

2020 Distance Learning Course Handbook

# LLM International Business Law

Leeds Law School

LLMIL



LEEDS BECKETT UNIVERSITY

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visit <http://bit.ly/librarydisability> and click the 'Accessible Resources' tab

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# 1 Welcome to the Course

## 1.1 Message from the Dean of School



Welcome to the 2019/20 academic year at Leeds Law School.

We sit in the heart of the great city of Leeds, the most important legal centre outside London and are proud to be part of Leeds Beckett University, a thriving University that puts students first and aims to ensure access to the greatest range of opportunities.

Leeds Beckett University and its founding colleges has been teaching law since 1924. Over the last 90 years we have trained many thousands of lawyers and our alumni have reached the highest levels of legal, academic and business practice. We have alumni who are managing directors, managing partners, judges, senior academics and chief executives. I am committed to helping all Leeds Law School students achieve similar success and I would urge all of you to seize every chance we offer to enhance your CV and broaden your experiences.

As the Dean of Leeds Law School, I am committed to ensuring you all have an excellent student experience. If there is something we are not doing, but ought to be doing, then please do not hesitate to get in touch. I wish you well with your studies.

Deverall Capps LLB LLM Cert Ed. Barrister-at-Law, **Dean, Leeds Law School**

## 1.2 Message from your Course Director

This handbook provides you with information that you will need on your course. You should find it helpful when you first start, when you are preparing for assessment and at any time that you need help or advice in connection with your studies. You will also receive a Module Handbook for each module you study on your course.

The course team is looking forward to working with you and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful.

On behalf of our University and the whole course team I would like to wish you well in your studies.

Dr Nirmala Pillay

Reader and Post Graduate Course Director Academic

### 1.3 Academic Calendar and Timetable

Date	Semester 1: Law of the European Internal Market and International Trade Law
27 January 2020	Module introductions including induction
3 February	Unit 1
10 February	Unit 2
17 February	Unit 3
24 February	Unit 4
2 March	Unit 5
9 March	Consolidation Week
16 March	Unit 6
23 March	Unit 7
30 March	Unit 8
6 April	Easter Break
13 April	Easter Break
20 April	Unit 9
27 April	Unit 10
	Consolidation/revision/assessment

### 1.4 Key Contacts

Your Course Director, Course Administrator and Online Learning Tutor [LawOLT@leedsbeckett.ac.uk](mailto:LawOLT@leedsbeckett.ac.uk) are here to support you. Their contact details are provided below:

### **Course Director**

Dr Nirmala Pillay

Email: [N.Pillay@leedsbeckett.ac.uk](mailto:N.Pillay@leedsbeckett.ac.uk)

Tel: 0113 8122560

### **Course Administrator**

Michael Thackery

Postgraduate Law Administration

Email: [PGDL@leedsbeckett.ac.uk](mailto:PGDL@leedsbeckett.ac.uk)

Tel: 0113 812 3180

### **Online Learning Tutor**

Nazia Yaqub

Email: [LawOLT@leedsbeckett.ac.uk](mailto:LawOLT@leedsbeckett.ac.uk)

Tel: 0113 8122091

### **Academic Librarian**

Your course has a specific Academic Librarian who has detailed knowledge of your chosen subject. She will teach you how to make the most of the information available to you during your course.

Catherine Parkin / Ellie Clement

Email: [Parkin.Park@leedsbeckett.ac.uk](mailto:Parkin.Park@leedsbeckett.ac.uk)

Tel: 0113 8125238

### **Course Representative**

Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course Representative are available at [www.leedsbeckett.ac.uk/studenthub/course-](http://www.leedsbeckett.ac.uk/studenthub/course-)

[representatives.htm](#). The Students' Union oversees Course Representatives and more information is available at <https://www.leedsbeckettsu.co.uk/studentvoice/coursereps>

## 1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address, however, quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. **It is therefore important that your student email address is the only email address that you use to contact University staff.** Information on how to access your student email address can be found on the Student IT Support Pages ([http://libguides.leedsbeckett.ac.uk/it\\_support/office365/outlook](http://libguides.leedsbeckett.ac.uk/it_support/office365/outlook)).

**Please make sure that you inform your Course Administration team whenever you change your address and contact details.** It is important that you also update your records yourself. You can do this via the My Account/Update my Data tab on MyBeckett. This will ensure we can always contact you in an emergency, and that you receive any important University communications that we may need to send you.

