

LSE  
LLM STUDENT HANDBOOK  
2011/12

# CONTENTS

	Page
<b>1 INTRODUCTION .....</b>	<b>4</b>
1.1 THE LAW DEPARTMENT.....	4
1.2 CONTACT INFORMATION.....	4
1.3 THE LSE ENVIRONMENT .....	4
1.4 YOUR FIRST WEEK: ORIENTATION .....	5
<b>2 STAFF INVOLVED IN THE PROGRAMME.....</b>	<b>6</b>
<b>3 ADMINISTRATIVE INFORMATION.....</b>	<b>9</b>
3.1 LLM ADMINISTRATOR .....	9
3.2 FORMS .....	9
3.2.1 <i>Request for Specialist LLM Degree Certificate</i> .....	9
3.2.2 <i>The LLM Writing Requirement Form (the 'Green Form')</i> .....	9
3.3 THE DEPARTMENT OF LAW LLM WEBSITE.....	9
<b>4 THE LLM PROGRAMME .....</b>	<b>11</b>
4.1 DEGREE REQUIREMENT .....	11
4.1.1 <i>Full Time Students</i> .....	11
4.1.2 <i>Part-Time Students</i> .....	11
4.2 TEACHING ARRANGEMENTS .....	11
4.2.1 <i>Teaching Teams, Seminars and Lectures</i> .....	11
<b>5 COURSES .....</b>	<b>15</b>
5.1 CHOOSING YOUR COURSES .....	15
5.1.1 <i>Law Options</i> .....	15
5.1.2 <i>The Approval Process for Non-Law Options</i> .....	15
5.1.3 <i>Making the Choice</i> .....	16
5.1.4 <i>Course Capping: Controlled Access</i> .....	17
5.1.5 <i>Additional Courses</i> .....	17
5.1.6 <i>Auditing Courses</i> .....	17
5.2 REGISTERING CHOICE OF COURSES .....	17
5.3 CHANGING REGISTERED COURSES.....	18
5.3.1 <i>Lent Term Course Choice Re-opening</i> .....	18
<b>6 THE LLM WRITING REQUIREMENT.....</b>	<b>20</b>
6.1 INTRODUCTION .....	20
6.2 MEETING THE LLM WRITING REQUIREMENT.....	20
6.2.1 <i>The Different Ways in which the LLM Writing Requirement can be Met</i> .....	20
6.2.2 <i>Limits on the Number of Dissertations, Extended Essays, and Elective Essays Undertaken</i> .....	22
6.2.3 <i>The Right of Election</i> .....	22
6.2.4 <i>Meeting the LLM Writing Requirement: Part-time Students</i> .....	23
6.2.5 <i>Plagiarism</i> .....	23
6.3 GENERAL ASSISTANCE AND ADVICE IN MEETING THE LLM WRITING REQUIREMENT: DEPARTMENT PRACTICES .....	23
6.3.1 <i>Sources of Support</i> .....	23
6.4 WRITING THE DISSERTATION OR ESSAY .....	24
6.4.1 <i>Choosing the Research Topic: Dissertations and Elective Essays</i> .....	24
6.4.2 <i>Writing the Essay or Dissertation</i> .....	25
6.5 THE LLM WRITING REQUIREMENT: PROCEDURES .....	26
6.5.1 <i>Procedures (1): The LLM Writing Requirement Form (the 'Green Form')</i> .....	26
6.5.2 <i>Procedures (2): Dissertations and Elective Essays – Special Course Code Procedures</i> .....	27
6.6 THE LLM WRITING REQUIREMENT: SUBMISSION.....	27
6.6.1 <i>Word Length</i> .....	27
6.6.2 <i>Word Count</i> .....	27
6.6.3 <i>Format of Submission</i> .....	28
6.6.3.1 <i>Timely Submission</i> .....	28
6.6.3.2 <i>Accompanying Forms</i> .....	28

6.6.3.3	Electronic Copy.....	29
6.6.3.4	Postal Delivery of the Dissertation or Elective/Extended Essay .....	29
6.7	COMPLIANCE .....	29
6.8	PENALTIES .....	29
6.8.1	<i>Penalties for Exceeding the Word Lengths</i> .....	29
6.8.2	<i>Penalties for Late Submission</i> .....	30
6.8.3	<i>Penalties for Plagiarism</i> .....	30
6.8.4	<i>Proof-reading</i> .....	30
6.9	ASSESSED COURSEWORK FOR OUTSIDE OPTIONS .....	30
<b>7</b>	<b>LLM EXAMINATIONS .....</b>	<b>31</b>
7.1	LLM EXAMINATION REGULATIONS AND DEGREE AWARD SCHEMES.....	31
7.1.1	<i>Regulations for MA and MSc Degrees</i> .....	31
7.1.2	<i>Classification Scheme</i> .....	31
7.1.3	<i>Codes of Good Practice: Teaching, Learning and Assessment</i> .....	31
7.2	ASSESSMENT GUIDELINES .....	31
7.3	ASSESSMENT AND EXAMINATION DATES .....	32
7.4	PERSONAL CIRCUMSTANCES AFFECTING EXAMINATION PERFORMANCE .....	32
7.5	RESULTS .....	33
7.6	SPECIALISED LLM DEGREE CERTIFICATES.....	34
7.7	LLM PRIZES .....	34
7.8	APPEALS AGAINST EXAMINATION RESULTS .....	35
7.9	GRADUATION.....	35
<b>8</b>	<b>ADMINISTRATIVE GUIDE .....</b>	<b>36</b>
8.1	ACADEMIC YEAR (DATES) 2011-12 .....	36
8.2	ACADEMIC ADVISERS .....	36
8.3	ALUMNI ASSOCIATION.....	37
8.4	BUSINESS CONTINUITY MANAGEMENT.....	37
8.5	CAREERS SERVICE .....	37
8.6	CATERING.....	38
8.7	CERTIFICATE OF REGISTRATION .....	38
8.8	CHANGE OF ADDRESS.....	39
8.9	CHAPLAINCY .....	39
8.10	COMMUNICATION WITH STUDENTS .....	39
8.11	CUMBERLAND LODGE.....	39
8.12	DEANS OF UNDERGRADUATE AND GRADUATE STUDIES .....	40
8.13	DEGREE CERTIFICATES .....	40
8.14	DISABLED AND DYSLEXIC STUDENTS (SERVICES) .....	40
8.15	EMAIL.....	41
8.16	ENGLISH LANGUAGE SUPPORT AND FOREIGN LANGUAGE COURSES .....	41
8.17	EQUALITY AND DIVERSITY AT LSE.....	41
8.18	FINANCIAL SUPPORT.....	42
8.19	FINDING YOUR WAY AROUND LSE.....	42
8.20	GENERAL SCHOOL AND PROGRAMME REGULATIONS .....	42
8.21	INTERNATIONAL STUDENT IMMIGRATION SERVICE (ISIS).....	43
8.22	INTERRUPTION / DEFERRAL / WITHDRAWAL.....	43
8.23	IT SUPPORT .....	44
8.24	LIBRARIES .....	44
8.24.1	<i>The LSE Library</i> .....	44
8.24.2	<i>The Shaw Library</i> .....	45
8.24.3	<i>The Institute of Advanced Legal Studies</i> .....	45
8.25	LLM COMMITTEE.....	45
8.26	LLM SPECIALIST SEMINARS (LL4A1) .....	46
8.27	LSE DAY NURSERY .....	46
8.28	LSE FOR YOU (LFY) .....	46
8.29	LSE STUDENT COUNSELLING SERVICE.....	46
8.30	LSE STUDENTS' UNION .....	47
8.31	MOODLE .....	47
8.32	OFFICE HOURS .....	48

8.32.1	<i>Booking Appointments</i> .....	48
8.33	PAID EMPLOYMENT DURING YOUR STUDIES .....	48
8.34	PART-TIME STUDY .....	48
8.35	PLAGIARISM/ACADEMIC DISHONESTY .....	48
8.36	PRESENTATION CEREMONIES.....	49
8.37	PUBLIC LECTURES.....	49
8.38	QUALITY ASSURANCE .....	49
8.39	REQUESTING WRITTEN REFERENCES .....	50
8.40	RESULTS AND TRANSCRIPTS OF RESULTS .....	50
<b>FOR MORE INFORMATION, PLEASE SEE LSE.AC.UK/TRANSCRIPTS. ....</b>		<b>50</b>
8.41	STAFF STUDENT LIAISON COMMITTEES .....	51
8.42	STUDENT SERVICES CENTRE (SSC) .....	51
8.43	STUDENT COMPLAINTS ON ACADEMIC MATTERS .....	51
8.44	STUDENT STUDY SUPPORT .....	52
8.45	STUDENT TEACHING SURVEYS .....	52
8.46	TIMETABLES .....	52
8.47	UNIVERSITY OF LONDON FACILITIES: LECTURES AND LIBRARIES .....	52
8.48	VACATIONS .....	53
8.49	VOLUNTEER TO REPRESENT LSE .....	53
8.50	VOLUNTEERING WITH LSE'S WIDENING PARTICIPATION (WP) TEAM .....	53
8.51	WELFARE SERVICES (SEE ALSO INDIVIDUAL ENTRIES IN THIS HANDBOOK).....	53
<b>9</b>	<b>LIST OF COURSES.....</b>	<b>55</b>
9.1	LLM LIST OF COURSES, ASSESSMENT AND TEACHERS 2011-12.....	55
9.2	OUTSIDE COURSES AVAILABLE (AS OF RIGHT) TO LLM STUDENTS 2011-2012 .....	61

# 1 Introduction

## 1.1 The Law Department

Welcome to the London School of Economics and to the Department of Law. We hope your time here will be both rewarding and stimulating. The LSE Law Department, which attracts students from all over the world, is one of the leading law schools in the UK and has an international reputation for teaching and research: for example, the LSE is the top UK research university in law, whether that assessment is based either on the Department's grade point average or on the proportion of its publications winning the highest accolade of 4\*. The Department owes much of its distinctive character to its location within Europe's leading school of social sciences. As a result, much of its teaching and research has a strong inter-disciplinary quality.

If you are interested in the history of the Department, a good place to start is an essay by Professor Rick Rawlings, a former member of the Law Department: 'Distinction and Diversity: Law and the LSE' in R Rawlings (ed), *Law, Society and Economy* pp 1-22.

## 1.2 Contact Information

The LSE Law Department staff comprises 64, approximately 70 Visiting Professors, Visiting Fellows and other part-time teachers, and 12 administrative staff. There are approximately 520 undergraduates and almost 400 postgraduates (Masters and PhD students).

The Head of the Department, Professor Martin Loughlin, is responsible for the overall running of the Department. The Department Manager is Ms Sarah Gardner.

During your time at the LSE you will have various opportunities, both academic and social, to meet many of the academics in the Law Department (and perhaps in other Departments at the LSE). You should make the most of all these opportunities—they will enrich your time here.

An appendix at the end of this booklet lists academic staff and their areas of interest. Photographs of the full-time staff are available on the Law Department's website, <http://www.lse.ac.uk/collections/law/>. Appointments to see academics can be made via LSEforYou, and those who provide them with administrative support.

## 1.3 The LSE Environment

The School is located in a complex of buildings situated in the centre of London (off the Aldwych). It is close to the Royal Courts of Justice, the BBC World Service and the City of London. West End theatres are all near by, along with the shops and markets of Covent Garden. The National Gallery is a short walk down the Strand, while the South Bank Arts complex (containing the Royal Festival Hall, the Hayward Gallery, the National Theatre and the National Film Theatre) and Tate Modern are located on the opposite bank of the river. The Law Department is in the New Academic Building (NAB) on Lincoln's Inn Fields.

Within the School there is an exciting mix of students from all over the world and this generates a great deal of intellectual energy and excitement.

#### **1.4 Your First Week: Orientation**

All new students have to cope with a mass of information – some of which you have already been sent and some of which you will continue to receive. Details of the Law Department orientation and new arrivals information can be found at:

<http://www.lse.ac.uk/collections/studentServicesCentre/newArrivals/>.

What follows is information that we feel will be of maximum use to you during your studies here at LSE.

## 2 Staff Involved in the Programme

The **LLM Programme Director** has overall responsibility for the academic side of the LLM programme with support from the **LLM Deputy Programme Director**.

The **Academic Advisers** are there to provide you with academic support during your LLM studies. They will, for example, help you to finalise your choice of subjects at the start of the year, discuss any special circumstances affecting your performance, advise you on LLM programme regulations as necessary during the year, and formally review your progress at different points during the year. They can also direct you to the different welfare and pastoral support systems provided by the School. Please stay in touch with your Academic Adviser. They are your first point of contact if difficulties arise or if you have concerns related to the programme. You will be appointed an Academic Adviser at the beginning of the academic year (see section 8.2).

Please note: the LSE uses the term 'Supervisor' for various purposes, and commonly for the person who signs off certain forms. This person is the person who, within the Law Department, is known as your 'Academic Adviser'.

The two **LLM Student Advisers** are PhD students in the Law Department. They are available to give you advice on general academic matters connected with the programme and to assist in the organisation of special events. They can provide general guidance on study techniques, essay writing and exam preparation, explain the expectations of course teachers and help you to adjust to unfamiliar aspects of legal studies at the LSE. They can also be consulted (on a confidential basis) concerning personal difficulties you may experience. The LLM Student Advisers hold regular office hours and will inform you of their availability.

Please note: the Academic Advisers and the Student Advisers may not have specialist knowledge of your subject areas and cannot be expected to provide specialist guidance on the subjects you are studying. You should seek this from your course teachers.

The **LLM Chair of the Board of Examiners** has overall responsibility for the examination process and leads the meetings of the board of examiners where the final grades are agreed. S/he ultimately has to approve matters relating to exams, such as deferrals and extensions to submission deadlines.

If you are experiencing special difficulties or problems that are likely to affect the progress of your studies, or your performance in examinations or dissertation writing, then it is vital that you communicate with your Academic Adviser, in the first instance, or another member of the LLM Programme team (listed below), at the earliest opportunity. Information on the particular procedures to be followed where difficulties arise with respect to examinations is contained in section 7.4.

### **LLM Programme Director**

**Professor Niamh Moloney**

Room NAB7.16

Email: [n.moloney@lse.ac.uk](mailto:n.moloney@lse.ac.uk)

Phone: 020 7955 7689

Assistant: Ms Shelly Brindley, Room NAB6.14, Ext 7685, [s.a.brindley@lse.ac.uk](mailto:s.a.brindley@lse.ac.uk)

**LLM Deputy Director****Dr Veerle Heyvaert**

Room: NAB7.06

Email: [v.heyvaert@lse.ac.uk](mailto:v.heyvaert@lse.ac.uk)

Tel: 020 7955 6492

Assistant: Mrs Dianne Delvaille, Room NAB6.14, Ext 7266, [d.delvaille@lse.ac.uk](mailto:d.delvaille@lse.ac.uk)

**Academic Advisers****Dr Eva Micheler (team leader)**

Room NAB7.35

Email: [e.micheler@lse.ac.uk](mailto:e.micheler@lse.ac.uk)

Tel: 020 7955 7311

Assistant: Mr Bradley Barlow, Room NAB6.08, Ext 7687, [b.barlow@lse.ac.uk](mailto:b.barlow@lse.ac.uk)

**Dr Chaloka Beyani**

Room NAB7.04

Email: [c.beyani@lse.ac.uk](mailto:c.beyani@lse.ac.uk)

Tel: 020 7955 6388

Assistant: Ms Amanda Tinnams, Room NAB6.08, Ext 7684, [a.tinnams@lse.ac.uk](mailto:a.tinnams@lse.ac.uk)

**Dr Andrew Lang**

Room: NAB6.19

Email: [a.lang@lse.ac.uk](mailto:a.lang@lse.ac.uk)

Tel: 020 7849 4644

Assistant: Ms Lucy Wright, Room NAB6.14, Ext 6888, [lucy.wright@lse.ac.uk](mailto:lucy.wright@lse.ac.uk)

**Dr Kai Moller**

Room: NAB7.01

Email: [k.moller@lse.ac.uk](mailto:k.moller@lse.ac.uk)

Tel: 020 7955 7915

Assistant: Ms Amanda Tinnams, Room NAB6.08, Ext 7684, [a.tinnams@lse.ac.uk](mailto:a.tinnams@lse.ac.uk)

**Dr Andrew Scott**

Room: NAB6.25

Email: [a.d.scott@lse.ac.uk](mailto:a.d.scott@lse.ac.uk)

Tel: 020 7955 7259

Assistant: Ms Shelly Brindley, Room NAB6.14, Ext 7685, [s.a.brindley@lse.ac.uk](mailto:s.a.brindley@lse.ac.uk)

**Prof Rob Baldwin**

Room: NAB7.08

Email: [r.baldwin@lse.ac.uk](mailto:r.baldwin@lse.ac.uk)

