

**Postgraduate Diploma in Intellectual Property
Law and Practice Handbook 2016-17**

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A Introduction

The Oxford Postgraduate Diploma in Intellectual Property Law and Practice (the “Diploma”) is a masters-level vocational course for people embarking on a career in IP law and practice. It is a one-year, part-time course designed to give junior practitioners a grounding in the fundamentals of IP law and practice. It is taught by senior practitioners and academics, and represents a unique collaboration between the Oxford Law Faculty and the Intellectual Property Lawyers’ Association.

The people listed in the table below (see section A.2 “*Key Contacts*”) will be glad to provide or to find any further information that you may need. Please bear the following in mind in 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 from time to time in the *University of Oxford Gazette* and updated in the online version available at: <http://www.admin.ox.ac.uk/examregs/2016-17/pdiiplawandprac/studentview/> .
- 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: www.law.ox.ac.uk.
- The Law Faculty Office communicates with Diploma students by way of messages to the Diploma Mailing List, and we expect you to be reading those messages more-or-less daily.

This handbook applies to students starting the course in September 2016. The information in this handbook may be different for students starting in other years.

Graeme Dinwoodie

Course Director

B General Information

1 Versioning

The information in this handbook is accurate as at September 2016, however it may be necessary for changes to be made in certain circumstances, as explained at

www.graduate.ox.ac.uk/coursechanges webpage). If such changes are made the Faculty will publish a new version of this handbook together with a list of the changes and students will be informed.

Table showing version

Version	Changes made subsequent to Version 1
IP Diploma 2016-17 Version 1	

2 Examination Regulations

The Examination Regulations relating to this course are available at

<https://www.admin.ox.ac.uk/examregs/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the IP Diploma Administrator at ellen.moilanen@law.ox.ac.uk.

3 The Role of the University

Students taking the Diploma at Oxford are members 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, including the Diploma Management Committee. Students are also represented on it and on some of its committees, such as the Graduate Studies Committee. 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). The University constitutes the overall academic structure within which the various programmes run (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 (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 (incorporated into The University Student Handbook).

4 Key Contacts

For the most part, your key contacts will be your course administrator and course director. However, on occasion you may have a need to contact the Faculty, in which case principal contacts are set out below. The role of Diploma Administrator is temporarily vacant but you will be informed of the name and contact details of the new post-holder as soon as an appointment is made.

Ellen Moilanen	Diploma Administrator	ellen.moilanen@law.ox.ac.uk	271457
Jennifer Hassan	Administrative Assistant	Jennifer.hassan@law.ox.ac.uk	281266
Graeme Dinwoodie	Diploma Course Director	graeme.dinwoodie@law.ox.ac.uk	288520

Mindy Chen-Wishart	Director of Graduate Studies for taught courses	mindy.chen-wishart@law.ox.ac.uk	276358
Paul Burns	Academic Administrator	paul.burns@law.ox.ac.uk	271495
Charlotte Vinnicombe	Head of Administration and Finance	charlotte.vinnicombe@law.ox.ac.uk	271560

The area code for the above telephone numbers is 01865.

5 The Administrative Structure of the Faculty

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

i. Graduate Studies Committee

The principal body responsible for making decisions on graduate matters is the Faculty's Graduate Studies Committee (GSC), which meets in Weeks One and Six each term. Its membership is made up of Faculty members with particular interests in graduate studies, and student representatives for graduate law courses and for the MSc in Criminology. The GSC is chaired by the two Directors of Graduate Studies (taught and research) to whom the Committee delegates certain responsibilities.

ii. 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 second and seventh weeks, and in the fifth week of the Summer vacation.

iii. 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.

iv. Other Committees

The IP Diploma has its own management committee which meets once a term and reports to GSC, and 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 (Planning and Resource Committee, Development Committee, Appointments Committee).

6 The Oxford Intellectual Property Research Centre (OIPRC)

The OIPRC was established in 1990 at St Peter's College by Faculty member, Peter Hayward, with an initial gift from the Hitachi Foundation. The OIPRC became a centre of the Faculty of Law in October 2008, taking its place as part of a growing number of inter-disciplinary centres at the Faculty of Law. During term time, the OIPRC runs a weekly IP seminar series on Thursdays at 5.15pm at St Peter's College. It also hosts an annual International IP Moot competition in March. Details of these events and others run by the OIPRC are available at www.oiprc.ox.ac.uk. As a graduate student on the Diploma course, you will also be informed of these events and many more through the Diploma Mailing List (see section B.3 'Diploma Mailing List' below).