### Skype for Business

Skype for Business is a communication tool for staff and students:

- Make calls using audio, video and instant messages across the University community.
- Create and participate in group online meetings to support project assignments.
- Available across University devices and personal mobiles via a free downloadable app.
- Fully integrated with the Office 365 suite already used by staff and students.

Your course team will advise how Skype for Business will be used on your course and make guidance available as required.

## Microsoft Teams

Microsoft Teams is a collaboration working and digital community platform that has channels for different projects, conversations and topics, allows you to add files, image, links, videos and more

Your course team will advise how Microsoft Teams will be used on your course and make guidance available as required.

## MyBeckett

MyBeckett, the portal and virtual learning environment provides:

- access to your modules and timetables;
- your reading lists and email account;
- your personal storage area on our University IT servers;
- information on where to look for academic or personal support (Support tab);
- information on opportunities such as jobs, careers, part-time work, placements and volunteering (Opportunities tab)

Further information and support for using MyBeckett can be found on the MyBeckett Support Pages (<http://libguides.leedsbeckett.ac.uk/mybeckett/guides>).

## 1.6 Working in Partnership

We are committed to working in partnership with you and the Students' Union to provide you with a safe and engaging learning environment which is conducive to study for all our students and our staff. An important element of your time studying with us is your engagement in developing your learning. Your engagement on your course enables you to further your learning and supports course completion and aspirations for the future. There is an expectation that students will invest the time in their learning and submit the assessment. We provide support for you to maximise your time studying with us and to develop your learning, skills and abilities to support you in your chosen career path.

We seek active participation by all our students in the continuous enhancement of our courses and through our monitoring, annual review and enhancement processes. These are formal processes used by our University for assuring the academic standards and quality of your course and its continuous improvement. These processes utilise your feedback, External Examiners' reports, feedback from staff and others, data relating to student outcomes on the course and student surveys to reflect on areas of good practice and areas for further enhancement. We invite all students to participate in a range of opportunities to provide us with feedback on your course and modules. This may include discussions with staff, and formalised student surveys e.g. mid module reviews, end of module evaluations and specific course or other surveys such as the Student Barometer, National Student Survey and Destination of Leavers in Higher Education Survey. We utilise the outcomes of these surveys to benchmark our courses nationally and to inform annual course enhancements.

Informal feedback is also welcome at any time either via your Academic Advisor or module tutor or via your Course Representative. Our partnership with you enables us to make the most of your learning experience with us and to enhance the quality of the course. You can find out what actions have been taken in response to your feedback through your Course Representative, your tutors or through the Library.

## **1.7 Course Feedback Representatives**

We have several ways of encouraging students to give us feedback on the course.

- a) One way is through the election of a Course Representative depending on the size of the cohort. The Course Representative working in a voluntary capacity with students, the Students' Union, the Course Director and members of the course team and our University enables the process for election and appointment of Course Representatives. The Students' Union provides training and development for Course Reps and supports their engagement in enhancement activities. Being a Course Representative provides an opportunity for you to enhance your own learning and the development of relevant professional and employability skills in parallel with your studies.

Course Representatives play an important role in:

- acting as a point of contact and advocate for students on the course and in supporting their active engagement;
- gathering feedback from students on the course to inform further enhancements to the quality of the course and the student experience;
- enabling dialogue and good communication between students and staff on the course;
- working with the Course Director, members of the course team and the Students' Union to enhance the course;
- facilitating and engaging in meetings about the course; and
- being an ambassador for the course.

Further details about Course Representatives are available on the Students' Union web site, on the Students web site and in our University's Academic Regulations.

On smaller cohorts and distance learning students may be encouraged to provide individual feedback.

## 2 Studying on this Course

The LLM International Business Law aims to help students gain critical understanding of international law regulating commercial activities in a global economy. To do this, the course focuses on law as it applies to aspects of business, commerce and trade regionally and globally.

With modules focusing on public and private international trade law, students will gain critical understanding of the World Trade Organisation rules and how countries trade, as well as practical knowledge of legal rules applying to contracts of international sale of goods between companies. The modules focusing on European Union rules on the development and operation of supranational markets will further refine students' knowledge of international law and obtain a firm platform for exploring the legal regulation of free trade

throughout the world. The dissertation will give students the opportunity to pursue independent research in a defined legal area of interest, helping to further specialise in a chosen career.