Tel: 020 7955 7258

Ms Amanda Tinnams, Room NAB6.08, Ext 7684, [a.tinnams@lse.ac.uk](mailto:a.tinnams@lse.ac.uk)

**Dr Jo Murkens**

Room: NAB7.31

Email: [j.e.murkens@lse.ac.uk](mailto:j.e.murkens@lse.ac.uk)

Tel: 020 7955 6675

Mr Bradley Barlow, Room NAB6.08, Ext 7687, [b.barlow@lse.ac.uk](mailto:b.barlow@lse.ac.uk)

**Ms Anne Barron**

Room: NAB6.05

Email: [a.barron@lse.ac.uk](mailto:a.barron@lse.ac.uk)

Tel: 020 7955 7267

Assistant: Ms Shelly Brindley, Room NAB6.14, Ext 7685, [s.a.brindley@lse.ac.uk](mailto:s.a.brindley@lse.ac.uk)

**Prof Alain Pottage**

Room: NAB7.21

Email: [r.a.pottage@lse.ac.uk](mailto:r.a.pottage@lse.ac.uk)

Tel: 020 7955 7270

Assistant: Mrs Dianne Delvaille, Room NAB6.14, Ext 7266, [d.delvaille@lse.ac.uk](mailto:d.delvaille@lse.ac.uk)

**Prof David Kershaw**

Room: NAB7.28

Email: [r.d.kershaw@lse.ac.uk](mailto:r.d.kershaw@lse.ac.uk)

Tel: 020 7955 7327

Assistant: Ms Lewina Coote, Room NAB6.08, Ext 6166, [l.coote@lse.ac.uk](mailto:l.coote@lse.ac.uk)

**LLM Student Advisers****Ms Aleks Bojovic**

Email: [a.bojovic@lse.ac.uk](mailto:a.bojovic@lse.ac.uk)

**Mr Dean Knight**

Email: [d.r.Knight@lse.ac.uk](mailto:d.r.Knight@lse.ac.uk)

**Chair of LLM Examinations****Prof Tim Murphy**

Room: NAB7.22

Email: [w.t.murphy@lse.ac.uk](mailto:w.t.murphy@lse.ac.uk)

Tel: 020 7955 7028

Assistant: Ms Shelly Brindley, Room NAB6.14, Ext 7685, [s.a.brindley@lse.ac.uk](mailto:s.a.brindley@lse.ac.uk)

All staff keep 'office hours' and students should use the Office Hours application on LSEforYou to book appointments (see section 8.32). Their assistants can also be contacted to book appointments. Staff/assistant details can be found at:

<http://www.lse.ac.uk/directory/>

**Key Department Staff:** if unsure, in the first instance you should see your Academic Adviser and/or the LLM Programme Administrator Dianne Delvaille, email [d.delvaille@lse.ac.uk](mailto:d.delvaille@lse.ac.uk).

### 3 Administrative Information

All administrative queries relating to the programme must be addressed to the LLM Administrator:

#### 3.1 LLM Administrator

Dianne Delvaille

Room NAB6.14

Email: [d.delvaille@lse.ac.uk](mailto:d.delvaille@lse.ac.uk)

Tel: 020 7955 7266

The LLM Administrator deals with all matters concerning currently registered LLM students. She is available during the **office hours 9.30am to 5.30pm (office closed 1-2pm)**.

Any information and/or urgent notices are generally circulated to students using email or Moodle. **You must, therefore, assign to the Moodle 'LLM General Course'**.

It is important that any change to your details must be notified as soon as possible to the Student Services Centre via LSEforYou. You are also advised to check the Law Department website and the LLM General Course Moodle site regularly for general announcements, including with respect to talks and other events (3.3 below).

#### 3.2 Forms

There are important forms in the Orientation Pack, some you must complete and return to the LLM Administrator by the deadline stated.

LLM forms are also available from the LLM Law Department website:

<http://www.lse.ac.uk/collections/law/programmes/llm/llm-current.htm>

##### 3.2.1 Request for Specialist LLM Degree Certificate

Before completing this request form, please refer to the information on 'specialisms' (section 7.6) and to the weblink: <http://www.lse.ac.uk/collections/law/programmes/llm/llm-specialisms.htm>

If you decide to have a specialism recorded on your LLM degree certificate, please fill in this form and submit it no later than the end of Week 3 of Michaelmas Term.

##### 3.2.2 The LLM Writing Requirement Form (the 'Green Form')

Before completing this form, please refer to the LLM Writing Requirement section of this Handbook (section 6).

This is an important form which records how you will meet the LLM Writing Requirement.

If you decide to meet the LLM Writing Requirement by writing a 15,000 word Dissertation or by writing an 8,000 word Elective Essay, it also records the signed approval of the convener or teacher of the relevant course and the research topic.

You must obtain any necessary approval and submit the form no later than the end of Week 2 of Lent Term.

#### 3.3 The Department of Law LLM website

The Department of Law LLM website holds comprehensive and current information for LLM students, including Frequently Asked Questions (FAQs), the list of available courses,

information on Specialisms, forthcoming Specialist Seminars, events of interest, sample dissertations, forms, etc.

It is important that you familiarise yourself with the information and links on the LLM webpages and refer to the FAQs as they will answer most general queries.

The Department of Law LLM website is located at:

<http://www.lse.ac.uk/collections/law/programmes/llm/llm-prospective-b.htm>

## 4 The LLM Programme

### 4.1 Degree Requirement

The LLM is a one year full-time course. The course officially ends on the 1<sup>st</sup> October of the year following registration.

#### 4.1.1 Full Time Students

In order to obtain an LLM degree, full-time students must:

1. **Successfully complete courses to the value of four full units.** This requirement can be met by taking a combination of full and/or half-unit courses. Where a half-unit course is chosen, you must also select another half-unit course in order to make up the equivalent of one of the four required full-unit courses.

**AND**

2. **Satisfy the LLM Writing Requirement by undertaking a substantial research project.** Full details of this requirement are provided in section 6. In outline, this requirement, which forms part of the overall four full-unit requirement, can be met by either:

- (i) a 15,000 word 'Dissertation' (you can either (a) elect to write a 15,000 word Dissertation in substitution for the examination in a full-unit course or (b) select a full-unit course for which the nominated assessment is a Dissertation – that is, there is no other form of assessment for the course);

**or**

- (ii) an 8,000 word 'Elective Essay' (you can elect to write an 8,000 word Elective Essay in substitution for the examination in a half-unit course);

**or**

- (iii) an 8,000 word 'Extended Essay' (you can select a course for which the nominated assessment (in whole (in a half-unit course) or in part (in a full-unit course) is an 8,000 word Extended Essay).

#### 4.1.2 Part-Time Students

Part-time students must meet the same requirements as full-time students, but have a two year (or if extended, up to four year) period during which to complete the programme requirements.

## 4.2 Teaching Arrangements

### 4.2.1 Teaching Teams, Seminars and Lectures

Many LLM Law courses are taught by teaching teams which may include several members of the Law Department. Teaching teams may also include academics from other Departments at the LSE, or practitioners and other experts. This practice exposes you to a wide variety of expertise and teaching styles, and should enrich your studies at the LSE.

Most LLM Law courses are taught through two-hour weekly seminars. Course teachers assign weekly readings **to be undertaken before the seminar**, and expect you to come to sessions prepared to air your knowledge, debate the issues, and test the arguments. Sometimes students are asked to present papers, or to open or lead the discussion. This

form of teaching is ideal at postgraduate level, since it challenges your ideas and expands your intellectual horizons. However, seminars will not work unless each student commits to making effective and informed weekly contributions. Course teachers can be expected to put pressure on you to do this. Every student needs to take personal responsibility for completing assigned work so that the group is not disadvantaged. The Law Department operates a 'controlled access' system to ensure seminar-based courses are limited to 30 students (section 5.1.4 below).

Some LLM courses with patterns of high student enrolment operate through a combination of weekly lectures and regular one-hour follow-up seminars (classes) rather than through weekly two-hour seminars. In lectures, the opportunity for student interaction is less, although lecturers may ask (and answer) questions during the course of a lecture. In addition, most teachers will still expect you to read some assigned material before lectures, and will deliver lectures on the basis that you have done so. Related follow-up seminars (classes) will not simply repeat the issues as they were covered in lectures. They will give you an opportunity to discuss the material covered in lectures and to consider lecture topics in more depth. The relevant Course Guide and the Timetabling page for the course will set out the teaching method employed. Teachers will also highlight their teaching method during the Options Fair.

#### **4.2.2 Joining Seminar Groups**

Students enrol for follow-up seminars through the 'Seminar Sign Up' facility on LSEforYou.

'Seminar Sign Up' also applies to a small number of courses with large student enrolments which are taught through weekly two-hour parallel seminars, rather than through lectures and one-hour follow-up seminars. These are LL435, LL4C6, LL4D7, LL4F3, LL4F4 and students must sign up for one of the seminar groups. More information on 'Seminar Sign Up' is available at:

<http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Course/Graduate/home.aspx>

Note: the 'Seminar Sign Up' system operates in parallel with the Graduate Course Choice system (section 5.1.4). Where a course requires that you apply for entry through the Graduate Course Choice system (the vast majority of law courses) and takes the form of weekly parallel seminars or lectures and follow-up seminars, you must **first** apply for entrance to the course through the Graduate Course Choice system. If you are accepted to the course, **then** the Seminar Sign Up System will be open to you, and you can register for a particular parallel seminar or a follow-up seminar group, as appropriate.

Please note that we may reallocate you to a different seminar group for the term/year, where timetabling considerations make this necessary.

**You must attend the seminar/follow-up seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your seminar group may therefore impact negatively on your performance record.**

#### **4.2.3 Getting the Most from Seminars!**

We regard active student participation in seminars and follow-up seminars as a central element of our LLM programme. Teachers will expect that you are prepared and ready to engage in the discussions. The more you engage with this form of teaching, the more you will gain from the LLM experience.

Reading lists for individual courses, and in some cases course materials, will be provided either at the start of a course for the entire course, or periodically during the year. Most

LLM courses are also supported by Moodle sites on which course teachers place course materials.

Course conveners do not provide copies of materials, but you will be given £60 copy card allowance (£15 per full unit course).

Your attendance at seminars and follow-up seminars is monitored through the LSEforYou system by course teachers. A brief comment on your performance is recorded at the end of the Michaelmas and Lent Terms. Advisers also make a general comment on your performance at the end of these Terms.

#### **4.2.4 Formative Assessments and Feedback**

Formative assessment is a form of assessment which, in conjunction with the teaching support provided across the course, helps you to develop the skills you need for the final (summative) assessment for the course.

Each course will offer you the opportunity to prepare some form of formative assessment in the course of the year. The exact details of the formative assessment provided by each course will be set out in the Course Guide for the course; some courses, for example, may provide a 'mock' or practice examination; others may set questions for you to answer outside of class time. Others, particularly where the final assessment takes the form of a Dissertation or Extended Essay, may provide different assessments.

At least one assessment will be offered in each of the Michaelmas and Lent Terms (some teachers may provide the Michaelmas assessment over the Christmas vacation, while others may provide the Lent Term assessment over the Easter vacation or early in the Summer Term). While these assessments are voluntary, you are strongly encouraged to submit the assessment, which will give you valuable feedback on your performance. Teachers will return the assessments within three weeks of their submission.

Feedback is an important part of the learning process. You will receive feedback in a variety of ways, including through seminars/follow-up seminar discussions, in conversation with teachers in their office hours, and through comments on your formative work. The nature of feedback and how it is provided is also covered in the skills-based LLM Dissertation Seminars. A guidance leaflet on 'Making the Most of Feedback' is available. This will be distributed at the relevant LLM Dissertation Seminar and added on to the Moodle site.

You should also become familiar with the LLM Assessment Criteria, which set out the criteria which apply to the different classes (Distinction, Merit, Pass, and Fail). Refer to the LLM website at:

<https://www.lse.ac.uk/collections/law/internal/llm%20forms/LLM%20Mark%20Scheme.pdf>

You should keep the Criteria in mind as you prepare for seminars, formative assessments, and examinations and produce your Dissertation or Essay. Course teachers and Advisers will provide any further explanations of the Criteria as necessary.

#### **4.2.5 Independent Learning**

But remember - the teaching in seminars, lectures and follow-up seminars is only the tip of the iceberg in terms of the work you are required to do as a graduate student. Most of your work will involve independent learning, individually or in informal groups, not formal teaching.

The teaching you receive provides useful guidelines and stimulus for your studies, and opportunities for investigating and resolving difficult points. It is not a substitute for

independent study. Moreover, seminars, lectures and classes will not necessarily cover the whole syllabus; you will be expected to manage this by extensive private reading.

#### **4.2.6 The Summer Term**

There is usually no formal teaching for graduate students during the Summer Term. Some teachers do hold revision classes over this period, and you are expected to remain in London during this period.

Dissertation/Elective Essay supervision is available until the end of the Summer Term and you are encouraged to use this time to see your supervisors in accordance with the arrangements that supervisors have made.

## 5 Courses

You are not compelled to register for the courses specified on the original application form. During the first two weeks of Michaelmas Term, you are entitled to sit in on the lectures or seminars for any course in order to find out more about the subject and the approach that the course teachers propose to adopt.

### 5.1 Choosing Your Courses

Where you may have any uncertainties about course choices, you will need to be very active in the initial weeks of Michaelmas Term to ensure that the right decisions are made. Should you have questions about a particular course, then the most efficient strategy is to put them to the course teacher during the Orientation Week Options Fair or during the very early stages of the course, ideally in week 1. You can also seek the advice of the Academic Adviser, an LLM Student Adviser, and/or the various subject specialists in the Law Department.

**By the end of Week 2 of Michaelmas Term, you must formally register your course choices on LSEforYou.** Full-time students must ensure that they register for courses that have a total combined value of four full units. Their chosen programme of study may comprise all full-unit courses, a mixture of full-unit and half-units, or all half-unit courses.

**Please note: your Moodle registration for a course is a different process!** Course Moodle sites are the teaching resources for particular subjects and are available to students following the course. But registering on a Moodle site is not the same as formal registration on LSEforYou! The same warning applies where you have informally asked a teacher if you can join the course or change a course during the first weeks of term. In all cases, this choice must be formally registered through LSEforYou by you. In many cases, LSEforYou registration will also first require that you apply to join the course through the Graduate Course Choice system (section 5.1.4). So do follow the correct procedures. They are straightforward, but it is important they are followed.

#### 5.1.1 Law Options

The LLM Regulations list a very large number of postgraduate Law courses from which you may meet the course choice requirements.

With such a large number of options on offer, there are inevitably potential timetable clashes. We have tried to minimise these, and to ensure that popular combinations of courses remain possible. Nevertheless, some students will inevitably be disappointed. Course teachers cannot give repeat lectures or private tuition, so **please select a workable timetable.**

#### 5.1.2 The Approval Process for Non-Law Options

The LLM Regulations allow you to replace the equivalent of one full-unit (or exceptionally two full-unit) Law (courses with an LL4 code) courses, but you must obtain approval. Should you enter a non-law option as part of your course choice on LSE for You, the course convener and the LLM Deputy Programme Director are notified for their approval. This is to confirm that the proposed course of study is appropriate for the final award of an LLM degree. You can check online to see if the necessary approvals have been given (after week 3). **In the absence of such approval, you will not be registered for the course.** If approval is refused a reason will be offered so you can understand the decision and make another selection.

A number of non-law options – listed in section 9.2 – are available ‘as of right’, subject to restrictions such as caps or pre-requisites. This means that they count towards the LLM

subject specialisms. However, if you choose a non-law option from the section 9.2 list, this option will count towards the permitted number of non-law options, and the LLM Deputy Programme Director will still need to confirm that the proposed course of study is appropriate for the final award of an LLM degree.

If you select a non-law option as part of your course choice you are still required to undertake a total of four full-unit courses or their equivalent and to meet the LLM Writing Requirement stipulated in the LLM Regulations.

**Please also note that: (i) you may not elect to write a Dissertation or Elective Essay in a non-law option; and (ii) any formal essay assessments in a non-law option will not meet the LLM Writing Requirement.**

### 5.1.3 Making the Choice

Details of syllabuses and content of all graduate courses offered at LSE are available online at:

<http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm>

More detailed information regarding course choice can be found at:

[lse.ac.uk/graduatecoursechoice](http://lse.ac.uk/graduatecoursechoice)

In deciding on your course choice, please keep the following in mind. Your course choice is subject to approval by the Deputy Programme Director. S/he will monitor, for example, the balance of courses between Lent Term and Michaelmas Term. If your selection is unbalanced (too many half courses in Michaelmas Term as compared to Lent Term, for example) it may not be approved. S/he will also monitor your choice of non-law options and may request further information as to why you are requesting such a choice. You should keep in mind the LLM Writing Requirement, which limits the amount of written assessments you can take to 1 ½ units (section 6.2.2). You should also consider the balance of half and full units. Half units are typically examined by a two hour exam. Full units are examined by a three hour exam. You should therefore consider the nature of the assessment burden you will be taking on.

