the cheapest pints. Your social adjustment is just as important as your educational adjustment, so be sure to take advantage of this unique opportunity to make the most of the first-year experience!

All of us at the university want you to succeed, so PALS is **built into your timetable**. Meetings run weekly through the first semester and are set so that you can maximise the benefit of PALS without worrying about course conflicts.

As an incoming first-year, you are **automatically enrolled** and details will be distributed at Freshers' week and posted on the webpage (www.law.ed.ac.uk/communities) and on notice boards around the school. You can also email the **LawPALS Coordinator, Jamie Dunne**, at LawPALS@ed.ac.uk for more details.

(2) LawPALS³

LawPALS³ is a brand new addition to the support measures Edinburgh Law School offers its students. It's being run for the first time in 2011/12 and aims to ease transition from ordinary level study to Honours. Students in third year and students who spent third year abroad will find these sessions particularly useful in helping them get to grips with what's expected at Honours level.

Support will be in the form of large-group sessions and will be in an interactive lecture format with breakout sessions to work on skills. The sessions will cover topics including:

- Preparing for seminars;
- The dissertation;
- Honours essays and
- Honours exams.

Third years (and fourth year returners) will receive an email about these sessions at the start of semester one so keep an eye on your inbox for further details.

LawPALS³ Building on your success to help you build your future...

6.6 Attendance

There are new UKBA regulations which have implications for student absence. Under these regulations, all Schools have to monitor student non-attendance at designated contact points. The main contact points for undergraduate students include confirmation of attendance at the start of the academic year, tutorials, assignment deadlines, exam attendance, dissertation meetings and scheduled meetings with a Director of Studies. Please do let your Director of Studies know if you are unable to attend one of these contact points. For more detailed guidance see the summary guidance for students at:

<http://www.hss.ed.ac.uk/AcademicAdmin/UnderAcadeAdmin/PolicesGuidence/UKBA.htm>

6.7 Illness

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

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

6.8 Special Circumstances

The College of Humanities and Social Science has adopted the following guide to special circumstances which affect your studies. It is important that you read this carefully. If you have any queries, please speak to the Student Support Officer or your Director of Studies.

At its best, University life is rich and rewarding. But all of us go through difficult times. We must all must work under pressure. We ask a lot of ourselves. If you find yourself struggling due to illness, an accident or bereavement, your Director of Studies (DoS) and Student Support Officer (SSO) are available for help and support.* Your DoS is able primarily to offer academic advice and is only part of a network of student support, including the counselling service, the University Health Centre and the EUSA Advice Place**. Part of our commitment to you – as a member of our University community – is that we will go to lengths to help you if you are unfortunate enough to be troubled by circumstances beyond your own control. However we also must treat our students as adults and we expect you to take full responsibility for your own education at the University.

** If your DoS is away from Edinburgh, they will let you know when they'll be back and what you should do in their absence. If you are in any doubt, contact your School Teaching Office or Graduate School. [Note: Law Students should contact the Student Support Officer]*

*** See <http://www.tla.ed.ac.uk/resources/refguide/index.htm>*

Special circumstances (SC) denotes a formal process whereby students request (via their DoS) exceptional concessions related to specific pieces of course assessment on the basis of a verifiable medical problem, bereavement, or accident (or equivalent; see indicative list below).

Considerable time and effort are involved in any SC submission: for the student, their DoS, administrative staff (who must log and process forms), and members of a Special Circumstances Committee that must consider requests for concessions prior to Examination Boards. A flowchart showing the procedure is attached.

The decision to apply for Special Circumstances should not be taken lightly. If you apply, your case must be truly 'special' and exceptional. Concessions are usually granted only if there is clear evidence of underperformance on a specific piece of assessment. You must write up a statement of your own case for SC, or help your DoS to write it, and take responsibility for gathering unambiguous evidence to back it. All of this takes time and effort to compile. Your time, especially in the run-up to exams, is extremely precious. It is best-invested – all else being equal – in revising.

Submitted SC evidence will not necessarily lead to a change in a course mark. Where marks are not available or not robust, a further opportunity for assessment may be given in cases where SC is accepted, or the SC may be taken into consideration when making decisions about degree classification etc.

There is, for good reason, increasing concern nationally about the tendency for SC to be claimed as a sort of 'insurance policy' against poor assessment results. A task force at the University of Manchester was convened in 2008 after it was found that more than 25% of all students in some Faculties had claimed SC. The task force found that students interpreted repeated notices of deadlines for the submission of SC as encouragement to report 'every small setback'. It recommended 'a change in

approach whereby students understand it is normal to experience problems of one sort or another as part of life and the university is not here to provide the solution’.

We are committed to the principle of equity in the treatment of all of our students. We consider all SC submissions individually and with great care. The relevant question we consider is not ‘did this circumstance perhaps negatively affect my performance?’ Rather, it is ‘would one expect this circumstance to directly negatively affect the performance of ANYONE who encountered it?’ We treat all SC that come without clear or sufficient evidence equally: as insufficient to grant concessions.

To be clear: we will do all we can to help students who are unfortunate and find themselves in legitimate difficulty. However we do expect students to fully consider whether the circumstances are truly exceptional and significant. We will grant no concessions unless SC are adequately documented and truly SPECIAL.

Legitimate grounds for SC are:

- a serious illness or injury* for which there is medical evidence**;
- an accident for which there is evidence in the form of (e.g.) a police, hospital or dentist report;
- the death or critical / significant illness of a member of your immediate family;
- a significant family crisis where there is evidence of acute stress caused;
- other unforeseeable events occurring on or close to exam dates or major coursework deadlines that have a direct and significant, negative effect on performance.