The curriculum in this programme focuses on more than one jurisdiction enabling students to acquire knowledge of the features and principles of different legal systems and be able to compare them. Students will study how law is shaped by and in turn has an impact on ethical, social, political, environmental and economic norms.

## 2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed. The Course Specification is [available](#) from your Course Administrator

### Course Structure

The course structure outlines the modules that will be delivered on this course. Full details of the structure for this course can be found in the Course Specification.

### Course Learning Outcomes

All courses are benchmarked against the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ-DAB). The FHEQ-DAB can be viewed on the Quality Assurance Agency website: [www.qaa.ac.uk](http://www.qaa.ac.uk)

At the end of the course, students will be able to:

1. Develop a critical approach to legal rules and principles affecting cross border business activity and develop a deep understanding of the commercial context in which such rules function.
2. Be able to undertake complex analysis of legal problems involving issues relevant to the legal regulation of international business and make informed judgements from the available data.
3. Be able to apply relevant theory to a question in international business law through the production of a significant piece of independent research.
4. Show a familiarity with legal research methods and be able to apply relevant methodology to a legal/business research question.

5. Develop an ethical approach to the application of legal principles in the commercial field.

## Module Information

For detailed information about the modules on this course please refer to the Module MyBeckett page.

## 2.2 Course Resources

The Course Specification specifies the physical and online resources available to students on this course. On a distance learning course, all required resources will be made digitally available to you, although you have access to the Offsite Library Service.

Your course will be delivered through our virtual learning environment, MyBeckett. Through this platform, you will be able to access learning materials, interact with your course colleagues and submit all your assessments.

You will find an introduction to MyBeckett for Distance Learning Students, which includes how to log in, browser requirements and finding your way around at:

[http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/distance\\_learners\\_offsite/online\\_library\\_induction](http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite/online_library_induction). Your online course induction will tell you more about studying online and provide guidance on how to be a successful online learner.

## 2.3 Professional Accreditation or Recognition Associated with the Course

There is no professional accreditation or recognition associated with this course.

## 2.4 Skills you will gain during the Course

### Skills Developed

The course aims to develop the following academic skills:

1. critical thinking and evaluation
2. complex analysis especially legal analysis
3. independent learning
4. independence in designing and planning a project
5. ability to undertake research on a complex question

6. presentation skills
7. the ability to work ethically

## 2.5 Employability

This course enhances students' employability in the legal and commercial fields since it introduces them to the regulatory framework of the parts of the business and commercial world. Familiarity with laws and regulations and the ability to understand how regulations impact the manufacturing and the service industries, has come to be valued in the business world. Softer employability skills are also developed on this course such as disciplined time management, independent thinking, following instructions, meeting deadlines, and paying attention to presentation.

The Course Specification includes details of any accreditations, career paths, further study options and other opportunities for graduates.

## 2.6 External Examiner

The External Examiner assures that you are assessed fairly in relation to other students on the same course and that the standard of your own award is comparable to similar courses taken by students in other higher education institutions within the United Kingdom.

The details of the External Examiners for this course are as follows:

Dr Ryan Murphy (Associate Professor of Law; Swansea University)

Dr Gerard Conway (Senior Lecturer; Brunel University)

The External Examiner(s) provide an annual report for your course and your Course Administrator can provide details of the External Examiner's report on request. Further details on all External Examiners' reports can be located here:

[www.leedsbeckett.ac.uk/studenthub/external-examiners-reports](http://www.leedsbeckett.ac.uk/studenthub/external-examiners-reports)

## 3 Assessment and Feedback

### 3.1 Assessment

#### Assessment Strategy

Information on the various methods of assessment can be found in the Course Specification.

#### University Assessment Regulations

Our University's assessment regulations are contained within the University Academic Regulations. Regulations on progression, award eligibility and honours degree classifications are available at: [www.leedsbeckett.ac.uk/public-information/academic-regulations/](http://www.leedsbeckett.ac.uk/public-information/academic-regulations/).

#### Assessment Schedule

Please note the assessment periods in the academic calendar and make sure that you are available during those periods. Coursework submission deadlines can be found on MyBeckett. Assessments outside the academic calendar, such as resit opportunities, will be posted on MyBeckett in good time.

