

Staffordshire University  
Undergraduate Awards in  
Law Delivered at APIIT-  
Sri Lanka

Student Handbook 2013/2014

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# **Section 1 – Welcome to the Law School**

Welcome to the APIIT Sri Lanka Law School! We are delighted that you have joined the APIIT community of students studying on Staffordshire University Awards. Law has been taught at Staffordshire University since 1965 and APIIT Sri Lanka entered into a partnership with the Staffordshire University Law School in 2009 to offer Staffordshire University law degree programmes in Colombo.

In recent years the Staffordshire University Law School has achieved outstanding results in the Academic Review of all its awards by the Quality Assurance Agency, achieving “commendable” (the top grade) for Teaching and Learning, Student Progression and Learning Resources. The Quality Assurance Agency is an independent body that evaluates British University awards with a view to safeguarding public interest in sound education standards.

The purpose built APIIT Law School at Access Towers offers excellent facilities and resources. We hope very much that you will make the maximum use of these resources to enhance your learning experience. We also have a panel of highly qualified and competent lecturers and an efficient administrative staff. These staff are committed to ensuring not only your academic success, but also your personal fulfilment over the coming years at the APIIT Law School.

We at APIIT Sri Lanka and Staffordshire University are committed to the development of our students as independent learners and therefore place significant emphasis on student-centred learning supported by information technology. There are ample opportunities to develop new skills or embed existing ones to enhance your career potential.

This handbook is for you to use as a reference point during your time in the APIIT Sri Lanka Law School. It tries to answer many of the questions you may have during your time here and tells you where you can get more information and further guidance and support.

We hope that you enjoy your time as a Staffordshire University student at APIIT Sri Lanka and we wish you well in your studies.

## **Opening Hours**

The APIIT Law School is open for students from 8.30am to 7.00pm during weekdays. The school will be closed on weekends and Mercantile holidays.

## **The Academic Administration Office**

The Law School Academic Administration Office is where the administrative staff for your course is located. Staff are keen to assist you in whatever way they can and you should never be reluctant to ask for help.

It is important to familiarise yourself with the staff in the Academic Administration Office as they will be helping you in relation to a variety of areas affecting you during your time of study, such as:

- Module enrolment
- Coursework hand-in
- Information about your study here, including student records
- Processing your assessment results

It is important that you notify Academic Administration of any important changes in your circumstances so that the system is kept up to date with your records such as change of address, telephone number or other contact details. If we need to contact you or relatives in an emergency, it is vital that we have this information. Staff in the Administration Office will also need to know of any changes to your modules or courses so that the essential paperwork can be processed.

## Keeping in touch

It is essential that we are able to keep in touch with you. You should have entered your current home and term-time addresses and telephone numbers in the registration/ progression form at the time of enrolment. It is also very helpful for us to have your mobile number. Should any of these details change, please go to the Academic Administration.

Additionally, so that staff are able to communicate important information to you, please make sure that you:-

- Check the student Portal regularly. (The student Portal is available at <https://myportal.staffs.ac.uk> and allows you to access a wide range of important sources, such as your university e-mail account, Blackboard pages for the modules on which you are enrolled, announcements and many other helpful links. It is essential that you access it regularly).
- Check your e-mail regularly and do not allow your inbox to become full.
- Check the Blackboard pages for each module on which you are enrolled. (Module teams will often place important announcements on these pages.)
- Check the academic and general purpose notice boards regularly.

Staff will publish their consultation hours using the Lecturer Consultation System. These are times when staff guarantees to be available to see students. You can reserve times online for lecturer consultation using this System. Information on consultation hours is available at: <http://webpace1.apiit.lk/consultation/>

Each member of staff has an e-mail address and you may use this to get in touch with them. You are welcome to try to see staff outside their published consultation hours and they will try to see you if at all possible. However, you should bear in mind that they may be teaching or otherwise engaged.

If you want to place notices on boards – e.g. to advertise textbooks for sale – there is a Student Activity Club notice board in the recreation area.

## APIIT Sri Lanka Law School Staff

Academic Staff		
NAME	DESIGNATION	CONTACT DETAILS
Ms. Upeka Perera	Programme Leader, APIIT Law School/ Senior Lecturer	Ext: 206
		Email: upeka@apiit.lk
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Ms. Tania Halliday	Receptionist/Cashier - APIIT Law School	Ext: 200
		Email: tania@apiit.lk

## **An Explanation of Levels of Study**

The first year of your degree is at Level 4, the second is level 5 and the final year is Level 6.

## **Section 2 – Your First Week**

A full programme of events has been organised for your first week. You should already have received details of this in your pre-arrival information. (If you do not have a copy, please collect a spare one from the Academic Administration Office.) There are some essential procedures to complete during your first week, but we also hope that you will use the time to make some friends and to find your way around so that you can make the most of everything that is on offer. If you are unsure about what you should be doing during the induction programme, please consult any of the tutors, administrative staff or student mentors who will be round and about throughout the Induction programme.

### **Student ID card**

This one card also acts as your Library card and Student's Activity Club card. Should you lose it, there is a first replacement fee of Rs. 100. If you lose your second card a further replacement fee of Rs. 500 will be payable. Any subsequent cards will cost Rs. 1500 each. You should ensure that you always wear your student ID card when on APIIT premises to access APIIT resources and produce it as a means of identification for examinations.

### **Module Registration**

On the LLB (Hons) awards, nearly all your modules will be core modules and therefore the only choices you will have to make will be your Law option modules. Registering for your first set of modules is one of the most important things you do during your first (induction) week at the Law School. Your tutors will help you to do this.

You will use a module registration form to record your modules. This will generally be done during your induction programme and will be processed by the Law School Academic Administration Office. The module enrolment form is a very important document. It allows the Law School administrators to establish your academic profile on our electronic data management system. Information about the different types of module is contained in Section 3 of this Handbook.

## Data protection

Throughout your time at the University, we will gather data about you, from your initial application to us, through to your graduation and beyond. When you enrol, you will be asked to sign a consent form for the release of data under the Data Protection Act 1998 of the United Kingdom. This is to allow the University to disclose information to prospective employers or other universities. This consent will remain in perpetuity unless, at any time, you tell us that you wish to withdraw your permission.

Staffordshire University has a responsibility under the Act to ensure that your data is kept safe and secure and is as up-to-date as possible. We will rely on you to tell us when certain data changes, e.g. term-time address, home address, name, etc.

The data we gather will be used in accordance with Staffordshire University's registration under the Data Protection Act. The University has a statutory and legal requirement to supply some of the data to third parties. Under the University's registration the University may also pass your data to other named categories of third parties.

Sometimes, particularly as you get to the end of your course, prospective employers or other universities could contact us to verify details about you, such as your assessment results and degree classification, your attendance record, or to ask for a reference. We will only provide this information if you have explicitly agreed for us to do so. If you have not given your consent to disclosure, we will require you to contact us directly to give permission to release the information, or require that the third party sends us a statement from you agreeing to the disclosure. Obviously, this can be very time-consuming - and could jeopardise your chances of a job.

If, at any time, you wish to object to the accessing, processing or disclosure of your personal data, you can do so in writing to:

Head- Academic Administration  
Asia Pacific Institute of Information Technology – Sri Lanka  
388, Union Place  
Colombo 02



## Section 3 – General Award Information

This section tells you about the LLB (Hons) Award offered at the APIIT Law School and gives details of the modules that you will study at each level. It sets out the conditions that you must meet if your degree is to be recognised by the Professional Bodies in the UK and gives you important general information about modules, progression, referrals and how to go about changing your modules or changing your award.

### Professional Recognition

The LLB (Hons) Award is recognised by the Council for Legal Education in Sri Lanka for entry to the legal profession through the Sri Lanka Law College Examinations. APIIT Law School provides an optional training programme to students obtaining the LLB (Hons) award to prepare them for the Sri Lanka Law College Examinations and to qualify as Attorneys-at-Law, if they wish to enter the legal profession in Sri Lanka.

The LLB (Hons) Award delivered at the APIIT Law School satisfies the requirements of the professional bodies in the UK (the Solicitors Regulation Authority and Bar Council) for a qualifying law degree (QLD) subject to the requirement that students complete the European Union Law module at Staffordshire University Law School in the UK. This enables a student obtaining the LLB (Hons) award to proceed subsequently on to the Legal Practice Course or the Bar Vocational Course if he or she wants to enter the legal profession in England and Wales without first becoming an Attorney-at-Law in Sri Lanka. There are other pathways to legal practise in the UK. For example, those who qualify as Attorneys-at-Law may take the Qualifying Lawyers Transfer Test. For more information, please see <http://www.sra.org.uk>.