7 The Law Faculty and the St Cross Building

The Faculty's physical location is the St Cross Building, on the corner of St Cross Road and Manor Road (see <https://www.law.ox.ac.uk/about-us/about-faculty/location-st-cross-building> for further directions), which houses the Faculty's administrative offices. To find the Faculty 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 Faculty Office is the first office on the right). It also houses the Faculty's principal lecture and seminar rooms – the Gulbenkian Lecture Theatre, the White & 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 Bruckhaus Deringer IT Room Further information about the Library is provided in section C.1 below.

8 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: <http://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 section C '*General Information about Oxford University Facilities and Support*' below.

9 Visa Information

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

10 Important Dates

See tables below for dates for workshops, assignments and examination papers (C. 6, 7, 17 Part I, 18 Part II).

C The Postgraduate Diploma in Intellectual Property Law and Practice

1 Overview

Full title of award: Postgraduate Diploma in Intellectual Property Law and Practice

FHEQ level: The course FHEQ level is 7 (FHEQ stands for Framework for Higher Education Qualifications – it is used to identify the level of qualifications offered by universities in England, Wales, and Northern Ireland).

2 Aims

The Diploma aims to:

- provide students with an advanced knowledge and understanding of core aspects of intellectual property (IP) law and practice;
- encourage and enable students to use IP law in the mediation of competing interests;
- provide students with an appreciation of the role of IP rights in different commercial and other professional contexts, and encourage their development of the necessary intellectual and practical skills for analysing and harnessing that role;
- enable students to develop both a generalist's understanding of IP law and practice, and a specialist's comprehension of certain technical and procedural skills.

3 Intended learning outcomes

- A thorough knowledge and deep understanding of intellectual property law as an intellectual discipline, including the law of patents, designs, copyright, and trade marks.
- A knowledge and understanding of the various practical applications of intellectual property law that practitioners in the field can expect to encounter.

4 Teaching arrangements

The programme is offered on a part-time basis over one academic year and has two components: a Residential Programme and a series of Workshops. If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in Section G Complaints and Appeals

5 Residential Programme

The Residential Programme will be held at St Catherine's College from 4 September 2016 to 16 September 2016. This comprises a ten-day programme (over a two week period) providing intensive teaching by academics and experienced practitioners in the following areas of IP (and related) law:

- Patent law
- Trade mark law
- Passing-off
- Copyright
- Copyright protection for computer software and databases
- Designs
- Trade secrets
- Jurisdiction in intellectual property actions
- Conducting patent infringement actions
- Conducting IP litigation (other than patent litigation)
- International and European aspects of IP
- Ownership

- Taxation and IP
- Using IP as security
- IP aspects of corporate transactions

6 Workshops

There are six workshops held in London and hosted at law firms throughout the year focusing on aspects of IP practice and procedure. The workshops are as follows (please note that the list of venues and tutors provided below are from last year. There will be some minor changes to this list for this year. A final list of tutors and venue will be emailed to you in advance of each Workshop):

Workshops	
Trade Marks and Passing Off	
Date:	8 October 2016
Venue:	Baker & McKenzie, 100 New Bridge Street, London, EC4V 6JA
Tutors:	Nick Aries (Bird & Bird), Jeremy Dickerson (Burgess Salmon), Paul Jordan (Bristows), Andrew Norris (Hogarth Chambers), Arty Rajendra (Rouse), and David Wilkinson (Clyde & Co)
Patents 1	
Date:	12 November 2016
Venue:	Simmons & Simmons, One Ropemaker Street, London EC2Y 9SS
Tutors:	Robert Anderson (Hogan Lovells), Sally Field (Bristows), Ian Karet (Linklaters), Seb Moore (Herbert Smith Freehills), Justin Watts (Freshfields), and Rowan Freeland (Simmons & Simmons).
Patents 2	
Date:	14 January 2017
Venue:	Hogan Lovells, 50 Holborn Viaduct, London EC1A 2FG
Tutors:	Gregor Grant (Marks & Clerk), Zoe Butler (Powell Gilbert), Penny Gilbert (Powell Gilbert), Scott Parker (Simmons & Simmons), Richard Price (Olswang), Philip Westmacott (Bristows)
IP Aspects of Commercial Transactions	
Date:	25 February 2017
Venue:	Simmons & Simmons, One Ropemaker Street, London EC2Y 9SS
Tutors:	Michael Gavey (Simmons & Simmons), Angus McLean (Simmons & Simmons), Lydia Torne (Simmons & Simmons)
Copyright	
Date:	11 March 2017
Venue:	Dentons, One Fleet Place, London EC4M 7RA
Tutors:	Simon Clark (Berwin, Leighton, Paisner), Elizabeth Gibson (BBC), John Linneker (Dentons), Theo Savvides (Bristows), Catriona Smith (Rouse)