**Disabilities are dealt with via procedures that are distinct from SC. The University’s Disability Office can provide guidance (<http://www.ed.ac.uk/schools-departments/disability-office>). Also conditions for which formal adjustment has already been made are excluded.*

***It is your responsibility to notify your DoS (or Teaching Office) in writing of any SC and submit any required medical certificates or supporting documentation as early as possible, and no later than two working days after your last assessment. If you do submit it after this time, you must give a good reason why it is late.*

(Generally) inappropriate grounds for SC include:

- minor illness, such as a common cold or headache;
- occasional low mood, stress or anxiety not diagnosed as illness
- inefficient time management;
- failure, loss or theft of data, a computer or other equipment
- financial difficulties;
- commitment to paid employment, voluntary work or vacation work
- death of a pet;

Note: the above list is indicative. *University guidelines may be found at:*

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Special_Circumstances_Students.pdf

7 Assessment

Just as teaching methods vary from subject to subject, so do methods of assessment. The traditional system of unseen examinations is still employed but in some subjects allowance is made for class work. In each course the method of assessment is intimated at the beginning of the session in course documentation. There are two types of assessment used in the School of Law. Formative assessment does not count towards the final mark in the course, whereas summative assessment does. Each course book will explain which components of the assessment in any given course are formative or summative.

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

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

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

http://www.law.ed.ac.uk/docs/583_markingcriteria.doc

7.1 Plagiarism

Any work you produce or submit to the University must be your own. Copying or plagiarism is a breach of the University’s regulations.

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.

The University’s general guidance for students about plagiarism, and its regulations regarding it, can be found at:

<http://www.aaps.ed.ac.uk/regulations/Plagiarism/Intro.html>

Students are also reminded that they are **not permitted to duplicate material which has been submitted for assessment in another course**, e.g. you may not repeat in the dissertation parts of an essay submitted during 3rd year. This will be treated as plagiarism.

7.2 Examinations

Exam Clashes

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

Registration for Exams

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

Failure in Exams

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

Failure in a number of courses may mean that you are unable to progress into the following year. First year students with fewer than 40 credits at the end of the year have to go to the Progression Committee. Students who have 40-70 credits will have to do a part-time catch-up year. Those with 80 credits or more can progress full-time to second year. Second year students with fewer than 160 credits go to the Progression Committee, while those with 160-190 credits they have to do a part-time catch-up year. Those with 200 or more can progress to third year, although if they do not have the credits required for entry to Honours they may have to decide whether to take the Ordinary degree route or take a part-time catch-up in order to enter Honours the following year.

In most cases where students have insufficient credits to progress, they will be invited to attend a meeting of the School Progression Committee (or subsequently meet with the Associate Dean Undergraduate Studies), to discuss your options. These may include taking a part-time catch up year, or re-taking the entire year. Students with progression issues should consult their Director of Studies as soon as possible.

Number of Permitted Attempts

Under general University rules it is only permissible to have four attempts at the examination for any course i.e. the initial attempt and three resits. An absence counts as an attempt. A student who does fail four times is likely to have to take a replacement subject. It is possible

for the Exam Board to disregard a sitting where there are special circumstances such as illness. Students are therefore strongly advised to contact their Director of Studies if they have any circumstances which have affected their performance.

Exam Results

These are posted by the Registry on MyEd.

Special Circumstances

You should alert your Director of Studies or the Student Support Officer to any medical or other circumstances affecting you. It cannot be stressed too heavily that if you wait to tell your Director of Studies or the Student Support Officer after the results have been made available, *you will be too late*. The Exam Board is able to consider these if your Director of Studies completes the relevant form and submits it to the Student Support Officer. The Exam Board will normally require documentation. For illness of a student or relative this usually means a medical certificate. For a bereavement the University requires a copy of the death certificate or funeral announcement or funeral order of service. For students who are being counselled a letter from the counsellor will assist the Exam Board.

Appeals: Grounds and Procedures

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

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

Please note that the grounds for appeal are limited. Regulation 16.3 states:

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

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

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

If you wish to consider appealing an assessment mark, you should contact your Director of Studies urgently.

Remarking Exam Results

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

7.3 Feedback

The Law School is committed to providing you with feedback on your performance in course work and exams. All Ordinary and Honours courses should contain at least one piece of formative work, on which you should receive feedback and comments designed to help indicate what worked and where there is room for improvement.

The Law School has adopted the University's Feedback Standards and Guiding Principles, and these are available at: http://www.law.ed.ac.uk/docs/1159_feedbackstatementfeb2010.pdf

Getting Guidance on Ordinary Exams

All students who have **failed** an Ordinary course are entitled to a meeting with the Course Organiser. You are strongly encouraged to contact the Course Organiser to arrange an appointment to discuss your paper before the resit examination: learning where you went wrong first time round can be an essential part of the revision process for the resit.

If you **passed** an Ordinary course, then various types of feedback are available. Students are encouraged to take advantage of the generic feedback published on the course website after the exam results have been published. This gives guidance as to what was expected in the exam, and common mistakes made by the class.

If you wish to see your paper or discuss it with the Course Organiser, then you should follow the School's four step feedback process, as follows.

1. Receive exam results;
2. Consult the generic feedback, which will be posted on the course website usually within 3 weeks of the release of exam results;
3. Consult your exam paper in Old College. Exam papers will be made available during Freshers' week and week 1 in September for the April/May and August exams, and in late January/ early February for the December exams. Precise dates will be notified nearer the time.

You will be able to review your paper (but not remove it from the office). It is recommended that you use this opportunity to review your script against the generic feedback and the Ordinary Marking Criteria, both available on the School website.

If you wish to see your exam paper in this period, please email: law.exams@ed.ac.uk at least two days in advance, so that the Teaching Office can ensure it is available for consultation on the appropriate day.

4. Seek a meeting with the relevant Course Organiser, **using the appropriate form**, to discuss any queries you may have. Where you wish to arrange a meeting with the Course Organiser, please follow the instructions in the form below.

Note that the above process is intended to help students who have passed and wish further guidance: a meeting with the Course Organiser will remain as of right for students who have failed the exam. If you have failed an exam and wish to discuss your paper with the Course Organiser, please email him/her directly to request an appointment.

If you have any queries or concerns please contact your Director of Studies.

NB: The form to complete to seek a meeting with the Course Organiser is available online at: http://www.law.ed.ac.uk/docs/1243_feedbackonordinaryexamsapril2011.pdf

8 Resources and Facilities

8.1 Law School Website

The Law School website contains almost all the information you need to know! Key features include School News and forthcoming events in the School; links to the specialist legal blogs written by staff and students; contact details for academic and administrative staff; the undergraduate exams webpage; School documents; and the Course microsites.

