

Law School School Guide 2009



Northumbria Law School

School Guide

Dean's Welcome

Professor Philip Plowden

Welcome to Northumbria University Law School, the largest law department in the North East of England, well recognised nationally and internationally as a leading provider of undergraduate, vocational and postgraduate academic programmes in law.

The Law School benefits from a well-rounded mix of academics and practitioners, both solicitors and barristers, from the public and the private sector and has connections with legal practitioners locally and nationally. As one of our students you will be joining 3,000 students and over 100 academic, administrative and support staff in the pursuit of a legal qualification. The Law School is located on the award-winning £70m City Campus East development, boasting state-of-the-art teaching and learning facilities equipped with the latest technology and with ample provision for study and social space.

The School has close links with a number of overseas jurisdictions, particularly in Asia. We also maintain contact with and recognise the benefits to the Law School and its students of consultation with members of other professions where the law impacts on their work on a daily basis.

These include professionals tasked with implementing the law within the health, social care and criminal justice sectors, human resources professionals, local and central government and commerce. We therefore believe that the Law School is in an excellent position to understand and respond to the requirements of solicitors and barristers, their clients and a wide range of other professionals. This is reflected in the School's programmes for its students.

The practical expertise of many of the members of staff and the focus on excellence in teaching, ensures that the undergraduate, the professional vocational and the Masters programmes we offer are of a consistently high standard, designed to meet the academic and practical needs of our students. We are constantly developing the programmes to make the most of new technologies and to respond to the changing requirements of all our students.

In deciding to join the Law School, whether on City Campus East or as a distance learning student, you may rest assured that the School is committed to ensuring that it remains at the forefront of legal education and that you benefit from the highest quality of teaching, learning and support during your time with us.

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Professor Philip Plowden
Dean of School

Who's who in the School?

Your individual **Programme Handbook** will provide you with more specific information about the members of staff associated with your programme and their individual roles.

Associate Deans

Each of the separate areas of the School's programmes, undergraduate, postgraduate and professional is overseen by an Associate Dean who has responsibility for the strategic operation of a suite of programmes.

Programme Leaders

Each of the School's programmes has a Programme Leader who is responsible for the day-to-day operation of the course. Depending on the size and complexity of your programme the Programme Leader will be supported by a deputy and possibly, by year directors. The Programme team, including the administrative support, will work with you to ensure that you achieve the best possible result from your studies. Where relevant they will liaise with your Guidance Tutor to make sure that your time at the University is positive and rewarding.

Guidance Tutor

Each student in the School will be allocated a Guidance Tutor who will normally be associated with the programme on which a student has enrolled. Your Guidance Tutor should be your first port of call if you experience any personal difficulties during your time at the University. He or she will be able to provide advice, initial counselling and pastoral support. Where appropriate you may be directed to another agency such as Student Services for specialist assistance. Your Guidance Tutor will also oversee your academic progress and, where necessary, liaise with your module tutors and the Programme Leader. It is your responsibility to maintain regular contact with your Guidance Tutor. With your help it is this person who will normally be in a position to write any reference or testimonial when you are looking for placements or employment both during your time at University and on leaving your programme.

Programme Administration

Each programme has a team of administrators who will be responsible for your enrolment and for inputting data about you including your personal details, choice of options and marks. The team will deal with correspondence, both to and from you, keep records of your attendance and handle any queries about timetabling that cannot be resolved by access to the online timetable. Where your personal circumstances change, including changes in contact details, you must notify the Programme Administration team.

Communications within the School

Email

Email is increasingly the first choice method of communication within the School, whether between staff and students or amongst students and staff themselves. On enrolment you will be issued with an email account and address and it will be this account and address to which all information will be sent, even if you have a personal email account elsewhere. You must therefore check this regularly to ensure that you do not miss any important personal messages or general announcements about timetabling or assessments.

desktopANYWHERE

This gives you access to your email, U Drive and other facilities off campus. For details go to www.northumbria.ac.uk/it/dtanywhere

eLearning Portal

The eLearning Portal (eLP) is a very important resource for all students, but particularly for those of you studying on distance learning programmes. You will find specific information related to the modules you are taking, such as copies of lecture and seminar handouts, assignment briefings, instructions, and announcements. Some Programme Leaders use the eLP to pass on information concerning programme matters. It is therefore important that you check the eLP regularly for new announcements and material.