#### Coursework

If your module requires you to undertake coursework, details of this will be published in advance within your module on MyBeckett. You will also find these details within your Module Handbook.

#### Reasonable Adjustments and Assessment Support

Disabled students should contact Disability Advice at the earliest possible opportunity to discuss their support requirements for assessments.

Where adjustments are required in relation to examinations, Disability Advice should be contacted no later than **Friday 6 March 2020** in advance of the semester one assessment period. This will provide the best chance of implementing the recommendations from the adjustment plan for that semester's main assessment period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be

possible. Please see Disability Advice on the 'Support' tab in MyBeckett for further information.

### Submitting Assignments

Assignments are submitted electronically to the modules MyBeckett page.

It is important for your progression and achievement that you submit all work for all assignments in a timely manner. It is also important that you keep copies of all work submitted until after you have graduated. You should also keep any receipts confirming the submission of assignments. In the event of your submitted work being lost you may be required to produce a copy of the work and submission receipt. If you are unable to do so, your work will not be marked.

It is important to note that submitting all assignments is a requirement of your course. Should you experience extenuating circumstances which prevent you from submitting on time please make yourself aware of the guidance relating to this in your handbook. Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work. Full details of the penalties for late submission of course work are available in section 3.12 of the Academic Regulations at [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations).

When you submit your work through MyBeckett Turnitin it will 'match' your work with a massive global database of books, e-books, journals, websites and other students' work. You can see if parts of your work 'match' work in the database and you can see if you have attributed this to the source. Turnitin can only help you if you submit drafts of your work a reasonable length of time before the submission deadline.

Please be aware that Turnitin guarantees to 'match' your work and return the result to you within 48 hours. Sometimes it may be quicker than this, but there is no guarantee. The second time you submit a draft of this work Turnitin guarantees that it will 'match' and return your work within 24 hours. Again it may be quicker, but do not rely on this. If you submit a third draft of the work through Turnitin it will again only guarantee a 'match' and return within 24 hours. Therefore, if you want to use Turnitin to help you check your work you must start to submit drafts for matching at least four days before the deadline.

Turnitin cannot detect plagiarism, it can only 'match' text. If you are not sure how to interpret the 'originality report' which Turnitin makes available to you, please ask your module tutor.

Further information on Turnitin is available here:

<http://libguides.leedsbeckett.ac.uk/mybeckett/turnitin>

### **3.2 Getting Feedback on your Assessed Work**

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module Handbook will provide you with specific guidelines on how and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments.

The four weeks mentioned above provides the tutors with a structure within which to conduct a comprehensive first mark with full written feedback online. There is then a lengthy moderation process in which a second examiner scrutinises all the marks and the feedback. Thereafter a final joint moderation review occurs to agree a final provisional mark for the submission, which is then provided to Academic Services for processing any relevant penalties according to the University's Academic Regulations.

### **3.3 How do I Get my Results?**

Students will have access to their provisional assessment marks and feedback via the modules MyBeckett page. Provisional marks will be released once marking and internal moderation has taken place.

Final confirmed results from module assessments and decisions on awards are available on the *Results Online* system from:

[www.leedsbeckett.ac.uk/studenthub/results-online.htm](http://www.leedsbeckett.ac.uk/studenthub/results-online.htm).

Results will only appear within *Results Online* five working days after the date of the Progression and Award Board meeting (the meeting where your end of level outcome will be decided) or the Module Board meeting (the meeting where modular outcomes are decided).

If you are unsure about when you might receive your results or have queries relating to your results, you should contact your Course Administrator.

### **3.4 Extenuating Circumstances and Mitigation**

If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so.

Examples of extenuating circumstances include personal or family illness, bereavement, family problems or being a victim of crime. You will need to provide evidence to prove your situation; the Students' Union Advice Service can offer guidance on what evidence you will need to present.

Further information can be found at [www.leedsbeckett.ac.uk/studenthub/mitigation](http://www.leedsbeckett.ac.uk/studenthub/mitigation).

Requests for Mitigation and Request for Extension forms are available from the mitigation webpage. Students will complete the relevant form and should submit this, with supporting evidence, to their course administrator in advance of their deadline date. Requests should be sent to [PGDL@leedsbeckett.ac.uk](mailto:PGDL@leedsbeckett.ac.uk).