All students on the LLB (Hons) award will study English Legal System (ELS) and Professional and Scholarly Practice and Career Development (PSPCD). These subjects will give you an essential knowledge of the English Legal System and will help you to develop the study skills you need to make a success of your course as well skills to enhance your employability and career prospects.

In order to obtain a qualifying law degree, students must pass the Foundations of Legal Knowledge (FLKs). You may also hear these modules described as **core modules**. These are:

- Contract
- Criminal Law
- Constitutional & Administrative Law
- Tort
- European Union Law
- Land Law
- Equity & Trusts

If you wish to become QLD, the professional bodies, the Solicitors Regulation Authority and the Bar Council, have developed criteria for the recognition of law degrees which are stricter than University regulations. This means that your award is subject to the following additional regulations:

## 1. Time Limits

(a) To obtain a QLD you must complete your studies:

- (i) within **four years** of commencement if you are a **full-time student**
- (ii) within **6 years** of commencement if you are a **part-time student**

(b) If you have changed from full-time to part-time study or vice versa, you must complete your studies within 6 years of commencement. Rule 1(b) does not apply if you have been part-time only for the purpose of taking re-sits.

## 2. Internal Compensation

To pass a module with more than one element of assessment, you must normally obtain an **overall mark** of at least **40%** AND you must obtain a mark of **at least 25% in each element** of assessment. Where this is not the case, there will be a statement to this effect in the relevant module descriptor and module study guide.

## 3. Compensation – Academic Award Regulations and LLB Awards

University regulations explain the circumstances where a failure in a module can be compensated or condoned. This regulation does not apply to the FLKs.

## 4. Award Structures

Because of the requirements of the professional bodies, LLB (Hons) award structure does not comply with the award structures set out in Appendix 2 of the Academic Award Regulations. More details about this are contained in the LLB Programme Specification,.

## 5. Honours Degree Requirements

Academic Award Regulations state that, for an Honours Degree, students must study a minimum of 90 credits at each of Levels 6, 5, and 4. To be eligible for a QLD, students must study 120 credits at each of Levels 6, 5 and 4. In exceptional circumstances the professional bodies may be asked to approve a degree which does not satisfy these criteria.

You should be aware that the Professional Bodies have strict rules on award transfers between institutions. If you need to transfer to another Law School to complete your studies, you must have passed all assessments at the APIIT Law School. You are not permitted to repeat a level of study elsewhere if you have irretrievably failed at APIIT Sri Lanka.

If at any point you are unable to meet the requirements for a QLD other than because you complete the European Union Law module at APIIT Law School or study Public International Law as an alternative to European Union Law (e.g. by exceeding the time limit or by failing one of the FLKs at the final attempt) you will be required to transfer to BA (Hons) Legal Studies. This is a non-qualifying Law degree which requires students to study a minimum of 270 Law credits and for which there are only two cores: ELS and PSPCD. Students transfer to this award at the end of Certificate Level (Level 4) or Intermediate Level (Level 5) in the following circumstances:

- if they do not require professional recognition and would like to have a wider option choice; or

- if they have failed a core module at Certificate Level (Level 4) or Intermediate Level (Level 5); or
- if they are outside the Solicitors Regulation Authority's or Bar Council's time limit for a Qualifying Law Degree.

## 6. Modules, Levels and Progression

LLB (Hons) award is made up of modules which are studied at one of three levels. You need to obtain a certain number of credits at one level before you can progress to the next level.

For the award of LLB (Hons) you will normally be expected to study a total of 120 credits for each level of your award. This will give you an overall total of 360 credits at the end of Honours Level (Level 6) which is the number you need to be considered for the award of your degree. Each year you will need to register for your modules. There are 3 types of modules:

- **Core (FLKs)** – you **must** take these modules. The information provided to you for module enrolment will indicate to you which modules on your award structure are core, together with their credit rating.
- **Award-specific Option** – you make your module choice from a group of options specifically associated with the LLB (Hons) award. Again, the information provided to you for module enrolment will indicate to you which modules are included in the specific option list for the LLB (Hons) award, and the award structure will show you how many credits of specific options you need to choose.
- **Non-Specific (General Credit) Option** – these are modules which you can take from any subject (and from any level) provided you can fit them into your timetable. APIIT Sri Lanka will publish a directory of modules which you can take as General Credit if and when these modules are offered to Law students. Details of all the programmes available can be found on APIIT Sri Lanka website (<http://www.apiit.edu.lk>).

Your award structure will show you how many general credit options you may choose. Note that you may also choose further options from the award specific option list as your general credit opportunity. Nothing depends on this – except at Honours Level, where the number of specific credits studied can, in certain cases, affect your degree classification. It is a good idea, therefore, to check the University Undergraduate Modular Framework Regulations, available on the web from the University Home Page.

You may find the different levels referred to as Levels 4, 5 and 6 or as Certificate Level, Intermediate Level and Honours Level, depending on the context. Levels 4, 5 and 6 refer to modules, whereas Levels C, I and H refer to Levels of the award which, for full-time students, equate to years of study. Each module carries a number of credits, which will be either 15 or 30.

A full-time student will normally study 120 Level 1 credits at Certificate Level, 120 Level 2 credits at Intermediate Level and 120 Level 3 credits at Honours Level.

## 7. Progression Requirements

The full details of the progression requirements for your award are set out in the Programme Specification, which is available from the LLB Blackboard page. Progression requirements tell you how many credits you must achieve in order to progress to the next stage of your award.

- **LLB Full-time 3-Year Award (single honours)**
  - To progress from Certificate Level (Level 4) to Intermediate Level (Level 5), you must pass at least 90 Level 4 credits, of which at least 75 must be award-specific credits.
  - To progress from Intermediate Level (Level 5) to Honours Level (Level 6), you must have passed all 120 Level 4 credits and must pass at least 90 Level 5 credits, of which at least 75 must be award-specific credits.
  - In order to graduate, you must obtain at least 360 credits, of which at least 120 must be at Level 6 and 90 of which must be award-specific. Of the remaining 240, at least 120 must be at Level 5.

## 8. Referrals (Further attempts at assessments)

You should familiarise yourself with the University Regulations; students are only guaranteed **an opportunity to attempt referrals if they have made an attempt at the assessment on the first occasion** (unless a claim for extenuating circumstances has been successful).

If you did **not make an attempt** at the assessment at the first attempt, the **guarantee of a referral is lost**. The appropriate Board will decide whether or not to allow you a referral. In making its decision, **the Board may take into account your engagement with that module**.

**If the Board does allow you a referral(s) and you do not take the referral (s) at the time notified to you by the School, no further referral opportunity will be given to you and you will fail the award.**

**In all cases, if you are allowed a referral, the referral must be taken at the next resit opportunity. It is your responsibility to make sure you know when you are required to resit.**

You should note that the highest mark you can obtain in a re-sit is a bare pass (i.e. 40% or Grade Point 4). **Unlike other examination systems which you may have experienced, University examinations do not permit you to keep re-sitting assessments to try to improve your mark.**

If you “trail” a failed module into the next level, you must ensure you complete the specified re-assessment or obtain approval from the Programme Leader to replace the failed module with another. Note that “core” modules cannot be replaced, only “options”. **It is your responsibility to ensure that you have enrolled for the correct modules at the correct levels in order to achieve the desired award.** If you have any doubts about whether you are taking the correct modules, please see the Programme Leader. There have been instances

of students taking the wrong or insufficient modules and failing to graduate. Detailed advice about progression in the case of failed assessments is available from the Academic Administration Office.

## **9. Award enrolment, module enrolment and making changes**

You will be required to enrol onto the next level of your award in September 2012. Details of dates and times will be included in your results letter which will be posted to your home address in June.

Module enrolment for Intermediate Level (Level 5) and Honours Level (Level 6) takes place towards the end of Teaching Block 2. Please check the notice boards in the School for details. You will be supplied with a module handbook which will give you full details of the modules available. If, when you return the following September, you have changed your mind about the modules that you wish to study, you may be permitted to change them. Please note, though, that you can only change your modules in the first two weeks of the teaching calendar and that late changes are subject to availability.

## **10. Changing or withdrawing from your award**

Each year there is a small number of students who realise they have chosen the wrong award. If you are in this situation, please speak to your Personal Tutor or Level Tutor in the first instance. It may be that you are feeling uneasy for reasons unconnected with the subject you are studying, in which case we may be able to help you resolve those concerns.

