

LAW STUDENT HANDBOOK

2005/2006

UNIVERSITY OF WALES

LLB (HONS) AT

**PORTOBELLO
COLLEGE DUBLIN**

FOREWORD

You are all most welcome to Portobello Law School, a Law School that prides itself on being the leading professional undergraduate Law School in Ireland. Since the course's inception our graduates have become solicitors and barristers and taken up many senior positions within the financial services sector and public life. Still others have undertaken further academic studies leading to the awards of LL.M and Ph.D. in institutions such as Trinity College, Dublin and across Europe and the US. In Portobello College the student comes first and so your time in the Law School will be a happy one where you will have the full support of all the staff, both academic and administrative as you work towards your degree.

We in the Law School are here to listen to students and we even hope from time to time that you might listen to us! Most of all we hope that your time at Portobello College and particularly the Law School is one that will stay with you forever as we continue to push the boundaries of professional legal education forward on your behalf.

John O'Keefe
Dean of Law School

On behalf of all the Directors, administrators and lecturers of the college, I would like to welcome each and every student, both new and returning to another successful academic year.

The Law Department of Portobello College has grown from strength to strength with several years now of excellent examination results behind it.

The Law Department provides a setting where rigorous academic standards pertain along with providing an environment which is caring and which encourages each student in his or her individual intellectual growth. Postgraduates at Portobello College are now strongly represented in many areas of business, finance, marketing and of course law, both in Ireland and abroad.

As Course Director of the Law School I wish you all another successful and enjoyable year ahead.

Clare Grealy
LLB Course Director

PROGRAMME STRUCTURE
LLB DEGREE PROGRAMME 2005/2006

Year 1:

Law of Contract
Criminal Law

Constitutional Law
Legal Systems

Year 2:

Property Law
Law of Tort

European Law
Family Law

Year 3:

Company Law

Equity and Trusts

Plus either:

- a) Dissertation & 1 Elective Subject
- b) 2 Elective Subjects

Elective Subjects:

Employment Law

Human Rights' Law

Jurisprudence

Law of Evidence

Medical Law

Media Law

**LLB Degree Lecturers and Tutors
2005 - 2006**

LLB LAW DEGREE

FACULTY LECTURERS

LECTURERS



Law of Contract	Mr. J. O'Keeffe (Dean of Law School)
Criminal Law	Ms. L A Walter
Constitutional Law	Ms. E. Feldman
Legal Systems	Mr. K Falvey
Property Law	Mr. T. Clancy
Law of Tort	Mr. J. O'Keeffe Ms. E. Dunne (Evening)
European Law	Ms. L. A. Walter
Family Law	Mr. B. Halton
Jurisprudence	Mr. T. Clancy
Law of Evidence	Mr. B. Halton
The Law of Human Rights	Ms. S. Leonard
Employment Law	Ms. K. Turner
Medical Law	Mr. R. Cosgrove
Media Law	Ms. S. Leonard.

Unless specified below all lecturers tutor in their respective subjects:

Tutors:

Law of Contract	Mr. S. Duffy
Property Law	Ms. S. Leonard
Course Director of Law School	Ms. C. Grealy

Part 1

Portobello College

Rules and Procedures
Procedures and Penalties
Library Guide
Library Regulations

Part 2

Portobello Law School/University of Wales
Notes for Guidance of Undergraduates

Part A General Information

Part B Notes for guidance on the submission of
assessed course work

Part C Guidance on the avoidance of plagiarism

Part D Monitoring Student Academic Progress

Examination Regulations

PART 1

Rules and Procedures

In these Rules and Procedures, “student” means a registered student of the College. Except for the purposes of Rules 1.10 and 1.12 “student” also means a former student of the College who is sitting a College examination.

1.0 Rules

- 1.1. A student must not willfully, recklessly or persistently behave in a manner inconsistent with the proper functioning of the College or likely to bring the College into disrepute.
- 1.2. A student must not willfully, recklessly or persistently engage in conduct which disrupts or is likely to disrupt teaching or study or examining or research or administration in the College, or which obstructs or is likely to obstruct any person employed by the College in the performance of his/her duty. A student must leave any property of the College when reasonably required so to do by any member of the academic or administrative staff.
- 1.3. A student must not willfully, recklessly or persistently fail to comply with College, Faculty, School or Departmental requirements as to attendance at classes or examinations or submission of work and must not engage in any academically improper or dishonest practice.
- 1.4. A student must comply with Faculty, School or Departmental requirements as to safety.
- 1.5. A student must not communicate the contents of a confidential College paper to an unauthorised person or communicate the contents of a restricted College paper to anyone outside the College community.
- 1.6. A student must not damage or deface or misappropriate or misuse any property of the College (including that of a College library) or gain unauthorised access to a computer system of or via those of the College, or modify without authority computer programs or data in or via College equipment.
- 1.7. A student must comply with a reasonable request to visit any member of staff.
- 1.8. Unless otherwise authorised a student must attend College by the first day of each term and must register at the start of each session and remain at the College until the end of each term.

- 1.9. A student who is absent from College for more than three days during term or absent from any examination which he/she is required to take must notify the Registrar in writing, and in the case of absence on medical grounds must supply, to the Registrar, a medical certificate.
- 1.10. A student must have a valid College identity card which must be produced on request made by a member of the academic, administrative or library staff of the College, and must surrender the identity card to the College upon ceasing to be a student of the College, before the date of expiry of such identity card.
- 1.11. A student must notify the Registrar as soon as possible and in any case within 3 days of any change in his/her home or term-time address.
- 1.12. A student must not purchase or order goods or services on behalf of the College or attempt to do so or use College facilities for private purposes at the expense of the College.
- 1.13. All fees and other money owing to the College must be paid on the due date.
- 1.14. The Law School reserves the right to contact a parent or guardian of any law student in connection with fees, academic performance or any other College related matter as it sees fit.
- 1.15. A student must observe College regulations.

2.0. Procedures and Penalties

- 2.1. In the case of an alleged breach of a Library Regulation, the Librarian is empowered to decide whether a breach of the Regulations has occurred and to impose a penalty under the Library Regulations (which powers the Librarian may delegate to other library staff).
- 2.2. The case of a student whose breach of a Library Regulation has been determined by the Librarian under 2.1 may be referred, by the Librarian, to the Summary Disciplinary Panel for consideration of the imposition of a penalty under 2.11.
- 2.3. A student who has been penalised under 2.1 shall have the right to appeal to the Summary Disciplinary Panel by giving notice in writing to the Registrar of his/her intention to appeal within seven days of receiving the decision. Within seven days of giving notice of his/her intention to appeal, the student shall state the grounds for the appeal in writing to the Registrar. The Summary Disciplinary Panel may confirm or quash the decision or impose one or more of the penalties listed 2.11 hereof.

- 2.4. In the case of an alleged breach of a College Rule brought to his/her attention, the relevant Officer may, if he/she is satisfied that the alleged breach has been committed, request the Registrar to issue a formal written reprimand to the student. Within seven days of receipt of the reprimand, the student shall be entitled to request the Registrar to refer the case to the Summary Disciplinary Panel, which may confirm or quash the reprimand or impose one or more of the penalties listed in 2.11 hereof.
- 2.5. If requested by a relevant College Officer or Council or their committees, the Registrar shall refer to the Summary Disciplinary Panel an alleged breach of a College Rule which has been brought to the Registrar's attention.
- 2.6. In the case of an alleged breach of a College Rule which the Registrar has been requested to refer to the Summary Disciplinary Panel, the relevant College Officer may suspend the alleged offender forthwith on such terms as the relevant Officer may deem appropriate pending the completion of College disciplinary proceedings. The exercise by the relevant Officer of the power to suspend a student under the procedures contained in this clause shall be entirely at the relevant Officer's discretion and shall not be subject to appeal.
- 2.7. The members of the Summary Disciplinary Panel shall hold office for one session and shall be:-
- (a) a Vice Principal not previously connected with the case (who shall be its Chair), nominated by the Principal;
 - (b) two members of staff; and
 - (c) two students.
- 2.8. A student penalised by the Summary Disciplinary Panel shall have the right to appeal to the Disciplinary Appeals Committee. Its members shall be:
- (a) a Vice Principal not previously connected with the case (who shall be its Chair), nominated by the Principal;
 - (b) two members of staff; and
 - (c) two students

save that no member of the Summary Disciplinary Panel which heard the case at first instance shall be a member of the Disciplinary Appeals Committee. All members of the Disciplinary Appeals Committee shall have equal voting rights and three members shall be a quorum. The decision of the Disciplinary Appeals Committee shall be final.

- 2.9. The procedure to be adopted by the Summary Disciplinary Panel ("The Panel") shall be as follows:-

- 2.9.1 The Registrar or the Registrar's nominee shall be the secretary to the Committee. The secretary shall be responsible for informing the student of the substance of the breach of rules or regulations alleged against him/her, for fixing the place and time of hearing which shall be at the earliest possible opportunity and making them known to the student, to the complainant, (i.e. the person who requests the Registrar to institute proceedings or, if that person so decides, the person who makes the allegation against the student or, in the case of an allegation by a committee, the Chair of the meeting at which the committee resolved to make it), and the members of the Panel and witnesses whose names and addresses have been supplied to the secretary and who have been called by the student or by the complainant or by the Panel. The secretary shall ascertain, as far as possible, that copies of any documents and statements which will be referred to at the disciplinary proceedings are supplied to the Panel and to the complainant and to the student before the hearing. In particular the secretary shall supply copies of these Rules and Procedures.
- 2.9.2 The student may write to the secretary prior to the hearing admitting or disputing the charge, enclosing such documents or making such representations as he/she may wish to be considered by the Panel at any hearing, or indicating whether he/she proposes to attend the hearing.
- 2.9.3 The Chair of the Panel shall have discretion to delay the date of the hearing at the request of the student or of a complainant for such time as seems to the Chair to be reasonable.
- 2.9.4 If the student does not appear at the hearing and the Panel is satisfied that due notice was given, the Panel may proceed in the absence of the student and shall consider at the appropriate stage any representation made by or on behalf of the student.
- 2.9.5 The student appearing before the Panel shall be entitled to be accompanied and represented by an adviser of his/her choice. A complainant shall also be entitled to appear before the Panel and to be accompanied and represented by an adviser of his/her choice.
- 2.9.6 The Panel shall be entitled to call witnesses to give evidence on any matter relevant to the enquiry on which the Panel wishes to hear evidence. The Chair shall inform each witness of the charge or charges which have been made against the student.
- 2.9.7 The proceedings of the Panel shall normally be held in private, save that the Panel shall have the discretion to make its proceedings open to members of the College if requested by the student appearing before it. The secretary shall prepare a record of the main evidence heard by the Panel, its decisions, and the reasons, if any are given, for such decisions. If the offence is found proved, reasons must be given by the Panel.

- 2.9.8 A student whose case is referred to the Panel shall be presumed by the Panel to be innocent of the charge made against him/her until the contrary is proved beyond reasonable doubt.
- 2.9.9 The student or his/her representative and a complainant or his/her representative shall be entitled to ask questions of anyone called as a witness. The student and the complainant shall each also be entitled to call witnesses of his/her own and shall also be entitled personally or by his/her representative to question witnesses of his/her own and shall also be entitled personally or by his/her representative to question witnesses who have made documentary evidence available to the Panel. In such cases it is desirable that the student or his/her representative and a complainant or his/her representative shall give notice to the secretary, as early as possible, of the names of those whom he/she wishes to call as witnesses.
- 2.9.10 The Panel shall be entitled to question the student or his/her representative and a complainant or his/her representative or any witness on any matters which they regard as relevant to the proceedings.
- 2.9.11 The Panel may, at its discretion, adjourn the proceedings.
- 2.9.12 The secretary, the student and his/her representative and any complainant and his/her representative shall withdraw from the meeting of the Panel when it deliberates on the issue of whether or not the student is guilty of a breach of a Rule.
- 2.9.13 In the absence of an unanimous verdict by the Panel the decision of the majority shall prevail.
- 2.9.14 Before the Panel deliberates on the punishment which should be imposed for the breach it shall be informed of any penalty previously imposed on the student for the breach of a College Rule or Regulation, and shall be entitled to hear any relevant medical or character witnesses, and the student or his/her representative must have an opportunity to make any statement in mitigation.
- 2.9.15. Within seven days of the decision of the Panel the secretary shall send the student concerned a written statement of the findings, and of the penalty or penalties imposed, if any. The written statement must notify the student of his/her right to appeal against the imposition of a penalty.
- 2.10 The procedure to be adopted by the Disciplinary Appeals Committee (“The Committee”) shall be as follows:
- 2.10.1 An appeal from a decision of the Summary Disciplinary Panel shall be heard if the student concerned or his/her representative gives notice in writing to the Registrar of his/her intention to appeal within seven days of receiving the decision

of the Panel. Within seven days of giving notice of appeal, the student or his/her representative shall state the grounds for the appeal in writing to the secretary.