Your request will be considered by the School Mitigation Coordinator / a Mitigation Panel. You will receive an email from your course administrator confirming the outcome of your extension / mitigation request.

### **3.5 Re-assessment**

If you have not passed a module at the first attempt, you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process (e.g. whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

You will be advised via MyBeckett of your options for reassessment. You are advised to contact your Course Director with any queries. All reassessment assignment details, including deadlines, will be published on the modules MyBeckett page.

### 3.6 Student Appeals

If you feel that you have in some way been disadvantaged during your studies and this is reflected in your results, then you may have grounds for an academic appeal.

After your results are available on Results Online you have 15 working days to submit a request for an appeal hearing. You will find the information you need, including grounds for appeal, when and how to appeal and frequently asked questions at:

[www.leedsbeckett.ac.uk/studenthub/appeals.htm](http://www.leedsbeckett.ac.uk/studenthub/appeals.htm).

You are strongly advised to seek guidance from the Students' Union Advice Service on whether you have grounds for an appeal and the completion of the paperwork – see section 4 for Students' Union Advice Service contact details.

### 3.7 Academic Misconduct

Academic integrity is a fundamental principle within the University and is strongly linked to good academic practice. The University has processes to investigate alleged breaches of academic integrity and, where a breach of academic integrity is admitted or found, applies appropriate penalties. <https://www.leedsbeckett.ac.uk/studenthub/academic-integrity/>

Any attempt to gain an unfair advantage, whether intentional or unintentional, is a matter of academic judgement and may be considered to be a breach of academic integrity. Examples of unfair practice include, but are not limited to cheating, plagiarism, self-plagiarism, collusion, ghostwriting and falsification of data. Definitions of these offences and the serious consequences of breaching academic integrity can be found in our Academic Regulations: Section 10 Academic Integrity: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations).

There are a range of resources available to help you understand what is and what is not permitted and how to use other people's ideas in your assessed work. These include the Skills for Learning website which can be found at <http://skillsforlearning.leedsbeckett.ac.uk>

If you are unsure on how to reference your work correctly, please seek advice from your tutors or access the Skills for Learning resources online.

## 4 Where to Get Help

### 4.1 Online Learning Tutor

Your course is supported by an Online Learning Tutor, who will be your first point of contact during your module studies, following up on student engagement and providing support and feedback. They will answer everyday module issues.

Your Online Tutor has an important role to play in supporting you in academic matters while you are studying on this course. If you are struggling with your work, want to discuss your assessments and ways to improve your marks, your named Tutor is there to support you. They will be able to signpost you to Student Services who can advise on a range of matters such as financial worries, accommodation worries or if you are anxious or need counselling.

The online learning tutor can be contacted at [LawOLT@leedsbeckett.ac.uk](mailto:LawOLT@leedsbeckett.ac.uk)

### 4.2 Course Administrator

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Rep or the Students' Union Advice team for additional support with course-related questions.

### 4.3 Online Student Support

Within MyBeckett you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The 'Support' tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration.

#### 4.4 Student Experience Team

If you have any questions about or problems with life at our University, the first place to call, email or contact is the Student Experience Team. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students' Union, how to access on-line services, getting help with your CV, preparing for an interview, careers guidance and getting a part-time job. Details of these and other services are available under the Support and Opportunities tabs in MyBeckett, or on the 'Students' homepage: [www.leedsbeckett.ac.uk/studenthub](http://www.leedsbeckett.ac.uk/studenthub).

The Student Experience Team's telephone number is 0113 812 3000 and their e-mail address is [studentexperience@leedsbeckett.ac.uk](mailto:studentexperience@leedsbeckett.ac.uk). For Distance Learning students in the vicinity of Leeds, you can find members of the Student Experience Team in the Student Hubs on the ground floor of the Rose Bowl at City Campus and also in Campus Central at Headingley Campus. They work closely with the course teams, the Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question they will know who will.