Where a course is provided in the form of two linked half units, forming a full unit (for example, the year long course LL425 is also available in the form of a MT half unit (LL4G9) and a LT half unit (LL4K9)), should you wish to take the full unit you must select the year long course code. You may not select the two half course codes. The only exception to this is where you wish to follow the full course, but you wish to write an Elective Essay in respect of one of the half units; in this case you should, after consultation with the class teacher, select the two half unit codes.

You should also make every effort to decide on your course choice for the year at the start of the year. As outlined in section 5.3.1, it is technically possible to change your selection of Lent Term half units in January. But we recommend that you think seriously about your course choice at the start of the year and commit to your programme of study then. If you do make a course change in January, the following restrictions apply, in addition to the conditions which apply to all course choices: (i) you may not drop a completed Michaelmas Term half unit; and (ii) you may not drop a full unit which you took during Michaelmas Term.

Course Choice is discussed at Orientation and more information on Course Choice is available on the LLM Orientation Slides, available on the LLM Moodle site.

#### 5.1.4 Course Capping: Controlled Access

The LLM is, for the most part, a seminar-based teaching programme. Accordingly, many Law Department LLM courses (courses with an LL4 code) are subject to the 'controlled access' procedure and are limited to 30 students. This is designed to ensure that seminar groups allow for discussions between teacher and students. Historical enrolment patterns on the LLM suggest that only a very small number of 'controlled access' LLM courses will reach the 30-student limit. But in order to maximize your chances of being enrolled in the courses which you wish to follow, it is imperative that you apply to enrol in 'controlled access' courses as early as possible.

The 'controlled access' procedure requires that you request permission from the course convener to enrol in the course through the Graduate Course Choice application on LSEforYou. LLM students, MSc Law and Accounting students, and MSc Regulation students have priority access to controlled access LL4 courses. **They will be accepted by course conveners, on a 'first-come, first-served' basis, from Monday of week 1 until 5pm on Friday of week 1 through the Graduate Course Choice system.** Thereafter, access to 'controlled access' courses operate on a 'first-come, first-served' basis to all students. The Graduate Course Choice system closes on Friday of week 2.

Please refer to the Controlled Access Courses Guidance Notes on the following link:

<http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Course/Graduate/home.aspx>

**Please do not assume you have a place on a controlled access course until you have been officially informed of this and accepted the offer.** You will not be able to sign up for a seminar (where a controlled access course operates through parallel seminars) or a follow-up seminar (where a controlled access course operates through lectures and follow-up seminars) through Seminar Sign Up until you are accepted on Graduate Course Choice and registered for the course on LSEforYou.

Not all LLM (LL4) courses are subject to 'controlled access'. A number of courses which traditionally have had high student enrolments are not subject to enrolment limits and you do not need to apply through the controlled access system. Where access to a course is controlled, this is stated in the relevant Course Guide. A small number of controlled access courses are capped at 60 and 90, rather than 30.

#### 5.1.5 Additional Courses

Every year one or two students ask whether they can register for additional courses. The answer is no. You can register for, and be examined in, only four full unit courses or their equivalent.

#### 5.1.6 Auditing Courses

You may wish to audit some courses which are not part of your programme, and for which you will not gain credit. You may audit the lectures of any courses in the School in which you are interested, subject to the approval of the teacher responsible. But you may not normally attend seminars or classes if you are not registered for the relevant course. It is courteous to introduce yourself to the teacher responsible for any course you intend to audit regularly.

### 5.2 Registering Choice of Courses

You will be able to formally register your course choices online from the beginning of Michaelmas Term. As outlined in section 5.1.4, many law courses are subject to the controlled access procedure.

The deadline for you to formally register your course choices online is the end of Week 2 of the Michaelmas Term.

**Please note, the Graduate Course Choice online entry system will be switch off 5pm Monday 17 October.**

To register your courses, you should log on to LSEforYou and select the course codes; where a course is a controlled access course, approval to take the course must first be obtained from the course teacher through the Graduate Course Choice system on LSEforYou (section 5.1.4 above). For further information on this process, see: <https://lfylive.lse.ac.uk/lfy/tc/enquiries/enquiry.html?a=2&c=1017>

If you plan to meet the LLM Writing Requirement by means of an Elective Essay (offered in substitution for the examination in a half-unit course) or an elective Dissertation (offered in substitution for the examination in a full-unit course), then you should register the **course code** of the relevant course.

Do **not** register the alternative Elective Essay/Dissertation course code, which courses have, at this stage (for examples of these codes, see the List of Courses in section 9). You will substitute the relevant Elective Essay/Dissertation course code in January of Lent Term (see section 6).

The LLM Deputy Programme Director will authorise all course choices by the end of Week 3 of Michaelmas Term. Please check that your courses have been approved.

### **5.3 Changing Registered Courses**

The working assumption is that changing registered courses is impossible. The teaching year is very short. You have three weeks, from the start of the LLM Orientation Week to the end of Week 2 of the Michaelmas Term, to investigate and register course choices. Most students will decide much earlier, so that they can devote adequate time to completing the prescribed work for their courses from the outset. Each course requires considerable personal investment in reading and analysing different materials. A small number of controlled access courses may also reach the 30-student limit and be closed to further enrolment requests.

Once course choices have been approved they cannot be changed online. Special permission must be granted by the LLM Deputy Programme Director. Changes will be processed directly by Student Services, subject to proof of permission.

#### **5.3.1 Lent Term Course Choice Re-opening**

Course choice opens again briefly at the start of Lent Term i.e. Wednesday 4 January (10am) to Monday 23 January (5pm). This is primarily designed to allow you to record the substitution of a Dissertation or Elective Essay for the examination in **one** of your courses, should you choose to do so. At this time, it is also technically possible to change your choice of half-unit course, where the course commences in Lent Term. The controlled access procedure will apply where the course is a controlled access courses.

You are allowed to change **one** Lent term half unit for another during the first week of Lent Term provided that:

- (i) The switch does not affect eligibility for a specialised LLM degree, if you have opted for one;
- (ii) The new course selection still meets the LLM writing requirements;
- (iii) The newly chosen half unit course is not oversubscribed; and
- (iv) You obtain the approval of the course convener of the half unit you wish to join.

Any Lent term course changes that do not meet all four criteria listed above require special permission by the LLM Deputy Director.

As outlined in section 5.1.3 above, (i) you may not drop a **completed** Michaelmas Term half unit; and (ii) you may not drop a **full unit** which you took during Michaelmas Term. If you wish to amend your course choice after the online system has been switched off, you will need to request this via a 'late course change' form (available from the Student Services Centre).

For more information please see [lse.ac.uk/registration](http://lse.ac.uk/registration)

## 6 The LLM Writing Requirement

### 6.1 Introduction

It is a programme requirement for the LLM degree that students produce a sustained piece of research which provides them with an opportunity to acquire and demonstrate skills in IT and library-based research, theoretical and doctrinal analysis and evaluation, and sustained written argument. This is known as the 'LLM Writing Requirement'.

There are a number of ways in which you can meet the LLM Writing Requirement but, essentially, there are three basic routes: (i) a 15,000 word 'Dissertation'; (ii) an 8,000 word 'Elective Essay'; or (iii) an 8,000 word 'Extended Essay'.

Dissertations (15,000 words) and Elective Essays (8,000 words) both allow you to undertake independent research projects connected to the subject-matter of the relevant linked course. Although the same principles apply with respect to the research process and the quality of the output, the length of the project and therefore the nature of the enquiry, differs in each case; the Elective Essay can be regarded as a short dissertation.

Extended Essays also allow you to engage in a substantial research project but they are provided by some course teachers as the nominated assessment for their courses. Course teachers who assess in this way vary in their practices; some set essay titles, others will allow you to select a topic.

The different assessments also vary according to the degree of individual teacher contact provided – though all research projects are independent and are not formally supervised. If you undertake a Dissertation or Elective Essay you can expect to receive the equivalent of two 30 minute meetings with the relevant course teacher. The degree of individual teacher contact provided with respect to an Extended Essay varies, according to the relevant course and the approach taken by the course teacher; in many cases, once the Extended Essay topic is approved, or selected from a list, you then undertake the project independently.

You may choose, therefore, to undertake a 15,000 word or an 8,000 word research project, whether in substitution for the examination in one course, or as the nominated assessment if a course is so constructed, as you prefer. The List of Courses set out in section 9 of the Handbook identifies those courses for which the nominated assessment is an 8,000 word Extended Essay or a 15,000 word Dissertation. Otherwise, the right of election can be exercised once only in respect of either a half-unit course or a full-unit course, subject to the restrictions set out in this section. **You may not make two or more elections!**

### 6.2 Meeting the LLM Writing Requirement

#### 6.2.1 The Different Ways in which the LLM Writing Requirement can be Met

There are a number of ways through which you can meet the LLM Writing Requirement. Please consider these options carefully and select the one which best meets your needs and interests. The LLM Writing Requirement 'Green Form', which is submitted in January, will ask you to identify how you will meet the LLM Writing Requirement and you must also keep these requirements in mind when you are making your course choices in October. **You should not ask for any exceptions to these rules:** they will not be allowed. Important deadlines also apply so it is important that you are familiar with these requirements.

The LLM Writing Requirement can be met in the following ways:

(i) You may select a **full-unit Law course** (i.e. a full unit course with an LL4- prefix in the course code) for which the nominated assessment is a full-unit 15,000 word Dissertation. For example, course LL474 is assessed by means of a Dissertation and not by means of an examination.

(ii) You may **select the 'self-standing' 15,000 word Dissertation Course** (LL490).

**Please note: you cannot register for a 'Self-standing' dissertation as of right.** The LLM Deputy Programme Director will allow such registration only where you can plead special reasons why you should be allowed to do so, can present objective evidence that you are well-equipped and best advised to undertake the proposed project without following a related taught course, and can confirm that there is a Law Department academic prepared to approve the proposed plan of work and assess the end product.

If, exceptionally, you wish to write a self-standing Dissertation you must seek and be given permission by a suitable course supervisor and the LLM Deputy Programme Director by the end of Week 2 of the Michaelmas Term. This route is regarded as **exceptional**, and each year there are expected to be few, if any, students who qualify. Please take note of the exceptional nature of this route and the early deadline for approval.

(iii) You may **elect to substitute a 15,000 word Dissertation** for the nominated form of assessment for one of your full-unit Law courses that would otherwise be assessed by examination or by examination and essay. There are, however, **two important restrictions on this right of election**, in addition to the overall limit on dissertation/essay assessments (outlined in section 6.2.2):

(1) Where a full-unit course is in part assessed by means of an Extended Essay, special permission is required from the LLM Deputy Programme Director before a Dissertation can be offered for that course. The LLM Deputy Programme Director will require you to obtain the approval of the course teacher. You should therefore contact your course teacher, and request such approval, early in Michaelmas Term. Approval, where it is given, will be recorded on the LLM Writing Requirement 'Green Form'.

(2) You may only elect to write a 15,000 word Dissertation in substitution for the nominated assessment for a full-unit course. You may not elect to write an 8,000 word Elective Essay in substitution for the nominated assessment for a full-unit course. Where a full-unit course is composed of two self-standing half units, each with separate course codes, it is possible to register for each half-unit course separately. In this case, a student could elect to substitute an 8,000 word Elective Essay for one of the half units and take the nominated assessment for the second half unit.

(iv) You may **choose a course which is assessed in whole (half-unit course) or in part (full-unit course) by means of an 8,000 word Extended Essay**. The List of Courses in section 9 identifies those courses which are assessed in this way. The Course Guide for the course will also specify whether it is assessed by an Extended Essay.

(v) You may **elect to substitute an 8,000 word Elective Essay** for the nominated form of assessment for one of your half-unit Law courses that would otherwise be assessed by examination or by examination and essay. There are, however, **two**

**important restrictions on this right of election**, in addition to the overall limit on dissertation/essay assessments (outlined in section 6.2.2):

(1) Where a half-unit course is assessed by means of an Extended Essay, you may not choose to substitute an Elective Essay for the Extended Essay.

(2) You may only elect to write an 8,000 word Elective Essay in substitution for the nominated assessment for a half-unit course. You may not elect to write a 15,000 word Dissertation in substitution for the nominated assessment for a half-unit course.

(vi) You may **select the 'self-standing' 8,000 word Elective Essay Course** (LL497).

**Please note: you cannot register for a 'Self-standing Elective Essay as of right.** The LLM Deputy Programme Director will allow such registration only where you can plead special reasons why you should be allowed to do so, can present objective evidence that you are well-equipped and best advised to undertake the proposed project without following a related taught course, and can confirm that there is a Law Department academic prepared to approve the proposed plan of work and assess the end product.

If, exceptionally, you wish to write a self-standing Elective Essay you must seek and be given permission by a suitable course supervisor and the LLM Deputy Programme Director by the end of Week 2 of the Michaelmas Term. This route is regarded as **exceptional**, and each year there are expected to be few, if any, students who qualify. Please note the exceptional nature of this route and the deadline for approval.

### **6.2.2 Limits on the Number of Dissertations, Extended Essays, and Elective Essays Undertaken**

Unless exempted by the LLM Deputy Programme Director, you may not take more than 1 ½ units which are assessed by means of a Dissertation, Extended Essay or Elective Essay. For example, you may select courses which lead to you submitting three Extended Essays, or an Elective Essay and two Extended Essays, or a Dissertation and an Extended Essay.

The LLM Deputy Programme Director will only **exceptionally** give permission for students to breach the 1 ½ unit limit. The course choice approval process in October and in Lent Term will monitor compliance with this limit. You should contact the LLM Deputy Programme Director if you wish to make a case for exemption, before the end of Week 2 of Michaelmas Term. The LLM Writing Requirement 'Green Form' submitted in January will also ask you to confirm: (a) that you are not in breach of the 1 ½ unit limit, or (b) that you have received approval from the LLM Deputy Programme Director to breach these limits.

**Please keep this important restriction in mind when you are making your course choices** and deciding how to meet the LLM Writing Requirement, particularly if you want to write a Dissertation or an Elective Essay in substitution for the examination in one course. You will not be able to do so if your course choice means you are already at the 1 ½ limit.

### **6.2.3 The Right of Election**

You have the right to substitute the nominated form of assessment of one of your courses with a Dissertation (full-unit course) or an Elective Essay (half-unit course), as explained in section 6.2.1 above. This is the 'right of election'.

**There are a number of important points to be made regarding this right:**

- The right of election is limited to a maximum of one Law course (whether a full-unit or a half-unit course). You cannot exercise the right of election in relation to more than one Law course. You also cannot exercise the right of election in relation to any non-Law courses (i.e. courses that do not have LL4- course codes).
- The right of election cannot be exercised if your course choice means that you are already taking 1 ½ units which are assessed by means of Dissertation, Extended Essay or Elective Essay: see section 6.2.2 above.
- The right of election cannot be exercised in relation to a half-unit course which is assessed by means of an Extended Essay.
- The right of election exists whether or not your other course choices are such that your course profile already meets the LLM Writing Requirement, provided that there will be no breach of 1 ½ unit limit on Dissertations, Elective Essays, and Extended Essays. For example, you may choose a half-unit course which is assessed by means of an Extended Essay, thereby satisfying the LLM Writing Requirement. But the right of election will still be available with respect to one course, whether a full-unit or half-unit course. This right of election, combined with the number of courses for which the nominated form of assessment is a Dissertation or Extended Essay, means that you can choose to undertake more than one research project, although you are not required to do so.
- The right of election may be limited in relation to some courses, if the course teacher places a limit on the number of students who are able to elect to undertake a 15,000 word Dissertation or an 8,000 word Elective Essay in place of the assessment for the course. You will need to contact the course teacher to check whether such restrictions apply.
- The right of election is only a right to elect to write a Dissertation (full-unit course) or Elective Essay (half-unit course) in place of the examination for a course. You cannot elect to sit an examination in courses for which the nominated form of assessment is a Dissertation or an Extended Essay. Similarly, you cannot request that a course teacher provide an Extended Essay, or a combination of an Essay and Examination.

See the webpage: <http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm> for the full calendar list of courses.

#### **6.2.4 Meeting the LLM Writing Requirement: Part-time Students**

Part-time students must meet the same requirements, but have an extended period during which to complete the programme's requirements.

#### **6.2.5 Plagiarism**

Please see section 8.35 on this important issue.

### **6.3 General Assistance and Advice in Meeting the LLM Writing Requirement: Department Practices**

#### **6.3.1 Sources of Support**

LLM Dissertations and Elective Essays are designed as independent research projects. They are not individually 'supervised' by members of the Department, and **no member of staff is permitted to read any drafts or partial drafts of your work**. Individual course

teacher input is limited to approving topics and associated research plans, discussing course syllabus material in classes, being available for general advice during office hours, and participating in examining the end-product after submission (i.e. after 4pm, Thursday 23 August).