You should regularly check the School News posts and messages posted online, to ensure that you are up-to-date with new developments in the School.

8.2 Course Websites

All law courses have their own webpage, accessible from the 'Law.Courses' tab on the left of the Law Homepage. From these pages you will be able to see a summary of the course, and the names and email addresses of the course organiser and teachers. You will also be able to download course handouts and any other relevant files, and access a class 'forum' – an online discussion site, monitored by staff. Please use the forum responsibly and be polite and respectful to others in your posts! Make sure you check course web pages regularly. Messages from the course organiser about the course – for example, if there is a change of room, or information about revision lectures or class cancellations – will also be posted on course websites. A live RSS feed is available with frequent updates.

8.3 Law Library

Library

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

Opening Times

Semester and Easter	Monday to Thursday: 9 a.m. - 10 p.m.
Vacation:	Friday: 9 a.m. to 7 p.m.
	Saturday: 9 a.m. to 5 p.m.
	Sunday: 12 noon to 5 p.m.

Christmas Vacation

Open: 21st -23rd Dec and 4th – 16th of Jan:

Monday to Friday: 9 a.m. to 5 p.m.

(closed 24.12.11 to 03.01.12 inclusive)

Summer Vacation

Monday to Friday: 9 a.m. to 5 p.m.

As a student on the LL.B degree you will be referred to many different books, cases and statutes which can only be obtained in the Law Library. During Freshers' Week the library staff offer conducted induction tours of the library. Further details can be obtained from the Law and Europa guide at:

<http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/subject-guides/law/law-europa-guide>

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

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

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

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

Library tours:

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

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

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

link:

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

8.4 Online Research Resources

The **Law subject page** contains a range of collated links to library and information resources for Scots, UK, international and Commonwealth law. These include local collections, networked services and external websites.

<http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/subject-guides/law>

A full explanation of the library resources and how to use them can be found at

<http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/subject-guides/law/using-law-europa>

8.5 Law Computing Laboratories and IT Support

Computing at the School of Law

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

www.law.ed.ac.uk/law.support

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

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

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

Helpdesk

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

The law school computing office can help with these issues too, and also with any issues associated with the law school microlabs. We also assist with laptop issues such as

configuring them for anti-virus software, access the wireless network and any other problems you may be having with your laptop.

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

9 Student Representation and Societies

9.1 Edinburgh University Students' Association (EUSA)

EUSA

What is EUSA? The **Edinburgh University Students Association (EUSA)** is run for students, by students. It is here to help you get the most out of your time at university. Your Students' Association represents your interests at all levels, supports over 200 societies, runs four fantastic unions and offers you advice on just about anything. Every student of Edinburgh University is a member of EUSA for free. More information is available from the EUSA Office under the Potterow dome (Bristo Square) or from the website at <http://www.eusa.ed.ac.uk/>.

9.2 Law Students' Council

The Law Students' Council exists to represent the views of students to the staff and management of the School of Law. We are the first port of call if the staff want to consult students about issues or proposed changes, and we have seats on a number of the formal committees that manage the School of Law and control the work of the law library and the Law School IT service, so we do have a real influence on policy and the staff do listen to what we say on behalf of students. We also work with EUSA, the University Students' Association, to feed in issues from law students that need to be addressed on a University-wide level.

Each year we gather feedback from students, working with the Class Representatives and others, to form the basis of our agenda for the year. We also meet regularly during the semester to assess progress and to allow any new issues to be raised and discussed. Recent highlights include: working with the new Director of Undergraduate Studies to create a massively improved process to allow students to get meaningful feedback on exams; providing important contributions to the current review of Ordinary and Honours teaching; assisting with the revision of the Student Handbook; and clarifying Law School policy on costs to students of printed handouts.

The LSC also provides a number of events and services to help you settle into your time at University.

- During Freshers' Week, we run a Freshers' Helpdesk outside the teaching offices (enter through the East Door, the first door into Old College at the South Bridge end of the quadrangle. This is where you will go to collect course guides and other printed material, so we'll be on hand to help answer any questions on any topic, from tutorial sign-up to where to find your Director of Studies, to help you find your feet as a law student.
- Academic books can be expensive, and law books especially so. The LSC arranges a Second-Hand Booksale where students can buy and sell textbooks to new students or those in the year below. This year's booksale will be at 1pm on Tuesday 27 September in the Lorimer Room. This is the second Tuesday of term, so hopefully late enough for you to have heard your lecturers discuss course

texts, but not so late you've already had to blow your whole student loan in Blackwells! We hope to arrange a second booksale in January to allow you an opportunity to purchase books for the second semester courses.

- Normally, we leave the social events to LawSoc - but the LSC organises the legendary Mummies and Daddies' Night. This is a unique, annual social event designed to get the whole Law School, staff and students, together. It starts with a wine reception in the historic Playfair Library in Old College where first years are linked up with students from other years who will be their 'mummies and daddies' for the night. As the evening continues, you will not only meet many of the other students from throughout the School of Law, but also benefit from their experience of Edinburgh's best places for a good night out!

We'd love you to get involved in what we do and help us in making sure we, as students, play a full part in shaping the School of Law and making our studying experience and our degrees the best they possibly can be. You can do this in a number of ways...

- Join our Facebook Group to keep up with the latest news or contribute to discussions. You can find us at <http://www.facebook.com/group.php?gid=2215889345&v=info>, or just do a Facebook search for 'Law Students Council'. We also have a page on the Communities section of the official Law School website at <http://www.law.ed.ac.uk/communities/mainview.aspx?ref=2>.
- Stand as a Year Representative to become part of the LSC and make sure your ideas and those of your year group are part of what we take forward with the staff. We will be looking for nominations in the first few weeks of term so we can elect new members. It's always great to have as many people take part as possible so your year group have a good choice of whom to elect.
- Bring up any issues you would like to see taken forward with the School of Law management. You can do this through your Year Representative, our Facebook page or by emailing edinlsc@googlemail.com.

We look forward to seeing you during Freshers' Week!

9.3 Law Society

The Law Society (LawSoc) run a variety of sporting, social and academic events for Law Students. Regular social events keep things interesting over the academic year. There are a mixture of events, ranging from informal pub crawls, to black-tie events in some of Edinburgh's most prestigious venues. The annual Law Ball has such a strong reputation that some choose to queue overnight to ensure they get their hands on tickets!