#### 4.5 Disabled Students

Support for disabled students is available from our Disability Advice team. Support is available for students with a range of disabilities including:

- epilepsy, diabetes and IBS
- depression, anxiety and eating disorders
- dyslexia, dyspraxia, and AD(H)D
- Autism Spectrum Conditions
- Mobility difficulties
- Sensory impairments

Support is individually tailored depending on the nature of your disability and the demands of your course. We would encourage you to contact us as early as possible to enable us to

implement any adjustments you may need. If you have a disability and have not previously declared it, please fill in our registration form [here](#) or contact the Disability Advice team on 0113 8125831 or email [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk)

More information on disability advice is available under the Academic and Personal Support sections of the 'Support' tab in MyBeckett, and on the 'Students' home page <https://www.leedsbeckett.ac.uk/studenthub/disability-advice/>

Disabled students can also access the support provided by the Library Learning Support Officer. More information is available at [http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/disabled\\_and\\_dyslexic\\_users](http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users).

## 4.6 Library Help

### The Library

Our Library has invested in a wealth of electronic resources, and maintains these so that you can access a wide range of digital resources. The website (<http://libguides.leedsbeckett.ac.uk/home>) gives you access to thousands of resources and information about Library services available to support you.

If you can visit Leeds Beckett, there are two Libraries: Sheila Silver Library at City Campus and Headingley Library—both open 24/7, 365 days a year. Additionally, if you are in the UK, you may be able to access your local education institution's library using SCONUL access.

### Offsite Service

As you are registered on a Distance Learning course, you are eligible for the Library's Offsite service. This offers help with accessing electronic resources, access to other libraries, postal book loans and journal article supply. See the Library website [http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/distance\\_learners\\_offsite](http://libguides.leedsbeckett.ac.uk/using_the_library/distance_learners_offsite) for details of eligibility and more information.

### Library Academic Support

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find,

use and evaluate information for your studies. Your Academic Librarian (see Key Contacts in section 1) also liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies.

The team maintains several websites to support your learning:

- In your Subject guide, you'll find a variety of information resources which have been selected as a good starting point for research in that area. These are available from the homepage of the Library website: <http://library.leedsbeckett.ac.uk> or via the Course or Support tabs in My Beckett.
- On the Skills for Learning website, you'll find online resources covering topics such as essay writing, research and time management, plus information to help you reference and avoid plagiarism. You'll also find information about workshops (both online and in person) that are designed to help you succeed in your assessments. The Skills for Learning website can be found at: <http://skillsforlearning.leedsbeckett.ac.uk/> or via the Library or Support tabs in My Beckett.

### Help and Information Points

If you have any questions about using the library or need IT support, you can get help:

- from the Help and Information Point on the ground floor of each library
- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (including 24/7 IT support).

### Skills for Learning

Skills for Learning provides a wide range of web resources and publications to help your academic skills including teamwork, research, essay writing and time management plus information to help you reference and avoid plagiarism. Information about workshops and one-to-one tutorials can be found at: <http://skillsforlearning.leedsbeckett.ac.uk/>.

## 4.7 IT Resources

### Wi-Fi

University Wi-Fi is provided by eduroam, a secure wireless network, which also allows you Wi-Fi access if you visit other universities. To connect:

1. Select eduroam from available Wi-Fi
2. Your login details are:

Username: e.g., c1234567@leedsbeckett.ac.uk

Password: your normal university password

\*Android Users: Select under Phase 2 Authentication – MS-CHAPv2

Help is available from the Library Advice Points or

[http://libguides.leedsbeckett.ac.uk/it\\_support/wifi](http://libguides.leedsbeckett.ac.uk/it_support/wifi)

### Microsoft Office 365

Our University provides students with a free subscription to Office 365 which can be downloaded from the IT tab in MyBeckett. All students who are registered for a qualification at Leeds Beckett University are eligible and you will be able to use the subscription for the duration of your course. For instructions and more information, please visit our Student IT Help pages at

[http://libguides.leedsbeckett.ac.uk/it\\_support/software/microsoft\\_office\\_online](http://libguides.leedsbeckett.ac.uk/it_support/software/microsoft_office_online) .

### OneDrive

OneDrive Leeds Beckett is your individual file storage with 1TB of storage space. With OneDrive you can access and share your files across your devices. This is accessible on University PCs and off-campus through Office365 portal. See the Saving your Work pages on the Library website for more information.

[http://libguides.leedsbeckett.ac.uk/it\\_support/office365/onedrive](http://libguides.leedsbeckett.ac.uk/it_support/office365/onedrive)

### **Media Equipment – free loans**

You can borrow high-end Media Equipment for free. Browse, reserve and collect equipment ranging from GoPros to Remote Presenters from the ground floor of the Shelia Silver and Headingley Libraries.