MyNorthumbria

This is your personalised student homepage on the Northumbria University website at www.northumbria.ac.uk/student. Use it to keep track of your University life, linking to everything you need to know all in one place.

Notice Boards

These have traditionally been a major point of contact for passing information to students and these may be supplemented by laser display screens within the Law School building.

Appointments

Where you wish to make appointments with members of staff you should contact them either in person or by email. Every attempt will be made to see you as soon as possible but on occasions this may not be possible if, for example, a member of staff is attending a conference. If you have an urgent problem and are unable to contact your Guidance Tutor, you should contact your Programme Leader and/or the Deputy Programme

Leader or the Programme Administration team. If you are unable to keep an appointment, please notify the relevant person as soon as possible.

Location and Facilities

For those of you whose programmes involve attendance at the University, your lectures, workshops and seminars will be held in the award-winning City Campus East. We hope that the state-of-the-art facilities and the study and social space provided by this building will add significantly to the experience that you have whilst studying in the School. Remember that there are further library resources in the main Library building on City Campus West.

School Office

The main School Office is situated on the Third Floor of CCE1. There you will find the Reception Desk in the main hub. The administrative teams provide a variety of services and you will find them a useful first point of contact. If the Reception Desk staff are unable to answer your query, they will almost certainly be able to direct you to the appropriate person. At the School Office you can request bank, visa or confirmation of attendance letters, check that you are correctly registered on your modules, advise us of your change of address and submit your assignments. If you do require a bank, visa or confirmation of attendance letter, please request these a few days before you need the letter, as we are not able to provide letters immediately upon request. If you have any queries relating to your studies please do not hesitate to contact us.



Teaching, Learning and Assessment

The School's Programmes adopt a variety of approaches to Teaching, Learning and Assessment. More information on these issues relating to your specific Programme is

contained in your Programme Handbook and will be explained to you during your Programme Induction. Details such as Term Dates can also be found in this Handbook.

Personal Extenuating Circumstances (PECs)

Sometimes serious factors outside of your control can adversely affect your ability to do your assessments (coursework or exams). Examples include personal bereavement, long term illness or hospitalisation. The University refers to these as Personal Extenuating Circumstances or 'PECs' for short. They can be taken into consideration – but only if you bring them to the attention of your tutors.

To submit a PEC claim you should

- discuss your situation with your Guidance Tutor
- obtain the form from:
<http://www.northumbria.ac.uk/sd/central/ar/lts/assessment/assproc/>
- read the guidelines attached to the form and then complete your form
- attach supporting evidence, e.g. medical certificate, death certificate, police report. IMPORTANT NOTE: claims CANNOT be considered unless supporting evidence is provided
- submit the form with the evidence to the School Office.

All submissions are treated in confidence before submission to the PEC Board. However, if your circumstances are of an exceptionally sensitive nature, you may submit the form and evidence in a sealed envelope marked 'PECs – for the personal attention of the Chair of the PEC sub-committee'.

Cheating, Plagiarism and other forms of Unfair Advantage

The University, the School and the Professional Bodies take a very serious view of any form of unfair advantage sought and used by students to gain higher marks than might otherwise have been awarded. Examination Boards have the power to fail candidates for all or part of an assessment, or fail the whole programme, in which an academic irregularity has occurred.

Further information about what constitutes academic misconduct and the University Regulations covering such offences can be found at

<http://www.northumbria.ac.uk/sd/central/ar/lts/assessment/>

<http://www.northumbria.ac.uk/studentaz/survival/plag/>

Your Programme Handbook provides further advice on approaches to assessment which will enable you to ensure that you do not commit academic misconduct. You should study this very carefully and, if you are in any doubt, you should seek help from your module tutor, Programme Leader or Guidance Tutor.

