



UNIVERSITY OF
OXFORD

FACULTY OF
LAW



Graduate Student Handbook

MSc in Law and Finance

A guide for current MLF students (2014-2015)

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Introduction

Welcome to the MLF Programme for 2014-2015 and welcome to Oxford. This Handbook is a guide for students for the degree of MSc in Law and Finance (MLF), which is taught jointly by the Faculty of Law and the Said Business School.

Please bear the following in mind when using this Handbook:

- The Handbook provides a guide to the rules for each degree programme, but in case of any conflict, the *University of Oxford Examinations Regulations* (published in the "Grey Book") prevail. Amendments to the Regulations are published in the *University of Oxford Gazette* and updated in the online version of the Examination Regulations, so the online version is therefore the most up to date. The Regulations can be found at: www.admin.ox.ac.uk/statutes/regulations/
- You can find a great deal of further information (in particular, information about members of the Faculty and their work) on the Law Faculty website:
- The Law Faculty Office communicates with students by way of messages to the Law Postgrads e-mail list, and we expect you to be reading those messages more or less daily, as well as checking WebLearn.
- You are a member of a college as well as a student of the University. Your college will provide much of the support and many of the facilities you will need as a student.
- There is a Glossary of Oxford terminology at the end of the Handbook.

Dan Awrey, MLF Course Director

Key Contacts

Your key contacts will mostly be your college tutors and administrators. All queries should be addressed initially to the MLF office.

MLF office, St Cross Building	Administration Officers	mlf@law.ox.ac.uk	281947/281877
Dan Awrey	MLF Course Director	dan.awrey@law.ox.ac.uk	271494
Paul Burns	Academic Administrator	paul.burns@law.ox.ac.uk	271495
Geraldine Malloy*	Graduate Studies Administrator	geraldine.malloy@law.ox.ac.uk	271496

*Geraldine is primarily involved with matters relating to graduate research students but you may have cause to contact her, particularly if you are seeking to progress to the MPhil or DPhil after the MLF.

Mindy Chen-Wishart	Director of Graduate Studies for taught courses	mindy.chen-wishart@law.ox.ac.uk	276358
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The MLF Course

Aims of the MLF

The MLF degree programme aims to:

- bring students into advanced intellectual engagement with some of the most difficult issues in law and legal theory, and in the interdisciplinary areas of law and finance, an engagement distinguished by rigour, depth and conceptual sophistication, and requiring immersion in law, and a growing commitment to the understanding of financial and economic principles, as well as informed openness to neighbouring disciplines;
- raise students to the highest level of professionalism in analysis and argument, equipping them intellectually for legal practice or work as a legal academic at the highest level, as well as for a wide range of other intellectually demanding roles;
- constitute an intense learning experience characterised by a demanding schedule of independent study, highly participative roundtable seminars, and a complementary diet of close individual or small-group contact with tutors.

Note: Details of how these aims are pursued are in the programme specifications available at www.law.ox.ac.uk/published/mlfprog.pdf

Core MLF Courses

First Principles of Financial Economics

The First Principles of Financial Economics (FPFE) provides the conceptual foundation required for the economic analysis of corporate financial policy, competitive asset markets and regulation of both corporations and financial markets. FPFE has been designed specifically for MLF students. It assumes no prior knowledge of finance or economics and takes students to a very mature level in the subject, focussing on the theory and logic involved in the subject, rather than its purely quantitative components. The below topics are taught over the course's eight classes:

- Rationality
- The Coase Theorem
- Property rights
- Competitive markets
- The market for risk
- Market failures
- Asymmetries of information
- Aggregation of information

Finance

Students on the finance course study the financing, valuation and governance of firms. This course is very similar to courses of the same name that are taught on the MBA, but tweaked slightly to ensure they are particularly relevant for MLF students. These courses will cover:

- The valuation of a firm's assets
- The determinants of a firm's structure
- Capital Asset Pricing Model
- Pricing of financial options
- Investment and financing decisions
- How financial markets operate
- New issues of securities
- Debt and dividend policy
- Relevance of different financial institutions to the financing of firms
- Takeover process
- Corporate restructurings
- Financial distress

Law and Economics of Corporate Transactions

The Law and Economics of Corporate Transactions (LECT) course is the interdisciplinary course that acts as a fulcrum for the entire MLF degree. LECT uses the tools of conventional microeconomic theory [the study of the behaviour and decision-making process of individuals, or individual firms] to help students understand how the legal structure determines the value of corporate transactions. LECT brings together students' knowledge and the analytical techniques they have developed whilst studying the pure finance and pure law courses on the MLF, to create a single integrated "toolkit", for effectively considering corporate transactions, by taking into account their legal, financial and economic issues and implications. LECT is taught in Hilary and Trinity terms.

Hilary Term

- Economic theory of contracting
- Information costs and adverse selection
- Agency costs
- Hold-up costs
- Incomplete contracting and uncertainty
- Strategic behaviour
- Transactional ethics

Trinity Term

In the third and final term, students have to apply their studies to six well-known, real-life transactions, which is why LECT is often referred to as the "Deals course". Students split into groups and use the theoretical materials from LECT and their finance courses, as well as what they have studied in their law electives to analyse the legal, as well as financial and economic, issues raised by the transactions. Each group then presents its work on a particular transaction to their classmates, Faculty members, and the practitioners who worked on the transaction, before the practitioners respond to give their views and explain what happened in the real scenario.

MLF Elective Choices for 2014-15

As an MLF student, you are able to select from a wide menu of elective courses. Since inception, MLF students have been able to choose two from a list of electives offered by the Law Faculty. These law electives run across the academic year, and are examined at the end of Trinity Term. The list of law electives comprises courses which are business law-oriented and thus are intended to complement both each other and the programme as a whole.

In addition to this conventional “**Law Stream**”, commencing in 2014-15 we will also be offering a new “**Finance Stream**” option for students who would like to increase the finance component of the programme. Students selecting this option will select only one law elective, and will in lieu of the second elective take a course on Corporate Valuation in Hilary Term and a second finance elective in Trinity Term.

Students are asked to make initial elective choices early in Michaelmas Term. To assist with this, the Law Faculty offers a day of “taster lectures” about each of the law electives during week 0. Professor Alan Morrison, Deputy Academic Director of the MLF Programme, will also give a briefing to MLF students about the content of the finance electives open to MLF students. At this point you will select your electives—either two law electives, or one law elective and two finance courses (of which one will be Corporate Valuation in Hilary Term and one will be a finance elective in Trinity Term).

We recommend that, unless you have a particularly strong interest in finance, you select two law electives. This is because we cannot guarantee availability of preferred finance electives, and will not be able to announce availability until early 2015. This creates a risk of disappointment if your interest is limited to a particular course.

Timetabling teaching and examinations for the wide range of electives is a major logistical challenge, as you may be able to imagine. We do our very best to manage these issues, but they occasionally pose difficulties for certain combinations.

Law Stream Electives

Students electing to pursue the Law Stream select two courses from the following list of law electives (further details on particular courses are set out below):

- Comparative Corporate Law
- Competition Law
- Conflict of Laws
- Corporate and Business Taxation
- Corporate Finance Law
- Corporate Insolvency Law
- European Business Regulation
- Intellectual Property Law
- International Economic Law
- Legal Concepts in Financial Law
- Principles of Financial Regulation
- Regulation (not running 2014-2015)
- Transnational Commercial Law

Law Stream Timetable

Michaelmas Term	Hilary Term	Trinity Term
Finance		
First Principles of Financial Economics (FPFE)	Law and Economics of Corporate Transactions (LECT)	
Law Elective 1		
Law Elective 2		

As has been explained, the menu of law electives is selected from the Law Faculty's graduate course offerings, and comprises courses focusing on business law which are intended to complement the MLF programme. In taking these electives you will be joined by students taking our other taught graduate law programmes, the BCL and MJur. The most popular electives with MLF students have tended to be Corporate Finance Law and Principles of Financial Regulation, although each of the courses on the list has attracted MLF students. We undertake in timetabling courses to ensure that there are no clashes between any of the courses on the list of MLF law electives. Although the Law Faculty reserves the right to restrict entry to oversubscribed courses, MLF students have in practice always been able to take their preferred choice of options.

Details of Law Electives

(i) Comparative Corporate Law

The course consists of a comparative study of major areas of the company laws of the UK, continental Europe (in particular, Germany) and the United States as well as an assessment of the work done by the European Union in the field of company law. The three areas or jurisdictions selected for comparative study have, collectively, had a very significant impact on the development of company law throughout the world. An understanding of these thus assists students in understanding both the content of, and influences upon, many others. The approach taken is both functional and comparative, looking at a series of core problems with which any system of corporate law must deal, and analysing, from a functional perspective, the solutions adopted by the systems in question.

(ii) Competition Law

This course aims to provide students with an understanding of competition law, together with the ability to subject it to critical legal and economic analysis. The course covers the main substantive laws relating to competition within the EC and the UK, including the control of monopoly and oligopoly; merger control; anti-competitive agreements; and other anti-competitive practices. Emphasis is placed predominantly on EC competition law to reflect the importance it assumes in practice. UK competition law is also taught in detail, both because of its value in providing a comparative study of two systems of competition law and because of its importance to the UK practitioner. The antitrust laws of the USA and competition laws of other jurisdictions are also referred to by way of comparison.

(iii) Conflict of Laws

The Conflict of Laws, or Private International Law, is concerned with private (mainly commercial) law cases, where the facts which give rise to litigation contain one or more foreign elements. A court may be asked to give relief for breach of a commercial contract made abroad, or to be performed abroad, or to which one or both of the parties is not English. It may be asked to grant relief in respect of an alleged tort occurring abroad, or allow a claimant to trace and recover funds which were fraudulently removed, and so on. In fact this component of the course, in which a court chooses which law or laws to apply when adjudicating a civil claim, represents its middle third. Prior to this comes the issues of jurisdiction; that is, when an English court will find that it has, and will exercise, jurisdiction over a defendant who is not English, or over a dispute which may have little to do with England or with English law. Closely allied to this is the question of what, if anything, may be done to impede proceedings which are underway in a foreign court but which really should not be there at all. The final third of the course is concerned with the recognition and enforcement of foreign judgments, to determine what effect, if any, these have in the English legal order.

(iv) Corporate Tax Law and Policy

Tax law is central to all businesses and to many business transactions. It has a profound effect on business law and decisions and plays a part in shaping the law of business organisations. This course approaches the subject from a policy perspective. Technical legal issues are examined but placed in their economic and business context, with the focus on principles and concepts. The course aims to introduce students to the techniques used to tax business organisations and to encourage critical analysis of tax policy and implementation. Although the course is centred on UK tax law, the theoretical and policy issues which arise are common to all jurisdictions, and key international and EC law issues also emerge.

(v) Corporate Finance Law

The aims of this course are (a) to explain the complex statutory provisions governing the issue and marketing of corporate securities, against the background of business transactions; (b) to explore the fundamental legal propositions around which corporate finance transactions are usually organised and (c) to examine the means by which money is raised by borrowing and quasi-debt and different methods of securing debt obligations. Technical issues will therefore be placed in their economic and business context. There is a strong emphasis on the policy issues underlying the legal rules. Many of the issues arising are of international importance and the course examines the harmonisation of these matters within the EU.

(vi) Corporate Insolvency Law

Corporate insolvency gives rise to a number of fascinating and complex questions. Which assets can be claimed by the company's creditors? What should be done with them? How should the proceeds raised be distributed amongst the creditors? How should those responsible for the company's losses be dealt with? In addition, many interesting questions

from other areas of law (particularly property law) come to be raised and explored in the context of insolvency. The course seeks to develop an understanding of the ways these issues are resolved by the current law. Students will also be expected to analyse and evaluate the law, and consideration will be paid to the business context in which insolvency disputes arise.