Designs	
Date:	22 April 2017
Venue:	Dentons, One Fleet Place, London EC4M 7RA
Tutors:	Sara Ashby (Redd), Michael Hicks (Hogarth Chambers), Jonathan Moss (Hogarth Chambers), David Stone (Simmons & Simmons)

The Workshops are led by experienced IP practitioners and involve discussion of particular case studies and scenarios as well as various practical exercises, including written and oral presentations. There are opportunities for students to present their own ideas for discussion by groups of their peers and the workshop leaders. Refreshments and lunch will be provided. The Workshops usually start at 9.30am and finish by 5.00pm.

7 Review and Revision Workshops

There are 3 one-day Workshops designed for review or revision, as follows. The list of venues and tutors provided below are from last year. There will be some minor changes to this list for this year. A final list of tutors and venue will be emailed to you in advance of each Workshop.

Patents (Review)	
Date:	12 November 2016
Venue:	Hogan Lovells, 50 Holborn Viaduct, London EC1A 2FG
Tutors:	Phillip Westmacott (Bristows), Sally Field (Bristows), and Brian Cordery (Bristows)
Revision workshop 1 (Trade Marks and Designs)	
Date:	3 June 2017
Venue:	Hogan Lovells, Meridian House, 34/35 Farringdon Street, London EC4A 4HL
Tutors:	Graeme Dinwoodie (University of Oxford)
Revision workshop 2 (Patents and Copyright)	
Date:	10 June 2017
Venue:	Freshfields, Northcliffe Reception, 28 Tudor Street, London, EC4Y
Tutors:	Sally Field (Bristows), Gregor Grant (Marks & Clerk), Catriona Smith (Rouse)

8 Diploma Mailing List

The Faculty's principal means of communicating with students is via the Diploma email list, to which all students' email addresses are automatically subscribed. Diploma email list messages have an "[DIP]" prefix in the subject line. **If you are not receiving "[DIP]" emails, please notify the Diploma Administrator.**

9 Absenteeism at the Residential Programme and Workshops

For accreditation purposes, attendance is taken for each day at the Residential Programme and the workshops. If you are unable to attend any session(s) of the Residential Programme or Workshop, please let the Diploma Administrator know by email why you are unable to attend. Your sponsor reserves the right to ask for a report on attendance for the Diploma.

10 Course Materials and Past Papers

Course materials for the Residential Programme and Workshops will be available on the Diploma Weblearn site. Once course materials have been uploaded onto Weblearn, an email informing you of

this will be sent through the Diploma Mailing List. An archive of past examination papers is also available on this site.

11 Expectations of study

Students are responsible for their own academic progress. What this will mean in practical terms will vary significantly from one week to the next given the fact that the great majority of students taking the Diploma are doing so while continuing to meet important professional commitments.

12 Feedback on learning and assessment

Feedback on students' progress takes three forms: informal feedback; formative assessment; and summative assessment.

i. Informal feedback

This typically covers verbal feedback and such things as comments from fellow students, seminar convenors and lecturers in a variety of different contexts. The workshops which constitute a prominent feature of the course provide plenty of opportunity for such feedback and students will also have the chance to discuss their ideas with seminar convenors at the workshops; and lecturers during the residential course.

ii. Formative assessment

Formative assessment refers to written feedback on work which doesn't count towards your final results. Given the demanding cycle of summative assessment throughout the year and the extent of informal feedback during the workshops, there is no formative assessment at present.

iii. Summative assessment

Summative assessment is the term used to describe the results that you receive for examinations and the coursework assignments described in greater detail below. Feedback on these assessments is available in the form of the examiners' reports that will be available in the October following year completion of the course on the Faculty website. These will comment on the general performance of the group taking the examination in question and will include such details as which questions were answered badly, which were answered well, characteristic mistakes made, what qualities good answers typically exhibited etc. Because of data protection issues, examiners' reports cannot comment on individual performances in any way that would identify the specific candidate in question.

In addition, students will also be provided with a general written feedback on the performance of the cohort via email on the first three coursework assignments as soon as they are available, if not, by end of May at the very latest.

Students are advised to read the internal and external examiners' reports for recent past cohorts (<https://www.law.ox.ac.uk/document-archive>) which can provide valuable insights and contribute to students' preparations for examinations and other forms of assessment. Anonymised top scripts from past year coursework assignments are also available with the course materials of the relevant workshops.

13 Assessment

Assessment is divided into two parts; Part I consists of five coursework assignments based on five of the Workshops (as set out in section C.17. “*Part I - Submission of Coursework Assignments*” below) and assessed throughout the academic year, and Part II consists of two two-hour unseen written examination papers at the end of June based on elements of the course covered in the residential programme and the cases listed under *Essential Reading* on the reading list.

Coursework assignments provide students with more time than a traditional examination to analyse the questions asked and write in-depth answers which require a greater degree of sophistication and knowledge than would be expected in a timed examination. These features make this form of assessment a good fit with a course like the Diploma, which requires students to demonstrate a specialist, in-depth knowledge, and which doesn’t allow for extended periods of revision (as timed examinations would require), given its part-time structure. Coursework assignments prioritise problem solving and the mastery of technical detail; exams assess essay writing; specifically the ability to synthesise and then critically engage with the materials.

Timed examinations still play a part in the assessment regime, as the chosen means of examining the papers Intellectual Property 1 and Intellectual Property 2. The more general scope of these papers and the need to test knowledge across a broader range, but not in quite the same depth as the coursework assessments, mean that a traditional two-hour examination is regarded as the best assessment means available. Broadly speaking, coursework assignments prioritise problem solving and the mastery of technical detail; exams assess essay writing; specifically the ability to synthesise and then critically engage with the materials in question.

14 Reading List

The core reading list for the Diploma will be provided after the Residential Programme and updated once, towards the end of the course. This core list has two components: (a) for examination purposes, students should familiarise themselves with the cases and materials listed under “*Essential Reading*”. (b) For those who would like to know more about specific areas in greater detail, additional material is provided under “*Further Reading*”. An updated core list will be circulated after the cut-off date of 19 May 2017 (i.e. the Designs coursework submission date). Candidates are not required to have detailed knowledge of developments and cases after the cut-off date. Apart from the core list, course tutors may provide their own lists to students (e.g., listing materials to be read prior to a lecture or workshop). However students will not be examined on the additional materials contained in such lists.

15 Examination Convention (Notice to Candidates)

The examination process is the responsibility of a Board of Examiners, members of which are nominated by the Law Board and appointed by the University. The Board of Examiners issues an Examination Convention (Notice to Candidates) in early October 2016 giving full details of examination procedures and requirements plus the timetable. The Examination Convention is sent to each candidate by email attachment and a copy is available online on the [IP Diploma Weblearn](https://weblearn.ox.ac.uk/portal/site/socsci/law/postgrad/odip) site, <https://weblearn.ox.ac.uk/portal/site/socsci/law/postgrad/odip>. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, resits, penalties for late submission, and penalties for over-length work. Changes may be made to the Examination Conventions over the course of the coming terms; should this happen, you will be informed by email, and the nature of the changes will be explained.

The conventions may be subject to some minor revisions after the point at which this Handbook goes to print. If this happens, then you will be notified by email that the conventions have changed and the nature of the change will be explained.

It is important that students read this carefully and keep it for future reference; there are procedures to be observed and deadlines to be met. Candidates for examinations may not directly contact the Board of Examiners or the University Proctors, who have certain powers in connection with the conduct of examinations (such as granting permission for late submission of written work, and approving special arrangements for candidates with disabilities). Any queries or difficulties concerning examination matters should be referred at once to the Diploma Administrator. Should it be necessary to apply to the Proctors, the Diploma Administrator will do so on your behalf. What follows is preliminary information and an outline of the instructions and information which will be dealt with in the Convention.

Candidate's Examination Number

In all examinations, candidates are identified only by their examination number, which will be notified to you by the Diploma Administrator. Only your examination number (not your name) should be quoted on written work or examination scripts submitted to the examiners. Students enter for most examinations by entering the course choices in the Student Self Service system. However, because the Diploma involves only core assessment units (i.e. compulsory course components common to all students taking the degree in question) this process does not apply. Instead, the core assessment units will be displayed in Student Self Service on your Academic and Assessment Information page automatically when you complete your University registration. Check that these are correct.

17 Part I - Submission of Coursework Assignments

The coursework assignments are distributed to students during the five weekend Workshops below by posting via the PG Dip in IP Law Weblearn site and are also available from the Diploma Administrator. The assignments relate to each of the Workshops and generally take the form of a practical exercise, such as the drafting of statements of case or instructions to counsel. The submission deadlines for the assignments are listed in the table below:

Coursework Assignment	Distribution Date	Submission Deadline
Trade Marks and Passing off	6pm, 8 October 2016	1pm, 4 November 2016
Patents 1	6pm, 19 November 2016	1pm, 16 December 2016
Patents 2	6pm, 14 January 2017	1pm, 10 February 2017
Copyright	6pm, 11 March 2017	1pm, 7 April 2017
Designs	6pm, 22 April 2017	1pm, 19 May 2017

If you are unable to attend a Workshop, please inform the Diploma Administrator at least one week beforehand. It is each individual student's responsibility to ensure that they obtain a copy of each assignment and meet the submission deadline. Extensions are not granted due to a student's absence from the Workshop at which the assignment was distributed.

If you have any queries about the content of the coursework assignment, you must submit your queries within two weeks after the coursework assignment has been handed out. Queries received after the two week period will not be entertained.

In preparing assignments for submission, students should note the following rules which will be strictly enforced.

The word-limit for each assignment is 3000 words unless otherwise stated in the coursework assignment question paper, inclusive of footnotes. There is an allowance of an extra 3% above the 3000 words. The assignment must be typed and the pages numbered. Each assignment should have a cover sheet attached to it containing the title of the assignment (e.g. Patents 1), your examination number and the number of words used.

You should take seriously the word limit imposed. If a candidate exceeds the word limit the Examiners may decide not to proceed with the examination of the work. If they do proceed, they may reduce the mark.

The University has strict rules for the submission and examination of coursework assignments. The coursework assignments have to be submitted electronically into weblearn (detailed instructions will be circulated to students with the Examination Convention). A random sample of assignments will be checked for plagiarism using the *Turnitin* software. In order to make an electronic submission, please ensure that you know your Oxford Single Sign-On (refer to Section F.(2).(i) below). **You will not be able to submit your coursework assignment without one. Emailing the coursework as an attachment to the Diploma Administrator does not count as a submission nor hard copies post to the Diploma Administrator or the Examination Schools.** The Proctors will not permit a non-submission nor late submission due to failure to remember your Oxford Single Sign-on username and password.

Please refer to the Examination Conventions for the rules applying to late submission of the essay.

If you consider that your performance in the coursework assignments will be, or has been, affected by acute illness or some other urgent cause of which the examiners have no knowledge, you may, through the Diploma Administrator, inform the Examinations Administration Processes team of these factors and they will pass the information on to the chair of examiners. Usually this will involve submitting a medical certificate. If you fail to submit a coursework assignment without having obtained the prior permission of the Proctors, you are deemed to have failed the entire Diploma examination (not just that particular part of the examination) unless the Proctors give instructions to the Examiners about reinstating you. You should consult the Diploma Administrator if any of these situations apply to you. (See further: *Examination Regulations*, Part 13:

<http://www.admin.ox.ac.uk/examregs/2015-16/rftcoue-p13fapianexam/>

Be sure to back-up your work. The Proctors do not look sympathetically on requests for late submission of assignments in cases where computer data have been lost or stolen and back-up copies either were not made or were not kept separately. Similarly, the Proctors are unlikely to accept computer or printer break-down or viruses and other software problems as a legitimate reason for requesting extra time.

The standards applied in the assessment of Diploma assignment answers will be the same as the standards applied in the assessment of Diploma written examinations, detailed below.

18 Part II - The Two Examination Papers

The written examination papers to be taken at the end of June will assess the substantive law elements of the course covered in the residential programme and reading-list. Candidates will be required to answer two questions (an essay question and a problem question) on each of the two two-hour papers. The two papers are Intellectual Property I and Intellectual Property II.

The examination will be unseen. Candidates are permitted under certain conditions to bring into the examination room their own copies of the Butterworths Intellectual Property Law Handbook, 12th

edition. The Handbook that you bring into the examinations must comply with strict conditions. A notice of these conditions will be sent to you in due course, but, in the meantime, please note that the copy you bring into the examination room must be absolutely clean and unmarked (including highlighting).