- 2.10.2 The Registrar or the Registrar's nominee shall be the secretary to the Committee. The secretary shall fix the place and time for the hearing which shall be at the earliest possible opportunity and shall make them known to the student, the complainant and the members of the Committee. The secretary shall inform the complainant of the grounds for the appeal. The student concerned and his/her representative shall have a right of audience before the Committee. If it so wishes, the Committee may hear the members of the Summary Disciplinary Panel who heard the case at first instance.
- 2.10.3 If the student does not appear at the hearing and the Committee is satisfied that due notice was given, the Committee may proceed in the absence of the student and shall consider, at the appropriate stage, any representations made by or on behalf of the student.
- 2.10.4 The record of the evidence, decisions and reasons of the Summary Disciplinary Panel shall be available to the Committee.
- 2.10.5 In the absence of an unanimous verdict by the Committee, the decision of the majority shall prevail. In the event of an equality of votes the appeal shall be dismissed.
- 2.10.6 The Committee may confirm, reverse or modify any decision of the Summary Disciplinary Panel. It shall give its written decision within seven days of the end of the hearing.
- 2.11 The Summary Disciplinary Panel may impose one or more of the following penalties:
 - (a) reprimand the student;
 - (b) fine the student a sum not exceeding €300;
 - (c) prohibit the student from using certain or all College facilities;
 - (d) cancel the result of the student's College examination;
 - (e) expel the student from the College either for a specified period or permanently.
- 2.12 The Summary Disciplinary Panel shall have the power to require:
 - (a) a student who has been found to be responsible for damage to or loss of College property or for the College incurring expenses as a direct result of his/her action to pay by way of compensation such sum as it may determine.
 - (b) a student to pay such part, if any, of the reasonable costs of the proceedings as it may determine.

Library Guide

The following is a brief introduction to library services, rules and charges. Library staff are always happy to help with your queries.

1. General

The Library is open from 9am – 9pm Monday – Thursday
 9am – 5pm Friday
 10am – 6pm Saturday

Students may borrow 5 books at any one time for a loan period of either 3, 7 or 14 days. The relevant loan period is clearly marked on each text and it is the responsibility of the student to ensure that borrowed material is returned on time. Reference material may not be removed from the Library.

Students must produce their college ID to borrow materials.

Fines are levied at 60c per item per day, rising to maximum of €30 on each item. Please note that students who have outstanding library materials or unpaid will not be permitted to graduate.

Talking, eating, drinking and smoking are strictly forbidden in the Library.

The following items can be purchased in the Library:

- Computer discs – 60c
- Laser Printer Cards (30 Units) - €3.10
- Photocopy Cards (40 Units) - €2.50

2. Book Arrangement

Books are arranged and labelled in a single sequence (from Computers, 003, to Marketing Communications, 659) according to the Dewey Decimal Classification Scheme. A map of the Library layout is available at the Main Counter.

3. **Library Catalogue – How to locate a book**

Students can use the Library catalogue on the computer in the Business Reading room to locate books in the Library. Students are encouraged to use the On-line Library Catalogue, as students' search will generally yield more specific results than one carried out on his/her behalf by Library staff. Instructions are displayed on the screen during each stage of the search. Lateral thinking is to be recommended when choosing search terms.

4. **Business Journals and Magazines**

There are over 100 Business Journal titles in the Library Collection. Topics range from accounting to finance and economics, from HR and marketing to business and current affairs. Current issues are on display and unbound back issues may be in storage. These may be obtained upon request. Journals must never be removed from the Library. A list of all journal holdings is available from staff.

5. **Newspapers**

The following newspapers are held in the Library:

- The Irish Times
- The Times
- The Financial Times
- The Sunday Business Post

We also carry *The People's Daily* (Chinese)

6. **Current Awareness Files (Newspaper articles)**

Library staff compile and maintain Current Awareness Files in all areas of study in the College. Key articles on business, law, science, internet and current affairs are taken from the Irish Times, The Times, the Financial Times and the Sunday Business Post and kept as reference material for student research. These are located in the Business Reading Room.

Dialog Newline Database (Newspaper and Journal articles online)

Dialog is a web-based service that maintains a database of over 5,000 international newspapers and journals. Full-text articles may be instantly downloaded free of charge. The coverage is immense and the search engine is straightforward. This service is available in the Library and also in one of the computer rooms. Available on 2 computers in the Library.

7. Vision.net (Company Information Database)

The Library subscribes to the Vision.net CD-ROM database, the official database of Irish companies, produced by CFI on line ltd. This provides information on the companies that have registered with The Companies Office. Available on 4 computers in the Library.

8. Factfinder (Irish Companies and Business News articles database)

Factfinder is an excellent resource with information on over 5,000 Irish companies. Factfinder also has a Quick News Search which searches through the main Irish newspapers, and an In-depth News Search of 30 current Irish business journals and magazines, including Business & Finance, Magill, Irish Journal of Marketing, Retail News and many more.

9. Brand Republic (Up-to-date information on UK companies and world business)

The Brand Republic web site offers world-wide business news, daily feeds from *Campaign*, *Marketing*, *PR Week* and *Revolution*, all archived online back as far as 1995. There is also a Job section and a Library Research Centre which allows you to search UK TV advertising, magazines, market sectors and company profiles and financial and credit data on all UK companies.

<http://www.brandrepublic.com/>

10. Inter-Library Loans

The Library subscribes to both the Trinity College Information Service and to the British Library Lending Division's Service which enables the student to borrow any material that is held in these libraries. Books and articles obtained from these institutions are charged at €3.15 or €5.70 for the British Library. There is no charge for searching Trinity Library's' online catalogue <http://www.tcd.ie/>

11. Visits to Other Libraries

The Library maintains good working relationships with several key Colleges and Institutions and visits may be arranged upon request. Please note that UCD, DCU and TCD have a no-admittance policy for students of all Private Colleges.

Library Regulations.

1.0 Preamble

1.1 In these regulations 'Library' denotes library under the control of the Portobello College Librarian.

1.2 In these regulations 'Librarian' includes any member of Library Staff authorised to act for the Portobello College Librarian.

1.3 Use of the Library implies compliance on the part of the user with the requirements of these Regulations and any legal requirements.

1.4 The Librarian shall decide the meaning of these Regulations in case of dispute.

2.0 Persons eligible to use the Library

The following are allowed to use the library services indicated at the discretion of the Librarian.

2.1 All College Staff and Students registered with the College Registry.

2.2 Graduates of the College registered with the Library.

3.0 Library Services Offered

3.1 Reference use or loan of library material.

3.2 Use of self-service Photocopiers.

3.3 Extended enquiry and provision of information to an extent determined by the Librarian. List of Current Services and charges displayed at Library Counter.

3.4 Use of the Inter-Library Loans services.

4.0 Conduct in the Library and Use of Library Materials.

4.1 The Librarian may exclude bags and cases from the Library and can inspect the contents of bags and cases brought into the library.

4.2 No food or drink may be consumed within the library.

4.3 No Smoking is permitted within the Library.

4.4 The Librarian requires that users show proof of identity or College ID Card.

4.5 Users must not disturb others in their use of the library and must leave the library at the request of the Librarian. Unauthorised radios, cassette players and CD players and Mobile phones must not be used within the Library.

4.6 Users may not reserve unattended reading places in the Library.

4.7 Users must not mark, deface, damage, misplace or destroy Library material or property.

4.8 Users must not remove or attempt to remove library material or property from the library unless the loan is authorised and recorded by the Librarian.

4.9 Users must not intentionally misuse library computing facilities nor engage in Conduct which would contravene relevant Computing Service Regulations.

4.10 The Penalties imposed on users for improper conduct shall be decided from time to time by the Library Disciplinary Committee.

5.0 Rules for the Borrowing of Library Material.

5.1 The Librarian may decline to lend any item of library material. Certain categories of library material, such as reference books, theses and current issues of periodicals and any other materials appropriately marked may not normally be removed from the Library.

5.2 Borrowers must produce their College ID Card when borrowing library material and may be asked to show proof of identity. The Loss of a borrower's card should be reported immediately to the librarian .

5.3 At any one time borrowers may not exceed the numbers of loans allowed by the Librarian . 4 items per Student.

5.4 Library materials are normally issued for standard periods of loan. - 3 days and 7 Days.

5.5 Loan periods may be shortened towards the ends of terms and when items have been reserved by other users.

5.6 Borrowed items must be returned to the issue counter from which they were issued on or before the date specified when they were issued, renewed or recalled.

5.7 Loans may be renewed for a further period except in some cases at the end of terms and vacation provided that the item has not been reserved by another reader. The Librarian may restrict the renewal of particular categories of library material.

5.8 Borrowers are responsible for the safekeeping of any library material issued in their name or to their borrower's number until the loan has been cancelled.

5.9 The Librarian may recall from loan any item of library material.

5.10 The penalties imposed on borrowers for the loss or late return of library materials shall be decided from time to time by the Library Disciplinary Committee.

6.0 Standard Loan Periods

6.1 The standard periods of loan for library materials are as follows : 3 days or 7 days

6.2 Registered students may borrow a maximum of four books for the above standard loan periods. Books must be returned on or before the due day stamped in the book.

6.3 Reference material - Under no circumstances are materials marked '**Reference Only**' to be removed from the library.

6.4 Library Charges : Inter-Library Loan Requests – British Library - €5.70 per successful request. TCD – Charge of €3.15 per satisfied request. Law Society of Ireland – starts at €4.40 per satisfied request.

Replacement of lost or damaged library material – the full cost of replacement or repair plus a €6.35 administration fee. Both the replacement and original copy remain the property of the Library.

Self Service Photocopiers - €2.50 per copy card (40 units)

7.0 Penalties

7.1 Improper Conduct – for the contravention of Library regulations 4.1 to 4.6 the following penalties will be imposed.

7.1.1 Conduct in the Library – a library user who, after a verbal warning, fails to comply with any of the Regulations 4.1 to 4.9 may be required to leave the library and may be denied access to all library facilities for up to one month.

7.2.1 Use of Library Material and Equipment – a library user who contravenes Regulations 4.7 to 4.9 may be required to pay a fine not exceeding £50 in respect of each contravention and may be denied access to all library facilities for up to one month or until all fines and charges have been paid. For subsequent contravention's further penalties will be imposed.

7.2.2 Borrowing facilities - for the late return of each item from loan the following penalties will be imposed :

Fines - a charge of 60c for each whole or part day per item overdue to a maximum of €30.00

7.2.3 A fine of €20.00 per item will be imposed on any student removing a Reference item from the library and loss of access for a minimum of one month. Further borrowing will be denied while any loans are overdue or fines or charges exceeding €5.00 is owed. For any fines outstanding and /or items overdue for a period of longer than one month the library user may be refused access to all library facilities until such fines have been paid in full or items returned

7.3 No degree, diploma or certificate shall be conferred upon any student who has not Returned all items issued in that student's name or who has not paid all fines and Charges set out in rules 7.2.2 and 7.2.3

8.0 Library Disciplinary Committee

8.1 Contravention of any library rules followed by a warning verbal of written, by library staff may result in that person being called before the Library Disciplinary Committee.

8.2 Failure by a library user to return items and/or pay fines owed to the library after a warning has been given to them may result in that person being called before the Library Disciplinary Committee .

9.0 Graduate /External Library Users

9.1 Graduate membership of the library is subject to all the above Library Regulations.

9.2 Graduate library users may not borrow library material that is being used by students for completion of assignments / studying for exams .

9.3 The Librarian reserves the right to refuse Graduate Members library access during periods when examinations are in progress in the College.

9.4 Graduate members with outstanding book loans / fines will not be permitted to borrow library material until outstanding fines/charges are paid in full.



PART 2

PART A

GENERAL INFORMATION (ALL LLB SCHEMES OF STUDY)

ATTENDANCE AT LECTURES AND TUTORIALS

Attendance at all tutorials and all lectures is compulsory. Manual and computerised attendance records are kept in respect of both. A formal attendance monitoring system is in place. Students who miss more than two lectures or tutorials in any subject(s) will be issued a warning letter by the Head of the Law School. Students who receive two or more warning letters, without having a valid excuse (e.g. illness supported by an original signed medical certificate), will be brought before the **Student Academic Progress Committee** who have the power to suspend/expel the student (See Part D of Student Handbook).

Attendance records including any warning letters form part of the student's academic record and may be used when writing references. Attendance records are available to the LLB Examination Board and are used in deciding borderline cases and degree classifications. Many professional bodies specifically request details of the percentage attendance of applicants at the compulsory elements of the course.

As the tutorial groups and attendance records are computerised, switching of tutorials groups is not possible. Failure to attend the allocated tutorial will be recorded as an absence.

A random system of monitoring lecture attendance also operates. This will be used for internal purposes including discussions at the LLB Examination Board meetings.

STUDENT ADDRESSES

It is frequently important and necessary for the Law School to be able to contact students at their term-time or home address. Any change of address must therefore be notified to the College's Registrar as soon as possible and in any case within three days of any change. Students are asked also to give details of any telephone number at their address, in order to facilitate contact in an emergency.

THE PERSONAL TUTOR SYSTEM

Each student is allocated a personal tutor. The tutor in his/her 'general' or 'moral' capacity is not concerned with specific academic teaching, although the personal tutor may from time to time also teach his/her personal tutees.

The primary purpose of the system is to provide a member of the academic staff from whom the student may seek advice, reassurance and help where necessary. The tutor should be seen as a guide and a friend - albeit an imposed, rather than chosen one. The relationship is confidential between tutor and tutee. However, the tutor may seek permission to divulge to the Head of the Law Department, Board of Studies or Board of Examiners information which in the tutor's opinion is a material consideration in the assessment of a student's progress. Typically, an accident or domestic crisis at home might have affected revision or examination performance. The personal tutor who is acquainted not merely with a student's academic progress, but also with extra-curricular activities, will usually, but not invariably, be a natural referee for his or her tutee.

A student who wishes to change his or her personal tutor should write to the Head of the Law Department.

Meetings

Personal tutors are available in their rooms at set times during the week. Tutees should feel free to visit their tutor during these appointed times. Should a student need to see his/her tutor outside these times it will be necessary to make an appointment at a mutually convenient time. Although the tutor is there to help, if possible, with non-academic problems, it should not be thought necessary to have a problem in order to visit one's personal tutor.

Subject Options

Students should consult their personal tutor and the Careers Officer before finalising the subjects which they wish to take in the final year of study. Details of options are published in the second term of second year.

All options are offered subject to a minimum demand. Students can assume that all options will be provided unless they receive written notification (on the LLB noticeboard) to the contrary. In such circumstances, students will be given the opportunity to select an alternative subject.

When submitting their option forms, students sign a declaration stating that they understand that their choice is "final and conclusive". This is to ensure that students are fully aware that once they submit the option form and have not been notified that an option will not be provided, they cannot change their choice of optional subjects. This rule is rigidly applied and allows for no exceptions.

REFERENCES

All requests for references must be made personally to the referee either orally or in writing. At least two weeks' notice should be given.

Requests for an official transcript of results must be made to the Registration Department. At least one week's notice must be given.

SUMMER EXAMINATIONS

In each year, formal examinations are held in May-June and all courses include course work assessment based upon exercises written during the year. Course work assessment is additional to an examination. The examination regulations make provision for students who fail to submit coursework. The course work will represent 25% of the final mark, the remaining marks relating to the end of year examination. The number and type of exercises used for course work assessment may vary between courses, but normally comprises one exercise.

The written examinations also show some variation in style and composition between courses. Usually, a student is given a choice of questions. Past papers, which may be consulted in the Law Library, offer some guide. Lecturers will give more precise information during the course of the year. In certain examinations, specified materials are provided in the examination room. A list of the permitted materials for the session 2005/2006 follows.

Students may be required to take examinations on successive days and this will not be regarded as a valid ground of objection to any individual's examination timetable.

RESITTING EXAMINATIONS FAILED IN SUMMER

Students who fail one or two second year subjects are allowed to resit the examination(s) which they fail in the Autumn repeats. The repeats normally take place towards the beginning of September. Students will only be allowed take the resit examinations in Portobello College.

There are no Autumn repeat examinations in the Final Year.

Further details regarding the examination regulations are contained later in this booklet.

MATERIALS FOR USE IN EXAMINATIONS 2005/2006

The following materials will be provided for students in the examinations.

Constitutional Law	– Bunreacht na hÉireann
European Community Law	– Treaties establishing the European Communities
Company Law	– The Companies Acts 1963, 1983, 1986 and 1990 (including the Companies Amendment Act 1990)
Human Rights	– International Covenant on Civil and Political Rights (1966)
	– European Convention on Human Rights
	– Universal Declaration of Human Rights

MARKING LLB

The following scale of marks is used for the degree examinations and in marking assessed course work:

70%	–	First Class
60% - 69%	–	Second Class Division 1 (2.1)
50% - 59%	–	Second Class Division 2 (2.2)
45% - 49%	–	Third Class
40% - 44%	–	Pass

EXAMINATION RESULTS

Actual examination marks will be disclosed in writing to individual candidates within a short period of the Examination Board meeting confirming them at the end of the academic year.

COMPLETION OF THE DEGREE

The University of Wales requires students to complete their LLB degree within five years of commencing on the degree. This should be taken into account by students who wish to take time out from their Law studies. In exceptional circumstances the University of Wales can give an extension. However, this is at the discretion of the University.

Appeals Procedures (October 2003)

The University has established four appeals procedures for candidates for University examinations at undergraduate and postgraduate levels.

1. The Verification and Appeals Procedure

Is applicable to:

- candidates who have completed their periods of study for initial degrees, foundation degrees, undergraduate University Diplomas and Certificates, or who have been awarded an exit qualification of the University of Wales (institutions have full jurisdiction over appeals in respect of interim results, e.g. *vis-à-vis* individual modules, and progression);
- candidates who have completed either of the stages (examination and dissertation) of a taught Master's degree (including the MRes), Postgraduate Diploma or Postgraduate Certificate scheme of study (including the PGCE);
- candidates who have completed the examination component of a Doctoral degree by examination and thesis.

2. Appeals Procedure (Postgraduate Research Degree)

Is applicable to candidates who have submitted a thesis* for the degrees of: PhD (including the PhD by Published Works), EngD, DCLinPsy, DEdPsy, DNursSci, DMin or EdD, or for a Master's degree by research (normally MPhil).

* In certain circumstances, an artefact accompanied by analytical commentary or published works accompanied by critical analysis may be submitted in place of a thesis

3. Appeals Procedure (Unfair Practice Decisions)

Is applicable to students who wish to appeal against the decision of a Committee of Enquiry convened to consider an allegation of unfair practice. The Appeals Procedure (Unfair Practice Decisions) applies to students at Constituent, Associated and Validated Institutions.

4. Appeals Procedure (Senior Doctorates)

Is applicable to candidates for the degrees of DLitt, DSc, DScEcon, LLD, DMus, DD, and DDS.

Students invoking the Verification and Appeals Procedure are advised to note that the Procedure consists of two distinct stages: firstly, an application to the Institution concerned for verification of the result and, secondly, following completion of the verification process, an application for appeal to the University of Wales.



Verification and Appeals Procedure

Each Constituent Institution, Associated Institution or Validated Institution of the University shall inform candidates for University examinations at the commencement of each session of the following Verification and Appeals Procedure.

Verification

1. A candidate is entitled to ask for verification of one or more of the following in respect of a University examination*:
 - 1.1 that the assessment published by the University is free of arithmetical or other errors of fact;
 - 1.2 that the examiners were aware of exceptional personal circumstances reported by the student prior to the meeting of the Examining Board(s) concerned and which might in the student's opinion have had an adverse effect on his/her academic performance;
 - 1.3 that the examiners were aware of defects or irregularities in the conduct of the examinations or in written instructions or in advice relating thereto, when such defects or irregularities or advice might, in the student's opinion, have had an adverse effect on his/her performance.

In addition, a candidate for a Master's degree by Examination and Dissertation may, in accordance with the grounds detailed under 1.1 to 1.3 above, seek verification of the decision of the Examining Board not to award the mark of Distinction in respect of either of the parts of the scheme of study (i.e. examination or dissertation).

2. A candidate who wishes to have such verification shall make written application to the Academic Registrar/Secretary, or equivalent, of the institution concerned normally within **fourteen days** of the date of the meeting of the relevant Examining Board. Applications for verification submitted outside this timescale with good reason may be accepted at the discretion of the Academic Registrar/Secretary or equivalent of the institution concerned. Requests for verification must include details of any alleged defects or irregularities in the conduct of the examinations or in any written instructions or in any advice relating thereto, or of any exceptional personal circumstances.

* In the context of this Procedure a University examination is an examination or assessed piece of work which counts towards a candidate's overall result and which is, therefore, conducted by a University Examining Board comprising both internal and external examiners.

3. Upon receipt of such written application, the Academic Registrar/Secretary, or equivalent, of the Institution, or his/her nominee, shall ask the Chair of the Examining Board, or his/her nominee, to take the necessary steps to verify the facts to which the application refers. The Chair shall ensure that the facts are verified within **three weeks** of the date of the application. At the same time, the Academic Registrar/Secretary, or equivalent, of the Institution, or his/her nominee, shall acknowledge receipt of the application, informing the candidate of the action being taken, and shall forward to the Secretary General of the University of Wales a copy of the candidate's application for verification.
4. The Chair of the Examining Board shall, when he/she has completed his/her enquiry, take the following action:

4.1 If the verification procedure indicates that:

- there has been an arithmetical or other factual error;
- exceptional personal circumstances reported by the student **prior** to the meeting of the Examining Board(s) concerned were not, in fact, considered at the meeting(s);
- a candidate, in the course of requesting verification, has provided additional evidence of exceptional personal circumstances which were previously notified prior to the meeting of the Examining Board;

the Chair of the Examining Board shall arrange for the Examining Board to re-consider the candidate's examination performance. He/she shall then inform the Academic Registrar/ Secretary, or equivalent senior officer, of the Institution concerned and the Secretary General of the University of Wales in writing of the full circumstances of the case, and, at the same time, the candidate shall be informed by the Institution of the action being taken.

The Secretary General, in consultation with the Chair of the Examining Board, shall subsequently arrange for the publication of such supplementary pass-list as may be necessary.

4.2 If the verification procedure indicates that:

- there has been no error;
- any exceptional personal circumstances reported by the candidate have already been considered;
- there are no defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto;

the Chair of the Examining Board shall inform the Academic Registrar/Secretary, or equivalent senior officer, of the Institution concerned in writing of this conclusion. Depending on the policy of the Institution concerned, either the Chair, or the Institution's Academic Registrar/Secretary, or equivalent senior officer, shall in turn inform the candidate of this conclusion, of the candidate's right of appeal, that an appeal may only be made on the grounds stipulated in paragraph 6 below and that such an appeal must reach the Secretary General within the deadline stipulated in paragraph 5 below; a copy of the Procedure and of the Application Form for Appeal shall be enclosed with that letter which shall be copied to the Secretary General of the University of Wales.

4.3 If it transpires that:

- there were exceptional personal circumstances which could have affected the candidate's performance adversely, of which the Examining Board was unaware because the candidate did not report them at the appropriate time;
- the candidate has provided evidence of defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto of which the Examining Board had been unaware;

the action stipulated in paragraph 4.2 above shall apply. At the same time, the Chair of the Examining Board shall inform the Secretary General of the University of Wales in writing of the full circumstances of the case, adding comment where this is considered necessary.

Appeal

5. Candidates in University examinations are only entitled to appeal against a decision reached following the above process of verification. Any appeal shall be sent, in full, in writing to the Secretary General of the University of Wales and must reach him/her not later than **ten days** after the dispatch to the candidate of the verification of his/her result. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted. The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced by the appellant, or by any member of staff or student accompanying the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
6. The University is only prepared to consider appeals which are based on one or both of the following grounds:

- 6.1 defects or irregularities in the conduct of the examinations or in written instructions or in advice relating thereto, where there is a *prima facie* case that such defects, irregularities or advice could have had an adverse effect on the candidate's performance;
 - 6.2 exceptional personal circumstances where there is a *prima facie* case that such circumstances could have had an adverse effect on the candidate's performance. (In appeals based on these grounds, the appellant must show good reason why such personal circumstances were not made known to the Examining Board before its meeting. Where a candidate could have reported exceptional circumstances to the Examining Board prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.)
7. Appeals which question the academic judgement of examiners shall not be admissible.
8. On receipt of an appeal the Secretary General or his/her nominee shall acknowledge receipt normally within three working days and, where appropriate to the circumstances of the case, consult the Head of the appellant's Department or the Chair of the relevant Examining Board. The appellant shall be provided with a written progress report within 25 working days.
9. The Senior Vice-Chancellor, or his/her nominee* is required to disallow any appeal normally within three months of its receipt:
 - 9.1 which is based on factors which were known to the Examining Board concerned when the candidate's result was determined;
 - 9.2 which introduces information which was known to, and could have been reported by, the candidate prior to the meeting of the Examining Board.
10. If it is decided by the Senior Vice-Chancellor or his/her nominee that there is a *prima facie* case to be considered, it shall be referred to a University of Wales Appeal Board consisting of three persons, one of whom shall be the Senior Vice-Chancellor or a Pro-Vice-Chancellor or an ex-Pro-Vice-Chancellor or an Assistant Principal of a Constituent Institution, and at least two of whom shall be members of the Regulations and Special Cases Committee, and/or members of the Academic Board, and/or the University Subject Chairs, and/or their alternates. This shall normally be within three months of receipt of the application for appeal.

* An officer in the University Registry may be nominated by the Senior Vice-Chancellor to act on his/her behalf

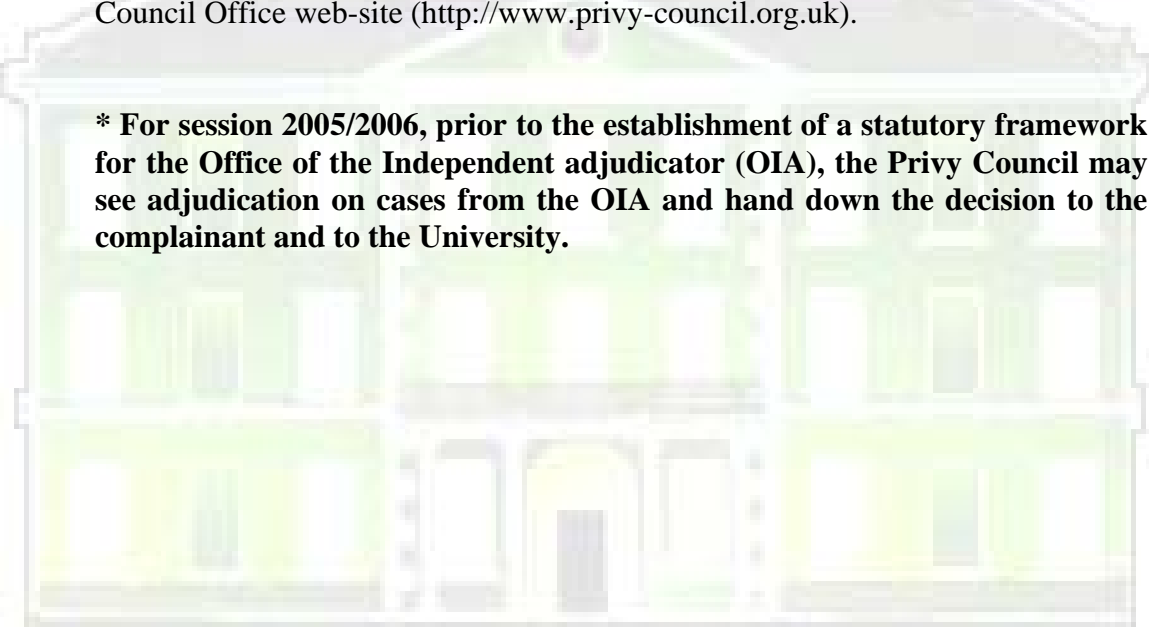
11. With the prior written agreement of the appellant and the Academic Registrar/Secretary or equivalent of the institution concerned, a case may be expedited by referral for executive action by the Chair of the Appeal Board. An appeal shall not be rejected by Chair's executive action, the only decisions available to the Chair shall be:
 - 11.1 to refer the case back to the relevant Examining Board for further consideration;
 - 11.2 to refer the case to a full Appeal Board for decision.
12. In accordance with Statute 19(5) and Statute 31(1)(g), the Appeal Board shall have delegated powers to act on behalf of the Academic Board.
13. An appellant shall be offered a personal hearing by the Appeal Board and shall accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied, but not represented, by a member of the academic or welfare or advisory staff of the Institution concerned or by a student or officer of the Students' Union at the Institution concerned, but not by any other individual. The appellant may not send another person to an Appeal Board in his/her stead.
14. The Institution concerned shall be invited to send a member of staff to attend the hearing and, at the invitation of the Chair of the Appeal Board, to contribute to the hearing. The Institution Registry shall accordingly be informed in advance of the time and date of the meeting and shall be provided with a copy of the candidate's application for appeal.
15. The Appeal Board shall base its decision on the evidence of the appellant's submission and the testimony of the Chair of the Examining Board concerned, together with any further evidence which it considers relevant.
16. The decision of the Appeal Board shall be notified by the Secretary General or his/her nominee as soon as possible to the appellant, the Chair of the Examining Board and the Academic Registrar/Secretary, or equivalent senior officer, of the Institution concerned.
17. The Appeal Board shall be empowered to take either of the following decisions:
 - 17.1 that the appeal be rejected and no further action be taken;
 - 17.2 that the matter be referred back to the relevant Examining Board.

In exceptional cases only, the Appeal Board may specify the composition of the Examining Board.

Where the case is referred back to the Examining Board, the Appeal Board may, where appropriate to the circumstances of the case, require an officer of the University of Wales Registry to attend as observer the meeting of the Examining Board.

18. In the case of 17.1 above, the decision of the Appeal Board shall be final and the matter shall, therefore, be regarded as closed. There shall be no discussion of the decision of the Appeal Board with the appellant or any other person.
19. In the case of 11.1 and 17.2 above, a full report, including recommendations or advice where appropriate to the circumstances of the case - including all supporting documentation - shall be sent by the Secretary General or his/her nominee to the Chair of the Examining Board and shall be considered by the Examining Board. The decision of the Examining Board, together with a copy of a relevant extract from its minutes, shall be sent by the Chair of the Examining Board to the Secretary General or his/her nominee within **six working weeks** of the date of the appeal hearing. The Examining Board's decision on whether any adjustment should be made to marks or grades previously awarded shall be reported back to the Appeal Board and shall be final. On receipt of this material, the Secretary General or his/her nominee may, in exceptional cases only, refer the case to the Chair of the Appeal Board for review of the procedures followed. If it transpires that a **serious** procedural irregularity has occurred, the case may be referred back to the relevant Examining Board for reconsideration.
20. An Examining Board's decision on whether or not to adjust marks or grades previously awarded may or may not alter the appellant's overall examination result. If the overall result **is** altered, the Chair of the Examining Board shall arrange for the Secretary General to publish any supplementary pass-list which may be necessary. The Secretary General, or his/her nominee, shall inform the appellant in writing of the decision of the Examining Board, and of the reasons for the decision.
21. If, following a successful appeal, the Examining Board decides that a candidate has qualified for a degree, such a candidate shall be admitted to that degree at the next succeeding Degree Congregation. Alternatively, the Senior Vice-Chancellor shall have authority to deem such a candidate to have been admitted to the degree provided all other necessary conditions for his/her admission have been met.
22. The Senior Vice-Chancellor shall also have authority to deem a candidate who has already been admitted to a degree to have been admitted to a different class of degree if, following a successful appeal, an Examining Board decides that the candidate's degree classification shall be amended. In such cases, the Secretary General or his/her nominee shall issue a replacement certificate upon the return by the candidate of the original certificate.

23. Where applicable, appropriate arrangements will be made in respect of candidates who, following a successful appeal, are deemed by an Examining Board to have qualified for the award of a certificate or diploma.
24. The Appeal Board may make recommendations for consideration by the Regulations and Special Cases Committee or the Academic Board as appropriate on any matter arising from the consideration of appeals.
25. The University of Wales is subject to Visitorial Jurisdiction. The Visitorial Jurisdiction is exercised, on behalf of Her Majesty The Queen, by the President of the Privy Council. Once all the relevant University procedures above have been exhausted a candidate may petition the University of Wales Visitor, who will investigate the matter to determine whether the correct procedures have been followed in arriving at a decision and whether there have been any breaches in the rules of natural justice. All correspondence should be addressed to: The Clerk to the Council, Privy Council Office, 2 Carlton Gardens, London SW1Y 5AA. Guidelines on the submission of petitions to the Visitor can be found on the Privy Council Office web-site (<http://www.privacy-council.org.uk>).



*** For session 2005/2006, prior to the establishment of a statutory framework for the Office of the Independent adjudicator (OIA), the Privy Council may see adjudication on cases from the OIA and hand down the decision to the complainant and to the University.**

EXTERNAL EXAMINERS

All the LLB Examinations involve external examiners whose duties include approving the paper and looking at a cross section of all assignments and scripts, in particular at those on the various borderlines and which have been assessed as firsts or fails. They are then able to comment to the internal examiners upon particular cases in the light of standards applied in other universities' law schools. The external examiners also attend the meetings of the Boards of Examiners, where their advice and experience will be drawn upon.

SPECIAL CIRCUMSTANCES

The Board of Examiners may take into account medical or personal circumstances which may have affected a student's work especially in examinations, provided their personal tutor has been notified in writing of such circumstances when they occurred or at a minimum in advance of the Examination Board meeting. Such notification must be fully documented by an original signed medical certificate(s) or, where the problem is of a personal nature, a letter from an independent party. This information must be given to their personal tutor on return to college/before the Examination Board meeting.

Students must understand that it is their personal responsibility to notify (with the appropriate supporting documentation, e.g. signed original medical certificate) personal tutors of medical or other circumstances which affected their studies prior to the Examination Board meeting. Notification after that meeting is too late and there is no question of the Board being reconvened to consider circumstances which were known to a candidate and which could, therefore, have been notified prior to the meeting.

Where a student is suffering from a continuing illness/disability, the continuation of this illness/disability must be confirmed (through a signed original medical certificate) each academic year

Special Examination Arrangements

A student requiring special provision for his/her examinations shall submit a written application, in the first instance, to the Head of Department, who shall consult the Superintendent of Examinations (the Registrar). The application shall be supported by documentary evidence. The Head of Department or Chairperson of the Examining Board, in consultation with the Superintendent of Examinations, is permitted to disregard requests for special provision if not supported by appropriate supporting documentary evidence.

Candidates who are physically disabled from writing a script may, with the approval of the College authorities, answer papers by using a word processor.

Any equipment shall be selected by the Superintendent of Examinations in consultation with the Head of Department. If a word processor is to be used, a new disc should be issued at the start of each examination. The examination shall be conducted in a separate room under the superintendance of a nominated invigilator who shall not normally be a member of the Examining Board concerned.

In respect of the most common medical circumstances, the following arrangements are appropriate:

1. *Dyslexia* - A student may be permitted additional time for his/her examinations and/or the use of a word processor. A report from a qualified Educational Psychologist certifying dyslexia, which is dated within three years of the date of submission, must be submitted with the application to the Head of the Department.
2. *Visual Impairment* - A student may be permitted the use of a word processor or where appropriate the typeface on the examination question paper shall be enlarged. If the physical impairment is known to be prolonged or permanent a student may be permitted additional time for his/her examination(s).
3. *Hearing Impairment* - A student shall be made of aware of any announcements during an examination by the issue of written information
4. *Physically impaired from writing a script* - A student may be permitted the use of a word processor. If the physical impairment is known to be prolonged or permanent a student may be permitted additional time for his/her examination(s).

The examination shall, in any of the above cases, be conducted in a separate room under the superintendance of a nominated invigilator who shall not normally be a member of the Examining Board concerned.

If the Head of Department recommends that a student should receive special provision, he/she shall forward the application, supported by copies of documentary evidence, to the Superintendant.

The Superintendent of Examinations on receipt of a recommendation for special provision shall decide whether or not to approve the application for special provision and the provision which will be made available to the student. The decision of the Superintendent shall be final.

MEDICAL SERVICE

A list of medical services is available at Reception in Portobello House.

PROCEDURE FOR COMPLAINTS ABOUT TEACHING

Students who have a complaint concerning a specific lecturer or tutor should in the first instance, raise the matter directly with the lecturer/tutor concerned. If they are unable to resolve the matter in this way, they may approach the Head of the Law School on the matter either directly or in writing or through the class representative. If, however, they feel unable to approach the member of staff concerned or the Head of the Law School directly, they might first seek the advice of their personal tutor or any other member of the Law School.

Where the complaint appears to be serious, the student may be asked to put it in writing. The issue will then be discussed with the lecturer/tutor concerned and he/she will be given a time period within which to resolve the issue.

The University of Wales operates a complaints procedure for students from colleges which it validates. Portobello LLB Students can invoke this procedure if they wish. Details of the procedure are available from the Head of the Law School.

NOTICE BOARDS

For routine information about courses and classes, students should consult the LLB notice boards. It is the student's responsibility to consult the LLB notice board on a regular basis. Notification regarding important deadlines is posted on the LLB notice board.

Notes for staff may be left at Reception in Portobello House.

LAW DEPARTMENT STAFF CONTACT DETAILS

<u>Lecturing Staff</u>	Room	Ext.
John O'Keeffe (Dean of Law School)	S6	652
Tomás Clancy (Senior Lecturer)	S1	639
Clare Grealy (Course Director)	S4	650

Siobhán Leonard (Assistant Course Director)	S4	651
Estelle Feldman (Lecturer)	F1	620
Barry Halton (Lecturer)	S1	638
Stewart Duffy (Tutor)	S8	654
Kieran Falvey (Lecturer)	S8	656
Lesley-Ann Walter (Lecturer)	F1	619
Neasa Bird (Lecturer)	F9	627
John Eardley (Lecturer)	F9	627
Kara Turner (Lecturer)	F9	627
Elizabeth Dunne (Lecturer)	F9	627
Ronan Cosgrove (Lecturer)	S8	656
<u>Administrative Staff</u>		
Luisa Byrne (Law School Secretary)	G2	612
Ann Russell (Fees Office)	G1	610
Marie Caston (Examinations' Officer)	G4	615
Frances Baker (Head of Administration)	G9	602
Deirdre Walsh (Admissions' Officer)	G3	614

PART B

NOTES FOR GUIDANCE TO LLB STUDENTS ON THE SUBMISSION OF ASSESSED COURSE WORK

METHOD OF ASSESSMENT

1. The subject lecturer will inform students of the topic of the coursework, the date and procedure for submission, the format of the coursework and the percentage of the final mark allocated to it.

CLOSING DATE FOR SUBMISSION

2. Students normally have at least three weeks to prepare the assessed coursework. In exceptional circumstances, an extension of the time limit may be granted by the lecturer after consultation with the Year Tutor/Head of the Law Department. Any request for an extension should be made by the student concerned to the lecturer in advance of the closing date for submission.

3. The following penalty system applies to assessed coursework which is submitted after the required date where no extension has been granted under para. 2:

1 day late	5%
2 days late	10%
3 days late	20%

After three days the coursework will not be accepted for correction. As a matter of general practice, no mark will be credited for work submitted after the three day maximum limit or after any extended date where an extension has been granted under para 2. However the Board of Examiners will take into account any extenuating circumstances such as illness or accident which may have been notified in writing, together with appropriate medical evidence, prior to the meeting of the Board. Other than hospitalisation, extensions are **never** granted. Assignments must always be handed in on the due date. If however there are genuine and documented evidence as to problems encountered during the preparation period then these **may** however be taken into account when marking any assignment result.

4. If a candidate fails to submit coursework and has no valid excuse (supported by independent evidence e.g. a signed original medical certificate) which the Examination Board deems valid, that candidate will automatically fail that subject irrespective of the mark achieved in the examination. Such a candidate will be

required to resit the examination and resubmit an alternative assignment in September or the following June, depending on the number of subjects failed.

5. Candidates must type all coursework and it must be submitted on the due date. Candidates will not be allowed to submit a manuscript version on the due date and then later to substitute a typed/printed out version.