(vii) European Business Regulation

This course examines the legal basis of the "level playing field" of the internal market of the European Community, covering Community competence over the internal market, harmonisation in the field of free movement of goods, establishment and services, public procurement, and state aids. The techniques of harmonisation are examined and illustrated by reference to commercial and social directives and the European Court litigation which has resulted from their application. There is coverage, against the background of the treaty rules on the free movement of goods, persons or services, of harmonisation of laws in such areas as company law, European Economic Interest Groupings, legal services, product labelling, consumer protection, and public procurement.

(viii) Intellectual Property Law

Intellectual Property Rights ("IPRs") must continually adapt to developments in technology, while also conforming with general theories of competition and property law. This course therefore represents a link between law, science & technology, the arts, and economics. It offers a graduate-level survey of the three main areas of IP: Patents & Confidential Information, Trademarks & Unfair Competition, and Copyright & Moral Rights. It is international and comparative in nature, taking into account the many standardization initiatives within the European Union and World Trade Organization as well as the impact of EC competition law. It is also historical and theoretical, considering the economic and other justifications for the existence of different IPRs nationally and internationally.

(ix) International Economic Law

This course introduces students to the main principles and institutions of international economic law. It focuses primarily on the institutions and substantive law of the World Trade Organization (WTO) and the General Agreement on Tariffs and Trade (GATT). In addition to introducing participants to the major legal disciplines under the GATT/WTO and the basic principles and core concepts of the GATT/WTO (based on in-depth study of the relevant GATT/WTO case law), the course considers the underlying philosophy of free trade and a number of the controversies concerning the future evolution of the WTO and its relationship to globalisation, regionalism, and the attempt by States to achieve other policy objectives (such as protection of the environment).

(x) Legal Concepts in Financial Law

The purpose of this course is to explore the most significant of the legal concepts and private law issues that are encountered in commercial finance and in commercial and investment banking. While some aspects of banking and financial activity are subject to statutory regulation (and in some cases the oversight and enforcement of a regulatory supervisor), much of the protection afforded to parties to banking and financial transactions derives from the general private law or the personal (usually contractual) or proprietary protections for which each party has been able to negotiate. A rigorous appreciation of how the law works is critical to understanding the operation of banks, financial transactions and the financial markets more generally. Study of the law in this area also throws light on how contract, property and fiduciary concepts can be used and manipulated within a particular context to protect certain preferred or weaker parties, to shift legal or commercial risk from one party to another or achieve public policy aims, such as efficient capital markets. The course will also cover the interplay between the courts, tasked with deciding particular cases, and the players in the financial markets, both collectively and individually.

(xi) Transnational Commercial Law

With the growth of international trade has come a growing recognition of the benefits to be obtained through the harmonization of international trade law. Transnational commercial law consists of that set of rules, from whatever source, which governs international commercial transactions and is common to a number of legal systems. Such commonality is increasingly derived from international instruments of various kinds; such as conventions, EC directives and model laws, and from codifications of international trade usage adopted by contract, as exemplified by the Uniform Customs and Practice for Documentary Credits published by the International Chamber of Commerce and the Model Arbitration Rules issued by the UN Commission on International Trade Law. Underpinning these are the general principles of commercial law (*lex mercatoria*) to be extracted from uncodified international trade usage, from standard-term contracts formulated by international organisation and from common principles developed by the courts and legislatures of different jurisdictions.

(xii) Principles of Financial Regulation

Financial regulation is subject to rapid change, and its optimal content is hotly debated. This course will introduce you to the underlying principles which various forms of financial regulation seek to implement. The focus is on the financing of firms and their interaction with capital markets. Students completing this course will be able to understand the regulatory goals of market efficiency, investor protection, financial stability and competition, and the principal regulatory strategies that are employed to try to bring these about in relation to financial markets and financial institutions. The course will conclude with a consideration of the structure of financial regulators, both at the domestic and international level. Students having taken the course will be able to assess critically new developments in financial regulation and their implementation in novel contexts.

How to register/change your Law elective preferences

You register for your choice of MLF electives using the Faculty's online registration system (further details of the exact process will be emailed to you during Week 0). Registration takes place from 5 pm on Tuesday of Week 1 (at the end of the taster lectures) through to noon on Friday of Week 1.

The list of electives from which you can choose is given in the section on Options (MLF law electives) below. There are 13 options in all which means that timetabling is very difficult and while we do all we can to avoid timetabling clashes, inevitably, there will be occasions when a particular combination of courses cannot be taken because the seminars for the courses concerned are happening simultaneously. Please, therefore, avoid choosing these elective combinations:

- **Comparative Corporate Law and Competition Law;**
- **Corporate Finance and Transnational Commercial Law**

In exceptional circumstances, it is possible to change your options after Week 2 of Michaelmas Term. If you need to do this, you should contact the Academic Administrator, Paul Burns (paul.burns@law.ox.ac.uk), who will explain the relevant procedures. Please note that changes of course after the Friday of Week 1 of Hilary Term are prohibited.

Finance Stream Electives

From 2014/15, MLF students will for the first time be able to elect to take additional finance courses for credit. This Finance Stream has been introduced following feedback from previous cohorts: each year a minority of our students have expressed interest in taking additional finance courses.

Students opting to pursue the Finance Stream will select only **one** law elective from the above list. In lieu of the second law elective, students will then take Corporate Valuation during Hilary Term and a finance elective from the following list during Trinity Term (further details on particular courses are set out below):

- Asset Management
- Cases in Finance and Investment
- Entrepreneurial Finance
- Private Equity

Finance Stream Timetable

Michaelmas Term	Hilary Term	Trinity Term
Finance		
First Principles of Financial Economics (FPFE)	Law and Economics of Corporate Transactions (LECT)	
Law Elective		
	Corporate Valuation	Finance Elective

Finance courses are shorter and contain less material than law electives, so taking these two courses is approximately equivalent in terms of workload to taking a second law elective. The menu of finance electives is selected from the Said Business School's graduate course offerings, and comprises finance courses which are intended to complement the MLF programme. Corporate Valuation is required as a pre-requisite to nearly all of these courses and so is mandatory for MLF students selecting the Finance Stream. In taking these electives you will be joined by students taking our other SBS graduate programmes, the MBA and MFE.

Because there are very large numbers of MBA and MFE students also selecting the same options, there can be considerable pressure for space in the finance electives. We guarantee that MLF students who elect to take finance electives will be able to participate in one finance course from the MLF finance menu during Trinity Term, but we are unable to guarantee MLF students their first choice amongst the finance electives. The extent to which we are able to satisfy preferences for MLF finance electives will depend on how many MLF students wish to pursue them.

Coordinating teaching timetables is a particularly intense challenge for MLF finance electives, because these must be compatible across other programmes in the Law Faculty and SBS. On the basis of a 'dry run' exercise conducted in 2013/14, we do expect that it will be possible to manage these difficulties, but we are unable to provide a complete guarantee.

Details of Finance Electives

(i) Corporate Valuation (mandatory for students taking Finance Stream)

Managers of firms have many responsibilities. A critical one is to ensure that the firm makes appropriate investment and financial decisions. This course focuses on how to make good decisions. While this course will focus to some extent on the mechanics of corporate valuation, the main area of focus is how to create (and destroy) corporate value. One of the core objectives of this elective is to demonstrate that valuation is not a precise science, and that the strategic fit and successful integration of projects is as important as the calculation and analysis of a number of variables. Corporate valuation incorporates several guest lectures from practitioners and hosts guest speakers from consulting firms, commercial banks, investment banks and funds.

(ii) Asset Management

This elective covers foundational principles and modern topics in asset management. Students will learn in detail three types of assets: mutual funds, exchange-traded funds, and hedge funds. These asset classes are those that are most debated nowadays and of foremost importance in practice. The course is mainly organized around newspaper articles, guest lectures, and case studies.

(iv) Cases in Finance and Investment

The purpose of this course is to provide real cases and modelling experience to students in the areas of leveraged finance, mergers and acquisitions, private equity finance (LBO and distress), project and infrastructure finance based on: information memorandum and financial modelling analysis by the Lecturer; case analysis and financial modelling by the students; case presentation and interaction with industry executives; and project development by a group of students.

(v) Entrepreneurial Finance

This course aims to help future executives facing financing and investment decisions in a broad range of entrepreneurial environments to make better decisions and achieve better outcomes. The course covers all stages of the financing process from initial financial planning to harvesting value. While the course will inevitably involve looking at a number of technology driven businesses the emphasis is on gaining insights into the entrepreneurial financing process rather than looking at the financing of technology businesses per se.

Entrepreneurial environments considered will include not just young, growing, independent businesses but also those around the buy-outs and spin-outs of units from more established businesses as well as entrepreneurial joint ventures that are established with a view to their becoming independently viable entrepreneurial businesses in their own right. One of the eight sessions will also be devoted to looking at the venture capital industry with a view to providing candidates with a broad understanding of current developments in this area and the likely future impact on the range of financing options and alternatives available from these sources going forward.

The course is designed to focus on the numbers and analytic techniques for gaining insight, although continual attention will also be paid to the incentives facing each of the parties in the financing process. The course will be highly relevant for future executives who may be involved in an entrepreneurial venture at some point in their careers, whether in a turnaround, a management buy-out, a young company or a start-up. The course will also be highly applicable for future private equity and venture capital decision makers.

(vii) Private Equity

There are three main objectives of the private equity course. The first objective is to develop an understanding of the roles played by the various participants involved in private equity. The course will consider the attractions of private equity as an investment class. The organisation and incentive structures of private equity funds, and the complex relationship with the companies in which they invest are also analysed. The second is to apply many of the ideas and theories developed in the core finance courses to a particular sector of the financial industry. The private equity sector – involving both venture capital and buy-outs – is a particularly interesting sector to analyse. Private equity is used to finance many companies where the generic problems encountered when financing companies – such as uncertainty or asymmetric information – are especially acute and complex. The third is to critically evaluate the valuation techniques employed in private equity transactions. By their very nature, private equity investments (which lack market valuations provided by public equity markets) are those where valuation is often difficult, being highly sensitive to assumptions and methodology. This course reviews a variety of valuation techniques in the context of real private equity transactions.

How to register your Finance elective preferences

Some of the Trinity Term finance electives may be over-subscribed. A bidding system will therefore operate as follows. A number of places on each course will be reserved for MLF students. You will be asked to rank the available courses. If there are insufficient spaces on a course then places will be allocated on a random basis. MBA and MFE students will operate a separate bidding process for the remaining places on such a course. Further information will be made available in Hilary Term 2015.

Other Elective Options

Law electives outside the MLF menu. It is possible for MLF students to elect to take a Law Faculty graduate course not on the MLF menu. This requires the permission of the MLF Academic Director, who checks to see that the course is suitable for the student's academic objectives. Timetabling may however, be an issue as we are unable to guarantee that there will not be timetabling clashes for courses outside the MLF law elective menu.

Dissertation. MLF students may, in lieu of one of the law electives, opt to write a dissertation (maximum 12,500 words). This must be submitted mid-way through Trinity Term. The availability of the dissertation option is subject to the availability of a suitable supervisor as well as approval of the topic by the Faculty. Students writing a dissertation are entitled to six hours of one-to-one supervision time. The first part of the MLF programme is particularly challenging for many students as they are learning very new material in the compulsory finance and economics courses. This generally makes it difficult to maintain progress with individual research on a dissertation. As a consequence, we generally advise students against opting for a dissertation unless they have a very clear idea of what they wish to research before they arrive in Oxford, and a clear motivation for doing so. Students who are inspired by the course content of course can (as several do each year) apply to stay on in Oxford afterwards under one of our research degree programmes.

