UL Law School Teaching and Assessment Practices

# Disseminating Module Details

* + Each lecturer will provide a copy of the syllabus for each student. The syllabus for each module can also be found on the Law School Book of Modules website.
	+ The method of teaching the module, i.e. lectures or seminars, tutorials, moots, problem based learning, etc. will be communicated in such a way that the student knows what they can expect from the lectures and in the overall delivery of the module.
	+ How the module will be assessed including the repeat assessment will also be made clear as well as how student can enhance their performance in assessments.
	+ Lecturers will make clear what the students can expect from the lecturer and in return what the lecturer expects from the student from the overall module, including issues such as learning outcomes, attendance, behaviour in class, assessment criteria and evaluation, etc.

# Extensions for assignments, FYPS and Dissertations

* + All FYPs and Dissertations will have a fixed submission date, as per the relevant student booklet. This date must be adhered to and any request for extensions must be made directly to the Head of School who has the sole discretion to deal with such requests.
	+ In situations where module assignment submission date(s) are set by the module leader, a late submission is punishable by a 5% reduction in the grade for each 24 hour period (or part thereof) after the submission deadline. Any requests for extensions to the submission deadline must be made directly to the Head of School who has the sole discretion to deal with the request. The request, which should be emailed to the Head of School with the relevant module leader copied in, must ordinarily be made in advance of the deadline.
	+ All in-term assignments must be submitted through the SULIS website for the module.

# Sample answers and/or reviewing student work prior to submission for assessment

* + It is not the policy of the Law School to provide sample answers to students.
	+ Neither is it the policy of the Law School to review individual student’s work which is intended for submission for grading purposes.
	+ The only exception to this policy is where the faculty member is supervising a student’s research, such as an FYP, Dissertation or other significant piece of research.

# Feedback on in-term assignments before the final exam

* For any submission made during teaching term that forms part of the overall assessment of the module, the minimum that students can expect to get, in a timely manner, is a provisional grade (it should be made clear that it is only a provisional grade, subject to approval through the University’s usual processes) and a reference to why such a grade would be awarded – e.g. reference to the Law School Grade Descriptors.

**Feedback on End of Semester Exams**

* + Faculty members will not write comments on individual exam scripts.
	+ Faculty members will compile short answer guidelines for each question, which will be made available to students after the exam has taken place.
	+ Faculty members will also compile a short exam report discussing the generic issues of the performance of students, which will be made available to the cohort that have done the exam.

# Grading Practices

* + All assessments will be graded in accordance with the Law School Grade Descriptors. A percentage mark will be awarded for each part of an assessment, the total of which are ultimately converted to a letter grade (e.g. A1, B1) in accordance with the Law School Grade Descriptors.

# External Examining

* All assessments will be externally examined in accordance with the Law School ‘Best Practice Guidelines in Respect of Relations with External Examiners’.
* A representative sample of Final Year Projects/Research Articles/Dissertations will be sent to whichever external examiner is relevant to the subject matter of the Final Year Project/Research Article/Dissertation.
* Every FYP and dissertation will be examined by two internal examiners as part of the grading process.

# Alternative Assessments Instead of Summer Repeat Exams

* Whatever format for the repeat assessment is listed in the module outline (as provided by the lecturer), must be followed. **Students cannot negotiate a change of format with the lecturers**. The only potential exceptions to this would be for Erasmus students who may have returned to their home institution or elite sports students (where authorised by UL senior management).

# Plagiarism

* All submissions by students for assessment purposes must be accompanied by a declaration stating that the work does not contain plagiarised material.
* Assessment submissions which are not accompanied by the declaration will not be corrected

# Grinds for UL students

* + It is Law School policy that any person who provides teaching services to the Law School (either for a cash payment or as part of a scholarship arrangement) cannot offer grinds to UL law students (paid or unpaid).

# Availability of paper copies of material

* + It is Law School policy, in line with University policy, to reduce as much as possible the use of paper copies of material – i.e. where possible, all material will be made available to students using electronic means.

# *This updated policy is effective from September 2nd 2019*

*Eddie Keane*

Director of Teaching and Learning