As putative lawyers you should be aware of the maxim 'ignorantia juris non excusat' which loosely translated means that ignorance of the law is no excuse. It is no defence, for example, to claim that you did not understand what amounted to plagiarism. Nor is it any defence to claim that there was no intention to gain any unfair advantage. Academic misconduct is a strict liability offence.

YOU HAVE BEEN WARNED.



Student Support

Induction

An Induction to your Programme, the School and the University is provided before you start your studies. This allows the Programme Leader and the students an initial opportunity:

- To discuss expectations (learning, teaching and assessment).
- To explore issues related to the mechanics of the programme (timetabling and attendance).
- To provide guidance and practical help in terms of study skills, assignment submissions and careers support.
- To provide guidance on extenuating circumstances that may affect your performance.

There is an expectation of students that the programme is your own and that you should learn independently within a framework of formal contact hours. We want to emphasise the importance of independent learning and

self development – the qualification is yours, not your tutor's, and you need to accept this responsibility.

Student Services

Full details of the services provided can be found in the NU09 Student Guide, a link to which can be found at: <http://www.northumbria.ac.uk/static/5007/ssp/pdf/studentguide.pdf>

Student Representation and Feedback

The School will ensure that students are effectively involved in the School's decision making processes as appropriate and that their influence in shaping the School's curriculum and culture is equitable and transparent. Student representatives sit on School level committees such as the School Learning & Teaching Committee. The role of student representation in all academic courses is a vital part of the University's Quality Assurance framework. The Students' Union believes that the representational function of the Union and in particular the Course Representative system will only become more important. The Students' Union provides full training for those students who volunteer as representatives and full information is available on their website, www.mysu.co.uk.

In the same way Student Feedback on your modules and your Programme is equally valued and you will be asked to provide your views by School or University questionnaires at various times during your time at the University. You may also be asked to participate in the National Student Survey. You are actively encouraged to make the most of these opportunities to provide feedback.

Student Staff Liaison Committees

Each Programme also has a Student Staff Liaison Committee (in some cases there will be a committee for each year of a Programme). Representatives are chosen by the students on that Programme to sit on the committee, meetings of which are normally held once per term.

Student Roles in the School

There are opportunities for students to participate in a variety of activities such as mentorship, student ambassadors for recruitment events, telemarketing and the like. Students are also invited to appear in publicity material and to provide career portraits. Students in the School run their own societies and you are encouraged to participate in these in addition to the many other opportunities provided on a University wide basis.