There are several Law Society sports teams who play in weekly intramural fixtures, and will play at a Varsity match against Glasgow Law Society in October. Our members can enjoy a varied sporting program; we currently have teams representing us in basketball, football, hockey, netball and rugby.

We work alongside the top UK and International law firms, running several networking events so you can meet the biggest employers in the legal sector. You will be able to attend workshops, find out about careers beyond the LLB, and make some useful contacts in the process. We are also launching a mentor scheme, where you can be allocated a mentor from an aspect of the profession you are interested in.

The first event of the year is the Fresher's Day, giving you a chance to find out all about the Law Society, meet the Committee, become a member and enjoy the first of many Law Society nights out. Meet us at 1pm on Friday the 16th September in Lecture Theatre 183, Old College to find out more and get involved.

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

This year's committee is run by President Andrew Sneddon and Vice-President Grace Robins.

If you have any queries please drop us an email at edinburghlawsociety@gmail.com. We look forward to meeting you on the 16th!

9.4 Mature Law Students' Society

The Mature Law Students' Society aims to provide a social network for mature students in the 2-year accelerated LLB programme at the University of Edinburgh. In addition, the Society promotes career and academic events throughout the term. Alongside our Wine Reception at the beginning of the year to welcome new students, we also have weekly social events and a number of larger events throughout the academic year. We welcome all first year students to contact us if they would like to run for the First Year Representative Post. All first year students are invited to attend the Wine Reception on Thursday, September 15, 2011, at 5 p.m. in L05, Old College.

Please contact us at maturelawsoc@gmail.com or the Society's Facebook page. We look forward to welcoming you to the School of Law at the University of Edinburgh.

9.5 Mooting Society

The Edinburgh University Mooting Society runs the annual mooting competitions in the Law School and also organises teams to represent Edinburgh at national mooting competitions. The two Law School annual mooting competitions are the Anderson Strathern Novice Mooting Competition and the Butterworths Senior Mooting Competition. The finals are held every March, often in the Court of Session.

What is mooting?

A moot is a mock legal hearing in which students play the role of counsel delivering oral arguments on the point of law. The case is presented before a judge, usually a Solicitor,

member of Staff and even real judges in the final of the competitions. At the end of the moot the judge gives a judgment on which side won the argument on the point of law and which side won on advocacy skills.

New members are very welcome – watch out for more information in Freshers' week!

9.6 Law School Music Society

Created in 2009, the Law School Music Society offers law students the chance to pursue their music interests in a relaxed and fun environment. Weekly rehearsals and socials provide great opportunities to meet other law students, staff and alumni who all share a love for music and performing. Within the society are:

- a choir
- a jazz band
- a string quartet
- a barbershop quartet

We perform at the annual Law School concert around Easter-time which always proves to be a popular and high-spirited event. Our concerts also help to raise money for the Law School's Free Legal Advice Centre. Last year, our programme ranged from renditions of "*I'm a Believer*" by *The Monkees* and hits by *The Beach Boys* and *Coldplay* to the more classical choices of Beethoven and Burns. Harvey McGregor, a renowned QC, also treated the audience to an entertaining performance of Noel Coward's tunes.

Whether it's to showcase your musical talents or simply to make more friendships, the Law School Music Society has much to offer!

Society membership costs £5 and we ask that you please bring this to the first meeting of the year.

Please join our facebook group, 'Edinburgh Law School Music Society' or contact lawschoolmusic@hotmail.co.uk for more information.

10 Student Support

10.1 Director of Studies

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

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

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

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

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

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

Discuss your problem with your Director of Studies, preferably within the first two weeks of the start of the semester if it concerns a possible change of course. It is not always possible for a radical change to be made, but, unless you take the initiative, the possibility will simply not be explored. One of the main reasons for failure at a university is not through academic

incompetence (you are all intelligent- we would not have chosen you otherwise) but because a student has become bored or dissatisfied with the course and has “opted out”. No problem is solved by assuming that it will go away.

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

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

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

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

10.2 Student Support Officer

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

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

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

Your Student Support Officer for 2011/2012 is:

Mrs Anne King, room191, telephone 0131 650 2006; email anne.s.king@ed.ac.uk

Anne is supported by the Student Support Assistant:

Ms Teresa Jones, room 191, telephone 0131 650 6336; email teresa.jones@ed.ac.uk

10.3 Staff/ Student Partnership

Directors of Studies are expected to do all they reasonably can to:

1. Provide directees with academic guidance on course choices and advise on any study difficulties that they may be having with their course.
2. Offer advice or support when personal or health problems are affecting their studies and give directees information about where to find further help.
3. Where needed, act as an advocate on school and course matters.
4. During first year, invite directees for a meeting in addition to the one during Freshers' Week to discuss progress and future course choices or career options.
5. If requested, provide directees with an *academic* reference for a future employer or further degree programme.
6. Be available within one week of a directee's request for contact (via the Student Support Officer), or provide the directee with an alternative in case of absence.

The Student Support Officer is expected to do all she reasonably can to:

1. Provide students with guidance on any *routine queries* that arise during the academic year relating to e.g. the structure of the curriculum, regulations and procedures, how to obtain an extension for an essay, or study abroad and, where appropriate, refer students to Student Support Services or their Director of Studies.
2. Make appointments for students to see their Director of Studies where requested.
3. Provide standard letters for students e.g. references for bank or landlord.

A student is expected to do all s/he reasonably can to:

1. Attend meetings with their Director of Studies or Student Support Officer when requested to do so.
2. Inform their Director of Studies promptly of any problems that are affecting their studies to ensure that s/he can support them adequately. (If there has been a problem with an exam or with course work, this needs to be done before the Board of Examiners or Special Circumstances Committee meets.)
3. Provide their Director of Studies with information (e.g. copy of CV) before asking s/he to write a job reference.

4. Check their e-mails regularly for communications from either the Student Support Officer or their Director of Studies. *If students do not use their University e-mail address it is vital that they arrange for University emails to be forwarded to their regular address.*

5. Inform the Student Support Officer immediately of any change in address, e-mail details or phone number.

6. Be aware of the various regulations that apply to them, the University Codes of Practice and the support provided by the University as outlined in the Student Handbook.