Graduate Prizes

There are a number of named prizes available to MLF students:

- Allen and Overy Prize in Corporate Finance Law
- Allen and Overy Prize in Corporate Insolvency Law
- Gray's Inn Chambers Prize Personal Taxation
- John Morris Prize in Conflict of Laws
- KPMG Prize in Corporate Tax Law and Policy
- Monckton Prize in Competition Law
- Winter Williams Prize in European Business Regulation
- Winter Williams Prize in International Economic Law

There is also a Law Faculty prize for the best performance in each option not covered by one of the named prizes listed above.

Core MLF prizes

The MLF Examiners have discretion to award the following prizes:

MLF prize

- Best overall performance in the MLF

Best performing student in each of the following courses

- Finance
- First Principles of Financial Economics
- Law and Economics of Corporate Transactions

Teaching and supervision

Teaching arrangements

Teaching for each MLF course option is provided by the following means:

Seminars: Seminars are organised at Faculty level and are open to all students taking the MLF. Many seminars are convened jointly by two or three members of the relevant subject group. Some seminars attract senior academic visitors and research students in addition to MLF students. Some attract postgraduate students from other faculties as well as BCL / MJur students sharing the same course. In some courses there is one core seminar series closely corresponding to the syllabus; in others the syllabus is covered by a selection of different seminar series from which the students take their pick according to interest and intended intellectual emphasis. MLF students taking the Finance Stream option will attend seminars at SBS. Every law elective seminar series is accompanied by published reading lists that are used by students in preparing for the seminars and in organising their study. Many students use the seminar reading lists as starting points for their own self-prescribed research and reading, rather than regarding the listed materials as sufficient for real mastery of the subject. However the listed materials in each course do represent the level and range of materials which the examiners are entitled to expect the students to have mastered. At a seminar – typically one-and-a-half to two hours long - the topic will be introduced by one of the conveners, or one of the students, or sometimes an invited speaker. There will then ensue detailed and intense questioning and argument involving, so far as possible, the whole group. Depending on the course, seminars range in size from a handful to upwards of 40 participants. Convenors allow seminars to develop in a more orchestrated or spontaneous way depending on the size of the group and the nature of the material or ideas under discussion.

Tutorials: In Oxford, a tutorial is a meeting lasting at least one hour and often 90 minutes, at which a single member of the subject group meets with between one and five students. The tutorial system is the second major teaching/learning component of the MLF. In view of the extensive diet of seminars, MLF tutorials do not generally provide full coverage of the course: instead, the two methods of course delivery complement one another – the tutorial demanding in-depth scrutiny of a particular aspect or aspects of a field of law that have been covered in more general terms through a seminar.

Students are usually invited to nominate around four topics for tutorial discussion, typically using the seminar reading lists as the basis of preparation. Each selected tutorial topic is also typically associated with an essay question or a legal problem question (or a choice of such questions) suggested by the tutor, which might be drawn from a past examination paper or specially devised. Students will normally write an essay or problem answer for each tutorial, which is then used as the basis for tutorial discussion.

Often, although not always, tutorials are provided at or near the end of the seminar provision for the year so as to allow for consolidation and revision. **Please note that tutorials are an absolutely crucial part of the course and you are expected both to ensure that you are free to attend them at the times agreed with your tutors and to submit written work for the tutorials as required by your tutors.**

Lectures: Lectures are typically less central to the learning experience of MLF students than that of their undergraduate counterparts. However lectures are more often provided in law electives in which there is a great deal of new legal information to master. The number and mix of seminars, tutorials, and lectures varies from option to option, but in most cases, students can expect that any given option will involve something in the region of eight to sixteen seminars and/or lectures and four to six tutorials. There are one or two

exceptions but in these cases, a balance will be struck between seminars and tutorials (i.e. an option involving more tutorials will involve less seminars).

Details of the various lectures and seminars (but not tutorials) offered by the Faculty can be found in the termly lecture list, available through your college or on the Faculty website (please note that timings may occasionally vary from term to term – for example a seminar series that runs on Thursdays in Michaelmas Term may run on Tuesdays in Hilary Term, though this is relatively unusual). There are a number of different people who will be involved in the teaching and supervision you receive as an MLF student.

Roles

The role of course convenors and tutors

Law electives are typically taught by a combination of seminars and tutorials (and sometimes by means of lectures as well). While every option has an overall course convenor, in some options, the teaching will be shared between a number of individuals. The person you will work with most closely is generally the Faculty member with whom you have tutorials, given that tutorials offer the closest interaction between student and teacher.

The role of the dissertation supervisor

Those who have opted to write a dissertation will be allocated a dissertation supervisor. Each student is entitled to six sessions of supervision, each of approximately one hour, not counting meetings to settle the shape of the dissertation before it was approved. The supervisor will report every term on the progress the student is making through the Graduate Supervision System (GSS). For further information about GSS, please refer to the relevant entry in the Feedback section elsewhere in this Handbook.

The role of the College Advisor

Each graduate student is assigned a College Advisor who is normally (but not always) a member of the Law Faculty. Their specific role will vary slightly from college to college (and will be defined more precisely in information provided by your college) but essentially, they monitor students' progress, are available for consultation on academic and other matters, and act as a focal point for each individual student's relationship with their college.

The role of the student

The student is responsible for the successful completion of his/her degree programme and playing an appropriate part in working with tutors and supervisors to that end. He/she is also responsible for making appropriate use of the teaching and learning facilities available within the University and following the relevant procedures concerning registration for and assessment of course options. The student is also responsible for ensuring that he/she has a standard of English sufficient for successful completion of the course.

For a more detailed account of the role of the student and dissertation supervisor, please refer to the Education Committee's policy document on graduate taught degrees which can be found on the webpage at www.admin.ox.ac.uk/edc/policiesandguidance/

Assessment and examinations

Formative assessment

The term 'formative assessment' refers to any feedback that doesn't relate directly to your final results. This typically takes the form of marks and written comments provided by tutors on essays submitted by the student; and verbal feedback on ideas advanced and points made by the student in the course of tutorials or seminars (though more broadly interpreted, it can also include comments made by a tutor in response to a student's verbal contribution to a tutorial or seminar). It is an important element of all postgraduate taught programmes at Oxford and should provide guidance to those for whom extended pieces of writing are unfamiliar forms of assessment, will indicate areas of strength and weakness in relation to an assessment task, and will provide an indication of the expectations and standards towards which students should be working.

In 2011, the University's Education Committee introduced new policies in response to requests from students for enhanced formal mechanisms for the provision of feedback on both formative and summative assessment. The new policy stipulated that all students on taught Masters programmes could expect to receive formal written feedback on at least one designated piece of work normally submitted during the first term or very early in the second term of the course.

Essays are not considered to be the ideal means of formative assessment for the Finance and First Principles of Financial Economics given the technical nature of both courses; instead, students complete a maths workbook and a finance workbook at the start of the course and these are assessed by the course convenors to determine the student's level of competence in each subject. This initial assessment is then followed by an in-course assessment at the end of the first week of the pre-sessional course by means of which the course convenors assess how well the student is coping with the demands of each course at a point when there is still plenty of time to take remedial action if the student is struggling. Formative assessment for Finance and FPFE is also available through a series of support classes which run through the first term and supplement the core teaching.

Formative assessment for law electives takes the more typical form of essays submitted by the student and marked by those teaching the course. Practices concerning whether formative assessment is conducted in the first term vary from option to option; Comparative Corporate Law, Competition Law, European Business Regulation, International Economic Law and Principles of Financial Regulation do not offer formative assessment during the first term but the other electives do; and all of the former will offer formative assessment in the second and third terms.

Summative Assessment

Summative assessment is the term used to describe the results that you receive for examinations, dissertations, and, assessed essays you submit as the formal means by which this course is assessed. Formal written feedback (i.e. the comments of the examiners) is provided on the dissertation. This feedback is intended to provide a critical review of the work and provide suggestions for improvements and future development of the topic of research to enable students to develop their work for doctoral study if appropriate.

Entering for University Examinations

Details of the procedures for entering University Examinations will be communicated to all MLF students in the course of Michaelmas Term.

Submission of the dissertation

If you have chosen to write a dissertation, then you must submit two copies of your dissertation to the Examination Schools, High Street, Oxford OX1 4BG by noon on Friday of

Week 5 of Trinity Full Term. The package must be clearly marked 'Dissertation for MSc Law and Finance'. In order to ensure anonymity, the dissertation must bear your examination number. Neither your name nor the name of your college must appear. You must include with the thesis (i) a signed statement that, except where otherwise indicated, the thesis is entirely your own work, and (ii) a second statement indicating which part or parts of the dissertation have formed or will form part of a submission in accordance with the requirements of another course at this or another university. To ensure anonymity these statements must be placed in a sealed envelope. The examiners shall exclude from consideration any part of your dissertation which is not your own work or which has been or will be submitted to satisfy the requirements of another course, and the examiners shall have power to require you to produce for their inspection the work so submitted or to be submitted. Further information relating to the presentation of the dissertation is included in the entry Dissertation Format above and will be provided in the Examiners' Edict.

Timetable of Examinations and Assessment Summary

CORE COURSE	TERM	ASSESSMENT SUMMARY
First Principles of Financial Economics	Michaelmas	1. Practical work assignments (20% of final grade): Set during term. 2. Assessed essay (40% of final mark): Title available: from 12.00 noon, Friday, Week 8. Essay due: submit two hard copies plus a declaration of authorship to Exam School and an electronic copy to the MLF Administrator by 12.00 noon on Friday 19 December (Week 10). 3. 90 min examination (40% of final mark) at the Exams School during Week 9 (probably on Thursday 11 December from 9.30am).
Finance	Hilary	1. Groupwork: 20% of final mark 2. Examination: 80% of final mark: Two-hour exam at the Exams School (Week 9 HT)
Law and Economics of Corporate Transactions	Trinity	1. Group work: Submission and deadlines to be explained in a memo by the Course Convenor, Dan Awrey. 2. Assessed essay (100% of final mark): Title available: from 12.00 noon on Friday 10 April (Week -2 NB: before TT). Essay due: submit two hard copies plus a declaration of authorship to Exam School and an electronic copy to the MLF Administrator by 12.00 noon on Friday 25 April (Week 0 TT).
Law electives	Trinity	Dates to be confirmed

The format of the examinations

Examinations are unseen, and with the exception of the Corporate Tax Law, you are not allowed to take books or notes into the examination room. However, in many examinations you will be provided with copies of statutory and other official material relevant to the subject: details of this are notified to you in advance. The examination in each subject offers a choice of questions, though in some cases there are rules as to permissible combinations of questions, which are strictly enforced. You are normally required to answer four questions in three hours; this rule too is strictly enforced, and attempting fewer than the required number of questions is penalised. You will normally be required to hand write your examination

answers, so you must take care that your handwriting is legible (see information about illegible scripts below).

Procedures for dealing with illegible scripts

Examiners are not bound to take account of illegible material and may ask for illegible scripts to be typed if they are unable to read them. Examiners will try to identify such scripts as early as possible in the examining process; once scripts are identified, the candidate's college will be notified and the candidate will be asked to read out the script to a scribe who will then transcribe it. The candidate will be charged for the re-typing of the script. To accommodate this possibility, it is recommended that candidates remain in Oxford for up to five days after their final examination.