If you are undertaking a Dissertation or an Elective Essay you should expect to meet the course teacher who has approved your project for the equivalent of two 30 minute meetings during the course of the teaching year.

You can arrange meetings with course teachers to discuss your projects up to the end of the Summer Term. However, as the Summer Term is usually very busy for academics with short deadlines imposed for marking LLB and LLM examination scripts, you **are advised to plan meetings for the Lent Term**. These meetings can be used to discuss ideas and problems, and will be productive only if you are well prepared in advance of them.

Extended Essays are similarly regarded as independent research projects. Course teachers who assess by means of Extended Essay will inform you of how they approach the Essay.

There is, however, a good deal of support given to students generally to ensure the successful completion of these research projects. Chronologically, you can expect the following input (deadlines are included, to emphasise the importance of taking early advice):

- When meeting the LLM Student Advisers, or your Academic Adviser in Weeks 1 or 2 of Michaelmas and Lent Terms. Note that any non-specialist assistance is necessarily limited to issues of language/style/presentation/etc; it cannot assess legal content or evaluate critical analysis.
- The LLM Dissertation Seminars (LL4A2). The LLM 'Dissertation Seminars' LL4A2 (which address the research process generally and so Elective Essays and Extended Essays as well) will offer support for the planning of your research project. These seminars are organized by the Deputy LLM Programme Director. They are not run every week. Information will be added to the LLM Dissertation Seminars LL4A2 Moodle site during the Michaelmas and Lent Terms.
- For specific feedback on writing skills, you should utilise non-assessed class essays (you should expect to write at least one piece of work, on which you will receive informal feedback, in each course each term), School support services, and perhaps the LLM Student Advisers.
- Discussion with the course convener or other course teacher in class on syllabus topics, and specifically on the selection of a research theme, will assist you in making appropriate choices.
- Many students in the past have set up successful small discussion groups – debate is often the best way to clarify ideas and identify weaknesses in arguments. The sum of ideas shared in this way is often greater than the parts.

## **6.4 Writing the Dissertation or Essay**

### **6.4.1 Choosing the Research Topic: Dissertations and Elective Essays**

The topic which your Dissertation or Essay addresses must pose a clear question, and the Dissertation or Essay must then provide a focused answer. The topic must be primarily

legal, though extra-legal material may be incorporated. It will typically concern an issue raised in general terms in the relevant taught course, but will pursue the matter at a much more sophisticated level. Remember that the ultimate goal is to produce something in the nature of a law journal article (a paper that addresses a specific controversial issue), not a comprehensive handbook (a volume that describes the entire jurisprudence or other relevant literature, or even a substantial portion of it).

Dissertation/Elective Essay topics will only be approved if they are sufficiently well defined to ensure that successful completion is possible given the imposed timeframe and word limits, and if there is someone in the Department who can properly examine the end-product (i.e. because it sufficiently overlaps with their own areas of expertise). To show that the proposed topic is acceptable, you must include in the LLM Writing Requirement 'Green Form' short summarising paragraphs setting out the proposed topic, the research approach to the issues under discussion, and the breadth of research sources likely to be used. However, you are strongly advised to have discussed your research topic with the relevant course teacher well in advance of the January deadline for teacher approval of the topic and for your submission of the form.

Although your Dissertation or Elective Essay will inevitably focus on a much narrower range of issues than those addressed in the relevant taught course, you are strongly advised to commit to studying the entirety of the related syllabus. Taught courses will provide you with the necessary broadly-based background to the subject, expose you to the current state of debates in the area, and alert you to contemporary concerns and preferred approaches. All of this material is part of the essential groundwork for a good, specialised research project. Dissertations and Elective Essays are then expected to move beyond this platform. Students that merely reproduce the same analysis of issues already covered in taught courses will not be assessed favourably. Experience suggests that students who commit to consolidating their broad understanding of a subject area inevitably position themselves well to address specific Dissertation/Elective Essay issues in more imaginative detail.

As LLM Dissertations and Elective Essays are independent research projects, this makes the course seminars, as well as other formal and informal interactions with academics who have expertise in the area, especially valuable. Registration on a related taught course is designed to meet this need.

The nature of the coverage will differ as between 15,000 word Dissertations and 8,000 word Elective Essays, given the different length of each, but the same basic principles concerning the nature of the research process and the ultimate output apply.

**It is the your responsibility to ensure there is no substantial overlap between the Dissertation/Elective Essay and other assessed written work undertaken during the year.**

Where relevant, you are urged to begin thinking about your Dissertation/Elective Essay topic, and to decide which course it most closely relates to, as soon as possible. Where the topic touches on material covered in more than one course, you must nominate the course most directly and substantially relevant to the topic as the course to which the Dissertation/Elective Essay attaches.

#### **6.4.2 Writing the Essay or Dissertation**

There is no 'ideal model' for a good Dissertation or Essay (whether an Elective or Extended Essay). The best Dissertations or Elective/Extended Essays from each graduating year ought to be publishable in reputable law journals. This is the standard you should aim for. The Law Department website contains a small number of sample 15,000

word Dissertations. These are designed to give you a sense of what is expected of you—and to reinforce the claim that there is no one model that is preferred by LLM examiners. See: <http://www.lse.ac.uk/collections/law/programmes/llm/llm-current.htm>.

For all Dissertations and Essays, it is not enough merely to describe the literature in an area (however well). The Dissertation or Essay must provide evidence of personal research extending beyond the reading list provided by the course teacher, although this will often prove a valuable starting-point. It must also deliver a more detailed and focused analysis of the subject than that provided in the related taught course.

The Dissertation or Essay must also provide evidence of original work or a capacity for critical analysis, and must be written during the period of the candidate's course of study. External examiners may request an oral examination. It is your responsibility to ensure that the work presented for assessment in your Dissertation or Essay does not duplicate or unacceptably overlap with work presented for assessment in other courses (whether that assessment is by dissertation, essay or examination).

The Elective/Extended Essay is a shorter project than the Dissertation but the same principles apply (although the nature of the enquiry will inevitably be shorter).

**Time management is critical.** A general pattern is to conduct background research to define the topic in the Michaelmas Term, followed by more focused research and detailed planning in the Lent Term. The Summer Term can then be devoted to writing drafts, and undertaking any further research that seems necessary to support the thesis being advanced.

The time management pattern will inevitably vary where you write an Elective or Extended Essay, rather than a Dissertation, as the project is shorter; and for Extended Essays, teachers may take different approaches to the provision or approval of titles. Nevertheless, for Elective Essays in particular, it remains prudent to start planning in the Michaelmas Term, even if you decide to write an Elective Essay in a half-unit course which runs in the Lent Term.

## 6.5 The LLM Writing Requirement: Procedures

### 6.5.1 Procedures (1): The LLM Writing Requirement Form (the 'Green Form')

The 'Green Form' records how you will meet the LLM Writing Requirement, your compliance with the 1 ½ unit limit, and, if you choose to meet the Writing requirement by means of a Dissertation or Elective Essay, your topic(s) and the relevant course teacher's approval, indicated by their signature. If you have exceptionally been given an exemption from the 1 ½ unit limit, this must be identified on the form and the signature of the LLM Deputy Programme Director must be obtained.

This important form is included in the Orientation Pack and is also available on the Law website: <http://www.lse.ac.uk/collections/law/programmes/llm/llm-current.htm>.

The form must be completed with the **required signatures** and submitted to the LLM Administrator by Week 2 of the Lent Term: i.e. Friday 20 January.

A separate 'Green Form' must be completed for each Dissertation or Elective Essay.

If you are undertaking a Dissertation or Elective Essay you should arrange to meet with the course convener to discuss and sign off the form well before the Week 2 deadline.

### **6.5.2 Procedures (2): Dissertations and Elective Essays – Special Course Code Procedures**

Where you decide to meet the LLM Writing Requirement by substituting a Dissertation or an Elective Essay for the assessment in one of your courses, particular course code selection procedures apply.

You must formally register the Dissertation/Elective Essay choice and change the standard course code of the relevant course to the dissertation course code. You can do this from the beginning of Lent Term. The deadline for formally registering the Dissertation/Elective Essay choice is the end of Week 2 of Lent Term.

To officially register the Dissertation/Elective Essay choice, you should log on to LSEforYou, de-select the relevant course code(s) for the course to which the Dissertation/Elective Essay relates and enter the new Dissertation/Elective Essay code(s): e.g. replacing LL400 with LL4N1 or replacing LL4K9 with LL4J9. Please refer to: <http://www.lse.ac.uk/collections/law/programmes/llm/LLM%20Courses%202011-12.pdf>

Remember: you must ensure that your course choices add up to a total value of four full units (or pro rata for part-timers).

The LLM Deputy Programme Director will authorise the online Dissertation/Elective Essay code choices.

You must register the Dissertation/Elective Essay choice before the end of the Week 2 Lent Term deadline. **The online entry system will be permanently switched off Monday 23 January.**

Once the Dissertation/Elective Essay course choice(s) have been approved, they can be changed only in exceptional circumstances and with the special permission of the LLM Deputy Programme Director. Changes will be processed directly by Student Services subject to proof of permission.

## **6.6 The LLM Writing Requirement: Submission**

### **6.6.1 Word Length**

The Dissertation must not exceed 15,000 words. Elective and Extended Essays must not exceed 8,000 words.

While there is no minimum word limit, in each case, you should be aware that Dissertations are expected to be in the 14,000-15,000 word range and that Extended/Elective Essays are expected to be in the 7,000-8,000 word range. Where a submission falls below these ranges, it is unlikely that the submission would be regarded as a sustained and rigorous Dissertation or Elective/Extended Essay, and this would have implications for a student's marks.

### **6.6.2 Word Count**

Excluding the Cover Sheet, page numbers, appendices and bibliography **everything else counts** (including footnotes and the Table of Contents). You must include a word count on the Cover Sheet.

### 6.6.3 Format of Submission

#### 6.6.3.1 Timely Submission

**All LLM Dissertations, Elective Essays, and Extended Essays must be submitted on or before 4.00pm, 23 August 2012.**

You must submit, for **each** Essay or Dissertation, **all** of the following:

- (i) 2 hard copies of the Dissertation, Extended Essay, or Elective Essay;
- (ii) the required accompanying forms for each course submission: Cover Sheet; Plagiarism Declaration; and Receipt Sheet; (see 6.6.3.2 below)
- (iii) an electronic copy, submitted to Moodle 'LLM Assessed Coursework'(see 6.6.3.3 below).

The Dissertation or Elective/Extended Essay must be typed on A4 pages (or the nearest American equivalent), and be either double-spaced or 1.5-spaced, font style Times New Roman or Arial. You may simply staple the pages together (securely!) with the cover sheet (only!), but plastic spiral binding is preferred. The LSE Copy Shop and many high street stores provide a binding service. You should not have Dissertations or Elective/Extended Essays hard-bound.

**Timely submission is only met by submission of the hard copies.** Under no circumstances will faxed, emailed or electronic versions of Dissertations or Elective/Extended Essays be accepted as the submitted copy for marking, or be regarded as being submitted in accordance with the deadline.

As there are strict time-deadlines and also format requirements for submission of the Dissertation/Elective Essay/Extended Essay, you should ensure that you are meticulous in keeping back-up copies of work at all times. You should not wait until the submission deadline to print out the final version of your work. Computer or printer crashes and breakdowns are not regarded as excuses for late or incomplete submission.

You should keep a back-up copy of the final Dissertation or Essay.

#### 6.6.3.2 Accompanying Forms

The submission must have a Cover Sheet and be accompanied by 2 copies of the Receipt Sheet and a single copy of a completed Plagiarism Declaration.

The front page **Cover Sheet** should indicate **all** of the following:

- (v) your Candidate Number (this is the 5 digit number you are given for examination purposes, not your student number); this is obtainable from LSEforYou;
- (vi) the name and the code of the submitted dissertation, extended essay, or elective essay course (see List of Courses in section 9);
- (vii) the title of your Dissertation or Extended/Elective Essay;
- (viii) the word count;
- (ix) the degree you are taking if not LLM (e.g. MSc);
- (x) the year of submission.

**Your name must not appear anywhere on the cover sheet or within the Dissertation or Essay.**

The **Receipt Sheets** (which should not be attached to the submission) are used to confirm timely receipt of the Dissertation or Extended/Elective Essay. The sheet should indicate your name and repeat all the information contained on the Cover Sheet. One sheet will be date stamped and returned to you as proof of submission.

The **Plagiarism Declaration** (which should not be attached to the submission) is needed to confirm the originality of the submitted work. This declaration confirms that you have read and understood the School rules on assessment offences, and that the work submitted is your own apart from properly referenced sources. This sheet should be signed and dated.

### **6.6.3.3 Electronic Copy**

An electronic copy of the Dissertation, Extended Essay or Elective Essay must be submitted to Moodle 'LLM Assessed Coursework' as a single file, and:

- (i) include the Cover Sheet
- (ii) PDF or Word format
- (iii) the file name must state the Dissertation, Extended Essay or Elective Essay code followed by your candidate number (for example, **LL4X7 12345**)

**Do not include your name or other details in the file name.**

This should be sent by the deadline, or as soon as possible after the hard copy submission. A penalty is not applicable for electronic versions received after the deadline, provided that the hard copy has been received before the deadline.

### **6.6.3.4 Postal Delivery of the Dissertation or Elective/Extended Essay**

Most students will hand their Dissertation or Elective/Extended Essay to the LLM Administrator in person (or have another individual submit on their behalf), thereby obtaining a stamped receipt confirming timely submission.

Should you need to send the Dissertation or Elective/Extended Essay by post, it should be addressed to:

Dianne Delvaille - LLM Administrator  
Room NAB6.14, Law Department  
London School of Economics  
Houghton Street  
London WC2A 2AE

It is your responsibility to ensure the package is received by the Department before the deadline for submission. Proof of posting will not be valid proof of having met the deadline. An acknowledgement email will be sent to you on the arrival of the Dissertation or Elective/Extended Essay in the Law Department.

## **6.7 Compliance**

**It is your responsibility to discover and adhere to all assessment regulations. Failure to do so may have severe consequences, including outright failure.**

## **6.8 Penalties**

### **6.8.1 Penalties for Exceeding the Word Lengths**

A sliding scale of penalties (between one and nine marks) will be applied to Dissertations that exceed 15,000 words; for every 150 words above the limit one mark will be deducted

to a maximum of nine marks. Please note that any Dissertation which is more than 1,500 words over the limit will be failed automatically (in that event you would have to resubmit a Dissertation within the deadline for submission a year hence).

In the case of an 8,000 word Elective Essay or Extended Essay, for every 80 words above the limit one mark will be deducted.

The same penalties will apply pro rata for all other formally assessed essays (see section 6.9 below).

### **6.8.2 Penalties for Late Submission**

The School imposes penalties for late submission of Dissertations, Elective Essays, Extended Essays and all other formally assessed essays. Please refer to 'Late Submission of Coursework' on the following weblink:

<http://www.lse.ac.uk/resources/calendar/academicRegulations/regulationsForTaughtMastersDegrees.htm>

For the granting of extensions by prior permission in **extreme circumstances**, please contact the LLM Exams Chair, Professor Tim Murphy, email [w.t.murphy@lse.ac.uk](mailto:w.t.murphy@lse.ac.uk)

### **6.8.3 Penalties for Plagiarism**

**The penalties for breach of the rules on plagiarism are severe.** Plagiarism will almost certainly lead to failure in the affected course, and therefore to failure in the whole LLM examination. Plagiarism may also attract further consequences if students are found guilty of cheating. If you are in any doubt as to what is meant by plagiarism please consult an Academic Adviser, course teachers, or the LLM Student Advisers. **For further details on plagiarism (and citing and referencing) refer to section 8.35.**

### **6.8.4 Proof-reading**

We do not have an official policy on proof-reading of assessments prior to submission. However, you are reminded that the research project must be your own, independent piece of sustained research and writing.

## **6.9 Assessed Coursework for Outside Options**

If your outside options require you to submit coursework for assessment, you should follow the guidelines provided by the relevant Department, not these guidelines.

## 7 LLM Examinations

### 7.1 LLM Examination Regulations and Degree Award Schemes

#### 7.1.1 Regulations for MA and MSc Degrees

The Regulations for MA and MSc Degrees (which also apply to LLM degrees) are on the LSE website:

- Regulations for Taught Masters degrees (before 2009/10)  
<http://www.lse.ac.uk/resources/calendar/academicRegulations/regulationsForTaughtMastersDegreesPre200910.htm>
- Regulations for Taught Masters degrees (entering in or after 2009/10)  
<http://www.lse.ac.uk/resources/calendar/academicRegulations/regulationsForTaughtMastersDegrees.htm>

#### 7.1.2 Classification Scheme

Graduate degrees are classified according to the classification scheme which may vary depending on the year a programme started. The Classification scheme is applied by the Boards of Examiners at their meetings in November each year.