<https://www.leedsbeckett.ac.uk/studenthub/media-equipment/>

### **4.8 Students' Union Advice Service**

The Students' Union Advice Service offers free, independent, non-judgemental advice and guidance to all Leeds Beckett Students. This can include advice on any problems you might have whilst on your course including all the Academic Regulations (Mitigation, Extensions, Complaints, Appeals, Disciplinary procedures and Academic Integrity). We can also give advice on any issues you may have with your housing including disrepair, contract checking and issues with deposits. We can also advise on student funding and debt.

We will listen to your problem and outline what options are available to you, so you can make an informed decision on what to do.

Hopefully you will never need us but just remember we are here for you if you do.

Email: [suadvice@leedsbeckett.ac.uk](mailto:suadvice@leedsbeckett.ac.uk)

Tel: 0113 812 8400

<http://www.leedsbeckettsu.co.uk/advice>

### **4.9 Leeds Beckett Distance Learning Community**

Connect with other Distance Learners here at Leeds Beckett to discuss your experiences and communicate with peers from fellow courses. You can find our Leeds Beckett Distance Learning Community on Google Communities by searching for "Leeds Beckett Distance Learning Community". Once you have found it, simply click to join, and start getting to know fellow students – from both your course and other distance learning courses at Leeds Beckett.

## **5 What to do if you...**

### **5.1 ...are unable to participate in your studies for a significant period**

Whilst we understand that as a Distance Learner you will most likely be balancing your study time alongside other commitments such as work and family, you must notify your Course Administrator and Online Learning Tutor if you are unable to participate in your studies for a significant period of time that will affect your study. If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

### **5.2 ...are ill during an assessment period**

If you are unable to submit a summative assessment due to illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. Contact your Course Administrator to get a copy of the appropriate extenuating circumstances form.

For more information on 'fit to sit' and mitigation please visit

[www.leedsbeckett.ac.uk/studenthub/mitigation.htm](http://www.leedsbeckett.ac.uk/studenthub/mitigation.htm).

### **5.3 ...have a comment, compliment or complaint**

We are committed to providing a high-quality experience for all our students. We welcome comments and compliments from students and find them valuable for on-going improvements to our provision. Comments and compliments about your course can be raised with your Course Representative or directly with your personal tutor/academic advisor.

If you have a specific complaint about an act or omission of our University, you may be able to make a complaint under the Student Complaints Procedure. In the first instance, you should raise the matter as soon as possible with the member of staff most directly concerned, or with the person who can best resolve it. If this does not resolve the matter, or if the complaint is too serious to be addressed in this way, then you should make a formal complaint in writing. Information about how to make a complaint, including the student

complaints procedure and a complaints form, is available online at:

[www.leedsbeckett.ac.uk/studenthub/complaints.htm](http://www.leedsbeckett.ac.uk/studenthub/complaints.htm).

#### **5.4 ...are considering suspending studies or withdrawing from the course**

If you are considering withdrawal from your course you should speak to your personal tutor/academic advisor, online tutor, a member of staff at our Student Hub or the Students' Union to discuss your reasons.

<http://www.leedsbeckett.ac.uk/studenthub/changing-course/>

If you are considering withdrawing, permanently or temporarily, you must complete a withdrawal form, which you can obtain from your Course Administrator. This form must be submitted as soon as possible to your school office as withdrawals cannot normally be backdated. For further details see the Student Regulations at:

[www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations).

## **6 Relevant Policies (if you visit)**

All student regulations and policies are available at: <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

### **6.1 Safety, Health and Wellbeing**

If you are planning to visit the University in person you will need to make yourself aware of the following policies.

#### **Policy Statement**

Our University is committed to providing a vibrant, ethical and sustainable working environment that values wellbeing and diversity. This commitment exists alongside our wider legal and moral obligations to provide a safe and healthy working environment for our staff, students and members of the public who may be affected by our activities. Further details of our Health and Safety policies are available

at: <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

## Smoking

No smoking is permitted in any of our University buildings, this includes the use of vapour cigarettes (or other similar devices); if you do smoke outside our buildings please make sure that you stand at least five metres away from building entrances and boundaries.

## Use of Laptops within our University

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

## Fire Safety Procedures

Fire information is present on Fire Action Notices displayed in all our University buildings. These are normally present in corridors. Please read and follow the instructions.

All fire exit routes are clearly identified. You should familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies which can be found on the blue and white Fire Action Notices. Use the nearest available route out which may not be the route you use daily to enter the building.

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire using the emergency number 4444 - indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Take appropriate action to assist visitors and mobility-impaired persons or wheelchair users to a safe refuge.

Upon exiting the building, continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building. Evacuation is practised through fire drills. However,

you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

### **Disabled Students**

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair. If you are referred to the Disability Adviser, a Personal Emergency Evacuation Plan (PEEP) will be developed for you as appropriate.

Disabled students must declare their disability, to the University, for it to be taken into consideration. You can find further information about the support available to disabled students studying at our University and contact details on the Support tab in MyBeckett and our website: [www.leedsbeckett.ac.uk/studenthub/disability-advice](http://www.leedsbeckett.ac.uk/studenthub/disability-advice).

### **First Aid**

First Aid Notices (green and white) are displayed in all University buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. First Aid Notices provide all the information you may require to seek and summon assistance.

First Aider contact details can also be obtained from the Student Hub or from Security: City Campus, internal ext. 23154 or Headingley Campus, internal ext. 23165.

### **Accident and Incident Reporting**

All accidents and incidents and dangerous occurrences, must be reported to, and recorded by University staff. Accident report forms (HS1) are available at reception offices, Security and Student Hubs.

### **Infectious Disease**

Campus-based students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Director or Course Administrator as soon as possible giving information regarding which groups of students (and/or colleagues and clients on placements) you have been in contact with and when. For

diseases such as TB or meningitis, the West Yorkshire Health Protection Team may also wish to speak to you (or your family) to determine if others require screening or medication. You should follow advice given by the hospital or your GP about when it is safe to return to University.

### **Zero Tolerance**

You should also familiarise yourself with our Zero Tolerance Report and Support web page: <https://www.leedsbeckett.ac.uk/studenthub/zero-tolerance/>

## **6.2 Regulations**

There are two sets of documentation you need to be aware of, the University Regulations and the Student Contract.

The University Regulations relate specifically to your studies and your course. They cover issues such as assessment, progression and award requirements amongst a range of other issues.

The Student Contract deals with a range of issues which apply to all students of our University.

## **6.3 University Academic Regulations**

Our Academic Regulations can be found at: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations). You should familiarise yourself with these Regulations.

The following sections are of particular relevance to your course:

- Education and Assessment
- Progression and Award
- Examinations
- Progression and Award Boards and Module Boards
- Disabled Students
- Extenuating Circumstances and Mitigation
- Appeals

- Academic Integrity

The Students' Union Advice service ([www.leedsbeckettsu.co.uk](http://www.leedsbeckettsu.co.uk)) is able to offer advice and guidance on how to understand and use the Regulations.

Where students are undertaking any form of research project, reference should be made to the Research Ethics Policy and Research Ethics Procedures which can be found at:

[www.leedsbeckett.ac.uk/studenthub/research-ethics.htm](http://www.leedsbeckett.ac.uk/studenthub/research-ethics.htm).

#### **6.4 Student Contract**

The Student Contract is available at the following web link: <http://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/student-contract.pdf?la=en>. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.

Out Student Charter is available at: <https://www.leedsbeckett.ac.uk/-/media/files/academic-regs-new/2018/20-student-charter-1819.pdf?la=en>

## **Engagement Statement**

The University expects you to engage with and fully contribute to all learning sessions within your distance learning modules. Fully engaging with your online presentations and activities is an important part of your learning, contributing both to the University community and the learning experience of you and your fellow students on the course.

We monitor your engagement with the course material as engagement and academic achievement are closely linked. Also, by monitoring engagement we can identify students who may need our guidance or support at an early stage to help them progress in their studies. This is part of our commitment to ensuring an excellent education and experience and supporting your success at Leeds Beckett.

The University does understand that from time to time there is good reason why you cannot engage with your studies for a significant period of time, and in this instance you must contact your School office or Online Learning Tutor to let them know so that our records can be updated accordingly.

Your Student Contract can be accessed at [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations)