

Student Handbook for MLF students 2010-11

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A Introduction to the Law Faculty

Welcome to the University of Oxford.

This Handbook is a guide for students for the degree of MSc in Law and Finance (MLF), which is taught jointly by the Faculty of Law and the Saïd Business School. The people listed as "Helpful people" in the table below will be glad to provide or find any further information that you may need.

Please bear the following in mind in using this Handbook:

- This Handbook provides a guide to the rules for the MLF 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*.
- The information in the appendices includes information that is covered in greater detail elsewhere in the Handbook but we hope they may be of use as a helpful summary.
- 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 students by way of messages to the Law Postgrads email list, and we expect you to be reading those messages regularly.
- You are a member of a college as well as a student of the University. Your college will provide much of the support and many of the facilities you will need as a student, and will be able to provide you with information.
- There is a glossary of Oxford terminology at the end of the Handbook.

Professor John Armour
Academic Director of the MLF
September 2010

Helpful people

MLF team

John Armour	Academic Director, MLF	john.armour@law.ox.ac.uk	286544
Dan Awrey	Deputy Academic Director, MLF	daniel.awrey@law.ox.ac.uk	271494
Kate Blanshard	MLF Course Administrator	kate.blanshard@law.ox.ac.uk	281877
Anne Currie	Administrative Assistant to the Law & Finance team	anne.currie@law.ox.ac.uk	281947

Law Faculty

William Swadling	Director of Graduate Studies for Taught Courses	william.swadling@law.ox.ac.uk	277869
Paul Burns	Academic Administrator	paul.burns@law.ox.ac.uk	271495
Elizabeth Ogden	Head of Administration	elizabeth.ogden@law.ox.ac.uk	271560
Timothy Endicott	Dean of the Law Faculty	timothy.endicott@law.ox.ac.uk	281050
Maureen O'Neill	Director of Development	maureen.oneill@law.ox.ac.uk	281198

1. Administration

The Law Faculty carries out its responsibilities for MLF students through the Director of Graduate Studies (taught courses) ("DGST") and the Academic Director of the MLF. They report to the Faculty's Graduate Studies Committee, which meets in Weeks One and Six each term. Representatives of the MLF, BCL, MJur and research students attend meetings of the Graduate Studies Committee (on student representation, see A.6, below). In some cases the Graduate Studies Committee has power to act; in others it makes recommendations to the Law Board, which is the governing body of the Law Faculty.

The Law Board includes the Directors of Graduate Studies (both the DGST and the Director of Graduate Studies (Research)); most other members are elected from the Faculty, and student representatives attend its meetings. Its Chair is the Dean of the Faculty. 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 Week Two and Seven, and in Week Five of the summer vacation.

Faculty office responsibilities:

Head of Administration: responsible for day-to-day administration of faculty activities and the Law Faculty Office.

Academic Administrator: responsible for day-to-day administration of academic affairs for graduate (and undergraduate) students.

MLF Course Administrator: responsible for MLF course administration and assessments, MLF recruitment and admissions, and MLF student-support.

Administrative Assistant to the Law & Finance team: responsible for organising Law and Finance-related events for Oxford academics in the law and finance field, which run separately to the MLF, e.g. academic conferences, the Law and Finance Seminars, and the Senior Practitioner Lectures in Law and Finance.

The tutor in your college with special responsibility for graduate students, and your college law tutors, are available to help and advise you. Any query concerning the courses in the MLF should first be discussed with the MLF Course Administrator, who will refer you to the Academic Director of the MLF or the DGST if necessary.

2. Lectures and Seminars

The lecture list is published at the beginning of each term. Your college should give you a copy, and it may be accessed at <http://denning.law.ox.ac.uk/news/leclist.shtml>. Corrections and changes are notified to students by email as and when they occur and are recorded on the Faculty Intranet (on the relevant subject page on the Resources for Courses section), and on the MLF WebLearn site where relevant (i.e. where an MLF core or elective course is affected). You are entitled to attend any lectures, classes and seminars at the Law Faculty, except those where it is otherwise indicated on the lecture list. The list includes lectures and seminars designed for the law undergraduate, BCL, MJur, and MSc syllabuses, and also for the law Course in Legal Research Method. Lectures on the law undergraduate ("Final Honours School") sections of the lecture list may be useful to graduate students; it is best to consult your course tutors for advice.

All the faculties publish lecture lists and you may be permitted to attend lectures in other faculties, including at the Saïd Business School, however, you will need to ask permission from the tutor involved first. There is also a "Special Lecture List", listing lectures by visiting

speakers. The law lectures may take place anywhere in Oxford, but most are held in the St Cross Building.

3. The St Cross Building and Bodleian Law Library

The St Cross Building contains lecture and seminar rooms, the Law Faculty Office, and one of the best law libraries in the world: the Bodleian Law Library ("BLL"). There is a student common room next to the Senior Common Room at the top of the main steps. Coffee, tea and snacks are available there. More substantial food is available at The Social Sciences Building, behind the St Cross Building along Manor Road.

Your University card gives you swipe-card entry to the law library, and your Oxford 'single-sign on' account gives you full access to the Bodleian's extensive electronic holdings.

Detailed information, maps and research guides are available in the BLL and on the library website (<http://www.ouls.ox.ac.uk/law>). The BLL is not a lending library: books and journals etc may not be taken out. Items from other parts of the Bodleian and from the bookstacks can be ordered into the BLL. Self-service photocopying and printing and a computer with Kurzweil software (for blind readers) are available. The seminar room on the main floor may be used for discussions when not in use for classes.

Computers providing access to electronic holdings, the internet, Microsoft Office applications and EndNote are available in the upstairs gallery computer room, the graduate reading room, the Freshfields Bruckhaus Deringer IT training room and at various positions around the library. All computers have USB ports. If you prefer to bring your own laptop to the library, there are Ethernet points in various parts of the library, and wireless access in the main reading room and the graduate reading room. See the Computing Services page (<http://www.bodleian.ox.ac.uk/law/services/computing/computing> on the library website for more information).

Do not leave your laptop unattended in the library or anywhere else – use a computer cable lock or one of the lockers in the St Cross Building. Ask at the Porters' Lodge about lockers.

3.1 Access to Electronic Library Services

The library's electronic holdings are accessible via OxLIP+: <http://oxlip-plus.ouls.ox.ac.uk> using your Oxford 'single-sign on' log in. In general, you should not need any other passwords: Lexis, Westlaw and other legal databases are all accessible via this website, from both on and off campus. For more detailed information about the electronic holdings, including any exceptions regarding passwords, see <http://www.bodleian.ox.ac.uk/law/e-resources/databases>.

Online tutorials for key legal and journal databases are available at http://www.bodleian.ox.ac.uk/law/guides/database_guides. The BLL also gives many classes in how to more efficiently use databases or find online journals or investigate sources for particular areas of law. The MLF library induction programme includes a session for students studying electives in corporate finance, competition, and intellectual property law. The Library distributes a Weekly Newsletter via the faculty's postgrad [LPg] email list. The Law Bod Blog (<http://lawbod.wordpress.com>) also provides current information.

Contact law.library@bodley.ox.ac.uk or (01865) 271 462 for help using the library and electronic library resources.

3.2 Other Libraries

You are entitled to use all parts of the Bodleian and other OULS libraries (see www.ouls.ox.ac.uk/libraries). Libraries of special interest to lawyers include:

- the Old Bodleian Library in Catte Street with reading rooms for classical studies, history, theology including canon law, and early printed books;
- the Radcliffe Camera in Radcliffe Square with British Parliamentary Papers and official publications from several other countries and international organizations;
- the New Bodleian on the corner of Broad Street and Parks Road which has reading rooms for philosophy and Slavonic studies;
- the Rhodes House Library and the Vere Harmsworth Library (Rothermere American Institute) in South Parks Road, which contain American and Commonwealth history, politics and current affairs;
- the Radcliffe Science Library on the corner of South Parks Road and Parks Road which has the Bodleian's collection of forensic science;
- the Social Science Library in the Manor Road building, a lending library which incorporates the libraries of the Centre for Socio-Legal Studies and the Centre for Criminological Research.

4. Computing Services

4.1 Your Oxford 'Single-Sign On' Account and Access to Student Self Service, Network Services

Your Oxford card and related 'single-sign on' account are your passports to university services. It gives you access to:

- the Student Self Service system (see below);
- electronic library services, such as Lexis, Westlaw, online journals etc;
- Oxford email (<https://nexus.ox.ac.uk/>), to which all crucial university information will be sent, and which you can access via Outlook, Thunderbird or another email client, or redirect to your main email;
- your My WebLearn space in which you can store and share files, have online discussions etc (see <http://weblearn.ox.ac.uk/site>);
- the MLF WebLearn site;
- registration and software for the Sophos anti-virus program – most university network points require use of current anti-virus software (www.oucs.ox.ac.uk/viruses/);
- file backup (available on campus only, see www.oucs.ox.ac.uk/hfs);
- other OUCS services - see <http://welcometoit.ox.ac.uk>. OUCS is at 13 Banbury Road, phone 273200, fax 273275 or email help@oucs.ox.ac.uk.

For help with using the university's electronic and computing services, contact the Faculty's Learning and Teaching Officer Sandra Meredith (sandra.meredith@law.ox.ac.uk, (01865) 271499. Please use your Oxford email account for all email communication with the University.

4.2 University Rules for Computer Use

You are expected to adhere to the University's Computer Usage Rules and Etiquette guidelines and the Regulations Relating to the Use of Information Technology Facilities, which are available at <http://www.ict.ox.ac.uk/oxford/rules/>.

4.3 Email Lists

The Faculty's principal means of communicating with graduate students is via the postgraduate [LPg] email list, to which all graduate students are automatically subscribed. Information about lectures and seminars, discussion groups, delegate elections, IT and library training, teaching opportunities, scholarships, library hours etc is distributed on this list. All general information of interest to all postgrad students is sent to the [LPg] list. Students may also subscribe to Faculty discussion group email lists.

Postgraduate email list messages have an [LPg] prefix in the subject line. **If you don't receive LPg emails, please notify the Faculty Office by emailing lawfac@law.ox.ac.uk.**

4.4 Faculty Website

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 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, and most of the information relevant to students is on the latter. On the Faculty intranet, the 'Resources for Courses' link gives access to detailed information about each subject, reading lists, powerpoint slides, lecture handouts and other support materials. The Course in Legal Research Method (CLRM) for research students has a separate link on the Postgraduates intranet page. There is also a link to the Research Students Directory, with information about graduate research students, their research interests, personal profiles etc.

The intranet's online editing system is used by taught course students to sign up for course options, and research students may use it to add information about their research details. The online editing system may also be used for adding information about discussion group meetings and other events. For logging in, the default username is the first part of your Oxford email address (i.e. the bit before the @ symbol), and the default password is your card number (the number above the bar code). You may alter your personal password.

MLF students also have access to the MLF WebLearn site, which has been set up separately to the Law Faculty intranet so that tutors from both the Saïd Business School and the Law Faculty can access it and add materials. The home page of this site includes links to all of the MLF courses, including the law electives that MLF students can take, and will direct you to the relevant intranet page for the course, whether this is housed on the Law Intranet (in which case you may need to also login to the faculty intranet, as detailed above) or on another WebLearn page.

4.5 IT Support in the Faculty

Contact our Teaching and Learning Officer, Sandra Meredith (271499, sandra.meredith@law.ox.ac.uk) for help with general orientation to online services, one-to-one help with using legal and journal databases and research resources such as EndNote,

NVivo, and basic computer applications, and for information about using WebLearn (see 4.7).

Bento de Sousa (281269, bento.sousa@law.ox.ac.uk), our IT Support and Database Officer, can give advice on file storage and back-ups, and may be able to offer limited help to graduate students having problems with their laptops or connecting to the network.

Catherine Donaldson or Steve Allen (281618, web.support@law.ox.ac.uk), the Faculty's web officers, can give you help with using the on-line editing system to register for your law elective courses, or on the Research Students Directory or the teaching and research registers.

If your University card does not work in the swipe card machines at doors in the St Cross Building, email system.support@law.ox.ac.uk.

4.6 Oxford University Computing Services

Oxford University Computing Services (OUCS) provide the main University IT services; <http://www.oucs.ox.ac.uk/>. The IT Help Centre at OUCS gives support in using these services by email and phone. PCs and Macs with a wide range of software, printers, and scanners are available at the OUCS building for general use. OUCS also provides numerous courses in all manner of computing, from 'computing for the terrified', and training and testing for the European Computer Driving Licence to web publishing, using Photoshop and programming. Their courses in using Word are invaluable for thesis writers and their computer maintenance contracts are very competitively priced. The OUCS shop sells a limited range of computers, site-licensed software, USB keys, CDs, cables etc. For a general overview of services offered by OUCS go to <http://welcometoit.ox.ac.uk>. OUCS is at 13 Banbury Road, phone 273200, fax 273275 or email help@oucs.ox.ac.uk.

4.7 WebLearn and File Back-up

WebLearn, the University's Virtual Learning Environment (www.weblearn.ox.ac.uk), is one of the services offered by OUCS. All students automatically have their own password-protected 'My WebLearn' site to which you can upload documents, provide access to other Oxford students, have threaded discussions etc. If 'My WebLearn' does not meet your needs, ask Sandra Meredith for a WebLearn site in the Faculty WebLearn area.

Keeping back-up copies of your work is crucial. In addition to Weblearn, many colleges provide file storage and back-up on their servers. The OUCS also provides file back-ups on the Hierarchical File Server (HFS), which can only be used when you are on the University network. For more information see www.oucs.ox.ac.uk/hfs.

5. University Resources

The University has a vast array of resources for its students. Here is a list of some of them.

The Oxford University website	Main source of information about the University	www.ox.ac.uk
Oxford Examination Papers Online	Includes past BCL and MJur papers.	http://oxam.ox.ac.uk/pls/oxam/keyword

The University Club	Social, sporting and hospitality facilities	www.club.ox.ac.uk
The Oxford University Student Union	Central student union for all Oxford students	www.ousu.org
The Oxford University Law Society	Invites speakers, arranges moots and social activities	www.oxfordlawsoc.com
The Oxford Union	Debating and discussion society	www.oxford-union.org
The Language Centre	Library and language courses	www.lang.ox.ac.uk
The Newcomer's Club	Resource for partners of University members	www.wolfson.ox.ac.uk/clubs/newcomers
University Sports Centre	Central focus for University sport	http://www.sport.ox.ac.uk/
Oxford University Gazette	Official journal of the University	www.ox.ac.uk/gazette/
Careers Service	Information and guidance to students and graduates	www.careers.ox.ac.uk
Oxford University Society	The University's official alumni organisation	www.alumni.ox.ac.uk

6. Law Graduate Students' Representatives and Association

Oxford's graduate law students have an association for the purposes of encouraging graduate law students to get to know one another, and co-ordinating academic and social events. The students' association depends on the work of elected student social representatives. Students who would be interested in serving their fellow students in this way are warmly encouraged to stand for these positions in elections that are run at the beginning of Michaelmas Term over the law postgraduate [LPg] email list. The extent of community amongst the graduate law students ultimately depends on the effort each graduate is willing to make.

As well as social representatives, graduate law students also elect student representatives for Law Faculty committees in Michaelmas Term. An MLF representative, a BCL representative, an MJur representative, an MSc/MPhil (Criminology) representative, a first-year research students' representative, and a DPhil representative all attend meetings of the Law Faculty's Graduate Studies Committee, which is both a decision-making body and a forum for the discussion of graduate student issues. Some student representatives also attend other committees, including the Library Committee, the General Purposes Committee, and the Joint Consultative Committee (a committee to provide liaison between the Faculty Board and the graduate and undergraduate students in the Faculty), as well as the Law Board, to which committee decisions go for any final discussion and approval. It is useful for the Law Faculty to hear student perspectives, and student issues are best heard when students participate fully in such processes.

7. The Oxford University Commonwealth Law Journal

The Oxford University Commonwealth Law Journal (OUCLJ) is a project of the Oxford graduate law student body, produced under the aegis of the Oxford Faculty of Law. It is a fully peer-reviewed, student-edited journal, published twice yearly. Its aim is to foster international academic debate and exchange on a wide range of legal topics of interest throughout the Commonwealth. Graduate law students at Oxford have the opportunity to apply to be an Associate Editor of the OUCLJ (and subsequently to be an Editor). Associate Editors will have the unique opportunity to shape the content and future of the journal on behalf of the graduate student body, while also gaining invaluable publishing and editorial experience, and contact with legal scholars around the world. Student subscriptions to the OUCLJ are available at a reduced price. More information can be obtained from the OUCLJ website, www.law.ox.ac.uk/ouclj, or contact the editors at ouclj@law.ox.ac.uk.

8. Funding Opportunities

Information about funding opportunities for graduate students may be found in the University's Graduate Prospectus at www.admin.ox.ac.uk/gsp/finance/home.shtml#law and www.admin.ox.ac.uk/gsp/finance/more.shtml.

The Law Faculty has made awards totaling over £115,000 to postgraduate students for 2010-2011. Information on how to apply is available on the Law Faculty website (see <http://denning.law.ox.ac.uk/postgraduate.scholarships.shtml>).

9. Research Ethics

The University requires that staff or students who, in their role as members of the University, are conducting research that involves the participation of people who are not part of the research team should have their projects subjected to ethical review. This requirement covers not only research that is medical or psychological in nature, but also those that involve interviews-based research or the collection of personal data. The requirement is that approval should be granted on behalf of the appropriate review committee (in the case of members and students of the Law Faculty, this is the Social Sciences & Humanities Inter-Divisional Research Ethics Committee) prior to the commencement of the research project.

The University's requirements for ethical review are detailed at <http://www.admin.ox.ac.uk/curec/>, and guidance, application forms, and submission details can be found here. Advice on the process (including guidance as to whether your project falls under the requirement for ethical review, if you are unsure) can be sought from Dr Chris Ballinger in the Social Sciences Division (Chris.ballinger@socsci.ox.ac.uk). Review can take up to two months from the point of submission, and you are therefore advised to seek guidance at the earliest opportunity, to avoid any delay.

10. Support for Students with Disabilities

The University and colleges can offer support to students with disabilities in a number of ways. These are summarised in the University's Disability Equality Duty, which is reproduced at the end of this Handbook. The Law Faculty itself has two Disability Contacts (contact Ms. Gascoigne in the first instance):

Ms Emma Gascoigne – Personnel Officer
Law Faculty

Prof. Timothy Endicott – Dean of the Law
Faculty

St Cross Building
 St Cross Road
 Oxford OX1 3UL
 Tel No: 01865 281622
 Fax No: 01865 271493
 Email: emma.gascoigne@law.ox.ac.uk

St Cross Building
 St Cross Road
 Oxford OX1 3UL
 Tel No: 01865 281050
 Fax No: 01865 271493
 Email: timothy.endicott@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, and 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 SENDA (Special Educational Needs and Disability Act 2001). For further information about disability provision, please refer to the appendices entitled Disability Equality Duty and Disability Support.

11. Alumni Relations

All law students at Oxford are members of both a college and the University and therefore they have shared allegiances. Undergraduate alumni are inclined towards contacting their colleges for most alumni matters yet increasingly become involved with Law Faculty offerings, such as Oxford Law Alumni Lectures for professional interaction and networking. Because the Law Faculty organises and provides all graduate supervision and runs the postgraduate taught courses, graduate students tend to have stronger ties with the Faculty.

The Law Faculty is eager to maintain contact with all law alumni, including those who go on to practice law from other Oxford faculties. To encourage this, the Faculty will continue to offer a selection of alumni events, both social and professional, which historically have taken place in the UK, America, India, China, and Australia with plans of taking these events further afield in the years ahead.

Annually the Faculty sends out Oxford Law News to those Oxford alumni practising or teaching law. Termly electronic updates are planned from 2010. To ensure that you are on our mailing list or to enquire how you might help organise some of these alumni events, please contact: Maureen O'Neill, Director of Development, Faculty of Law, St Cross Building, or by email at maureen.oneill@law.ox.ac.uk. Should you know of any Oxford Alumni who are not in contact with us but would like to be, please pass their contact details to Maureen O'Neill.

Email forwarding for those graduates who would like the @law.oxon.org email address is now available to assist with keeping in touch with other Oxford alumni and to allow for a single email extension for announcing future events. If you are interested in email forwarding, we encourage you to register your details before you leave.

12. Careers

The Oxford University Careers Service, 56 Banbury Road, maintains comprehensive information on almost every career and notifies details of vacancies through its Careerconnect website, for those registered with it. For more information see www.careers.ox.ac.uk/.

Some events that might be of particular interest to MLF students will be listed on the careers section of the MLF WebLearn page. Information about additional events of interest, including those hosted at the Saïd Business School, will be listed on the Careerconnect site.

Graduate students who have academic careers in mind may be able to obtain information about suitable vacancies from their tutors and supervisors. Academic posts are advertised in The Times Higher Education Supplement and in some other national newspapers.

B The MLF

1. The Aims of the MLF

The MLF degree programme aims to:

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

Note: Details of how these aims are pursued are in the programme specifications available at: <http://www.law.ox.ac.uk/publications/handbooks.php>.

2. Teaching Arrangements

Teaching for the MLF is provided by means of seminars for the core MLF courses, with the possibility of lectures as well, and by means of seminars, tutorials and lectures for the MLF law options.

Seminars: Seminars are organised at Faculty level and are open to all students taking the MLF course. Many MLF seminars are convened jointly by two or three members of the relevant subject group. Some MLF seminars have a tradition of attracting senior academic visitors and research students in addition to MLF students. Some attract postgraduate students from other faculties (e.g. politics, philosophy). Some are also taken by BCL and MJur students sharing the same course. Such intellectual and international cross-pollinations are welcomed and encouraged by many subject groups. In some courses there is one core seminar series closely corresponding to the syllabus; in others the syllabus is covered by a selection of different seminar series from which the students take their pick according to interest and intended intellectual emphasis. Every MLF seminar series is accompanied by published reading lists that are used by students in preparing for the seminars and in organising their study. Many students use the seminar reading lists as the starting points for their own self-prescribed research and reading, rather than regarding the listed materials as sufficient for real mastery of the subject. The listed materials in each course represent the level and range of materials which the examiners are entitled to expect the students to have mastered.

At a seminar – typically one-and-a-half to two hours long – the topic will be introduced by one of the conveners, or one of the students, or sometimes an invited speaker. There will then ensue detailed and intense questioning and argument involving, so far as possible, the whole group. Depending on the MLF course, seminars range in size from a handful to upwards of 30 participants. Conveners allow seminars to develop in a more orchestrated or

spontaneous way depending on the size of the group and the nature of the material or ideas under discussion.

Tutorials: In Oxford, a tutorial is a meeting lasting at least one hour, and often 90 minutes, at which a single member of the subject group meets with between one and five students. The tutorial system is the second major teaching/learning component of the MLF law electives. In view of the extensive diet of seminars, MLF tutorials do not generally provide full coverage of the course; instead, the two methods of course delivery complement one another – the tutorial demanding in-depth scrutiny of a particular aspect or aspects of a field of law that have been covered in more general terms through a seminar. Students are usually invited to nominate around four topics for tutorial discussion, typically using the seminar reading lists as the basis of preparation. Each selected tutorial topic is also typically associated with an essay question or a legal problem question (or a choice of such questions) suggested by the tutor, which might be drawn from a past examination paper or specially devised. Students will normally write an essay or problem answer for each tutorial, which is then used as the basis for tutorial discussion. Often, although not always, tutorials are provided at or near the end of the seminar provision for the year so as to allow for consolidation and revision. **Please note that tutorials are an absolutely crucial part of the course and you are expected both to ensure that you are free to attend them at the times agreed with your tutors and to submit written work for the tutorials as required by your tutors.**

Lectures: Lectures are typically less central to the learning experience of MLF students than that of their undergraduate counterparts, but may feature for some of the law options that MLF students opt to study, especially in those options in which there is a great deal of new legal information to master. MLF students are also welcome to attend undergraduate lectures to update and refresh their basic knowledge in subject areas in which they are now working at a more advanced level. Some MLF students may also attend lectures in other faculties to assist with their grasp of neighbouring academic disciplines.

The number and mix of seminars, tutorials, and lectures varies from option to option, but in most cases, students can expect that any given option will involve something in the region of eight to sixteen seminars and/or lectures and four to six tutorials. There are one or two exceptions but in these cases, a balance will be struck between seminars and tutorials (e.g. an option involving more tutorials will involve less seminars).

Timetabling information for the various lectures and seminars (but not tutorials) offered by the Faculty can be found in the termly lecture list, available through your college or on the Faculty website (please note that timings vary from term to term – for example a seminar series that runs on Thursdays in Michaelmas Term may run on Tuesdays in Hilary Term).

Information about the subjects available in the MLF is given in section 7 below.

The Faculty welcomes student feedback on lectures and seminars. Questionnaires will be issued during one week each term (and at least some of these will be online via WebLearn) in the hope that students will comment anonymously on each lecture/seminar attended. In addition, at the end of the year the Faculty invites MLF students to complete an anonymous questionnaire about their experience of their degree programme as a whole.

3. Assessment for MLF

The standard in the MLF is higher than that required in a first degree in Law. Students are expected to analyse material critically and to consider it from different perspectives. Attention is given particularly to policy issues, and you are encouraged to make your own contribution to the debate.

The formal assessment of most MLF courses is by written examinations, each held at the end of the term in which the respective course is completed (e.g. Finance I and the First Principles of Financial Economics are taught in Michaelmas term, and therefore examined at the end of Michaelmas term). The finance paper examinations are typically one or two hours' duration, and may have separate sections to the paper that require shorter/longer, or numerical/written answers. The law option exams are typically of three hours' duration and require answers to three or four questions chosen from a range of about eight to ten.

Attempting fewer than the required number of questions (or otherwise failing to follow the 'rubric' at the top of the examination paper) is penalised. Examinations are unseen, and you are not allowed to take books or notes into the examination room. However, in many of the law option examinations you will be provided with copies of statutory and other official material relevant to the subject; details of this are notified to you in advance. You will normally be required to hand-write your examination answers, so you must take care that your handwriting is legible. If an examiner is unable to read what you have written, you may be required to have your script typed out, at your own expense.

If you think your performance in an examination will be or has been affected by factors such as illness, there are procedures for feeding this into the examination process, where it will, under appropriate circumstances, be taken into account. You should consult your tutor.

As well as sitting an exam for each course, MLF students must also submit two assessed essays, one for the First Principles of Financial Regulation course, which is due in at the end of Michaelmas Term, and the other for the Law and Economics of Corporate Transactions course, which is due in just before the start of Trinity Term. Students must also submit electronically three pieces of in-course work, referred to as Practical Work, for Finance I and Finance II, and will be required to successfully complete two pieces of group work for the Law and Economics of Corporate Transactions course.

You will also be subject to assessment of a less formal character. Some seminar series offer students the opportunity to present their own papers. All law option courses on the MLF have a tutorial component (typically four tutorials). Tutorials are in groups of up to five students, but may often involve pairs or threes. They give you the opportunity to ask detailed questions, write essays, and receive feedback from your tutor. You should also have the opportunity - although as graduate students you are generally not required - to sit practice examinations if you want to. Please consult your tutor on this. Performance in tutorials, essays and practice examinations will be recorded by each tutor in a report to your college, which may of course be used in the writing of recommendations etc. A very bad report might also be the basis for a college to invoke its academic disciplinary procedures. College reports are not, however, part of the degree classification process. The classification of the degree depends entirely on the official assessments, of which you will be notified in the MLF Examination Edict at the start of the year.

The assessment of each of your formal examination papers begins, obviously, with a grading of each of your answers. The examiners' approach to grading your answers is described below. Once they have graded your individual answers, they produce a grading for each of your examination papers. This will very often be an average of the grades awarded for the individual answers, though the examiners may depart from this average if for some reason it does not appear appropriately to reflect the true quality of your paper. Then they will take the grades awarded for each of your examinations and deduce from these which of the possible degree classifications you should be awarded (distinction, pass, fail). Their approach to this task, known as the "Examiners' Conventions", is also explained below.

These are the standards used in assessment of MLF examination answers:

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

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

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

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

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

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

Scripts are marked on the University scale from 1 to 100. In practice a mark above 75 is very rarely seen, and a mark of 80 would indicate an utterly exceptional script. In the MLF marks of 70 and above are Distinction marks and marks of 50-69 are pass marks. Marks of 49 or below are fail marks.

N.B. A mark lower than 50 but greater than 40 may be compensated by very good performance elsewhere, and in these circumstances the MLF Exam Board has a discretion to

award the degree despite the mark that fell below 50 (please refer to the MLF Examination Edict for full details). A mark of 40 or below is not susceptible of compensation.

The **Examiners' Conventions** that will be used to work out whether your overall performance adds up to a distinction, a pass, or a fail, are as follows:

Distinction

MLF students will be awarded a Distinction if they:

1. secure marks of 70 per cent or above in either:

The *Law and Economics of Corporate Transactions* course **and** one law elective **and** one finance course.

OR

Two law electives **and** one finance course.

AND

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

Pass

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

Fail

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

N.B. A mark lower than 50 but greater than 40 may be compensated by very good performance elsewhere, and in these circumstances the MLF Exam Board has a discretion to award the degree despite the mark that fell below 50 (please refer to the MLF Examination Edict for full details). A mark of 40 or below is not susceptible of compensation.

For the purposes of the Examiner's Conventions:

- "finance course" comprise Finance I, Finance II, and the First Principles of Financial Economics.
- the dissertation counts as one of the law elective papers.
- where course assessment components are assessed on a pass/fail basis only (i.e. the group work assessments in the *Law and Economics of Corporate Transactions* course), "satisfactory completion" requires candidates to pass at least 50 per cent of the assessments set.

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

merely because the marks very narrowly fail to satisfy the convention or against a candidate merely because they only very narrowly succeed in satisfying the convention.

4. Plagiarism

The work that you present for your examination (this includes practical work, assignments, assessed essays, projects, dissertations and examination papers) must be your own work and not the work of another individual. You should not quote or closely paraphrase passages from any source (including books, articles, webpages, lecture or seminar papers or presentations, or another student's work), without acknowledging and referencing that source. If you do present someone else's work as your own work, you are committing plagiarism. That is cheating and the Faculty and the University treat any alleged offence of plagiarism very seriously.

If you are unsure how to reference your work properly, and would like further advice, you should contact your Tutor or Supervisor, or the DGST. Please also see <http://www.admin.ox.ac.uk/epsc/plagiarism/infograds.shtml> for more information (including an online tutorial) on plagiarism that has been developed by the University's Education Standards and Policy Committee.

These are some particular areas of risk:

Getting ideas from other students' work.

Students sometimes "borrow" work from other students. 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 and other similar sources

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) 46 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:

1. 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.)

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

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

Non-Plagiarised:

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

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

Textbooks and Cases

A particular challenge for law students is how to use 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 three ways, and then set out those three 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

¹ S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 46 Cambridge Law Journal, 449, 455

² S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 46 Cambridge Law Journal, 449, 455

the principle into those three 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 three 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.

5. Residence

The three University "full" terms, called Michaelmas, Hilary and Trinity, last eight weeks each. But terms simply set the periods during which formal instruction by way of lectures and seminars and most tutorials are given. The University functions throughout the year: you will need to work in vacation as well as in term time (obviously allowing for reasonable breaks) and you should not in any way feel inhibited from making contact with your supervisor, college tutor or other member of the Faculty out of term.

The official requirements for residence are however measured by terms. Residence for a term means that you must have been in Oxford for 42 nights, not necessarily consecutive, during that term. (For this purpose the "term" is longer than the eight-week full term: the relevant dates are given in the Examination Decrees, the University diary, and various other places.) Your college will be called on to certify this before you can obtain your degree.

6. DPhil status after the MLF

Students who complete the MLF may then continue to DPhil/Probationer Research Status. You would be admitted as a Probationer Research Student in the first instance before transferring to DPhil status (as described in Section B 2.8 of the Handbook for Graduate Students 2010 - 2011, see <http://www.law.ox.ac.uk/publications/handbooks.php>). In both cases, admission will be conditional on the quality of your research proposal, availability of supervision, and any other academic conditions imposed by the relevant subject group – this will normally mean attaining a particular average in the MLF examinations (the figure in question will vary between subject groups and candidates).

6.1 How to apply for admission to the DPhil/PRS status

Providing there is no break in your study and you apply to be admitted the academic year directly following that in which you took the MLF, you may apply using the readmissions forms available from the Student Self Service system (<https://www.studentsystem.ox.ac.uk>). These will be pre-populated with details that the University currently has on record for you, such as your personal details and your previous qualifications, but you will need to enter details of the programme you intend to study and any changes to the data we hold in your record. Apart from the OSS form, those going on to PRS status will be required to submit a research proposal. The proposal should be no longer than 500 words and should have a working title and a short synopsis and, unless it is self-evident, should indicate the areas or subject matter the proposed dissertation will cover. Applications should be submitted by 21 January 2011.

7. Courses in the MLF

7.1 The Core Courses

Below is a list of the core courses that all MLF students are required to study:

First Principles of Financial Economics

Finance I

Finance I

Law and Economics of Corporate Transactions

7.2 The Law Elective Courses

Below is a list of the elective law courses which are currently recognised as available to be taken on the MLF:

Comparative and European Corporate Law

Competition Law

Conflict of Laws

Corporate and Business Taxation (not available for the 2010-2011 programme)

Corporate Insolvency Law

Corporate Finance Law

European Business Regulation

International Intellectual Property Rights

International Economic Law

Principles of Financial Regulation

Transnational Commercial Law

Regulation (not available for the 2010-2011 programme)

Any amendment to the above list of courses will be posted in the Law Faculty Office by the Monday of week minus 1 of the first term (generally late September) (in the case of new subjects, announcement will be made in the Oxford University Gazette by the same date).

You register for your choice of law elective courses using the Faculty's online registration system. Registration is during Week Nought (i.e. week commencing Sunday 3 October 2010). It is possible to change courses later (any time up to the end of Week Four, i.e. week commencing Sunday 31 October 2010, when you submit your examination entry form through your college) but changing your course choice after Week One will incur the risk of additional timetable clashes in Hilary Term or Trinity Term, as well as the risk of a less satisfactory examination timetable.

7.3 Optional Dissertation in the MLF

An MLF student can offer a law dissertation, in lieu of one law elective.

- The dissertation must be written in English
- It must not exceed 12,500 words, which includes notes, but which does not include tables of cases or other legal sources.
- The subject must be approved by the law Graduate Studies Committee.

The Committee will take account of the subject matter and the availability of appropriate supervision. Candidates must submit the proposed title and description of the dissertation in not more than 500 words, not later than Monday, Week Minus Two of Michaelmas Term

(i.e. 20 September 2010) to the Academic Administrator, Paul Burns, and to the MLF Course Administrator, Kate Blanshard.

You should be aware that the demand for supervision for such dissertations may exceed the supply, especially from particular Faculty members, and where this is the case a potential supervisor may elect to supervise only those dissertations which he or she judges most promising. Although in principle the option of offering a dissertation is open to all MLF students, therefore, in practice it is possible that some students who wish to offer a dissertation will be unable to do so, as a suitable supervisor with spare capacity cannot be found.

The dissertation (two copies) must be delivered to the Clerk of the Examination Schools for the attention of the Chairman of the MLF Examiners. It must arrive not later than noon on the Friday of fifth week of the Trinity Full Term (i.e. 3 June 2011) in which the examination is to be taken.

The topic of your dissertation may (and often will) be within the area of one or more of your taught courses, and/or in an area which you have studied previously. But any part of the dissertation which you have previously submitted or intend to submit in connection with any other degree must be excluded from consideration by the MLF Examiners.

Once you have received approval for your dissertation topic at the start of Michaelmas term, the topic may not be changed. This is because supervisors and examiners have already been approached and have agreed to act on the strength of the original proposal. However, it is accepted that, in the light of your work on the dissertation, the title (not the topic) may change. If that happens, you should agree a new title with your supervisor then email both the new title and the old title to Paul Burns (Paul.Burns@law.ox.ac.uk) and ask your supervisor to send an email to Paul Burns indicating that he/she supports the proposed change; please also copy the MLF Course Administrator, Kate Blanshard, in on any correspondence of this sort. Approval for the change will then be sought from the Board of Examiners. Proposed new titles should be communicated to Paul Burns as soon as possible and no later than Friday of Week One of Trinity Term (i.e. 6 May 2011). If your dissertation is submitted with a title different from that approved, the examiners have the right to refuse to examine it.

Please be aware that you must follow the Law Faculty's format for theses in writing your dissertation, which is set out below for your reference.

Format for Theses in the Faculty of Law

1. 'Thesis' here includes not only the writing submitted for the DPhil, MLitt, MPhil, or MSt, but also the essay which is submitted by a Probationer Research Student for a Qualifying Test, and dissertations offered in the examination for the MLF, BCL or MJur. It does not include essays set by way of examination for the MLF, BCL or MJur.
2. Every thesis must include an abstract not exceeding 300 words. The abstract must contain no footnotes. The abstract must appear immediately after the title page. Its format is governed by regulations 7 to 10 below.
3. Every thesis must contain a table of contents. The table of contents must state the titles of the chapters and their principal sub-divisions. The table of contents must be indexed to

the pages where the chapters and first-level sub-headings begin. If required, a table of abbreviations should follow the table of contents.

4. Every thesis which mentions cases and statutes must contain separate tables of cases and statutes. Unless there are very few cases and/or statutes, divide the tables into separate sections for separate jurisdictions. Arrange EC cases in chronological and numerical order. Any other tables should follow, e.g. tables of other primary legal sources (official papers treaties, UN documents, etc), and of tables and/or diagrams provided in the text. The tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned.

5. A bibliography listing secondary sources (articles, books, monographs etc) in alphabetical order must appear at the end of the thesis. It should include all such sources cited in the thesis. It need not be indexed.

6. The order of the thesis should be: title page, abstract, table of contents, table of abbreviations, table of cases, table of statutes, tables of other primary legal sources, table of diagrams and tables, main body of thesis, any appendices, bibliography. An index is not required. If there is one, it must come after the bibliography.

7. All footnotes and appendices are included in the word count. The abstract, the table of contents, the table of cases, the table of statutes, the bibliography, any headers or footers, and any index are not included in the word count.

8. The thesis must be written in English.

9. The thesis must use A4 paper.

10. The thesis must be word-processed using size 12 font on one side of the paper only, with a margin of 32 to 38 mm on the left hand side. Variations of font size may be used for headings, sub-headings, and footnotes.

11. The lines in the main text must be double spaced (8mm).

12. The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.

13. Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than three lines must be presented as a double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.

14. Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.

15. The thesis must comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities: <http://denning.law.ox.ac.uk/published/oscola.shtml>), or another useful standard for citation. You should consult your supervisor if you wish to depart from OSCOLA.

16. The thesis must be bound in a soft or hard cover.

17. Where the thesis is offered as part of an examination which is assessed anonymously, it must not at any point divulge the identity of the candidate or the candidate's college.

18. The word limits for theses:

	minimum	maximum
DPhil	75,000	100,000
MLitt	40,000	50,000
MPhil and MSt	25,000	30,000
QT Part B (for DPhil)	8,000	10,000
QT Part B (for MLitt)	5,000	6,000
BCL or MJur dissertation	10,000	12,500
MLF	10,000	12,500

The Title of the Thesis

The exact title has to be approved, and the thesis must be submitted under the approved title. However, it is relatively easy to obtain permission for a modification. There is a form for seeking this permission. It is available on www.admin.ox.ac.uk/gso/forms. Do not make the title too long. It is the business of your first few pages, not of the title, precisely to define your project and make clear what questions will and will not be addressed. Think of your title as the title of a book.

8. Descriptions of Courses in the MLF

Please note: (i) Teaching in some subjects may not be available every year; (ii) Every effort has been made to ensure that references to statutory materials to be supplied in examinations are correct at the time of going to press, but these are liable to change and definitive information will be provided to candidates by examiners nearer the time of the examinations.

8.1 MLF Core Courses

First Principles of Financial Economics

This class builds the conceptual foundation required for the economic analysis of corporate financial policy, competitive asset markets and the regulation of both corporations and financial markets.

The course's eight lectures will be:

1. Rationality
2. The Coase Theorem
3. Property rights
4. Competitive markets
5. The market for risk
6. Market failures
7. Asymmetries of information
8. Aggregation of information

This course is taught by Dr O Sussman, of the Saïd Business School, and consists of weekly three-hour seminars taught in Michaelmas Term.

Assessment and exams: Students are required to write an assessed essay (worth 40% of the course mark) and to sit a one-hour exam paper (worth 60% of the course mark) at the end of the course. No materials will be available in this exam, and students are not permitted to take their own calculators into the exam. Calculators will be available for you in the exam room for this exam, and the model will be the Sharp EL531WB-WH. The titles for the assessed essay will be available by noon on Friday of Week Eight of Michaelmas Term (i.e. 3 December 2010) and the essays will be due in by noon on Friday of Week Ten of Michaelmas Term (i.e. 17 December 2010).

Finance I

This course lays out the foundations of Finance with a particular emphasis on the financial decisions taken by firms. The course begins by developing a framework for the financial evaluation of investment decisions, before introducing the concept of discounting and the net present value as a tool for investment appraisal.

Students then move on to develop a measure of risk and consider a model that allows the evaluation of risk (the Capital Asset Pricing Model), and are introduced to another important financial decision required of the firm, namely through what source (debt, equity etc.) it should fund its activities. Using insights from the modelling of risk, students will begin to understand how different sources of finance affect the riskiness and therefore the price of financial claims issued by the firm.

The course then shows how the previous models and concepts can be used by firms to evaluate investment proposals and take optimal capital budgeting decisions. Finally, students will consider the tax implications and corporate governance issues related to firms' financial decisions.

This course is taught by Dr J Martinez, of the Saïd Business School, in weekly three-hour seminars taught in Michaelmas Term.

Assessment and exams: Students are required to submit one piece of group Practical Work during the course (worth 20% of the course mark) and to sit one ninety-minute exam paper (worth 80% of the course mark) at the end of the course. No materials will be available in this exam, and students are not permitted to take their own calculators into the exam. Calculators will be available for students in the exam room for this exam, and the model will be the Sharp EL531WB-WH. The Practical Work is due to be submitted through the Saïd Business School's online submission system by 9.00am on Friday of Week Seven (i.e. 26 November 2010).

Finance II

This course builds on and applies concepts covered in Finance I. Students begin by examining why, when and how firms go public; they will focus particularly on why initial public offerings (IPOs) are underpriced and use IPOs to critique the role of the investment bank as intermediary. The course analyses financial options - how and why they are used and how they are valued. Students will examine the different forms of debt deployed to finance and acquire firms, and consider how creditors and other stakeholders fare in a restructuring. The work on options will then be used to understand hybrid instruments such as callable and

convertible bonds. Students study mergers and acquisitions and leveraged buy-outs, and seek to understand whether, and how, they create value. Students analyse some of the business and financial risks assumed by firms and the ways these can be managed, and consider how financial markets create frictional costs - the costs of trading - often ignored in finance theory. In studying these topics student will deepen their understanding of key concepts such as asymmetric information, bargaining theory and market efficiency, and explore the explanatory power (and limitations) of rational, behavioural, or indeed any textbook approaches to finance.

This course is taught by Dr H Jones, of the Saïd Business School, in weekly three-hour seminars taught in Hilary Term

Assessment and exams: Students are required to submit two pieces of individual Practical Work during the course (each worth 20% of the course mark) and to sit one two-hour exam paper (worth 60% of the course mark) at the end of the course. No materials will be available in this exam, and students are not permitted to take their own calculators into the exam. Calculators will not be available for you in this exam; any computations involved will not require a calculator. The Practical Work will be submitted through the Saïd Business School's online submission system, and the deadline for the two submissions will be confirmed in Michaelmas Term, before the Finance II course starts.

Law and Economics of Corporate Transactions (LECT)

This course, which runs during the Hilary and Trinity Terms, gives students a toolkit for structuring common corporate transactions. It acts as the fulcrum for the MLF programme as a whole.

The course begins with sessions on the economic theory of contracting: the nature of the agency, hold-up costs, and other strategic behaviour to be expected in a contracting relationship.

Students will then consider seven practical applications to well-known corporate transactions. Analysing these will require students to draw not only on the theoretical material considered in the first part of this course but also on the finance courses. At the same time, students will need to consider legal issues raised by the transactions, for which the elective law courses will provide important insights.

In each case, an overview of the relevant legal background will be introduced in class, and students will then be given document packs based on real transactions to work on in a group before presenting their work to the class and faculty members from the disciplines of law, finance and economics. Practitioners from the leading law firms who completed the transactions under review will then talk to students about the case studies, giving their views and explaining what happened in the real scenario. These case study applications will encourage students to think about the analytic techniques they have gained from both the legal and financial MLF courses, as part of a single integrated toolkit that they can draw upon.

The teaching group for this course comprises Mr D Awrey, Professor J Armour and Professor P Davies. Teaching consists of a combination of lectures and seminars. Guest lectures by visiting practitioners will be given in Trinity Term.

Assessments and exams: Students are required to submit an assessed essay (worth 40% of the course mark) part way through the course, successfully complete two group assignments in Trinity Term (marked as pass or fail), and sit a two-hour exam paper at the end of Trinity Term (worth 60% of the course mark). Titles for the assessed essay will be available on the morning of Friday of Week Eight of Hilary Term (i.e. 11 March 2011) and must be submitted by noon on Friday of Week Nought of Trinity Term (i.e. 29 April 2011). There will be no materials available for candidates to refer to in the exam.

8.2 MLF Law Elective Courses

Comparative and European Corporate Law (CECL)

The course consists of a comparative study of major areas of the company laws of the UK, continental Europe (in particular, Germany) and the United States as well as an assessment of the work done by the European Union in the field of company law.

The three areas or jurisdictions selected for comparative study have, collectively, had a very significant impact on the development of company law throughout the world. An understanding of these thus assists students in understanding both the content of, and influences upon, many others. The approach taken is both functional and comparative, looking at a series of core problems with which any system of corporate law must deal, and analysing, from a functional perspective, the solutions adopted by the systems in question. The course seeks to situate these solutions in the underlying concepts and assumptions of the chosen systems, as these often provide an explanation for divergences. To this end, the course begins with a contextual overview of 'systems' of corporate governance, which material is then applied in the following seminars on more substantive topics. Such a comparative study is intended to enable students to see their own system of company law in a new and more meaningful light, and to be able to form new views about its future development. Finally, a study of the ways in which the European Union is developing company law within its boundaries is also important, not only as illustrating, by a review of the harmonisation programme, the benefits to be derived from a comparative study in practice, but also because it shows new ways in which corporate vehicles can be developed to meet particular policy objectives.

The course assumes students have knowledge of the basic structure of corporate laws, such as would be gained from an undergraduate course (regardless of jurisdiction). MJur students who have previously studied company law in another jurisdiction may find it helpful to take Company Law at the same time.

The teaching group comprises Professor J Armour, Dr WG Ringe and Ms J Payne. Teaching consists of a combination of lectures, seminars, and tutorials. Guest lectures by visiting academics may also be given at various points.

Materials available in exam: Details to be advised. Materials supplied last year are listed on the front of the examination paper (see www.oxam.ox.ac.uk).

Competition Law

The objective of the course is to provide students with an understanding of this area of law, together with the ability to subject it to critical legal and economic analysis. The course aims to cover the main substantive laws relating to competition within the EC, including the

control of monopoly and oligopoly; merger control; anti-competitive agreements; and other anti-competitive practices.

The emphasis is placed predominantly on EC competition law to reflect the importance it assumes in practice. UK competition law is also taught in detail, both because of its value in providing a comparative study of two systems of competition law and because of its importance to the UK practitioner. The antitrust laws of the USA and competition laws of other jurisdictions are also referred to by way of comparison.

Seminars: Competition law is taught in seminars by Dr Ariel Ezrachi, Slaughter and May University Lecturer in Competition Law, and Mr Aidan Robertson, visiting lecturer and barrister, Brick Court Chambers.

Tutorials: In addition to the seminars, a course of four tutorials will be given in the Hilary and Trinity terms. Tutorial arrangements will be made in due course. All students taking tutorials will be asked to submit written work before they attend tutorials.

Visiting speakers: There is a programme of visiting speakers details of which are found on the CCLP website.

Teaching Conventions: The teaching of this subject is based on the assumption that the matters listed below are included in the syllabus: (i) European Union law under Articles 81-86 Treaty of Rome, and Regulation 139/2004 EC (the EC Merger Regulation); (ii) United Kingdom competition legislation set out in the Competition Act 1998 and the Enterprise Act 2002 together with associated subsidiary legislation. Knowledge is also required of the common law doctrine of restraint of trade, though not as it applies to employment contracts; (iii) The practice and procedure of governmental institutions in the application of competition law; (iv) The general principles of economics relating to competition law. Detailed knowledge is not required of specific UK statutes, applying competition policy in specific industries, including the Financial Services, Telecommunications, Water, Gas, Electric and Rail industries.

Materials available in exam: Details to be advised. Materials supplied last year are listed on the front of last year's examination paper (see www.oxam.ox.ac.uk)

For The University of Oxford Centre for Competition Law and Policy see: www.competition-law.ox.ac.uk.

Conflict of Laws

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

done to impede proceedings which are underway in a foreign court but which really should not be there at all. The final third of the course is concerned with the recognition and enforcement of foreign judgments, to determinate what effect, if any, these have in the English legal order.

The syllabus as studied in Oxford has to omit some subject areas which are properly part of the conflict of laws. Accordingly, candidates will not be required to show knowledge of (i) state and diplomatic immunities, (ii) jurisdiction in admiralty actions in rem; (iii) family law and the law of persons including the effect of marriage on property rights; (iv) succession to property and the administration of estates; (v) negotiable instruments; (vi) choice of law in respect of immovable property; (vii) foreign arbitral awards. However, they may be required to show outline knowledge of the choice of law rules relating to marriage and the law of persons as is necessary to understand, analyse and explain the doctrines of characterisation, renvoi, and the incidental question.

In England, the subject has an increasingly European dimension, not only in relation to the jurisdiction of courts and the recognition and enforcement of judgements but also for choice of law as it applies to contractual and non-contractual obligations. The purpose of the course is to examine the areas studied by reference to case law and statute, and to aim at acquiring an understanding of the rules, their operation and inter-relationship, as would be necessary to deal with a problem arising in international commercial litigation.

The teaching is principally in the hands of Adrian Briggs and Edwin Peel, with assistance from other members of the Faculty. In principle the course is covered by lectures; a set of seminars which take the form of problem classes; and by a diet of tutorials.

Materials available in exam: Details to be advised. Materials supplied last year are listed on the front of last year's examination paper (see www.oxam.ox.ac.uk).

Corporate Finance Law

The limited company is a hugely popular business vehicle, and the primary reason for this is its ability to act as a successful vehicle for raising business finance and diversifying financial risk. All companies need to raise money in order to function successfully. It is these "money matters" which are at the heart of corporate law, and an understanding of the ways in which companies can raise money, and the manner in which their money-raising activities are regulated, is central to an understanding of how companies function. The aims of the course are (a) to explain the complex statutory provisions governing the issue and marketing of corporate securities, against the background of business transactions; (b) to explore the fundamental legal propositions around which corporate finance transactions are usually organised and (c) to examine the means by which money is raised by borrowing and quasi-debt and different methods of securing debt obligations. Technical issues will therefore be placed in their economic and business context. There is a strong emphasis on the policy issues underlying the legal rules. The course focuses on the forms of corporate finance and on the structure and regulation of capital markets. The course also examines the attributes of the main types of securities issued by companies and the legal doctrines which are designed to resolve the conflicts of interests between shareholders and creditors. Consideration is given to the EU directives affecting the financial markets, especially the manner in which they have been implemented into English law. Many of the issues arising are of international importance and the course examines the harmonisation of these matters within the EU.

This course will be of interest to any student wishing to develop a knowledge of corporate law, as well as to those who are corporate finance specialists. No prior knowledge of the subject is required, nor is it necessary to have studied company law, though this will be of significant advantage. Those with no knowledge of company law will need to do some additional background reading prior to the start of seminars, and advice can be given on this issue. MJur students are welcome, especially if they have prior knowledge of corporate finance in their own jurisdictions, but they must be prepared to engage with the case law and with UK statutes where appropriate.

The teaching group comprises Ms J Payne, Ms L Gullifer, Professor John Armour and Mr John Vella. The teaching consists of lectures, seminars and tutorials in Michaelmas and Hilary terms. The tutorials will be arranged in the seminars. Corporate finance practitioners will also give guest lectures throughout the year.

The main areas studied are: 1. Equity financing including the legal nature of shares, minimum capital requirements, payment for shares, raising additional capital, dividends, reductions of capital, financial assistance, gearing issues, and reform options in these areas. 2. Public Distributions including choice of market issues, the role of institutional investors, the structure and regulation of public offers and listing, enforcement of the listing rules and civil liability for defective prospectuses, and a discussion of the role of law in the development of a securities market. 3. Interests in Securities. 4. The Regulation of Financial Services and Investor Protection including disclosure issues, Insider dealing and Market Abuse. 5. Takeovers including the regulation of takeovers, the duties of the target board, equality of treatment of shareholders and the rationales for takeovers. 6. Legal issues arising in relation to secured and unsecured debt, including analysis of the different forms of security, issues relating to set-off, assignment, priority between different creditors, re-characterisation issues. 7. Policy issues underlying the rules on secured lending, and consideration of proposals for reform.

Materials available in exam: Butterworth's Company Law Handbook (2008). Materials supplied last year are listed on the front of last year's examination paper (see www.oxam.ox.ac.uk).

Corporate Insolvency Law

Corporate insolvency gives rise to a number of fascinating and complex questions. Which assets can be claimed by the company's creditors? What should be done with them? How should the proceeds raised be distributed amongst the creditors? How should those responsible for the company's losses be dealt with? In addition, many interesting questions from other areas of law (particularly property law) come to be raised and explored in the context of insolvency. The course seeks to develop an understanding of the ways these issues are resolved by the current law. Students will also be expected to analyse and evaluate the law, and consideration will be paid to the business context in which insolvency disputes arise.

The course begins with an overview of the functions of insolvency procedures. It then examines, in the context of winding-up, the relationship between insolvency law and the general law of property and obligation, and the extent to which insolvency law interferes with rights accrued under the general law, and examines the rationality of the legal principles underlying the rules relating to the treatment of claims and the distribution of

assets in winding up. The course then turns to consider procedures that are capable of securing the continuation of viable businesses, often referred to as "corporate rescue". The most significant of these is the administration procedure, but administrative receivership, which it is gradually replacing, is also still of practical importance. They raise interesting and complex questions about the allocation of decision-making power, and the mechanisms for ensuring the accountability of decision-makers. Company law also has a role to play in relation to insolvent companies, raising in particular such questions as the liability of a parent for the debts of its subsidiary and the responsibilities of directors under general law and under insolvency legislation.

No prior knowledge of the subject is required, nor is it necessary to have studied company law, though this is of some advantage.

The teaching group comprises Professor J Armour, Ms L Gullifer, Ms J Payne, and Professor D Prentice. The teaching consists of a combination of lectures and seminars. Guest lectures by visiting academics and practitioners may also be given at various points. Revision tutorials will be arranged in the seminars.

Materials available in exam: Butterworths Company Law Handbook (latest edition) . Materials supplied last year are listed on the front of last year's examination paper (see www.oxam.ox.ac.uk).

Dissertation

An MLF student can offer a dissertation, in lieu of one law elective.

- The dissertation must be written in English
- It must not exceed 12,500 words which includes notes, but which does not include tables of cases or other legal sources.
- The subject must be approved by the Graduate Studies Committee.

The Committee will take account of the subject matter and the availability of appropriate supervision in deciding whether to permit an MLF student to offer a dissertation. Candidates must submit the proposed title and description of the dissertation in not more than 500 words, not later than Monday, Week Minus Two of Michaelmas Term (i.e. 20 September 2010) to the Academic Administrator, Paul Burns, and to the MLF Course Administrator, Kate Blanshard.

You should be aware that the demand for supervision for such dissertations may exceed the supply, especially from particular Faculty members, and where this is the case a potential supervisor may elect to supervise only those dissertations which he or she judges most promising. Although in principle the option of offering a dissertation is open to all MLF students, therefore, in practice it is possible that some students who wish to offer a dissertation will be unable to do so, as a suitable supervisor with spare capacity cannot be found.

The dissertation (two copies) must be delivered to the Clerk of the Examination Schools for the attention of the Chairman of the MLF Examiners. It must arrive not later than noon on the Friday of Week Five of the Trinity Full Term in which the examination is to be taken.

The topic of your dissertation may (and often will) be within the area of one or more of your taught courses, and/or in an area which you have studied previously. But any part of the

dissertation which you have previously submitted or intend to submit in connection with any other degree must be excluded from consideration by the MLF Examiners.

Once you have received approval for your dissertation topic at the start of Michaelmas term, the topic may not be changed. This is because supervisors and examiners have already been approached and have agreed to act on the strength of the original proposal. However, it is accepted that, in the light of your work on the dissertation, the title (not the topic) may change. If that happens, you should agree a new title with your supervisor then email both the new title and the old title to Paul Burns (Paul.Burns@law.ox.ac.uk) and ask your supervisor to send an email indicating that he/she supports the proposed change. Approval for the change will then be sought from the Board of examiners. Proposed new titles should be communicated to Mr Burns as soon as possible and no later than Friday of Week One of Trinity Term. If your dissertation is submitted with a title different from that approved, the examiners have the right to refuse to examine it.

Please be aware that you must follow the Law Faculty's format for theses in writing your dissertation. Please refer to paragraph 7.3 for further information.

European Business Regulation

This course examines the legal basis of the "level playing field" of the internal market of the European Union, covering the law of free movement across borders (goods, establishment and services), as well as competence to regulate the internal market, with special reference to the function of harmonisation of laws. Some or all of the selected topics in public procurement, consumer law, company law, state aids and energy law will be addressed. The principal course objective is to enable students to acquire knowledge and understanding of the law in relation to the above subject matter, and to be able to discuss critically at an advanced level the legal and policy issues arising therefrom – including in particular the relationship between the judicial and the legislative contributions to the making of the EU's internal market.

The normal pattern of teaching involves seminars and lectures in Michaelmas and Hilary Terms, and tutorials in Trinity Term. The teaching group includes, but is not necessarily limited to, Professor S R Weatherill, Dr Wolf-Georg Ringe, Professor D A Wyatt, and Dr Katja Zeigler.

Materials available in exam: Details to be advised. Materials supplied last year are listed on the front of last year's examination paper (see www.oxam.ox.ac.uk).

International Intellectual Property Rights (IIPR)

This course examines issues of intellectual property law raised by the exploitation and use of creative and commercial products in an international environment. General topics covered include: the negotiation and conclusion by states of different types of agreements prescribing standards of intellectual property protection under national law; efforts to create supranational intellectual property rights; resolution of disputes between states regarding compliance with obligations imposed by international intellectual property law (primarily under the dispute settlement system of the World Trade Organization); the interaction of trade policy and intellectual property laws; and the private enforcement of intellectual property disputes involving international components. Under these general headings, the class will address both fundamental principles underlying the international

intellectual property system and issues of current interest and debate. For example, in the latter category, the class will discuss the extent to which states can ensure access to essential medicines through compulsory licensing of patented drugs; the effect of the Internet on territorial copyright and trademark laws; institutional reforms designed to facilitate faster international intellectual property lawmaking; treaty provisions requiring protection under national law of technological measures designed to restrict access to copyrighted works; restrictions imposed upon the availability of so-called parallel imports; cross-border infringement litigation in a single court seeking relief against conduct in several states; extraterritorial protection of intellectual property rights; and proceedings by trademark owners before ICANN-authorized dispute settlement panels to recover domain names under the Uniform Domain Name Dispute Resolution Policy.

The subject consists of a series of seminars and tutorials, the details of which will be provided.

Teaching Conventions: An examination of issues of intellectual property law raised by the exploitation and use of creative and commercial products in an international environment. The subject will be examined by means of a three-hour written examination in which candidates will be required to answer three questions.

Materials available in exam: To be advised.

International Economic Law

This course introduces students to the main principles and institutions of international economic law. It focuses primarily on the institutions and substantive law of the World Trade Organisation (WTO) and the General Agreement on Tariffs and Trade (GATT). In addition to introducing participants to the major legal disciplines under the GATT/WTO and the basic principles and core concepts of the GATT/WTO (Base on in-depth study of the relevant GATT/WTO case law), the course considers the underlying philosophy of free trade and a number of the controversies concerning the future evolution of the WTO and its relationship to globalisation, regionalism, and the attempt by States to achieve other policy objectives (such as protection of the environment). No prior knowledge of international law or economics is necessary. Students without such knowledge will be directed to basic reading in these fields.

Lectures will be delivered in Michaelmas and Hilary Terms. Tutorials will be scheduled in due course. The examination is held at the same time as the other BCL/MJur examinations. Detailed reading lists are distributed at the start of the course.

Materials available in exam: The Legal Texts: The Results of the Uruguay Round of Multilateral Trade Negotiations (Cambridge University Press : 1999).

Principles of Financial Regulation (PFR)

Financial regulation is subject to rapid change, and its optimal content is hotly debated. This course will introduce you to the underlying principles which various forms of financial regulation seek to implement. The focus is on the financing of firms and their interaction with capital markets. Students completing this course will be able to understand the regulatory goals of market efficiency, investor protection, financial stability and competition,

and the principal regulatory strategies that are employed to try to bring these about in relation to financial markets and financial institutions.

The course will conclude with a consideration of the structure of financial regulators, both at the domestic and international level. Students having taken the course will be able to assess critically new developments in financial regulation and their implementation in novel contexts.

This course is co-taught by Professor J Armour, Professor P Davies, Professor C Mayer, Mr D Awrey, and Ms J Payne, and will start in Hilary Term.

Materials available in exam: There will be no materials available for candidates in the exam.

Transnational Commercial Law

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

The first part of the course concentrates on the general framework, policies and problems of transnational commercial law, while in the second part these are examined in the context of specific international trade conventions, model laws and contractual codes, so that the student gains a perception of the way transnational law comes into being and helps to bridge the gap between the different legal systems.

The course will be taught by Dr Thomas Krebs (convenor) and Professor Stefan Vogenauer. There will be eight lectures in Michaelmas Term. There will then be a weekly two-hour seminar in Hilary Term. There will also be four tutorials. The lectures and seminars will examine the following main areas: General issues of harmonisation; Recurrent problems in harmonisation through conventions; Harmonisation through specific binding instruments (Vienna Sales Convention); Harmonisation through contract and institutional rules; Harmonisation through model laws; The future development of transnational commercial law.

Note: This course is open to a maximum of twenty-four students in any one year. If applications exceed this number, a ballot will be held.

Teaching Conventions: The purpose of the course is to examine the reasons for the emergence of transnational commercial law, its nature and sources, the institutions and methods by which harmonization is achieved and some of the key problems involved in harmonisation. Specific Conventions and other instruments of harmonisation selected for study in the second half of the course are chosen as vehicles to illustrate the general principles and problems discussed in the first half of the course, not as fields or, substantive law to be

covered. Accordingly students are not expected to familiarize themselves with all the substantive rules of these instruments or of the areas of law (sale, contract, etc) to which they relate but rather to study them as illustration of the harmonisation process and as methods of bringing about a rapprochement between different legal systems in the field of commercial law.

Materials available in exam: Goode, Kronke, McKendrick, Wool, Transnational Commercial Law – Primary Materials (Oxford 2007).

Appendix: University Policy

Statements and Codes of Practice

1. Equal Opportunities Statement (Students)

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

1.1 Recruitment and admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. All colleges select students for admission without regard to sex, marital or civil partnership status, race, ethnic origin, colour, religion, sexual orientation, social background or other irrelevant distinction.

Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as fully as possible in student life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-ordinator.

In order to widen access to Oxford, the University and colleges support schemes which work to encourage applicants from groups that are currently under-represented. The Undergraduate Admissions Office can provide details of current schemes.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

1.2 The curriculum, teaching and assessment

Unfair discrimination based on individual characteristics (listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

1.3 Welfare and support services

Colleges have the lead responsibility for student welfare and can provide details of arrangements made to support their students. The University, in addition, provides for all students who require such support:

- a counselling service
- childcare advice
- disability assessment and advice, and
- a harassment advisory service

Further details of these services are included in the Proctors' and Assessor's handbook "Essential information for students", which is updated annually.

1.4 Complaints and academic appeals within the Law Faculty

1. The University, the Social Sciences Division and the Law Faculty all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.
2. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.
3. Nothing in this guidance precludes 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). This is often the simplest way to achieve a satisfactory resolution.
4. Many sources of advice are available within colleges, within faculties/departments and from bodies like OUSU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.
5. General areas of concern about provision affecting students as a whole should, of course, continue to be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

6. If your concern or complaint relates to teaching or other provision made **by the faculty**, then you should raise it with the Directors of Graduate Studies (Taught Programmes), Mr William Swadling. Within the faculty the officer concerned will attempt to resolve your concern/complaint informally.
7. If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor's Memorandum [<http://www.admin.ox.ac.uk/proctors/pam/>] and the relevant Council regulations [<http://www.admin.ox.ac.uk/statutes/regulations/>]
8. If your concern or complaint relates to teaching or other provision **made by your college**, then 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

9. An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.
10. A concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. **It must not be raised directly with examiners or assessors.** If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are on the web [<http://www.admin.ox.ac.uk/statutes/regulations/>].
11. For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.
12. Please remember in connection with all the cases in paragraphs 5 - 7 that:
 - (a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
 - (b) The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
 - (c) On no account should you contact your examiners or assessors directly.
13. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

2. Code of Practice Relating To Harassment (including Bullying)

The University of Oxford is committed to equal opportunities and to providing an environment in which all employees and contractors ("staff"), students and those for whom the University has a special responsibility (for example visiting academics and students – henceforth referred to as "visitors") are treated with dignity and respect, and in which they can work and study free from any type of discrimination, harassment, or victimisation.

All staff and students are responsible for upholding this policy and should act in accordance with the policy guidance in the course of their day-to-day work or study, ensuring an environment in which the dignity of other staff, students, and visitors is respected. Offensive behaviour will not be tolerated.

Harassment is a serious offence which is punishable under the University's disciplinary procedures.

Heads of department and their equivalents, those with significant supervisory duties, and others in positions of responsibility or seniority, including students who fall into these categories, have specific responsibilities. These include setting a good personal example, making it clear that harassment will not be tolerated, being familiar with, explaining, and offering guidance on this policy and the consequences of breaching it, investigating reports of harassment, taking corrective action if appropriate, and ensuring that victimisation does

not occur as a result of a complaint. Instances of harassment should be brought to the attention of an appropriate person in authority, such as a head of department or a senior college officer.

The University is committed to making all staff and students aware of this policy and the accompanying guidance and to providing effective guidance and briefing on it. The University will take steps to ensure that both the policy and guidance are fully understood and implemented. The policy and guidance is available to view at <http://www.admin.ox.ac.uk/eop/har/index.shtml>

The policy will form a part of every employment, and student contract, or relationship, or contract for services. The University will encourage a culture of non-tolerance of any form of harassment. Information concerning allegations of harassment should be treated in the strictest confidence. Breaches of confidentiality may give rise to disciplinary action.

Definition of Harassment: A person subjects another to harassment where he or she engages in unwanted and unwarranted conduct which has the purpose or effect of:

- (a) violating that other's dignity, or
- (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Acts of harassment may be unlawful. Harassment on grounds of sex, race, religion, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence e.g. under the provisions of the Protection from Harassment Act 1997.

Reasonable and proper management instructions administered in a fair and proper way, or reasonable and proper review of a member of staff's or a student's work and/or performance will not constitute harassment. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

Intention and Motive: The other person's motives are not the main factor in deciding if behaviour amounts to harassment. Just because certain behaviour may be acceptable to the alleged harasser or another person does not mean it is not harassment.

Bullying: Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. It may not be based, or may not appear to be based, on gender, race or any other specific factor.

Victimisation: Victimisation occurs specifically when a person is treated less favourably because he/she has asserted his/her rights under this guidance, either in making a complaint or in assisting a complainant in an investigation (information about complaints and investigations is set out in Part IV). The University will protect any member of staff, student, or visitor from victimisation for bringing a complaint or assisting in an investigation. Victimisation is a form of misconduct which may in itself result in a disciplinary process, regardless of the outcome of the original complaint of harassment.

Examples of behaviour that may amount to harassment include:

- suggestive comments or body language;
 - verbal or physical threats;
 - insulting, abusive, embarrassing or patronising behaviour or comments;
 - offensive gestures, language, rumours, gossip or jokes;
 - humiliating, intimidating, demeaning and/or persistent criticism;
 - open hostility;
 - isolation or exclusion from normal work or study place, conversations, or social events;
 - publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;
 - unwanted physical contact, ranging from an invasion of space to a serious assault.
- (The above list is not intended to be exhaustive.)

All these examples may amount to **bullying**, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person.

Many of the above examples of behaviour may occur through the use of internet, email, or telephone.

Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

Note on confidentiality. It is essential that all those involved in a complaints procedure (including complainants) observe the strictest confidentiality consistent with operating that procedure; an accusation of harassment is potentially defamatory.

2.1 Advice

Advice may be sought or complaints pursued **through any appropriate channel**. In addition to other officers, the following people have been specially appointed to give advice in this connection and to answer questions (whether or not amounting to a complaint):

(a) departmental or faculty 'Confidential Advisers', appointed by heads of department or the equivalent. Their names will be publicised within the institution;

(b) members of the 'Advisory Panel', serving the whole University. The Advisory Panel is a Standing Committee of Council consisting of members and employees of the University with special expertise or interest in relevant aspects of staff and student welfare. Members of the panel may be approached on a number specially designated for this purpose (Tel. (2)70760);

(c) special college advisers or advisory panels where colleges have established these.

Those protected by this code may appropriately seek advice in relation to harassment even if the conduct in question is not sufficiently serious to warrant the institution of disciplinary proceedings. Any of the advisers listed above may be approached in the first instance; those approached will direct enquirers elsewhere, if that seems most likely to meet the enquirer's needs.

Enquiries about harassment will be responded to promptly. University advisers (whether Confidential Advisers or members of the Advisory Panel) will discuss the range of options available to enquirers on an entirely confidential basis and whenever possible assist them in resolving the problem informally in the first instance. College advisers will be guided by college rules.

It is emphasised that the role of advisers is advisory and not disciplinary. All disciplinary matters lie in the hands of the relevant disciplinary bodies.

2.2 Discipline

If a complaint is not resolved on an informal basis the complainant may refer the matter to the relevant authority which will determine whether there is a prima facie case under the relevant disciplinary provision and, if appropriate, set in motion disciplinary procedures. In respect of members of the University subject to the jurisdiction of the Visitation Board, the relevant procedures are those described under *Tit. XVI* of the University's Statutes. The disciplinary procedures which apply to non-academic staff are set out in the *Handbook for Non-Academic Staff* and *Handbook for Non-academic Staff in Clinical Departments*, as appropriate. Complaints against junior members shall be dealt with in accordance with the procedures contained in *Tit. XIII* of the University's Statutes (also set out in the *Proctors' Memorandum* and reproduced at the end of this Code of Practice). Colleges may have their own forms of disciplinary provision.

It may be that a complaint either against a member of staff or against a Junior Member could potentially be heard by more than one disciplinary body. When the person complained against is a Junior Member, the complainant will be expected to choose whether to pursue disciplinary procedures through his or her college or through the Proctors. If a complainant has previously brought or is in the process of bringing a complaint against the same person, founded wholly or in part upon the same matter, before any other disciplinary body, he or she is responsible for revealing that fact when seeking to institute disciplinary proceedings. It is also incumbent upon a disciplinary body to attempt to ascertain, for example by direct enquiry of the complainant, or by consulting other relevant authorities, whether any such other complaint has been instituted; if so, that body must consider whether it is appropriate for the same matter to provide a basis for two separate disciplinary hearings.

2.3 Institutional Arrangements

The appointment of Confidential Advisers within each department or faculty is the responsibility of the head of department, or equivalent, who must designate two such advisers, one of each sex, return the names of those appointed to the Equal Opportunities Officer (or such other officer as may be designated by the Registrar from time to time), and ensure that the Code of Practice and the names of the Confidential Advisers are adequately publicised within the department or faculty. The Advisory Panel on Harassment will provide Confidential Advisers with information, advice and training opportunities. Confidential Advisers will be expected to make anonymised annual returns to the panel as to the number and general character of complaints they have dealt with. They may refer enquirers to members of the panel, or themselves seek advice either about university provisions on harassment in general or about possible ways of handling individual cases.

Members of the Advisory Panel on Harassment will give advice on request to those troubled by harassment and to other advisers. The panel is responsible for supporting, co-ordinating, and monitoring the effectiveness of the University's arrangements for dealing with harassment. Members of the panel may be contacted on a number specially designated for this purpose (Tel. (2)70760).

The provisions of this code supplement and do not supersede or override college arrangements.

Nothing in this code shall detract from the position and jurisdiction of the Proctors or the right of free access to them by all junior and senior members of the University.

3. Disability Equality Duty (DED)

The Disability Equality Duty (DED) is an important new duty (following the DDA [2005] amendment) aimed at promoting disability equality across the public sector. The DED, also referred to as the general duty, sets out what public authorities must have due regard to in order to promote equality of opportunity.

The Collegiate University is already under the statutory duty not to discriminate against disabled students and staff by treating them less favourably than other persons as well as the statutory duty to make reasonable adjustments, both anticipatory adjustments and individual adjustments for disabled staff and students.

The University's general duties are that in carrying out its functions it shall have regard for the need to:

- Eliminate discrimination that is unlawful under the act;
- Eliminate harassment that is unlawful under the act;
- Promote equality of opportunity between disabled persons and other persons;
- Promote positive attitudes towards disabled persons; and
- Encourage participation by disabled persons in public life.

In practice this means that the Collegiate University must take account of disability equality in every area of its day to day work which would include policies, practices, procedures and plans.

The University has produced a Disability Equality Scheme (DES) as part of the new Disability Equality Duty which focuses on both disabled staff and students. The DES includes an action plan for the next three years focusing on barriers to equality of opportunity for disabled staff and students and how the University proposes to remove these barriers.

The DES has been produced with the involvement of a working party with members invited from a cross section of the University including both undergraduate and graduate disabled students, academic and non-academic disabled staff as well as representatives from colleges and University departments. Students and staff have been engaged in the DES process in a number of ways including a student forum and staff questionnaire and will be engaged in the ongoing DES process.

The University has collected, and will continue to collect, data on students and staff with disabilities. The University's DES contains baseline data on disability and will enable better monitoring of both staff and students numbers to take place.

Figures on disabled applicants are currently published by the Admissions Office as part of their annual report. The University's DES will provide an ongoing opportunity to publish data on disabled staff and students to ensure that the University can demonstrate its progress.

The University's first Disability Equality Scheme can be accessed using this link (<http://www.admin.ox.ac.uk/eop/disab/des.shtml>) but is also available in hard copy and alternative formats including audio, Braille and large print which can be requested via Peter

Quinn, Senior Disability Officer, via 01865 (2)80459 or by emailing: disability@admin.ox.ac.uk.

3.1. Disability Support

Introduction

This section is intended as a resource for potential applicants and current undergraduate or graduate students. It provides information on the facilities available for students with disabilities at Oxford University and the University will be pleased to make it available in other formats, such as audio tape, disk and Braille. It is advisable to check facilities by contacting the Disability Office Staff, as changes may have been made since this publication.

3.2. Current Policy

Equal opportunities

The University of Oxford is a confederation of autonomous, self-governing colleges and halls, most of which are responsible for the admission of students at the undergraduate level. Each of these institutions selects its own students, although applications are co-ordinated by a central Admissions Office. The University centrally has the primary responsibility for the admission of graduate students, though these must also be admitted by a college.

In its Admissions Prospectus and its introductory guide for student applicants with disabilities, the University makes the following declaration:

The University is committed to making arrangements where appropriate, to enable students with disabilities to participate fully in student life.

Access and admissions

The University and colleges view applications from students with disabilities on the same academic grounds as those from other candidates. At the undergraduate level, prospective student applicants with disabilities are encouraged to contact the Schools Liaison Officer in the Admissions Office and the University Disability Staff in advance of applying, in order to assist them in making their choice of college and subject of study. Special interview arrangements for disabled applicants (such as transport from college to department, the provision of a sign interpreter etc.) are made, where necessary, to enable disabled applicants to compete on an equal basis with their non-disabled peers. Financial assistance is available for this, where necessary. Successful applicants are encouraged to visit the college of their choice soon after they receive an admissions offer or unconditional acceptance, by arrangement with the Tutor for Admissions and the Disability Staff, to view facilities and discuss their specific accommodation, support and study needs. Similar arrangements apply to graduate applicants.

Examinations

Special provision in examinations (such as the use of a computer for students with mobility disabilities, a reader for blind students, or extra time for students with dyslexia) may be made by arrangement between the disabled student's college and the University Proctors. Standard guidelines have been drawn up to advise examiners in the case of students with dyslexia. The Disability Staff can discuss potential provision with students and can give advice on suitable recommendations as appropriate. Formal requests for examination concessions should be made through Senior Tutors.

Staff development and training programmes

The University has a training and staff development programme open to staff both of the University and of the colleges. Training in undergraduate admissions and selection of staff includes specific components on disability issues; these components have been amended to take into account the requirements of the Disability Discrimination Act and of the University's developing policy in this area (see also 3.1 below).

Financial assistance to students with disabilities

The University has designated funds to assist disabled students, although these can be over-subscribed. The University also has a Specific Learning Disabilities/SpLD Fund which can assist students with dyslexia or related conditions with grants towards an educational psychologist's report or towards a specialist tutor. The University Disability Staff can provide information to colleges on other sources of funding for disabled students. In addition, colleges usually make some contribution to extra costs incurred by disabled students who are unable to obtain financial assistance from other sources.

The Disabled Students Allowance is a major source of funding for undergraduates and graduates who meet the UK residency requirements. It is administered by local education authorities, is not means tested and can provide financial assistance for equipment and academic support.

The Disability Staff can provide information on any of these funds and allowances.

The University does not charge disabled students for any extra use they may make of administrative facilities.

Links with other organisations

The University subscribes to SKILL, the organisation which gives advice on disabled students' affairs. The University has also made links with Oxfordshire Council for Disabled People and the Oxfordshire Dyslexia Association in order to consult on the provision of services to disabled students and to seek advice. In addition, the University has established a link with *Workable*, the organization which provides employment placements for disabled graduates. Links with the Royal National Institute for the Deaf's local communications office enables the University to provide sign language interpreters. Liaison with the Royal National Institute for the Blind's specialist officer facilitates assistance to blind and partially sighted students.

3.3 Current Provision

Co-ordination

The University Disability Office is part of the Diversity and Equal Opportunities Unit. The Office staff provide advice and guidance to University students and staff on: the effects of specific disabilities and medical conditions on study; access and adaptations to University buildings; applying for disability-related funding; assistive equipment and information technology; curriculum accessibility; how to apply for special examination arrangements; support services within the University and external links. Further details are available on the Disability Office website www.admin.ox.ac.uk/eop/disab, or by contacting the Disability Office Staff, Peter Quinn, Deborah Popham, Ann Poulter, Nicola Colao and Sara Scott at:

Disability Office, University Offices, Wellington Square, Oxford OX1 2JD

Tel.: 01865 280459

Fax: 01865 280300

Email: disability@admin.ox.ac.uk

Published information

The following publications are likely to be of assistance to disabled students:

University of Oxford, Undergraduate Prospectus (Revised each year; contains general information on admissions procedures, subject choice and colleges.) Obtainable from the Admissions Office at the University Offices.

University of Oxford, Graduate Studies Prospectus (Revised each year; contains information on taught and research courses for graduates, admissions procedures and colleges.) Obtainable from the Graduate Admissions Office at the University Offices.

The Access Guide Contains general advice on access and facilities such as lavatories, induction loops etc. Obtainable from the Admissions Office or the Disability Staff, or from Oxford University Student Union, Thomas Hull House, New Inn Hall Street, Oxford OX1 2DH, or at <http://www.admin.ox.ac.uk/access/>

Accessing Disability Support at the University of Oxford: A Guide for Undergraduate Students Guide for undergraduate students on how disability services are organized and co-ordinated, with step-by-step details of how to access appropriate support. Available from the University Disability Office.

Accessing Disability Support at the University of Oxford: A Guide for Graduate Students Guide for graduate students on how disability services are organized and co-ordinated with step-by-step details of how to access appropriate support. Available from the University Disability Office.

Accessing Support for Dyslexia and other Specific Learning Difficulties (SpLDs) at the University of Oxford Guide on how services for undergraduate and graduate students with dyslexia or another Specific Learning Difficulty (SpLD) are organized and co-ordinated with step-by-step details on how to access appropriate support. Available from the University Disability Office.

Bridging the Gap: A Guide to the Disabled Students' Allowances (DSAs) in Higher Education Information on the Disabled Students Allowance and how to apply for it. Available from the University Disability Office.

Practical support for students with disabilities

Funds: The Central Disabilities Fund is comprised of central University buildings money, and money for HEFCE. The fund is administered by a Disability Funds Panel, and is available to help departments and faculty's to meet the needs of people with disabilities. The University's Dyslexia Fund, is also administered by the Disability Funds Panel, can assist students with the costs of dyslexia assessments and specialist tutors. The Disability Staff can help with referrals to chartered educational psychologists.

Other provision. Full information about other provision for disabled students is detailed in the series of Disability Office guides, *Accessing Disability Support at the University of Oxford*, listed at 2.2 above. Disability Office Staff will provide further information and answer specific individual queries. Support from the Disability Funds Panel and advice to students with disabilities is not restricted to students in receipt of the Disabled Students Allowances.

The Accessible Resources Acquisition and Creation Unit (ARACU) is part of Oxford University Library Services (OULS) and their mission is to acquire or create library materials for any member of the University with a disability that hinders their access to library and archival material within OULS. ARACU turn print into accessible formats for disabled students and have a wide range of electronic resources and facilities that can be trailed. Details of these can be found at <http://www.ouls.ox.ac.uk/services/disability/aracu>. Members of the

University and students who wish to make use of the service are recommended to contact the University Disability Office for a referral, as soon as they are able to give a general idea of their likely requirements.

Detailed information on the Bodleian Library and its dependent libraries is available in a separate guide. In addition, students may like to read the guides for individual libraries for information on facilities for disabled users in each library. Students can search the library catalogues on computer using the OLIS system. This can be accessed via computers/terminals within the libraries or via external computers using Oxford University's web site.

The Oxford University Computing Service aims to make all of its electronic resources and facilities as accessible as possible to all its users. The Help Centre has the following software available, Jaws (screen reader), Magic (screen magnification), Text-help (word prediction, homophone checker and document reader) and Kurzweil 1000 (scanning, text-recognition and screen reading). The Centre also has a range of items such as scanners, large monitors, alternative keyboards/mice, height adjustable tables and chairs for use by disabled students at OUCS.

The Oxford University Student Union (OUSU) produce a range of publications, including the Disability Action Guide. OUSU coordinate a Disability Action Group. They also run Student Advice Service to provide a confidential listening service as well as practical advice on resolving issues that students might encounter during their time at Oxford. The Student Advice Service is staffed by a professional student adviser. OUSU sabbatical officers (the Vice-Presidents for Welfare and Equal Opportunities, Women, Graduates and Access & Academic Affairs) are also available for students to talk to in confidence.

College support for students with disabilities

As can be seen from the Access Guide, most colleges have had experience of admitting disabled student members. Any support required by a disabled student is usually arranged through a Student Support Document (SSD) meeting attended by the student's tutor, or college supervisor in the case of a graduate student in conjunction with the Disability Staff. The college and University may be able to jointly fund applications to the Southern Trust Fund for financial assistance. Tutors and the Disability Staff can liaise with students' subject departments on any special arrangements required, for example, where practicable, rearranging the location of lectures to make them accessible.

Counselling and careers support for students with disabilities

The University has a Counselling Service which is available to all student members who wish to have an opportunity to talk over personal problems. There is also an Advisory Panel on Harassment whose members may be consulted by student members who feel that they are being harassed on any grounds by members or staff of the University. The University Careers Service will also give advice to disabled students and has links with the *Workable* placement scheme for disabled undergraduates and graduates.

The physical environment of Oxford

Oxford is Britain's oldest university and has been growing organically with its host city for over 800 years. University buildings are therefore located throughout the city and there is no campus or university precinct, although there are significant concentrations of university

and college buildings in the city centre, and in the Science Area just to the north. Many of the university clinical departments are concentrated on the hospital sites at Headington.

Oxford is easily accessible by rail and coach. The railway station has level access to both platforms. There is a great deal of traffic in the city itself, so car parking is difficult. However, colleges and university departments may be able to provide specially designated spaces for drivers with disabilities in addition to those areas provided by the local authorities. There are accessible shops, banks, doctors' surgeries and places of worship, although in many cases, because the city is so old, access is not ideal. (Detailed information on access and university and college facilities for disabled people is contained in the Access Guide, described in 2.2 above.)

Numbers of students with disabilities

There are currently over 1000 students with disabilities and Specific Learning Difficulties (SpLDs) at Oxford. The number of students with disabilities at Oxford is steadily increasing and we hope that this will continue.

3.4 Future Activity and Policy Development

Support for disabled students

Support for disabled students is continually developing. The University's first Disability Equality Scheme has been a very significant event for the institution and its members. It demonstrates the University's commitment to removing barriers that might deter people of the highest ability from applying to Oxford. The University's Disability Equality Scheme is available at <http://www.admin.ox.ac.uk/eop/disab/des.shtml>.

The University encourages students to be open about their disabilities and to discuss their needs. This open approach has increased the number of students declaring their disabilities prior to coming to Oxford, and has greatly improved their time at the University. The University will continue to work with disabled students in seeking guidance for how best to approach the area of disclosure and how to disseminate awareness of the necessity of disclosure in making individual adjustments.

Improved access and facilities

The University of Oxford is committed to providing equality of opportunity and improving access for all people with disabilities who study here. This commitment is reflected in an increasing number of applications and the increasing range of facilities being made available. The University has a rolling programme to provide full access to University buildings, and colleges are always willing to discuss access and adaptations to their own sites.

4. Law Faculty Template for MLF students

This template relates to the MLF; there is a separate document covering the BCL and MJur, and the M.Sc. and M.Phil. in Criminology.

1. Who is the Course Director with overall responsibility for students on this course?

The Academic Director of the MLF is Professor John Armour, Oriel College, and the Director of Graduate Studies for taught courses is William Swadling, Brasenose College. Queries about course administration should be directed in the first instance to the MLF Course Administrator, Kate Blanshard, or the Academic Administrator, Paul Burns.

2. What induction arrangements will be made?

Induction arrangements are preceded by a letter sent by email during the summer to all those students due to start the course in October, informing them of which course options will be available, giving details of when students need to arrive in Oxford, and providing a list of frequently asked questions. This is then followed by a further communication later in the summer giving students passwords to the Faculty's induction website and the MLF WebLearn site, which contains the induction timetable, handbooks, etc.

The induction programme itself takes place in -1st Week and 0th Week preceding Michaelmas term, and includes registration with the Faculty, and a social event; a question and answer session about the course and the Faculty more generally; a programme of taster lectures familiarising students with the course options available to them; and a library induction, introducing students to the Bodleian Law Library.

MLF students will also take two pre-session courses during these two weeks, in maths and in financial reporting. Pre-course reading and a workbook is set before the maths course commences on Monday of -1st week (i.e. 27 September 2010) and a preliminary exercise is set before the financial reporting course starts, also on Monday of -1st week. Students will have five core maths classes, and an additional, optional class, and six core financial reporting classes. At the end of the maths course there is a short test, to assess whether each student has reached the required minimum level of maths; if they have not, additional maths tuition and support can be provided during Michaelmas term. There will probably not be a test at the end of the financial reporting course, although this has yet to be confirmed.

3. What is the overall length of the course, and for how many weeks are students expected to work in Oxford?

The MLF programme takes slightly over nine months, from initial induction through to the final examinations, so typically students will need to be in Oxford from late September through to mid July.

Oxford University has three terms, each of 8 weeks duration. These terms are called: Michaelmas Term (October to December); Hilary Term (January to March); Trinity Term (April to June). You will be expected to be in residence at Oxford for each of the 8 weeks of term. You will be free to leave Oxford after the end of each term but are advised to return during the week prior to the start of the next term (referred to as 0th week).

There are written examinations at the end of each term, but your final set of exams will take place shortly after Trinity Term (typically late June/early July) and you will need to make sure that you do not leave Oxford until your examinations have finished. Final examination results will be made known in mid-late July.

4. What is the pattern of lectures, classes, seminars, tutorials and self-directed work for this course?

MLF students are required to study four core courses: Finance I, Finance II, First Principles of Financial Economics, and the Law and Economics of Corporate Transactions. They must then choose two law electives from a selection of about ten courses, or they can choose one elective and write a dissertation (if their dissertation proposal is accepted and a supervisor is available).

For the law electives, teaching is shared between the faculty and the colleges and a typical course option might have one or two faculty-organised events per week – usually lectures or

seminars. At some point in the year there will also be a course of tutorials in each course at college level.

There are examinations at the end of each term, and there are two assessed essays that must be formally submitted via Examination Schools, one at the end of Michaelmas term (for the First Principles of Financial Economics course) and the other just before the start of Trinity Term (for the Law and Economics of Corporate Transactions course). There are also some Practical Work components to the Finance I and II courses, which must be submitted during the courses, and a group work component to the Law and Economics of Corporate Transactions course.

Students will be expected to undertake substantial amounts of reading arising from lectures, seminars, and tutorials, and will also be required to submit written work for certain of the seminars, and for most tutorials.

5. What one-to-one or small group teaching will students on this course receive?

Small group teaching is provided through the tutorials that form an integral part of all the law elective courses, and which provide direct interaction between students and leading experts in the relevant field. A student can expect to receive two to four tutorials for any given option. While one-to-one tutorials are unlikely (two to four students sharing a tutorial the norm), those writing dissertations also receive a number of one-to-one sessions with their dissertation supervisors.

6. Who will take overall responsibility for an individual student's progress and for completing the joint progress report form in each term of the course?

The varied nature of teaching for the MLF means that there is no joint progress report completed for students taking the course. Instead tutorial reports for the law electives are completed on the OxCort system as for undergraduate tutorials. College advisors take responsibility for individual students' progress.

7. What workspace will be provided? What IT support/library facilities/experimental facilities will be available?

MLF students share, with BCL/MJur and research students, the Bodleian Law Library Graduate Reading Room, which has wireless access and Ethernet sockets. Public access PCs are provided on all three floors of the library; wireless network coverage includes the central part of the library which also contains a number of Ethernet sockets for readers' use. There are PC training rooms in both the Law Faculty and the Bodleian Library, and both the Faculty and the Library have IT Training and Development Officers, who offer general support and specific training in the use of the many legal databases the Library services provide.

The Bodleian Law Library is one of the largest faculty-based libraries in the University, and offers almost all of its paper holdings – some 400,000 items – on open shelves. It has excellent US and Commonwealth materials, strong European and international collections, and extensive holdings in the philosophy and sociology of law and in criminology.

8. What opportunities are provided for students to take part in research seminars or groups? What formal graduate skills training will be provided?

Every law elective course has a seminar component; students taking the option are expected to attend these seminars, but may also attend seminars given for options for which they haven't officially registered but are nevertheless of interest to them. Beyond the confines of

the law electives themselves, there are a wide variety of seminars offered by the different research groups, which may be of interest to MLF, and other, students and Faculty members. These are supplemented by a number of discussion groups which have regular lunchtime meetings at which members (graduate students or Faculty members) present work in progress or introduce a discussion of a particular issue or new case. These may involve guest speakers from the Faculty and beyond. Graduate skills training takes the form of a series of sessions offering training in the use of the Bodleian Law Library's legal and journal databases; and two workshops on essay writing and problem-solving, aimed principally at MJur students.

9. What are the arrangements for student feedback and for responding to student concerns?

Concerns that relate to a particular course option should be discussed with the course convenor in the first instance, or with the MLF Academic Director or Director of Graduate Studies for taught courses if the student prefers. Concerns of a more general nature should be discussed with the College Advisor (see under 11. below for further details) or, again, with the MLF Academic Director or Director of Graduate Studies for taught courses.

Students may also raise issues through the Graduate Studies Committee: the Committee will include an MLF student representative, as well as BCL and MJur student representatives, whose role is to put to the Committee any issues brought to their attention by the students they represent. Beyond the Faculty, the Oxford University Student Union also has considerable expertise in the area of academic welfare and offers several publications and services that may be of use to you. These include the provision of study skills sessions with an expert in this area. Information can be found on their web site at <http://www.ousu.org>.

10. What arrangements for accommodation, meals and social facilities will be made for students on the MLF?

Many colleges will be able to provide you with accommodation. Generally speaking, your college will provide meals through the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college's detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

11. What arrangements are in place for pastoral and welfare support?

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see you from time to time and who you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of

Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The student union can also offer help and advice.

Glossary of Oxford Terminology

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

Battels	college bills, payable each term. Non-payment is the only really quick and effective way for a student to get suspended.
BCL (Bachelor of Civil Law)	So called, but it is actually a <i>postgraduate</i> degree in <i>English</i> law. Its history and name are medieval, like the MA. But it evolved after World War I into a demanding postgraduate course taught by the professors of the University, as well as college tutors, in a combination of seminars and tutorials. In 1927, the exams for the BCL were in Common Law, Conflict of Laws, Equity, Evidence, Jurisprudence, Roman Law: Ownership and Possession, Roman Law: Locatio Conductio and Societas, Real and Personal Property, and Public International Law. This year there are 29 subjects in the BCL.
Common Room	in a College, a name for the organization of the academic staff (Senior Common Room), the undergraduates (Junior Common Room) or the graduate students (Middle Common Room; members of the MCR are typically given membership of the JCR as well). These names are used because along with other facilities, those organizations usually provide a room where you might find coffee and newspapers, or at least comfy seats. The Senior Common Room in the St Cross Building is only a room, not an organization.
Collection	(1) A mock examination held by colleges (typically just before the beginning of term, based on work done in the previous term); (2) a College meeting between a student and the head of college, and or tutors, held at the end of each term to discuss the student's work (also called a 'handshaking' in some colleges).
College	A self-governing society of fellows. Colleges admit undergraduate students (who are then admitted to the University), and admit graduate students after they are admitted by the University. Colleges provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students and faculty. Crucially, they provide tutorial teaching for both undergraduates and graduates in taught courses. That makes them more than just student residences; they are residential communities whose focal purposes are teaching and learning.
DGS(Research)	the Law Faculty's Director of Graduate Studies (Research).
DGST	the Law Faculty's Director of Graduate Studies (Taught Courses).
DPhil (Doctor of Philosophy)	a recent (1914) innovation, the University's highest research degree.

Examination Schools	grandiose, scary Victorian building on the High Street where most undergraduate and BCL, MJur, and MSc examinations are held, as well as some oral examinations for research degrees.
Fellow	member of the governing body of a College. Most of the tutors in a college are fellows.
Final Honour School ('FHS')	the course leading to the second public examination for undergraduates (i.e., the University examination for the BA). The course for the BA in law is the Honour School of Jurisprudence.
Finals	the final examination in the Final Honour School, sometimes called 'Schools'.
First Public Examination	see Law Moderations.
Graduate	a person who has received a university degree.
GSC	Graduate Studies Committee (a committee of the Law Board).
Head of a college	the chief officer in a college, with various responsibilities including chairing meetings of the governing body. 'Head' is a generic term; they are called President (Corpus Christi, Kellogg, Magdalene, St John's, Trinity, Wolfson), Principal (Brasenose, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, Regent's Park, St Anne's, St Edmund Hall, St Hilda's, St Hugh's, Somerville), Master (Balliol, Pembroke, St Catherine's, St Cross, St Peter's, University), Rector (Exeter, Lincoln), Warden (All Souls, Green, Keble, Merton, New, Nuffield, St Antony's, Wadham), Provost (Oriel, Queen's, Worcester), or Dean (Christ Church).
Isis	(1) The Thames, while running through Oxford. (2) The name of a student-published magazine (http://isismag.wordpress.com/).
Junior member (of a college, or of the University)	student.
Law Board	the governing body of the Law Faculty. Faculty officers (the Chair and Vice-Chair of the Law Board, the Directors of Graduate and Undergraduate Studies) are members <i>ex officio</i> ; other members are elected from among Faculty members. The Graduate Studies Committee, like other Faculty committees, reports to Law Board and acts subject to the approval of Law Board. The Law Faculty sometimes meets as a Faculty to discuss policies, but decisions are made by the Law Board.
Law Moderations (Law Mods)	the first University examination taken by undergraduate law students. The result is a Fail, a Pass, or a Distinction, and students must pass to proceed to Finals. Marks awarded are supplied to students' colleges, but do not count to the final classification of degrees. First Public Examinations in

	other subjects may be called Preliminary Examinations or Prelims.
MA (Master of Arts)	a degree awarded to a student who completes the BA, and then survives for 21 terms (7 years) after matriculating without going to prison. MAs outrank any person who does not have the degree of MA, other than doctors of divinity, medicine and civil law. From 1334 to 1827, candidates for the degree had to vow never to lecture at Stamford.
MJur (Magister Juris)	a taught postgraduate degree introduced in 1991, and designed as a counterpart to the BCL for students who have been trained in law outside the common law jurisdictions. MJur candidates may take one of the Oxford undergraduate common-law courses, and are eligible for most of the BCL subjects. There are 41 subjects in the MJur this year.
MLF (MSc in Law and Finance)	a taught postgraduate degree introduced in 2010 and delivered jointly by the Faculty of Law and the Saïd Business School, for students with a background in law to study the intersection of law and finance. Students study core courses in finance and two elective law courses, as well as a specialised interdisciplinary course.
MLitt (Master of Letters)	A two- to three-year research degree.
MPhil (Master of Philosophy)	a limited-entry, one-year research degree, which is only open to students who have completed the BCL or the MJur and met special grade requirements.
MSc in Criminology and Criminal Justice	a one-year taught postgraduate course, which involves a combination of coursework and a dissertation.
MSc (Master of Science)	taught postgraduate programme of one of two years (the law MScs are current each just one year long).
MSt (Master of Studies)	a research degree designed to be completed in one year.
Matriculation	ceremony in the Sheldonian Theatre for admission to the University of Oxford as a student.
Lecture	an exercise in which one teacher addresses an audience of students (a few students, or a few hundred). Students are allowed to ask questions!
Lecturer	a teacher holding one of a variety of academic posts. Most fellows of colleges are also university lecturers. Some college lecturers do not have university posts. Some university lecturers have no college affiliation. Some lecturers give lectures, some do not. The term 'lecturer' is a complex piece of jargon that is used in various defined senses in employment contracts, and is not especially important for any other purpose.

Pigeonhole (or "pidge")	your mailbox, usually in an array of mailboxes in a porter's lodge.
Porter	gatekeeper, receptionist, and postal worker at the front entrance ('porters' lodge') of each college. Porters are very helpful.
Postgraduate	a graduate who is a student (although in Oxford we often just refer to postgraduates as "graduate students").
Proctors	two senior university officers, nominated by colleges in rotation for a period of one year, with responsibility for (among other things) some matters of student discipline, overseeing the conduct of examinations, and investigating student complaints about the University. The extent of their jurisdiction is indeterminate.
Professor	the holder of a senior academic post with responsibilities to teach for the University but not for a College, or an academic holding another post on whom the title has been conferred as a sign of distinction (twenty-one of the seventy-six academic postholders in the Faculty are professors).
PRS (Probationer Research Student)	the term used for a student admitted to work toward the DPhil or the MLitt, before completion of the Qualifying Test for DPhil or MLitt status.
Punt	a boat with a pole. When it comes to a choice, stay with the boat and let go of the pole.
Reader	the holder of an academic post intermediate between a university lectureship and a professorship, or an academic holding another post on whom the title has been conferred as a sign of distinction. It used to be an important post that gave some remission from undergraduate teaching; now it is most often given as a title of distinction (there are roughly seven readers in the Law Faculty).
Rustication	a temporary sending down, i.e. a suspension from the University, usually for a major disciplinary offence.
Schools (see Examination Schools)	Also a name for the undergraduate examinations (see Finals).
Scout	a member of a college's staff who cleans rooms and keeps an eye on students.
Second Public Examination	see Finals .
Seminar	an exercise, typically held around a table, in which one or more teachers discuss their subject with a group of students. Different from a lecture because the teacher is usually sitting down, and there is often more than

	one teacher. A common procedure is that one teacher (sometimes a visiting speaker) presents a paper, or less formally explains their view on a problem, and another teacher responds, with open discussion following.
Sending down	requiring a student to leave the University.
Senior Member (of a college or the University)	roughly, a member of the Faculty or a college fellow. So, professors, lecturers (whether of a college or of the University) and research fellows of colleges may all be termed senior members. The contrast is with junior members (students).
Senior Status	the status of a student who has already taken a degree, and is reading for another undergraduate degree (a second BA) with dispensation from the First Public Examination.
Senior Tutor	the officer in a college who has overall responsibility for academic affairs. The fellow who has been at the college the longest is usually called the 'senior fellow'. The tutor in a particular subject who has been at the college longest is usually called the 'senior subject tutor' (so the law tutor who has been there longest is the Senior Law Tutor).
Subfusc (from the Latin for 'dark brown')	for women, black trousers and black socks or a black skirt with dark tights, black shoes, white blouse, a black ribbon worn as a bow-tie, and mortarboard and gown. For men, a dark suit, black shoes and socks, a white shirt and white bow-tie, and mortarboard and gown. Wear subfusc for matriculation, examinations (written and oral) and degree ceremonies. Avoid wearing it on other occasions.
Term	The 8 weeks (Sunday of week 1 to Saturday of week 8) of the three Oxford academic terms: Michaelmas Term (MT) (early October to early December, named after the feast of St Michael on September 29), Hilary Term (HT) (mid-January to mid-March, named after the festival (January 13) of Hilarius, the bishop of Poitiers, who died in 367), and Trinity Term (TT) (mid-April to mid-June, named after the festival of the Holy Trinity). Strictly speaking, those periods are known as 'full terms' and extended terms are about three weeks longer. Faculty teaching, including lectures and seminars, is conducted during full terms.
Tutor	a teacher who gives tutorials. Most undergraduate students have a tutorial at least once a week in term time. Tutorials are more important in the BCL/MJur than in any other graduate degree in Oxford (or in the whole world).
Tutorial	a meeting to discuss the student's work, and the subject that the student is studying. Tutorials vary widely, depending on the tutor's methods and the subject matter; the core features are that (i) there is one teacher present, (ii) there are very few students (typically two, sometimes one or sometimes three for an undergraduate tutorial; anywhere from one to five for a BCL/MJur tutorial), (ii) one or more of the students has written an essay. The students' own work is usually the focus of discussion in the

	tutorial; most tutors try not to turn the tutorial into a small lecture.
The University	<p>the oldest English-speaking degree-granting institution in the world, and older than any of the colleges. It was already in some sort of operation before 1100, but it started to grow in 1167 when Henry II stopped English students going to Paris. The University has had a Chancellor since 1214. The University decides the content of courses, organizes lectures, seminars, and graduate supervision, provides libraries, laboratories, museums, computing facilities, etc; admits graduate students, conducts all degree examinations, and awards degrees. The Law Faculty is part of the University's Division of Social Sciences (www.socsci.ox.ac.uk). The University's first overseas student was Emo the Friesian, in 1190. For the University's legal status, see www.admin.ox.ac.uk/statutes/375-092.shtml.</p> <p>The University is not to be confused with University College, which is a college.</p>
Viva (short for 'Viva Voce')	oral examination. There used to be vivas for the BA and for the BCL, but now we only use them in examining research degrees, for which purpose the viva serves as an opportunity for the student to defend the thesis.