10.4 Financial matters, fees etc.

Financial Help

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

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

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

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

10.5 Counselling / Advice Services

Student Counselling

Your Director of Studies is there to help you with academic matters. However, she or he is not a trained counsellor, and if you are experiencing emotional problems or if you are facing

concerns not directly related to your work, then you should consider visiting the University's Student Counselling Service, based at 30 Buccleuch Place, Tel: 0131 650 4170.

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

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

10.6 Students with Disabilities

Support for Disabled Students

The University aims to create an environment which enables students with disabilities to participate fully in university life without disadvantage. We understand disability in the broadest sense to include any condition which may have an impact on your day-to-day activities, such as mobility and sensory impairments, mental health problems, specific learning difficulties and medical conditions, including temporary disabilities or periods of ill health. If you have concerns about any of these issues please contact Dr. Anna Souhami, the School's Disability Officer. She will discuss how the Law School can help you during your studies, help ensure that any emerging problems are dealt with as quickly as possible and co-ordinate support among your teaching staff. Anna can be contacted at anna.souhami@ed.ac.uk or on 0131 650 2024, and is in room 338 in Old College.

Students with disabilities should contact the Student Disability Service, who offer advice and information and will develop with you a personal programme of support suited to your individual needs. You can contact the Student Disability Service directly on 0131 650 6828 or disability.service@ed.ac.uk , or contact Anna Souhami (contact details above) who can help refer you.

Further information about the Student Disability Service can be found here:
<http://www.ed.ac.uk/schools-departments/student-disability-service/students>

10.7 University Health Service

Student Health

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

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

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

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

10.8 Careers Service

Lots of useful careers information can be found on the Law School/Careers Service website: www.law.ed.ac.uk/careers

This includes downloadable information sheets covering the following areas:

- Career Options after your law degree
- Legal Careers in Scotland
- Legal Careers in England
- Careers outside of the legal profession
- Further Study

Gaining Experience

Gaining experience via internships/vacation work, part-time work or volunteering

Job Hunting

Job hunting – finding your traineeship, training contract and other graduate jobs

Help with applications
CVs, applications and interviews

Look at the Law Careers Blog

We also have a blog – where you will find lots of useful information, snippets of news and events

www.law.ed.ac.uk/lawcareersblog

More information on the Careers Service website

www.ed.ac.uk/careers

From the home page of our website you can explore your options and look at occupations and from there see a wealth of information on legal services.

- Information on how to become a solicitor in Scotland or England, Wales and Northern Ireland.
- How to become an Advocate in Scotland or a Barrister in England, Wales and Northern Ireland.
- Ancillary legal professions – other ways to utilise the skills and knowledge gained from your law degree

- Law specialisms – eg legal aid, human rights, international law and international law firms, working in Europe.
- Legal job profiles – find out what it's like to be an advocate or a solicitor/criminal lawyer from the people doing the jobs themselves
- Information on post diploma training or how to qualify in England and Wales before or after the diploma

Talk to a Careers Adviser

Making sense of all your options within and outwith Law can be really confusing so why not talk to one of our advisers at the Careers Service.?

From August 1st 2011 the Careers Service has moved to a new purpose built office on the **3rd Floor of the Main Library building**. Come and see us!

Details of our opening hours, how to arrange to talk to a careers adviser, vacancy information and lots of other careers information on lots of different careers can be found on our website. www.ed.ac.uk/careers

You can (and should!) use the Careers Service from day one of your course until you graduate...and what's more you can use for up to 2 years after graduation. We look forward to meeting you and helping you with your future career plans.

Ruth Saville, Careers Adviser, September 2011

10.9 EUSA's Tandem Language Exchange Programme

EUSA's Tandem Language Exchange Programme was launched in 2007, and is designed to help students meet people and learn languages in a fun, relaxed, social environment without tutors, exams or lectures. Tandem is open to all students! There are numerous ways for students to get involved from attending our events to registering for a language partner online.

1. Speed Lingua - Students meet their language partners on our new take on traditional speed-dating. Held throughout the semester on a monthly basis, this is one of our most successful events.

2. Online database - Students can register with Tandem's new database to be matched with a language partner. We currently cater to over 1,000 students speaking 20 different languages. Students can register for the database at tandem.ed.ac.uk.

3. Language Café and Language Café Afternoons - The weekly Language Café is a relaxing place where you can meet new people, enjoy a cup of tea on a Saturday afternoon, and try out a new language. We have also introduced Language Café Afternoons this past year which focuses on a different language each week.

4. English Language Café - EUSA will be introducing an English Language Café this upcoming year to help increase students' confidence in conversational English. Each session will be run by native English speaking volunteers.

For more information on these events, please go to tandem.eusa.ed.ac.uk or visit our Facebook site by searching 'Tandem at the University of Edinburgh'.

10.10 The Institute for Academic Development

The Institute for Academic Development (IAD) is a University-wide organisation whose aim is to help students and staff succeed in their current roles and in their future careers. They provide support for teaching, learning and researcher development, including student study skills and professional and transferable skills development.

More information is available via the IAD website at: <http://www.ed.ac.uk/schools-departments/institute-academic-development>

11 The Law School

11.1 Management of the Law School

The Law School is led by the Head of School, who is appointed for a set term, in consultation with colleagues and the University. As a collegiate community, many core decisions in the Law School are taken at the regular meetings of the School, at which academic members of staff discuss the relevant business. Student participation in School meetings happens by way of LSC reps, who are invited to attend and represent student interests.

The Head of School is supported by the School Administrator, and by various committees with responsibility for specific issues, such as the Computing Committee and the Library Committee. Undergraduate studies are supported administratively by the Teaching Office, who organise tutorial slots, prepare course documentation for distribution, and deal with processing assessments.

In addition, there are a number of key office holders within the School, as follows:

Director of Undergraduate Studies: this post has responsibility for ensuring the delivery of the undergraduate degrees, including all aspects of teaching and learning. The Director of Undergraduate Studies chairs the Undergraduate Studies Committee, which meets regularly throughout the semester. Again, LSC reps participate in these meetings. The Director also represents the School's interests at College level (ie the College of Humanities and Social Science) and reports back to School from College meetings. Any concerns about the LLB degree should be raised with the Director of Undergraduate Studies.

