

Law Faculty Template for PGT students

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

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

The course director is the Director of Graduate Studies for taught courses, Mr E. Peel, Keble College. Queries about course administration should be directed in the first instance to the Academic Administrator, Mr P. 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, 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; IT sessions introducing students to electronic resources; and a library induction, introducing students to the Bodleian Law Library.

The induction arrangements aim to provide students with information about course content, and the Faculty's facilities and resources, as well as providing opportunities for students to meet and get to know their classmates.

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

The BCL/MJur course 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). Written examinations 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. 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?

BCL students choose their courses from a selection of 30 or so. Each student takes either four courses, or three courses and a dissertation (students must receive approval for their proposed dissertation topic before they are permitted to commit to this option). In addition to the courses available to BCL students, MJur students may also choose from a range of options available to students in the undergraduate Jurisprudence degree. 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. All examinations (except the essay-based examination for Jurisprudence and Political Theory, and the dissertation option) take place at the end of the year, in late June/early July. 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 BCL/MJur 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 (2-4 is 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 tutorial nature of teaching for the BCL means that there is no joint progress report completed for students taking the course. Instead tutorial reports 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?

BCL/MJur students share with 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 BCL/MJur option 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 BCL/MJur course itself, there are a wide variety of seminars offered by the different research groups, which may be of interest to taught course and research 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 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 Director of Graduate Studies for taught courses.

Students may also raise issues through the Graduate Studies Committee: the Committee includes a BCL student representative and MJur student representative 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 a graduate taught course?

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.

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