The Examiners' Edict

During Michaelmas Term, the Examiners' Edict, also known as the Notice to Candidates, will be circulated to all students. This is a set of instructions about all aspects of the MLF examinations and covers information such as how many questions each paper will comprise, what materials you will be provided with in the exam room, and information about examination protocol. Typically, this is followed by further notices to candidates to provide supplementary information that wasn't available at the time of the initial circulation. **Please pay careful attention to these communications and retain them for reference in the period leading up to the examinations and during the examinations themselves.**

Illness or other Causes affecting Candidates for Examinations

The Proctors have authority to authorise alternative arrangements for candidates who for medical or other sufficient reasons are likely to have difficulty in writing their scripts or completing the examination in the time allowed. Such arrangements must be made at the time of submission of the examination entry form. If this applies, you should consult the appropriate college officer, (usually the Senior Tutor). See further *Examination Regulations 2014*, Part 10; see www.admin.ox.ac.uk/examregs/08-10_Part_10_Candidates_with_Special_Examination_Needs.shtml

If your performance in any part of an examination is likely to be, or has been, affected by factors, such as illness, disability, bereavement, etc, of which the Examiners have no knowledge, you may, through the appropriate college officer, inform the Proctors of these factors. Usually this will involve submitting a medical certificate to the Proctors, in which as much detail as possible should be recorded by the certifying doctor to explain your case. The Proctors will pass this information to the Chair of Examiners if, in their opinion, it is likely to assist the Examiners in the performance of their duties. See further *Examination Regulations*, Part 11; see www.admin.ox.ac.uk/examregs/08-11_Part_11_Acute_illness_or_other_urgent_causes_affecting.shtml

The examiners cannot take account of any special circumstances other than those communicated by the Proctors. Candidates are advised to check with the appropriate college officer that any medical certificate for submission is complete (e.g. covers each paper where the candidate was affected by illness). The medical certificate must provide explicit detail about the factors that are likely to have affected your performance in the examination. The Proctors will accept submission made after the final meeting of the Examiners only in exceptional circumstances.

- **Every effort should be made to ensure that medical certificates or other documentation are passed on to the Proctors as soon as possible.**

Withdrawal from the examinations

If you are experiencing problems of any kind which are severe enough to mean you are unable to take your examinations, then you may apply for withdrawal from the examinations. For further information about how to do this, please refer to the 2014 Examination Regulations, section 14 www.admin.ox.ac.uk/examregs/08-14_Part_14-Withdrawal_from_Examinations_and_Nonappearance.shtml

Late submission of work

If, for good reason, you are unable to submit the dissertation/essays by the stipulated deadline, you may apply through your college to the Proctors for permission to submit the work later than the deadline. This process can also be initiated retrospectively – i.e. after you have missed a deadline – but you should make the case to the Proctors as soon as you possibly can. The full regulations concerning late submissions can be found in the 2014 Examination Regulations, section 16.8; see www.admin.ox.ac.uk/examregs/08-16_Part_16-Marking_and_Assessment.shtml

Marking Conventions

The standards of assessment used in the marking of items of assessment for the MLF are as follows:

Distinction (70% and above): Distinction answers are those that represent an excellent level of attainment for a student at MLF level. They exhibit the following qualities:

- acute attention to the question asked;
- a deep and detailed knowledge and understanding of the topic addressed and its place in the surrounding context;
- excellent synthesis and analysis of materials, with no or almost no substantial errors or omissions, and coverage of at least some less obvious angles;
- excellent clarity and appropriateness of structure, argument, integration of information and ideas, and expression;
- identification of more than one possible line of argument;
- advanced appreciation of theoretical arguments concerning the topic, substantial critical facility, and personal contribution to debate on the topic.

Pass (50-69%): Pass answers represent a level of attainment which, for a student at MLF level, is within the range acceptable to very good. They exhibit the following qualities:

- attention to the question asked;
- a clear and fairly detailed knowledge and understanding of the topic addressed and its place in the surrounding context;
- good synthesis and analysis of materials, with few substantial errors or omissions;
- a clear and appropriate structure, argument, integration of information and ideas, and expression;
- identification of more than one possible line of argument;
- familiarity with theoretical arguments concerning the topic, and (especially in the case of high pass answers) a significant degree of critical facility.

Fail (below 50%): Qualities required for a pass answer are absent.

In assessing the optional dissertation, Examiners are particularly instructed by the Examination Regulations to judge "the extent to which a dissertation affords evidence of significant analytical ability on the part of the candidate".

Scripts are marked on the University scale from 1 to 100. In practice a mark above 75 is very rarely seen, and a mark of 80 would indicate an utterly exceptional script.

For the purposes of the Examiner's Conventions:

- 'Finance course'; comprises Finance and the First Principles of Financial Economics.
- The dissertation counts as one of the law elective papers.

- Where course assessment components are assessed on a pass/fail basis only (i.e. the group work assessments in the *Law and Economics of Corporate Transactions* course), "satisfactory completion" requires candidates to pass at least 50 per cent of the assessments set.

It is important to appreciate that these conventions are not inflexible rules. The examiners have a residual discretion to deal with unusual cases and circumstances. However, their discretion to depart from the normal conventions is not exercised except in very unusual circumstances in which the examiners are convinced that the convention would yield an indefensible result. The discretion has to be exercised rationally, and the primary component of rationality in this context is that all candidates should be subjected to exactly the same rules. It follows that the discretion will not be exercised in favour of a candidate merely because the marks very narrowly fail to satisfy the convention or against a candidate merely because they only very narrowly succeed in satisfying the convention

Classification criteria

Distinction

MLF students will be awarded a Distinction if they:

- Secure marks of 70 per cent or above in no fewer than three courses, which must include at least one finance course and at least one of either a law elective **or** the Law and Economics of Corporate Transactions course,

And

- Achieve marks of not lower than 60 per cent in all courses and satisfactory completion of all pass/fail course assessment components

Pass

For an MLF student to be awarded the degree of MLF there must be no mark lower than 50 per cent, and satisfactory completion of all pass/fail course assessment components.

Fail

A mark of less than 50 per cent on any MLF course will usually result in the MLF student failing to be awarded the degree of MLF.

N.B. A mark lower than 50 but greater than 39 may be compensated by very good performance elsewhere, and in these circumstances the MLF Exam Board has discretion to award the degree despite the mark that fell below 50 (please refer to the MLF Examination Edict for full details). A mark of 39 or below is not susceptible of compensation.

Examination Procedures

The marking process involves the second marking of a random sample of scripts for each paper (if a particular paper only has a few candidates, then all the scripts may be second marked) after which all the markers for that paper meet and consider any differences arising, following which a single mark is agreed by the two markers of the scripts in question.

Second marking will also be applied for candidates whose overall marks profiles place them on the distinction and fail borderlines, and may also be required to determine the winners of prizes. In exceptional (e.g. medical) circumstances third readings may take place.

The examiners meet and agree a final classification/result for each candidate, having taken account of medical and other special case evidence and having made appropriate adjustments for such matters as absent answers and breach of rubric. The examiners also agree on the award of prizes at this stage. The decisions of the examiners are then passed to Examination Schools. Candidates will be able to view their results (both overall classification and individual paper marks) within the Student Self-Service webpage in OSS; see www.studentsystem.ox.ac.uk

Academic appeals

For the procedures for appeals from the decisions of the Proctors, see *Examination Regulations* 2014, Part 18.1 www.admin.ox.ac.uk/examregs/08-18_Part_18_Appeals_from_Decisions_of_the_Proctors_and_Examiners.shtml

The appeal must be made by you or by your college within 14 days of the date of the Proctors' decision. If this applies to you, you should consult your college adviser or the Senior Tutor. For appeals from the decisions of the examiners, see *Examination Regulations* 2014, Part 18.2 (URL as above). If you wish to raise a query or make a complaint about the conduct of your examination you should urgently consult the Senior Tutor in your college. Queries and complaints must not be raised directly with the examiners, but must be made formally to the Proctors through the Senior Tutor on your behalf, and no later than 3 months after the notification of the results. The Proctors are not empowered to consider appeals against the academic judgment of examiners, only complaints about the conduct of examinations. Further information about complaints procedures may be found in the Proctors' and Assessor's Memorandum, particularly section 13: www.admin.ox.ac.uk/proctors/info/pam/section13/#d.en.41334

Re-takes

Candidates are permitted on only one occasion to resubmit or retake failed assessment items on any course on which they have failed to achieve the required standard. Candidates who fail group work assignments may be required to sit an additional individual assessment in lieu. Re-sits or re-submissions of any assessed course components for the finance papers (i.e. *Finance*, *First Principles of Financial Economics*) must take place by the end of the term following the original fail, i.e. in Hilary Term for Michaelmas Term courses, and in Trinity Term for Hilary Term courses.

Re-sits or re-submission of any course components for the *Law and Economics of Corporate Transactions* course must take place by the end of September of the same year.

Law option re-sits will take place in June or July of the following year. If one or more of the subjects studied by the candidate are not available when the candidate comes to be examined, papers shall nevertheless be set for that candidate in those subjects.

Marks for re-sit papers will be capped at 50, so candidates that re-sit a paper will not be awarded a mark of above 50 for that particular course component. This will not affect marks awarded for other course components, or for other MLF courses.

Examiners' Reports

Examiners' reports from previous years can be found on the Faculty's website at www.law.ox.ac.uk/publications/handbooks.php

Good Academic Practice

Plagiarism

You are reminded that the work that you present for your examination (this includes assignments, projects, dissertations and examination papers) must be your own work and not the work of another individual. You should not quote or closely paraphrase passages from another source, be that a book, article, web page, another student's work or other source, without acknowledging and referencing that source. If you do present other people's work as your own work you are committing plagiarism. This is cheating and the Faculty and the University treat any alleged offence of plagiarism very seriously.

The University's definition of plagiarism can be found at

www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/plagiarism. The University's Education Committee has developed a website (www.ox.ac.uk/students/academic/goodpractice/) that gives useful advice about all aspects of plagiarism – why it matters, how to avoid it, what happens if you are suspected of plagiarism, etc. It also provides a list of related documents which includes advice from other institutions, and about academic good practice more generally.

For law students, there are particular things to watch for:

Under-attribution

The written work of law students will often be heavily informed by secondary materials: textbooks, practitioner guides, and other materials. Where a student uses information from these materials, this must be specifically attributed, both in terms of the use of quotations where necessary and pinpoint citations. A general citation to the materials at the conclusion of the relevant paragraph or section is not acceptable.

Getting ideas from other students work

Law students often "borrow" work from other students in their own year or from students in the year above. If the work is directly copied then this will clearly be an obvious form of plagiarism but you also need to be aware that taking the structure and ideas from this work can also be plagiarism unless the source is acknowledged. Although it may sometimes be helpful to see how others have tackled issues, an important part of the learning exercise in Oxford is to work out how to present an answer yourself. This is often an intellectual struggle but it is an important part of the educational process. By borrowing the work of others you therefore not only risk plagiarism but you are also less likely to develop your own intellectual abilities fully.

Articles, etc.

You will be expected to read many articles as part of your tutorial preparation. Students often find it difficult to know how to incorporate these into their own written work. The temptation is there to "lift" bits from the introduction and conclusion of the article, or odd sentences from it. Usually, an article will be presenting an argument which is, to some extent, original and the author makes the case for this argument in the detailed text. You may wish to use this article in a variety of different ways but it is important to bear in mind that it is not only verbatim quotations and paraphrases that need to be properly referenced but also the overarching argument that the author makes. Therefore, even if you are not using any of the detailed wording of the article, you must still acknowledge the author's intellectual input if you are drawing on the argument that he/she makes.

A brief example:

Source text, from S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 64 Cambridge Law Journal, 449, 455.

It can therefore be argued that proprietary estoppel, like wrongs, unjust enrichment and other non-consensual sources of rights, always gives rise to an underlying personal liability which may, in some circumstances, be coupled with a property right. As A's personal liability will persist after a transfer of the land in respect of which the proprietary estoppel claim arose, it may well be that B has no need of a property right to protect his reliance: instead B is adequately protected through his personal right against A.

Plagiarised

Proprietary estoppel always gives rise to personal liability and may also generate a property right, but a person to whom a representation is made will not always need a property right to adequately protect his reliance.

(This is plagiarism. Even though there is little verbatim copying it paraphrases the argument of Bright and McFarlane without acknowledging the source of this argument.)

"Proprietary estoppel, like wrongs, unjust enrichment and other non-consensual sources of rights, always gives rise to an underlying personal liability"¹ and sometimes the courts will give a property right if necessary to protect reliance.

(This is also plagiarism. Although the first part of the sentence is correctly attributed, the implication is that the second part is the original idea of the writer.)

Non-Plagiarised

Bright and McFarlane argue both that proprietary estoppel gives rise to personal liability and, further, that this will sometimes be coupled with a property right, but only if it is necessary to protect the reliance of the person to whom the representation was made.²

(This is not plagiarism as it clearly attributes the whole of the argument to Bright and McFarlane, and cites the source).

Textbooks and Cases

A particular challenge for law students is how to use text books correctly. The most obvious form of plagiarism is where students closely follow the wording of textbook writers. This often occurs (unintentionally) where students have taken notes from a textbook and then use these notes to form the basis of their essay. It also occurs where students use the structure adopted by a text book writer in order to organise the essay.

By way of illustration, the author of a text book may set out that a general principle can be manifested in one of 3 ways, and then set out those 3 ways. To the student, this may appear uncontroversial and as 'the only' way that the topic can be understood. It is likely, however, that other writers will present the material differently. The breakdown of the principle into those 3 ways is the author's work, and if this structure is adopted, the author must be acknowledged.

Students often use text-books too closely without being aware that this constitutes plagiarism and will say to tutors: "...but X put it so clearly and I could not put it better", or "...lots of writers break down this principle into those 3 ways". This does not justify plagiarism. If a text book writer is being relied on, the writer must be acknowledged.

The same applies with respect to cases. The reasons for citing a case are therefore two-fold: first, as an *authority* for a proposition of law, in which case you will generally be citing the case itself; and second, as the *source* of a statement about the law, in which case you will generally be citing the court or a judge.

If, having referred to the above and to the University website, you are still unsure how to reference your work properly, and would like further advice, you should contact your Tutor or Director of Studies for guidance.

¹ S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 64 Cambridge Law Journal, 449, 455

² S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 64 Cambridge Law Journal, 449, 455

Libraries and IT Services

Libraries

Faculty, college, and library resources

During your first week here, the Bodleian Law Library organises induction sessions for graduate students to introduce you to the library and its staff and help you to use its resources. Online tutorials for key legal and journal databases are available at <http://ox.libguides.com/law-uklaw>. The BLL also gives classes on using databases, finding online journals and researching particular areas of law. The Library distributes a Newsletter via the Faculty's email lists, and the Law Bod Blog (<http://lawod.wordpress.com>) also provides current information.

The Law Faculty is lucky to have a superb library resource in the form of the Bodleian Law Library, which has an excellent, extensive collection, providing support for the teaching and research needs of our students. It is a library of legal deposit, with the largest law collection in the United Kingdom. It offers not only its collection of books, but access to all relevant legal electronic databases and online journals. All books on the course reading lists are placed at the library's Reserve desk for ease of access. As a member of the University you are also able to use any of the other 40 libraries which are part of the Oxford University Library Service, in addition to your own college's library.

Books in the Bodleian Law Library may not be borrowed: they must be read in the library. This ensures they are always available when you need them. There are also self-service photocopying facilities. Public access computers are available in several areas of the Library, including the Freshfields Bruckhaus Deringer IT Room. They provide access to the catalogue and the extensive range of databases provided by Oxford University Library Services. PCs in the Freshfields Bruckhaus Deringer IT Room also give access to word processing and other computing applications. Students' own laptops may be used in the Library, which has wireless and ethernet access. The Baker & McKenzie Seminar Room is available for small group discussions when not in use for seminars.

Further details of services will be explained at your library induction. The procedures for enrolling as a user of the library are explained to you on arrival in Oxford as part of the orientation sessions offered by the law library staff. Further information about the law library can be found at its web site www.bodleian.ox.ac.uk/law/.

SBS Library

The Sainsbury Library is SBS's own dedicated library. It is equipped with desk space, wireless and networked computers, printers and copiers, and has several experienced library staff who are available to give advice and to help you use advanced search tools to carry out research for course projects and theses; see www.bodleian.ox.ac.uk/business

Responsibilities of having access to SBS

As an SBS-Law joint-student, you have direct access to the SBS Sainsbury Library (unlike non-SBS students who have to hand in their University card at reception in exchange for a library visitors card, which provides them with limited library rights). It is your responsibility to use this access sensibly. You must not lend your SBS access card to anyone else at any time, including to allow someone else to access the library. The SBS reception team do a fantastic job of welcoming and assisting all SBS students, including MLF students and will do their best to help you if they can. Please ensure you are considerate and courteous to them at all times. If you have any problems please email mlf@law.ox.ac.uk

IT Services

Student Self-Service

Student self-service provides web access to important information that you will need throughout your academic career. You are able to register, view and update your personal and academic information throughout your studies at Oxford; see

www.ox.ac.uk/students/studentselfservice/

Your Oxford single sign-on account and access to networked services

Your Oxford single sign-on account is your main access to University online services. It is essential that you activate your account. It gives you access to all the main Oxford University services, including Student Self-Service, electronic library services, such as Lexis, Westlaw and online journals; Oxford email (<https://nexus.ox.ac.uk/>), to which all crucial University information will be sent; and Weblearn (<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law>), where reading lists and handouts from lectures are available. For more information about IT Services see <http://welcometoit.ox.ac.uk>. IT Services is at 13 Banbury Road, phone 273200, fax 273275 or e-mail help@oucs.ox.ac.uk.

Please use your Oxford email account for all email communication with the University.

Email Lists

All MLF students are automatically subscribed to the email lists specific to each course and to a more general PGT email list. These email lists are the Faculty's main means of communicating announcements about lectures and seminars, examinations, IT and library training, library hours etc. It is therefore **essential** that **ALL** students check their email on a regular, preferably daily basis, and ensure that their Oxford email accounts remain operative. If you do not receive messages, contact the Faculty Office by emailing lawfac@law.ox.ac.uk.

The Faculty website

The Faculty website (www.law.ox.ac.uk) provides information about courses, news and events, graduate discussion groups, how the Faculty works, Faculty members, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more. It has two sections, the public site, and the intranet site.

WebLearn

Reading lists and lecture handouts are held on Weblearn (<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law>). All students have their own password-protected 'My Weblearn' site on Weblearn which provides calendars and some file storage. For help with Weblearn, contact Sandra Meredith (sandra.meredith@law.ox.ac.uk), phone 271499.

IT facilities in the St. Cross Building

Most of the computing provision for students in the St. Cross Building is within the Bodleian Law Library. The Freshfields Bruckhaus Deringer IT Training Room, which is used for the Legal Research and Mooting Skills Programme, has 26 networked computers, giving access to all the online resources within the Library and University. Word and other Microsoft Office applications and EndNote are available on these computers. It is necessary to use a USB key to save documents on these computers. The Freshfields Bruckhaus Deringer IT Training Room is available for general use when not being used for teaching. There are also networked computers in the upstairs gallery computer room, and more at various positions around the library. Kurzweil software, which allows blind readers to listen to pages of a book being read aloud, is also available in the Bodleian Law Library, but it must be booked in advance.

The main reading room has wireless access and there are power points at the ends of several desks. For more information ask at the library. There is no network access in the lecture theatres, and extremely limited access to power points. If you wish to bring a laptop to lectures, charge it before you come.

Do not leave your laptop unattended in the library or anywhere else – cables for securing your laptop are available at the library enquiry desk or at any computing shop. You can store your laptop and other items in a locker in the St. Cross Building. Ask at the Porter's Lodge for information about getting a locker.

IT facilities in SBS

You can access wireless internet from most parts of the building. SBS members have their own private network ([find the password on iSBS](#)). Most other visitors should be able to use the [Bodleian-Libraries network](#), or the SBS conference network.

IT/electronic research resources training

The library's electronic holdings are accessible via SOLO: <http://solo.bodleian.ox.ac.uk> and OxLIP+: <http://oxlip-plus.bodleian.ox.ac.uk>. When off-campus, your Oxford Account log in is required to access electronic holdings. With the exception of Lexis Library and Westlaw, most databases don't require passwords when on campus.

- Detailed information about legal databases and passwords is available at www.bodleian.ox.ac.uk/law/e-resources/databases.
- Online tutorials for key legal and journal databases are available at: <http://ox.libguides.com/law-uklaw>.

The BLL also gives classes on using databases, finding online journals and researching particular areas of law. The Library distributes a Newsletter via the Faculty's email lists, and the Law Bod Blog (<http://lawod.wordpress.com>) also provides current information.

University Rules for Computer Use

The University's Regulations and Policies applying to use of University ICT facilities can be found at <http://www.it.ox.ac.uk/legal/rules/>. In the Policy Statements section below, there is also a specific link to the Regulations Relating to the use of Information Technology Facilities – though that information can also be found at the URL above.

Student Support and Resources

General sources of help

Being a student is exciting, challenging and rewarding, but it is not always a bed of roses! Everyone in Oxford is well aware that students, like anyone else, can have problems. To a large extent we take these in our stride, consciously or unconsciously making use of the familiar support systems with which we surround ourselves, such as family bonds, friendships, and reliance upon those whose role it is to supervise us. But sometimes our problems need more intensive attention. Do not feel alarmed about acknowledging this: it really can happen to anyone. Oxford has a number of mechanisms designed to help.

Departmental

If the problem is essentially academic in nature, then the first person you should speak to is the convenor of the core course or elective in question (if the issue concerns a particular course or elective) or the Course Administrator or Course Director (if the issue relates to your studies more generally). If for whatever reason you would prefer not to discuss the issue with either of the latter, you may also contact the Faculty's Academic Administrator or the Director of Graduate Studies for Taught Courses, who will also be able to offer help. Contact details for all of the above can be found under Key Contacts near the start of this Handbook.

College

If the problem isn't principally an academic one, then you should speak to your College Advisor. Each graduate student is assigned a College Advisor who has various pastoral responsibilities and can assist with personal guidance and practical problem-solving (e.g. in dealings with agencies outside the college on behalf of students when so requested by students). Colleges also have various appointees with specific pastoral and welfare responsibilities, e.g. advisors to female students, chaplains, resident assistant deans appointed from the postgraduate community, etc. There are often part-time college nurses on site and all students are registered with college doctors based at nearby surgeries. Domestic bursars are charged with meeting special living needs, e.g. in respect of students with disabilities or students who fall ill or who are in need of emergency accommodation. The head of college also often plays a role in ensuring that students are settled and adequately supported. The Middle Common Room (college graduate student union) often has its own welfare officer who acts as a source of information and as an advocate. The tradition of extensive college-level peer support in academic matters extends to non-academic matters as well. In general the relatively communal aspect of college life makes for extremely easy access to confidential support in respect of non-academic matters, including support from people who know the student well, as well as more anonymous advice and support from professionals when necessary.

University

The University offers a counselling Service to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling/

There is also a range of services led by students available to help provide support to other students. These services include peer support, OUSU Student Advice Service and Nightline. For more information visit www.ox.ac.uk/students/shw/peer/

The Equality and Diversity Unit supports a network of over 300 harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice/

The Faculty has two harassment advisors whom students and Faculty may contact for advice:

Sue Bright, New College. Tel: 01865 289050 e-mail: Sue.Bright@law.ox.ac.uk

Roderick Bagshaw, Magdalen College. Tel: 276078 e-mail: Roderick.Bagshaw@law.ox.ac.uk

For information on general health, disability, counselling and student-led support, you can also consult the University webpage at www.ox.ac.uk/students/welfare

Help for students with disabilities

The Disability Advisory Service (DAS) www.ox.ac.uk/students/shw/das/ can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support.

The Law Faculty itself has two disability contacts. These are:

Emma Gascoigne, Personnel Officer, St. Cross Building.

Tel: 01865 281622 e-mail: Emma.Gascoigne@law.ox.ac.uk

Paul Burns, Academic Administrator, St. Cross Building.

Tel No: 01865 271495 e-mail: Paul.Burns@law.ox.ac.uk

The disability contacts work with the University Disability Staff and other bodies, such as the Bodleian Law Library, to help facilitate students' access to lectures, classes, tutorials and access to information.

The contacts are also involved in an ongoing programme to identify and promote good practice in relation to access to teaching and learning for students with disabilities within the Faculty, and to ensure that the Faculty meets the requirements of the Equality Act (2010).

Oxford University Student Union (OUSU)

The Oxford University Student Union exists to provide a number of student services, ranging from enhancement of your experience whilst a student to protection of your ability to study should you encounter financial, academic or health-related difficulties; see <http://ousu.org/>

Safety for Students

Guidance about how you can ensure your personal safety while studying at Oxford can be found at www.ox.ac.uk/students/life/community/personal

University resources

The University offers advice and guidance on research and study skills on the webpage at <http://www.ox.ac.uk/students/academic/guidance/skills>. This covers subjects such as plagiarism, time management, language skills, and revision and examination preparation.

Suspension of status

If you experience any difficulties that are sufficiently serious as to mean you are unable to continue with your studies, either for the immediate future, or for a sufficient period of time to mean that your chances of passing the MLF examinations will have been jeopardized, you can apply for suspension of status; the relevant form can be found on the webpage <http://www.ox.ac.uk/students/academic/graduates/forms/> under 'Miscellaneous Forms'.

However, because the MLF is a structured one-year taught course, if you do suspend your studies, then you have to return the following year at the point at which your studies were suspended; so if you suspend your studies at the start of Trinity Term 2015, then you would have to return at the start of Trinity Term 2016.

Education Committee and the Proctors

The University's Education Committee is principally concerned with policy matters relating to teaching, learning, and assessment, but it is also the body which can grant dispensations from the regulations in certain instances (although in such situations a student's college will normally write to the Education Committee on the student's behalf). Further information about the Education Committee and its activities can be found at www.admin.ox.ac.uk/edc/

The Proctors are responsible for ensuring that regulations are implemented and for investigating complaints by members of the University. The activities they regulate and the regulations they enforce are set out in detail in the documents on the Webpage 'Essential information for students' at www.admin.ox.ac.uk/proctors/info/. The Proctors' and Assessor's Memorandum in particular covers an extensive range of subjects, including disciplinary procedures, welfare matters, and a number of University policies which are referred to in the policy statements section below.

Feedback, complaints, and student representation

Supervision arrangements

MLF students are appointed a supervisor in the form of Dr John Vella, who will meet the students once a term. In most other courses, the supervisor is the individual who actually teaches the students; in the case of the MLF, the arrangement is rather different and Dr Vella's role from a student perspective is more one of taking an overview of student's progress on the course as a whole and providing advice and support as required. From a Faculty perspective Dr Vella's role is then to aggregate responses from students on issues raised and report back to the MLF Course Committee any issues of concern. The fact that Dr Vella is not directly involved in the teaching of the course means that he can operate as a disinterested party, thereby avoiding the sort of conflict of interest issues that might arise if the supervisor were both the teacher of the course and the individual students were directed to for impartial advice and feedback.

The GSS system

The University operates an online Graduate Supervision System (GSS). For all students, it is an opportunity to review and comment on your progress over the term.

To access the GSS, please visit <http://www.gss.ox.ac.uk/>. You will be able to log on to the site using your single sign-on details. Full details of how to use the site are provided at the online help centre; however, should you need additional support, please contact Geraldine Malloy (Geraldine.Malloy@law.ox.ac.uk) in the first instance.

Students are asked to report in weeks 6 and 7 of each term. Once you have completed your sections of the online form, it will be released to your supervisor(s) for completion. If you are writing a dissertation, it will also be visible to your Director of Graduate Studies and to your College Advisor. When the supervisor's sections are completed, you will be able to view the report, as will the relevant Director of Graduate Studies and your College Advisor. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College Advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

When reporting on academic progress, students on taught courses should review progress during the current term, and measure this progress against the timetable and requirements for their programme of study. All students are asked to describe briefly which subject-specific research skills and more general personal/professional skills they have acquired or developed during the current term. GSS is not for registering complaints: please see below.

Other opportunities for feedback

MLF students can provide feedback both at the end of each course and at the end of year. You will be asked to complete an online survey. All survey responses are anonymised. You will also be able to contact your student representative, as described below.

Feedback and complaints re: standards of lectures, seminars and tutorials

If you have a problem with the quality of teaching provided in lectures, seminars, or tutorials, then contact the Academic Administrator at Paul.Burns@law.ox.ac.uk who will liaise with the Course Director. All such communications will be treated as confidential and will only be shared with others with your permission. The Academic Administrator is also the person to contact if you have encountered any problems relating to the scheduling of lectures and seminars or about the provision of any services (e.g. IT services) within the Faculty building.

Quality of library provision

If you have a problem regarding the quality of the provision of library services within the Bodleian Law Library, please contact Ruth Bird, the Bodleian Law Librarian (Ruth.Bird@Bodleian.ox.ac.uk).

Academic appeals

See entry under Assessment section earlier in this Handbook.

Further information about complaints

For general information about complaints relating to various University resources, please refer to the University webpage at www.ox.ac.uk/students/academic/regulations. For more detailed information, and links to particular regulations relating to various different types of complaint, please refer to section 13 of the Proctors' Memorandum at www.admin.ox.ac.uk/proctors/info/pam/section13/#d.en.41334

Student representation

The MLF Course Committee is the body with immediate responsibility for the structure of the MLF course and issues arising in relation to content and course delivery. An MLF student representative is elected at the beginning of the year as a member of the committee. You will be notified of the details of the election process in the first couple of weeks of the academic year.

The Graduate Studies Committee (GSC) is the body with the principal responsibility for making decisions on graduate matters and it includes representatives of each of the Faculty's postgraduate taught and research courses. At the start of Michaelmas Term, an email is circulated to all postgraduate students asking if they wish to stand as representatives for their particular course, after which students from each course vote for those standing. The elected representatives then serve as a voice for their constituency – the students who have elected them – on GSC. As such, they will raise with GSC any matters that other students on their course have asked them to bring to the Committee's attention. They will also consult those students if there is an issue on which GSC wants students' opinions. From time-to-time, they will also coordinate social events of one sort or another. One of the taught course representatives will also attend the open business of the Law Faculty Board, the Faculty's most senior decision-making body to which GSC refers any matters which it doesn't have the constitutional authority to deal with itself. Student representatives also serve on the Committee for Library Provision and attend a Divisional forum at which student representatives across the Social Sciences Division come together to discuss matters of relevance.

Graduate Destinations and Alumni relations

MLF students have access to specific 1:1 careers support from the MLF Careers Officer, Nicola Keane (nicola.keane@mlf.ox.ac.uk), as well as access to both the SBS and University Careers Services. MLF students benefit from more bespoke careers support as they are often using the degree as a springboard into a new jurisdiction or to change direction from law in to finance. The MLF Careers Officer works with students on career strategies, CVs and applications and can organise specialist interview practice in sectors ranging from investment banking, consulting, entrepreneurial and social finance as well as advice on lateral hiring into UK law firms. The MLF also office runs dedicated events throughout the year to facilitate contact with senior practitioners.

MLF students are eligible to be members of both the SBS and wider Oxford University alumni networks, which is a welcome and invaluable resource as they progress in their chosen careers.

The Advisory Board for the MLF consists of senior practitioners in the fields of both law and finance. In addition, the programme benefits from a mentoring scheme offered by Hogan Lovells and a growing number of leading law firms are supporting needs-based internships as employers recognise the value of these graduates to their institutions.

Typically half of MLF alumni are employed within the law sector both in London and internationally - this includes top Law firms at Training Contract or Associate level, and a variety of in-house roles. Another 40% work in investment banking, private equity or as entrepreneurs, whilst the remaining 10% continue in academia.

Progression to the MPhil or DPhil after completion of the MLF

Providing there is no break in your study and you apply to be admitted the academic year directly following that in which you took the MLF, you may apply using the readmissions forms available from the Student Self-Service system (<https://www.studentsystem.ox.ac.uk>). These will be pre-populated with details that the University currently has on record for you, such as your personal details and your previous qualifications, but you will need to enter details of the programme you intend to study and any changes to the data we hold in your record. You will need to submit a research proposal which should be approximately two pages in length and should have a working title and a short synopsis and, unless it is self-evident, should indicate the areas or subject matter the proposed dissertation will cover. In both cases, applications should be submitted by 22 January 2015.

Careers Service, Banbury Road

Advice and support is also available from The Careers Service on Banbury Road, who can provide you with additional support in your career planning and management. After you have left Oxford, as an Oxford Alumnus you can continue to attend careers events, fairs, workshops and company presentations. Your student account on CareerConnect will switch to an alumni account when your University card expires, ensuring you stay up-to-date with job vacancies, events, skills sessions, fairs and resources on job sectors, applications and international opportunities. The Careers Service website can be found at www.careers.ox.ac.uk/. For CareerConnect information, please refer to www.careers.ox.ac.uk/our-services/careerconnect/

The Careers Service also provides information about a series of Professional networking events; see www.alumni.ox.ac.uk/page.aspx?pid=773 for further details. There are also a number of Careers Fairs that may be of interest including the Finance Fair in late October and Law Fair in early November; see www.careers.ox.ac.uk/our-services/events/careers-fairs/

Alumni relations

As part of the University's 180,000-strong alumni community, you can take advantage of our varied alumni programme to stay involved. Whether your interests lie in further study, building a career, travel, or something else, Oxford's alumni programme has something to offer everyone. For more information, please visit: www.alumni.ox.ac.uk. All law students at Oxford are members of both a college and the University and therefore they have shared allegiances. Undergraduate alumni are inclined towards contacting their colleges for most alumni matters yet increasingly become involved with Law Faculty offerings for professional interaction and networking. Because the Faculty of Law organizes and provides all graduate supervision and runs the postgraduate taught courses, graduate students tend to have stronger ties with the Faculty.

The Faculty of Law is eager to maintain contact with all law alumni, including those who go on to practice law from other Oxford faculties. Benefits of staying in touch with the Faculty's alumni programme include:

- Opportunities to attend alumni reunions and professional networking events. The Faculty organises events, both social and professional, which take place in the UK and internationally. We have previously held events in the United States, Canada, India, Singapore, Hong Kong, China, and Australia and, due to their popularity, we plan to increase these events in the years ahead.
- Receiving copies of the Faculty's annual alumni magazine, Law News, and the termly electronic e-bulletin to keep you up-to-date with Oxford news.
- Joining the group 'Oxford University Lawyers', via LinkedIn, which offers exclusive membership to all Oxford students, staff, and alumni. This provides members with the chance to share discussions with other Oxford law alumni across the world. Our major benefactors often post their news and job advertisements on the group's page as well.
- Professional support and advice. We work closely with the Careers Service and our benefactors to help our alumni achieve their full potential in the workplace. Amongst other initiatives, the Faculty has founded the networking group Oxford Women in Law (OWL) which will assist female alumni working in field of law to network and find mentors.

To ensure that you are on our mailing list, or to enquire about organising an alumni event, please contact the Faculty of Law Donor Relations Coordination, Elizabeth Hodges (elizabeth.hodges@law.ox.ac.uk). Finally, should you know of any Oxford Alumni who are not in contact with us but would like to be, please forward their contact details to us.

Oxford Business Alumni Network

SBS Alumni Relations Office runs the Oxford Business Alumni (OBA) Network which is the SBS/University of Oxford's official global business alumni network. OBA brings together individuals who share a common interest in business, forming a membership of over 10,000 alumni, including School degree programme alumni, current School post-graduate degree programme students and University of Oxford alumni interested in business. OBA affords the following benefits:

Networking and Events: Membership allows you to join student-led industry and interest-specific [Oxford Business Networks](#) to meet with likeminded individuals at free/subsidised events in Oxford and further afield.

Social media networks: You are invited to connect with alumni and keep up to date with OBA activities through the OBA ([Facebook](#), LinkedIn and Twitter). You will also receive invitations to attend regional or theme-based speaker, networking and reunion [events](#).

Updates: You will receive the monthly OBA eNewsletter

Lifelong e-mail: Enjoy a lifetime @oba.co.uk and @oxfordbusinessalumni.org email account and forwarding facility. For a full list of membership benefits, please visit the [OBN alumni page](#) on the SBS website.

Essential Faculty information

Students taking law programmes at Oxford are members of their college, of Oxford University generally, and of the University's Law Faculty.

At graduate level, it is the Faculty which plays the principal role in organising students' teaching and supervision, and monitoring their academic progress. It consists of all college and University staff who are involved in the teaching of law. Its members meet regularly to discuss its affairs. There are also subject groups within the Faculty consisting of members with a particular interest in the various subjects. The Faculty is led by the Dean, who also serves as the Chair of the Faculty Board. The Faculty holds annual elections of its members to the Faculty Board, which takes an executive role on behalf of the Faculty. The Board has a number of committees. Students are also represented on it and on some of its committees, such as the Graduate Studies Committee (see the section on Student Representation in the 'Feedback' section elsewhere in this Handbook for further details). The Faculty Board has a Chair and a Vice-Chair, and includes a Director of Undergraduate Studies, a Director of Graduate Studies (research degrees) and a Director of Graduate Studies (taught degrees). Further information about the precise roles of students, course convenors and supervisors are provided in the teaching and learning section further into this Handbook.

Colleges provide support of a more pastoral nature, through the College Advisor, as well as accommodation and meals, sports, social, and welfare facilities. They normally have IT facilities, and a college library, with a collection of law books sufficient for most undergraduate needs. The colleges describe their arrangements and facilities in their entries in the Oxford University prospectus (many also have their own prospectus), and, in much more detail, in the material which they supply to their own students.

The University contributes the overall academic structure within which various programmes are delivered. It is responsible for defining syllabuses, for example, and running official examinations. It also provides sports, welfare, careers, language teaching and IT facilities. It describes its arrangements and facilities on the University website www.ox.ac.uk (and in particular the information under the 'Oxford students' link on the homepage), and, in more detail, in the literature which students receive upon or after entry, such as the Proctors' and Assessor's Memorandum.

Faculty Lecture list

The lecture list is published at the beginning of each term. It may be accessed at www.law.ox.ac.uk/lecture_lists. Corrections and changes to the timetable are also provided on that webpage, and notified to students by e-mail as and when they occur. **Please check this link regularly** – inevitably there are occasions when lectures are cancelled or rescheduled and information about such changes is put on this page as soon as it is available.

You are entitled to attend any lectures, classes and seminars except those where it is otherwise indicated on the lecture list. The list includes lectures and seminars designed for the undergraduate, BCL, MJur, and MSc syllabuses, and also for the Course in Legal Research Methods. Lectures on the undergraduate ("Final Honours School" or "FHS") sections of the lecture list may be useful to graduate students; it is best to consult your supervisor or College Advisor for advice.

All the faculties publish lecture lists and you may attend lectures in other faculties. There is also a "Special Lecture List", listing lectures by visiting speakers. The law lectures may take place anywhere in Oxford, but most are held in the St. Cross Building.

The Administrative Structure of the Faculty

From a Graduate student perspective, the elements of the administrative structure which it is useful for you to be familiar with are the following:

MLF Course Committee

The MLF has its own management committee which meets twice in term and reports to the Faculty's Graduate Studies Committee (GSC). Its membership includes academics who deliver the MLF core courses and is chaired by the Course Director. The meeting is also attended by a student representative.

Graduate Studies Committee

The principal body responsible for making decisions on graduate matters is the GSC, which meets in Weeks 1 and 6 each term. Its membership is made up of Faculty members with particular interests in graduate studies, and student representatives for each graduate law course and for the MSc in Criminology (see Student Representation under the Feedback section below for more information about how student representatives are appointed and on what bodies they serve). GSC is chaired by the two Directors of Graduate Studies (taught and research) to whom the Committee delegates certain responsibilities.

Law Faculty Board

On certain matters, GSC has the power to act autonomously; on others, it makes recommendations to the Law Faculty Board which is the governing body of the Law Faculty. The Law Board includes the Directors of Graduate Studies; most other members are elected from the Faculty, and student representatives attend its meetings. The Law Board is responsible for administering and overseeing all teaching and examining in the Faculty, and for facilitating legal research. It meets twice a term in weeks 2 and 7, and in week 5 of the Summer vacation.

Social Sciences Division/University Education Committee

Whilst the Law Board has authority to make decisions about most student-related matters, or delegate those decisions to GSC, there are certain occasions on which it is required to seek approval from one of the Committees of the Social Sciences Division which itself may then need to refer the matter to the University Education Committee (a typical example would be the introduction of a new MLF course option).

Other Committees

There is a Committee for Library Provision, which deals with matters relating to the functioning of the Bodleian Law Library. There are also a number of Faculty committees which deal with matters less directly associated with graduate student concerns (e.g. the Planning and Resource Committee, Development Committee, and Appointments Committee).

Administrative Officers

The Faculty's Head of Administration Charlotte Vinnicombe is responsible for day-to-day administration of faculty activities and the Law Faculty Office and there are several individuals with responsibilities for different aspects of graduate student administration. The Academic Administrator, Paul Burns (paul.burns@law.ox.ac.uk), is responsible for day-to-day administration of academic affairs for graduate (and undergraduate) students. The Graduate Studies Administrator, Geraldine Malloy (geraldine.malloy@law.ox.ac.uk) is responsible for administration of student status and progression through the degree programmes. Together, Paul Burns and Geraldine Malloy can offer general advice to graduate students across all courses.

Building Access

The Law Faculty and the St Cross Building

The Law Faculty is based in the St Cross Building, on the corner of St Cross Road and Manor Road (see www.law.ox.ac.uk/about/location.php for further directions). It houses the Faculty's administrative offices, including the MLF Office. (follow the flight of steps up the outside of the building to the second landing and go through the sliding door on your right (the MLF Office is the third office on the right, through the double doors). It also houses the Faculty's principal lecture and seminar rooms – the Gulbenkian Lecture Theatre, the White and Case lecture theatre, the Cube, and Seminar Rooms C-G. At the top of the building is the Bodleian Law Library. As well as holding the Library's collection of legal texts, it also houses the Freshfields IT Room and the Baker & McKenzie room – an additional seminar room. Further information about the Library is provided in the section of this Handbook entitled 'Support'. MLF students have a number of lectures in the Said Business School which is located on park End Street. MLF students are invited to SBS events and have full use of the SBS Library.

Room availability for MLF students

MLF students are permitted to book study rooms at the Law Faculty and at SBS, if they are available. Pressure on the availability of study rooms at SBS, however, means that MLF students should only try to book a room at SBS after they have first tried booking at the Faculty, in their colleges (N.B. some colleges allow group work in MCRs, and these generally do not need to be booked – please check with your college), or in the Bodleian Law Library. MLF students should also be aware that there are a limited number of study rooms at SBS and they are not always available to be booked. In Trinity Term in particular they are generally already booked by MBA students who undertake a lot of group work that term.

How to book rooms

- MLF students can book rooms as follows:
- Law Faculty and Bodleian Law Library: by contacting mlf@law.ox.ac.uk
- Colleges: by contacting your college administrator.
- SBS: by asking at SBS's reception.

Access to SBS Resources

These points are all hopefully very obvious and not difficult to stick to, but we have had MLF students in the past who have caused problems by not understanding their access rights to SBS and/or by not behaving responsibly. This then jeopardises the level of access that is available to other MLF students in the year, and in future years.

As both Law and SBS students, MLF students have access to the vast majority of SBS's resources, including the library, the building, the café and dining room, and study rooms when they are available.

MLF students are, however, primarily based at the Law Faculty, unlike MFE and MBA students. For this reason there are some differences in the SBS resources you have access to as compared to the MFE and MBA students. The most noticeable difference is that, apart from your Financial Reporting pre-sessional course and any Finance options you take as part of the Finance Stream (see below), none of your MLF classes will take place at SBS. This is not something that can be negotiated or altered. You also do not have direct access to SBS's Careers Centre, so please do not visit or email them. Instead contact Nicola Keane, who will be able to pass on your query or request to the correct person.

Essential Student Administration

Dates of Term

Information about term dates can be found at:

www.ox.ac.uk/about/facts-and-figures/dates-of-term

Academic Dress

The full regulations concerning academic dress can be found at:

www.admin.ox.ac.uk/statutes/regulations/48-012.shtml However, we would suggest you refer to information which will be provided by your college as this is likely to be more accessible.

Residence Requirements

The basic requirement you need to be aware of is that you are expected to be in residence for the eight weeks of each academic term. The full regulations concerning residence can be found at www.admin.ox.ac.uk/examregs/05-00_REGULATIONS_FOR_RESIDENCE_IN_THE_UNIVERSITY.shtml

Oxford Students website

For general information about all aspects of student life- academic matters, fees, social activities, health and welfare, please refer to the University's webpage 'Oxford Students' at www.ox.ac.uk/students

This is a very useful resource, covering information from all sorts of areas of the University's activities and is a good starting point if you have queries on almost any subject which doesn't pertain specifically to the Law Faculty itself. For more information about other useful University resources, please refer to the sections on Facilities and Support that appear later in this Handbook.