Director of Postgraduate Studies: this post fulfils a similar role as the Director of Undergraduate Studies, but with responsibility for the postgraduate degrees offered by the School – LLM, MSc, and PhD.

Senior Director of Studies: the Senior DoS is responsible for ensuring that pastoral care is provided to all undergraduate students in the School, and that students are supported in personal issues as well as academic ones. She liaises with the Student Support Officer and supports all Directors of Study within the School. The Senior DoS also works closely with the Director of Undergraduate Studies to ensure that student needs are met across the degree.

Graduate LLB Programme Director: the Programme Director of the Graduate LLB has special responsibility for students on the Graduate LLB, and represents their interests at Undergraduate Studies Committee Meetings and School meetings.

Director of Examinations: the Director of Examinations chairs the Exam Board meetings, at which exam marks are finalised. She ensures that the assessment regulations are applied correctly and that the examination process has been carried out fairly. The Director also chairs the Special Circumstances Committee, which meets prior to the Exam Board to discuss special circumstances cases submitted by students for consideration.

11.2 Teaching Office

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

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

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

11.3 Law School Reception

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

11.4 Kenyon Mason Suite

The newly refurbished Kenyon Mason Suite in the basement is available as social space for all students (undergraduates and postgraduates). Please look after it!

If you wish to book the Kenyon Mason Suite (e.g. for a Society meeting or other group meeting related to law) please contact Susan Leask in the Teaching Office (susan.leask@ed.ac.uk)

11.5 Health and Safety

For details of the Law School's health and safety policy and procedures, including fire safety and first aiders, please see Appendix 3.

11.6 Toilet Facilities

Toilets in Old College are located as follows:

- The East end of the basement, outside L06
- The West end of the basement, near the lift
- The East end of the third floor, one floor up from the library entrance
- The former Legal Practice Unit, near rooms 160 and 164

11.7 Old College Floor Plans

Where possible, we try to ensure that most tutorials and seminars and some lectures take place in Old College. You will soon get to know your way round, but if you need to check the location of any room, including staff offices, then you can check the Old College floor plan posters. These are pinned on the wall on each floor - see for example outside the Teaching Office.

11.8 Campus Maps

Teaching takes place across the Central Campus, most notably in Old College, David Hume Tower and Appleton Tower. If you need to check where your class is taking place, then you can use the online campus maps, available on the main University website at: <http://www.ed.ac.uk/maps>

APPENDIX 1: AIMS AND OBJECTIVES OF THE LLB DEGREE

Having completed the programme:

A student should demonstrate a knowledge and understanding of:

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

A student should demonstrate the following graduate attributes at the end of each stage of LLB studies.

By the end of Year 1 a student in the LLB programme should be able to display the following attributes:

Graduate Attributes: Skill and Abilities in Research and Enquiry

To demonstrate a basic ability to

1. differentiate between and use appropriately primary and secondary sources of law, and identify, retrieve and use relevant and appropriately up-to-date legal information using paper and electronic sources by using sources that are up-to-date from relevant paper and electronic repositories; using sources that are appropriate to the context; using recognised methods of citation and reference; using sources that are current at the point of assessment; using sources to support arguments and conclusions.
2. apply knowledge and understanding of law to a situation of limited complexity in order to provide argued conclusions to concrete legal problems (actual or hypothetical)
3. identify accurately the issues which require to be researched, and to formulate them clearly.
4. analyse, evaluate, and interpret primary and secondary legal sources relevant to the topic studied.
5. view critically existing legal rules.
6. recognise and rank arguments and evidence in terms of relevance and importance by: managing a volume of legal sources and to select key materials to construct answers to problems; identifying the legal problem from the information provided; addressing problems by reference to relevant material; bringing together and integrating information and material from a variety of different primary and secondary sources; applying knowledge and analysis of the law creatively to solve legal problems by presenting a range of viable options from a set of facts and law; and presenting, and evaluating, arguments for and against propositions.
7. be aware that arguments require to be supported by evidence, and therefore to produce a synthesis of relevant evidence (eg doctrinal and policy issues) in relation to a topic in order to allow the student to present and make a reasoned choice between alternative solutions.
8. make a critical judgment of the relative and absolute merits of particular arguments and solutions.
9. apply knowledge and analysis in a legal context.

Graduate Attributes: Skills and Abilities in Personal and Intellectual Autonomy

To demonstrate a basic ability, with limited guidance, to:

1. act independently in planning and undertaking tasks in areas of law which he or she is studying or has already studied.
2. be able to undertake independent research in areas of law which he or she has not previously studied starting from legal information sources (both paper-based and electronic) without reference to a reading list.
3. reflect on his or her own learning, and to seek and make use of feedback
4. be able to work collaboratively in groups to test, modify, and strengthen his or her individual views.
5. think critically about law and its place in society.

Graduate attributes: Skills and Abilities in Communication

To demonstrate a basic ability to

1. Understand and use the English language proficiently in relation to legal matters being able systematically to structure academic writing, expressing views and ideas succinctly, pursuing and argument with proper care and attention to academic literature with proper recognition of counter-arguments
2. present knowledge or an argument in a way which is comprehensible to its intended audience, directed to the concerns of that audience (both orally and in writing)
3. read and discuss legal materials which are written in technical and complex language.
4. produce a word-processed essay or other text and to present such work in an appropriate form.
5. use the internet and e-mail, including specifically the ability to exchange documents electronically; and to conduct efficient searches of websites to locate relevant information.
6. where relevant and as the basis for an argument use, present and evaluate information provided in numerical form.
7. Use language proficiently in relation to legal matters and specifically to use appropriate legal terminology in work, and to use recognised methods of citation and reference.
8. communicate information (including discussing technical and complex legal materials), ideas, advice and choices in an effective manner (appropriate to the context, individually or with others) by: giving oral presentations which address a specific issue within a prescribed time frame; listening and questioning effectively; giving and receiving feedback and responding effectively to others; and ensuring that all communications (both oral and in writing) are relevant.
9. communicate in plain English, using legal terminology only where needed.
10. contribute effectively in group work.
11. demonstrate an ability to address the resolution of disputes by various adversarial and non-adversarial skills.

Graduate attributes: Personal effectiveness

To show a basic ability to:

1. work effectively with others in groups, contributing and capitalising on the different experiences, skills, and thinking of each group member.
2. display an informed knowledge and understanding of the social, economic, moral and ethical contexts in which law operates and how law responds to these social, economic, moral and ethical contexts by displaying legal knowledge in association with related policy, underlying social conditions, professional ethical issues and moral issues; and to respond to changes in law that arise from these contexts (for example by being able to remain up to date in considering primary and secondary material).

3. demonstrate an ability to organise and prioritise time and effort effectively in the performance of the student's work.
4. have the confidence to make informed decisions based on their knowledge and understanding and their personal and intellectual autonomy (for example in the answering of problem or essays questions on topics which the student has not previously studied).

In second year

By the end of Year 2 a student in the LLB programme should be able to display the following attributes:

Graduate Attributes: Skill and Abilities in Research and Enquiry

To demonstrate a developed ability to

1. differentiate between and use appropriately primary and secondary sources of law, and identify, retrieve and use relevant and appropriately up-to-date legal information using paper and electronic sources by using sources that are up-to-date from relevant paper and electronic repositories; using sources that are appropriate to the context; using recognised methods of citation and reference; using sources that are current at the point of assessment; using sources to support arguments and conclusions.
2. apply knowledge and understanding of law to a situation of limited complexity in order to provide argued conclusions to concrete legal problems (actual or hypothetical)
3. identify accurately the issues which require to be researched, and to formulate them clearly.
4. analyse, evaluate, and interpret primary and secondary legal sources relevant to the topic studied.
5. view critically existing legal rules.
6. recognise and rank arguments and evidence in terms of relevance and importance by: managing a volume of legal sources and to select key materials to construct answers to problems; identifying the legal problem from the information provided; addressing problems by reference to relevant material; bringing together and integrating information and material from a variety of different primary and secondary sources; applying knowledge and analysis of the law creatively to solve legal problems by presenting a range of viable options from a set of facts and law; and presenting, and evaluating, arguments for and against propositions.
7. be aware that arguments require to be supported by evidence, and therefore to produce a synthesis of relevant evidence (eg doctrinal and policy issues) in relation to a topic in order to allow the student to present and make a reasoned choice between alternative solutions.
8. make a critical judgment of the relative and absolute merits of particular arguments and solutions.
9. apply knowledge and analysis in a legal context.

Graduate Attributes: Skills and Abilities in Personal and Intellectual Autonomy

To demonstrate a developed ability, with limited guidance, to:

1. act independently in planning and undertaking tasks in areas of law which he or she is studying or has already studied.
2. be able to undertake independent research in areas of law which he or she has not previously studied starting from legal information sources (both paper-based and electronic) without reference to a reading list.
3. reflect on his or her own learning, and to seek and make use of feedback
4. be able to work collaboratively in groups to test, modify, and strengthen his or her individual views.

5. think critically about law and its place in society.

Graduate attributes: Skills and Abilities in Communication

To demonstrate a developed ability to

1. Understand and use the English language proficiently in relation to legal matters being able systematically to structure academic writing, expressing views and ideas succinctly, pursuing and argument with proper care and attention to academic literature with proper recognition of counter-arguments
2. present knowledge or an argument in a way which is comprehensible to its intended audience, directed to the concerns of that audience (both orally and in writing)
3. read and discuss legal materials which are written in technical and complex language.
4. produce a word-processed essay or other text and to present such work in an appropriate form.
5. use the internet and e-mail, including specifically the ability to exchange documents electronically; and to conduct efficient searches of websites to locate relevant information.
6. where relevant and as the basis for an argument use, present and evaluate information provided in numerical form.
7. Use language proficiently in relation to legal matters and specifically to use appropriate legal terminology in work, and to use recognised methods of citation and reference.
8. communicate information (including discussing technical and complex legal materials), ideas, advice and choices in an effective manner (appropriate to the context, individually or with others) by: giving oral presentations which address a specific issue within a prescribed time frame; listening and questioning effectively; giving and receiving feedback and responding effectively to others; and ensuring that all communications (both oral and in writing) are relevant.
9. communicate in plain English, using legal terminology only where needed.
10. contribute effectively in group work.
11. demonstrate an ability to address the resolution of disputes by various adversarial and non-adversarial skills.

Graduate attributes: Personal effectiveness

To show a developed ability to:

1. work effectively with others in groups, contributing and capitalising on the different experiences, skills, and thinking of each group member.
2. display an informed knowledge and understanding of the social, economic, moral and ethical contexts in which law operates and how law responds to these social, economic, moral and ethical contexts by displaying legal knowledge in association with related policy, underlying social conditions, professional ethical issues and moral issues; and to respond to changes in law that arise from these contexts (for example by being able to remain up to date in considering primary and secondary material).
3. demonstrate an ability to organise and prioritise time and effort effectively in the performance of the student's work.
4. have the confidence to make informed decisions based on their knowledge and understanding and their personal and intellectual autonomy (for example in the answering of problem or essays questions on topics which the student has not previously studied).

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

The programme also aims to reinforce and then to develop further and enhance the graduate attributes developed within Years 1 and 2 of the LLB programme.

By the end of Year 4 a student in the LLB programme should be able to display the following attributes:

Graduate Attributes: Skill and Abilities in Research and Enquiry

To demonstrate an advanced ability to

1. differentiate between and use appropriately primary and secondary sources of law, and identify, retrieve and use relevant and appropriately up-to-date legal information using paper and electronic sources by using sources that are up-to-date from relevant paper and electronic repositories; using sources that are appropriate to the context; using recognised methods of citation and reference; using sources that are current at the point of assessment; using sources to support arguments and conclusions.
2. apply knowledge and understanding of law to a situation of limited complexity in order to provide argued conclusions to concrete legal problems (actual or hypothetical)
3. identify accurately the issues which require to be researched, and to formulate them clearly.
4. analyse, evaluate, and interpret primary and secondary legal sources relevant to the topic studied.
5. view critically existing legal rules.
6. recognise and rank arguments and evidence in terms of relevance and importance by: managing a volume of legal sources and to select key materials to construct answers to problems; identifying the legal problem from the information provided; addressing problems by reference to relevant material; bringing together and integrating information and material from a variety of different primary and secondary sources; applying knowledge and analysis of the law creatively to solve legal problems by presenting a range of viable options from a set of facts and law; and presenting, and evaluating, arguments for and against propositions.
7. be aware that arguments require to be supported by evidence, and therefore to produce a synthesis of relevant evidence (eg doctrinal and policy issues) in relation to a topic in order to allow the student to present and make a reasoned choice between alternative solutions.
8. make a critical judgment of the relative and absolute merits of particular arguments and solutions.
9. apply knowledge and analysis in a legal context.

Graduate Attributes: Skills and Abilities in Personal and Intellectual Autonomy

To demonstrate an advanced ability, with limited guidance, to:

1. act independently in planning and undertaking tasks in areas of law which he or she is studying or has already studied.
2. be able to undertake independent research in areas of law which he or she has not previously studied starting from legal information sources (both paper-based and electronic) without reference to a reading list.
3. reflect on his or her own learning, and to seek and make use of feedback
4. be able to work collaboratively in groups to test, modify, and strengthen his or her individual views.
5. think critically about law and its place in society.

Graduate attributes: Skills and Abilities in Communication

To demonstrate an advanced ability to

1. Understand and use the English language proficiently in relation to legal matters being able systematically to structure academic writing, expressing views and ideas succinctly, pursuing and argument with proper care and attention to academic literature with proper recognition of counter-arguments
2. present knowledge or an argument in a way which is comprehensible to its intended audience, directed to the concerns of that audience (both orally and in writing)
3. read and discuss legal materials which are written in technical and complex language.
4. produce a word-processed essay or other text and to present such work in an appropriate form.
5. use the internet and e-mail, including specifically the ability to exchange documents electronically; and to conduct efficient searches of websites to locate relevant information.
6. where relevant and as the basis for an argument use, present and evaluate information provided in numerical form.
7. Use language proficiently in relation to legal matters and specifically to use appropriate legal terminology in work, and to use recognised methods of citation and reference.
8. communicate information (including discussing technical and complex legal materials), ideas, advice and choices in an effective manner (appropriate to the context, individually or with others) by: giving oral presentations which address a specific issue within a prescribed time frame; listening and questioning effectively; giving and receiving feedback and responding effectively to others; and ensuring that all communications (both oral and in writing) are relevant.
9. communicate in plain English, using legal terminology only where needed.
10. contribute effectively in group work.
11. demonstrate an ability to address the resolution of disputes by various adversarial and non-adversarial skills.

Graduate attributes: Personal effectiveness

To show an advanced ability to:

1. work effectively with others in groups, contributing and capitalising on the different experiences, skills, and thinking of each group member.
2. display an informed knowledge and understanding of the social, economic, moral and ethical contexts in which law operates and how law responds to these social, economic, moral and ethical contexts by displaying legal knowledge in association with related policy, underlying social conditions, professional ethical issues and moral issues; and to respond to changes in law that arise from these contexts (for example by being able to remain up to date in considering primary and secondary material).
3. demonstrate an ability to organise and prioritise time and effort effectively in the performance of the student's work.
4. have the confidence to make informed decisions based on their knowledge and understanding and their personal and intellectual autonomy (for example in the answering of problem or essays questions on topics which the student has not previously studied).

4th Year

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

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

APPENDIX 2: GRADUATE DESTINATIONS

What happened to Law Graduates from the University of Edinburgh who completed their studies in 2010?

Every year new graduates are surveyed to see what they went into after leaving university. We ask graduates about 6 months after graduation.

LLB Single Honours

Of the 86% of law graduates from the LLB single honours degree who responded to this survey, 66% went on to further study or training. Many of these (70%) went on to do the Diploma in Legal Practice at Edinburgh. Others did LLM courses at Edinburgh and elsewhere. Some went straight into employment (29%) in a variety of different job-areas including finance, marketing and recruitment.

The Graduate LLB

Of the 82% of law graduates from the Graduate LLB degree who responded to this survey, 66% went on to further study or training. Many of these (75%) went on to do the Diploma in Legal Practice at Edinburgh. Others did LLM courses at Edinburgh and elsewhere. Some went straight into employment (27%) in a variety of different job-areas including finance, system analysis and recruitment.

The above information is the most current at the time of publication. Information on the destination of the 2011 cohort of law graduates will be published during late summer/early autumn 2012.

More details can be found on the Careers Service website (**Explore your options**→ **What can you do with your degree**)

APPENDIX 3: HEALTH AND SAFETY PROCEDURES

The Law School is situated in Old College which, though beautiful and much loved, provides a work place environment which is often difficult, uncomfortable and far from risk free. Access problems raise fire risks. Internal space is difficult to light and keep clean. Computing installations require special care. Carelessness can lead to accidents and injury.

In order to maintain our good safety record, it is necessary to ensure our Health and Safety Policy is followed. Please read the Policy and follow the advice it offers on how we can best maintain a safe and healthy environment in Old College.

Relevant Extracts from the School Of Law Health and Safety Policy [Updated August 2010]

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

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

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

Report any health and safety hazard promptly to

Dr Jessica McCraw, School Health and Safety Adviser
Room 188
Jessica.McCraw@ed.ac.uk
0131 651 4309

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

2. FIRE PRECAUTIONS AND EMERGENCIES

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

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

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

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

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

3. ACCIDENTS

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

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

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

4. FIRST AID

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

First Aid Boxes in the School are located in:

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

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

Old College	15 Buccleuch Place
<ul style="list-style-type: none"> • Alison Stirling (194c, Law School, 50 2025) 	<ul style="list-style-type: none"> • List of first aiders in Buccleuch Place available on

<ul style="list-style-type: none">• Jessica McCraw (188, Law School, 51-4309)• Fran Fullerton (Law Library, 50-2043)	notice boards in foyer
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If Old College School of Law first aiders are not available, telephone the reception desk across the Quadrangle (650 8003) to request the assistance of the first aiders located in the south side of Old College or dial the University Emergency Number (50 2222).