FORM

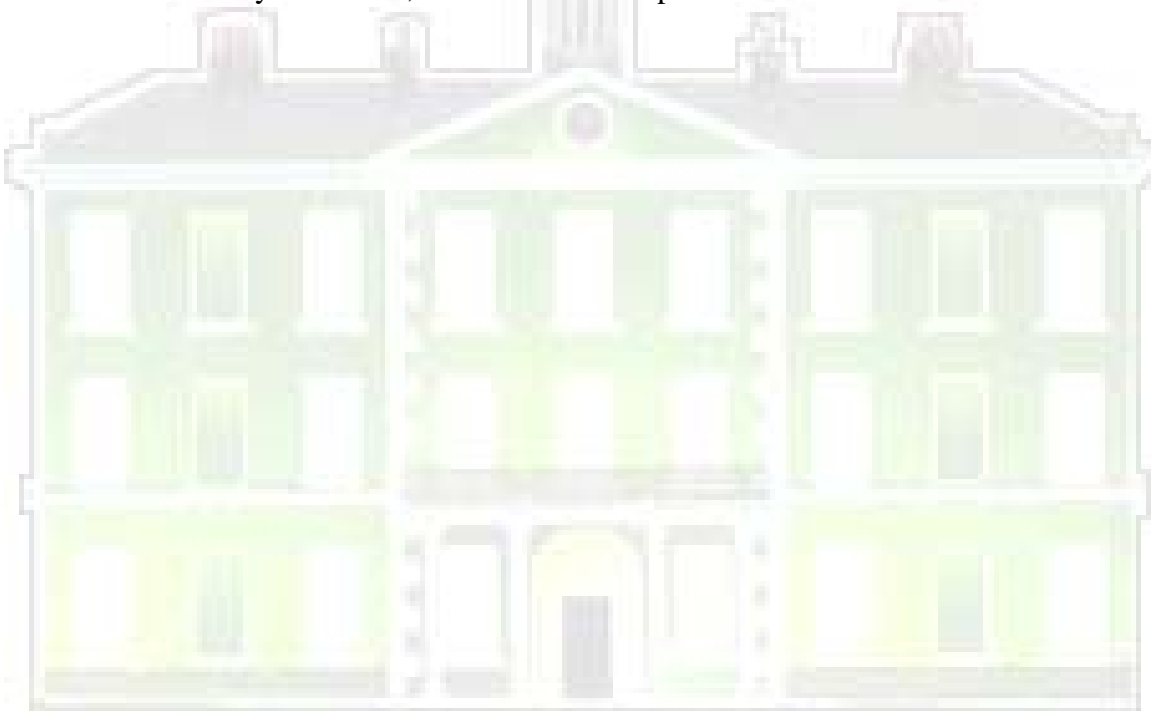
5. The lecturer will normally prescribe the maximum number of words including footnotes, for any assessed essay. Marks may be deducted if the word limit is breached.
6. Essays must be typed. A lecturer is entitled to refuse to correct a manuscript essay. Marks will be deducted if an essay is not typed.
7. Candidates must write on one side of the paper only, and leave a margin on the left hand side of each sheet.
8. Candidates must ensure that their name is on the essay and that loose leaves are secured by staple, treasury tag or similar means before submission to the lecturer.
9. The essay must contain a bibliography of all books, reports and articles referred to in, or used in the preparation of the essay.
10. Full references must be given, either in footnotes or in the body of the text, to all cases cited in the essay.
11. All quotations from, or paraphrases of, the work of any author other than the candidate must be clearly identified and attributed, whether in the footnotes or the body of the text.
12. Any student who attempts to pass off the work of others as hi/her own in an essay may be regarded as having committed an unfair examination practice. Heavy penalties may be incurred for such a practice. They range from a reduction of marks for the assessed work in question to the cancellation of the candidate's marks in the examination as a whole and disqualification of the candidate from any future University examination. Every candidate must therefore avoid anything that might be regarded as plagiarism. This handbook provides guidance on the avoidance of plagiarism.

METHOD OF SUBMISSION

13. One copy of each essay must be submitted to Mary Doyle, Law Department Secretary. Students are advised to retain another copy, as the original essay will not be returned until the student has graduated.
14. On submission of an essay, the student will be given an official receipt. It is the student's responsibility to obtain and retain this receipt.

MARKING OF ESSAYS

- 15 Lecturers should not reveal marks achieved on coursework until they have been approved by the external examiners. As with the examination, external examiners look at a cross section of all essays which will include all borderlines, fails and firsts. When the essay results have been confirmed by the extern, the results will be posted on the LLB notice board.



PART C

GUIDANCE ON THE AVOIDANCE OF UNFAIR PRACTICES (October 2003)

Scope of this Procedure

This Procedure shall apply to allegations of unfair practice arising from candidatures for all award types (i.e. taught or research schemes, degree awards, certificates or diplomas) at Associated and Validated Institutions of the University of Wales.

1. Definition of Unfair Practice

It is an unfair practice to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage which may or may not lead to a higher mark or grade than his/her abilities would otherwise secure. In particular, but without prejudice to the generality of the foregoing, it is unfair practice to:

- .1 introduce into an examination room any unauthorised form of materials such as a book (including mathematical tables), manuscripts or papers of any kind or any source of unauthorised information;
- .2 communicate with any other person in the examination room, except as authorised by an invigilator;
- .3 copy or use in any other way unauthorised materials or the work of any other candidate;
- .4 impersonate an examination candidate or allow oneself to be impersonated;
- .5 engage in plagiarism by using other people's work and submitting it for examination as though it were one's own work;
- .6 claim either to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out or to claim to have obtained results which have not in fact been obtained;
- .7 present evidence of special circumstances to examination boards which is false or falsified or which is, in any way, intended to mislead examination boards.

2 Unfair Practice in Work Completed Under Non-Examinable Conditions (including Taught Master's Dissertations and Research Degree Theses)

- 2.1 If a member of staff considers, or suspects, that unfair practice has occurred in relation to work submitted as a piece of coursework, a taught Master's dissertation or a research degree thesis, or any other work completed under non-examination conditions, he/she shall report the matter in writing to the Chair of the relevant Examining Board as soon as possible.
- 2.2 The Chair of the Examining Board shall first decide whether there is a *prima facie* case for treating the matter as a case of unfair practice. If he/she considers that a *prima facie* case has been established he/she shall inform the Superintendent of Examinations, who shall take the actions prescribed by paragraph 4 below.

3 Unfair Practice in a Formal Examination

3.1 Unfair Practice in the Examination Room

An invigilator who considers, or suspects that a candidate is engaging in an unfair examination practice shall inform such a candidate, preferably in the presence of a witness, that the circumstances will be reported and that the candidate may continue that, and any subsequent, examination(s) without prejudice to any decision which may be taken. Failure to give such a warning shall not however prejudice subsequent proceedings.

Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances in writing to the Chair of the relevant Examining Board and to the Superintendent of Examinations.

3.2 Suspected Unfair Practice Detected During or Subsequently to the Marking Period

An internal or external examiner who, whether in the course of the marking period or subsequently, considers or suspects that a candidate has engaged in an unfair practice, shall report the matter in writing to the Chair of the relevant Examining Board as soon as possible. The Chair shall retain any relevant evidence and shall forthwith report the matter in writing to the Superintendent of Examinations. The Superintendent of Examinations shall then take the action prescribed in paragraph 4, below.

4 Further Action to be Taken by the Superintendent of Examinations

- 4.1 On receipt of a report concerning an allegation of unfair practice, the Superintendent of Examinations shall discuss the matter with the Chair of the

relevant Examining Board to determine whether, in the light of all the circumstances, a *prima facie* case has been established. If satisfied that such a case exists, the Superintendent shall report the case in writing to the Principal and to the Registrar of the Institution and shall send to the Registrar copies of any relevant supporting evidence. The procedure shown below in paragraphs 5.2 to 5.7 shall then operate as described.

- 4.2 The candidate shall be informed of the allegation, and that a Committee of Enquiry will be constituted to consider the case (see paragraphs 5-8 below).

Where the allegation concerns alleged unfair practice in work totalling 20 credits or fewer which was completed under non-examinable conditions, the candidate shall be informed that he/she may elect either (i) for the matter to be dealt with by the Examining Board, which may approve such adjustment as may be considered appropriate (and which may also delegate responsibility to a member of the Board for explaining to the student the cause of the action) or (ii) for the matter to be heard by a Committee of Enquiry (see paragraphs 5-8, below).

- 4.3 If it is decided not to report the case to the Principal of the Institution, no further action against the candidate shall be taken and the Chair of the relevant Examining Board shall, where appropriate, inform the candidate in writing that the matter is closed.

5 Appointment of Committee of Enquiry

- 5.1 Each Institution shall establish a standing Panel of Enquiry for the purpose of investigating allegations of unfair practice in University examinations. The Panel shall consist of 6 members of the full-time academic staff of the Institution, chosen so as to be representative of the Faculties/Schools at that Institution.
- 5.2 On receipt of an allegation of unfair practice submitted by a Superintendent of Examinations, the Principal of the Institution concerned shall arrange for an appropriate Committee of Enquiry to be convened as soon as possible, normally within 6 working weeks of the allegation being made, and for the Registrar of the Institution, or his/her nominee, to act as Secretary to the Committee. The Superintendent of Examinations, who shall present the case against the candidate, shall not act as Secretary to the Committee.
- 5.3 Each Committee of Enquiry shall consist of 3 members selected by the Principal (or his/her nominee) from the Standing Panel. The Chair of the Committee of Enquiry shall be designated by the Principal from amongst the three members of the Standing Panel.
- 5.4 The Secretary General of the University of Wales or his/her nominee shall be invited to attend, as an observer, all meetings of the Committee of Enquiry. The Principal of the Institution concerned shall supply to the Secretary General details

of the allegations of unfair practice and any other information relevant to the meeting of the Committee of Enquiry.

5.5 As soon as reasonably practicable after the appointment of the Committee of Enquiry and bearing in mind the University's expectation that such cases should be heard normally within 6 working weeks of the allegation being made, the Secretary shall:

.1 send to the candidate copies of statements of witnesses and of documents to be placed before the Committee of Enquiry, and request the candidate to indicate which statements or documents are agreed and which are in dispute;

.2 notify the Superintendent of Examinations and members of the Committee of Enquiry of the date, place and time of the meeting and supply them with copies of the allegation and of any agreed statements or documents.

5.6 The Secretary shall, at the same time, inform the candidate of the date, place and time when the Committee of Enquiry intends to meet and that he/she shall have the right to be represented or accompanied, to hear all the evidence, to call and question witnesses and to submit other evidence. The candidate shall be required to inform the Secretary whether or not he/she intends to attend the meeting of the Committee of Enquiry. If the candidate indicates that he/she does not wish to attend the meeting, the Committee of Enquiry shall proceed in his/her absence.

A candidate who intends to be accompanied and/or represented shall be required to inform the Secretary in writing in advance and shall state whether or not the person representing or accompanying him/her has legal qualifications. The Institution conducting the Committee of Enquiry may also obtain legal representation.

5.7 Should a candidate not attend the meeting of the Committee of Enquiry, having previously indicated to the Secretary that he/she would attend, and provided that all reasonable means have been taken to contact the candidate, the meeting shall proceed in his/her absence.

6 Functions of the Committee

6.1 The functions of the Committee of Enquiry shall be:

- to consider the evidence submitted to it on the allegation of unfair practice;
- to determine whether the allegation has been substantiated normally on the balance of probabilities;

- to determine, in appropriate cases, the penalty to be imposed.
- 6.2 The Committee of Enquiry shall not normally be informed, before reaching its verdict on the allegation under consideration, of any evidence of previously substantiated allegations of unfair practice; the Committee should be so informed before determining the penalty in appropriate cases.

However, in exceptional cases, evidence of previous allegations of unfair practice may be disclosed prior to the verdict of the Committee where such evidence

- rebuts a claim of previous good character made by the candidate;
- *is relevant to the allegation under consideration (other than merely showing that the candidate had a disposition to commit the facts alleged) and its prejudicial effect does not outweigh its probative value.*

7 Procedure During the Meeting

- 7.1 The Superintendent of Examinations or the legal representative acting for the Institution shall present the case against the candidate, calling such witnesses and presenting such evidence as the Superintendent thinks fit. The Superintendent may question both the candidate and witnesses.
- 7.2 The candidate shall have the right to be represented or accompanied, to hear all the evidence brought against him/her, to call and question witnesses, and to submit other evidence.
- 7.3 Witnesses can only be concerned with evidence relating directly to the allegation and shall withdraw after questioning.
- 7.4 When the submission of evidence and the questioning of witnesses are completed, all persons, other than the members of the Committee and the University of Wales observer shall withdraw.
- 7.5 The Committee of Enquiry shall then consider whether the allegation has been substantiated.
- 7.6 If the Committee finds that the case has been substantiated, it shall then consider the penalty to be imposed.

8 Penalties Available to the Committee

The penalties available to the Committee of Enquiry shall be:

- .1 The issue of a verbal or written reprimand to the candidate. A record of the reprimand so given should be kept, and a copy sent to the Secretary General of the University of Wales (by the Secretary to the Committee). In addition, the Committee may recommend that the candidate should receive advice from a member of the Examining Board, in order to make clear the reasons for the Committee's decision and to ensure that the cause of the action (e.g. unintentional plagiarism) is discussed with the student to ensure that any future repeat offence by him/her cannot then be classed as 'inadvertent';
- .2 the cancellation of the candidate's marks for the whole paper or other assessment component in question;
- .3 the cancellation of the candidate's marks for the whole paper or other assessment component in question and the postponement of the candidate's qualification until one year after the date on which he/she would have qualified had the allegation of unfair practice not been substantiated;
- .4 the cancellation of the candidate's marks in all of the modules for the particular level of study;
- .5 the cancellation of the candidate's marks in all of the modules for the particular level of study and the disqualification of the candidate from any future University examination;
- .6 an alternative penalty to be decided upon by the Committee of Enquiry.

Note : Where the Committee chooses to implement any of the penalties shown above under 8.2, 8.3 or 8.4, the candidate concerned may be allowed, where the regulations for the scheme of study so permit, to re-take the work(s)/assessment(s) in question, retaining eligibility for the bare pass-mark only.

9 Action to be Taken Following the Committee of Enquiry

- 9.1 When the Committee of Enquiry has investigated the facts of the alleged unfair practice the Secretary shall in his/her report state whether or not the allegation has been substantiated and the penalty imposed where appropriate. The report shall be submitted, via the Registrar of the Institution concerned, to the Secretary General of the University as soon as possible after the Enquiry has been completed.
- 9.2 If the finding of the Enquiry is that a case has **not** been substantiated, the Chair of the Committee of Enquiry may inform the candidate verbally of this. Irrespective

of whether or not the candidate is informed verbally, the Registrar of the Institution concerned shall notify the candidate formally in writing of the Enquiry's findings and that the matter is therefore closed. At the same time the Registrar of the Institution shall copy relevant correspondence to the Secretary General of the University.

- 9.3 If the finding of the Enquiry is that the allegation has been substantiated, the Chair of the Committee of Enquiry may inform the candidate verbally, but there shall be no discussion of the Committee's decision with the candidate. Irrespective of whether or not the candidate is informed verbally, the Secretary General of the University, or his/her nominee, shall inform the candidate of the findings and the penalty imposed as soon as possible. At the same time the Secretary General of the University, or his/her nominee, shall convey this information to the Principal of the relevant Institution and the Chair of the Examining Board concerned.

The Secretary General of the University shall further inform the candidate of his/her right of appeal to the University of Wales. Any such appeal shall be sent, in full, in writing to the Secretary General of the University of Wales and must reach him/her not later than ten days after dispatch to the candidate by the University of the Committee's decision. *The address to which any such correspondence shall be sent is shown in paragraph 2 of the Appendix to this Procedure.*

- 9.4 ***Normally, the University or its Institutions would not make any public pronouncements of decisions of Committees of Enquiry. However, a candidate, in respect of whom a determination has been made, shall have the right to require the Institution concerned to publish any such determination should the candidate so wish.***

- 9.5 Where the allegation has been substantiated, the Secretary General shall require the Examining Board concerned to re-determine the candidate's overall examination result in the light of the penalty imposed by the Committee of Enquiry.

- 9.6 If the Committee of Enquiry has decided that the mark obtained for the unit of assessment in which unfair practice has occurred shall be cancelled, the Examining Board shall award a mark of zero for the unit and shall then re-determine the candidate's overall result.

10. Examination Pass-Lists

- 10.1 The Secretary General, in consultation with the Chair of the Examining Board, shall arrange for the publication of such supplementary pass-list as may be necessary.
- 10.2 If a case of alleged unfair practice is under investigation at the time of the meeting of the relevant Examining Board, the Board shall defer consideration of the candidate's work until the Committee of Enquiry has made a decision on the case and the decision has been conveyed to the Chair of the Examining Board.
- 10.3 Should a case be under investigation when a pass-list is due for completion and publication, the name of the candidate concerned shall be withheld from the pass-list and a supplementary pass-list issued as appropriate.
- 10.4 An Examining Board shall also have authority to cancel a result previously published and to publish a supplementary pass-list should a case of unfair practice arise subsequently to the publication of the original pass-list.

11 Appeal

Details of the process of Appeal are given in the Appendix to this Procedure.

12 Report to Academic Board

The Secretary General shall submit a report on a case of unfair practice considered in accordance with the procedure set out above to the next available meeting of the Academic Board of the University of Wales.

Appendix

Appeals Procedure (Unfair Practice Decisions)

The following procedure does not apply in the case of candidates who have elected to have their case dealt with by the Examining Board concerned (under paragraph 4.2 of the Unfair Practice Procedure, above) rather than by a Committee of Enquiry. Such candidates are advised that, instead, they may have recourse to appeal against the decision of the Examining Board under the University's separate Verification and Appeals Procedure. Copies of this procedure are available upon request from the University Registry, or may be accessed through the University of Wales' website (www.wales.ac.uk).

- 1 The University is only prepared to consider appeals which are based on one or both of the following grounds:
 - 1.1 irregularities in the conduct of the unfair practice procedure, which are of such a nature as to cause reasonable doubt whether the Committee would have reached the same decision had they not occurred;
 - 1.2 exceptional personal circumstances which were not known to the Committee of Enquiry when the candidate's case was considered and which can be shown to be relevant to the unfair practice. (In appeals based on these grounds the appellant must show good reason why such personal circumstances were not made known to the Committee of Enquiry before its meeting. Where a candidate could have reported exceptional personal circumstances to the Committee of Enquiry prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.)
- 2 Any appeal against a decision of a Committee of Enquiry (including any penalty imposed) shall be sent in full, in writing to the Secretary General (Ref: RGT), University of Wales Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS, and must reach him/her not later than ten days after dispatch to the candidate of the Committee's decision. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted. The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced by the appellant, or by any member of staff or student accompanying the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
- 3 On receipt of an appeal, the Secretary General or his/her nominee shall acknowledge receipt normally within three working days and, where appropriate to the circumstances of the case, consult the Chair of the Committee of Enquiry

and/or the Academic Registrar/Secretary, or equivalent senior officer in the institution concerned. The appellant shall be provided with a written progress report within 25 working days.

4 The Senior Vice-Chancellor, or his/her nominee*, is required to disallow an appeal normally within three months of its receipt:

4.1 which is based on factors which were known to the Committee of Enquiry when the penalty was imposed;

4.2 which introduces information which was known to, and could have been reported by, the candidate prior to the meeting of the Committee of Enquiry.

*An officer in the University of Wales Registry may be nominated by the Senior Vice-Chancellor to act on his/her behalf.

5 If it is decided by the Senior Vice-Chancellor or his/her nominee that there is a *prima facie* case to be considered, it shall be referred, normally within three months of its receipt, to a University of Wales Appeal Board consisting of three persons, one of whom shall be the Senior Vice-Chancellor or a Pro-Vice Chancellor or an ex-Pro-Vice-Chancellor or an Assistant Principal of a Constituent Institution, and at least two of whom shall be members of the Regulations and Special Cases Committee, and/or members of the Academic Board, and/or the University Subject Chairs, and/or their alternates.

6 In accordance with Statute 19(5) and Statute 31(1)(g) the Appeal Board shall have delegated powers to act on behalf of the Academic Board.

7 An appellant shall be offered a personal hearing by the Appeal Board and shall accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied by a member of the academic or welfare or advisory staff of the Institution concerned or by a student or officer of the Students' Union at the Institution concerned, but not by any other individual. The appellant may not send any other person to an Appeal Board in his/her stead.

8 The Institution concerned shall be invited to send a member of staff to attend the hearing and, at the invitation of the Chair of the Appeal Board, to contribute to the hearing. The Institution Registry shall accordingly be informed in advance of the time and date of the meeting and shall be provided with a copy of the candidate's application for appeal.

9 The Appeal Board shall base its decision on the evidence of the appellant's submission and the testimony of the Chair of the Committee of Enquiry concerned, together with any further evidence which it considers relevant.

- 10 The decision of the Appeal Board, and recommendations or advice where appropriate to the circumstances of the case, shall be conveyed by the Secretary General of the University, or his/her nominee as soon as possible to the appellant, the Chair of the Committee of Enquiry and to the Academic Registrar/Secretary, or equivalent senior officer, of the Institution concerned.
- 11 The Appeal Board shall be empowered to take one of the following decisions:
- 11.1 to reject the appeal;
 - 11.2 to disallow the original penalty and to refer the case back to the original Committee of Enquiry for a review of the penalty imposed;
 - 11.3 to require a new Committee of Enquiry to re-hear the case.
- 12 *Where a new Committee of Enquiry is required to re-hear a case, the membership of that Committee must be entirely different from that of the previous Committee. The new Committee shall not be provided with any evidence of any penalty imposed by the previous Committee, or of any other matter discussed by the previous Committee or Appeal Board, other than that it is re-hearing a case on appeal.*
- An obligation to hear the case on the basis of the facts presented before them at the hearing and not in the light of anything that they may have heard or discovered outside the Committee, shall be framed within any Terms of Reference applying to the Committee members.
- 13 The decision of the Appeal Board shall be final, and the matter shall, therefore, be regarded as closed. There shall be no discussion of the decision of the Appeal Board with the appellant or any other person.
- 14 If an appeal is upheld, the Secretary General or his/her nominee, in consultation with the Chair of the Examining Board, shall then arrange for the publication of such supplementary pass-list as may be necessary.
- 15 If, as a consequence of a successful appeal, a candidate is regarded as having qualified for a degree, such a candidate shall be admitted to that degree at the next succeeding Degree Congregation. Alternatively, the Senior Vice-Chancellor shall have authority to deem such a candidate to have been admitted to his/her degree provided all other necessary conditions for his/her admission have been met.

- 16 The Senior Vice-Chancellor shall also have authority to deem a candidate who has already been admitted to a degree to have been admitted to a different class of degree if, following a successful appeal, the Examining Board decides that the candidate's degree classification shall be amended. In such cases, the Secretary General or his/her nominee shall issue a replacement certificate upon the return by the candidate of the original certificate.
- 17 Where applicable, appropriate arrangements will be made in respect of candidates who, following successful appeal, are deemed by an Examining Board to have qualified for the award of a certificate or diploma.
- 18 The Appeal Board may make recommendations for consideration by the Regulations and Special Cases Committee or the Academic Board as appropriate on any matters arising from the consideration of appeals.
- 19 The University of Wales is subject to Visitorial jurisdiction. The Visitorial Jurisdiction is exercised on behalf of Her Majesty The Queen by the President of the Privy Council*. Once all the relevant University procedures above have been exhausted, a candidate may petition the University of Wales Visitor who will investigate the matter to determine whether the correct procedures have been followed in arriving at a decision and whether there have been any breaches in the rules of natural justice. All correspondence should be addressed to: The Clerk to the Council, Privy Council Office, 2 Carlton Gardens, London, SW1Y 5AA. Guidelines on the submission of petitions to the Visitor can be found on the Privy Council Office website (www.privycouncil.org.uk).

***For session 2005/2006, prior to the establishment of a statutory framework for the Office of the Independent adjudicator (OIA), the Privy Council may see adjudication on cases from the OIA and hand down the decision to the complainant and to the University.**

PLAGIARISM – GUIDANCE FOR LAW STUDENTS

1. Plagiarism means the use of the ideas or words of others without acknowledging them as such. It is an academic tradition that the ideas or words of another are not used without acknowledgment. Students must adhere to this tradition. Furthermore, the mark for written work in part reflects the student's understanding of the subject of the essay. If he or she has merely repeated the words of another, it is difficult to assess the student's understanding and so to award marks for it. It is, therefore, totally unacceptable for students to plagiarise in their written work whether assessed or non-assessed. If they do so, their mark will be affected and, in the case of assessed work, they will also have committed an unfair examination practice.

2. Students may, of course, make use of the ideas of others. However, this must be acknowledged according to the following conventions.

3. Each use of the ideas or words of another must be individually acknowledged in a footnote. In addition, each work consulted must be listed in the bibliography. The mere presence of a work in the bibliography does not override the need for acknowledging each individual use of that work in a footnote and, though necessary, is by itself insufficient.

4. Any use of the exact words of another must be acknowledged by enclosing them in quotation marks and by stating their source in a footnote. For example:

“The establishment of the office of President was perhaps the most contentious aspect of the draft Constitution when it was debated in the Dáil in May and June 1937”(1)

(1) J.M. Kelly The Irish Constitution 1984 p 57.

This applies however long or short the quotation

5. If only part of a passage from a book is being used, this should be indicated by replacing the omitted words with a short series of dots. For example:

“The Government’s powers in the case of actual invasion ...correspond with the traditional common law doctrine as to a Government’s inherent right and duty to protect the population and the State under its charge”. (1)

(1) J M Kelly The Irish Constitution 1984 p 163.

This applies however long or short the quotation and however long or short the omissions.

6. You may wish to alter the words being quoted so as to fit them into the context in which you are using the quotation, or to overcome the problem that the quotation may not make sense when taken out of its own context. Omitted words should be dealt with as above. Any words added should be enclosed in square brackets. For example:

“The general trend of judicial opinion on this point [power to annual regulations made by a subordinate body] was, finally given a somewhat sharper dogmatic shape in...”(1)

(1) J M Kelly The Irish Constitution 1984 p 76.

The words in square brackets have been added so that the quotation makes sense and to avoid quoting a longer passage than necessary simply to set it in its context. The series of dots at the end indicates that the quotation has been shortened.

7. If you do not have access to the original source of a quotation but have found it quoted in the work of someone else, you should give the original source (which the author you have found should have quoted) and the reference where you found it. For example, a footnote might read like this:

(1) Boland v An Taoiseach [1974] IR 338 per O’Keeffe P quoted by J M Kelly, The Irish Constitution, 1984, p20.

8. If you are not using the exact words of another, but are making use of one of his ideas, this should be acknowledged in a footnote referring to the author, the work, the reference if it is in a periodical and to its page. In addition you may wish to acknowledge your source in the body of your essay in this way:

As John Kelly has argued etc.

or

As John Kelly in his work on constitutional law has argued, etc.

(Remember that, in either of the above two examples, you should still provide a footnote detailing where John Kelly’s argument may be)

9. The above guidelines are specifically directed at avoidance of plagiarism. For further guidance on the technique of footnoting consult any reputable legal textbook on legal writing.

PART D

MONITORING STUDENT ACADEMIC PROGRESS

This is to draw your attention to the salient features of the Law School's Scheme for Monitoring Students' Academic Progress. You will find full details of the Scheme attached and it is your responsibility to familiarise yourself with them.

The main purpose of the Scheme is to ensure

- (i) that all students attend **every** lecture, tutorial or seminar scheduled for them and
- (ii) that students produce written work when it is required.

A student failing without a satisfactory explanation to do any of these things will be reported to the Law Schools Student Academic Progress Committee which will then decide what action to take. Such action may ultimately include making a recommendation that the student be excluded from the College.

Students should be aware that a referral to the Academic Progress Committee which results in action being taken by the Committee will form part of the student's academic record, may be drawn to the attention of the Board of Examiners and may be taken into account in writing references.

Sometimes, as a deadline for the submission of assessed coursework, or indeed non-assessed work approaches, students find themselves tempted to skip a tutorial or seminar. Having to meet such a deadline is not regarded as a satisfactory explanation for non-attendance at tutorials or seminars.

Please see Part A "Attendance at lectures and tutorials" for information on the tutorial attendance monitoring system.

TERMS OF REFERENCE

The Student Academic Progress Committee's terms of reference shall be

- (a) to review the academic progress of students referred to it;
- (b) where it considers the academic progress of a student referred to it to be unsatisfactory
 - (i) acting executively, to issue warnings and/or advice to the student;
 - (ii) to recommend that an exclusion warning be issued to the student and to suggest the terms in which it should be given;
- (c) to keep under review the criteria according to which students shall be referred to the Committee.

INITIAL MONITORING BY SUBJECT TUTORS

1. A student who without satisfactory explanation
 - (a) misses any scheduled tutorial or seminar; or
 - (b) does not submit written work when required; or
 - (c) in any other way is apparently failing to make satisfactory academic progresswill be considered to be making apparently unsatisfactory academic progress.
2. Responsibility for ensuring that action is taken in respect of any student making apparently unsatisfactory academic progress rests initially with the Attendance Officer or the tutor of the student in the subject in which the student appears to be making unsatisfactory academic progress.
3. The subject tutor of a student who without explanation misses a tutorial or seminar or does not submit written work when required shall promptly seek a satisfactory explanation from the student for his or her omission.

REFERRAL OF STUDENTS TO THE STUDENT ACADEMIC PROGRESS COMMITTEE

4. Any member of the Law Department or the Attendance Officer may refer to the Committee a student whom the member considers to be making apparently unsatisfactory academic progress.
5. Where no satisfactory explanation for a student's apparently unsatisfactory academic progress is forthcoming by the next tutorial or seminar the Attendance Officer or subject tutor, if he or she thinks doing so may obviate the need to refer the student to the Committee, shall inquire of the student's personal tutor whether there are circumstances which explain the student's apparently unsatisfactory academic progress.
6. The Attendance Officer or a subject tutor who, after or without consulting a student's personal tutor, receives no satisfactory explanation for a student's apparently unsatisfactory academic progress shall refer the student to the Committee.
7. A member of the Department referring a student to the Committee shall write to the Chair of the Committee setting out the respects in which the student's academic progress is apparently unsatisfactory, and any explanation offered by the student, or, if no explanation has been proffered, the measures taken to obtain one.

POWERS OF THE STUDENT ACADEMIC PROGRESS COMMITTEE

8. On a student being referred to it, the Committee shall inquire into the complaint in any way it thinks appropriate in order to decide what action it should take. This inquiry may include calling for reports on the student's academic progress from his or her other subject tutors, consulting with the student's personal tutor and interviewing the student.
9. Neither a member of the Committee who refers a student to the Committee nor the personal tutor of a student referred to the Committee shall sit as a member of the Committee when the Committee enquires into or decides what action to take about that student.
10. After inquiry the Committee may
 - (a) take no further action; or
 - (b) give advice to the student; or
 - (c) give a warning to the student; or
 - (d) request the Registrar to issue a formal written warning of possible exclusion to the student; or
 - (e) take any other action it considers appropriate to improve the student's academic progress and will inform the complainant, the student, the student's subject tutors and the student's personal tutor of the results of its inquiry.
11. Unless it decides to take no formal action in respect of a student referred to it, the Committee or one or more of its members acting on its behalf shall make best endeavours to secure an interview with the student.
12. The results of the inquiry will be recorded on the student's personal file.
12. Where the Committee requests the Registrar to issue a formal written warning of possible exclusion to a student, it shall also suggest the details of the requirements that the student must fulfill while the warning is in force.

LLB (FULL-TIME) DEGREE
EXAMINATION REGULATIONS

Provision for failed candidates

First Year

Reference:

A candidate who fails **one** or **two** of the four First Year Examinations may be referred for further examination in each of the subjects failed. The referred examinations will be held in August/September 2006. An Examinations Committee meeting (including the external examiners) will be held again in September to consider the marking of these referred examinations.

The above rule is subject to the Examinations Committee, in liaison with the relevant lecturer/tutor, being satisfied that the candidate has adequate time over the summer break to prepare for the referred examination.

Special Circumstances:

The Examination's Committee may refer for further examination a candidate who has failed more than two of the four examinations for his/her group. These referred examinations will be held in September. This discretion will operate only in special circumstances and the Examinations Committee, in liaison with the relevant lecturer/tutor, must be satisfied that the candidate has adequate time over the summer break to prepare for the referred examinations. The special circumstances must be of a medical or personal nature which may have affected a students' work, especially in examinations. The candidate's personal tutor must have been notified of such circumstances when they occurred, or at a minimum, in advance of the Examination Board meeting. Such notification must be fully documented by an original signed medical certificate (s) or, where the problem is of a personal nature, a letter from an independent party.

If a candidate fails to submit coursework and has no valid excuse (supported by independent evidence e.g. a signed original medical certificate) which the Examination Board deems valid, that candidate will automatically fail that subject irrespective of the mark achieved in the examination. Such a candidate will be required to resit the examination and resubmit an alternative assignment in September or the following June, depending on the number of subjects failed.

If a candidate fails to attend at an examination without a valid excuse (supported by independent evidence e.g. a signed original medical certificate), which the Examination Board deems valid, that candidate cannot be referred in the June examinations even if he/she fails one/two subjects. He/she will have to repeat the whole year externally.

Compensation for First Year Fails

A candidate who fails only one First Year subject on a first sitting with a minimum mark of 30% in the examination in that subject and 37% overall may, at the discretion of the Examinations Committee, compensate for that failure by reason of strength elsewhere.

The principle of compensation shall be applied very sparingly in both the initial examination in June and the referred examinations in September and shall be confined to cases where the Examination Committee is satisfied that it is unnecessary to require the candidate to repeat the examination. In reaching its decision, the Examinations Committee shall have regard to the overall strength of the candidate, taking into account his/her performance in the other First Year examinations and in course work. A compensated First Year mark shall be recorded without alteration.

Supplementary Examinations

A candidate who fails to attend an examination for good cause e.g. illness (supported by a signed original medical certificate), close bereavement (supported by independent evidence) may, at the discretion of the Examination Board, sit a supplementary examination in that subject (s). Such supplementary examinations will normally be held in the following September or June.

Internal Repetition:

There shall be a presumption that a candidate who fails the First Year examination as a whole shall be permitted to repeat the year as an external student only, unless a special case can be made to justify the offer of an internal place.

A candidate who repeats the year, either as an external or internal student, and fails the summer repeat examination will be subject to the normal repeat rules. If he/she fails **one** or **two** of the four examinations, he/she may be referred for a final attempt in each of the subjects failed.

If he/she fails more than two subjects in the summer repeat examination, he/she will be obliged to withdraw from the LLB degree.

Disclosure of Marks:

Marks shall not be disclosed prior to the issue of the Results List. Actual examination marks shall be disclosed in writing to individual candidates on request.

LLB (FULL-TIME) DEGREE
EXAMINATION REGULATIONS

Provision for failed candidates

LLB 2 (Second Year)

Reference :

A candidate who fails **one** or **two** of the four Second Year Examinations may be referred for further examination in each of the subjects failed. The referred examinations will be held in August/September 2002. An Examinations Committee meeting (including the external examiners) will be held again in September to consider the marking of these referred examinations.

The above rule is subject to the Examinations Committee, in liaison with the relevant lecturer/tutor, being satisfied that the candidate has adequate time over the summer break to prepare for the referred examinations.

Special Circumstances

The Examination Committee may refer for further examination a candidate who has failed *more than* two of the four examinations for his/her group. These referred examinations will be held in September. This discretion will operate in special circumstances.

If a candidate fails to submit coursework and has no valid excuse (supported by independent evidence e.g. a signed original medical certificate) which the Examination Board deems valid, that candidate will automatically fail that subject irrespective of the mark achieved in the examination.

If a candidate fails to attend at an examination without a valid excuse (supported by independent evidence e.g. a signed original medical certificate), which the Examination Board deems valid, that candidate cannot be referred even if he/she fails one/two subjects.

The maximum mark that can be awarded on a referred examination is 40%. This is the mark that will be recorded for degree classification purposes.

Compensation for Second Year Fails :

A candidate who fails only one Second Year subject on a first sitting with a minimum mark of 30% in the examination in that subject and 37% overall may, at the discretion of the Examinations Committee, compensate for that failure by reason of strength elsewhere. In reaching its decision, the Examinations Committee shall have regard to the

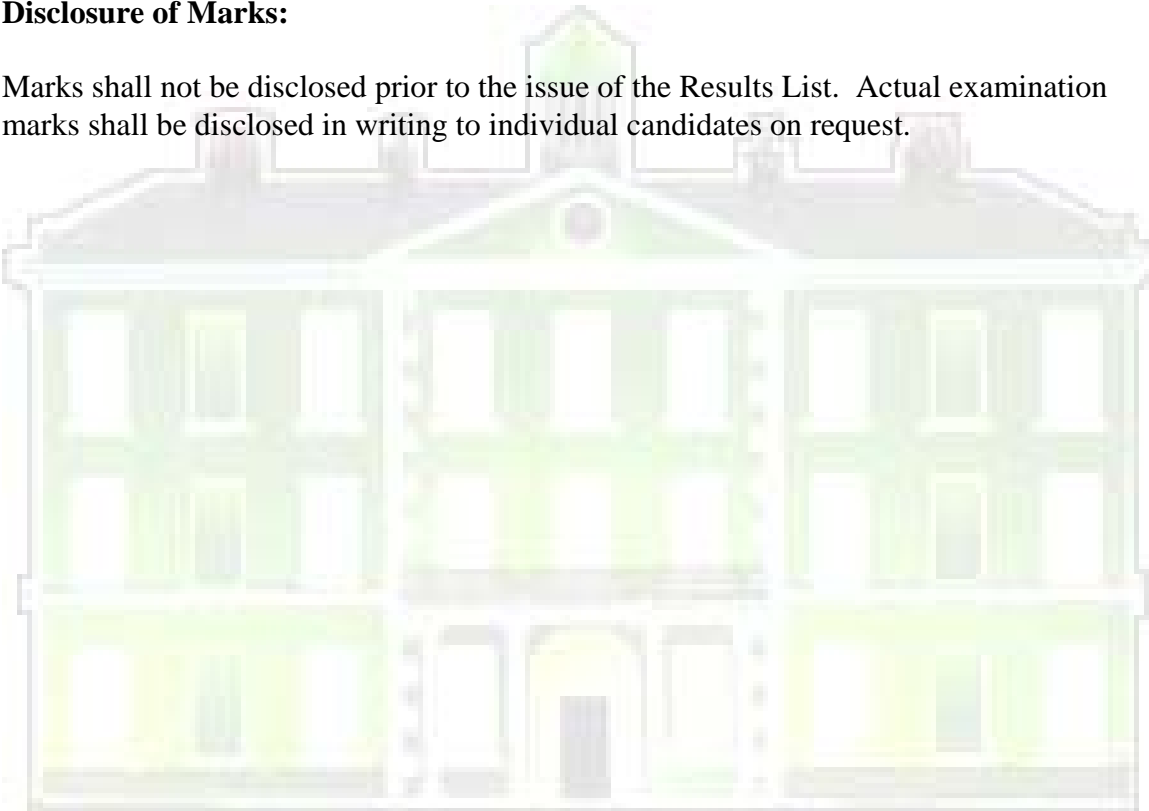
overall strength of the candidate, taking into account his/her performance in the other Second Year examinations and in coursework. A compensated Second Year mark shall be recorded without alteration.

Supplementary Examinations

A candidate who fails to attend an examination for good cause e.g. illness (supported by a signed original medical certificate), close bereavement (supported by independent evidence) may, at the discretion of the Examination Board, sit a supplementary examination in that subject (s). Such supplementary examinations will be held in August/September 2006

Disclosure of Marks:

Marks shall not be disclosed prior to the issue of the Results List. Actual examination marks shall be disclosed in writing to individual candidates on request.



Third Year – LLB 3

Reference:

There are no referred examinations in the third year.

Basis of Assessment:

The Examinations Committee shall assess degrees on the results achieved by a candidate in his/her Second Year and Third Year taken together, whether the results be obtained by examination or assessed coursework. In special or difficult cases, reference may be had to all other relevant circumstances.

Overriding Convention :

It is always open for the Examinations Committee to discuss any student's performance with a view to raising him/her to a higher class notwithstanding an apparently clear-cut result but a case will have to be made for diverging from this clear-cut result.

General Rule :

A candidate who obtains a majority of his/her marks in or above a particular class shall be awarded a degree of that class, provided only that he/she has passed all his/her subjects. Where a candidate has a fail in one or more of his/her third year subjects, the award of a degree or the class of a degree awarded is at the discretion of the Examination Board. There are no referred examinations in the third year.

Note: Majority means at least 5 out of 8 results.

A candidate who fails Second Year and repeats the year is eligible for consideration for the award of an Honours degree.

Discretionary Rule:

(i) The Compensation Principle

A candidate who has a weak result in one paper thereby precluding him/her from a particular class of degree under the general rule may compensate for that mark by a result in the class above the class to which he/she is aspiring.

(ii) The Improvement Principle

Where a candidate obtains mid-range or better marks in a particular class in a clear majority of his/her Third Year subjects, he/she shall be considered for an award of this class.

(iii) Four Class Marks

Where a candidate obtains marks in a particular class in four of his/her Second Year and Third Year subjects, he/she shall be considered for an award of this class.

Fails

Third Year (Part 111 under Cardiff Law School system) fails under the University of Wales LLB. regulations :

Any candidate who fails to satisfy the examiners of Part 111 that he should be awarded a degree may, upon the recommendation of the examiners of Part 111, present himself either externally or internally for the examination on not more than two subsequent occasions in the five years following the date of his first attempt; but he shall not, unless the Academic Board on the recommendation of the candidate's constituent college otherwise resolves, be eligible for the award of a degree with honours."

Note: The recommendation on eligibility for Honours must be made on the basis of circumstances prevailing at the time of the failure. There shall be a presumption that a candidate who fails the Third Year examination as a whole shall be permitted to repeat the whole year as an external student only, unless a special case can be made to justify the offer of an internal place.

Portobello College will adopt the procedures (para. 12 above) of the University of Wales in this regard.

Supplementary Examinations

A candidate who fails an examination or fails to attend an examination for good cause e.g. illness (supported by a signed original medical certificate), close bereavement (supported by independent evidence) may, at the discretion of the Examination Board, sit a supplementary examination in that subject(s). Such supplementary examinations will be held in August/ September 2002.

If a candidate is prevented by illness or other sufficient cause from attempting the whole or part of a final year examination for an initial degree, the University may on the special recommendation of the institution concerned, and upon such further evidence and subject to such conditions as it shall think fit, either:

1. award such candidate an aegrotat degree, without Honours: or
2. allow such a candidate to be presented for the examinations which they had missed in a subsequent year provided that the time limit is prescribed by regulation shall not have expired.

SECTION 5:**COMPUTER USAGE POLICY**

COMPUTER CENTRE

The College has four purpose-built computer laboratories; H05, H23, H14 and H24.

Open access times will be posted on the notice board in Harbour House and in the computer rooms.

Overview

Portobello College, hereafter referred to as 'The College', will provide access to the information resources of the computers to assist in supporting teaching and learning, research and information handling skills. This represents a considerable commitment of College resources in the areas of telecommunications, networking, software, storage and cost.

This Computer Usage Policy is designed to outline for students the conditions of use for these resources.

1. Introduction

The computer rooms provide the students with the facilities to meet the needs required for their courses. It is essential that the system works to its full potential at all times. To maintain the high level of service, responsibilities must be shared. Lecturers, tutors, computer technicians and students all bear responsibilities for this. Students who abuse the facilities provided are damaging the college's potential to provide them with a good service and to provide such service to their fellow students.

2. General

Computer access is provided as an information and learning tool and is to be used for College and curriculum related purposes. All existing College policies and regulations apply to a user's conduct on the e-mail and Internet, especially (but not exclusively) those that deal with unacceptable behaviour, privacy, misuse of College resources, sexual harassment, information and data security, and confidentiality.

3. Personal Accounts

Every student is given a home directory on the system which is regularly monitored by the IT department. This is provided to allow students to save academic work for ease of access. Every student is responsible for his/her own account.

Every student must clean up their account at regular intervals. Out-of-date and obsolete files should be deleted to free up space. It is forbidden for students to share passwords and to use one another's accounts. Any breach of computer regulations will be deemed to be the responsibility of the owner of the account.

Where a problem arises with access by a student to an account they should immediately inform one of the computer technicians who will investigate and seek to solve the problem.

Any inappropriate files found in a home directory are the responsibility of the holder of that account. Inappropriate material includes:-

- Pornographic material
- Games
- Large files not relevant to the course being followed

4. Conduct in the Computer Rooms

Food or drink may not be consumed within the Computer Rooms.

Smoking is not permitted within the computer rooms.

All mobiles must be turned off on entering the Computer Rooms. Failure to do so may lead to confiscation.

Members of staff may require students to show proof of identity or college student card.

Students must not disturb others while using the computer facilities and must immediately leave the computer rooms if requested to do so by any member of staff. Unauthorised radios, CD players and mobile phones must not be used.

Students must not reserve places.

Students must not mark, deface, damage, misplace or destroy computer material or property.

Students must not remove or attempt to remove computer material or property from the computer rooms.

Students must not intentionally engage in conduct, which would contravene relevant Computing Service Regulations.

The playing of games is strictly prohibited.

Removal of any official notice is strictly prohibited.

5. Internet

(i) As there are enormous risks both from a legal and security viewpoint, great care must be taken to ensure we all operate the system in a professional and responsible manner. Internet access is provided purely for the purposes of allowing you to carry out research for educational purposes.

(ii) The College has software systems that can monitor and record all Internet usage, and record each chat, newsgroup or website. The College reserves the right to do this at any time. No user should have any expectation of privacy as to his or her Internet usage.

(iii) Accessing pornographic or inappropriate sites is strictly forbidden. The College utilises an internet monitoring system called Cyber Patrol to assist with the restriction of inappropriate sites.

(iv) The purpose of Cyber Patrol is to:

- Filter harmful websites
- Manage time spent online
- Block or filter chat
- Protect personal information
- Customise filtering for each user

Cyber Patrol will block access to any site which the college decides is inappropriate and will also inform the IT Department of the student number and any other details regarding any attempt to access restricted sites. Offenders will be subject to disciplinary procedures.

(v) The College reserves the right to inspect any and all files stored either electronically or otherwise in order to ensure compliance with College policies. The College will use independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We will block access from within our networks to all such sites that we know of.

(vi) If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program and contact Eddie Ormonde, Head of Information Systems in Portobello College at extension 603. Failure to do so may result in you being subject to disciplinary procedures.

(vii) A student found using the College Internet facilities to deliberately disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user, will be subject to disciplinary procedures.

6. File Downloading

Any software or files downloaded via the Internet onto the College network become the property of the College. Any such files or software may be used only in ways that are consistent with their licences or copyrights.

No student may use College facilities knowingly to download or distribute illegal software, data or music files. The use of College resources for illegal activity will be grounds for immediate expulsion.

It is strictly prohibited to copy data or documents to or from the computer system by floppy disk or e-mail, except for approved educational reasons.

It is strictly prohibited to load on to the system, using disk, CD, or e-mail, any program, executable file, game, screen saver, video, sound file, picture or photograph, except for approved educational reasons.

Any file that is downloaded must be scanned for viruses before it is run or accessed. No student may use the College's Internet facilities to deliberately propagate any virus.

Video and audio streaming and downloading represent significant data traffic, which can cause local network congestion. Video and audio downloading are prohibited unless for agreed educational purposes and must be agreed in advance by the Head of IT Operations.

7. Chats, Newsgroups, and Email

Each student must identify him or herself honestly, accurately and completely when participating in chats or newsgroups, or when setting up accounts on outside computer systems. Students may participate in newsgroups or chats, but they do so as individuals, speaking only for themselves.

8. Access Violations

It is not permitted to seek or gain access to any documents, data or programs which are not directly required by you for educational purposes as a student.

Documents or data may not be copied from the system either by e-mail or disk unless required for the purpose of educational pursuits or for the backing up of data stored in a student's network folder. The software which we use is licensed. It is illegal to make copies of any software which is on the College's computer systems.

9. Carelessness

Actions taken by you, sometimes unwittingly, can have extremely serious consequences. Although many accidental or careless actions can be rectified, doing so costs time and money, and it is not always guaranteed that complete rectification will be possible.

- If you do not know what you are doing then do not do it - ask for advice

- Do not delete directories or folders. Ask the IT Department to do this for you.
- When asked by the system “Are you sure that you want to delete...?”, then be absolutely sure before you click “Yes”
- Under the Windows operating system, it is very easy to move a complete folder. If you suspect that you have moved a folder, then inform the IT Department immediately
- Take appropriate care of the equipment that has been entrusted to you or to which you have access. It is delicate. Food and drink is prohibited in the computer rooms. Do not put mobile phones or any other electrical equipment which may have a magnetic field anywhere near the computer. Magnetic fields can damage computers.

10. Passwords and IDs

Any student who obtains a password or ID for a computer resource must keep that password confidential. User IDs and passwords will help maintain individual accountability for Internet resource usage. The sharing of user IDs and passwords is prohibited. Any student found to be sharing their user ID and password or to be using another student’s user ID and password will be subject to disciplinary procedures.

11. Security

The College has installed routers, firewalls, proxies, Internet address screening programs, and other security systems to assure the safety and security of the College's networks. Any student who attempts to disable, defeat, or circumvent any College security facility will be subject to disciplinary action.

Only those Internet services and functions, which have been documented for education purposes within the College, will be enabled at the Internet firewall. Computers that use their own modems to create independent data connections sidestep our network security mechanisms. Therefore, any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from the College’s internal networks.

Any machine used for FTP must not contain any sensitive applications or data, and JAVA will be disabled for users or networks running mission critical applications such as the production of core financial and student information.

You must immediately inform the IT Department of any suspected access violation, breach in the security system or virus.

12. Disciplinary Procedures

Students are expected to behave in a responsible manner. Computer technicians are in charge of the computer rooms. Computer users must obey any directive given by the computer technicians. Students found to be in breach of computer regulations will be

subject to the following disciplinary procedures, depending upon the severity of the offence:

1. The student is issued with a verbal warning.
2. The student's account may be suspended by the IT Department.
3. The Head of the IT Department may refer a student to the Summary Disciplinary Panel for any breach of computer regulations, which may result in the imposition of a penalty.

The Summary Disciplinary Panel may impose one of the following penalties:

- (a) Reprimand the student
- (b) Fine the student a sum not exceeding €5000
- (c) Prohibit the student from using the computer facilities
- (d) Cancel the result of the student's College examinations
- (e) Expel the student from the College either for a specific period or permanently
- (f) Inform the Police
- (g) Inform the Department of Justice

Students suspected of being in breach of computer regulations (in cases where there is no Police involvement) will have an initial investigation interview to present evidence. Students have the right to be represented at all stages of the disciplinary process.

Appendix 1

Consideration must be taken of all relevant legislation in the use of e-mail and internet access including the Acts listed below –

- Freedom of Information 1977
- Criminal Damage Act 1991
- Child Trafficking & Pornography Act 1998
- Data Protection Act 1988
- Copyright and Related Rights Act 2000

NAME		TEL. NO./TIME	PRACTICE
Dr Kevin O'Flynn Dr. Margaret Grainger 239 Sth Circular Road Dublin 8 SURGERY HOURS	Mon to Fri	454 1357 9.30am -11.30am Afternoons By appointment	GP Registered with DUBDOC
DUBDOC St James Hospital Suite 5	Emergency GP Mon. to Fri Saturday Sunday/BH	<i>OUT OF</i> <i>HOURS</i> <i>SERVICE</i> 454 5607 6pm to 10pm 10am to 6pm 10am to 6pm phone for appt.	GP Must be Registered with one of the GP's to use out of hours service. See above
Dr. Fergus Brady 48 Harrington Street, Dublin 8.	Mon to Fri	475 6300 10.00am 6.30pm	GP Registered with Contractors Medical Bureau for out of hours service 8300244
Dr George Joyce Dr Brendan Heaney Walk in Clinic 104 Lr.Rathmines Rd Dublin 6	Mon to Thurs Friday Saturday	4979938 12.30 – 2.30 6pm – 8pm 12.30 - 2.30 2pm - 3pm	GP Walk in Clinic No out of hours Service.
Family Therapy and Counselling Centre, 46 Elmwood Ave Lower Ranelagh Dublin 6.	Mon to Fri	497 1188 Phone for appointment between 9 am and 1.p.m. otherwise leave message.	Counselling Service
Northbrook Clinic	Mon to Fri	4967 111 8.30am – 5.30pm	Specialist Dental Clinic
Declan M Molloy Dental Surgeon 64 Harcourt Street Dublin 2.	Mon to Fri	475 1658 8am to 4.30pm	Dentist

Portobello Physiotherapy Clinic 36 Lennox Street Portobello Dublin 8.	Phone for Appointment.. Mon to Fri	476 3330 8am to 8pm	Physiotherapy Practice
Well Woman Centre 67 Pembroke Road Dublin 4.	Phone for appointment. Mon to Fri Saturday	660 9860 10am to 7.30pm 10am to 3.30pm	Family Planning and Professional Health Care Service for the Physical and Emotional Health Of Women
Everyman Centre 4 Lower Mount Street, Dublin 2.	Phone for appointment Tues Wed Fri	678 8010 4pm to 7pm 10.30am to 6.30pm 10.30am to 6.30pm	Sexual and Reproductive Screening for Men.
Gerard Brady Optician Kelly's Corner Dublin 8.	Mon to Sat	475 8484 9.30am to 5pm	Optician