Scripts are hand written, so it is very important that your handwriting is legible; if the examiners are unable to read your script, you will be required to have it typed out at your own expense. The Proctors may authorize special arrangements (e.g. extra time, use of a word processor) for candidates who for medical or other reasons have special needs. If this applies to you, please contact the Diploma Administrator as early as possible but no later than the **end of January 2017**. See further: *Examination Regulations*, Part 12. <http://www.admin.ox.ac.uk/examregs/2015-16/rftcoue-p12cwsexamneed/>

If you consider that your performance in an examination will be, or has been, affected by acute illness or some other urgent cause of which the Examiners have no knowledge, you may, through the Diploma Administrator, inform the Examinations Administration Processes team of these factors and they will pass the information on to the chair of examiners. Usually this will involve submitting a medical certificate. If you fail to attend a written examination paper without having obtained the prior permission of the Proctors, you are deemed to have failed the entire Diploma examination (not just that particular part of the examination) unless the Proctors give instructions to the Examiners about reinstating you. You should consult the Diploma Administrator if any of these situations apply to you. (See further: *Examination Regulations*, Part 13: <http://www.admin.ox.ac.uk/examregs/2015-16/rftcoue-p13fapiexam/>)

External Examiner and Examiners' Reports

The external examiner for the Diploma in 2016-17 is Dr Siva Thambisetty, Associate Professor in Intellectual Property Law, London School of Economics. Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see the Complaints and Appeals section at the end of this Handbook).

Examiners' reports from previous years can be found on the Faculty's website at <https://www.law.ox.ac.uk/content/document-archive>

D Good Academic Practice

1 Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence

The University's definition of plagiarism can be found at:

http://www.ox.ac.uk/admissions/postgraduate_courses/apply/legal_information/plagiarism.html

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

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 (s)he 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

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

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.

2 OSCOLA

The Oxford University Standard for Citation of Legal Authorities (OSCOLA) is a widely-used citation system which you are advised to refer to for good referencing practice. The webpage at <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola> contains the OSCOLA Quick Reference Guide, further information on citing international law sources, use of OSCOLA in conjunction with Endnote and a Frequently Asked Questions section about using OSCOLA style.

3 Further guidance on avoiding plagiarism

In the lecture series that prepares students for the writing of the Jurisprudence essay, there is a lecture which deals with plagiarism, as well as matters such as referencing and finding reading materials. All second-year FHS students are strongly advised to attend this. Students may also wish

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

to attend the plagiarism awareness class run by IT Services– see <http://courses.it.ox.ac.uk/detail/TTER> for details.

General academic good practice – time-management, referencing, research skills etc – will help you to avoid plagiarism. Information about how to acquire and develop such skills can be found at <http://www.ox.ac.uk/students/academic/guidance/skills>

E Skills and learning development

1 Academic Progress

Academic progress is monitored principally by the Diploma Director and Administrator, to whom students can turn if they have any concerns about their progress or any academic element of the programme.

2 Learning Development and Skills

The following is a summary of the skills which students will gain from the course and the means by which they will gain them.

Intellectual Skills	Teaching/learning methods and strategies
A highly-developed ability to parse a problem into its component sub- problems.	The intensive dialogic character of argument in the workshops particularly is designed to encourage students to distinguish between different issues and to tackle them one at a time.
An ability immediately to see the same legal or legally-related problems from a variety of legal and professional (including technological) angles, using different classifications and perspectives gleaned from different professional perspectives.	Many sessions on the Diploma are centrally concerned with the contrasts and relationships between different legal classifications (e.g. copyright and designs) or between different technological fields (e.g. chemical and mechanical). The workshop format encourages students to challenge each other and the workshop leaders repeatedly and thereby gradually to reconceptualise the issues using different legal classifications and technological perspectives. Diploma students are drawn from the whole range of IP practice areas and technological fields and every Diploma session is enriched by insights from a variety of perspectives.
An ability to exercise judgment, weigh evidence, and develop reasoned argument.	Some of the workshops involve the consideration of legal problems in a form in which they might be presented to a court, with supporting argument and evidence. This encourages students to perceive legal problems in professional practice terms, as cases to be built rather than abstract problems capable of solution by the application of scientific rules.
An ability to engage with intellectually sophisticated ideas and arguments and to formulate conceptual frameworks for the rigorous analysis of certain complex legal, practical and procedural issues concerning IP.	The format of the seminars as lectures delivered by people representing a variety of academic and professional practice perspectives on similar legal issues offers students a diversity of conceptual frameworks for understanding the law, and a variety of different ideas with respect to the substance of the law as well, challenging them to synthesise those frameworks and ideas, and critically to assess their merits individually and inter se.
An ability to build a complete, convincing argument from the ground up, and to build a complete and convincing critique of the argument of another.	The format in the workshops is conducive to sustained argument under pressure, with different students adopting and developing rival positions and gaining support or opposition from their peers.
Practical skills	Teaching/learning methods and strategies

A capacity to devise and sustain legal arguments and solve legal problems in different professional contexts	The workshops are focused on solving legal problems through legal reasoning and the construction of different lines of legal argument and are led by teams of senior practitioners with experience of the diverse professional contexts in which the problems arise.
A high-level ability to read and digest complex legal and legally-related materials accurately at speed.	The workload on the Diploma is high, especially in respect of the volume of reading that a successful student can be expected to cover. At the same time, seminars and tutorials emphasise accuracy and perceptiveness in interpretation.
A highly-developed ability to bring together knowledge of law and procedure in complex technical situations	The Diploma workshops focus on hypothetical problems involving a wide range of IP regimes and technical situations.
A highly-developed ability to write for specialist legal and professional audiences.	The Diploma's writing component (in the workshop assignments and examinations) requires sophisticated written communication skills.
Transferable Skills	Teaching/learning methods and strategies
An ability to think independently and derive solutions through approaching a problem or using material in different ways.	Components of classes that focus on methodology, with their emphasis on diverse responses to the same legal problem.
An ability to present knowledge with a range of professional presentation skills (oral and written) demonstrated.	The workshops, with their high levels of student participation, help to cultivate these skills.
An ability to write fluent and technically sophisticated prose.	The coursework assignments and the examinations emphasise economical, clear and highly structured writing.
An ability to work diligently and independently to produce work of a high quality that demonstrates the above skills and qualities, and to reflect critically on the informal feedback received in respect of that work.	The programme being a part-time requires a high-level of independent study. As most students are working professionals, it requires a substantial commitment of time in their daily lives.

3 Skills training

Faculty, college, and library resources

Online tutorials for key legal and journal databases are available at <http://ox.libguides.com/law-uklaw>. The Bodleian Law Library also gives classes on using databases, finding online journals and researching particular areas of law

University resources

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website
<http://www.ox.ac.uk/students/academic/guidance/skills>

4 Opportunities to provide evaluation and feedback

The diploma ensures there is comprehensive feedback of each component – feedback is requested for the Residential Programme and every one of the 9 workshops; with the introduction of electronic feedback via Weblearn, response rates have climbed to between 40-60% of the cohort on average. The results of the questionnaires are communicated to the management committee which will, where appropriate, revise and adjust components of the course in response to students' comments.

The surveys are made available in Weblearn throughout the year, and students are sent online invitations to contribute, and informed of the deadlines for doing so.

F General Information about Oxford University Facilities and Support

1 Libraries

The Law Faculty is lucky to have a superb library resource in the form of the Bodleian Law Library, which has an excellent, extensive law 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, journals and law reports, but access to all relevant legal electronic databases and online journals and ebooks.

Most books on the reading lists are available at the library's Reserve desk, for ease of access. As a member of the University you are able to use any of the other 30 libraries which are part of the Bodleian Libraries, in addition to your own College's library.

Books in the BLL may not be borrowed: they must be read in the library, this ensures they are always available when you need them, and there are self-service photocopying and scanning facilities. Public access computers are available in several areas of the Library, including the Freshfields IT Room. They provide access to the catalogue and the extensive range of databases provided by the Bodleian Libraries. PCs in the Freshfields 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. There is a Seminar Room available for small group discussions, as well as three small discussion rooms, a small IT room and a graduate reading room.

Further details of services will be explained at your library induction. Further information about the law library can be found at its web site <http://www.bodleian.ox.ac.uk/law/>

2 Computing Services

i. 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/>); and WebLearn (<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law/>), where reading lists and course materials 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.

ii. The Faculty website and WebLearn

The public 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.

The Faculty website has two sections, the public site, and the intranet site. Course materials are held on WebLearn (<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law/postgrad/odip>) accessible using your Oxford Single Sign-On. All students have their own password-protected 'My WebLearn' site on WebLearn which provides calendars and some file storage. For help with WebLearn, please contact the Diploma Administrator.

iii. Student Self-Service

Your Oxford Single Sign-On gives you access to the Student Self-Service. You are able to register, view and update your personal and academic information throughout your studies at Oxford through this website. Your results are also released on this site. For further information, see <http://www.ox.ac.uk/students>

iv. 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 (BLL). The Freshfields IT Training Room 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 IT 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 BLL, 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. 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.

v. 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 do not 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://blogs.bodleian.ox.ac.uk/lawbod/> also provides current information.

vi. University Rules for Computer Use

The University's Regulations and Policies applying to use of University ICT facilities can be found at <https://www.it.ox.ac.uk/policies-and-guidelines> 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.

3 Support

i. 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.

The first person you should speak to is the Diploma Administrator or Course Director.

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 range of services led by students are available to help provide support to other students, 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 No: 01865 289050

Email: Sue.Bright@law.ox.ac.uk

Roderick Bagshaw, Magdalen College

Tel No: 276078

Email: Roderick.Bagshaw@law.ox.ac.uk

For information on a variety of issues relating to health and welfare, you can also consult the University webpage at <http://www.ox.ac.uk/students/welfare>. This covers subjects such as general health, disability, counselling and student-led support.

ii. Help for students with disabilities

The Disability Advisory Service (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. For more information visit: www.ox.ac.uk/students/shw/das/

The Law Faculty itself has two Disability Contacts. These are:

Emma Gascoigne, Personnel Officer

St. Cross Building

Tel No: 01865 281622

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

Paul Burns, Academic Administrator

St. Cross Building, St. Cross Road

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).

iii. Equality and Diversity at Oxford

“The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.” [Equality Policy \(2013\)](#).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of 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

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres/

Student Welfare and Support Services

The Disability Advisory Service (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. For more information visit: www.ox.ac.uk/students/shw/das

The Counselling Service is here 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

A range of services led by students are available to help provide support to other students, including the peer supporter network, the OUSU Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer

OUSU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: ousu.org/get-involved/campaigns

There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs

iv. 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 (though in such situations a student's college or course administrator will normally write to the Education Committee on the student's behalf – the student does not write direct). Further information about the Education Committee and its activities can be found at <http://www.admin.ox.ac.uk/edc/>

The Proctors are responsible for ensuring that regulations are implemented and 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 <http://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.

v. 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. For further information about all its activities, please refer to its website at <http://ousu.org/>

4 Careers

The Careers Service can provide you with comprehensive support in your career planning and management. As an Oxford Alumnus you can 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 <http://www.careers.ox.ac.uk/>; for CareerConnect information, please refer to <http://www.careers.ox.ac.uk/our-services/careerconnect/>

The Careers Service also provides information about a series of Professional networking events; see <https://www.alumni.ox.ac.uk/page.aspx?pid=773> for further details.

5 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.

For Diploma alumni, we aim to hold an annual talk and drinks reception. Diploma alumni are also welcome to attend events organised by the Oxford Intellectual Property Research Centre. Please let the Diploma Administrator have your up-to-date contact details so that we can keep you informed of future events.

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, The Oxford Law News, and the termly electronic e-bulletin, The Law eBulletin, to keep you up-to-date with Oxford news.
- With collaboration from our alumnae and benefactors, the Law Faculty has founded the networking group Oxford Women in Law (OWL) which will assist female alumni working in the field of law to network and find mentors as well as engage in relevant professional panel discussions and lectures.
- 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: Dr Elizabeth Hodges, Donor Relations Coordinator, Faculty of Law, St. Cross Building, St Cross Road, Oxford or by e-mail at 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.

G Complaints and academic appeals

The University, the Social Sciences Division and the Faculty of Law all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies (Professor Mindy Chen-Wishart, mindy.chen-wishart@law.ox.ac.uk) as appropriate. Complaints about departmental facilities should be made to the Departmental Administrator (Mr Paul Burn, paul.burns@law.ox.ac.uk). If you feel unable to approach one of those individuals, you may contact the Dean (Professor Anne Davies, dean@law.ox.ac.uk). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

H Policy on the Recording of Lectures and Other Formal Teaching Sessions by Students

Introduction

1. The University recognises that there are a number of reasons why students might wish to record lectures or other formal teaching sessions (such as seminars and classes) in order to support their learning. The University also recognises that in most cases copyright in lectures resides with the University or with the academic responsible for the lecture or formal teaching session, and that academics and students may have concerns about privacy and data protection. This policy sets out the circumstances in which such recordings may take place; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.

2. For the purposes of this policy, the term 'recording' refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Permission to record a lecture or other formal teaching session

3. Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University's Disability Advisory Service (<http://www.ox.ac.uk/students/welfare/disability/study> or disability@admin.ox.ac.uk) for further information on the process for obtaining such permission.

4. Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.

5. Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.

6. Where recordings are made available routinely by departments and faculties, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings

7. Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.

8. Students may not: (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only); (b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).

9. Students may store recordings of lectures for the duration of their programme of study. Once they have completed the programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation

10. Where a student breaches this policy, the University will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with Statute XI (<http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).

I University policies and regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website www.ox.ac.uk/students/academic/regulations/a-z

Included in this category are the following:

University Equal Opportunity Policy

<https://www.admin.ox.ac.uk/eop/universityofoxfordequalitypolicy/>

University Policy and Procedure on Harassment and Bullying

<https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

Disability equality scheme and policy

<http://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.