Visa Information

For information about all matters relating to visas, please refer in the first instance to the webpage at www.ox.ac.uk/students/visa

Working whilst studying

The MLF is an intensive course which makes great demands on students' time. Consequently, the Faculty regards it as inadvisable for students to undertake any paid work for the duration of those courses and will not employ such students as research assistants. The University's guidelines permit Postgraduate Taught (PGT) students to work for up to eight hours per week; graduate students from beyond the EU undertaking paid work should be aware of the regulations regarding work-permits; see www.admin.ox.ac.uk/ps/managers/appoint/permits/index.shtml (for further details there is a link on the right of the page entitled 'Employing Overseas Students' which is the most directly relevant).

Funding opportunities

For general information about funding, including details of fees and potential sources of funding, see www.ox.ac.uk/admissions/postgraduate_courses/fees_and_funding/index.html

The Law Faculty also has its own scholarships and has awarded over £190,000 to postgraduate students for 2014-15. Details of these scholarships and of college scholarships for which law students are eligible can be found at:

www.law.ox.ac.uk/postgraduate/scholarships.php

The Graduate Studies Administrator or Academic Administrator can also advise.

University and departmental policy statements

Here are links to some of the University's principal policies concerning welfare and related matters:

University Equal Opportunity Policy

www.admin.ox.ac.uk/proctors/info/pam/appendixauniversityofoxfordequalitypolicy/

University Policy and Procedure on Harassment and Bullying

www.admin.ox.ac.uk/proctors/info/pam/appendixbuniversitypolicyandprocedureonharassmentandbullying/

Disability equality scheme and policy

www.admin.ox.ac.uk/eop/disab/

Regulations Relating to the Use of Information Technology Facilities

[www.admin.ox.ac.uk/statutes/regulations/196-052.shtml.](http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml)



Glossary of Oxford Terminology

Some words and phrases used at Oxford are explained below, but the list will be incomplete because anyone who has been here for a while forgets which words are strange. If you don't know what something means, just ask someone!

Associate Professor: the standard tenure-track career academic post at Oxford. Some Associate Professors hold the title of full Professor in recognition of their distinction.

Battels: college bills, payable each term. Non-payment is the only really quick and effective way for a student to get suspended.

BCL: (Bachelor of Civil Law): So called, but it is actually a *postgraduate* degree in *English* law. Its history and name are medieval, like the MA. But it evolved after World War I into a demanding postgraduate course taught by the professors of the University, as well as college tutors, in a combination of seminars and tutorials. In 1927, the exams for the BCL were in Common Law, Conflict of Laws, Equity, Evidence, Jurisprudence, Roman Law: Ownership and Possession, Roman Law: Locatio Conductio and Societas, Real and Personal Property, and Public International Law. There are some 35 to 40 options available in the BCL.

Common Room: in a College, a name for the organization of the academic staff (Senior Common Room), the undergraduates (Junior Common Room) or the graduate students (Middle Common Room; members of the MCR are typically given membership of the JCR as well). These names are used because along with other facilities, those organizations usually provide a room where you might find coffee and newspapers, or at least comfy seats. The Senior Common Room in the St. Cross Building is only a room, not an organization.

Collection: (1) A mock examination held by colleges (typically just before the beginning of term, based on work done in the previous term); (2) a College meeting between a student and the head of college, and or tutors, held at the end of each term to discuss the student's work (also called a 'handshaking' in some colleges).

College: A self-governing society of fellows. Colleges admit undergraduate students (who are then admitted to the University), and admit graduate students after they are admitted by the University. Colleges provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students and faculty. Crucially, they provide tutorial teaching for undergraduates. That makes them more than just student residences; they are residential communities whose focal purposes are teaching and learning.

DGSR: the Law Faculty's Director of Graduate Studies (Research).

DGST: the Law Faculty's Director of Graduate Studies (Taught Courses).

DPhil (Doctor of Philosophy): a recent (1914) innovation, the University's highest research degree.

Examination Schools: grandiose, scary Victorian building on the High Street where most undergraduate and BCL, MJur, and MSc examinations are held, as well as some oral examinations for research degrees.

Fellow: member of the governing body of a College. Most of the tutors in a college are fellows.

Final Honour School ['FHS']: the course leading to the second public examination (i.e., the University examination for the BA). The course for the BA in law is the Honour School of Jurisprudence.

Finals: the final examination in the Final Honour School, sometimes called 'Schools'.

First Public Examination: see Law Moderations.

GSC: Graduate Studies Committee (a committee of the Law Board).

Head of a college: the chief officer in a college, with various responsibilities including chairing meetings of the governing body. 'Head' is a generic term; they are called President (Corpus Christi, Kellogg, Magdalene, St. John's, Trinity, Wolfson), Principal (Brasenose, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, Regent's Park, St. Anne's, St. Edmund Hall, St. Hilda's, St. Hugh's, Somerville), Master (Balliol, Pembroke, St. Catherine's, St. Cross, St. Peter's, University), Rector (Exeter, Lincoln), Warden (All Souls, Green, Keble, Merton, New, Nuffield, St. Antony's, Wadham), Provost (Oriel, Queen's, Worcester), or Dean (Christ Church).

Isis: The Thames, while running through Oxford.

Junior member (of a college, or of the University): student.

Law Board: the governing body of the Law Faculty, chaired by the Dean. Faculty officers (the Chair and Vice-Chair of the Law Board, the Directors of Graduate and Undergraduate Studies) are members *ex officio*; other members are elected from among Faculty members. The Graduate Studies Committee, like other Faculty committees, reports to Law Board and acts subject to the approval of Law Board. The Law Faculty sometimes meets as a Faculty to discuss policies, but decisions are made by the Law Board.

Law Moderations (Law Mods): the first University examination taken by undergraduate law students. The result is a Fail, a Pass, or a Distinction, and students must pass to proceed to Finals. Marks awarded are supplied to students' colleges, but do not count to the final classification of degrees. First Public Examinations in other subjects may be called Preliminary Examinations or Prelims.

Lecture: an exercise in which one teacher addresses an audience of students (a few students, or a few hundred). Students are allowed to ask questions!

MA (Master of Arts): a degree awarded to a student who completes the BA, and then survives for 21 terms (7 years) after matriculating without going to prison. MAs outrank any person who does not have the degree of MA, other than doctors of divinity, medicine and civil law.

MJur (Magister Juris): a taught postgraduate degree introduced in 1991, and designed as a counterpart to the BCL for students who have been trained in law outside the common law jurisdictions. MJur candidates may take one of the Oxford undergraduate common-law courses, and are eligible for most of the BCL subjects.

MLitt (Master of Letters): A two- to three-year research degree.

MPhil (Master of Philosophy): a limited-entry, one-year research degree, which is only open to students who have completed the BCL or the MJur and met special grade requirements.

MSc in Criminology and Criminal Justice: a one-year taught postgraduate course, which involves a combination of coursework and a dissertation.

MSt (Master of Studies): a research degree designed to be completed in one year.

Matriculation: ceremony in the Sheldonian Theatre for admission to the University of Oxford as a student.

Pigeonhole: your mailbox, usually in an array of mailboxes in a porter's lodge.

Porter: gatekeeper, receptionist, and postal worker at the front entrance ('porters' lodge') of each college. Porters are helpful.

Postgraduate: a graduate who is a student.

Proctors: two senior university officers, nominated by colleges in rotation for a period of one year, with responsibility for (among other things) some matters of student discipline, overseeing the conduct of examinations, and investigating student complaints about the University. The extent of their jurisdiction is indeterminate.

Professor: the holder of a senior academic post with responsibilities to teach for the University but not for a College, or an academic holding another post on whom the title has been conferred in recognition of their distinction.

PRS (Probationer Research Student): the term used for a student admitted to work toward the DPhil or the MLitt, before completion of the Qualifying Test for DPhil or MLitt status.

Punt: a boat with a pole. When it comes to a choice, stay with the boat and let go of the pole.

Reader: the holder of an academic post intermediate between a university lectureship and a professorship, or an academic holding another post on whom the title has been conferred as a sign of distinction. The University no longer creates new Readerships.

Rustication: a temporary sending down, i.e. a suspension from the University, usually for a major disciplinary offence.

Schools: see **Examination Schools**. Also a name for the undergraduate examinations (see **Finals**).

Scout: a member of a college's staff who cleans rooms and keeps an eye on students.

Second Public Examination: see **Finals**.

Seminar: an exercise, typically held around a table, in which one or more teachers discuss their subject with a group of students. Different from a lecture because the teacher is usually sitting down, and there is often more than one teacher. A common procedure is that one teacher (sometimes a visiting speaker) presents a paper, or less formally explains their view on a problem, and another teacher responds, with open discussion following.

Sending down: requiring a student to leave the University.

Senior Member (of a college or the University): roughly, a member of the Faculty or a college fellow. So, professors, lecturers (whether of a college or of the University) and research fellows of colleges may all be termed senior members. The contrast is with junior members (students).

Senior Status: the status of a student who has already taken a degree, and is reading for another undergraduate degree (a second BA) with dispensation from the First Public Examination.

Senior Tutor: the officer in a college who has overall responsibility for academic affairs. The fellow who has been at the college the longest is usually called the 'senior fellow'. The tutor in a particular subject who has been at the college longest is usually called the 'senior subject tutor' (so the law tutor who has been there longest is the Senior Law Tutor).

Subfusc (from the Latin for 'dark brown'): for women, black trousers and black socks or a black skirt with dark tights, black shoes, white blouse, a black ribbon worn as a bow-tie, and mortarboard and gown. For men, a dark suit, black shoes and socks, a white shirt and white bow-tie, and mortarboard and gown. Wear subfusc for matriculation, examinations (written and oral) and degree ceremonies. Avoid wearing it on other occasions.

Term: The 8 weeks (Sunday of week 1 to Saturday of week 8) of the three Oxford academic terms: Michaelmas Term (MT) (early October to early December, named after the feast of St. Michael on September 29), Hilary Term (HT) (mid-January to mid-March, named after the festival (January 13) of Hilarius, the Bishop of Poitiers, who died in 367), and Trinity Term (TT) (mid-April to mid-June, named after the festival of the Holy Trinity). Strictly speaking, those periods are known as 'full terms' and extended terms are about three weeks longer. Faculty teaching, including lectures and seminars, is conducted during full terms.

Tutor: a teacher who gives tutorials. Most undergraduate students have a tutorial at least once a week in term time.

Tutorial: a meeting to discuss the student's work, and the subject that the student is studying. Tutorials vary widely, depending on the tutor's methods and the subject matter; the core features are that (i) there is one teacher present, (ii) there are very few students (typically two, sometimes one or sometimes three for an undergraduate tutorial; anywhere from one to four for a MLF/BCL/MJur tutorial), (ii) one or more of the students has written an essay. The students' own work is usually the focus of discussion in the tutorial; most tutors try not to turn the tutorial into a small lecture.

The University: the oldest English-speaking degree-granting institution in the world, and older than any of the colleges. It was already in some sort of operation before 1100, but it started to grow in 1167 when Henry II stopped English students going to Paris. The University has had a Chancellor since 1214. The University decides the content of courses, organizes lectures, seminars, and graduate supervision, provides libraries, laboratories, museums, computing facilities, etc; admits graduate students, conducts all degree examinations, and awards degrees. The Law Faculty is part of the University's Division of Social Sciences (www.socsci.ox.ac.uk). The University's first overseas student was Emo the Friesian, in 1190. For the University's legal status, see www.admin.ox.ac.uk/statutes/375-092.shtml.

The University is not to be confused with University College, which is a college.

Viva (short for 'Viva Voce'): oral examination. There used to be vivas for the BA and for the BCL, but now we only use them in examining research degrees, for which purpose the viva serves as an opportunity for the student to defend the thesis.