Please refer to the following web link for further details.

<http://www.lse.ac.uk/resources/calendar/academicRegulations/TaughtMastersDegreesFourUnits.htm>

**You should make a point of reading these regulations early in the year.** They describe the rules applying to the conduct of examinations, and the rules used to assess whether a student has obtained a Distinction, Merit or Pass in their LLM degree. On a more sombre note, they also describe the serious consequences attached to failing any courses. These rules are not reproduced in this Handbook, but they will be discussed during the LLM Dissertation Seminars

#### 7.1.3 Codes of Good Practice: Teaching, Learning and Assessment

The Codes of Practice for Taught Masters Programmes explain the basic reciprocal obligations and responsibilities of staff and students.

See:

<http://www.lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeForTaughtMastersProgrammesTeachingLearningAndAssessment.htm>

### 7.2 Assessment Guidelines

The LLM Dissertation Seminars will provide some indication of the criteria used in assessing dissertations, coursework essays and course examinations. They will also include advice on efficient reading and note-taking, and on examination techniques. General advice on coursework and examinations is also available from the LLM Student Advisers, the Teaching and Learning Centre, and the Language Centre. **There is a set of standard criteria as to the characteristics expected of work graded at the various levels.** See:

<https://www.lse.ac.uk/collections/law/internal/llm%20forms/LLM%20Mark%20Scheme.pdf>

Even with this guidance, it is often difficult for students to translate general criteria into subject-specific concrete guidelines. This is because **there are no 'model answers'**, whether for dissertations, for coursework essays, or for examinations. Quite different approaches can be assessed as equally competent. The best strategy is usually to ask

course teachers to provide subject-specific general advice, and perhaps to mark and comment on some non-assessed coursework highlighting aspects where performance is adequate (or better) and aspects where improvement is needed.

It should be noted that all LLM Law subjects (with an LL4- prefix) for which an examination must be sat have 15 minutes reading time in addition to the prescribed examination writing time. During this time you may write on your examination question paper but not in your answer booklet. No materials may be brought into the examination room except in accordance with the prescribed regulations for the particular course. If, under the regulations, you are permitted to bring your own texts into a specific examination the texts must be clean, unannotated copies. Highlighting (with highlighter pen) and underlining are permissible, but no written annotations of any sort are allowed, whether numerical or alphabetical. Blank stickers or dictionaries are not permitted. During the examination, you must only write in the answerbooks provided.

The LSE Library will have electronic copies of past LLM examination papers. Note that LLM papers from 2002-3 and earlier years both in the LSE Library and the IALS are the Intercollegiate LLM papers and the subjects may differ markedly from the courses you are taking in LSE and may not be relevant — seek advice from your course teachers.

**It is your responsibility to discover and adhere to all deadlines and other assessment regulations. Failure to do so may have severe consequences, including outright failure.**

### **7.3 Assessment and Examination Dates**

Formal notification of assessment deadlines for other coursework essays is given in the Calendar. See:

<http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm#generated-subheading15>

Examinations for all courses take place during the Summer Term (May/June). The examination timetable will be available at the end of the Lent Term. It is published on the LSE Website, and you can access your personal examination timetables through LSEforYou. For detailed information on the examination and assessment process, see: <http://www2.lse.ac.uk/intranet/students/studentServicesCentre/examinationsAndResults/examsAndResultsPg/Home.aspx>

The School works hard to ensure that examination dates and times are spread as evenly as possible over the exam period. However, please note that you may find your exams are scheduled closely together. Once the examination dates are set by the School, no changes to the scheduled timetabling can be made. Courses run by other Departments may be examined at other times.

**It is your responsibility to discover and adhere to all deadlines and other assessment regulations. Failure to do so may have severe consequences, including outright failure.**

### **7.4 Personal Circumstances Affecting Examination Performance**

If you have a permanent disability you should consult the Disability and Well-Being Service (DWS) (see section 8.14) as early in the year as possible. Sometimes special arrangements may be deemed appropriate, but dissertation and essay submission deadlines cannot be varied, and the standards applied in evaluating the end product will not be adjusted.

Each year some students are unexpectedly affected by changes in personal circumstances that interfere with their exam preparation and performance. Should you find yourself in this situation you should consult an Academic Adviser immediately. The issue is especially urgent if matters occur during the examination period itself: then you should consult the Student Services Centre immediately and copy the information to your Academic Adviser.

The LLM Examination Board has discretion to take these matters into account, but be warned that this discretion does not extend to raising marks for particular papers. It simply means that in borderline cases a discretion may be exercised in favour of the student in assessing the standard of the final degree or imposing requirements to resit papers. In addition, the Board will usually only admit serious medical evidence (supported by appropriate documentation from a doctor) when embarking on these deliberations. **If you think your case falls into this category, then it is important that you communicate the details of your case (and medical evidence to support any claims) as soon as practicable to the Student Services Centre, with a copy to the LLM Administrator for her to file with the Academic Advisers.**

The same approach is appropriate if circumstances affect your Dissertation/Elective Essay/Extended Essay performance. **Extensions to the submission deadline are not the normal practice.** Since you are expected to have been working on your research project for a substantial part of the year, with the August deadline clearly in your sights, any change in personal circumstances should normally only affect the quality of your work, not your ability to meet the deadline. However, in highly exceptional circumstances (usually only emergency medical cases), it may be possible to obtain short extensions. You should contact the LLM Chair of Examinations, copying to the LLM Programme Director, to arrange this. Supporting evidence is crucial. Written confirmation of permitted extensions will be sent to students and copied to the LLM Administrator. Applications for extensions will not be considered after the deadline for submission has passed, and unexcused late submissions will attract the normal School penalties.

Sometimes a student's personal circumstances change so much that they wish to **defer** their studies. There is no automatic right to defer, and in any event permission would not normally be given after the start of the Summer Term. Permission to defer simply entitles students to take their examinations in the following year without attracting any penalty for failure to sit in the current year. It does not entitle students to teaching or to the use of LSE support services, although special arrangements can usually be made for limited library access. The decision to defer is therefore not one to be taken lightly. You should consult one of the Academic Advisers urgently if matters seem to have reached this stage. Permission to defer can only be given by the LLM Chair of Examinations (or, if the Chair is unavailable, LLM Programme Director) on the advice of an Academic Adviser. If permission is granted you will have to fill in a *Request to defer examinations (assessment)* form which is obtainable from Student Services or website:

<http://www.lse.ac.uk/collections/studentServicesCentre/sscForms.htm>

## 7.5 Results

The LLM Examination Board usually meet in the last week in October. To enable you to know your results early, provisional results will be sent to your LSE email address at the beginning of November. Whilst this procedure will enable you to know your results early, any appeals must follow the School procedures.

The School does not release information about marks to students until they are formally ratified by the relevant School Board of Examiners i.e. Graduate School Board). **Formal notification of results will be posted on LSE for You at the end of November.** (For Degree Certificate and Transcript information refer to sections 8.13 and 8.40)

**Please note:** the School will not release your results if you owe any fees. Please check your balance on LSEforYou to see if you have any tuition, halls or library fees outstanding. If you cannot see any outstanding fees on your account, then please contact the Finance Office on fees@lse.ac.uk for clarification.

## 7.6 Specialised LLM Degree Certificates

It is possible (but not obligatory) for students to have an approved subject specialism title recorded on their LLM degree certificates if, in the opinion of the LLM Deputy Programme Director, the title reflects the course of study followed by the student. The following subject specialism titles have been approved: Banking Law and Financial Regulation; Corporate and/or Commercial Law; Corporate and Securities Law; Criminology and Criminal Justice; European Law; Human Rights Law; Information Technology, Media and Communications Law; International Business Law; Labour Law; Legal Theory; Intellectual Property Law; Public International Law; Public Law; Taxation.

The *Request For Specialist LLM Degree Certificate* form (which is found in your Orientation Pack and also on the Law Department's website) should be completed and returned by the end of Week 3 of Michaelmas Term

The procedure for ensuring that a chosen subject specialism title is recorded on your degree certificate (or that it is not) is part of the process of entry for the LLM examinations.

Should you wish to obtain such a certificate you will, of course, need to be registered for the appropriate courses from the beginning of the year. **As a general rule, you must take courses to the value of three full-unit courses (or more) within the nominated specialist area if you wish to obtain a specialised LLM degree.** The LLM Law courses allocated to different subject specialist areas are listed on the LLM website at:

<http://www.lse.ac.uk/collections/law/programmes/lm/lm-specialisms.htm>

If you choose to meet the LLM Writing Requirement by means of a Dissertation or Elective Essay in place of an examination for one of your Law courses, then it will be that course which counts for the purpose of satisfying your specialist degree requirement.

It may be possible for your non-law options to count towards your specialist degree requirement, but this is not the usual practice and you should not assume it to be the case.

If acquiring a specialist LLM is important to you, then you may have your eligibility confirmed in Weeks 1 or 2 of the Michaelmas Term by obtaining agreement from the LLM Deputy Programme Director.

The LSE degree certificate can be collected in person on the day of the School's official presentation ceremony, otherwise it will be posted out to you within 4 weeks of the date of the ceremony (see section 8.13).

## 7.7 LLM Prizes

A number of prizes are awarded each year to graduating LLM students. Most of these prizes are donated by LSE Law Alumni. For example there are prizes for the best overall performance in various subject areas (regardless of whether the student concerned wishes to be awarded a specialist degree).

Details are posted on the department's website:

<http://www.lse.ac.uk/collections/law/students/students-firstpage.htm>

These prizes are exceedingly prestigious, even though they may not be worth a great deal of money. Moreover, the relevant Alumni are often keen to make contact with the recipients of the award.

### **7.8 Appeals Against Examination Results**

All examination marks are awarded as a product of two internal course teachers' marks, which are sometimes scrutinised further by external examiners (i.e. teachers from other universities). The academic judgement of examiners cannot be appealed against, but candidates may ask the School to check recorded results against the original manuscript marks approved by the external examiner. Otherwise there is little if any scope for appeal, the sole ground being that there was some procedural defect in the conduct of the examination or in the subsequent processing of marks so as to render the decision of the examiners unsafe. **Any special circumstances affecting individual performance should have been presented to the LLM Board of Examiners before their meeting.**

Any appeal must comply with the LSE Regulations for the Consideration of Appeals. Refer to: [lse.ac.uk/examsresultsandappeals](https://lse.ac.uk/examsresultsandappeals)

**There are mandatory deadlines and formal requirements for all such appeals.** You are strongly advised to consult an Academic Adviser, or the LLM Programme Director or LLM Deputy Programme Director before pursuing this option.

### **7.9 Graduation**

The LLM Graduation ceremony is held mid December in the year that you complete the course (see section 8.36).

## 8 Administrative Guide

### 8.1 Academic Year (dates) 2011-12

Orientation Week: Monday 26 September – Friday 30 September 2011

#### Term dates and School closures Academic year 2011-2012

##### *Michaelmas Term*

Thursday 29 September - Friday 9 December 2011

##### *Lent Term*

Monday 9 January - Friday 16 March 2012

##### *Summer Term*

Monday 23 April - Friday 29 June 2012

The School will also be closed on English public holidays. In 2011/2012 these will be

<b>Christmas Closure</b>	Thursday 22 December – Friday 30 December 2011
<b>New Year's Day Holiday</b>	Monday 2 Jan 2012
<b>Easter Closure</b>	Thursday 5 April – Wednesday 11 April 2012
<b>May Bank Holiday</b>	Monday 7 May 2012
<b>Spring Bank Holiday</b>	Monday 4 June 2012
<b>Queen's Diamond Jubilee</b>	Tuesday 5 June 2012
<b>Summer Bank Holiday</b>	Monday 27 August 2012

### 8.2 Academic Advisers

At the start of term you will be assigned an Academic Adviser who is a member of the staff of the Department. LSE defines the role of the Academic Adviser as follows:

- To provide you with academic guidance and feedback on your progress and performance and to discuss any academic problems you may experience.
- To provide pastoral support on non-academic issues and to refer you, as necessary, to the appropriate support agencies within the School.
- To implement the provisions outlined in individual student support agreements (ISSAs) if you are disabled, dyslexic or have a long term medical condition, in liaison with the School's Disability Office.
- To maintain regular contact with you on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in relevant handbooks.

The onus is on you to make arrangements to see your Adviser and **you should aim to do so at least twice each term**, or more frequently if you are having particular difficulties. As office hours are intended to be used for general student enquiries, you can also see your Adviser outside these times by making an appointment.

You should regard your Academic Adviser as your first port of call in relation to both academic and welfare matters. Any issues that cannot be resolved with your Adviser can be taken to a member of your Programme Team, your Programme Directors or, ultimately, the Director of Graduate Studies.

### **8.3 Alumni Association**

LSE's Alumni Association is your lifelong network of over 100,000 alumni. You automatically become a member upon graduation.

The network includes over 70 international and special interest groups as well as a diverse programme of events for all alumni to enjoy.

Membership is free and by registering with the Houghton Street Online community, you will be able to stay connected with former classmates and the School after your graduation. You will receive a monthly e newsletter and the biennial alumni magazine, *LSE Connect*.

LSE alumni also have access to:

- Alumni Professional Mentoring Network
- LSE Careers Service
- An email forwarding address to continue using an LSE email address
- The Library's superb printed collections on a reference basis, and can borrow free of charge

For more information about the benefits and services available to alumni, please contact the Alumni Relations team on [alumni@lse.ac.uk](mailto:alumni@lse.ac.uk).

### **8.4 Business Continuity Management**

Business continuity management is concerned with:

- Anticipating and preventing avoidable interruptions to the work of the School
- Planning for recovery from the impact of low likelihood/high impact major incidents or events, such as the loss of a building or a terrorist attack,
- Managing with less serious events which may adversely affect the work of the School, such as pandemics and other health issues, power failures, severe weather conditions or disruption to travel from the weather or other causes, such as industrial disputes. These occur from time to time and we do all we can to keep the School running and keep you informed about what action is being taken.

The main method of communication with students and staff during all disruptive incidents is the LSE website and it is therefore important that you check the website regularly. We may also try to contact you by other means, such as LSE mobile, text or e-mail. Departments will be informed of developments and we may advise you to contact staff in your department during these periods.

The School seeks to manage all disruptive incidents swiftly so that work can return to normal as quickly as possible.

### **8.5 Careers Service**

LSE Careers is a very active service offering a wide range of activities about campus, online and in the Careers Service on Floor 3, Tower 3. Find out what is happening right now at: [www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)

Our aim is to advise you through the career planning and recruitment process, helping you to research options, acquire new skills and promote yourself to employers in the best way.

We do this through a programme of careers advice sessions, seminars, an extensive information website, fairs, forums, employer-led events and more.

LSE is very fortunate in attracting the top recruiters in many sectors which enables us to run an LSE-exclusive vacancy board full of internships, voluntary, part time and graduate positions.

LSE Careers also run a series of internships schemes. Internships can allow you to gain practical experience in your chosen sector, can help you develop a broad range of transferable skills and can act as the perfect platform to make key contacts for your future job search.

We work closely with employers to secure internship opportunities in all sectors with a focus on business and management and with entrepreneurs. We also source a series of graduate internships to help you make the transition from study to employment. You can search for internship opportunities throughout the year on [My Careers Service](#).

If you are considering a career in parliament, public and social policy, media policy or corporate social responsibility, look out for the LSE Internship scheme, which offers internships for up to 15 hours per week for postgraduate students. Applications open in early October each year. See: [www.lse.ac.uk/studentsinternships](http://www.lse.ac.uk/studentsinternships)

The LSE Volunteer Centre is also based within the Careers Service and is here to support you in finding voluntary roles while studying. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part time internships with charities.

The annual Volunteering Fair takes place in the first week of Michaelmas term and is a great opportunity to meet with over twenty charities. Throughout the year, we run skills, training and information events and work with charity partners to support student-focused projects, such as the READ Campus books drive, FoodCycle and the Teach First Access Bus.

Take a look at the Volunteer Centre website for practical information and advice about volunteering while at LSE and then search under 'volunteering' to browse through the exciting range of positions available on My Careers Service: [www.lse.ac.uk/volunteerCentre](http://www.lse.ac.uk/volunteerCentre)

Booking for all events and appointments at LSE Careers and searching for jobs and opportunities is available in one place on the **My Careers Service** system via our website. To get started, take a look at <http://www2.lse.ac.uk/intranet/CareersAndVacancies/careersService/Home.aspx>

## 8.6 Catering

<http://www.lse.ac.uk/collections/cateringServices/venues/Default.htm>

For details of catering facilities located around the School, please see the above website. LSE Catering Services became the first London university to achieve Fairtrade status in 2004. Fairtrade refreshments are available in all the School's catering outlets.

## 8.7 Certificate of Registration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at the School.

It details your full name, date of birth, term time and permanent home addresses, student number, the title, subject, start and end dates of your programme, registration status and expected date of graduation.

Once you are formally registered with the School you can print out your certificate instantly via LSE for You (LFY) under the 'Certificate of Registration' option. Should you experience difficulties using the LFY system, or require a certificate with additional information, please email [registry@lse.ac.uk](mailto:registry@lse.ac.uk). Your certificate should be available within three working days, although it may take up to five working days during busy periods. Additionally, should you require an LFY-produced certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you.

For more information please see [lse.ac.uk/certificateofregistration](http://lse.ac.uk/certificateofregistration)

### **8.8 Change of address**

If you change your term-time address, you must inform the Student Services Centre. This change can be made by you, using LSEforYou, located on the front page of the LSE website. Your address is protected information and will not be disclosed to a third party without your permission unless it is for reasons of official School business. It is important that you keep us informed of your private address (and telephone number).

### **8.9 Chaplaincy**

The LSE Chaplaincy is available to all students, of any faith or none. It serves two purposes. Firstly, to provide pastoral support to anyone seeking non-judgemental conversation or advice. Secondly, to support religious life and cohesion within the wider School community. It holds regular events and services for the whole school such as the Christmas Carol Service and the Holocaust Memorial Day Commemoration, as well as a weekly ecumenical communion service and Catholic Mass during term. The Chaplain also convenes the Interfaith Forum which exists to promote dialogue and good relations on campus. The Chaplaincy can put you in touch with any of the faith communities on campus.

To find out more about the Chaplaincy visit: [www.lse.ac.uk/chaplaincy](http://www.lse.ac.uk/chaplaincy)

### **8.10 Communication with students**

You are expected to check your email regularly (using your School-supplied email address), and Moodle, as both academics and administrators routinely use this medium in order to communicate with students.

### **8.11 Cumberland Lodge**

#### **(Friday 13 January to Sunday 15 January 2012)**

Cumberland Lodge is a Royal House set in the picturesque surroundings of the Great Park, Windsor. Every year the Law Department arranges a weekend away for staff and law department students, the purpose of which is to create an informal and friendly environment where issues related to the law can be discussed.

The discussions centre around a series of lectures given by a number of interesting speakers, some of whom come from the legal profession and others from academia. The lectures usually cover a great diversity of topics and disciplines, ranging from, for instance, international human rights and environmental protection to contemporary problems in company law and criminal justice reform.

In addition to all this serious stuff, you will have plenty of free time to get to know your fellow students, stroll the grounds or visit the local public house! This academic year, the weekend will take place on Friday 13 January to Sunday 15 January 2012. The trip is subsidised by the Law Department, but each student who attends will be required to

contribute a sum of £100.00. This price includes accommodation, food and transportation to and from Cumberland Lodge. . Students from previous years found the trip stimulating and entertaining, and a worthwhile break from London.

**Students can register from Monday 7 November 2011; registration will close on Sunday 13 November 2011.**

Places are limited, so if you wish to go, please sign up as soon as possible via the eshop <https://eshop.lse.ac.uk/> Please note that the weekend is only open to LSE Law Department students.

A very limited number of bursaries are available for students experiencing particular (emailed to you) **and submit it to Rachel Yarham by Monday 14 November 2011.** Please note that applicants must register and pay in advance for Cumberland Lodge and if your application is successful, a refund will be given.

**Please note that refunds will be given up to and including 27 November 2011. Refunds will not be given after this date.**

**If you wish to cancel your place, please contact Rachel Yarham.**

For more information on Cumberland Lodge and its surroundings, visit their [website](#). See also the [Cumberland Lodge Law Department Facebook Group](#).

### **8.12 Deans of Undergraduate and Graduate Studies**

The Deans have a wide range of duties relating to both academic and pastoral aspects of student life. They are available to any student who wishes to discuss a personal or academic matter and they support students who experience difficulties during their studies. The Deans are responsible for student disciplinary matters and can also assist students who wish to change Academic Adviser or Supervisor. The Deans can see students by appointment or during their office hours, which are published outside of OLD 2.04 on the second floor of The Old Building.

To arrange an appointment with either of the Deans contact:  
Debra Ogden, Executive Assistant to the Deans, Student Service Centre, 020 7955 6860, [d.oggen@lse.ac.uk](mailto:d.oggen@lse.ac.uk)

### **8.13 Degree Certificates**

The degree certificate details your full name, level of award, programme of study, and class of degree or other award obtained.

Your certificate will be available for collection on the day of your presentation ceremony. If you are unable to attend the ceremony, your certificate will be posted out to your home address within four weeks of the ceremony so please ensure that your home address is complete and up-to-date on LSE for You.

For more information, please see [lse.ac.uk/degrecertificates](http://lse.ac.uk/degrecertificates)

### **8.14 Disabled and Dyslexic Students (services)**

Disability equality is the responsibility of the whole School. If you are disabled, dyslexic or have a long term medical condition you are entitled to services from the School to facilitate equal access to services and help with your studies. The Disability and Well-being Service (DWS), headed by Nicola Martin, co-ordinates specialist individual assistance, for example, advice from a mental health adviser or neurodiversity specialist.

This is formulated by the DWS in collaboration with the student and outlines relevant reasonable adjustments. Dissemination is controlled by the student.

For further information please visit <http://www.lse.ac.uk/collections/disabilityOffice/> or email [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk).

### **8.15 Email**

The School will use your LSE email address to communicate with you so you should check it regularly. We recommend that you develop a filing system, frequently deleting and archiving mail to ensure you stay within your email storage limit. The email program, Microsoft Outlook is available on all student PCs on the LSE network. You can also access e-mail off-campus using webmail and remote desktop or, on the move using email clients for laptops and mobile phones. For instructions on how to do this visit <http://www2.lse.ac.uk/intranet/LSEServices/itservices/remote/>

### **8.16 English Language Support and Foreign Language Courses**

#### **English Language Support**

If English is not your first language the Language Centre is on hand to give you advice and support throughout your time at LSE. The support is free and starts as soon as your main course starts. There are specific classes for academic units and information sessions are held during the first days of term to advise you on the most appropriate classes to take. Classes begin in week 2 of the Michaelmas Term. Please see <http://www2.lse.ac.uk/language/EnglishProgrammes/EnglishHome.aspx> for information on the English for Academic Purposes (EAP) In-sessional Support Programme.

#### **Language and Literature study – Degree Options and Certificate Courses**

As well as a range of Language & Society and Literature & Society degree options available on all undergraduate programmes the LSE Language Centre also offers an extra-curricular programme in a range of modern foreign languages which is open to all LSE members for a fee. To help you choose the most appropriate course there are a series of information sessions and individual appointments held during the first weeks of term. Courses start in week 5 of the Michaelmas Term and the cost of a standard course in 2011/12 is £215.00. Please see <http://www2.lse.ac.uk/language/ModernForeignLanguages/MFLHome.aspx> for information on the Modern Foreign Language (MFL) Certificate Course Programme.

### **8.17 Equality and diversity at LSE**

The School is committed to ensuring equal access, treatment and opportunity for all students irrespective of their age, gender, disability, race, nationality, ethnic or national origin, religion, sexual orientation or personal circumstances. The Equality Act 2010 which came into force in October 2010, imposes duty on all public bodies, including Higher Education Institutions (HEIs), in respect of the need to:

- eliminate discrimination, harassment and victimisation,
- advance equality of opportunity and
- foster good relations between diverse groups

In response to the duty, the School has developed an overarching Single Equality Scheme as the main School strategy on Equality and Diversity. The scheme sets out a commitment over the next three years to ensure policies and procedures comply with the law, and that services reflect the diverse needs of staff, students and visitors.

In practice, this means we will expect students and staff to:

- Actively oppose all forms of discrimination and harassment;

- Reflect on prejudices, including examining the use of inappropriate language and behaviour;
- Strive to create an environment in which student goals may be pursued without fear or intimidation;
- Not victimise any student who has complained, or who has given information in connection with such a complaint;
- Challenge and/or report unacceptable behaviour which is contrary to equality legislation and principles;
- Treat all peers fairly and with respect;
- Foster an inclusive environment for all students to access opportunities, and participate fully in the learning process;
- Equip students with the skills, concepts and values which enable them to challenge inequality and injustice in their future work;
- Ensure that learning or any other materials do not discriminate against any individuals or groups;
- Ensure that learning resources are equally accessible by all students.

For further advice or information on Equality and Diversity, please visit the School's Equality and Diversity website where we have detailed information on school policies, resources and news related to equality and diversity. You can also contact The School's Diversity Adviser, Carolyn Solomon-Pryce on Ext 6171/email [c.solomon-pryce@lse.ac.uk](mailto:c.solomon-pryce@lse.ac.uk)

### **8.18 Financial Support**

The Financial Support Office is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located within LSE's Student Services Centre with a daily drop in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary.

#### *Student Support Fund*

For students who register with sufficient funding but who subsequently experience unforeseen financial difficulties. In all cases applicants need to provide supporting documentation.

#### *Access to Learning Fund*

To assist Home UK students with their living costs. Funds are limited and priority is given to undergraduates, students with children, disabled students, and final year students.

#### *Short Term Loan facility*

For students experiencing acute cash flow difficulties whilst awaiting a guaranteed source of funds (e.g. a loan or salary payment). Students may borrow up to £500, repayable within 4 weeks. Short Term Loans normally take between 24 and 48 hours to process.

Full details and application forms are available from [www.lse.ac.uk/financialSupport](http://www.lse.ac.uk/financialSupport).

### **8.19 Finding your way around LSE**

The geography of the School can seem complicated at first, but you will find direction signs spread around the buildings, and maps and diagrams in various School publications. Maps are available at <http://www.lse.ac.uk/resources/mapsAndDirections/>

### **8.20 General School and Programme Regulations**

The School has Regulations and Codes of Conduct covering many aspects of student life and it is a good idea to familiarise yourself with the policies which exist.

Some of the regulations explain the organisation and conduct of your academic study and you are advised to refer to the General Academic Regulations and Programme

Regulations. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

The following web link details the General Academic Regulations.

<http://www.lse.ac.uk/resources/calendar/academicRegulations/generalAcademicRegulation.htm>

The following web links detail the School's Programme Regulations.

- Regulations for Diplomas
- Regulations for First degrees
- Regulations for Short Courses and Summer School
- Regulations for the consideration of appeals against decisions of boards of examiners for taught courses
- Regulations for research degrees
- Regulations for Taught Masters degrees (before 2009/10)
- Regulations for Taught Masters degrees (entering in or after 2009/10)
- Research degrees - see Regulations for research degrees
- Regulations on assessment offences: other than plagiarism

and the following web link gives you an a-z list of relevant regulatory documents where you can find further details of all School Regulations.

<http://www.lse.ac.uk/resources/schoolRegulations/atoz.htm>

### **8.21 International Student Immigration Service (ISIS)**

We provide detailed advice on our website which is updated whenever the immigration rules change and you can also come to our drop-in service in the Student Services Centre reception. We run workshops to advise students applying to extend their stay in the UK and in complex cases we can also arrange an individual appointment for you.

We can advise you on the following:

- Applying to extend your stay in the UK
- Applying to come to the UK to study from overseas
- Switching immigration categories
- Immigration implications if you need to interrupt your studies or retake your exams
- Correcting the end date of your visa if there has been a mistake
- What to do if your visa application is returned as invalid or is refused
- Registering with the police
- What to do if your passport is lost or stolen
- Travelling in and out of the UK

For more information including drop in times and dates of workshops go to:

<http://www2.lse.ac.uk/intranet/students/ISIS/About%20ISIS.aspx>

### **8.22 Interruption / Deferral / Withdrawal**

If you experience any difficulties during your time at LSE then you should make sure that you keep in regular contact with your Academic Adviser. He/she will be able to help signpost you to appropriate services within the School so that you receive the necessary support to hopefully enable you to continue studying successfully.

However, should this not be the case, you may wish to consider the following options:

*Interruption:* with approval from your department you can interrupt your programme by taking an authorised break in your studies, normally from the end of one term and for one calendar year.

*Deferral:* if you complete the teaching year but have difficulties during the examination period then in exceptional circumstances you can apply to defer an examination(s) to the following year.

*Withdrawal:* withdrawing means that you are permanently leaving the programme. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

For more information, please see [lse.ac.uk/registration](http://lse.ac.uk/registration)

## **8.23 IT Support**

*Student IT Help Desk - first floor, Library*

Contact the IT Help Desk for support regarding School-owned hardware and software on the LSE network, network and email account issues, and general IT queries.

*VITA (Virtual IT Assistance)*

Double click on the 'Virtual IT Assistance' icon on the desktop of a campus PC to get real-time assistance from an IT Help Desk Adviser during opening hours.

*Laptop Surgery - S198, St Clements Building*

Visit the Laptop Surgery for free advice and hands on assistance with problems connecting to LSE resources from personally owned laptops and mobile devices.

*IT Support for disabled students*

IT Services is committed to providing facilities and support for disabled students, to ensure equality of access to services. Additional PCs and printing facilities for disabled students are provided in the public computer areas in the Library. Other facilities are available in three dedicated PC rooms in the Library (R25,26) and St Clements Building (S073). We also provide one-to-one support for disabled students who wish to become familiar with adaptive technologies and software.

For contact details and further information about our services visit

[www.lse.ac.uk/itservices](http://www.lse.ac.uk/itservices)

## **8.24 Libraries**

### **8.24.1 The LSE Library**

Your LSE student card is also your Library card. No additional registration with the Library is required.

#### **We're here to help you make the most of the Library:**

- Visit the Library Welcome Point at the beginning of term for general information, your student guide, and other freebies. Staff are available to answer your questions.
- You can download a podcast and get started with all the information you need on the Library website at: <http://www.lse.ac.uk/library/orientation/>
- Use our Library Catalogue to locate books and journals. Locations are illustrated on an electronic map: <http://catalogue.lse.ac.uk>
- Sign up to a course about how to find items from your reading list, and other training events from across the School, at <http://training.lse.ac.uk/>.

- Staff at the Help Desk on the first floor are available for any enquiries about using our collections and electronic resources.

When inside the Library building, please remember:

- Respect the zone you are in and keep noise to a minimum in Quiet and Silent zones.
- You can eat in the Escape area (before the turnstiles) but drinks can be brought into the Library
- Fully vacate your study place for others when taking a break.
- Do not leave your bags unattended.

Follow us at

[www.twitter.com/LSELibrary](http://www.twitter.com/LSELibrary)

[www.facebook.com/LSELibrary](http://www.facebook.com/LSELibrary)

You can also contact the Library with the online enquiry form:

<http://www2.lse.ac.uk/library/enquiriesandfeedback/email.aspx>

**When inside the Library building, please remember:**

- Switch your mobile phone to silent mode when entering the Library building.
- Make all mobile phone calls in a designated 'Mobile Phone Zone'.
- Eat and drink in the escape area (before the turnstiles)
- Fully vacate your study place for others when taking a break.
- Observe the no smoking rule.
- Do not leave your bags unattended.
- Show your Library card if asked.

**8.24.2 The Shaw Library**

This is a small lending collection of general literature, daily newspapers and magazines, and a substantial collection of recorded music. It is housed in the Founders' Room on the sixth floor of the Old Building, serving as a quiet room where lunchtime concerts are held on Thursdays in the Michaelmas and Lent Terms.

**8.24.3 The Institute of Advanced Legal Studies**

The IALS library is located in Russell Square about half a mile North of LSE and is the main legal research library in London and extensive holdings of laws, journals and books relating national laws, transnational and international law.

In order to access the Library and use the facilities, you must complete the blue application form that came with your Orientation pack and take it, along with your LSE ID card to the Institute. The application form is also available from:

[http://ials.sas.ac.uk/library/admiss/application\\_forms.htm](http://ials.sas.ac.uk/library/admiss/application_forms.htm)

**8.25 LLM Committee**

At the start of the School year the students form an LLM Committee. The LLM Committee traditionally organises various social events during the year, usually off campus. These functions help to bond the student body and contribute to making the LLM year in London a memorable one. The LLM Student Advisers play a supporting role and assist with the selection of appointments to the Committee, including President, Student Representative and Careers Officer. The Advisers continue to support by offering advice, suggesting events and helping with arrangements should this prove necessary. Before events take place, the plans should be discussed with the LLM Deputy Programme Director and/or the LLM Student Advisers.

The LLM Committee usually organises the production of a 'Yearbook' to mark the end of the academic year, so that all students have a tangible record of their LLM cohort, and a record of their contact details.

### **8.26 LLM Specialist seminars (LL4A1)**

A series of ad-hoc one hour seminars running during Michaelmas and Lent Terms. These are intended to expand students' horizons beyond the confines of individual subject boundaries, and some sessions are specifically intended to give you an insight into the world of legal practice and its practical and theoretical concerns. Seminars will be conducted by visiting barristers, solicitors, judges and academics, many of whom are LSE Alumni. These sessions are intended to be small-group sessions (25-30 students with a particular interest in the issue under discussion), not public lectures to the whole LLM student body. The programme will be advertised on Moodle LLM General Course.

### **8.27 LSE Day Nursery**

The London School of Economics (LSE) Day nursery is registered under the Early Years sector. Our registration allows us to provide care and learning for 63 children in total. Currently, this is divided into 23 babies aged 3months to 2 years; 24 toddlers aged between 2-3years; and 16 pre-school children aged between 3-5 years.

The nursery is located in the basement of a LSE student Hall of Residence on Wild Street and primarily serves students and staff of the LSE but external parents can also apply for a place.

The nursery has four main rooms, two baby rooms, one with 12 babies and the other accommodating 11 babies; a toddler room which can take 24 children; and a pre-school room which can take 16 children. The nursery is opened from 8:45am-6:15pm. We are opened for 50 weeks of the year, except for bank holidays and a week at Christmas and Easter.

The nursery can be accessed by a lift or a flight of stairs which have been fitted with two handrails that are fitted at heights suitable for both children and adults.

### **8.28 LSE for You (LFY)**

LSE for You is a personalised web portal which gives you access to a range of services. For example, you can:

- view or change your personal details
- reset your Library and network passwords
- monitor and pay your tuition fees online
- check your exam results

You can also access online tutorials on how to navigate and personalise LSE for You via its login page. Use your LSE network username and password to login. Access LSEforYou at [lse.ac.uk/lseforyou](https://lse.ac.uk/lseforyou)

### **8.29 LSE Student Counselling Service**

The LSE Student Counselling Service is part of the Teaching and Learning Centre and is located in our main office on the 5<sup>th</sup> floor of 20 Kingsway. This free and confidential service aims to enable you to cope with any personal or study difficulties that may be affecting you while at LSE. Throughout the academic year, there are also group sessions and workshops concerning issues such as exam anxiety and stress management. For full details, please see [lse.ac.uk/counselling](https://lse.ac.uk/counselling)

All counselling sessions need to be booked in advance, but there is a limited number of daily drop in sessions available (please see the website). You can make appointments by

email ([student.counselling@lse.ac.uk](mailto:student.counselling@lse.ac.uk)), phone (020 7852 3627) or by coming in to the Teaching and Learning Centre Reception (Room KSW.G.507).

### **8.30 LSE Students' Union**

The Students' Union is led by students, for students and exists to make your time at the School the best it can be. It helps students out when they get into trouble, gets students together who have similar interests and supports students to change the world around them.

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising
- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society
- Welfare and student support – the Student Support Unit of legally-trained advice workers offers free, confidential advice when things go wrong or you need help
- Commercial services – the Union runs the Three Tuns Pub, the Underground Bar, two Shops and the LSE Gym which fund everything the Union is able to do

#### ***Executive Committee Team (2011-2012)***

Alex Peters-Day – General Secretary

Amena Amer – Education Officer

Lukas Slothuus – Community & Welfare Officer

Stanley Ellerby-English – Activities & Development Officer

Hannah Geis – International Students' Officer

Lois Clifton – Ethical & Environmental Officer

Benjamin Butterwoth – LGBT Students' Officer

Sherelle Davids – Anti Racism Officer

Polly McKinlay – Disabled Students' Officer

Lucy Mcfadzean – Womens' Officer

Brendan Mycock – Athletics' Union President

To be elected in Michaelmas – Postgraduate Students' Officer

To be elected in Michaelmas – Mature & Part-Time Students' Officer

[su.info@lse.ac.uk](mailto:su.info@lse.ac.uk)

[www.lsesu.com](http://www.lsesu.com)

### **8.31 Moodle**

Moodle is LSE's Virtual Learning Environment (VLE). Moodle is a password protected web environment that may contain a range of teaching resources, activities, assignments, information and discussions relating to your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course. Not all teachers choose to use Moodle.

Moodle can be accessed from any computer connected to the internet, on and off campus. To access Moodle go to <http://moodle.lse.ac.uk/> and use your LSE user name and password to log in. This page also has links to help and advice on using Moodle.

To get started with Moodle see [http://moodle.lse.ac.uk/file.php/1/generic\\_flyer.pdf](http://moodle.lse.ac.uk/file.php/1/generic_flyer.pdf)

You will also find links to Moodle from a number of web pages including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the IT helpdesk.

### **8.32 Office hours**

All members of LSE teaching staff hold weekly **term-time** office hours in connection with each course they teach. This represents a means of additional guidance and support to individual students taking their course(s), and may be used for queries on assessed coursework.

#### **8.32.1 Booking Appointments**

*Office Hours* is an easy to use application on LSEforYou that allows students to book appointments with academics within the Law Department.

Please log into LSEforYou, and you should see the *Office Hours* application listed. Once you have booked your appointment, you will automatically receive an email notification confirming your booking. You can also cancel your appointment through *Office Hours* should you be unable to attend.

A detailed and easy to follow User Guide is available on *Office Hours* should you have any difficulty in using the application. If you still have any difficulties, please contact the administrator responsible for the academic you are trying to book.

### **8.33 Paid employment during your studies**

Having to take paid employment during the academic year will not normally be accepted by examiners as a legitimate mitigating circumstance in the event of a performance at a lesser level than could otherwise have been expected. In the event that a student has no choice but to take some paid employment, under School regulations the total hours cannot exceed 15 hours per week.

### **8.34 Part-time study**

The Department admits a small number of part-time students each year, spread across the range of subject specialisms. Part-time students must meet the same requirements, but have an extended period during which to complete their programme. It is the responsibility of part-time students to ensure that their other commitments allow them to attend their seminars, complete written assignments and attend examinations. Special arrangements cannot be made for them. That said, the Department recognises that other commitments can make it difficult for such students to become fully integrated into the life of the Department. For that reason, all part-time students are assigned to one Academic Adviser.

### **8.35 Plagiarism/Academic Dishonesty**

The work you submit for assessment must be your own. If you try to pass off the work of others as your own you will be committing plagiarism.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such, being placed inside quotation marks and a full reference to their sources must be provided in proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source.

The examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing plagiarism may be referred to an Assessment Misconduct Panel which may result in severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your course teachers, Academic Adviser or the Library, see link below. The Regulations on Plagiarism can be found at the following web link.

<http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm>

Citing and Referencing:

[http://www2.lse.ac.uk/library/services/training/citing\\_referencing.aspx](http://www2.lse.ac.uk/library/services/training/citing_referencing.aspx).

### **8.36 Presentation Ceremonies**

Presentation ceremonies are held twice a year: in July for students who have followed undergraduate or nine-month taught postgraduate degree programmes, and in December for students who have followed twelve-month taught postgraduate degree programmes. MPhil/PhD research students are presented at both the July and December ceremonies.

Invitations are emailed to all students expected to successfully complete their programme of study around two months before the ceremonies. Tickets can then be booked online. The ceremonies take place in the Peacock Theatre and you are able to bring along two guests. The ceremony itself usually lasts between one and one and a quarter hours and is immediately followed by an on-campus drinks reception.

For more information on the presentation ceremonies, please see:

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/ceremonies/presentationCeremonies.aspx>

### **8.37 Public lectures**

Throughout the year there are special School lectures, open to everyone, usually held in the Old Theatre. Upcoming lectures are advertised on the large computer screens around the School and on the School homepage under 'Events'. You can also keep up to date with the latest information through the LSE Events email information service which enables you to receive email notification of new events and public lectures at LSE when they are announced. See: <http://www.lse.ac.uk/collections/LSEPublicLecturesAndEvents/>

### **8.38 Quality Assurance**

The School's approach to quality assurance is set out in the document 'Towards a Strategy for Managing Academic Standards and Quality':

<http://www2.lse.ac.uk/intranet/LSEServices/TQARO/InternalQualityAssurance/TowardsAStrategy.aspx>. It sets out broad principles for assuring academic standards and for enhancing the quality of educational provision.

The School's Teaching, Learning and Assessment Committee (TLAC) is the body responsible for ensuring that the School and Departments discharge their responsibilities under 'Towards a Strategy'. It does this by receiving reports on a range of related areas: degree and course outcomes, external examiners' reports, reviews of Departments and Institutes, and national developments in quality assurance, to name but a few. It also monitors the outcomes of the quality assurance processes that Departments and Institutes operate locally, e.g. Staff-Student Liaison Committees, course and programme monitoring/review, Departmental/Teaching meetings, consideration of teaching surveys, etc.

TLAC is serviced by the Teaching Quality Assurance and Review Office (TQARO). This office is responsible for supporting the School's quality assurance infrastructure. This includes acting as the School's point of contact with the Quality Assurance Agency, a national body that safeguards quality and standards in UK higher education.

Further details about TQARO's work can be found here:

<http://www2.lse.ac.uk/intranet/LSEServices/TQARO/Home.aspx>

### 8.39 Requesting written references

If you are asking an academic to write a reference for you, you should be aware of the following guidelines:

- Please give referees at least three weeks' notice before the reference is due.
- Senior members of staff in particular may well be asked to write scores of references every term. Often each reference requires updating or adaptation to a specific job or scholarship. It is in your own interest to give the referee enough time to do it justice.
- Never put down someone's name as a referee without asking them in advance.
- Provide all the information needed to write the reference. Make sure that you have filled out your part of any form you submit.
- It is helpful if you include all the information your Academic Adviser will need in a single email, with a clear subject line. You might, for example, wish to remind your Adviser of scholarships awarded or internships undertaken.
- Sometimes an application requires a reference from the programme convener. If so, the usual practice is for your Academic Adviser to produce a draft which the programme convener will then sign.
- Once someone agrees to be a referee, he or she has the obligation to do the job on time. Inevitably, busy people writing scores of references sometimes forget so gentle reminders are worthwhile.
- By putting your CV on the CV builder on LSEforYou, your referee will be able to see your work experience and extra curricular activities, so enabling them to write a fuller reference for you. You should not normally name your Academic Adviser as a referee for a job unless you have first discussed the matter with him or her, although a general discussion may result in a blanket permission to use his or her name as a referee if you are applying for a number of jobs.

### 8.40 Results and Transcripts of Results

The School releases information about marks to students after they have been officially ratified by the relevant School Board of Examiners. For the most up to date information on results publication dates, please see [lse.ac.uk/results](http://lse.ac.uk/results).

After each examination session continuing students will be able to request a transcript of your marks called an 'intermediate transcript' online via LSE for You. The Student Services Centre aims to despatch all requests for intermediate transcripts within five working days of the online request being made.

Transcripts for finalists are issued digitally within five working days of the final results being published.

For more information, please see [lse.ac.uk/transcripts](http://lse.ac.uk/transcripts).

Staff in the Student Services Centre can provide you with guidance on the School's academic regulations, and degree classification schemes.

**Please note:** the School will not release your results if you owe any fees. Please check your balance on LSEforYou to see if you have any tuition, halls or library fees outstanding and contact the Finance Office on [fees@lse.ac.uk](mailto:fees@lse.ac.uk) if you have any queries.

#### **8.41 Staff student liaison committees**

Staff-Student Liaison Committees (SSLCs) take place at a departmental or institute level and typically meet once a term. The meetings provide a forum for students to share their views about their programmes of study and to discuss issues that affect the student community as a whole. SSLCs are made up of student representatives from each programme of study together with appropriate academic staff. Normally, there is one representative for each year of each programme, although this can vary depending on the number of students in the department/institute.

The SSLC also elects one representative to attend the relevant School level Students' Consultative Forum. More information on the Consultative Fora can be found by following the link <http://www2.lse.ac.uk/studentRepresentation/home.aspx>.

#### **8.42 Student Services Centre (SSC)**

The Student Services Centre provides advice and information on the following services

- Admissions (drop-in service)
- Certificates of Registration
- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques (drop-in service)
- Financial Support – Advice on scholarships, awards, prizes, emergency funding and studentships
- Information for new arrivals
- Programme Registration
- Presentation of Awards Ceremonies
- Transcripts and Degree certificates
- Visa and immigration advice

The SSC provides a counter service for students at the following times:

- 10am–5pm every weekday during term time (except 10am-4pm on Wednesday)
- 10am-4pm every weekday during vacation.

You can also contact us by telephone. Details of who to contact and more information on advice can be found on our website: [www.lse.ac.uk/ssc](http://www.lse.ac.uk/ssc)

#### **8.43 Student Complaints on Academic Matters**

The School, via the Academic Registrar's Division, understandably offers detailed guidance to students on what to do should they have a complaint. In particular, it sets out the principles and procedures for dealing with student complaints.

In particular, students should note paragraph 18 of the guidance:

- “18. A student who is dissatisfied with an academic matter should first raise the issue at a local level within the department or institute concerned as soon as possible ("departmental resolution").
- 18.1 If an undergraduate, the student should address the matter with his/her Tutor, Departmental Tutor, Departmental Convener or the Dean of Undergraduate Studies as appropriate.
- 18.2 If a graduate student, the student should address the matter with his/her Supervisor, Tutor, Programme Director, Research Student Tutor, Departmental Convener or Dean of Graduate Studies, as appropriate.

The full text of the guidance is set out at: [lse.ac.uk/students\\_complaints](http://lse.ac.uk/students_complaints)

#### **8.44 Student Study Support**

The LSE Teaching and Learning Centre offers study support, with specialist provision for undergraduate and taught Masters students. There is a series of lectures and workshops throughout the academic year covering essay writing, time management, preparing for exams, dealing with stress, etc: see <http://www2.lse.ac.uk/intranet/LSEServices/TLC/Home.aspx>. A limited number of one-to-one appointments can also be booked with a study adviser to discuss strategies for quantitative/qualitative subjects or with the Royal Literary Fund Fellow to improve writing style: email [studentsupport@lse.ac.uk](mailto:studentsupport@lse.ac.uk) or call 020 7852 3627. You are encouraged to register on the Teaching and Learning Centre Moodle course Learning World from the beginning of the Michaelmas Term and to regularly check LSE Training (<http://training.lse.ac.uk/>) for full details of resources and courses to support your learning.

#### **8.45 Student Teaching Surveys**

The Teaching Quality Assurance and Review Office (TQARO) conducts two School-wide surveys each year to assess students' opinions of teaching, one in each of the Michaelmas and Lent Terms. They give students the opportunity to give feedback on their lectures and class/seminar teaching. They provide lecturers and teachers with important information about the perceived quality of their teaching, and the School with a measure of general teaching standards. They are conducted via paper questionnaires which are distributed in classes and lectures.

Teaching scores are made available to individual teachers, heads of departments, course conveners, the Director of the Teaching and Learning Centre and Pro-Director (Teaching and Learning). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators. These can be found on the TQARO website: <http://www2.lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results/Home.aspx>.

#### **8.46 Timetables**

The Timetables Offices is responsible for scheduling and allocating rooms to all of the Schools Undergraduate, Masters and Research taught courses. The timetable of all taught courses can be viewed on the Timetables web page:

<http://www2.lse.ac.uk/intranet/diaryAndEvents/timetables/Home.aspx>

(The timetables web page refreshes overnight and any changes made to teaching will appear the following day.)

You must use LSE for You to select your courses and seminar groups. Your personal Timetable can then be viewed in LSE for You.

Notification of changes to teaching arrangements is done via email or Moodle.

#### **8.47 University of London Facilities: Lectures and Libraries**

The LSE is a part of the University of London, and as such has links to some University of London libraries. If the need should arise to research special topics that go beyond the LSE Library collection, students are advised to check if Senate House or School of Oriental and African Studies libraries hold the required items. Readers' tickets are available by filling out a form distributed through the Library information desk (first floor). Both libraries are within walking distance from the LSE (Russell Square tube station).

Students in the past have enjoyed special lectures held by various University of London hosts. Whilst you are studying at LSE, it is worth investigating if there are any particular

lectures being given by Goldsmiths, School of Oriental and African Studies or University of London departments.

#### **8.48 Vacations**

During LSE vacation periods, academic staff will not be available to meet with students. It is important that you organise your workload accordingly. Administrative staff are available all year round, but generally do not hold official office hours during vacations.

LSE closes for a few days over Christmas and Easter. During this time, all the Department's offices will be closed, and there will be minimal facilities available throughout the School. Details will be published online closer to the time.

#### **8.49 Volunteer to represent LSE**

Although your graduation day may seem a long way off, over the next year or so your thoughts may turn to what you will do after you leave LSE. Before you forget about your days on Houghton Street, you may be interested to know that, as an alumnus / alumna, you can use your own experience of studying at the School to help advise prospective LSE students. The Student Recruitment Office runs an Alumni Recruitment Volunteer (ARV) programme which supports a network of LSE alumni around the world who have volunteered to offer information to prospective students on what it is like to study at the School, to live in London and the UK and to answer general enquiries on particular courses of study. Opportunities for volunteering range from delivering a presentation to students at your old school or university to representing LSE at a recruitment fair.