Law School staff: Roles and contact details

Jenny Adams	Senior Lecturer	LLM DL	Scrutiny	CCE1-350	3950
Jill Alexander	Principal Lecturer	LLM	Programme Development	CCE1-312	4333
Liane Atkin	Senior Lecturer	LPC	Induction Organiser	CCE1-351	7544
Jonathan Bainbridge	Senior Lecturer		Professional Conduct and Ethics Development and Co-ordination	CCE1-350	7333
Sarah Barbour-Mercer	Senior Lecturer		Academic Adviser/ Research Students	CCE1-105	4368
Graham Bartlett	Senior Lecturer	LLM Comm Law FT	Programme Leader	CCE1-106	4295
John Bates	Senior Lecturer		Learning and Teaching Support	CCE1-102	4729
Leanne Bell	Senior Lecturer	LLB YR1	Study Skills Director	CCE1-311	7842
Claire Bessant	Principal Lecturer	LLB PT/OL	Programme Development	CCE1-302	4039
Kim Blackie	Principal Lecturer		Teaching and Learning	CCE1-303	4514
Tina Bond	Senior Lecturer		University Diversity Forum	CCE1-301	3564
Carol Boothby	Solicitor Tutor	SLO	Acting Director, Student Law Office	CCE1-109	7529
Peter Breakey	Senior Lecturer		LBA Development	CCE1-306	4461
Deveral Capps	Principal Lecturer	BVC	Programme Leader/ E-Learning	CCE1-315	3027
Michael Chapman	Senior Lecturer			CCE1-317	3821
Joanne Clough	Senior Lecturer	LLB OL	Director of Studies Year 1	CCE1-351	7543
Jan Cookson	Senior Lecturer	LLM ALP	Programme Leader	CCE1-356	3808
Alan Davenport	Senior Lecturer	LLB FT	Admissions	CCE1-352	3964
Gemma Davies	Lecturer	BVC	Admissions Tutor	CCE1-317	7547
Katharine Davies	Senior Lecturer	LLB	Director of Studies Year 2	CCE1-314	7167
Amanda Davison	Senior Lecturer	LPC PT	Programme Leader	CCE1-311	7457
Hilary Davison	Senior Lecturer	LLM Int. Comm/ Int Trade DL	Programme Leader	CCE1-101	7843
Lisa Down	Senior Lecturer	BVC PT	Programme Leader	CCE1-311	3817
Sarah Duncan	Senior Lecturer	PSC	Advocacy Co-ordinator	CCE1-106	3805
Charlotte Ellis	Senior Lecturer		Guest Lectures/ Visiting Professors	CCE1-356	3966
Charlotte Emmett	Senior Lecturer	LLM MHL/ MHL P & P	Programme Leader	CCE1-305	4367
Sarah Fitzpatrick	Principal Lecturer		Marketing and Professional Liaison	CCE1-308	7409
Christine Fletcher	Senior Lecturer			CCE1-101	4719
Fiona Fletcher	Senior Lecturer	LLM	Director: Commercial LLMS	CCE1-308	4292
Ross Fletcher	Senior Lecturer	LLM Comm Law DL	Programme Leader/ Moot Organiser	CCE1-106	4946
Caroline Foster	Solicitor Tutor	SLO		CCE1-105	7844
Dr. Eileen Fry	Senior Lecturer	LLB YR 4	Director of Studies/ Erasmus Co-ordinator	CCE1-302	4184

Carolyn	Fyall	Senior Lecturer			CCE1-102	3934
Richard	Glancy	Lecturer	LLB YR3	Deputy Programme Leader	CCE1-305	7408
Judith	Gowland	Senior Lecturer	GDL FT/DL	Programme Leader	CCE1-351	4636
James	Gray	Principal Lecturer		Marketing and Professional Liaison	CCE1-107	3186
Lis	Griffiths	Senior Lecturer	LLM EMP LAW DL	Acting Director DEFCE Employer Engagement Project/ Programme Leader	CCE1-356	7343
Emmanuel	Guinchard	Senior Lecturer	LLM FT	Deputy Programme Leader	CCE1-105	4293
Jonny	Hall	Principal Lecturer	LLB (Hons Exempt)	Programme Leader	CCE1-104	3833
Frances	Hamilton	Senior Lecturer			CCE1-105	TBC
Russell	Hewitson	Principal Lecturer		Director of International Activities	CCE1-304	4393
Jane	Hodson-Hamilton	Senior Lecturer			CCE1-355	4990
John	Horne	Senior Lecturer		Director, Centre for Mental Health Law	CCE1-101	4649
Andrew	Hutchinson	Senior Lecturer		LLB Projects Co-ordinator	CCE1-106	4552
Adam	Jackson	Senior Lecturer	LLB YR 1	Director of Studies	CCE1-352	7841
Kevin	Kerrigan	Associate Dean		Academic and Clinical Programmes	CCE1-342	4366
Helen	Kingston	Senior Lecturer		Acting Director, Legal Services Unit/ Programme Leader, IMHAP Certificate Course	CCE1-348	3828
Sara	Lambert	Senior Lecturer			CCE1-314	3786
Dr. Simone	Lamont-Black	Senior Lecturer	LLM	Project: Maritime LLM	CCE1-305	3590
Margaret	Lawson	Senior Lecturer			CCE1-302	TBC
Sian	Lee	Senior Lecturer			CCE1-101	3959
Angela	Macfarlane	Senior Lecturer	LPC FT	Deputy Programme Leader - Pastoral Support	CCE1-350	7460
Colleen	May	Senior Lecturer	LPC FT	Co-ordinator- Commercial route	CCE1-314	7841
Christina	McAlhone	Senior Lecturer		Director of Studies Year 3 O/L	CCE1-308	3588
Paul	McKeown	Solicitor Tutor	SLO		CCE1-109	7527
Rebecca	Mitchell	Principal Lecturer	LPC	Director of Legal Practice Courses	CCE1-349	3962
Rebecca	Moosavian	Senior Lecturer	LLB OL	Programme Leader	CCE1-311	7458
Helen	Morris	Senior Lecturer	LLM Info Rights	Programme Leader	CCE1-355	4602
Sarah	Morse	Solicitor Tutor	SLO		CCE1-109	3834

Victoria	Murray	Senior Lecturer	LLB YR3	Director of Studies/ Careers	CCE1-351	4462
Tamsin	Nelson	Senior Lecturer	LLB OL	Deputy Programme Leader/Admissions	CCE1-110	3803
Andrea	O'Cain	Associate Dean		Professional Programmes	CCE1-343	3963
Emma	Piasecki	Senior Lecturer	BVC	Deputy Programme Leader	CCE1-317	7546
Prof. Philip	Plowden	Dean of School			CCE1-339	3955
Jude	Puech	Senior Lecturer			CCE1-110	3830
Michelle	Robson	Senior Lecturer	LLM Med Law/ Claims & Risk Mgnt	Programme Leader	CCE1-102	3965
Chris	Rogers	Senior Lecturer	LLB BARRISTERS EXEMPTING	Programme Leader	CCE1-314	7166
Debbie	Rook	Principal Lecturer		Research	CCE1-356	4997
Christopher	Rose	Senior Lecturer			CCE1-314	3786
Clare	Sandford Couch	Senior Lecturer	MLAW	Co-ordinator MLaw Implementation	CCE1-110	TBC
Jennifer	Slade	Lecturer	LLM Comm Property	Programme Leader	CCE1-355	7453
Dr Rhona	Smith	Professor		Director Research Degrees	CCE1-346	4338
Zena	Smith	Senior Lecturer	LPC FT	Co-ordinator: General Practice Route	CCE1-352	7545
Dr. Eimear	Spain	Senior Lecturer			CCE1-305	TBC
Simon	Spurgeon	Principal Lecturer	LLB Direct Entrants	International and OL Recruitment/ Programme Leader	CCE1-307	4482
Anna	Stephenson	Senior Lecturer	LLB OL YR2	Director of Studies	CCE1-355	4575
Dr Michael	Stockdale	Principal Lecturer		Staff Development and Resources - Physical/Evidence Centre	CCE1-310	3697
Tony	Storey	Senior Lecturer	LLB PT	Programme Leader	CCE1-352	3869
Claire	Strickland	Senior Lecturer			CCE1-301	4032
Kristina	Swift	Senior Lecturer	LLM Med Law / Claims & Risk Mgnt	Programme Leader	CCE1-102	3809
Cath	Sylvester	Principal Lecturer	GDL	Programme Director	CCE1-108	3037
Ralph	Tiernan	Senior Lecturer			CCE1-308	4382
Andrew	Watson	Senior Lecturer	LLM CHILD LAW	Programme Leader	CCE1-110	4109
Steve	Wilson	Principal Lecturer		Resources - Staffing	CCE1-316	7034
Sue	Wolf	Principal Lecturer	LLM	Programme Development/ Management	CCE1-313	3967
Mick	Woodley	Associate Dean		Student Affairs	CCE1-344	3954
Natalie	Wortley	Senior Lecturer	GDL E-Learning	Programme Leader	CCE1-317	7542