Should you decide that the best decision is to change course, intermit or withdraw from the award then you will need to talk to the Academic Administration. There are exit forms to be completed. Failure to do so can result in financial penalties. The Academic Administration will be able to advise you on any financial consequences of your decision.

## Section 4 – Specific Award Information

This section gives you information about the LLB (Hons) award. This section also provides information for students who join the LLB (Hons) award at Intermediate or Honours Level, having transferred from another University.

### LLB Single Honours 3-Year

On the LLB Single Honours 3-Year, you have the opportunity to complete all of the core modules during your first two years, leaving you a free choice of Law options at Honours Level. However, should you wish, you may still choose to complete University General Options at Intermediate Level. If you choose to do this, you will need to complete an equivalent number of credits in the remaining core modules at Honours Level.

If you wish to do so, you may spend your final year studying at Staffordshire University. Please speak to the Programme Leader if you wish to do this. Whether you study at APIIT or at Staffordshire, your award structure is as follows:

Certificate Level (Level 4)					
Teaching Block 1	English Legal System (15 credits)		Law of Contract (30 credits)	Constitutional & Administrative Law (30 credits)	<i>Criminal Law (30 credits)</i>
Teaching Block 2	PSPCD (15 credits)				
<b>Progression requirements:</b> must pass at least 90 credits, of which at least 75 must be award-specific credits.					
<b>Exit award:</b> Certificate in Higher Education (requires a total of 120 credits)					
Intermediate Level (Level 5)					
Teaching Block 1	Tort Law (30 credits)	Land Law (30 credits)	Equity & Trusts (30 credits)	Option (15 credits)	
Teaching Block 2				<i>European Union Law (15 credits)</i>	
<b>Progression requirements:</b> must pass at least 90 Level 5 credits, of which at least 75 must be award specific credits. Must have passed all 120 Level 1 credits.					
<b>Exit Award:</b> Diploma in Higher Education (requires a total of 240 credits, of which at least 120 must be at Level 5.)					
Honours Level (Level 6)					
Teaching Block 1	120 credits of options, at least 90 of which must be award-specific credits				
Teaching Block 2					
<b>Final Award:</b> LLB (Hons) Degree (requires a total of 360 credits, of which at least 120 must be at Level 6 and 120 at Level 5.)					
Note that modules in <b><i>bold italic text</i></b> may be substituted at that level by a Law option or by a University General option. If these modules are not studied at the levels indicated on the structure, they must be studied at Level 6. All of the named modules on the structure above must be passed for the award of an LLB (Hons) Degree.					

## **Direct Entrants to Law Undergraduate Awards**

If you have transferred to the APIIT Law School from another Institution or Award you should ensure that you are fully conversant with the structure of the LLB (Hons) award; assessment regulations, rules on plagiarism, etc. The assessment regulations are available from the University Web Site: [www.staffs.ac.uk](http://www.staffs.ac.uk). If you have any queries about the information contained in the documentation, please speak to the appropriate Level Tutor, Programme Leader or the Academic Administration Office.

## Section 5 – Timetables and Attendance

### Certificate Level Timetable

You will find the Certificate Level (Level 4) timetables for Teaching Blocks 1 and 2 available on-line through Webspaces (<http://webspaces1.apiit.lk/>). Please check the Academic Administration notice board/your student email (APIIT) frequently for any timetable changes. The timetable is comprised of **lectures, tutorials**. Lectures are identified by **BOLD UPPER CASE PRINT**. Tutorials are identified by *italicised lower case print*.

Law modules at Certificate Level (Level 4) normally have a 2 hour lecture once a week. You will see from the Teaching Cycle below that there are eleven weeks of lectures in Teaching Block 1 and eleven in Teaching Block 2. Where students are taking four Law Modules, they will normally have 4 lectures per week. The exception to this is PSPCD which is entirely workshop based and has one 2 hour workshop every fortnight.

You will be allocated to your tutorial groups within the first week of term, when a Certificate Level (Level 4) Class List has been drawn up. Tutorial Group allocations will be notified on the Law School Notice Board.

Tutorials at Certificate Level (Level 4) run on either a **weekly** or a **fortnightly** cycle.

#### Modules with a weekly tutorial cycle

The following modules have weekly tutorials:

Law of Contract

English Legal System

Constitutional & Administrative Law

Criminal Law

Each of these modules has ten tutorials per Teaching Block, as shown on the chart below.

#### Modules with a fortnightly tutorial cycle

PSPCD uses a fortnightly cycle with five 2 hour workshop / tutorials per Teaching Block.

Human Rights: Foundation

Land Law

EU Law

Equity & Trust

Commercial Law – Law of Sale

Law of Tort

### Intermediate and Honours Level Timetables

When you select your modules for Intermediate and Honours level, you will be asked to sign up for tutorial groups at the same time. You therefore have a certain amount of choice as to the times of your tutorial groups at these levels. Full information about module enrolment for the following academic year will be provided towards the end of Teaching Block 2 each year.



## Academic Calendar – 2013/2014

WEEK COMMENCING		FOR BATCHES- CF1291LLB, IF1291LLB & HF1291LLB		FOR BATCH- CF1311LLB		
23-Sep-13		Induction/Orientation				
30-Sep-13	Teaching Block 1	Lectures Only				
07-Oct-13-		Lectures & Tutorials				
14-Oct-13		Lectures & Tutorials				
21-Oct-13		Lectures & Tutorials				
28-Oct-13		Lectures & Tutorials				
04-Nov-13		Consolidation Week				
11-Nov-13		Lectures & Tutorials				
18-Nov-13		Lectures & Tutorials				
25-Nov-13		Lectures & Tutorials				
02-Dec-13		Lectures & Tutorials				
09-Dec-13		Lectures & Tutorials				
16-Dec-13		Lectures & Tutorials				
23-Dec-13		APIIT Christmas Break 24-31 December 2013 Independent Study 1- 4 January 2014				
30-Dec-13						
06-Jan-13						
13-Jan-14		Assessment		Induction/Orientation		
20-Jan-14	Teaching Block 2	Lectures Only	Teaching Block 1	Lectures Only		
27-Jan-14		Lectures & Tutorials		Lectures & Tutorials		
03-Feb-14		Lectures & Tutorials		Lectures & Tutorials		
10-Feb-14		Lectures & Tutorials		Lectures & Tutorials		
17-Feb-14		Lectures & Tutorials		Lectures & Tutorials		
24-Feb-14		Consolidation Week		Consolidation Week		
03-Mar-14		Lectures & Tutorials		Lectures & Tutorials		
10-Mar-14		Lectures & Tutorials		Lectures & Tutorials		
17-Mar-14		Lectures & Tutorials		Lectures & Tutorials		
24-Mar-14		Lectures & Tutorials		Lectures & Tutorials		
31-Mar-14		Lectures & Tutorials		Lectures & Tutorials		
07-Apr-14		Lectures & Tutorials		Lectures & Tutorials		
14-Apr-14		Sinhala & Tamil New Year Break 11-18 April 2014 and Revision 3 weeks				Sinhala & Tamil New Year Break 11-18 April 2014 And Revision 2 weeks
21-Apr-14						
28-Apr-14						
05-May-14		Assessment		Assessment		
12-May-14	Assessment		Teaching Block 2	Lectures Only		
19-May-14				Lectures & Tutorials		
26-May-14				Lectures & Tutorials		
02-Jun-14				Lectures & Tutorials		
9-Jun-14				Lectures & Tutorials		
16-Jun-14				Lectures & Tutorials		
23-Jun-14				Consolidation Week		
30-Jun-14				Lectures & Tutorials		
07-Jul-14				Lectures & Tutorials		
14-Jul-14				Lectures & Tutorials		
21-Jul-14				Lectures & Tutorials		
28-Jul-14				Lectures & Tutorials		
04-Aug-14						Revision 2 weeks
11-Aug-14						
18-Aug-14		Reassessment		Assessment		

**Resits** assessment dates will be confirmed before the end of Teaching Block 1. They are tentatively scheduled for October 2014.