We hope that you will enjoy your time at LSE and that you will want to recommend studying at the School to other potential students. If this is the case, please visit the Alumni Recruitment Volunteers website and complete the application form to join our worldwide network of volunteers:

<http://www2.lse.ac.uk/alumni/GraduateAdvance/alumniVolunteering.aspx>

#### **8.50 Volunteering with LSE's Widening Participation (WP) team**

WP aims to raise aspiration and attainment in young people from London state schools. We deliver a number of key projects that encourage young people from under-represented backgrounds to aim for a university education. We need enthusiastic LSE students to be inspiring role models and to contribute to the success of our programmes.

We require help with three particular projects: Student Ambassadors, Student Tutoring and Student Mentoring. Mentoring and Tutoring require a weekly commitment; Student Ambassadors is flexible; you can volunteer when you're available.

There are many benefits to working with young people and volunteering your time. These include getting involved and giving back to your local community, strengthening your C.V. and personal satisfaction.

Come and find our stand at Fresher's Fair, look out for posters around campus and attend one of our information presentations the week after Fresher's. Visit our website: [lse.ac.uk/wideningparticipation](http://lse.ac.uk/wideningparticipation) or email [widening.participation@lse.ac.uk](mailto:widening.participation@lse.ac.uk)

#### **8.51 Welfare Services (see also individual entries in this handbook)**

The Student Counselling Service offers you the opportunity to talk confidentially about any issues that are causing you concern.

[lse.ac.uk/disability](http://lse.ac.uk/disability)

The Disability and Well-being Service can set up an Individual Student Support Arrangement for any students with a disability, including dyslexia. This support can cover issues such as travelling to LSE, getting around campus, course-work deadlines, class materials, and examination arrangements. [lse.ac.uk/disability](http://lse.ac.uk/disability)

The Students' Union has an Advice and Support Centre which provides legal advice on housing, immigration, visa extensions, employment problems, welfare benefits, grants, fee status and disability rights. <http://www.lsesu.com/support/>

The Chaplaincy is available to all students of any faith, or none, to confidentially discuss anything and everything. [lse.ac.uk/chaplaincy](http://lse.ac.uk/chaplaincy)

Nightline is a free and confidential listening service run by students for students from 6pm to 8am. <http://nightline.org.uk/>

St Philips Medical Centre is an on campus NHS medical practice available to students living locally to the School. <http://www.lse.ac.uk/collections/medicalCentre/Default.htm>

#### Deans of Undergraduate and Graduate Studies

The Deans have a wide range of duties relating to both academic and pastoral aspects of student life. They are available to any student who wishes to discuss a personal or academic matter and they support students who experience difficulties during their studies. The Deans are responsible for student disciplinary matters and can also assist students who wish to change Academic Adviser or Supervisor. The Deans can see students by appointment or during their office hours, which are published outside of OLD 2.04 on the second floor of The Old Building.

To arrange an appointment with either of the Deans contact:  
Debra Ogden, Executive Assistant to the Deans, Student Service Centre, 020 7955 6860, [d.ogden@lse.ac.uk](mailto:d.ogden@lse.ac.uk)

## 9 List of courses

### 9.1 LLM list of courses, assessment and teachers 2011-12

Course code	Dissertation or Elective Essay Code	Course Title	Cap	Teaching Term (half unit)	Summative Assessment	Teacher
LL400	LL4N1	Jurisprudence and Legal Theory	30		50% exam 50% extended essay	Ms Anne Barron
LL402	LL4N2	Alternative Dispute Resolution	30		50% exam 50% extended essay	Prof. Linda Mulcahy
LL403	LL4N3	Copyright and Related Rights	30		100% exam	Ms Anne Barron
LL406	LL4N5	Introduction to Regulation <b>H</b>	30	MT	100% exam	Prof. Rob Baldwin
LL407	LL407	Media and Communications Regulation <b>H</b>	30	LT	100% extended essay	Dr Andrew Scott
LL409	LL4N7	Human Rights in the Developing World	30		50% exam 50% extended essay	Dr Chaloka Beyani
LL416	N/A	Regulating New Medical Technologies (Dissertation Only)	30		100% dissertation	Prof. Emily Jackson
LL418	LL4P5	European Administrative Law	30		100% exam	Prof. Carol Harlow
LL423	LL4P9	Rethinking International Law	30		100% exam	Prof. Susan Marks
LL425	LL4Q1	European Monetary and Financial Services Law <i>(full unit of LL4G9 &amp; LL4K9)</i>	30		100% exam	Prof. Niamh Moloney
LL430	LL4Q3	Competition Law	no cap		100% exam	Dr Pablo Ibanez Colomo
LL435	LL4Q7	Corporate Governance	60		100% exam	Dr Carsten Gerner-Beuerle
LL437	LL4Q8	Law of Corporate Finance <i>(full unit of LL4G8 &amp; LL4K8)</i>	no cap		100% exam	Dr Eva Micheler Prof. Niamh Moloney
LL439	LL4R1	Insolvency Law: Principles and Policy	30		100% exam	Prof. Vanessa Finch

LL442	LL4R2	International Business Transactions I: Litigation	30		100% exam	Prof. Trevor Hartley Mr Jacco Bomhoff
LL443	LL4R3	International Business Transactions II: Substantive Law	30		100% exam	Prof. Trevor Hartley Mr Jacco Bomhoff
LL444	LL4R4	Constitutional Theory	30		50% exam 50% extended essay	Prof. Martin Loughlin
LL445	LL4R5	International Criminal Law	no cap		100% exam	Dr Stephen Humphreys
LL446	LL4R6	Regulation: Legal and Political Aspects	30		100% exam	Prof. Rob Baldwin
LL447	LL4R7	International Economic Law	30		100% exam	Dr Andrew Lang
LL452	LL4T1	The International Law of Armed Conflict and the Use of Force (full unit of LL4A8 & LL4A9)	30		100% exam	Dr Stephen Humphreys Dr Andrew Lang
LL453	LL4T2	International Human Rights	no cap		100% exam	Prof. Christine Chinkin Dr Margot Salomon
LL454	LL4T3	Human Rights of Women	30		100% exam	Prof. Christine Chinkin
LL455	LL4T4	International Tax Systems	30		100% exam	Dr Eduardo Baistrocchi
LL458	LL4T5	Mental Health Law (full unit of LL4G7 & LL4K7)	30		100% exam	Prof. Jill Peay
LL460	LL4T7	International Law and the Protection of Refugees, Displaced Persons and Migrants	30		100% exam	Dr Chaloka Beyani
LL465	LL4U3	Law and Social Theory	30		50% exam 50% extended essay	Prof. Tim Murphy
LL468	LL4U6	Human Rights Law: The European Convention on Human Rights <b>H</b> (half unit of LL4B6)	30	MT	100% exam	Prof. Conor Gearty
LL469	LL4U7	Human Rights Law: The Human Rights Act <b>H</b> (half unit of LL4B6)	30	LT	100% exam	Prof. Conor Gearty
LL474	N/A	Modern Legal History (Dissertation only)	30		100% dissertation	Prof. Tim Murphy
LL475	LL4U9	Terrorism and the Rule of Law <b>H</b>	30	LT	100% exam	Prof. Conor Gearty
LL478	LL4V1	Policing & Police Powers	30		100% exam	Prof. Robert Reiner

LL479	N/A	Issues in Taxation (Dissertation only)	30		100% dissertation	Dr Ian Roxan
LL484	LL4V3	Regulation of Financial Markets	60		100% exam	Dr Philipp Paech
LL491	LL4V4	Taxation of Corporate Transactions	30		100% exam	Dr Ian Roxan
LL494	LL4V7	Value Added Tax (full unit of LL4Z3 & LL4Z4)	30		100% exam	Dr Ian Roxan
LL4A1	N/A	LLM Subject Area Specialist Seminars			NOT ASSESSED	Ms Mandy Tinnams
LL4A2	N/A	Dissertation Seminars			NOT ASSESSED	Dr Veerle Heyvaert
LL4A5	LL4U2	Investment Funds Law in Europe <b>H</b>	30	MT	100% exam	Ms Vivien Prais
LL4A6	LL4A7	Climate Change: Ethics, Development and International Law <b>H</b>	30	MT	100% exam	Dr Stephen Humphreys
LL4A8	LL4A3	International Law and the Use of Force <b>H</b> (half unit of LL452)	30	MT	100% exam	Dr Andrew Lang
LL4A9	LL4A4	Law in War ( <i>jus in bello</i> ) <b>H</b> (half unit of LL452)	30	LT	100% exam	Dr Stephen Humphreys
LL4B2	LL4V9	Advanced Issues of European Union Law	30		100% exam	Dr Jan Komarek
LL4B6	LL4V8	Human Rights Law in the UK (full unit of LL468 & LL469)	30		100% exam	Prof. Conor Gearty
LL4B9	LL4W3	Corporate and Financial Crime	no cap		100% exam	Vist. Prof. Jonathan Fisher
LL4C6	LL4Y2	Advanced Issues of International Commercial Arbitration <b>H</b>	60	LT	100% exam	Dr Jan Kleinheisterkamp
LL4C8	LL4Y4	Current Issues in Intellectual and Cultural Property Law	30		50% exam 50% extended essay	Prof. Alain Pottage
LL4C9	LL4Y5	Project Finance and Public Private Partnerships <b>H</b>	no cap	MT	100% exam	Vist. Prof. Roger McCormick
LL4D5	LL4X5	Legal Risk in the Financial Markets <b>H</b>	30	MT	100% exam	Vist. Prof. Roger McCormick
LL4D6	LL4X6	International and European Environmental Law	30		100% exam	Dr Veerle Heyvaert

LL4D7	LL4X7	Law of Mergers, Acquisitions and Restructurings in the EU and the United States <i>(full unit of LL4F3 &amp; LL4F4)</i>	90		100% exam	Mr Edmund Schuster Prof. David Kershaw
LL4E5	LL4M5	International Sale of Goods <i>(full unit of LL4G6 &amp; LL4K6)</i>	30		100% exam	Prof. Michael Bridge
LL4E7	LL4M7	Investment Treaty Law <b>H</b>	30	LT	100% exam	Dr Jan Kleinheisterkamp
LL4F2	LL4U5	The Law & Practice of International Finance <b>H</b>	no cap	LT	100% exam	Dr Jo Braithwaite
LL4F3	LL4M8	Mergers, Acquisitions and Restructurings in Europe <b>H</b> <i>(half unit of LL4D7)</i>	90	MT	100% exam	Mr Edmund Schuster
LL4F4	LL4M9	Takeover Regulation in the UK and the US <b>H</b> <i>(half unit of LL4D7)</i>	90	LT	100% exam	Prof. David Kershaw
LL4F6	LL4Y7	International Dispute Resolution: Non-Adjudicatory Processes <b>H</b> <i>(half unit of LL4F5)</i>	30	MT	100% exam	Prof. Christine Chinkin
LL4F7	LL4Y8	Comparative Constitutional Law <i>(full unit of LL4Z6 &amp; LL4Z7)</i>	30		100% exam	Dr Jo Murkens Dr Kai Moller
LL4G6	LL4S6	International Commodity Sales <b>H</b> <i>(half unit of LL4E5)</i>	30	LT	100% exam	Prof. Michael Bridge
LL4G7	LL4S7	Mental Health Law: The Civil Context <b>H</b> <i>(half unit of LL458)</i>	30	MT	100% exam	Prof. Jill Peay
LL4G8	LL4S8	Law of Corporate Finance A <b>H</b> <i>(half unit of LL437)</i>	no cap	MT	100% exam	Dr Eva Micheler
LL4G9	LL4S9	European Monetary and Banking Law <b>H</b> <i>(half unit of LL425)</i>	30	MT	100% exam	Prof. Niamh Moloney
LL4H2	N/A	Media Law: Regulating Publication <b>H</b>	30	MT	100% extended essay	Dr Andrew Scott
LL4H3	N/A	Media Law: Regulating Newsgathering <b>H</b>	30	LT	100% extended essay	Dr Andrew Scott
LL4H4	LL4X4	Financial Law <b>H</b>	no cap	MT	100% exam	Dr Philipp Paech
LL4H8	LL4H5	Employment Law <b>H</b>	30	MT	100% exam	Prof. Hugh Collins
LL4H9	N/A	Human Rights in the Workplace <b>H</b>	30	LT	100% extended essay	Prof. Hugh Collins
LL4K2	LL4J2	Law of International Economic and Financial Sanctions <b>H</b>	30	LT	100% exam	Vist. Prof. Jonathan Fisher Dr Rachel Barnes
LL4K3	LL4J3	Secured Credit in English, Comparative and International Law <i>(full unit of LL4F1)</i>	30		100% exam	Prof. Michael Bridge

LL4K4	N/A	The International Law of Self-Determination <b>H</b>	30	MT	100% extended essay	Dr James Irving
LL4K5	LL4J5	International Commercial Contracts - General Principles <b>H</b>	30	LT	100% exam	Dr Jan Kleinheisterkamp
LL4K6	LL4J6	International Uniform Sales Law <b>H</b> (half unit of LL4E5)	30	MT	100% exam	Prof. Michael Bridge
LL4K7	LL4J7	Mental Health Law: The Criminal Context <b>H</b> (half unit of LL458)	30	LT	100% exam	Prof. Jill Peay
LL4K8	LL4J8	Law of Corporate Finance B <b>H</b> (half unit of LL437)	no cap	LT	100% exam	Prof. Niamh Moloney
LL4K9	LL4J9	European Capital Markets Law <b>H</b> (half unit of LL425)	30	LT	100% exam	Prof. Niamh Moloney
LL4L4	N/A	Law and the Holocaust <b>H</b>	30	LT	100% extended essay	Dr Kristen Rundle
LL4L5	N/A	Socio-legal Theory and Practice <b>H</b>	30	LT	100% extended essay	Prof. Linda Mulcahy
LL4L6	LL4S3	Theory of Human Rights Law <b>H</b>	30	MT	100% exam	Dr Kai Moller
LL4S1	N/A	Cyberlaw <b>H</b>	30	MT	100% extended essay	Prof. Andrew Murray
LL4S2	N/A	E-commerce Law <b>H</b>	30	LT	100% extended essay	Prof. Andrew Murray
LL4Z1	LL4ZA	Business Taxation <b>H</b>	30	MT	100% exam	Dr Ian Roxan
LL4Z2	LL4ZB	Principles of Taxation <b>H</b>	30	LT	100% exam	Dr Ian Roxan
LL4Z3	LL4ZC	Consumption Taxes <b>H</b> (half unit of LL494)	30	MT	100% exam	Dr Ian Roxan
LL4Z4	LL4ZD	Value Added Tax in the European Context <b>H</b> (half unit of LL494)	30	LT	100% exam	Dr Ian Roxan
LL4Z5	LL4ZE	EU State Aid Law <b>H</b>	30	LT	100% exam	Dr Pablo Ibanez Colomo
LL4Z6	LL4ZF	Comparative Constitutional Law: Institutions <b>H</b> (half unit of LL4F7)	30	MT	100% exam	Dr Jo Murkens
LL4Z7	LL4ZG	Comparative Constitutional Law: Rights <b>H</b> (half unit of LL4F7)	30	LT	100% exam	Dr Kai Moller

LL4Z8	LL4ZH	Theories of Criminal Law and Criminal Justice <b>H</b>	30	LT	100% exam	Dr Peter Ramsay
LL4Z9	LL4ZJ	Banking Law <b>H</b>	30	LT	100% exam	Dr Stephen Watterson
	LL490	<i>Full Unit Self-standing Dissertation (if permitted)</i>			100% dissertation	
	LL497	<i>Half Unit Self-standing Elective Essay (if permitted) <b>H</b></i>			100% elective essay	

**Full units:**

100% exam = 3 hours: 50% exam = 2 hours.

100% dissertation = 15,000 words;

50% extended essay = 8,000 words

**Half units:**

100% exam = 2 hours

100% extended essay = 8,000 words

100% elective essay = 8,000 words

**Exams for LLM courses are usually held in June.**

**Dissertations, elective essays and extended essays are due before 4.00pm, 23rd August 2012**

## 9.2 Outside courses available (as of right) to LLM students 2011-2012

Course code	Dissertation or Elective Essay Code	Course	Cap	Teaching Term (half unit)	Summative Assessment	Teacher
AN438	Not applicable for LLM students	Law in Society: A Joint Course in Anthropology and Law	Refer to course guide	Refer to course guide	Refer to course guide	Refer to course guide
EC426		Public Economics				
EU420		European Union Law and Government <b>H</b>				
EU436		Law and Governance of the Single European Market				
ID416		Globalisation and Employment <b>H</b>				
ID432		Varieties of Employment Relations <b>H</b>				
SA403		Criminal Justice Policy				
SO424		Approaches to Human Rights				

Course guide available from: <http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm>