Postgraduate Diploma in Intellectual Property Law and Practice Handbook 2020-21

Contents

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* prevail. Amendments to the Regulations are published from time to time in the *University of Oxford Gazette* and updated in the online version.
- 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 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 2020. The information in this handbook may be different for students starting in other years.

Robert Burrell
Course Director

B General Information

1 Versioning

The information in this handbook is accurate as at September 2020, however it may be necessary for changes to be made in certain circumstances, as explained at the course changes 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 2020-21 Version 1	

2 Examination Regulations

The Examination Regulations relating to this course are available online. 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 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.

Ellen Moilanen	Diploma Administrator	ellen.moilanen@law.ox.ac.uk diploma.administrator@law.ox.ac.uk	271457
Jennifer Hassan	Administrative Assistant	Jennifer.hassan@law.ox.ac.uk	281266
Robert Burrell	Diploma Course Director	robert.burrell@law.ox.ac.uk	
Ashleigh Fehrenbach	Student Representative	ashleigh.fehrenbach@law.ox.ac.uk	

Ellen Keenan-O'Malley	Student Representative	ellen.keenan-omalley@law.ox.ac.uk	
Christopher Hare	Director of Graduate Studies for taught courses	christopher.hare@law.ox.ac.uk	
Paul Burns	Academic Administrator (Also Departmental Disability Contact)	paul.burns@law.ox.ac.uk	271495
Charlotte Vinnicombe	Head of Administration and Finance	charlotte.vinnicombe@law.ox.ac.uk	271560
Bodleian Law Library	http://www.bodleian.ox.ac.uk/law	bll-enquiries@maillist.ox.ac.uk	271462
University IT Services		https://www.it.ox.ac.uk/	612345
St Cross Building Lodge		st_cross_building_lodge@admin.ox.ac.uk	271481

The area code for the above telephone numbers is 01865.

5 Important Website

Law Faculty website
IP Diploma Canvas site
Examination Regulations
Diploma Examination Convention
Oxford Students website
Information on sitting your examination:

6 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.   Diploma Management Committee

The Diploma Course Committee has its own management committee which meets four times a year and reports to the Faculty's Graduate Studies Committee (GSC). The committee's membership includes representatives of the Intellectual Property Lawyers' Association, Oxford academics who are involved with the teaching of the course and it is chaired by the Course Director. The meeting is also attended by two student representatives.

ii.   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.

iii.   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.

iv.   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.

v.   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 (Planning and Resource Committee, Development Committee, Appointments Committee).

7 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. 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).

8 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 , which houses the Faculty's administrative offices. 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 Graduate Reading Room, a large seminar room, two IT rooms and three small 'discussion rooms' for private study or group work. Further information about the Library is provided in section F.1 below.

9. Student Representatives

At the start of the residential programme, an email is circulated to all Diploma students asking if they wish to stand as representatives for the course. The elected representatives then serve as a voice for their constituency – the students who have elected them – on the Diploma Management Committee (DMC). As such, they will raise with DMC 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 DMC wants students' opinions. From time-to-time, they will also coordinate social events of one sort or another.

10. 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'. 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.

11. Visa Information

For information about all matters relating to visas, please refer in the first instance to the [student visa webpage.](#)

11 Important Dates

See tables below for dates for workshops, assignments and examination papers (Section C).

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 three components: a Residential Programme, an online lecture series and a programme of Workshops. The course is assessed through 5 compulsory coursework assignments spread throughout October to May and one unseen, online, open-book written examination paper (online, open-book examination paper) in June. There are no options for this course. 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 and the Faculty of Law from 6 September 2020 to 18 September 2020. 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
- Database Right
- Designs
- Trade secrets
- Conducting patent infringement actions
- Conducting IP litigation (other than patent litigation)

- International and European aspects of IP
- Ownership
- Using IP as security
- IP aspects of corporate transactions

Teaching during the Residential Programme is delivered primarily through lectures. Lectures are held throughout the day, generally between 9-5.30pm with lunch and refreshment breaks. Some days will end later than 5.30 pm.   Material taught during the residential programme is assessed through one unseen, online, open-book written examination paper in June/July.

6 Online Lectures

The Residential Programme will be supplemented by a series of recorded lectures made available via Canvas. Eight such lectures will be made available over the course of the academic year. These will be delivered by a mixture of academics and experienced practitioners in the following areas of IP (and related) law:

- Trade mark law
- Copyright
- Designs
- Jurisdiction in intellectual property actions
- Border Enforcement and Goods in Transit
- Taxation and IP

Material taught via the online lecture series is assessed through one unseen, online, open-book written examination paper in June/July. This year's online lectures will be released on Canvas on the dates given below.

IP and Private International Law I	
Date:	28 September 2020
Lecturer:	Professor Andrew Dickinson (University of Oxford)
IP and Private International Law II	
Date:	5 October 2020
Lecturer	Professor Robert Burrell (University of Oxford)
Border Enforcement	
Date:	16 November 2020
Lecturer:	Dr Henning Grosse Ruse-Khan (University of Cambridge) and Nick Kounoupias (Kounoupias IP)
Trade Marks and 3rd Party Liability	
Date:	11 January 2021
Lecturer:	Professor Ansgar Ohly (Ludwig Maximilian University Munich & University of Oxford)
IP and Tax I	
Date:	22 February 2021
Lecturer:	Miranda Cass (Bristows)
IP and Tax II	
Date:	1 March 2021

Lecturer:	Miranda Cass (Bristows)
Design Case Law – an Empirical Analysis	
Date:	19 April 2021
Lecturer:	Professor Estelle Derclaye (University of Nottingham)

7 Workshops

There are six workshops taught either in person at law firms in London or online or a combination of both throughout the year focusing on aspects of IP practice and procedure. The workshops are as follow. A list of tutors and venue will be emailed to you in advance of each Workshop:

Workshops	
Patents 1	
Date:	10 October 2020
Workshop Coordinator:	Richard Vary (Bird & Bird)
Assessment	3000 word coursework assignment
Patents 2	
Date:	21 November November
Workshop Coordinator:	Brian Cordery (Bristows)
Assessment	3000 word coursework assignment
Trade Marks and Passing Off	
Date:	16 January 2021
Workshop Coordinator:	Arty Rajendra (Osborne Clarke)
Assessment	3000 word coursework assignment
IP Aspects of Commercial Transactions	
Date:	6 March 2021
Tutors:	Michael Gavey (Simmons & Simmons), Angus McLean (Simmons & Simmons)
Assessment	No assessment
Copyright	

Date:	13 March 2021
Tutors:	Catriona Smith (Wiggin)
Assessment	3000 word coursework assignment
Designs	
Date:	24 April 2021
Tutors:	Sara Ashby (Wiggin)
Assessment	3000 word coursework assignment

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.

8 Revision Workshops

There are 2 one-day Workshops held either in London or online, designed for review or revision, as follows. These workshops cover the four main IP regimes taught on the course, Patents, Copyright, Trade Marks and Designs. A list of tutors and venue will be emailed to you in advance of each Workshop. The workshops are taught mainly through lectures and include discussions on selected exam questions from past year papers.

Revision workshop 1	
Date:	5 June 2021
Revision workshop 2	
Date:	12 June 2021

9. 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.**

10 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.

11 Course Materials and Past Papers

Course materials for the Residential Programme and Workshops will be available on the Diploma Canvas site. Once course materials have been uploaded onto Canvas, 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.

12 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. If you are facing unusually heavy workload at work, illness or any personal circumstances in which you think you may not be able to complete an assessment on time or the rest of the course, please contact the Diploma Administrator for advice.

13 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.

14 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. Part II consists of an online, open-book examination paper at the end of June based on elements of the course covered in the residential programme, the online lecture series and the cases listed under *Essential Reading* on the reading list.

Coursework assignments provide students with time to analyse questions in-depth and write detailed answers. They require students to display a greater depth of 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 that demands a detailed and sophisticated knowledge of a specialist subject area.

The timed online examination paper is the chosen means of examining (i) breadth; (ii) rapid application of knowledge (as tested through problem questions); and (iii) ability to synthesise and engage critically with the material (as tested through essay questions).

15 Reading List

The core reading list for the Diploma will be provided via Canvas 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 made available after the cut-off date of 21 May 2021 (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.

16 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 2020 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 Canvas site](). 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.

17 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.

18 Part I - Submission of Coursework Assignments

The coursework assignments are distributed to students during the five weekend Workshops below by posting via the Coursework Assignment 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
Patents 1	6pm, 10 October 2020	1pm, 6 November 2020
Patents 2	6pm, 21 November 2020	1pm, 18 December 2020
Trade Marks and Passing Off	6pm, 16 January 2021	1pm, 12 February 2021
Copyright	6pm, 13 March 2021	1pm, 12April 2021
Designs	6pm, 24 April 2021	1pm, 21 May 2021

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 one week after the coursework assignment has been handed out. Queries received after the one week period will not be entertained.

Please refer to the examination convention for further information on how to prepare and submit the coursework assignments. Students should note the rules in the examination convention will be strictly enforced.

Note-form answers should be avoided except where note-form is appropriate (e.g. in a table). Your answer should be as articulate and as readable as an explanation you would send to a client.

Electronic submission

You must submit electronically a copy of your assignment through [Weblearn](#) by the **deadline of 1 pm on the relevant submission date – see above**. Your examination number (not your name) must be written on the cover sheet. Late submission of the electronic copy may be penalised (Please refer to the Examination Convention).

In order to make an electronic submission, please ensure that you know your Oxford Single Sign-On. **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 posted 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 read the more detailed instructions in Examination Convention below.

Please ensure that you have the correct file before submitting the coursework assignment. **You can ONLY upload the file ONCE.** Once you have uploaded your essay to Weblearn (see Examination Convention Schedule II Instructions for submission of electronic copy of assignment to Weblearn) you must read the Declaration of Authorship (see Examination Convention Schedule III Extract from Weblearn re: Declaration of Authorship). You cannot submit your assignment until you have ticked this Declaration to say you have read and understood it. Unless in exceptional circumstances, the contents of the Declaration will not be disclosed to the Examiners until the mark for the assignment has been finally determined.

The University has strict rules for the submission and examination of coursework assignments. The coursework assignments have to be submitted electronically into Weblearn. A random sample of assignments will be checked for plagiarism using the *Turnitin* software.

You will be given an opportunity to submit a mock coursework assignment in early October to familiarise yourself with the system. It is important for you to use this opportunity as the Diploma Administrator and the Faculty will not be available to assist you at all times with any technical issues involving your electronic submission. If there is a fault to the submission system on our side, we will inform you.

The word-limit for each assignment is 3000 words unless otherwise stated in the coursework assignment question paper, inclusive of footnotes and cover sheet. 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.

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 prior permission of the Proctors, you are deemed to have failed that assessment unit (the coursework assignment) unless the Proctors give instructions to the Examiners about reinstating them. The mark of any resits of the assessment will be capped at a pass. You should consult the

Diploma Administrator if any of these situations apply to you. Further information is available on the [Examination Guidance](#) page.

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.

19 Part II - The Online, Open-Book Examination Paper (Intellectual Property I & II)

The online, open-book examination paper (Intellectual Property I and II) is taken in one day at the end of June will assess the substantive law elements of the course covered in the residential programme, online lectures and the cases listed under *Essential Reading* on the reading list. Candidates will be required to answer three questions (an essay question and two problem questions). Candidates will have a choice of essay questions. The two problem questions will be compulsory. Candidate have 8 hours to complete the paper. The examination will be unseen. Please refer to the examination convention for further details.

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 prior permission of the Proctors, you are deemed to have failed that assessment unit (the paper) unless the Proctors give instructions to the Examiners about reinstating them. The mark of any resits of the assessment will be capped at a pass. You should consult the Diploma Administrator if any of these situations apply to you. (See [Examination Guidance](#) for information.)

20 External Examiner and Examiners' Reports

The external examiner for the Diploma in 2020-21 is Professor Tanya Aplin, Professor of Intellectual Property Law, King's College London. 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.

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

Please refer to the [University's definition of plagiarism](#).

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 them 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.

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

(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.)

<u>Non-Plagiarised</u>

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 textbooks 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 textbook writer in order to organise the essay.

By way of illustration, the author of a textbook 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 understand. 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 textbooks 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 textbook 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 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.

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

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 to attend the plagiarism awareness class run by IT Services.

General academic good practice – time-management, referencing, research skills etc – will help you to avoid plagiarism.

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 Induction

Induction information is provided on the 'Residential Programme Pre-Arrivals Information' page on the IP Diploma Canvas.   An Introductory Overview session and the 'Beyond the Residential Programme: How the rest of the course will run' are held during the Residential Programme to introduce student to some of the substantive and methodological issues they will face throughout

course. A drinks reception is also held on the first Sunday evening to provide students and tutors a chance to meet each other.

4 Skills training

Faculty, college, and library resources

Online tutorials for key legal and journal databases are available. The Bodleian Law Library also gives classes on using databases, finding online journals and researching particular areas of law

5. 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.

6 Opportunities to engage in the deparment research community

Students on the Diploma are encouraged to participate in the events organised by the Faculty and the Oxford Intellectual Property Research Centre (OIPRC). A list of events organised by the OIPRC is available on the centre's website. Students are also informed of these events through the Diploma mailing-list.

7.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 8 workshops. Students are asked to complete a hard copy of the feedback questionnaires. 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.

F General Information about Oxford University Facilities and Support

1 Libraries

The Law Faculty is fortunate to have outstanding library facilities provided by the Bodleian Law Library. As part of the Bodleian, the Law Library shares in all the advantages of being part of the largest university library in the country, including the receipt, under legal deposit legislation, of legal material published in the UK and Ireland. The Law Library underwent a major refurbishment in 2016, which resulted in upgraded facilities for all students.

The Law Library offers the vast majority of its holdings - some 550,000 items - on open shelves across four floors. Selected low-use material is housed in a book storage facility and is retrievable within half a day. The library serves a large community of graduate readers and academics in their research requirements. The strength of the collection lies in the depth of its UK holdings, combined with extensive holdings for European and Commonwealth jurisdictions. The international law collection is exceptional, as are the collections for Roman law, jurisprudence and official papers. Other significant fields include the US and comparative law. To complement the paper collection, the Law Library provides a remarkable range of online legal resources.

The library has 40 reader workstations, which provide access to the internet, legal databases, Microsoft Office applications and Endnote. There is a Graduate Reading Room, a large seminar room, two IT rooms and three small 'discussion rooms' for private study or group work. The wireless network extends throughout the library. The law librarians offer a range of classes and one-to-one sessions to support the specific research needs of graduate students.

Further information about the law library can be found at its web site.

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; and Canvas, where reading lists and course materials are available. For more information about IT Services see IT Services is at 13 Banbury Road, phone 273200, fax 273275 or e-mail help@oucs.ox.ac.uk.

ii. The Faculty website and Canvas

The public Faculty website 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 Canvas accessible using your Oxford Single Sign-On.

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.

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 library has 40 reader workstations, which provide access to the internet, legal databases, Microsoft Office applications and Endnote. There is a Graduate Reading Room, a large seminar room, two IT rooms and three small 'discussion rooms' for private study or group work.

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 any computing shop.

v. IT/electronic research resources training

The library's electronic holdings are accessible via SOLO and Databases A-Z. 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 the University network. The library provides detailed information about legal databases and passwords.

Online tutorials for key legal and journal databases are available. 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 also provides current information.

vi. University Rules for Computer Use

The University's Regulations and Policies applying to use of University ICT facilities are provided 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.

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.

The Equality and Diversity Unit supports a network of over 300 harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. The university has a Harassment and Bullying policy and support is available for students

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. 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.

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. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish." **University of Oxford Equality Policy**

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 reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation. Contact us directly for advice: **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. The University's Harassment and Bullying policy website provides further information available and the support available for students

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students.

iv   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.

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.

While working remotely due to the pandemic, the Disability Advisory Service and the Counselling Service are both offering virtual consultations.

A range of services led by students are available to help provide support to other students, including the peer supporter network, the [Oxford SU's Student Advice Service and Nightline](#).

Oxford SU also runs a [series of campaigns](#) to raise awareness and promote causes that matter to students.

There is a wide range of [student clubs and societies](#) to get involved in.

iv.   Freedom of Speech

Free speech is the lifeblood of a university.

It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of the University are confronted with views that some find unsettling, extreme or offensive. The University must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

It is this understanding of the central importance and specific roles of [free speech in a university](#) that underlies the detailed procedures of the University of Oxford.

v.   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).

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'](). The [University Student Handbook]() 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.

vi. 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.

4 'Oxford Minds' series for Social Science graduate students.

The Social Sciences Division will be offering a 'curriculum enrichment programme' for all graduate students (PGTs and PGRs) throughout the academic year. It will divide into three areas 'Themes' (Michaelmas), 'Theory' (Hilary), and 'Methods' (Trinity). It will comprise a fortnightly 'campus-wide' theme with lecture, panel, and small group discussions.

Overview

Oxford is built on people, and the way they engage with pressing global issues within and across disciplines. People matter more than ever. This new series will convene the great minds of Oxford and beyond to discuss the issues that matter to our graduate students. It aims to provide all our graduates with an educational experience that transcends disciplinary boundaries. Serving as a graduate enrichment programme during extraordinary times, *Oxford Minds* is based upon three eight-week pillars: themes, theory and methods. The series will unfold on a fortnightly cycle. Four times per terms, a globally recognised speaker will give a public lecture on a specific topic. In each subsequent week, this will be followed by both an inter-disciplinary panel discussion and small, interactive discussion groups. Our overarching goal is to create an interdisciplinary space in which we can collectively rethink social science for a changing world.

Aims and Objectives

The programme aims to meet three goals:
Engaging Students -- To ensure that all graduate students across the Social Sciences Division have a stimulating and interactive opportunities to apply cutting-edge social science thinking to contemporary global challenges.
Thinking Beyond Disciplines -- To enhance the opportunity for graduate-level social science training and education beyond disciplinary and departmental boundaries, including through opportunities for engagement across Divisions.
Supporting Digital Learning -- To ensure that graduate students have guaranteed access to world-class learning and training opportunities that are fully adaptable to changing circumstances.

Schedule

The series will be organised around a fortnightly cycle, with all events hosted via Teams Live. In weeks 2, 4, 6 and 8 (on Tuesdays at 17.00), an Oxford Social Science Lecture will be delivered online by a global thought leaders on a particular topic. In weeks 3, 5, 7 and 9 (Tuesdays at 17.00), a 45-minute interdisciplinary panel discussion will take place between two Oxford social scientists and one external speaker to debate the same topic. SSD graduate students will have the opportunity to sign-up for a 1-hour small group, interactive discussion (Wednesdays at 12.00 in weeks 3, 5, 7 and 9).

Each fortnightly issue will pose questions that matter both globally and here in Oxford. The four 'themes' for Michaelmas Term are 'race', 'sustainability', 'justice', and 'protection'.

Theme	Date	Title	Speakers
Race	Week 2 20 October, 17.00	Oxford Social Science Lecture	Eusebius McKaiser, Broadcaster and author of 'Run, Racist, Run'
Race	Week 3 27 October, 17.00	Panel discussion	Professor Simukai Chigudu, Associate Professor of African Politics, ODID Professor Patricia Daley, Professor of Human Geography, Geography Professor David Kirk, Professor of Sociology, Sociology
Sustainability	Week 4 3 November, 17.00	Oxford Social Science Lecture	Professor Dame Polly Courtice, Director of Sustainability Leadership Programme, University of Cambridge
Sustainability	Week 5 10 November, 17.00	Panel discussion	Professor Cameron Hepburn, Professor of Environmental Economics and Director of the Smith School of Enterprise and the Environment Dr Rhadika Khosla, Research Director of the Oxford India Centre for Sustainable Development, Geography Professor Colin Mayer, Peter Moores Professor of Management Studies, SBS
Justice	Week 6 17 November, 17.00	Oxford Social Science Lecture	Baroness Helena Kennedy QC, Labour Member of the House of Lords and former Principal Mansfield College
Justice	Week 7 24 November, 17.00	Panel discussion	Professor Carolyn Hoyle, Professor of Criminology, Law Professor Zofia Stemplowska, Associate Professor of Political Theory, DPIR Professor Jonathan Wolff, Alfred Landecker Professor of Values and Public Policy, BSG
Protection	Week 8 1 December, 17.00	Oxford Social Science Lecture	Dr Hugo Slim, Former Head of Policy, International Committee of the Red Cross, and BSG
Protection	Week 9 8 December, 17.00	Panel discussion	Professor Kate O'Regan, Director, Bonavero Institute for Human Rights, Law Professor Danny Dorling, Halford Mackinder Professor of Geography, Geography Professor Stathis Kalyvas, Gladstone Professor of Government, DPIR

In Hilary Term, the focus will be 'Theory'. The four themes are 'power', 'space', 'belonging' and 'identity'. The Trinity Term we will look at 'Methods', with the themes of 'ethnography', 'interviews', 'statistics' and 'archives'. The speakers for these events are to be confirmed.

You have to sign-up for sessions. To sign-up for sessions. Bookings will open on 4 October 2020.

For enquiries, please contact the series convenors, Professor Alexander Betts and Professor Susan James Relly.

5. Careers

The great majority of students who take the diploma will be trainees or newly qualified solicitors with law firms and barristers' chambers; and as a result, we expect your normal career path after completing the diploma will be to continue work with the firm and the chambers in question, though with an enhanced professional profile and an expanded skill-set which will enable them to progress to senior positions more rapidly.

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 also provides information about a series of [Professional networking events](#).

6 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 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: Harry Lewendon-Evans, Development Assistant, Faculty of Law, St. Cross Building, St Cross

Road, Oxford or by e-mail harry.lewendon-evans@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 Christopher Hare, christopher.hare@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.

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 (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.

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.

Included in this category are the following:

University Equal Opportunity Policy

University Policy and Procedure on Harassment and Bullying

Disability equality scheme and policy

Regulations Relating to the Use of Information Technology Facilities