## **Consolidation Weeks (formerly known as Reading Weeks)**

During consolidation weeks, regular Law classes do not take place. Some tutors may set tasks for you to complete (eg: electronic research, workshops, study skills). In addition you should use reading weeks to:

- consolidate work to date (catch up on reading, writing-up of lecture notes, etc)
- meet with your personal tutor
- organise team-working meetings
- catch up (if necessary) on resource-based learning tasks
- begin/continue assignment preparation ( Teaching Block 1)
- begin/continue examination preparation (Teaching Block 2)

Consolidation weeks are as follows for 2013/2014 academic session:

Teaching Block 1	-	4 <sup>th</sup> -8 <sup>th</sup> November 2013
Teaching Block 2	-	24 <sup>th</sup> -28 <sup>th</sup> February 2014

## **Timetable Problems**

Attendance at lectures and tutorials is **compulsory**.

You cannot change your tutorials simply because you do not like the allocated time, e.g. Mondays at 8.30 a.m.

You must normally attend the classes to which you are allocated. Attending a different class can cause overcrowding and disrupt the dynamics of the group. Tutors are entitled to bar students from attending the wrong group. In exceptional circumstances (e.g. if you are ill on the day of your class) you may arrange to attend an alternative group by consulting the appropriate tutor.

## **Attendance**

**Attendance at lectures, tutorials, etc, is compulsory. Failure to attend classes without justification can be treated as a ground for exclusion from the APIIT Law School.**

You will not be surprised to know that recent results show a direct correlation between attendance at classes and performance in assessments. It is therefore clearly in your academic interest to prepare for and to attend all classes. Of course you must prepare for your tutorials. Attendance alone will not lead to your obtaining high marks.

Records of attendance will be referred to by your tutors when providing references for you. Please remember that most employers ask us to comment on your reliability and punctuality. You may think that an attendance record of 80% is a good one; a potential employer, on the other hand, may see such a record as meaning that you are likely to be absent for one day each week and will not be impressed.

## Section 6 – Teaching and Learning Methods

A variety of teaching and learning methods is to be found on Law modules. Lectures will, in general, provide an overview of a topic and students will then be expected to undertake additional work as directed by the tutor. Tutorials (or small group sessions) will be used to test understanding of key principles and offer an opportunity of considering issues in more depth.

You will learn more in **lectures** if you **prepare beforehand**. You **MUST prepare for tutorials** and **participate**.

### Information Technology and Legal Study

Independent study is facilitated and enhanced by our extensive use of electronic based information including web-based material. The Staffordshire University Law School and the Law Library have invested heavily in IT based legal information so that the University provides comprehensive resources much of which are now available online. The APIIT Law School too has made substantial investments to establish a comprehensive law library with adequate library material to support the LLB (Hons) award. See section 7 below for details of Library and Information Services.

### PSPCD and PDP

The development of legal and interpersonal skills will be reflected in the teaching and learning methods used. For example, some tutorials may take the form of presentations, client-interviewing, mock court cases (moots) etc. The aim is to enable you to undertake library research with confidence, improve your presentation skills and ultimately produce high quality written work. Each individual module will produce a study guide with details of the teaching and learning methods used in that module.

As well as developing these specific skills in core modules, you are also encouraged to focus on more general skills. A comprehensive resource to help you with this is the University's Key Skills Resources website.

### Team Working

The use of team working is vital to help you develop essential skills valued by employers. It will also develop and reinforce student-centred learning.

Where group exercises form part of a module you are expected to participate fully in such exercises, whether or not these are assessed. It is essential that you attend all meetings of your group and contribute fully to the relevant task. It is your responsibility to liaise with your convenor to ensure you are able to make an appropriate contribution.

The Law School has some limited space available for collaborative learning purposes. If you are interested in booking a room so that a group of you can work together, ask at the Academic Administration to see what is available.

Group work should not be done in the library; the library is an area for silent study and group discussions can be distracting for other students.

## **Course Materials**

Study Guides are normally distributed in the first lecture of a module. If you lose your study guide, you should be able to download a copy from the module's Blackboard site.

The basic lecture handouts will be distributed in paper format in lectures. However, further materials may be available to download from the module's Blackboard site.

## **Section 7 – Library and Information Service**

The Library is often considered to be the lawyer's equivalent to a laboratory and within a few months of commencing your legal education at the APIIT Law School you will appreciate the importance of the library in your studies. APIIT Sri Lanka Information Services is a two-site operation. While the main library at the APIIT Building has a comprehensive collection of material related to IT/Computing and Business related disciplines, the law stock is housed in the Law Library within the Law School at Access Towers. During Orientation you will have the opportunity to familiarise yourself with these facilities.

### **Library Location and Opening Hours**

The Law Library is open from 8.30 a.m. until 7.00 pm on weekdays.

### **Library Staff**

The Law Library has a team of staff who are looking forward to helping you with your enquiries. If you need more information about Information Services and its facilities just come in and ask. There are lots of guides explaining Information Services in general and some which will help you find your way around the Law collection.

### **Library Stock**

The Law Library contains law reports, periodicals, books and reference works. There are study places for you to work individually. There are photocopier, video playback facilities, Internet and CD ROM facilities and computing facilities..

Very many legal resources are now available in full text electronically from the Staffordshire University Law Library and can be accessed via the web.

The APIIT Law Library will purchase essential texts in the ration of 1 book for every 5 students and copies of recommended reading texts in appropriate numbers recommended on all modules.

### **Information Technology Services**

APIIT Sri Lanka has made a major investment in IT/ Computing infrastructure to ensure the widest possible access to facilities for students. The Law School contains more than 25 powerful computers and the nearby APIIT Building has several state-of-the-art computer laboratories with more than 200 computers.

## Section 8 – Assessment (Type, Guidance and Feedback)

You will encounter two kinds of assessment during your period of study.

**Formative Assessment** is used in some modules. The marks from such assessments **do not count towards your results**, but they provide you with **valuable feedback** on your knowledge and understanding of the relevant subject matter. It is in your interest to complete such assignments. All modules at Certificate Level provide some form of formative assessment.

**Summative Assessment** is assessment that **counts towards your final mark** for the module. Most modules consist of more than one element of assessment, for example, an essay and an examination. You must achieve a mark of at least 25% in each element of assessment, and an overall average mark of at least 40%.

### **Feedback**

You should also bear in mind that summative assessment can be used formatively. You will receive feedback on your formative assessment and can use this to learn how to improve for your next round of assessments. At the start of Intermediate Level and Honours Level, it is a very good idea to look out your assessments from the previous year; read the feedback again. Identify where you needed to improve and make sure that you address these points before attempting your next assessments. Equally, identify where you did well and make sure that you develop these aspects of your work.

### **Guidance for assessment**

Tutors will follow the code of practice set out below:

1. The module study guide will include assessment criteria for all assessments, coursework and examination.
2. The module study guide will state the duration of any examination and the format of the examination (e.g. answer three from six questions).
3. Regular attendance at lectures provides you with implicit and/or explicit guidance on how you should approach legal questions.
4. At Certificate Level (Level 4), general guidance is provided in the PSPCD module.
5. You cannot expect to be given guidance as to the detailed content of questions.
6. Only in exceptional circumstances will it be appropriate for a tutor to tell you what topics will be assessed in the examination.

You are given good notice of your assignment questions. Start your preparatory reading early. In this way you can identify any difficulties you have with the essay or problem and consult your lecturer or tutor. Some students will defer this work until the last possible moment. It is very rare for an assignment prepared in this way to be of much worth. As assignments may form part of the formal assessment on a particular module, producing good assignments is just as important as performing well in examinations.

Detailed help on planning and structuring your assignments is available via the Assignment Survival Kit (ASK). This can be accessed at [www.staffs.ac.uk/ask](http://www.staffs.ac.uk/ask). Once you enter your assignment deadline date, a detailed 10 step schedule mapping out key dates in the

completion of this work is returned. This schedule gives a suggested timescale for activities including planning the essay or report, finding and evaluating materials, citing references and writing up and presentation. .

One of your workshops in PSPCD will be designed to help you to work through this guidance and ensure that you understand it. You should read this carefully before starting to work on your first assignment and should comply with it for all Law assignments that you submit during the course of your degree unless you are instructed otherwise.

## **Assessment support for disabled students**

Module Handbooks, Lecture notes and other documentation will be available on the relevant Blackboard site to enable students to print out documentation in alternative formats.

If your individual report requires different arrangements for assessments (e.g. extra time, a separate room or the use of a computer) please let our Administrative Manager know as soon as possible so that we can make these arrangements for you. It may be that your report recommends adjusted hand-in dates. If this is the case, we will offer you an individual meeting with your Programme Leader to discuss your whole schedule of assessments and negotiate an appropriate time scale.

## **Learning Outcomes and Assessment Criteria**

- **Learning outcomes**

Both your Award and your individual modules have learning outcomes. These set out what you must achieve in order to gain the Award or pass the module and include problem solving, analysis, communication, reflection and IT skills. The learning outcomes for each Award and each module are set out in the Programme Specification, which can be obtained from the module Blackboard sites.

- **Module descriptors**

The learning outcomes for each module are also set out in the module descriptors. The module descriptor is a document that summarises the subject content of the module, how it will be taught and how it will be assessed. You can find it in the study guide for your module or by following the links on the module web page. The module descriptor also tells you which learning outcomes are covered by each piece of assessment.

- **Assessment criteria**

Whereas the learning outcomes tell you what you must achieve in order to pass, the assessment criteria tell you how we will assess whether you have met the required standard. There are two sets of assessment criteria: general and specific. Both sets of assessment criteria are available on each module's Blackboard site.

The general assessment criteria apply to all the Law modules that you will study. You should note, though, that not every piece of work within each grade point will have all the features listed. For example, a piece of work might be well-written, well-referenced and grammatically sound, but might still fail because the student has misunderstood the question or failed to include essential material.

In addition, each module will have its own specific assessment criteria. These may make specific reference to the subject content of the module. The assessment criteria for Teaching Block 1 assessments in each module are set out in the study guide, whereas the assessment criteria for Teaching Block 2 will either be in the study guide or will be issued nearer to the assessment period.

When marking your work, subject teams will have both sets of assessment criteria in front of them. It is therefore essential that you familiarise yourself with these documents. You are likely to achieve far better results if you know what is expected of you. This is why we make sure that you have copies of the assessment criteria.

## **Assessment Marks and Feedback**

### **Feedback**

For each module, the study guide will set out the types of assessment guidance and feedback that will be available. All modules will provide the following:

- **Verbal feedback in tutorials** on the contributions that you make. (It follows that the more preparation you do the more benefit you will receive from this.)
- Copies of assessment criteria for all pieces of assessment.
- **Individual written feedback** on your assignment.
- **Written group feedback on assignments**, identifying common themes and areas of weakness.
- The **opportunity to seek individual** feedback from a member of the team if, having read the individual and group feedback, there is still something that you do not understand.
- **Three years' worth of past exam papers**, available via the module Blackboard site.
- **Written guidance on what to expect on the exam paper. Written group feedback** on the exam paper.
- The **opportunity to see a member of the team** for individual verbal feedback on your exam paper.

Please note that guidance does not mean advance disclosure of questions and provision of model answers. Likewise, feedback does not mean a model answer.

In addition to this, individual modules may provide further guidance and feedback, for example in the form of formative assessment or tutorial feedback sheets.

## **SUMMATIVE FEEDBACK RETURN POLICY**

### **Summative feedback return period**

The University's Academic Board has been considering the outcomes of the last National Student Survey and discussing how it can provide quicker assessment feedback to students. This guidance refers to summative (actual) rather than formative (practice) assessments. In



relation to this, the following has been agreed:

## **Coursework and other assessments, excluding examinations**

You will normally receive feedback on all your assessments, other than examinations, within 20 working days following the date of submission of your assessment or actual date of the assessment (in the case of class tests). For some assessments the feedback period will be less than 20 working days. However, it may be the case that the 20 day rule for some assessments cannot be met for justified reasons (for example, modules on which a large number of students are enrolled). However, it is anticipated that this will apply to only a small number of modules on your award and, in those cases, the feedback return period will not exceed 25 days. The anticipated feedback return times for all assessments will be published in your Module handbooks and/or displayed on notice boards.

In order to ensure that feedback is provided within 20 days, in most cases, the marks for your work will be provisional and will be subject to final ratification by the appropriate Assessment Board in due course.

## **Formal University examinations**

Feedback for examinations will always be provided and should be available as soon as possible after the relevant examination. Where appropriate, feedback on examinations at the end of the last teaching block in the final year should be provided in the form of generic, group feedback through the relevant Blackboard site.

At the latest, feedback should be provided at least four weeks before the next examination period.

The University expects that you will also play your part by ensuring that you collect feedback from the relevant sources as soon as it is available.

## **Individual Verbal Feedback**

When your assignment is returned, you may require guidance as to how you could have improved your marks. To obtain the maximum benefit you should first read and consider the comments on your assignment/assignment report form, and take note of any cohort feedback. Once you have read all the feedback, you may wish to see your module tutor for further guidance.

When examination results are published in June, a rota will also be available giving details of availability for all module teams so that you can arrange an individual appointment with a tutor to discuss your work. At this stage, priority will be given to students who have failed but all students are entitled to receive individual feedback.

At the end of the module, your overall mark is recorded as a grade point.

<u>Grade</u>	<u>% Mark</u>	<u>Grade</u>	<u>% Mark</u>	<u>Grade</u>	<u>% Mark</u>
1	1 - 24	6	46 - 49	11	63 - 65
2	25 - 34	7	50 - 52	12	66 - 69
3	35 - 39	8	53 - 55	13	70 - 72
4	40 - 42	9	56 - 59	14	73 - 75
5	43 - 45	10	60 - 62	15	76 - 100

For a more detailed explanation of the assessment system, please consult the Undergraduate Modular Framework Regulations (available via the University Web Site and from each module's Blackboard page).

## Academic misconduct

You should ensure you familiarise yourself with what the University means by Academic misconduct; it might differ from your previous experiences. You should also note the penalties applicable. **The maximum penalty for academic misconduct is failure of your award.**

The Regulations are available at [www.staffs.ac.uk/assets/academic\\_misconduct\\_tcm44-26770.pdf](http://www.staffs.ac.uk/assets/academic_misconduct_tcm44-26770.pdf)

There are different forms of academic misconduct. The most common types are:-

1. **Plagiarism**- using somebody else's words or ideas as your own. This includes not referencing your work correctly or substantial paraphrasing.
2. **Collusion** – where two or more students work together to produce work which is submitted as an individual's own work.
3. **Buying assignments**- Staffordshire University is aware of websites and individuals which sell assignments. Do not be tempted to make use of these sites. This offence carries a very serious academic penalty.
4. **Examination Misconduct** – this includes attempting to enter an examination with memory aids, attempting to communicate with a fellow student during an examination or trying to obtain an unfair advantage in some other way.

**This is not an exhaustive list but is provided to highlight the kind of conduct that is NOT acceptable. Any evidence of academic misconduct will be viewed most seriously and will be subject to the University's disciplinary procedures. If proved, the offence will have to be mentioned in any reference that is provided for you. You will also have to declare it on your application for the membership of any Professional Body.**

If a piece of work which you submit is suspected of academic misconduct, then the marker will, together with another member of staff, assess the extent of the suspected misconduct. If the staff find that there is a case to answer you will be informed in writing that your work is suspected of academic misconduct and the matter will be referred to a hearing at which you will be invited to answer the allegation. The 'Procedure Dealing with Breaches of Assessment Regulations: Academic Misconduct ' is available at [www.staffs.ac.uk/images/academic\\_misconduct\\_tcm68-12681.pdf](http://www.staffs.ac.uk/images/academic_misconduct_tcm68-12681.pdf)

If you are having difficulties, for example because of personal or health problems, please see your Personal Tutor and/or make use of the extenuating circumstances procedure (see below). It is better to fail honestly or even to receive a zero mark for non-submission than it is to be found in breach of the Regulations. Ignorance of the Regulations is no defence.

## Section 9 – Assessment (Procedure and Extenuating Circumstances)

**NOTE-** All assessments must be treated with equal seriousness and you must attempt all elements.

### Assignment Submission Dates and the Effect of Late Submission

Assignment submission dates will be displayed in Academic Administration notice board. Please remember to check the dates and any amendments to the **dates** that may be made during the academic session. **It is your responsibility to ensure coursework is handed in on the correct date.**

Assignments should be submitted to the Academic Administration Office between **8.30 am and 5.00 pm**. Assignments submitted after the deadline time will be deemed to have been submitted late (see late submissions). This will be strictly enforced.

Assignments may be submitted prior to the official hand-in date to Academic Administration. Work submitted late (ie: after the date and time specified) will be marked as 0%. If the late submission is due to illness or some other documented cause, you should complete and hand in an extenuating circumstances form to the Academic Administration by the publicised deadline for such claims. (See below.) If your claim is upheld your work will be marked normally. If it is rejected, the 0% will stand.

### Assignment Submission and Collection Procedures

Assignments are marked anonymously. When submitting your assignment you will be required to attach a **special cover sheet**. These are available from the Academic Administration Office. Your **student ID** card will also be needed for this process. You should write your name under the flap of the cover sheet and then seal it. You must also sign the statement regarding academic dishonesty (plagiarism) which is at the top of the cover sheet. You should not write your name anywhere on the assignment itself, although you may write your student number if you wish.

Assignments will only be accepted if accompanied by the correct documentation:

- **one completed coversheet**
- **two copies of your assignment**

Your second copy of the assignment will be stamped and returned to you. **You will need to produce this stamped copy to collect your marked assignment and you will not be able to collect your assignment unless you produce it.**

Please do not put your assignment in folders, wallets etc, as this merely hinders the submission and marking procedure and does not add to the marks available for the assignment. The School strongly recommends that you keep a photocopy of all your assignments throughout your studies.

**Marked assignments must be collected on the designated hand-back date from the Academic Administration.** The hand-back dates will be displayed in the Academic Administration notice board. Please remember to check the dates and any amendments to the dates that may be made during the academic session. **It is your responsibility to ensure coursework is collected on the correct date.**

If you cannot collect your assignments on the designated hand-back date please choose one of the following options:

- Ask a friend to collect on the designated date for you (for example, a friend who is collecting their own assignment on the designated date). Remember to give them your stamped copy.
- You may have your marked assignment returned by post. Please leave an SAE when you originally submit your assignment. You will also need to leave the stamped copy with the Academic Administration. Please ensure you write your name and the module title on your stamped copy. Please note that assignments returned by post will be dispatched approximately 10 days after the designated hand-back date.

## **Examinations**

End of Teaching Block examinations will be held during the designated assessment periods which are referred to in the awards timetable. The timetable will be published on the Academic Administration notice board.

**You must take your student card to all examinations. Invigilators will check your student card.**

If you are ill in the period up to or including the examinations or coursework assessment you should obtain a medical note and follow the procedures for extenuating circumstances – see the University regulations and the section on “Extenuating Circumstances” below.

## **Resit Arrangements**

Re-sit examinations are scheduled to take place in October (subject to confirmation before the end of Teaching Block 1) and the resit timetable will be publicised well in advance. New titles for assignment work will be available after examinations have finished in August and will have to be submitted by a specified date in Teaching Block 1 of the 2012/2013 academic year. In certain circumstances you will have until the following May to re-sit assessments.

Once the resit dates are confirmed , you should arrange to keep this time clear. In asking you to do this, we are not assuming that you will fail! We want you all to have a very happy, healthy and successful year. You may not intend to fail or expect to be ill, but you must still keep resit dates clear.

## **Second Marking**

The Law School has in place a system of second marking to ensure consistency within and across modules. This operates as follows:

1. Before starting the marking, the Staffordshire University and APIIT Sri Lanka module teams agree the specific assessment criteria and how they are to be applied.
2. Initial marking is undertaken by the APIIT Sri Lanka module team.

3. Following the initial marking process, Staffordshire University module team meet to carry out 'second marking', looking in particular at work with a high, borderline or fail mark.
4. A selection of assessments is then sent to External Examiners.

All assessments are available for scrutiny by External Examiners before the Award Boards in June and September.

## Extenuating Circumstances

If you believe that your performance in any element of assessment or your participation in the learning process has been adversely affected by circumstances outside your control then you may be eligible to submit a claim for extenuating circumstances. APIIT Law School EC Committee will consider your EC application and forward an EC report with its recommendations to the University Law School. Your claim will then be considered by the University Law School's Extenuating Circumstances Panel who will decide whether or not to uphold your claim. Any subsequent action taken will simply ensure that you are given an equal opportunity to participate in the learning process or to demonstrate your performance in assessment.

Extenuating Circumstances claims must be submitted on the appropriate form, which is available from the Academic Administration. It must be accompanied by independent written verification of the circumstances, eg: a medical note, letter from a student counsellor, etc. The panel cannot consider verbal or hearsay evidence. **It is YOUR responsibility to ensure that this evidence is submitted.** For example, if you were ill you must provide a note from your doctor. It is not sufficient to provide your doctor's contact details and say that s/he will be prepared to support your application on request.

You must submit your claim for extenuating circumstances **PRIOR TO** the assessment dates (unless the circumstances are contemporaneous).

There are three different types of claim for Extenuating Circumstances:

- **Non-submission or non-attendance (Code N).**

You should submit this type of application if you are unable to submit an assessment or to sit an examination for reasons which satisfy the procedures. If your application is upheld, you will be able to attempt that piece of assessment at the next opportunity. If your application is rejected, then your failure to attempt the assessment will mean that your mark is recorded as zero.

- **Mitigation (Code M)**

You should submit this type of application if you are able to submit an assessment or attempt an examination but your performance was adversely affected for reasons which satisfy the procedures. If your application is upheld, but you fail the assessment, you will be able to attempt the assessment as if for the first time at the next opportunity. If your application is upheld, but you pass the assessment, you will be awarded a further assessment opportunity (FAO). This means that you may attempt the assessment again to improve your mark if you so wish. Alternatively,

you may choose to keep the mark awarded and not to take the FAO.

- **Late submission (Code L)**

You should submit this type of application if you have submitted work late for reasons which satisfy the procedures. Your work may be accepted up to ten days after the submission date, but please note that this period varies and a lower limit applies for certain types of circumstances. Please see the Extenuating Circumstances form for more details.

If your application is upheld, your work will be marked as if you had submitted it on time. If your application is rejected, your mark will be recorded as zero, as would be the case for any other late submission.

You should think carefully before deciding which type of application to submit and seek advice from your Personal Tutor, Level Tutor or Programme Leader if necessary.

Full procedures and deadlines for making a claim and completing the form accompany the Extenuating Circumstances Claim form. Please note the following:

1. All claims are dealt with in complete confidence.
2. Retrospective claims will not normally be considered. Doctors' notes must, therefore, be dated within 5 working days of the hand-in/examination date.
3. The deadline for claims can be found on the front of the Extenuating Circumstances form and will be displayed on the notice boards.
4. You will be informed of the Panel's decision in writing.

## **Results**

You will receive your results for Teaching Block 1 module by module when you collect your assignments. If you have taken a non Law School module, please refer to the sponsoring School for your result.

Your combined Teaching Block 1 and Teaching Block 2 results will be posted to your home address in July, no later than 20 days after the Award Board. During Teaching Block 2 notices will be put up displaying the dates on which results will be posted out. Teaching Block 2 results letters will give marks in grade points – please refer to the grade point conversion charts earlier in this handbook.

**Results letters will automatically be sent to your home address. It is your responsibility to ensure your address is kept up to date on our records. If you change your address, please inform Law School Academic Administration immediately.**

## Section 10 – Support Provided by Law School Staff

If you are experiencing difficulty with any aspect of student life, there are many sources of assistance. You could approach your Personal Tutor, Level Tutor or Programme Leader if you think they may be able to help. Additional APIIT support services are set out in Section 11 of this handbook.

### Personal Tutors

You will be allocated a member of staff who will act as your Personal Tutor for the duration of your time here. Your Personal Tutor will hold ‘formal’ meetings with you within the first two weeks of enrolment and a further three formal meetings throughout the academic year. A record of these meetings will be kept and it is in your interest to attend.

In addition to the formal meetings you or your tutor may request further meeting, eg; if you are absent without explanation. You will be contacted via e-mail. Personal Tutors indicate their availability via the Lecturer Consultation System (<http://webspaces1.apiit.lk/consultation/>). You may also contact them through the Reception in an emergency. Your Personal Tutor is responsible for your day-to-day academic and personal welfare. If you are experiencing problems or require general advice on your progress you should speak to your Personal Tutor in the first instance. If the Personal Tutor feels unable to help, then you will be referred to someone who can.

The personal tutor system is also designed to ensure that every student is well-known to a member of staff who can provide the necessary information to complete references, etc, which is important in the competition for places to study and for jobs after graduation. It is useful if you can give your Personal Tutor some information on your achievements and experiences, otherwise the reference may be a bland statement of your subjects and results, which will not look attractive to the potential employer or course provider. Regular meetings with your tutor will also enable him/her to write more effective references.

It is a matter of courtesy that you ask your Personal Tutor to act as a referee, rather than just assume that s/he will do so. You should also allow a reasonable time for the completion of the reference. Writing a meaningful reference takes time and effort, so please try to co-operate to help staff to help you.

Matters told to your Personal Tutor will be confidential where appropriate and notes taken by your Personal Tutor of confidential meetings (e.g. discussion of sensitive personal or health difficulties) can be placed on your file in a sealed envelope which cannot be opened without your permission. It is in your interests that records of such meetings are kept. For example, your difficulties might mean that your Programme Leader needed to write to one of the Professional Bodies on your behalf. The records of the meetings with your Personal Tutor could then, with your permission, be used to support your case.

You will keep the same Personal Tutor until your final year. At the beginning of your final year, however, you will be transferred to a tutor who will teach you that year. This is to enable the tutor to provide effective references.



## Programme Leader and Level Tutors

The role of the Programme Leader is to oversee the academic and administrative running of the Award. They liaise with Level Tutors, Module Leaders, Personal Tutors and administrative staff. The Programme Leader reports to the Academic Management Committee on the progress of students.

Programme Leader should be approached if a student has a serious problem which cannot be dealt with by the Personal Tutor or Level Tutor, or if a student has a concern about the course itself, e.g. if the student wishes to transfer or withdraw.

Each level has a member of staff who acts as Level Tutor. They are responsible for the day-to-day running of the Award. You will meet them at enrolment. They are responsible for the collation and dissemination of information about the award. You should contact the Level Tutor if you require general advice about the award, e.g.: progression, assessment regulations, etc.

The Programme Leader and Level Tutors make up the LLB Team. The staff on this team are as follows:

### LEVEL 1

Academic Staff	Designation	Module Leaders
Ms. Marini De Livera	Senior Lecturer	English Legal System, Skills, Constitutional and Administrative Law
Ms. Upeka Perera	Senior Lecturer	Contract Law
Ms. Kavitha Ganesan	Senior Lecturer	Criminal Law

### LEVEL 2

Academic Staff	Designation	Module Leaders
Ms. Marini De Livera	Senior Lecturer	Human Rights
Ms. Upeka Perera	Senior Lecturer	Commercial Law, Equity and Trusts
MS.Thakshila Dhammearatchi	Lecturer	Tort
Mr. Sameera Silva	Lecturer	Land Law

### LEVEL 3

Academic Staff	Designation	Module Leaders
Ms. Susan Green	Visiting lecturer	Human Rights
Dr Dayanath Jayasuriya	consultant/senior academic advisor	Export and International Trade Law
Ms. Marini De Livera	Senior Lecturer	Human Rights: International Criminal Law

Ms. Upeka Perera	Senior Lecturer	Work Experience Module, Commercial Law, Intellectual Property Law
Ms. Kavitha Ganesan	Senior Lecturer	Sri Lankan Company Law, Research Projects, Dissertation
Mr. Isuru Liyanage	Lecturer	Sri Lankan Labour Law

## Careers

Ms Upeka Perera will act as Career Tutor. As well as seeing students on an individual basis, the Careers Tutor organises a series of talks given by various guest speakers throughout the year.

Careers advice is also available from the APIIT Career Guidance and Job Placement Unit.

## Section 11 – APIIT Support Services

Following support services are available to all APIIT students:-

- Career Guidance and Job Placement Service
- Student Counselling Service
- Students' Activity Club
- English Language Centre
- APIIT Online Systems for Students

Further details of each of these services are given below.

### **Career Guidance and Job Placement Service**

APIIT-Sri Lanka Career Guidance and Job Placement Service provide assistance to students to plan their career and find suitable employment on graduation. This service maintains close contacts with the industry and to assist students to secure most appropriate and high profile jobs.

### **Student Counselling Service**

There are full-time Counsellors at APIIT to look into your needs.

#### **I. Accommodation**

There is no formal service to assist you in obtaining accommodation. However, if assistance is required, the Counsellors will be pleased to help wherever possible.

#### **II. University Placements**

APIIT-Sri Lanka facilitates students to transfer to affiliated universities in the United Kingdom and Australia. Students, who complete one, two or three years of study at APIIT-Sri Lanka, may take advantage of this facility to attain overseas exposure.

Students are advised to apply well in advance (approx 2 ½ months ahead of intake date) to respective university, since visa processing may take a maximum of 1 ½ months. Whilst APIIT-Sri Lanka will assist the students, application and obtaining relevant Visas to gain entry shall be the responsibility of the student. Students applying to non-affiliated Universities could make a special request to obtain necessary documentation.

### **Students' Activity Club**

The Students' Activity Club (SAC) represents the student community and acts as a forum to express their opinions and concerns. SAC also facilitates students to pursue their non-academic interests and promotes student bonding. Various societies are formed to encourage social, cultural and sporting activities. Numerous events are organised to cater to diverse student interests and contribute to community development.

## English Language Centre

The aim of the English Language Centre is to provide a comprehensive training in English and help students reach high levels of competence.

Comprehensive computer aided learning packages are used to train students on all aspects of English learning such as listening, reading, comprehension, and writing. Customized training programmes supported by a teacher facilitate acquiring new knowledge and skills while self-study sessions provide opportunities for practice and improvement.

APIIT - Sri Lanka strives to produce employable graduates who not only have technical skills but also soft skills. English Language Centre is an important resource that supports this objective by helping to improve students' communication skills.

### APIIT Online Systems for Students

APIIT has implemented a number of systems, which can be accessed internally and externally to provide a better service for students. These systems can be accessed through the following URL: <http://webspace.apiit.lk>

At present, students can access the following services/systems:

- Class Timetable
- Course Appraisal
- Lecturer Consultation Hours
- Online Feedback
- Library Online
- Online Lab Booking System
- Results Online

And the following online handbooks:

- Academic Staff Directory
- Student Handbook

These systems are under continuous improvement and modification to provide a better service. All the changes to the systems will be notified to the students in advance.

#### I. Laboratory Slot Allocation

Lecturers for each module will allocate sufficient period of laboratory usage for all students within a class for their assignments, projects, etc. If you are unable to finish your work during the allocated time, you will be able to book additional laboratory time via online Lab Booking System or at the technical room, based on the availability of units.

#### II. Access to Laboratories

You will be given scheduled time slots to use the computing facilities, and you should only use these facilities during the allocated time slots.

Discussion, in the spirit of co-operative learning, is encouraged in the laboratories, as long as it does not inconvenience the other students and overcrowd the laboratories or disrupt

nearby lectures.

The students must be aware of the Lab Timetables. The Lab Timetables are available online and also on notice boards.

Students cannot lock a particular computer for more than 10 minutes. If the student wants to leave the computer for a longer time period, he or she must logoff.

You are responsible for ensuring that the computing facilities are used in an effective, efficient, ethical and lawful manner.

### III. Usage of Online Lab Time Reservation System

The following should be taken into account when using the Lab Time Reservation System:

- You will be provided with an account and an initial password to log in to APIIT Lab Time Reservation System.
- You are responsible for the manner in which your account is used. Your password should not be revealed to anyone else. You must change your password immediately after the first successful login.
- A student will be able to reserve 4 time slots per day. Additional time slots can be requested through the Technical Room and are subject to availability of free computers.
- All entries made using your account are logged by the system. As such, you should ensure proper use of your account so as not to cause inconvenience to other users. Any improper use will be deemed as unprofessional conduct and shall be dealt with in accordance with the Institute's General Rules and Regulations.

### IV. Lab Bookings

Additional time slots can be requested through Technical Room. The granting of the request for additional time slots will depend on the availability of time slots and subject to approval by the Network Administrator.

If you have reserved a particular computer, you must explicitly make a cancellation request to the Network Administrator at least one hour before if you are not planning to use it. Otherwise, you will still be deemed responsible for those resources allocated to you for that time slot. A student who has booked additional slots but who does not turn up (without valid reason) will generally not be able to request for additional bookings of laboratory slots in the following week.

## **Section 12 – Opportunities to Get Involved and Gain Experience**

This section sets out how you can become involved in other activities during the course of your degree. You may wish to take part in internal competitions which develop specific law-related skills, such as mooting, negotiation and client interviewing. You may wish to volunteer or stand for election as a Student Representative, or you may wish to act as a Student Mentor or Student Ambassador. In addition, APIIT Sri Lanka offers opportunities to gain paid or unpaid work experience.

You should also be aware of various opportunities available, e.g. by taking an active part in the Students' Activity Club, in sports teams and in various clubs and societies. It is not possible to take part in everything but you are likely to enjoy your time here far more if you set out to take advantage of what is on offer. (You are also more likely to gain useful experience which will develop a broader range of skills and help you to build a more impressive CV.)

### **Mooting, Negotiation and Client Interviewing Competitions**

The Law School offers many other ways in which you can become involved. Competitions are organised internally for mooting, negotiation and client interviewing.

### **Student Mentors**

You might also wish to consider becoming a Student Mentor for next year. The Student Mentors help new entrants to find their way around in their first few weeks. The Student Mentors also help at Open Days in showing prospective students around the APIIT premises. Many of the Law School's Student Mentors also act as Student Ambassadors.

### **The Student Ambassador Scheme**

Students can play an active role in helping others to find out about higher education, life as a student and about Staffordshire University and APIIT Sri Lanka in particular. Student ambassadors help out at recruitment events, mainly at APIIT, but sometimes in schools and colleges.

Being a student ambassador helps to develop social, organisational, problem solving, time management and communications skills in a practical context. By taking part in the Student Ambassador Scheme, you stand to gain the following benefits:

- Presentation skills training
- Build up your personal and professional references
- Meet new people (and make new friends)
- Learn more about the University and get more involved
- Work with young people
- Gain some practical work experience
- Be involved in teamwork
- Help towards the progress award

Recruitment to the Student Ambassador Scheme takes place all year round – however there will be a specific recruitment and training session that you have to attend.

## **Student Representation**

Student representatives for Intermediate and Honours Levels (Levels 2 and 3) are elected by the student body at the start of each academic year. For Certificate Level (Level 1), we will normally ask for volunteers to act as student representatives, simply because you will not know each other well enough at the start of the academic year for elections to be held. Please see the Student Charter (set out in Section 13 of this Handbook) for more details of the responsibilities of student representatives.

It may be that you act as a student representative during your time with us. Alternatively, you may ask one of the student representatives to raise a particular issue on your behalf. Please note, though, that this is by no means the only channel of communication. We hope that you will feel free to raise any issue in regular class meetings and/or to approach individual staff throughout your time with us and to discuss with them any concerns that you may have.

## Section 13 – The Law School Student Charter

# The Law School Student Charter

### Award Enrolment

**You can expect us to:**

- ❖ Provide full details before you arrive of how to enrol on your award
- ❖ Provide support if you have any problems with the enrolment process

**You are expected to:**

- Register for your award on the day/time/place allocated by the Law School (use the online enrolment system to register for your award)

### Student Handbook

**You can expect us to:**

- ❖ Place an electronic copy of the Student Handbook on the APIIT Webpace.

**You are expected to:**

- Attend all the sessions in Welcome Week
- Read the Handbook
- Download an updated copy of the Handbook from the APIIT Webpace at the start of each subsequent academic year.

### Timetable/Tutorial Information

**You can expect us to:**

- ❖ Provide accurate information about lecture and tutorial timetables before module enrolment

**You are expected to:**

- Make yourself familiar with the information (via relevant notice boards).
- Attend timetabled lectures/tutorials
- Notify your Level/Personal Tutor if for any reason you are not able to keep up your attendance
- Consult appropriate staff and complete necessary paperwork within the specified time limit if you change options (3 weeks for Certificate Level (Level 4) modules and 2 weeks for Intermediate & Honours Levels (Level 5 & 6) modules)



## Personal Tutors

### You can expect us to:

- ❖ Allocate you to a Personal Tutor who will be responsible for your day-to-day academic and personal welfare
- ❖ Arrange your first meeting with your Personal Tutor

### You are expected to:

- Arrange meetings through the Lecturer Consultation System
- Attend the meetings with your Personal Tutor
- Keep your Personal Tutor informed about your progress so that s/he is able to offer appropriate support and when necessary write meaningful references
- Give your Personal Tutor reasonable notice of any reference requests

## Module Enrolment

### You can expect us to:

- ❖ Provide details of date/time/place for module registration at least 2 weeks in advance of module enrolment
- ❖ Provide a School module directory outlining all module choices at least 2 weeks in advance of module enrolment

### You are expected to:

- Make yourself familiar with the information (via relevant notice boards and the Student Portal)
- Register for your modules on the days allocated by the School and follow instructions regarding module registration
- Make yourself familiar with this information and seek information and guidance to ensure your pattern of study is correct

## Assessments

### You can expect us to:

- ❖ Provide information about the coursework assessment timetable, normally within 3 weeks of the beginning of the academic year
- ❖ Provide the final version of the main examination timetable, normally at least 4 weeks in advance of the examination period
- ❖ Return marked assessments, normally within 5 weeks of submission
- ❖ Provide information on availability of Teaching Block 2 results at least 8 weeks prior to the end of the Academic Year
- ❖ Provide, at the end of the Academic Year (or re-sit period if applicable), a results letter in the form of a transcript of progress and credits

**You are expected to:**

- Make yourself familiar with information on the coursework assessment timetable (via the relevant notice boards) and monitor notice boards for any changes to schedule
- Adhere to the assessment timetable (hand-ins/ hand-backs/examinations)
- Make yourself familiar with information on the return of assessments (hand-back dates) via relevant notice boards
- Make yourself familiar with information on availability of Teaching Block 2 results (see relevant notice boards for dates when results are available)
- Adhere to the published guidelines on obtaining results (e.g. provide SAE for posting results if required)
- Check transcripts carefully and report any apparent discrepancies to the Academic Administration Office

**Disabled Students****You can expect us to:**

- ❖ Make reasonable adjustments for your disability, including making arrangements to accommodate your requirements for examinations.
- ❖ Work with you to arrange and manage the support necessary to meet your individual needs.
- ❖ Make all reasonable efforts to anticipate your needs where we know of your disability.

**You are expected to:**

- Provide details of your needs upon enrolment
- Work with us to help us to provide you with the necessary support.
- Inform us as soon as possible if your needs change or if they are not being met.

**Extenuating Circumstances****You can expect us to:**

- ❖ Provide information regarding the Extenuating Circumstances procedure and claims submission deadline via the notice boards
- ❖ Give your claim complete, fair and unbiased consideration by the Extenuating Circumstances Panel
- ❖ Inform you of the decision of the panel in writing within 10 working days of the Extenuating Circumstances Panel meeting

**You are expected to:**

- Make yourself familiar with the information
- Adhere to the procedures, fully complete the claim form and submit the form and appropriate evidence in accordance with the submission deadline date.

## Student Complaints

### You can expect us to:

- ❖ Initially try to resolve your complaint at the point at which the problem arose
- ❖ Consider all complaints professionally and without prejudice
- ❖ Respect the complainant's desire for confidentiality whenever possible
- ❖ Provide a prompt and appropriate response to any complaint made
- ❖ Provide clarification about School/University procedures at the earliest opportunity where the complaint is a matter of policy or procedure
- ❖ Refer matters of policy/procedure to other staff within the University, where appropriate, to ensure that services are improved
- ❖ Keep you informed of the progress being made in resolving the issue raised, either by email or via the pigeon holes

### You are expected to:

- Make all efforts to resolve complaints informally in the first instance
- Raise matters of complaints in an honest way and without prejudice
- Provide the appropriate documentary evidence to support your complaint, if asked to do so

## Student Representation

### You can expect us to:

- ❖ Provide additional support for student representatives, by holding pre-meetings to discuss agenda items for Staff-Student Liaison Committee meetings

### You are expected to:

- Take a full and active role in meetings where you act as a representative
- Ensure that you widely canvass the views of, and provide feedback to, the students whom you represent

## Information Provision

### You can expect us to:

- ❖ Notify you of cancelled lectures/tutorials due to staff absence
- ❖ Provide comprehensive study guide material
- ❖ Provide a friendly, courteous and helpful service
- ❖ Deal with all enquiries in an efficient and prompt manner
- ❖ Maintain accurate student records
- ❖ Provide accurate details of any services available within APIIT e.g. Counselling Services

### You are expected to:

- Notify the School of any absences from lectures, tutorials or assigned meetings
- Be aware of the content within the study guide and understand procedures
- Respect staff within the APIIT community
- Answer any queries the School may request in a prompt manner
- Notify the School of any change in address or other relevant details

## Academic Dishonesty

### You can expect us to:

- ❖ Provide information on the conventions that apply to correct academic referencing
- ❖ Provide detailed guidance on how to apply these as part of the PSPCD module
- ❖ Refer to any breach of the Regulations on Academic Dishonesty in any reference that we provide for you

### You are expected to:

- Attend the sessions explaining academic dishonesty and correct referencing
- Read the information provided
- Read the University's Regulations on Academic Dishonesty
- Comply with the Regulations on Academic Dishonesty