

# **Graduate Student Handbook**

## **MSc Law and Finance**

**A guide for current MLF students (2023-24)**

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# 1. Introduction

**Welcome to the MLF programme for 2023-24.**

**This handbook is a guide for students for the degree of MSc in Law and Finance (MLF).**

This handbook applies to students starting the programme in Michaelmas Term 2023. The information in this handbook may be different for students starting in other years. There are separate handbooks for students of the Faculty's other postgraduate courses (BCL and MJur, MSc in Taxation, MSc in International Human Rights Law, MSc in Intellectual Property, MPhil in Socio-Legal Research, DPhil in Socio-Legal Studies, PG Diploma in Intellectual Property and Practice, MPhil and DPhil in Law; MSc in Criminology and Criminal Justice, and the MPhil and DPhil in Criminology).

This handbook seeks to provide information about all aspects of the MLF (including the options available, forms of assessment, teaching provision etc.), as well as serving as a source of reference for more general information about the Faculty and the various services of the University that are likely to be of relevance to MLF students.

**We recommend that you save this document among your files, as you may find it convenient to refer to it throughout the year.**

Please note that the Examination Regulations relating to this course are available [here](#) or through the following search page:

[Exam Regulations - Search \(ox.ac.uk\)](#)

If there is a conflict between information in this handbook and the Examination Regulations, then you should follow the Examination Regulations. If you have any concerns, please contact the MLF Office by email ([mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk)).

The information in this handbook is accurate as at 18 September 2023. However, it may be necessary for changes to be made in certain circumstances, as explained at [www.graduate.ox.ac.uk/coursechanges](http://www.graduate.ox.ac.uk/coursechanges). If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

This is Version 1.0 of the 2023-24 handbook. If there are any *minor* changes to the handbook, then a new version – 1.1 – will be made available on the MLF Canvas pages. If there are any *major* changes, then the new version will be renumbered as Version 2.0 and you will be informed of the changes in question.

You can find a great deal of further information (in particular, information about members of the Faculty and their work) on the [Law Faculty website](#).

**The MLF Office communicates with students by way of messages to the MLF email list, and we expect you to be reading those messages more or less daily, as well as checking Canvas.**

You are a member of a college as well as a student of the University. Your college will provide much of the support and many of the facilities you will need as a student. The [Oxford Transition Support](#) webpages are also a good starting point, where useful information about new starters in Oxford can be found in one location.

There is a Glossary of Oxford terminology at the end of the handbook.

We welcome feedback on this Handbook. Please send it to [mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk).

Enjoy Oxford, and have a great year!

***The MLF Team.***

## 2. Essential Faculty Information

### Key Contacts

The administration officers based in the MLF Office can be contacted at [mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk). Contacts details for individuals are given below in alphabetical order, but please be advised that email is likely to be the best way to make initial contact with staff, given that there are some days when staff work on site in the office and some days when they may be working from home. Your college will have provided you with contacts details for your college tutors/advisers and administrators.

NB. For telephone numbers, the area code for Oxford is 01865. For international calls to Oxford, replace the first zero with +44 (i.e. +44 1865....).

Thom Wetzer	MLF Academic Director	<a href="mailto:thom.wetzer@law.ox.ac.uk">thom.wetzer@law.ox.ac.uk</a>	<i>(by email)</i>
Catherine Chandler	MLF Course Administrator	<a href="mailto:mlf@law.ox.ac.uk">mlf@law.ox.ac.uk</a>	281947
Charlotte Crealock-Ashurst	MLF Senior Administrator	<a href="mailto:mlf@law.ox.ac.uk">mlf@law.ox.ac.uk</a>	271561
Ally Bowen	MLF Alumni, Careers and Events Officer	<a href="mailto:oxlfevents@law.ox.ac.uk">oxlfevents@law.ox.ac.uk</a>	281796
Paul Burns	Academic Administrator (Graduate Studies); Disability Contact	<a href="mailto:paul.burns@law.ox.ac.uk">paul.burns@law.ox.ac.uk</a>	271495
Dorota Leczykiewicz	Associate Dean for Graduate Studies (Taught)	<a href="mailto:dorota.leczykiewicz@law.ox.ac.uk">dorota.leczykiewicz@law.ox.ac.uk</a>	278955
Anna Blas Luna and Candice Gregory	Academic Programme Team Managers	<a href="mailto:MLF.Prog@sbs.ox.ac.uk">MLF.Prog@sbs.ox.ac.uk</a>	<i>(by email)</i>

There are various other members of the Faculty and of its administrative staff whom you might have cause to contact at one point or another:

Luke Webster	Timetabling and Events Assistant	<a href="mailto:lecture.list@law.ox.ac.uk">lecture.list@law.ox.ac.uk</a>	271491
Lilit Rickards	BCL/MJur Course Administrator	<a href="mailto:lilit.rickards@law.ox.ac.uk">lilit.rickards@law.ox.ac.uk</a>	281876
Marianne Biese-Williams	Student Administration Officer	<a href="mailto:marianne.biese@law.ox.ac.uk">marianne.biese@law.ox.ac.uk</a>	281051
Helen Garner	Bodleian Law Librarian	<a href="mailto:law.library@bodleian.ox.ac.uk">law.library@bodleian.ox.ac.uk</a>	271451
Emma Gascoigne	Personnel Officer	<a href="mailto:personnel@law.ox.ac.uk">personnel@law.ox.ac.uk</a>	281622
Geraldine Malloy*	Graduate Studies Administrator	<a href="mailto:geraldine.malloy@law.ox.ac.uk">geraldine.malloy@law.ox.ac.uk</a>	271496
Professor John Armour	Dean of the Faculty	<a href="mailto:dean@law.ox.ac.uk">dean@law.ox.ac.uk</a>	<i>(by email)</i>
Charlotte Vinnicombe	Head of Administration	<a href="mailto:charlotte.vinnicombe@law.ox.ac.uk">charlotte.vinnicombe@law.ox.ac.uk</a>	271560

*\*Geraldine is primarily involved with matters relating to graduate research students but you may have cause to contact her, particularly if you are seeking to progress to the MPhil or DPhil after the MLF.*

## Key Links

Please find below links to key sources of information.

MSc Law and Finance	<a href="https://www.law.ox.ac.uk">https://www.law.ox.ac.uk</a>
MLF Induction page on Canvas	<a href="https://canvas.ox.ac.uk/courses/213757">https://canvas.ox.ac.uk/courses/213757</a>
MLF Profile Book	tbc
MLF Examination Conventions	tbc
MLF Examination Regulations	<a href="https://examregs.admin.ox.ac.uk/">https://examregs.admin.ox.ac.uk/</a>
MLF Examiners' Reports	<a href="https://www.law.ox.ac.uk/document-archive">https://www.law.ox.ac.uk/document-archive</a>
Law Faculty website	<a href="https://www.law.ox.ac.uk/">https://www.law.ox.ac.uk/</a>
Saïd Business School website	<a href="https://www.sbs.ox.ac.uk/">https://www.sbs.ox.ac.uk/</a>
Oxford Students website	<a href="https://www.ox.ac.uk/students/">https://www.ox.ac.uk/students/</a>
University Student Handbook	<a href="https://www.ox.ac.uk/students/academic/student-handbook/">https://www.ox.ac.uk/students/academic/student-handbook/</a>
University Regulations and Policies	<a href="https://www.ox.ac.uk/students/academic/regulations/">https://www.ox.ac.uk/students/academic/regulations/</a>
College Handbook	See your college website/hard copy
Canvas (Law)*	<a href="https://login.canvas.ox.ac.uk/">https://login.canvas.ox.ac.uk/</a>
Canvas (SBS)*	<a href="https://login.canvas.sbs.ox.ac.uk/">https://login.canvas.sbs.ox.ac.uk/</a>
<b>* Please note that SBS and Law use different Canvas platforms, meaning that you will need to log in separately to each one. Your core MLF courses and law electives will feature on the Law Canvas pages. Your finance courses (if you are taking the Finance Stream) and general SBS information will appear on the SBS Canvas pages.</b>	



## **The Role of the Faculty, College, and University**

Students taking law programmes at Oxford are members of their college, of Oxford University generally, and of the University's Law Faculty. In addition, MLF students are also members of the Saïd Business School (SBS).

At graduate level, it is the Faculty which plays the principal role in organising student's teaching and supervision, and in monitoring their academic progress. The Faculty consists of all college and University staff who are involved in the teaching of law. Its members meet regularly to discuss its affairs. Within the Faculty there are subject groups consisting of members with a particular interest in the various subjects (the subject group focusing on disciplines that are closest to those at the core of the MLF Programme is the [Business Law Research Group](#)).

Colleges provide support of a more pastoral nature, through the college advisor, as well as accommodation and meals, sports, social, and welfare facilities. They normally have IT facilities, and a college library, with a collection of law books sufficient for most undergraduate needs. The colleges describe their arrangements and facilities in their entries in the Oxford University prospectus (many also have their own prospectus) and, in much more detail, in the material which they supply to their own students.

The University contributes to the overall academic structure within which the various programmes run (it is responsible for defining syllabuses, for example, and running official examinations). It also provides sports, welfare, careers, language teaching and IT facilities. It describes its arrangements and facilities on the University website (and in particular the information in the [Oxford students](#) page), and, in more detail, in the literature which students receive upon or after entry, such as the University Student Handbook – known for many years as the *Proctors' and Assessor's Memorandum*.

## **The administrative structure of the Faculty**

From a graduate student perspective, the elements of the administrative structure which it is useful for you to be familiar with are the following:

### **MLF Course Committee**

The MLF has its own management committee which meets four times a year and reports to the Faculty's Graduate Studies Committee (GSC). The committee's membership includes academics who deliver the MLF core courses and it is chaired by the Academic Director. The meeting is also attended by the MLF student representative.

### **Graduate Studies Committee**

The principal body responsible for making decisions on graduate matters is the Faculty's Graduate Studies Committee (GSC), which meets in Weeks 1 and 6 each term. Its membership is made up of Faculty members with particular interests in graduate studies, and student representatives for each graduate law course (see 'Student Representation' under the 'Feedback' section below for more information about how student representatives are appointed and on what bodies they serve). GSC is chaired by the two Directors of Graduate Studies (Taught and Research) to whom the Committee delegates certain responsibilities.

### **Law Faculty Board**

On certain matters, GSC has the power to act autonomously; on others, it makes recommendations to the Law Faculty Board which is the governing body of the Law Faculty. The Law Board includes the Directors of Graduate Studies; most other members are elected from the Faculty, and student representatives attend its meetings. The Law Board is responsible for administering and overseeing all teaching and examining in the Faculty, and for facilitating legal research. It meets twice a term in

second and seventh weeks, and in the summer vacation. It is chaired by the Dean of the Faculty, Professor John Armour.

### **Social Sciences Division/University Education Committee**

Whilst the Law Board has authority to make decisions about most student-related matters, or delegate those decisions to GSC, there are certain occasions on which it is required to seek approval from one of the Committees of the Social Sciences Division which itself may then need to refer the matter to the University Education Committee (a typical example would be the introduction of a new MLF course option).

### **Other committees**

There is a Committee for Library Provision, which deals with matters relating to the functioning of the Bodleian Law Library. There are also a number of Faculty committees which deal with matters less directly associated with graduate student concerns (Planning and Resource Committee, Development Committee, Appointments Committee).

### **Administrative officers**

The Faculty's Head of Administration (Charlotte Vinnicombe) is responsible for day-to-day administration of faculty activities and the Law Faculty Office and there are individuals with responsibilities for different aspects of graduate student administration: the Academic Administrator (Paul Burns) is responsible for day-to-day administration of academic affairs for graduate students; Lilit Rickards (the BCL/MJur Course Administrator) covers all aspects of course administration for those programmes, including the law electives available to MLF students; the Graduate Studies Administrator (Geraldine Malloy) is responsible for administration of research students and progression of those students through the degree programmes; and the Student Administration Officer (Marianne Biese-Williams) is responsible for certain student-related events and general course administration. In addition, the Timetabling and Events Assistant (Luke Webster) deals with the lecture list, room bookings and other events-related matters. Paul Burns and Geraldine Malloy can also offer general advice to graduate students across all courses.

The MLF office provides dedicated administrative support for the MLF programme. The responsibilities of the MLF Administrator (Catherine Chandler) cover all aspects of course administration. The Senior MLF Administrator (Charlotte Crealock-Ashurst) oversees in-course administration for the MLF programme. The Events, Careers and Alumni Officer (Ally Bowen) provides support for events, alumni relations and careers for incoming, current and former students of the MLF.

## 3. Essential Student Administration

### Induction events

Induction for MLF students begins in the Faculty on **Monday 25 September 2023** in Week -1, two weeks before the official start of term. Pre-session courses in maths and financial reporting and induction sessions then run through the remainder of that week and Week 0 of Michaelmas Term (terms run from Sunday to Sunday and Michaelmas Term 2023 officially begins on Sunday 08 October 2023, although classes will be scheduled from Monday 09 October). The Induction timetable and further details can be found on Canvas.

**In 2023, the default position is that MLF students are expected to attend all lectures, seminars and tutorials in person. Attendance at all classes should be prioritised over extra-curricular activities. If you are unwell and unable to attend any lecture or seminar, you are asked to notify the MLF office by email in advance with as much notice as possible. If you are unwell and unable to attend any tutorial, you are asked to write to your tutor directly.**

**There will be no hybrid or online classes in 2023-24.**

**At Law, educational recordings will be undertaken for lecture series taking place at the Law Faculty (i.e. for lectures in law elective courses and lectures in MLF core courses) and access will be determined by local policy which will be shared on Canvas. Seminars and tutorials will not be recorded other than for students who have been/are in the process of being assessed by Disability Advisory Services as requiring access to such recordings. The SBS recording policy will also be shared on Canvas by the start of term.**

**It is envisaged that most academic, social and networking events for MLF students will also take place in person, with a limited number of online-only sessions where this is necessary to accommodate guests and speakers who will be joining us from outside of Oxford (and in some instances possibly internationally). This enables the programme to provide students with a rich and wide networking experience.**

### Faculty lecture list

The lecture list is published at the beginning of each term, although we hope to be able to make the Michaelmas Term lecture list available during the first week of induction. The lecture list may be accessed during the year at <https://www.law.ox.ac.uk/current-students/lecture-list>.

Corrections and changes to the timetable for core MLF courses and support classes will be communicated to students by email as and when they occur. Corrections and changes to the timetable for law electives are provided on the web page for the lecture list, above. **Please check this link regularly** – inevitably there are occasions when law elective classes are cancelled or rescheduled and information about such changes is put on this page as soon as it is available.

All the faculties publish lecture lists and you may attend lectures in other faculties. Other faculties may require you to first seek permission before joining lectures so please check locally with any faculty you are interested in visiting.

There is also a list of additional Law events and special lectures, which will be circulated by way of a weekly 'events email' sent out by the Faculty.

### Student Self-Service

Student self-service provides web access to important information that you will need throughout your academic career. You are able to register, view and update your personal and academic information throughout your studies at Oxford. See: <http://www.ox.ac.uk/students/studentselfservice/>

## Student Handbook

There is a generic Student Handbook covering information that applies to all students; it covers information about such things as student welfare, exams, disciplinary procedures etc. It can be found at <http://www.admin.ox.ac.uk/proctors/info/>

## College handbooks

Each college will have its own handbook relating to college matters of one sort or another. These will be available on your college's webpages though most colleges will also give you a printed copy at the start of your course.

## Academic dress

**For in-person examinations, students are required to wear sub fusc, plus academic student gown and mortar board/soft cap.** Further information about academic dress can be found at <https://www.ox.ac.uk/students/academic/dress>. However, we would suggest you refer to information which will be provided by your college as this is likely to be more accessible. Academic dress will not be required for group work or extended essays/coursework.

## Residence requirements

Information regarding residence can be found at: <https://www.ox.ac.uk/students/life/residency>. The basic requirement you need to be aware of is that **you are expected to be in residence for the duration of each academic term.**

**In addition, the MLF is structured in such a way that some teaching in some terms may start before Week 1, and some examinations and assessments may extend beyond the end of Week 8. You will need to be physically in Oxford for all of these dates. For example, please note that:**

- **Michaelmas Term:** Compulsory pre-sessional teaching begins in Week -1 (i.e. from Monday 25 September); In-person MLF examinations will take place in Week 9, for which you will need to be in Oxford. Some online assessment deadlines may be scheduled beyond Week 9.
- **Hilary Term:** In-person MLF examinations will take place in Week 9, for which you will need to be in Oxford. Some online assessment deadlines may be scheduled beyond Week 9.
- **Trinity Term:** Core MLF teaching is scheduled to begin in Week 0 (i.e. from the week beginning Monday 15 April) – for which you will need to be in Oxford – with some students being required to attend a tutorial in Week -1. Further, there will be some in-person exams and some online assessment deadlines will be scheduled beyond Week 8 (e.g. in Weeks 9 and 10). The MLF Leavers' Dinner is also scheduled to take place at the start of Week 11 (i.e. Monday 01 July).

Please refer to Canvas for further details.

Please also review carefully the MLF Assessment Dates (Page 43) for further information about planned examinations and assessments in 2023-24.

## Dates of term

Information about term dates can be found at <http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>. An unofficial electronic source of Oxford term dates can be found at <https://www.wolfson.ox.ac.uk/oxdates>. It allows you to display term dates in your iCal, Google or Outlook calendar.

The MLF course takes ten months, from initial induction through to the final examinations, so typically students will need to be in Oxford from late September through to mid to late July. Oxford University has three terms, each of 8 weeks. These terms are called: Michaelmas Term (October to December); Hilary Term (January to March); Trinity Term (April to June); they are often referred to as MT, HT, and TT. You will be expected to be in residence at Oxford for each of the 8 weeks of term. **As set out above, written MLF exams take place after the end of each term, following which you will be free to leave**

**Oxford.** However, you are advised to return during the week prior to the start of the next term (referred to as 'noughth week' or 'Week 0'). Examination results will normally be made known at the start of the term after you have taken your exams, with your final results and degree classification released in late July.

At the time of writing, it is expected that MLF formal examinations will take place in the form of timed, invigilated, in-person examinations. A small number of law elective subjects and finance electives may be assessed by a mixture of an online submission (essay) and/or group work. Please refer to the MLF Assessment Overview (page 43) for more detailed information about assessment methods in 2023-24.

### **Oxford students' website**

For general information about all aspects of student life – academic matters, fees, social activities, health and welfare, please refer to the University's webpage 'Oxford Students' at <http://www.ox.ac.uk/students>. This is a very useful resource, covering information from all sorts of areas of the University's activities and is a good starting point if you have queries on almost any subject which doesn't pertain specifically to the Law Faculty itself. It also includes a section specifically for new students including details of orientation events for international students and practical advice, such as information relating to bank accounts: <https://www.ox.ac.uk/students/new>. For more information about other useful University resources, please refer to the sections on Facilities and Support that appear later in this handbook.

### **Visa information**

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

### **Working whilst studying**

University guidelines ([www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork](http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork)) do permit full-time taught graduate students (including MLF students) to work for up to eight hours per week; graduate students from outside the UK undertaking paid work should be aware of the regulations regarding working while studying and the implications for those on visas (see <http://www.ox.ac.uk/students/visa/during/work> for further details).

**However**, the MLF is an intensive course, which makes great demands on students' time. Consequently, the **Faculty generally advises against** MLF students undertaking any paid work for the duration of the course.

Although MLF students are permitted to apply for Faculty research assistant positions (subject to eligibility/selection criteria), students will first need to obtain the approval of their supervisor and the MLF Academic Director. (NB. Any paid work is subject to the University's cap on the number of hours of paid work to be undertaken and visa considerations). Please also refer to the section entitled 'The Role of the Student' under 'Teaching and Learning' below for information about the amount of time students are expected to spend studying.

### **Funding opportunities**

General information about funding – including details of fees and potential sources of funding – can be found at [http://www.ox.ac.uk/admissions/postgraduate\\_courses/fees\\_and\\_funding/index.html](http://www.ox.ac.uk/admissions/postgraduate_courses/fees_and_funding/index.html). The Law Faculty also has its own scholarships and, for details of these (and of college scholarships for which law students are eligible), please see <http://www.law.ox.ac.uk/postgraduate/scholarships.php>. The Graduate Studies Administrator or Academic Administrator can also advise.

## 4. The Course

### Full title and FHEQ level

The MLF's full title is: Master of Science in Law and Finance. Its FHEQ level is 7 (FHEQ stands for Framework for Higher Education Qualifications – it is used to identify the level of qualifications offered by universities in England, Wales, and Northern Ireland).

### The aims of the MLF

The MLF degree programme aims to:

- provide a rigorous interdisciplinary engagement with the area of intersection between law, finance and economics;
- bring students into advanced intellectual engagement with some of the most difficult issues in corporate and financial law, an engagement distinguished by rigour, depth and conceptual sophistication, and requiring immersion in law as an academic discipline as well as informed openness to neighbouring disciplines;
- equip students with a sound understanding of important concepts from finance and economics which are relevant to the contextual understanding of corporate and financial law and regulation; and prepare them to apply this understanding in the planning and execution of legal transactions and the policy analysis of regulatory measures.
- raise students to the highest level of professionalism in analysis and argument, equipping them intellectually for legal practice or work as a legal academic at the highest level, as well as for a wide range of other intellectually demanding roles;
- constitute an intense learning experience characterised by a demanding schedule of independent study, highly participative seminars, challenging group-work and case study simulations, with a complementary diet of close individual or small-group contact with tutors.

## Intended learning outcomes

The intended learning outcomes of the MLF are as follows:

Outcome	Teaching/learning methods and strategies	Assessment
(a) To develop a clear understanding of key theories and debates at the intersection of law and finance, including a critical awareness of current problems and new insights and of the value and techniques of the advanced interdisciplinary study of law.	The core interdisciplinary course requires students to consider these issues in rigorous seminar discussion. Students are required to master advanced interdisciplinary academic literature of subjects studied. In the course of these discussions, students are also expected to draw upon and to integrate materials covered in other core economics and finance courses and their law electives. The Business Law Workshops will bring distinguished visiting academic speakers to present or circulate their own work-in-progress for faculty and students to criticise and comment upon.	Formative assessments consisting of optional tutorial essays in the law electives.  Summative assessment consisting of assessed essay in the core interdisciplinary course and unseen written examinations in law electives at the end of Trinity Term.
(b) Core areas of economics and finance are covered in the course.	The core finance and economics courses will be taught intensively by specialist jointly appointed faculty, towards the beginning of the programme. The syllabuses are based upon those which have been successfully used in general MBA programmes for high quality graduate students with no prior background in the subjects.	Summative assessments consisting of a combination of written examinations, assessed essays and group work.
(c) On the basis of (a) and (b) above, MLF students will be able to understand and analyse critically, the financial and economic context within which major legal transactions take place. Students will be equipped to design solutions to legal problems arising in such transactions in a way that is responsive to this context.	The core interdisciplinary course, and some of the core finance courses, will require students to work in groups to perform a number of 'case studies'. These will require them to resolve novel legal issues in accordance with a brief that must respond to economic and financial concerns of parties involved. In the core interdisciplinary course, students will be provided with documentation derived from real transactions, and expected to utilise independent study to prepare a proposed structure and/or simulate a negotiated outcome. Faculty members will collaborate with practitioners involved in conducting such transactions so that students receive both theoretical and practical insights from the course. Guest lectures by practitioners, as well as the programme of Business Law Workshops, will bring further specialist practitioners and leading academics to discuss techniques and insights with the students.	Summative assessments consisting of group-work projects in the core interdisciplinary course, taking place during Hilary and Trinity Terms.
(d) MLF students will use (a) and (b) to	Students will be encouraged in reading and seminar discussions in their law electives to	Formative assessments

<p>understand, the economic and financial principles underpinning financial regulation, and be prepared to analyse critically the ability of financial regulation to achieve its goals.</p>	<p>apply their understanding gained from the core finance and economics courses at the outset of the programme in order to understand and evaluate better the regulatory frameworks under consideration.</p>	<p>consisting of optional tutorial essays in the core interdisciplinary course and the law electives;</p> <p>Summative assessment consisting of an assessed essay in the core interdisciplinary course.</p>
<p>(e) Students will study either two additional related legal subjects, or one additional legal subject; and the Corporate valuation Finance elective plus one other finance elective from a list of finance electives taken from the MBA and MFE course syllabus. All these subjects are either not studied at undergraduate level at all, or only studied in a more elementary way</p>	<p>All the MLF electives (see below) are designed and taught with a view to adding value beyond that of an undergraduate law degree. All are designed so as to be more specialised and more intellectually demanding than undergraduate courses in the same field, and are also intended to encourage students to cut across boundaries between traditional undergraduate courses, so as to enable a more holistic grasp of the subject.</p>	<p>Formative assessments including tutorial essays and group-work projects in the electives.</p> <p>Summative assessment consisting of a combination of written examinations, coursework and/or group work in electives</p>



## 5. Courses in the MLF

### Course requirements

Each MLF student is required to take:

- Three MLF core courses:
  - (i) First Principles of Financial Economics (FPFE)
  - (ii) Finance
  - (iii) Law and Economics of Corporate Transactions (LECT)
- And either:
  - (i) two law electives or
  - (ii) one law elective and a dissertation or
  - (iii) one law elective and Corporate Valuation and one other finance option chosen from a select list.

### MLF elective choices for 2023-24

As an MLF student, you are able to select from a wide menu of elective courses. Since inception, MLF students have been able to choose two full law electives from a list of electives offered by the Law Faculty. These law electives run across the academic year, and most are examined at the end of Trinity Term by way of an in-person, timed examination. The list of law electives comprises courses which are business law-oriented and thus are intended to complement both each other and the programme as a whole.

In addition to this conventional 'Law Stream', we will also be offering the 'Finance Stream' option again this year (first offered in 2014-15) for students who would like to increase the finance component of the programme. Students selecting this option will select only one law elective, and will, in lieu of the second elective, take the compulsory Corporate Valuation course in Hilary Term and a finance elective in Trinity Term.

Students are asked to make initial elective choices early in Michaelmas Term. To assist with this, a series of 'online taster lectures' (short 10 minute slots in which the convenor of each law elective explains what their course is about) are available to you to view [online](#). In addition, descriptions of the courses can be found on the Faculty of Law's website, with further information also set out below. This information is intended to give an overview of each law elective to help you make your choices.

Please note the following key points in relation to electives:

1. **At this stage, we cannot guarantee availability of preferred finance electives, and will not be able to confirm availability until the Christmas vacation 2023/ early 2024. If your interest is limited to a particular finance course, this creates a risk of disappointment that you should be aware of when choosing between the Law and the Finance streams.** In addition, we recommend that you choose the Finance Stream only if you feel comfortable tackling its more rigorous quantitative aspects. A member of the MLF team will give a briefing to MLF students during MLF induction about the finance electives, aimed at those students who are considering opting for the Finance Stream.
2. **Most MLF students will be allowed to choose the Finance Stream up until the University's January deadline for exam entries (more information is set out below and detailed guidance about this deadline will follow by email in due course). However, if you are taking an option which is examined or assessed during MT or early HT, you will not be permitted to switch off that subject if you have already seen/had released to you a formal assessment question**

**or task for your existing subject. At that stage you are committed to your existing subject and a switch will not be permitted.**

- 3. For those considering the Finance Stream, you may want to be careful about your choice of law electives if you are open to the idea of later switching to finance: some courses are popular and by choosing and then dropping them at the end of MT, you may disrupt the dynamic of the class and preclude other students from taking the course without completing it yourself. Please therefore consider your choice of elective carefully and select popular courses only if you are committed to completing the course.**
4. Finance electives are taught in Trinity Term in intensive teaching blocks. Block 1 subjects are taught twice a week in Weeks 1-4 of Trinity Term, and are assessed in Week 5. Block 2 subjects are taught twice a week in Weeks 6-9 of Trinity Term, and are assessed in Week 10. Confirmation of which subjects fall into which block will not be confirmed until Hilary Term. You should bear in mind that teaching for Block 2 subjects does not begin until Week 6, which you may consider to be quite late in the year and close to final examinations. You should also think about the dates for exams and assessments in your other subjects and consider whether you are comfortable with Finance elective teaching and assessment at this time of the year, with some teaching and assessment potentially taking place at the same time as other examinations (for example, law elective final exams).

## Core MLF courses

### First Principles of Financial Economics

The First Principles of Financial Economics (FPFE) provides the conceptual foundation required for the economic analysis of corporate financial policy, competitive asset markets and regulation of both corporations and financial markets. FPFE has been designed specifically for MLF students. It assumes no prior knowledge of finance or economics and takes students to a very mature level in the subject, focussing on the theory and logic involved in the subject, rather than its purely quantitative components. The topics below are taught over the course's eight classes in Michaelmas Term.

- Rationality
- The Coase Theorem
- Property rights
- Competitive markets
- The market for risk
- Market failures
- Asymmetries of information
- Aggregation of information

### Finance

Students on the Finance course study the financing, valuation, and governance of firms. The topics below are taught over the course's twelve lectures in Michaelmas and Hilary Terms:

#### Michaelmas Term

- Introduction and discounting
- Capital budgeting
- Risk and return
- The Capital Asset pricing Model (CAPM)
- Capital structure
- Initial public offerings

#### Hilary Term

- Tax and financial distress
- Bonds and credit ratings
- Financial options
- Market efficiency and risk management
- Environmental, social, and governance (ESG)
- Review and preparation for the examination

### Law and Economics of Corporate Transactions

The Law and Economics of Corporate Transactions (LECT) course is the interdisciplinary course that acts as the fulcrum for the entire MLF degree. LECT uses the tools of conventional microeconomic theory (the study of the behaviour and decision-making process of individuals, or individual firms) to help students understand how the legal structure determines the value of corporate transactions. LECT brings together students' knowledge and the analytical techniques they have developed whilst studying the pure finance and pure law courses on the MLF, to create a single integrated "toolkit" for effectively considering corporate transactions. It does so by taking into account their legal, financial and economic issues and implications. LECT is taught in Hilary and Trinity terms.

#### Hilary Term

- Economic theory of contracting
- Information costs and adverse selection
- Agency costs
- Hold-up costs
- Incomplete contracting and uncertainty
- Strategic behaviour
- Professional ethics

#### Trinity Term

In the third and final term, students have to apply their studies to six real-life transactions, which is why LECT is often referred to as the "Deals course". Students split into groups and use the theoretical materials from LECT and their finance courses, as well as what they have studied in their law electives to analyse the legal, financial, and economic issues raised by the transactions. Each group presents its work on a particular transaction to their classmates, Faculty members, and the practitioners who worked on the transaction; then, the practitioners respond to give their views and explain what happened in the real deal.

## Law Stream electives

Students electing to pursue the Law Stream select two courses from the following list of law electives available in 2023-24 (further details on particular courses are set out below):

- Competition Law
- Corporate Finance Law
- Corporate Insolvency Law\*
- International Economic Law
- International Environmental Law
- Law and Computer Science
- Legal Concepts in Financial Law
- Principles of Financial Regulation
- Regulation
- Transnational Commercial Law

## Law Stream timetable

Michaelmas Term	Hilary Term	Trinity Term
Finance		
First Principles of Financial Economics (FPFE)	Law and Economics of Corporate Transactions (LECT)	
Law Elective 1 ( <i>there are some exceptions to this with subjects starting in HT</i> )		
Law Elective 2 ( <i>there are some exceptions to this with subjects starting in HT</i> )		

As explained, the menu of law electives is selected from the Law Faculty's graduate course offerings and comprises courses focusing on business law which are intended to complement the MLF programme. In taking these electives you will be joined by students taking our other taught graduate law programmes, namely the BCL and MJur. The most popular electives with MLF students have tended to be Corporate Finance Law, Principles of Financial Regulation, and Law & Computer Science (although every subject on the list has attracted MLF students in previous years). Although the Law Faculty reserves the right to restrict entry to oversubscribed courses, the majority of MLF students have in practice been able to take their preferred choice of options.

The list of electives from which you can choose is summarised above and further details of each elective can be found in the section below. Currently, for 2023-24, there are 10 available law options in all. This means that timetabling can be very difficult. While we do all we can to avoid timetabling clashes, inevitably, there will be particular combination of courses that cannot be taken because the lectures or seminars for the courses concerned are happening simultaneously. For this reason, please consider the lecture list carefully. We are aware of some potential clashes in Michaelmas Term and envisage that the following combinations of law electives **featured on the MLF 'menu'** may have classes at the same time:

- International Economic Law **AND** Corporate Insolvency Law
- Corporate Finance Law **AND** Regulation
- Corporate Insolvency Law **AND** Legal Concepts in Financial Law
- Law and Computer Science **AND** International Environmental Law **AND** Legal Concepts in Financial Law
- Law and Computer Science **AND** Transnational Commercial Law
- Principles of Financial Regulation **AND** Corporate Insolvency Law

We are also aware of the possibility of a clash in Trinity Term between:

- Principles of Financial Regulation **AND** Investing in Public Equity (a finance elective) - this will not be confirmed until shortly before the start of Trinity Term and therefore anyone considering taking this combination should contact the MLF Office as soon as possible (i.e. early in the academic year) to discuss.

If you wish to enquire about taking an elective outside the MLF 'menu' (see below), please write to the MLF Office as soon as possible so that any potential clashes can be identified.

We would also advise students to review all seminar and lecture venues set out in the termly lecture list when considering the selection of electives. You should check the specific locations for teaching around Oxford. This is to ensure that you are content that you have sufficient time between lectures/seminars to travel to your next location.

**Please note that information in this section is correct at the time of writing. Please do review and check the finalised lecture list for Michaelmas Term at the start of term in case any other clashes arise after the publication of this handbook.**

### **How to register/change your Law elective preferences**

You register for your choice of MLF law electives using the Faculty's online registration system (further details of the exact process will be emailed to you shortly). Registration will take place between **Wednesday 27 September 2023 at 9am and Friday 29 September 2023 at 5pm** and the link for registering will be provided in due course.

Our general approach to capping option numbers is not to cap numbers in classes, but we do reserve the right to apply a cap in the event of unmanageable over-enrolment for a particular course.

It is also possible to change courses later (any time up to the end of Week 4) but changing your course choice after Week 0 will incur the risk of additional timetable clashes in Hilary Term or Trinity Term, as well as the risk of a less satisfactory examination timetable. Changes will also only be possible provided there is space for additional students in the option you wish to join.

In exceptional circumstances, it is possible to change your options after Week 4 of Michaelmas Term. If you need to do this, you should contact the Academic Administrator (Graduate Studies) ([paul.burns@law.ox.ac.uk](mailto:paul.burns@law.ox.ac.uk)) who will explain the relevant procedures.

**Please note that changes of course after the Friday of the First Week of Hilary Term are generally prohibited. Further, and as stated above, switches once you have seen the assessment question or examination for an existing subject you then seek to drop will not be permitted.**

## Details of law electives

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### **Competition Law**

#### Overview

We live in a society characterised by ample choice, smiling service providers and reasonably priced goods. Sure, things can always improve. No doubt. But pause for a second and appreciate one of the key drivers that make this environment possible – the competitive process. It is the rivalry between businesses and traders that delivers the abundance of choice, the lower prices, the increased innovation, and the better quality of goods and services. It is this process of competition which enables your money to go the extra step: to buy more for less.

As a society, we strive to protect the beneficial dynamics of competition as a means to enhance consumer welfare, deliver efficiencies, and encourage innovation. At times, society has to work hard to maintain the abundance that comes with competition. While competition benefits us, the consumers, it makes the life of producers, sellers and service providers rather difficult. And so, at times, these sellers and service providers may look for ways to dampen the competitive process. Think, for example, of price-fixing cartels or market sharing agreements which result in us paying more and getting less. Think of powerful companies that might abuse their power to distort the market, for example, by stopping their customer from buying from other companies. Or maybe large merger transactions between two giant companies that could leave us dealing with a single dominant seller that benefits from concentrated power.

Our antitrust and competition laws are designed to address these risks, remedy possible market failures, and safeguard consumer welfare. Our competition agencies and courts are tasked with enforcing the law. As they do so, they face the challenge of correctly identifying what amounts to an anti-competitive activity and curtailing it to ensure dynamic and competitive markets.

The objective of the course is to explore these challenges and provide students with an understanding of competition law, together with the ability to subject it to critical legal and economic analysis. The course aims to cover the main substantive laws relating to competition within the EU, including the control of monopoly and oligopoly; merger control; anti-competitive agreements; and other anti-competitive practices.

The course also explores new frontiers in enforcement, including the application of competition laws to the digital platform economy, the role of sustainability in competition enforcement, the relationship between competition and economic inequality, and the interface between competition and democracy.

The emphasis is placed predominantly on EU competition law to reflect the importance it assumes in practice. UK competition law is also taught, both because of its value in providing a comparative study of two systems of competition law and because of its importance to the UK practitioner. The antitrust laws of the USA and recent enforcement actions are explored to offer a comparative perspective and insight into the wider international dimension.

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

Learning outcomes: a comprehensive understanding of the core principles of competition law, its application in the EU, UK, US and elsewhere, and the policy debate surrounding its scope and limitations. At the end of the course, students should be able to critically reflect upon the law, economics, and policy underpinning competition law enforcement.

No prior knowledge of economics is required.

**Topics covered**

- Competition policy and enforcement choices.
- Market definition and the scope of competition.
- The abuse of market power.
- Anticompetitive agreements.
- Cartel enforcement
- Oligopolies and tacit collusion
- Horizontal and vertical agreements.
- Merger control.
- Public enforcement by the competition agencies.
- Private enforcement and collective actions in court.
- Competition, digitalisation, and artificial intelligence.
- Competition and sustainability.
- Competition and democracy
- Comparative analysis of EU, UK, and US competition/antitrust laws.

<b>Convenor</b>	Ariel Ezrachi
<b>Name of those teaching on this option</b>	Ariel Ezrachi Aidan Robertson Simon Holmes
<b>Timing of lectures/seminars/tutorials</b>	4x2hr introductory lectures in MT 8x 2hr seminars in MT, 7x 2hr seminars in HT 2x 1.5 hr tutorials in HT, 2x 1hr tutorials in TT
<b>Does this option require a prior knowledge of the common law?</b>	No
<b>Does this option require a prior knowledge of economics?</b>	No

**Corporate Finance Law**

**Overview**

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

This course will be of interest to any student wishing to develop a knowledge of corporate law, as well as to those who are corporate finance specialists. No prior knowledge of the subject is required, nor is it necessary to have studied company law, though this will be of significant advantage. Those with no knowledge of company law will need to do some additional background reading prior to the start of seminars, and advice can be given on this issue.

Learning outcomes: an understanding of the means by which companies raise money and the laws which govern those activities.

**Topics covered**

1. Introduction to Debt and Equity Financing
2. Debt Financing – Contractual Creditor Protection (Debtor)
3. Debt Financing – Contractual Creditor Protection (Third Parties)
4. Debt Financing – Proprietary Creditor Protection
5. Debt Financing – Multiple Lenders
6. Debt Financing – Transferred Debt
7. Crowdfunding
8. Equity Financing – Legal Capital Rules
9. Equity Financing – The Regulation of Capital Markets: Disclosure
10. Equity Financing – Market Abuse Regulation
11. Takeover Regulation
12. Private Equity

<b>Convenor</b>	Anna Christie
<b>Name of those teaching on this option</b>	Anna Christie Richard Salter KC Natalie Mrockova
<b>Timing of lectures/seminars/tutorials</b>	Lectures: Wednesdays 11-1 MT and HT Seminars: Tuesdays 9-11 MT and HT, with revision seminar in TT Tutorials: MT and HT
<b>Does this option require a prior knowledge of the common law?</b>	Those without prior knowledge of the common law are welcome, especially if they have prior knowledge of corporate finance in their own jurisdictions, but they must be prepared to engage with case law and with UK statutes where appropriate

**Corporate Insolvency Law\***

**Overview**

The insolvency of a company gives rise to a number of fascinating questions. Why are formal (state-supplied) procedures needed for the treatment of distressed companies? When should such procedures be triggered, and for whose benefit should they be conducted? To what extent should they be geared towards the rescue of the company or its business? What rights should those to whom the company is indebted - its creditors - have over the conduct of the proceedings? In what order of priority should their claims be paid? How should the managers of the distressed company be dealt with, in and outside of formal insolvency proceedings?



In this course, students explore these questions in three ways: first, by reading and evaluating theoretical and empirical literature on the purpose and design of corporate insolvency laws in general; second, by a close study of the formal insolvency and restructuring procedures available under English law, considering their operation in both purely domestic cases and in those with one or more cross-border elements; third, by exploring some of the core features of the insolvency laws of other jurisdictions, with a view to evaluating the procedures available under English law from a comparative and functional perspective.

Students taking the course can thus expect to acquire:

- an advanced understanding of English corporate insolvency law;
- knowledge of some of the core features of the corporate insolvency laws of other jurisdictions, including US and German law;
- knowledge of the special difficulties that arise in cross-border insolvency cases, and of the core features of the European Insolvency Regulation as well as the rules of English law that govern the treatment of cross-border insolvencies in English courts;
- advanced understanding of seminal literature on the purpose and design of corporate insolvency laws, and the ability to draw on this literature to critique the laws studied in the course, or any other corporate insolvency system.

Many students taking the course intend to embark upon or continue a career in corporate or commercial law, where an advanced understanding of English corporate insolvency law (on which the insolvency laws of many other jurisdictions are modelled) is particularly valuable. However, the course has also proven to be of interest to students who are interested more generally in understanding the purposes of mandatory corporate law rules, and their impact on the cost and availability of finance. No prior knowledge of corporate insolvency law is required, nor is it necessary to have studied company law, though the latter is of some advantage.

**Topics covered**

The framework and objectives of corporate insolvency law; the treatment of assets and claims; the treatment of executory contracts; director liability; transaction avoidance; corporate rescue; restructuring; cross border insolvency law; comparative corporate insolvency law.

<b>Convenor</b>	Kristin van Zwieten
<b>Names of those teaching on this option</b>	Kristin van Zwieten, Horst Eidenmueller, Jennifer Payne (not teaching on the course in 2022-2023), Justice Nick Segal, Felicity Toubé QC
<b>Timing of lectures/seminars/tutorials</b>	6 lectures in MT, 4 lectures in HT. 6 seminars in MT, 4 seminars in HT 1 tutorial in MT, 2 tutorials in HT, 1-2 tutorials in TT (including one revision tutorial).
<b>Does this option require a prior knowledge of the common law?</b>	Students who are familiar with common law methods will be at an advantage in reading the cases on the reading list. We do however have MJur students successfully taking the course every year

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## **International Economic Law**

### **Overview**

International Economic Law has been taught on the BCL/MJur in Oxford since 2003. The course introduces students to the principles and institutions of international economic law and focuses primarily on the institutions and substantive law of the World Trade Organisation (WTO), including notably the WTO dispute settlement mechanism and its substantive jurisprudence, but the course also considers, in briefer fashion, central key aspects of international investor-State arbitration (IIA).

The course considers the law contained in the main WTO Agreements, including those dealing with goods (GATT), services (GATS), the environment, subsidies, and other WTO agreements that are indispensable for a knowledge of the theory and practice (by governments, corporations, NGOs, and lawyers) of the subject area. In addition to introducing participants to the major legal disciplines under the GATT/WTO and the basic principles and core concepts of the GATT/WTO (based on in-depth study of the relevant GATT/WTO case law), the course considers the underlying philosophy of free trade and a number of the controversies concerning the future evolution of the WTO and its relationship to globalisation, regionalism, and the attempt by States to achieve other policy objectives (such as protection of the environment).

WTO dispute settlement and investor-State arbitration have been by far the most widely used – and in many respects most successful – mechanisms of international dispute settlement that have ever existed. The IEL course involves a focus on both mechanisms, but also provides a deeper understanding by situating them within the context of the substantive law which both mechanisms apply.

No prior knowledge of international law or economics is necessary. Students without international law knowledge will be directed to basic readings.

Learning outcomes are an understanding of the substantive law of the WTO, and the institutions responsible for its governance (including WTO dispute settlement) as well as an understanding of certain key issues relating to international investor-State arbitration (IIA).

### **Topics covered**

- 1.** An Introduction to the International Trading System: Law and Policy
- 2.** Preferential Trade Agreements & Relationship to the International Trading System
- 3.** Legal & Institutional Aspects of the WTO I
- 4.** Legal & Institutional Aspects of the WTO II
- 5.** Most Favoured Nation Treatment principle / National Treatment Principle
- 6.** Tariffs, Quotas, & General Exceptions
- 7.** US-China Trade Relations
- 8.** WTO Dispute Settlement
- 9.** The Law of Subsidies
- 10.** Technical Barriers to Trade
- 11.** International Investment Arbitration I: IIA & WTO Dispute Settlement
- 12.** International Investment Arbitration II: Jurisdiction
- 13.** International Investment Arbitration III: Merits
- 14.** The Law of Trade in Services I
- 15.** The Law of Trade in Services II

<b>Convenor</b>	Professor Dan Sarooshi KC
<b>Name of those teaching on this option</b>	Professor Dan Sarooshi KC
<b>Timing of lectures/seminars/tutorials</b>	Seminars in MT and HT Tutorials in MT, HT and TT
<b>Does this option require a prior knowledge of the common law?</b>	No

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## **International Environmental Law**

### **Overview**

This course introduces students to the fundamental pillars of International environmental law, and international climate change law, in particular. The 2015 Paris Agreement, the result of the most significant, high-stakes and high-profile multilateral negotiation in the last decade, reflects considerable innovation, with implications both for international environmental law, as well as for public international law more broadly. This course explores the conceptual architecture, principles, standards and rules of international environmental law, with a particular focus on the international law relating to climate change.

This course is divided into three parts. The first part focuses on the nature, evolution, sources and principles of international environmental law as well as key institutions and actors, tools and techniques, and compliance mechanisms. The second part engages in an in-depth case study of the climate change regime, and the third part is a practical component in multilateral environmental treaty-making.

**Learning Outcomes:** By the end of this course students should have a sophisticated understanding of the fundamental principles, concepts, obligations, instruments, tools and techniques of international environmental law across a wide variety of issue areas (such as biodiversity, ozone, wildlife, whaling and climate change). Students should be able to critically analyse and interpret cases and treaties in the field of international environmental law, and international climate change law. They should have the cognitive and technical skills to identify and plug gaps in the international environmental law and climate change regimes, as well to sift through and interpret UN documents, state submissions and instruments, and draft multilateral environmental treaties. After having completed this course, a student should, more generally, be able to demonstrate autonomy, expert judgment and responsibility as a practitioner and scholar of international environmental law.

### **Topics covered**

See overview.

<b>Convenor</b>	Lavanya Rajamani
<b>Name of those teaching on this option</b>	Lavanya Rajamani. Guests invited to engage with students include Daniel Bodansky, Jacob Werksman, Lucy Maxwell, Justice Brian Preston, Justice Mansoor Ali Shah, and Andrew Higham
<b>Timing of lectures/seminars/tutorials</b>	8 Seminars in MT and HT respectively, Revision seminar and mock exam in TT, 2 tutorials in MT, 2 tutorials in HT. Seminars will be held Tuesdays 11-1 in All Souls College, or online if necessary.
<b>Does this option require a prior knowledge of the common law?</b>	No. Prior knowledge of public international law will be an advantage, but it is not a pre-requisite.

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## Law and Computer Science

### Overview

Digital (that is, computer-based) technology is transforming society, and the legal system is no exception. As computers permeate more of our lives, digital environments increasingly become the source of legally significant events. This means that those seeking to study and/or practice law increasingly need to understand the digital context. At the same time, those seeking to study computer science and/or develop software increasingly need to understand potential legal consequences of design choices. This course, jointly offered by the Law Faculty and the Department of Computer Science, will introduce students from both backgrounds to the terrain at the boundaries of their two disciplines. The overarching theme of the course is consequently understanding law as it intersects with computer science.

Such interdisciplinary understanding requires both lawyers and computer scientists to develop an appreciation of the way in which they typically approach problems with very different analytic tools. A key pedagogical strategy for the course is to combine law and computer science students together for significant parts of the material, and in particular, for a number of group work exercises. This will accelerate both groups' acculturation to each other's analytic perspectives through learning from each other as well as from faculty.

As offered to law students, the course content will engage with three distinct but complementary sets of questions:

**A.** The core theme is: How will computer scientists and lawyers of the future need to *work together*? Do they at present have a common language and a common understanding of concepts such as "rules" or "fairness"? If not, how can such a common approach best be forged?

This is then developed in two auxiliary themes:

**B.** Digital technology in legal practice: How is digital technology being deployed in key areas of "legal work" such as contracting and dispute resolution? What commercial imperatives, and legal and technological constraints, operate on this deployment? How are they likely to shape its future trajectory?

**C.** Digital technology and legal questions: How are concepts and analytic methods from computer science pertinent to the application of substantive law? Are there any gaps in existing legal doctrine that will need to be addressed, and if so, how? Do common themes emerge in the challenges that arise and the ways in which they should be addressed?

A number of different colleagues from the Law Faculty and the Department of Computer Science, as well as the OII and legal practice will contribute to the delivery of the course, bringing a wide range of relevant expertise.

As offered to law students, the course will consist of 32 hours of lectures and seminars, of which the first 24 will be shared with computer science students. There will also be 4 x 2-hour group work lab sessions in which computer scientists and lawyers will have the opportunity to work together on a small project, and a set of 3 x 1-hour tutorials with lawyers and one equivalent session with a computer scientist to enable students to explore topics in more detail and to provide feedback on written work. The total course load, at 44 contact hours, is very close to the average of 43.2 hours for BCL/MJur/MLF elective options, as determined by the 2016 questionnaire.

**Topics covered**

Introduction to law and computer science; Introduction to computer science for lawyers; Code and law; Automating law: Smart contracts, LegalTech and automated dispute resolution; The ethics and challenges of automating law; Cryptocurrencies; Information technology and intellectual property; Algorithmic collusion and competition law; Algorithmic discrimination, employment law and the future of work; Algorithmic decision making and public law; Privacy, security and identity; Criminal liability and digital evidence; Tort liability for autonomous systems.

<b>Convenors</b>	Rebecca Williams Tom Melham (Computer Science)
<b>Name of those teaching on this option</b>	Rebecca Williams Tom Melham (Computer Science) And others
<b>Timing of lectures/seminars/tutorials</b>	Lectures and seminars: weekly through MT and HT (each session will be part lecture, part discussion) Tutorials through MT and HT Practical sessions: 3x in MT, 3x in HT plus potential additional workshops
<b>Does this option require a prior knowledge of the common law?</b>	No

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**Legal Concepts in Financial Law**

**Overview**

The purpose of this course is to explore the most significant legal concepts and private law issues encountered in commercial finance and in commercial and investment banking. This is particularly topical, as many of these issues have been brought into sharp focus by the last financial crisis. Students will be introduced to the various concepts in contract, property, equity and fiduciary law which are used to allocate, manage and transfer risk in transactions on capital markets and in commercial banking. They will also be invited to consider the legal nature of property, money and payment, and the conceptual basis for corporate personality and limited liability. By examining a range of transactions, and critically considering relevant case law and legislation in the light of market practice, this course will provide a deep understanding of the part that private law plays in the operation of

financial markets. Students will also be invited to critically question the proper role of private law doctrine in commercial cases and the relationship between commercial expectations and legal rules. Transactional structures covered will include loans, guarantees, documentary credits and first demand bonds, security, debt issues on the capital markets (and other intermediated securities), derivatives and structured finance.

The focus will be on English law, although the law of other jurisdictions (particularly common law jurisdictions) will be studied where appropriate for criticism and comparison. Whilst the course will primarily be a doctrinal law course, involving close study of cases and legislation and analysis of their underlying principles, the reading lists will contain a significant amount of secondary material examining wider policy issues, different theoretical approaches and possible legal reform.

The course will be taught in twelve seminars, each supported by lectures, and four tutorials. Teaching will be primarily by Professor Richard Salter KC and Professor Andreas Televantos, Professor Aruna Nair, and Victoria Dixon with input from practitioners who work in this area of law.

Learning outcomes: a knowledge of some of the more topical and/or complex issues in the banking and financial field (the particular topics selected reflecting the research and professional interests of the teaching team) and a comprehensive understanding of the part that private law plays in the operation of financial markets.

**Topics covered**

See overview.

<b>Convenor</b>	Andreas Televantos
<b>Name of those teaching on this option</b>	Richard Salter KC Andreas Televantos Victoria Dixon Aruna Nair Guests
<b>Timing of lectures/seminars/tutorials</b>	Lectures and seminars throughout MT and HT 4x tutorials spread over MT, HT
<b>Does this option require a prior knowledge of the common law?</b>	No. Students taking the course are urged to go to the classes introducing English contract law and equity for civil lawyers which will be run at the beginning of MT.

**Principles of Financial Regulation**

**Overview**

Financial regulation is subject to rapid change, and its optimal content is constantly debated. This course will introduce you to the underlying principles which various forms of financial regulation seek to implement. Students completing this course will be able to understand the regulatory goals of market efficiency, investor protection, the safety and soundness of financial institutions, and the promotion of

financial stability, along with the principal regulatory strategies that are employed to try to achieve these objectives in relation to financial markets and institutions.

Learning outcomes: an understanding of the functions of the financial system and the primary financial markets and institutions through which these functions are performed; an understanding of the core principles and objectives which govern financial regulation; an understanding of the regulatory strategies for achieving these objectives and the policy debates that surround them; the capacity to assess critically new developments in financial regulation and their implementation in novel contexts.

**Topics covered**

- The functions of the financial system
- The objectives of financial regulation
- Consumer protection regulation
- Securities regulation
- Banking regulation
- Shadow banking regulation
- Macroprudential and structural regulation
- FinTech
- Managing the financial risks of climate change
- Emerging Issues

<b>Convenor</b>	Thom Wetzer
<b>Name of those teaching on this option</b>	Paul Davies Luca Enriques Simon Gleeson Jeffrey Gordon Thom Wetzer  Guest speakers
<b>Timing of lectures/seminars/tutorials</b>	8x lectures in HT, 4x lectures in TT 7x seminars in HT, 5x seminars in TT 2x tutorials in HT, 2x tutorials in TT
<b>Does this option require a prior knowledge of the common law?</b>	No

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**Regulation**

**Overview**

Regulation is at the core of how modern states in a range of jurisdictions seek to govern the activities of individual citizens as well as corporate and governmental actors. Broadly defined it includes the use of legal and non-legal techniques to manage social and economic risks. Traditionally regulation is associated with prescriptive law, public agencies and criminal as well as administrative sanctions. But the politics of the shrinking state and deregulation, as well as re-regulation in the context of the climate crisis and public health crises, such as Covid-19, have meant that intrusive and blunt forms of legal regulation have given way at times to facilitative, reflexive and procedural law which seeks to balance

public and private interests in regulatory regimes. Enduring policy debates address whether there is actually too much, too little or the wrong type of regulation in different public policy areas.

This course examines what role various forms of law and regulatory strategies play in contemporary regulatory regimes, and how these become increasingly transformed through innovative technologies, including AI and machine learning. It thereby analyses how regulation both by humans and technologies constructs specific relationships between law and society, and thus how legal regulation is involved in mediating conflicts between private and public power.

**Topics covered**

8 seminars in the course critically examine key conceptual approaches for understanding regulation. How can economic reasoning be employed in order to justify legal regulation? Does a focus on institutions help to understand the operation of regulatory regimes? What rationalities, and hence ‘governmentalities’ are involved in regulating through law? What role do emotions, such as fear of illness and trust in experts, play in regulatory interactions?

8 further seminars illustrate and critically probe these conceptual approaches by applying them in the context of specific case studies which address contemporary regulatory challenges, such as emissions trading, climate mitigation technologies, the governance of water resources, surveillance in the context of the Chinese social credit system, and regulating for energy.

The course thus provides an opportunity for students to examine the pervasive phenomenon of regulation with reference to different disciplinary perspectives, in particular law, but also sociology, politics and economics and to gain detailed knowledge of substantive regulatory law in various fields of business and government regulation. It should appeal to those interested in the theory and practice of regulation, jurisprudence, and questions about the nature of law and its capacity to regulate human behaviour. The course is assessed by two essays.

<b>Convenor</b>	Assoc. Prof. Bettina Lange
<b>Name of those teaching on this option</b>	Assoc. Prof. Bettina Lange Prof. Antonia Layard
<b>Timing of lectures/seminars/tutorials</b>	8 x 2 hour seminars in MT 8 x 2 hour seminars in HT 2 tutorials in MT (Wks 6 & 8) 2 tutorials in HT (Wks 6 &8)
<b>Does this option require a prior knowledge of the common law?</b>	No  The course convenor is happy to address any questions students may have about whether to choose this course.

**Transnational Commercial Law**

**Overview**

Transnational commercial law consists of those principles and rules, from whatever source, which govern international commercial transactions and are common to a number of legal systems.

The principal sources of transnational commercial law fall broadly into three groups. First, there are instruments which are, or are designed to become, law. At the international or regional level these



consist primarily of multilateral conventions (for example, the UN Convention on Contracts for the International Sale of Goods, the OAS Inter-American Convention on the Law Applicable to International Contracts or the Cape Town Convention on International Interests in Mobile Equipment 2001), model laws (for example, the UNCITRAL Model Law on International Commercial Arbitration) and, in the case of a supranational entity such as the European Union, of directives and regulations. Secondly, there are codifications of international trade usage which depend for their efficacy primarily on incorporation into contracts. Among these are codifications published by the International Chamber of Commerce, such as INCOTERMS and the Uniform Customs and Practice for Documentary Credits. Thirdly, there are the general principles of commercial law (lex mercatoria) to be extracted from uncodified international trade usage, standard-term contracts formulated by international organisations, lawmaking products of conscious or unconscious parallelism by legislatures and courts of different jurisdictions, and doctrinal writings and ‘restatements’ such as the UNIDROIT Principles of International Commercial Contracts.

<b>Convenor</b>	Thomas Krebs
<b>Name of those teaching on this option</b>	Thomas Krebs Geneviève Helleringer Sir Roy Goode
<b>Timing of lectures/seminars/tutorials</b>	Lectures in MT, Seminars in HT, Tutorials in TT
<b>Does this option require a prior knowledge of the common law?</b>	No

**Other elective options**

**Law electives outside the MLF menu**

It may be possible for MLF students to elect to take **one** Law Faculty graduate course not on the MLF menu. However, this requires the permission of the MLF Academic Director, who checks to see that the course is suitable for the student’s academic objectives. **Timetabling may, however, be an issue as we are unable to guarantee that there will not be timetabling clashes for courses both within the MLF law electives and also outside the MLF law elective menu.**

**Dissertation**

MLF students may, in lieu of one of the law electives, submit a request to be considered for writing a dissertation. Acceptance for the dissertation is not guaranteed.

The dissertation must be written in English, and it must not exceed 12,500 words which includes footnotes, but which does not include tables of cases or other legal sources. The subject must be approved by the Graduate Studies Committee; approval will depend on the Committee being satisfied that the relevant subject group can provide a supervisor and two examiners.

This year, the deadline for submitting the proposed title and description of the dissertation (in not more than 500 words) was Monday 11 September. In 2023-24, the following subjects were unable to accept dissertation proposals because the necessary supervisory resources were not available: Public International Law.

The first part of the MLF programme is particularly challenging for many students as they are learning very new material in the compulsory finance and economics courses. This generally makes it difficult to maintain progress with individual research on a dissertation. As a consequence, we generally advise MLF students against opting for a dissertation unless they have a very clear idea of what they wish to research before they arrive in Oxford, and a clear motivation for doing so. Students who are inspired by the course contents of the programme can (as several do each year) apply to stay on in Oxford afterwards under one of our research degree programmes.

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

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

Once you have received approval for your dissertation topic at the start of Michaelmas term, the topic may not be changed. This is because supervisors and examiners have already been approached and have agreed to act on the strength of the original proposal. However, it is accepted that, in the light of your work on the dissertation, the title (not the topic) may change. If that happens, you should agree a new title with your supervisor then email both the new title and the old title to the MLF Office ([mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk)) and ask your supervisor to send an email indicating that he/she supports the proposed change. Approval for the change will then be sought from the Board of examiners. Proposed new titles should be communicated as soon as possible and no later than **Friday of Week 1 of Trinity Term**. If your dissertation is submitted with a title different from that approved, the examiners have the right to refuse to examine it.

### **Dissertation format**

- 1.** 'Thesis' here includes not only the writing submitted for the DPhil, MLitt, MPhil, or MSt, but also the essay which is submitted by a Probationer Research Student for a Qualifying Test, Confirmation of Status and dissertations offered in the examination for the BCL or MJur or MLF. It does **not** include essays set by way of examination for the BCL or MJur or MLF (for example, the formal LECT essay).
- 2.** Every thesis must include an abstract not exceeding 300 words. The abstract must contain no footnotes. The abstract must appear immediately after the title page. Its format is governed by regulations 6 to 8 below.
- 3.** Every thesis must contain a table of contents. The table of contents must state the titles of the chapters and their principal sub-divisions. The table of contents must be indexed to the pages where the chapters and first-level sub-headings begin. If required, a table of abbreviations should follow the table of contents.
- 4.** Every thesis which mentions cases and statutes must contain separate tables of cases and statutes. Unless there are very few cases and/or statutes, divide the tables into separate sections for separate jurisdictions. Arrange EU cases in chronological and numerical order. Any other tables should follow, e.g. tables of other primary legal sources (official papers treaties, UN documents, etc.), and of tables and/or diagrams provided in the text. The tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned.

5. A bibliography listing secondary sources (articles, books, monographs etc.) in alphabetical order must appear at the end of the thesis. It should include all such sources cited in the thesis. It need not be indexed.
6. The order of the thesis should be: title page, abstract, table of contents, table of abbreviations, table of cases, table of statutes, tables of other primary legal sources, table of diagrams and tables, main body of thesis, any appendices, and bibliography. An index is not required. If there is one, it must come after the bibliography.
7. All footnotes and appendices are included in the word count. The abstract, the table of contents, the table of cases, the table of statutes, the bibliography, any headers or footers, and any index are not included in the word count.
8. The thesis must be written in English.
9. The thesis must be word-processed using size 12 font, with a margin of 32 to 38 mm on the left hand side. Variations of font size may be used for headings, sub-headings, and footnotes.
10. The lines in the main text must be double spaced (8mm).
11. The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.
12. Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than three lines must be presented as a double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.
13. Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.
14. The thesis must comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities: <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>), or another useful standard for citation. You should consult your supervisor if you wish to depart from OSCOLA.
15. Where the thesis is offered as part of an examination which is assessed anonymously, it must not at any point divulge the identity of the candidate or the candidate's college.
16. The word limits for the dissertation are: 10,000 words minimum; 12,500 words maximum.

### **Submission of the dissertation**

The dissertation must be submitted **no later than noon on the Friday of fifth week of the Trinity full term** in which the examination is to be taken. Further information on how submit dissertations will be circulated in due course.

The examiners shall exclude from consideration any part of the dissertation which is not the candidate's own work or which has been or will be submitted to satisfy the requirements of another course, and the examiners shall have power to require the candidate to produce for their inspection the work so submitted or to be submitted.

**Finance Stream electives**

MLF students may elect to take additional finance courses, instead of one law elective. Students opting to pursue the Finance Stream will select only one law elective from the list of law electives given earlier in the handbook. Instead of the second law elective, students will then take **Corporate Valuation** during Hilary Term and a finance elective during Trinity Term. The list below includes an overview of the finance electives that form part of the MLF finance elective menu offered during Trinity Term. Please note this list specifically for 2023-24 is **subject to change** and a confirmed list of finance electives running in 2023-24 will be made available in due course.

- Buyside Private Equity (Essentials)
- Buyside Private Equity (Advanced)
- Entrepreneurial Finance Project
- Financial Crises and Risk Management
- Investing in Public Equity
- Investing in Private Markets
- Mergers, Acquisitions and Restructuring

**Finance Stream timetable**

Michaelmas Term	Hilary Term	Trinity Term
Finance		
First Principles of Financial Economics (FPFE)	Law and Economics of Corporate Transactions (LECT)	
<i>Law Elective</i>		
	Corporate Valuation	<i>Finance Elective Block 1 (Weeks 1-5)</i> <i>Finance Elective Block 2 (Weeks 6-10)</i>

Finance courses are shorter and contain less material than law electives, so taking these two courses is approximately equivalent in terms of workload to taking a second law elective. The menu of finance electives is selected from the Saïd Business School’s graduate course offerings, and comprises finance courses which are intended to complement the MLF programme. **Corporate Valuation** is required as a pre-requisite to nearly all these courses and it is therefore mandatory for MLF students selecting the Finance Stream. In taking these electives you will be joined by students taking the other SBS graduate programmes, the MBA and MFE.

Because there are very large numbers of MBA and MFE students also selecting the same options, there can be considerable pressure for space in the finance electives. We guarantee that MLF students who take the Finance Stream will be able to participate in one finance elective from the MLF finance elective menu during Trinity Term. **Depending on demand for the Finance Stream, we may have to impose a cap on the number of students taking the Stream and/or place a cap on the number of students taking each of the finance electives offered.**

**Although in past years MLF students have generally secured their first choice of elective, we are unable to guarantee MLF students their first choice amongst the finance electives, as the extent to which we are able to satisfy preferences for MLF finance electives will depend on how many MLF students wish to pursue them, and also on the compatibility of Law and SBS teaching timetables.**

Coordinating teaching timetables is a particularly intense challenge for MLF finance electives, because these must be compatible across other programmes in the Law Faculty and SBS. On the basis of managing the Finance Stream in previous years, we do expect that it will be possible to manage these difficulties, but we are unable to provide a complete guarantee.

### **How to register your Finance elective preferences**

Some of the Trinity Term finance electives may be over-subscribed. A registration system will therefore operate as follows. A number of places on each course will be reserved for MLF students. You will be asked to rank your preferences amongst the available courses. If there are insufficient spaces on a course, then places will be allocated on a random basis. MBA and MFE students have a separate bidding process for places on finance courses. **Further information will be made available at the end of Michaelmas Term 2023.**

### **Details of finance electives**

Finance electives on offer are subject to change from year to year depending on demand and the availability of appropriate academic staff to teach the courses. Course details from the last academic year (2022-23) are available on the [MLF Induction 2023](#) page on Canvas. These details are provided as a general guide for you to get a feel for the courses as delivered in the most recent academic year. They may, however, be subject to change in 2023-24 and final details will be confirmed towards the end of Michaelmas Term/before the vacation.

### **Auditing finance electives at SBS**

If you would like permission to informally join an SBS finance elective class in addition to your formal subjects, this is often referred to at Oxford as 'auditing'. SBS has a formal auditing policy, details of which can be found at:

<https://canvas.ox.ac.uk/courses/213757/modules/items/2288663>

## 6. Teaching and Learning

### Teaching arrangements

#### Seminars

Seminars are group classes with extensive student participation and interaction expected. In some courses there is one core seminar series closely corresponding to the syllabus; in others the syllabus is covered by a selection of different seminar series from which the students take their pick according to interest and intended intellectual emphasis. Every seminar series is accompanied by published reading lists that are used by students in preparing for the seminars and in organizing their study. Many students use the seminar reading lists as starting points for their own self-prescribed research and reading, rather than regarding the listed materials as sufficient for real mastery of the subject. However, the listed materials in each course do represent the level and range of materials which the examiners are entitled to expect the students to have mastered.

At a seminar – typically one-and-a-half to two hours long - the topic will be introduced by one of the conveners, or one of the students, or sometimes an invited speaker. There will then ensue detailed and intense questioning and argument involving, so far as possible, the whole group. Depending on the course, seminars range in size from a handful to upwards of 40 participants. Convenors allow seminars to develop in a more orchestrated or spontaneous way depending on the size of the group and the nature of the material or ideas under discussion.

#### Tutorials

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

#### Lectures

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

The number and mix of seminars, tutorials, and lectures varies from option to option, but in most cases, students can expect that any given option will involve something in the region of eight to sixteen seminars and/or lectures and two to six tutorials. There are one or two exceptions but in these cases, a balance will be struck between seminars and tutorials (i.e. an option involving more tutorials will involve fewer seminars). Details of the various lectures and seminars (but not tutorials) offered by the Faculty can be found in the termly lecture list, available through your college or on the Faculty website (please note that timings may occasionally vary from term to term – for example a seminar series that runs on Thursdays in Michaelmas Term may run on Tuesdays in Hilary Term, though this is relatively unusual).

## Teaching patterns

**First Principles of Financial Economics**, an MLF core course, is taught during the first term through weekly classes and is assessed by a combination of a group work exercise that takes place during the term, and an assessed essay and a timed in-person examination at the end of the first term. Support classes will also be scheduled for the cohort and should be attended by all MLF students.

**Finance**, an MLF core course, is taught during the first and second terms and is assessed by an in-person examination at the end of Hilary Term. Support classes will also be scheduled for the cohort and should be attended by all MLF students.

The two core courses in economics and finance are taught by faculty from the Saïd Business School.

**Law and Economics of Corporate Transactions**, the MLF core interdisciplinary course, is delivered through lectures, seminars and tutorials during the second and third terms. It is assessed during the second and third terms by means of two group work exercises (one in Hilary Term and one in Trinity Term), and by an assessed essay submitted during Trinity Term.

**Law electives** from the BCL/MJur may be taught by a combination of lectures, seminars and tutorials over the duration of the academic year, except for the dissertation option, which involves one-to-one sessions with an assigned supervisor. Outside of the seminars and tutorials students are expected to read extensively in order to acquire the necessary knowledge to engage with course material at an appropriate level. Most law electives, except for the dissertation and a very small number of subjects, are assessed through one timed, examination at the end of the third term. Those taking the dissertation option are instead required to submit a dissertation in the third term.

**'Finance Stream' electives** from the Saïd Business School courses are generally taught by a combination of interactive lectures and case studies at the Business School during the second (**Corporate Valuation**) and third terms (finance electives). Details will be confirmed later in the year, but it is expected that the majority of these will be assessed by individual/group formal coursework and/or practical work.

## Roles

There are several different people who will be involved in the teaching and supervision you receive as an MLF student. If you have any issues with teaching or supervision, please raise these as soon as possible so they can be addressed promptly. Details of who to contact are provided in the Complaints and Academic Appeals section at the end of this Handbook.

### **(a) The role of course conveners and tutors**

Law electives are typically taught by a combination of seminars and tutorials (and sometimes by means of lectures as well). While every option has an overall course convener, in some options, the teaching will be shared among a number of individuals.

### **(b) The role of the dissertation supervisor**

Those who have opted to write a dissertation will be allocated a dissertation supervisor. Each student is entitled to six sessions of supervision, each of approximately one hour, not counting meetings to settle the shape of the dissertation before it is approved. The supervisor will report every term on the progress the student is making through the Graduate Supervision Reporting system (GSR). For more details about GSR, please refer to the relevant entry in this handbook.

### **(c) The role of the college advisor**

Each graduate student is assigned a College Advisor who is normally (but not always) a member of the Law Faculty. Their specific role will vary slightly from college to college (and will be defined more precisely in information provided by your college) but essentially, they monitor students' progress,

are available for consultation on academic and other matters, and act as a focal point for each individual student's relationship with their college.

**(d) The role of the student**

Students are individually responsible for the successful completion of their degree programme and playing an appropriate part in working with tutors and supervisors to that end. In addition, they are responsible for making appropriate use of the teaching and learning facilities available within the University and for following the relevant procedures concerning registration for, and assessment of, course options. The students are also responsible for ensuring that their standard of English is sufficient for the successful completion of the course.

It is not possible to translate these expectations into a workload that can be expressed in terms of a weekly timetable – the work patterns dictated by the MLF courses will fluctuate across the year (though overall, the workload for each course will be broadly similar), and students' individual approaches to their work will differ greatly – but as a very general guideline, we would expect students to be working a minimum of 45 hours per week, inclusive of time spent in seminars.

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

With considerable experience of the programme and of previous cohorts, the MLF has the following specific expectations of its students, in addition to the standards set by the University more widely:

1. MLFs are expected to attend all teaching. This should be in-person and having prepared for the class by completing any exercises and reading as required. Students should not make travel or social arrangements that clash with MLF commitments. If a student really is unable to attend a class (e.g. due to illness) they must contact the teacher in advance with as much notice as possible, copying in the MLF Office email address.
2. MLF students should be punctual for class. Punctuality is regarded as good manners to your fellow students and professors. In contrast, lateness reflects badly on the programme, particularly at those classes and events where external guests are attending (for example, practitioners from law firms).
3. MLFs are expected to be in Oxford for extended periods – before the start of the main Oxford 8-week term and beyond the end of it. This is for a mixture of commitments, including induction, teaching, assessments and events. An early overview of the weeks that MLF students are expected to be in Oxford is available on Canvas.
4. MLFs who have registered for an event are expected to contact the MLF Office with as much notice as possible if plans change or they are no longer able to attend. Often, events are fully subscribed, so early communication if you are unable to attend means that your place may be usefully offered to a fellow student. Again, it can reflect badly on the programme, and on the cohort, if several students fail to attend a class or event that external guests have offered their time to attend.

For a more detailed account of the role of the student and dissertation supervisor, please refer to the Education Committee's policy document on graduate taught degrees which can be found on the webpage at <http://www.admin.ox.ac.uk/edc/policiesandguidance/>.



## 7. Assessments and Examinations

### Feedback on formative assessment and other informal feedback

**Formative assessment** does not contribute to the overall outcome of your degree and has a developmental purpose designed to help you learn more effectively.

MLF students receive some feedback on their work and their ideas by informal means: tutorials and seminars both provide contexts in which students can put their ideas to tutors, seminar conveners, and fellow students, and receive verbal feedback in the form of comments and counter-arguments to which they in turn can respond.

In addition to informal feedback provided during classes and other interactions with teaching staff, all students on taught Masters programmes can expect to receive formal written feedback on at least one designated piece of formative assessment during their first term or very early in their second term. The purpose of this feedback is to:

- provide guidance to those for whom extended pieces of writing are unfamiliar forms of assessment;
- indicate areas of strength and weakness in relation to the assessment task;
- provide students with an indication of the expectations and standards towards which they are working.

MLF students will receive formal written feedback as follows:

#### ***(a) Formative Assessment for MLF Core Courses***

Essays are not considered to be the ideal means of formative assessment for the Finance and First Principles of Financial Economics (FPFE) given the technical nature of both courses; instead, students attend pre-sessional courses in maths and financial reporting and complete a maths workbook at the start of the course. Their progress is assessed by the course conveners to determine their level of competence in each subject and assess how well they are coping with the demands of each course at a point when there is still plenty of time to take remedial action if they are struggling. Formative assessment for Finance and FPFE is also available through a series of support classes which run through the first and second terms and supplement the core teaching.

#### ***(b) Formative Assessment for Law Electives***

Formative assessment for law electives takes the more typical form of essays submitted by the student and marked by those teaching the course. Practices concerning whether formative assessment is conducted in the first term vary from option to option.

#### ***(c) Formative Assessment for Finance Electives***

Further details regarding feedback on formative assessment within the Finance Stream will be provided later in the year.

## **Feedback on summative assessment**

**Summative assessment** contributes to your degree result and is used to evaluate formally the extent to which you have succeeded in meeting the published assessment criteria for your programme of study.

The examination conventions for the MLF are referred to in more detail below (page 45). Please note that those conventions also provide the relevant links for further information regarding the exam conventions relating to the law electives and finance electives.

The purpose of feedback on summative assessment e.g. theses and dissertations, is to provide a review of the work and suggestions for improvements and future development of the research topic to enable students to develop their work for doctoral study, if appropriate. MLF students will receive formal written feedback as follows:

- Formal written feedback (i.e. the comments of the examiners) is provided on the dissertation. This feedback is intended to provide a critical review of the work and provide suggestions for improvements and future development of the topic of research to enable students to develop their work for doctoral study if appropriate.
- MLF students will be provided with formal feedback accompanied by their marks for the Group Practical Work assessments in FPFE (submitted in Michaelmas Term). This feedback will be by way of verbal feedback delivered during class by the convenor.

## **Other information about assessment standards – Examiners’ Reports**

Students are advised to read the internal and external examiners’ reports for recent past cohorts, which can provide valuable insights and contribute to students’ preparations for examinations and other forms of assessment. These are available in the October following completion of the course and can be found on the Faculty website. These reports will comment on the general performance of the group taking the examination in question and will include such details as which questions were answered badly, which were answered well, characteristic mistakes made, what qualities good answers typically exhibited etc. Because of data protection issues, examiners’ reports cannot comment on individual performances in any way that would identify the specific candidate in question. Past examiners’ reports can be found on the webpages for the [Faculty of Law](#).

## MLF Examinations and Assessments Overview 2023-24

### Michaelmas Term

**Exams: One exam in Week 9 MT (4 – 8 December)**

First Principles of Financial Economics

Two-hour exam

**Group work:**

First Principles of Financial Economics

Released: 12 noon on Wednesday 8 November (Week 5 MT)

Due: 12 noon on Friday 17 November (Week 6 MT)

**Assessed essay:**

First Principles of Financial Economics

Released: 12 noon on Friday 1 December (Week 8 MT)

Due: 12 noon on Friday 15 December (Week 10 MT)

### Hilary Term

**Exams: One exam in Week 9 HT (11 – 15 March)**

Finance

Two-hour exam

**Group Work:**

Law and Economics of Corporate Transactions

Submission and deadlines to be explained by the Course Convener.

**Finance Stream assessments (optional):**

Corporate Valuation

See SBS Assessment Information Sheet for Corporate Valuation for details of assessment once available.

### Trinity Term

**Exams:** Two exams in Weeks 8 to 10 of TT (10 June – 29 June), unless you are (a) submitting a dissertation or (b) taking a finance elective (the Finance Stream) and/or (c) you are taking law electives with alternative methods of assessment.

Law Electives

Dates of examinations for law electives to be confirmed. They are only finalised during the year, with the final dates generally available in late-HT (<http://www.ox.ac.uk/students/academic/exams/timetables>).

Typically, law elective examinations begin on the Friday of Week 8 of TT and continue through to Friday of Week 10 of TT.

**Assessed essay:**

Law and Economics of Corporate Transactions

Released: 12 noon on Friday 26 April (Week 1 TT)

Due: 12 noon on Friday 31 May (Week 6 TT)

**Group Work:**

Law and Economics of Corporate Transactions

Submission and deadlines to be explained by the Course Convener.

**Finance Stream assessments (optional):**

Finance Elective

See SBS Assessment Information Sheet for details of course assessment once available.

**Dissertation (optional):**

Due: 12 noon on Friday 24 May (Week 5 TT)

University information about Examinations and Assessments: <http://www.ox.ac.uk/students/academic/exams>

## Assessment Summary

COURSE	TERM(S) TAUGHT	ASSESSMENT SUMMARY
First Principles of Financial Economics (FPFE)	Michaelmas term	<ol style="list-style-type: none"> <li>1. Group work exercise worth 20% of the overall course mark.</li> <li>2. Assessed essay worth 40% of the overall course mark.</li> <li>3. Two-hour examination worth 40% of the overall course mark.</li> </ol>
Finance	Michaelmas and Hilary terms	<ol style="list-style-type: none"> <li>1. Two-hour examination worth 100% of the overall course mark.</li> </ol>
Law and Economics of Corporate Transactions (LECT)	Hilary and Trinity terms	<ol style="list-style-type: none"> <li>1. Hilary Term group work exercise assessed on a pass/fail basis. The mark for this piece of work will not count toward the overall mark for the course; however, students are required to pass this element of the course in order to pass the course.</li> <li>2. Trinity Term group work exercise assessed on a pass/fail basis. The mark for this piece of work will not count toward the overall mark for the course; however, students are required to pass this element of the course in order to pass the course.</li> <li>3. Assessed essay worth 100% of the overall course mark.</li> </ol>
Law electives	All 3 terms	<ul style="list-style-type: none"> <li>• Generally, one examination worth 100% of the overall course mark. Some exceptions apply.</li> </ul>
Dissertation ( <i>optional</i> )	All 3 terms	<ul style="list-style-type: none"> <li>• MLF students may, in lieu of one of the law electives, opt to write a dissertation.</li> </ul>
Finance Stream courses ( <i>optional</i> )	Hilary and Trinity terms	<ul style="list-style-type: none"> <li>• The Finance Stream consists of a compulsory course in <b>Corporate Valuation</b> and one finance elective (taken in lieu of one of the two law electives that students are usually required to take).</li> <li>• Please refer to the SBS Assessment Information Sheets for details of the assessments for the Finance Stream courses once available.</li> <li>• These courses may be assessed by individual/group formal coursework and/or practical work and/or a timed examination.</li> </ul>

## Examination Conventions

Examination Conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

Changes will be made to the MLF Examination Conventions over the course of the coming terms. When changes are made, the MLF Office will publish a new version together with a list of the changes on the MLF Canvas site and students will be informed by email.

**Please pay careful attention to the Examination Conventions and retain them for reference in the period leading up to and during assessments and examinations.**

## Entering for university examinations

You will be automatically entered for the MLF core assessment units (i.e. FPFE, Finance and LECT), and these will be displayed in Student Self-Service when you login.

At the start of Hilary Term, you will be required to enter for the elective examinations (i.e. law electives, dissertation and Finance Stream courses). You will receive an email invitation to login to Student Self Service to complete your optional examination entry assessment selections by a given date. These will need to match the options you chose in the Faculty's initial option registration at the start of Michaelmas Term, as explained above. If you change options after the registration deadline, then you are charged a fee by Examination Schools. Changes are not permitted once a student has seen the assessment question for a subject from which they wish to switch. For further information about changing options, see the entry on page 21.

## Examination dates

Examination timetables are published on the University website at <http://www.ox.ac.uk/students/academic/exams/timetables>. Timetables are published as early as possible, and no later than five weeks before the start of the examination.

## Personal examinations timetable

Your personal timetable showing your papers (with the dates and times) will be published online at least two weeks before your first examination. It is your responsibility to ensure that you sit the correct examination and misreading of information will not be considered an acceptable reason for non-submission of work or non-participation in exams. If you have not received your timetable, or if you discover any problems such as a clash of papers, contact your college as soon as possible. More information can be found at: <https://www.ox.ac.uk/students/academic/exams/timetables>

## Sitting your examination

Information on the standards of conduct expected in examinations and what to do if you would like examiners to be aware of any mitigating circumstances that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website at [www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance).

Practical information and support for sitting in-person exams is provided on the Oxford students website ([www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance)). Alternative arrangements can be authorised for candidates who, for medical or other sufficient reasons, are likely to have difficulty in writing their scripts or completing the examination in the time allowed. Information on Alternative Arrangements can be found on the Oxford Students website at [www.ox.ac.uk/students/academic/exams/arrangements](http://www.ox.ac.uk/students/academic/exams/arrangements).

## **Assessments/ Extended Essays/ Submissions**

All assessments will be submitted online via Inspira. Ensure you are familiar with the online submission process in advance of any deadline. Full information is provided on the Oxford students website ([www.ox.ac.uk/students/academic/exams/submission](http://www.ox.ac.uk/students/academic/exams/submission)).

**There are a number of University processes in place to help you if you find that illness or other personal circumstances are affecting your assessments or if you experience technical difficulties with an online exam or submission. Full information is available on the Oxford students' website ([www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment](http://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment)).**

If, for good reason, you are unable to submit the dissertation/essays by the stipulated deadline, you may apply through your College to the Proctors for permission to submit the work later than the deadline. This process can also be enacted retrospectively – i.e. after you have missed a deadline – but you should make the case to the Proctors as soon as you possibly can. The full regulations concerning late submissions can be found in Part 14 of the Examination Regulations at <https://examregs.admin.ox.ac.uk/Regulation?code=rftcoue-p14ls-n-snowfromexam&srchYear=2022&srchTerm=1&year=2022&term=1>.

### **Withdrawal from the examinations**

If you are experiencing problems of any kind which are severe enough to mean you are unable to take your examinations, then you may apply for withdrawal from the examinations. For further information about how to do this, please refer to Part 14 of the Examination Regulations at <http://www.admin.ox.ac.uk/examregs/2019-20/rftcoue-p14ls-n-snowfromexam>.

### **Procedures for dealing with illegible scripts**

Examiners are not bound to take account of illegible material and may ask for illegible scripts to be typed if they are unable to read them. Examiners will try to identify such scripts as early as possible in the examining process; once scripts are identified, the candidate's College will be notified and the candidate will be asked to read out the script to a scribe who will then transcribe it. The candidate will be charged for the re-typing of the script. To accommodate this possibility, it is recommended that candidates residing in Oxford remain there for up to five days after their last examination.

### **The format of the examinations and examination procedures**

For the format of examinations for the MLF and examination procedures, please refer to the Examination Conventions for the MLF in 2023-24, which will be made available at the start of term on the MLF Canvas site.

The rubrics for the law elective courses and the materials available for each paper are agreed by the Law Faculty's Examination Board during Michaelmas Term, and will be set out in the BCL/MJur Examination Conventions 2023-24, which you will have access to..

Examinations for law electives in 2023-24 are expected to be in-person and timed, held in the University's Examination Schools.

Full instructions as to what is expected during the examinations will be published for all students in Trinity Term.

The rubric for the compulsory Finance Stream course, **Corporate Valuation**, which is taken in Hilary Term by all Finance Stream students, will be available on the MLF Canvas site for the start of Hilary Term. The rubrics for the Trinity Term finance elective courses will be available on the MLF Canvas site for the start of Trinity Term. Students should also bear in mind that assessment of the Finance Stream courses may

vary considerably from year-to-year, so the materials from last year should not be taken as an indication of the ultimate format of papers in 2023-24 unless you are told so by the academic convening the subject.

### **Complaints and appeals**

Please refer to the section Complaints and Academic Appeals at section 12 of this Handbook.

**All marks enquiries should be directed to the MLF Office in the first instance. Students are not permitted to contact markers directly (including teachers on the programme who are acting as markers) with any queries regarding their marks. In addition, students who have failed an examination or assessment, or who are preparing for a re-sit, are not permitted to contact markers directly and must instead liaise with the MLF Office.**

### **External examiner**

The external examiner for the MLF in 2023-24 is Professor Sarah Paterson (London School of Economics). Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see Complaints and Academic Appeals section at section 12 of this Handbook).

### **Examiners' reports**

Examiners' reports from previous years can be found on the Faculty's website at <http://www.law.ox.ac.uk/publications/handbooks.php>. Examiners' reports for your year will be made available in the next academic year following your examinations, once they have been approved by the Examinations Committee.

### **Graduate prizes**

There is a Law Faculty prize for the best performance in each option. As MLF students take BCL/MJur law electives, MLF students are eligible to be considered alongside BCL/MJur students for any prizes that are awarded for those options and the student with the highest mark out of all of the MLF/BCL/MJur students in that subject will be awarded the prize.

### **Core MLF prizes**

The MLF Examiners have discretion to award the following prizes:

- MLF prize: Best overall performance in the MLF
- Best performing student in each of the following courses:
  - Finance
  - First Principles of Financial Economics
  - Law and Economics of Corporate Transactions

## 8. Good Academic Practice

### Plagiarism

You are reminded that the work that you present for your examination (this includes assignments, projects, dissertations and examination papers) must be your own work and not the work of another individual. You should not quote or closely paraphrase passages from another source, be that a book, article, web page, another student's work or other source, without acknowledging and referencing that source. **If you do present other people's work as your own work, you are committing plagiarism. This is cheating and the Faculty and the University treat any alleged offence of plagiarism very seriously.**

**Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.** All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. The University's definition of plagiarism can be found at <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

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

#### *Under-attribution*

The written work of law students will often be heavily informed by secondary materials: textbooks, practitioner guides, and other materials. Where a student uses information from these materials, this must be specifically attributed, both in terms of the use of quotations where necessary and pinpoint citations. A general citation to the materials at the conclusion of the relevant paragraph or section is not acceptable.

#### *Getting ideas from other students' work*

Students sometimes "borrow" work from other students. If the work is directly copied, then this will be an obvious form of plagiarism but you also need to be aware that taking the structure and ideas from another student's work can equally be plagiarism unless the source is acknowledged. Although it may sometimes be helpful to see how others have tackled issues, an important part of the learning exercise in Oxford is to work out how to present an answer yourself. This is often an intellectual struggle but it is an important part of the educational process. By borrowing the work of others you therefore not only risk plagiarism but you are also less likely to develop your own intellectual abilities fully.

#### *Articles etc.*

You will be expected to read many articles as part of your course preparation. Students often find it difficult to know how to incorporate these into their own written work. The temptation is there to "lift" bits from the introduction and conclusion of the article, or odd sentences from it. Usually, an article will be presenting an argument which is, to some extent, original and the author makes the case for this argument in the detailed text. You may wish to use this article in a variety of different ways but it is important to bear in mind that it is not only verbatim quotations and paraphrases that need to be properly referenced but also the overarching argument that the author makes. Therefore, even if you are not using any of the detailed wording of the article, you must still acknowledge the author's intellectual input if you are drawing on the argument that they make.

#### **A brief example:**

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



It can therefore be argued that proprietary estoppel, like wrongs, unjust enrichment and other non-consensual sources of rights, always gives rise to an underlying personal liability which may, in some circumstances, be coupled with a property right. As A's personal liability will persist after a transfer of the land in respect of which the proprietary estoppel claim arose, it may well be that B has no need of a property right to protect his reliance: instead B is adequately protected through his personal right against A.

### Plagiarised

Proprietary estoppel always gives rise to personal liability and may also generate a property right, but a person to whom a representation is made will not always need a property right to adequately protect his reliance.

(This is plagiarism. Even though there is little verbatim copying it paraphrases the argument of Bright and McFarlane without acknowledging the source of this argument.)

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

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

### Non-Plagiarised

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

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

### **Textbooks and Cases**

A particular challenge for law students is how to use textbooks correctly. The most obvious form of plagiarism is where students closely follow the wording of textbook writers. This often occurs (unintentionally) where students have taken notes from a textbook and then use these notes to form the basis of their essay.

It also occurs where students use the structure adopted by a textbook writer in order to organise the essay.

By way of illustration, the author of a textbook may set out that a general principle can be manifested in one of three ways, and then set out those three ways. To the student, this may appear uncontroversial and as ‘the only’ way that the topic can be understood. It is likely, however, that other writers will present the material differently. The breakdown of the principle into those three ways is the author’s work, and if this structure is adopted, the author must be acknowledged.

Students often use textbooks too closely without being aware that this constitutes plagiarism and will say to tutors: “... but X put it so clearly and I could not put it better” or “... lots of writers break down this

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

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

principle into those three ways". This does not justify plagiarism. If a textbook writer is being relied on, the writer must be acknowledged.

The same applies with respect to cases. The reasons for citing a case are therefore two-fold: first, as an *authority* for a proposition of law, in which case you will generally be citing the case itself; and second, as the *source* of a statement about the law, in which case you will generally be citing the court or a judge.

If, having referred to the above and to the University website, you are still unsure how to reference your work properly, and would like further advice, you should contact your subject tutor or your college tutor/college advisor for guidance.

## OSCOLA

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

### **Further guidance on avoiding plagiarism:**

Plagiarism will be covered in a special session on plagiarism and OSCOLA referencing to be held in Michaelmas Term, which **all MLFs are expected to attend**.

**The Bodleian Law Library team will hold a session specifically for the MLF, which will include:**

- 1) An introduction to library resources and how to access those resources;**
- 2) Guidance on avoiding plagiarism and how to use OSCOLA**

**We will confirm the date and time with you shortly and joining details.**

The University's IT Services section runs a course for students on plagiarism awareness – see <http://courses.it.ox.ac.uk/detail/TTER> for details.

General academic good practice – time-management, referencing, research skills etc. – will help you to avoid plagiarism. Information about how to acquire and develop such skills can be found at <http://www.ox.ac.uk/students/academic/guidance/skills>. This website gives useful advice about all aspects of plagiarism – why it matters, how to avoid it, what happens if you are suspected of plagiarism, etc. It also provides a list of related documents which includes advice from other institutions and about academic good practice more generally.

## 9. Skills and Learning Development

### Monitoring of academic progress

MLF students are appointed an academic supervisor. In 2023-24, the MLF supervisor will be Dr Seung Lee for Michaelmas Term, and will be Dr Ken Okamura in Hilary and Trinity Terms. Drs Lee and Okamura will meet with you once a term to talk about how you are progressing and about any concerns you may have. After your meeting, your supervisor will submit a report on your academic progress. To facilitate this reporting, the University operates the Graduate Supervision Reporting system (see below).

The Academic Supervisor's role from a student perspective is one of taking an overview of student's progress on the course as a whole and providing advice and support as required. From a Faculty perspective, a supervisor's role is then to aggregate responses from students on issues raised and report back (anonymously) to the MLF Course Committee any issues of concern. Your supervisor is a member of the MLF teaching team and, if you require any impartial advice or feedback in relation to your supervisor's course and feel unable to speak to them directly in their role as MLF Academic Supervisor, please contact the MLF Office in the first instance so that alternative options can be explored with you.

### The GSR System

The University operates an online Graduate Supervision Reporting system (GSR). For all students, it is an opportunity to review and comment on progress over the term. Access to GSR for students will be via Student Self Service at <https://www.ox.ac.uk/students/selfservice>.

Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window and who to contact with queries.

**It is strongly recommended that you complete a self-assessment report every term.** If you have any difficulty completing this you must speak to the MLF Academic Supervisor, MLF Academic Director or the Associate Dean for Graduate Studies (taught). Your self-assessment report will be used by the MLF Academic Supervisor as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when the MLF Academic supervisor has completed your report and it is available for you to view. Use this opportunity to:

- Review and comment on your academic progress during the current reporting period;
- Measure your progress against the requirements and agreed timetable for your programme of study;
- Identify skills developed and training undertaken or required;
- List your engagement with the academic community;
- Raise concerns or issues regarding your academic progress to your supervisor;
- Outline your plans for the next term (where applicable).

Students are asked to report in Weeks 7 to 9 of each term. Once you have completed your sections of the online form, it will be released to the MLF Academic Supervisor for completion. These reports will also be visible to the Associate Dean for Graduate Studies (Taught), the MLF Academic Director, the MLF administrative team and your College Advisor. When the MLF Academic Supervisor's sections are completed, you will be able to view the report (as will those listed above).

The Associate Dean for Graduate Studies is responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College

advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

It is also possible for other academic colleagues (e.g. Course Directors, PGT thesis/dissertation supervisors, and class teachers) to submit a report or additional comments in addition to the MLF Academic Supervisor. College Advisors will be able to record how many meetings they have held with their students.

When reporting on academic progress, students on taught courses should review progress during the relevant term and measure this progress against the timetable and requirements for their programme of study. All students are asked to describe briefly which skills they have acquired or developed during the current term. GSR is not for registering complaints – please refer to Section 12 below for information about complaints procedures.

Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with the MLF Academic Supervisor and/or MLF Academic Director in the first instance and pursue them through the complaints procedure if necessary.

### **Learning development and skills**

Any statement which purports to describe the skills students will gain from the MLF is likely to be reductive and too generalised to fit the experience of any given student. Nevertheless, there are certain key skills which we think it is fair to assume that all students will gain. The following information seeks to summarise those, and the means by which they are developed by the course:

## **Skills and other attributes**

Students will have the opportunity to develop the following skills during the course:

### *I. Intellectual Skills*

<b>Skill</b>	<b>Teaching/learning methods and strategies</b>	<b>Assessment</b>
Ability to analyse and to deal systematically and creatively with complex theoretical and empirical work.	Through intensive engagement in seminars and tutorials, students are encouraged to distinguish different issues.	Such ability is highly rewarded in formative assessments in tutorial essays, and in summative assessment by examinations and an assessed essay.
The ability to apply economic and financial analysis to the understanding of complex legal problems.	Core and elective courses in finance and economics will develop students' understanding of these fields; they will be encouraged to apply them to practical problems in the core interdisciplinary course and law electives.	Group work skills assessments test students' ability to apply economic and financial analysis to the resolution of practical legal problems. Written examinations and essays test students' ability to apply such analysis to the resolution of policy questions.
An ability to build a complete, convincing argument from the ground up, and to build a complete and convincing critique of the argument of another.	Class discussions in seminars are conducive to sustained argument under pressure, with different students adopting and developing rival positions and gaining support or opposition from their peers. Group work presentations to seminars will perform a similar function. The tutorial essay encourages students to do the same, but this time representing both sides in the argument.	Such ability is highly rewarded in formative assessments in tutorial essays, and in summative assessment by examinations and an assessed essay.

### *II. Practical skills*

<b>Skill</b>	<b>Teaching/learning methods and strategies</b>	<b>Assessment</b>
Highly developed writing skills.	Preparation of essays for tutorials and preparation for formative assessment.	See above: success in the assessments described necessitates mastery of skills described here.
Ability to read, synthesise and digest complex materials quickly and effectively.	High volume of workload coupled with high standard expected for seminar and tutorial performance.	
Ability to understand and critically assess financial statements and presentation of statistical results.	Core and elective finance courses will develop these skills in students.	
A highly developed ability to conduct legal	The programme calls for a great deal of advanced independent study.	

research and legal or legally related academic research.	Students make full use of library materials and advanced electronic research tools. Library orientation and an introduction to electronic research tools are offered at the beginning of the course.	
Ability to work effectively as part of a group in developing and presenting proposals.	The core interdisciplinary course will require students to interact in groups, as may some finance electives.	Group work presentations in relation to specific transactions which could be assessed formatively or summatively.

### III. Transferable Skills

<b>Skill</b>	<b>Teaching/learning methods and strategies</b>	<b>Assessment</b>
Highly effective communication skills, both orally and in writing.	Both seminars and tutorials, with their high levels of student participation, help to cultivate strong oral communication skills. Tutorial essays, and of course the assessed essays and written examinations, emphasise economical, clear and highly structured writing.	See above: success in the assessments described necessitates mastery of skills described here.
Ability to adapt and apply analytic tools derived from law, finance and economics to new problems.	The programme's integrative approach encourages students to apply their theoretical knowledge to the solution of practical problems from first principles.	
A highly developed ability to master and organise complex information.	MLF reading lists contain material of several types with diverse sources and from different disciplinary backgrounds. Students are expected to survey and synthesise this material effectively.	
A highly developed ability to plan and organise the use of one's time.	The programme makes considerable demands in terms of reading, understanding and application of knowledge. Students will quickly refine and further develop time management skills.	
The ability to thrive in a competitive and intellectually challenging environment.	The MLF programme is extremely competitive at point of entry and throughout. Students study alongside their intellectual equals and are drawn from the best law graduates in the world.	

## **Skills Training**

### **Faculty, college, and library resources**

The Bodleian Law Library (BLL) organises induction sessions for graduate students to introduce you to the library and its staff and help you to use its resources.

Online tutorials for key legal and journal databases are available at <http://ox.libguides.com/law-uklaw>. The BLL also gives classes on using databases, finding online journals and researching particular areas of law. The Library distributes a Newsletter via the Faculty's email lists and the Law Bod Blog (<http://blogs.bodleian.ox.ac.uk/lawbod/>) also provides current information.

### **University resources**

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

### **Opportunities to engage in the department research activity**

Students are also encouraged to attend the **Business Law Workshops**, a weekly forum for the presentation and discussion of current research in the field of business law, broadly construed. Presentations are given by a mix of external speakers, faculty visitors, and faculty members and research students. **The Business Law Workshops term card of events and speakers will be shared with you and marked in your Michaelmas Term timetable.**

In addition to these, there are a wide variety of seminars offered by different research groups, which may be of interest to MLF students.

Students are encouraged to visit the Oxford Business Law Blog (OBLB), a forum for the exchange of ideas and the reporting of new developments in all aspects of business law, broadly defined. Since its launch in March 2016, the OBLB has attracted readers from more than 150 countries and well above one million unique page reads.

## 10. Support

### General sources of help

Being a student is exciting, challenging and rewarding, but it is not always a bed of roses! Students, like anyone else, can have problems. To a large extent, we take these in our stride, consciously or unconsciously making use of the familiar support systems with which we surround ourselves, such as family bonds, friendships, and reliance upon those whose role it is to supervise us. But sometimes our problems need more intensive attention. Do not feel alarmed about acknowledging this: it really can happen to anyone. Oxford has a number of mechanisms designed to help.

### Departmental

If the problem is essentially academic in nature, then the first person you should speak to is the convener of the core course or elective in question (if the issue concerns a particular course or elective) or the Course Administrator or Academic Director (if the issue relates to your studies more generally). If, for whatever reason, you would prefer not to discuss the issue with either of the latter, you may also contact the Faculty's Academic Administrator or the Associate Dean for Graduate Studies (Taught), who will also be able to offer help. Contact details for all of the above can be found under Key Contacts near the start of this Handbook.

If your query relates to the administration of the course, please contact the MLF Office ([mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk)). If you have a question about careers or alumni events, please write to [oxlfevents@law.ox.ac.uk](mailto:oxlfevents@law.ox.ac.uk).

### College

If the problem isn't principally an academic one, then you should speak to your College Advisor. Each graduate student is assigned a college advisor who has various pastoral responsibilities and can assist with personal guidance and practical problem-solving (e.g. in dealings with agencies outside the college on behalf of students when so requested by students). Colleges also have various appointees with specific pastoral and welfare responsibilities, e.g. welfare officers, chaplains, resident assistant deans appointed from the postgraduate community, etc. There are often part-time college nurses on site and all students are registered with college doctors based at nearby surgeries. Domestic bursars are charged with meeting special living needs, e.g. in respect of students with disabilities or students who fall ill or students in need of emergency accommodation. The head of college also often plays a role in ensuring that students are settled and adequately supported.

The Middle Common Room (college graduate student union) often has its own welfare officer who acts as a source of information and an advocate. The tradition of extensive college-level peer support in academic matters extends to non-academic matters as well. In general, the relatively communal aspect of college life makes for extremely easy access to confidential support in respect of non-academic matters, including support from people who know the student well, as well as more anonymous advice and support from professionals when necessary.

Every college has their own systems of support for students. Please refer to your College handbook or website for more information on whom to contact and what support is available through your college.

Details of the wide range of sources of support available more widely in the University are available from the [Oxford Students](#) website, including in relation to mental and physical health and disability.



## University

### English Language support

The MLF is a fast-paced course. All teaching is carried out in English. If you are struggling to keep pace with a course or understand lectures due to language issues we would encourage you to talk to your college advisor or the Senior Administrator for the MLF in the first instance and if you think you may require some additional language support you should contact the University's Language Centre as early as possible. We would strongly advise you to visit the website for the University's Language Centre, where (amongst many courses) students can sign up for courses focusing on academic writing and communication skills. Please see <http://www.lang.ox.ac.uk/courses/english-mem.html> for details. The Language Centre ([admin@lang.ox.ac.uk](mailto:admin@lang.ox.ac.uk)) will be able to advise you about the most appropriate course(s) for you to take during your time at Oxford.

### Equality and Diversity at Oxford

*"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognize that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish"* (University of Oxford Equality Policy).

As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with **respect, courtesy and consideration**.

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

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: [edu.web.ox.ac.uk/harassment-advice](http://edu.web.ox.ac.uk/harassment-advice).

The Faculty also has two harassment advisors whom students and Faculty may contact for advice:

Justine Pila

Email: [justine.pila@law.ox.ac.uk](mailto:justine.pila@law.ox.ac.uk)

Roderick Bagshaw

Tel No: 276078

Email: [roderick.bagshaw@law.ox.ac.uk](mailto:roderick.bagshaw@law.ox.ac.uk)

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: [edu.admin.ox.ac.uk/religion-and-belief-0](http://edu.admin.ox.ac.uk/religion-and-belief-0).

## **Student Welfare and Support Services**

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. For more information visit: [www.ox.ac.uk/students/shw/das](http://www.ox.ac.uk/students/shw/das).

The Law Faculty itself has two Disability Contacts:

**Paul Burns, Academic Administrator for Graduate Studies**

**St. Cross Building, St. Cross Road**

**Tel No: 01865 271495**

**e-mail: [paul.burns@law.ox.ac.uk](mailto:paul.burns@law.ox.ac.uk)**

**Joanna McKenna, Academic Administrator for Undergraduate Studies**

**St. Cross Building, St. Cross Road**

**e-mail: [joanna.mckenna@law.ox.ac.uk](mailto:joanna.mckenna@law.ox.ac.uk)**

The Counselling Service is there to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: [www.ox.ac.uk/students/shw/counselling](http://www.ox.ac.uk/students/shw/counselling).

A range of services led by students are available to help provide support to other students, including the peer supporter network, the Student Advice Service and Nightline of the Oxford University Student Union (Oxford SU). For more information visit: [www.ox.ac.uk/students/shw/peer](http://www.ox.ac.uk/students/shw/peer).

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: [www.oxfordsu.org/communities/campaigns/](http://www.oxfordsu.org/communities/campaigns/).

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

## **Education Committee and the Proctors**

The University's Education Committee is principally concerned with policy matters relating to teaching, learning, and assessment, but it is also the body which can grant dispensations from the regulations in certain instances (though in such situations a student's college will normally write to the Education Committee on the student's behalf – the student does not write direct). Further information about the Education Committee and its activities can be found at <http://www.admin.ox.ac.uk/edc/>.

The Proctors are responsible for ensuring that regulations are implemented and investigating complaints by members of the University. The activities they regulate and the regulations they enforce are set out in detail in the documents on the Webpage 'Essential information for students' at <http://www.admin.ox.ac.uk/proctors/info/>. The Proctors' and Assessor's Memorandum in particular covers an extensive range of subjects, including disciplinary procedures, welfare matters, and a number of University policies which are referred to in the policy statements section below.

## **What to do if you are ill or otherwise unable to attend seminars or tutorials**

Generally, it is not necessary to inform conveners if you are unable to attend a seminar but you should always inform your tutor if you are unable to attend a tutorial. If you are prevented from working by illness or other cause for more than two weeks then you are advised to contact the MLF Office ([mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk)). You may also want to discuss the situation with your College Advisor. If you are ill/unable to work for a longer period of time, then it may ultimately be necessary to consider a possible suspension of status.

## **Suspension of status**

If you experience any difficulties that are sufficiently serious as to mean you are unable to continue with your studies, either for the immediate future, or for a sufficient period of time to mean that your chances of passing the MLF examinations will have been jeopardized, you can apply for suspension of status: see <https://www.ox.ac.uk/students/academic/guidance/graduate/status>. However, because the MLF is a structured one-year taught course, if you do suspend, then you have to return the following year at the point at which you suspended; so if you suspended at the start of Trinity Term 2023, then you would have to return at the start of Trinity Term 2024.

## **Changes of course**

The procedures for changing a law option choice are described above. Changing to a different course (i.e. a course other than the MLF) is likely to be considerably more difficult. If you think you might want to change course entirely, please contact the MLF Office to discuss your position.

## **Progression to the MPhil or DPhil after completion of the MLF**

Providing there is no break in your study and you apply to be admitted the academic year directly following that in which you took the MLF, you may apply to the MPhil or DPhil after completion of the MLF. The application procedure for students progressing from one course to another is slightly different from that which new applicants follow; details can be found on the Graduate Admissions webpage at <http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/continuing-oxford-graduates>. If you are interested in applying to the MPhil or DPhil programme, please contact the administrator Geraldine Malloy for more information. Her contact details are at the beginning of this handbook

## **Safety for students**

Guidance about how you can ensure your personal safety while studying at Oxford can be found at <http://www.ox.ac.uk/students/life/community/personal>.

# 11. Feedback and Student Representation

## Opportunities for feedback

You can provide feedback by one or more of the following means:

- Questionnaires: MLF students can provide feedback in relation to induction, the core courses and the MLF course as a whole. MLFs will be invited to complete surveys. All survey responses are anonymised. The induction survey will be released following induction. The Finance course survey will be released at the end of Hilary Term. The LECT, FPFE and MLF surveys will be released at the end of the year.
- Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: [www.ox.ac.uk/students/life/student-engagement](http://www.ox.ac.uk/students/life/student-engagement).
- Speaking to the MLF Academic Supervisor, as described above at page 60.
- Contacting your student representative, as described below.
- Once in place, the MLF Events, Careers and Alumni Officer may invite you to attend a focus group session to discuss alumni and careers support, as well as your experience of the MLF more generally.

## Student representation

### The MLF Course Committee

This is the body with immediate responsibility for the structure of the MLF course and issues arising in relation to content and course delivery. An MLF student representative is elected at the beginning of the year as a member of the committee. You will be notified of the details of the election process in the first term of the academic year.

### The Graduate Studies Committee (GSC)

This is the body with the principal responsibility for making decisions on graduate matters and it includes representatives of each of the Faculty's postgraduate taught and research courses. At the start of Michaelmas Term, an email is circulated to all postgraduate students asking if they wish to stand as representatives for their particular course, after which students from each course vote for those standing. The elected representatives then serve as a voice for their constituency – the students who have elected them – on GSC. As such, they will raise with GSC any matters that other students on their course have asked them to bring to the Committee's attention; they will also consult those students if there is an issue on which GSC wants students' opinions. From time-to-time, they will also coordinate social events of one sort or another.

One of the taught course representatives will also attend the open business of the Law Faculty Board, the Faculty's most senior decision-making body to which GSC refers any matters which it doesn't have the constitutional authority to deal with itself. Student representatives also serve on the Committee for Library Provision and attend a Divisional forum at which student representatives across the Social Sciences Division come together to discuss matters of relevance. Student representatives sitting on the Divisional Board are selected through a process organised by Oxford SU. Details can be found on the Oxford SU website along with information about student representation at the University level.

## 12. Complaints and Academic Appeals

### Complaints and academic appeals within the Faculty of Law

The University, the Social Sciences Division and the Faculty of Law all hope that provision made for students at all stages of their programme of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

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

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

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

### Complaints

If your concern or complaint relates to teaching or other provision made by the Faculty of Law, then you should raise it with the Academic Administrator (Graduate Studies), Mr. Paul Burns ([paul.burns@law.ox.ac.uk](mailto:paul.burns@law.ox.ac.uk)) or with the Associate Dean for Graduate Studies (Taught), Dr. Dorota Leczykiewicz ([dorota.leczykiewicz@law.ox.ac.uk](mailto:dorota.leczykiewicz@law.ox.ac.uk)).

If your concern relates to the course as a whole, rather than to teaching or other provision made by the Faculty of Law or SBS, you should raise it with the MLF Academic Director.

Complaints about departmental facilities should be made to the departmental administrator (Paul Burns).

If you feel unable to approach any of those individuals, you may contact the Dean of the Faculty (Professor John Armour).

The officers concerned will attempt to resolve your concern/complaint informally.

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

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

### Academic appeals

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

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your college tutor, MLF Academic Director or the MLF Office. They will be able to explain the assessment process that was undertaken and may be able to address your concerns.

Queries must not be raised directly with the examiners, including teachers and markers.

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

## 13. Policies and Regulations

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

Included in this category are the following:

### **University Equal Opportunity Policy**

<https://www.admin.ox.ac.uk/eop/policy/equality-policy>

### **University Policy and Procedure on Harassment and Bullying**

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

### **Disability equality scheme and policy**

<http://www.admin.ox.ac.uk/eop/disab/>

### **Regulations Relating to the Use of Information Technology Facilities**

<http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

### **University Educational Recording Policy**

<https://academic.admin.ox.ac.uk/educational-recordings-policy>

### **Freedom of speech**

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

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

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of the University of Oxford. For more information, visit: <https://compliance.admin.ox.ac.uk/prevent/freedom-of-speech>.

## 14. Careers Information and Alumni Relations

### Employability and careers information/support

MLF students have access to specific 1:1 careers support from the MLF Careers Officer (Ally Bowen), as well as access to both the SBS and University Careers Services.

MLF students benefit from more bespoke careers support than most other graduate students, as they are students of both the Faculty of Law and SBS. MLF students often start the programme with several years of professional experience, are often focusing on specific niche careers, and may be hoping to use the MLF as an opportunity to move to practice in a new jurisdiction or to change sectors.

Typically, over half of the MLF alumni are employed at Training Contract or Associate level within the legal sector, whether in London or internationally, mainly at top law firms, and in a variety of in-house roles. Many also go on to careers in investment banking, private equity or academia.

The MLF Team can work with students on career strategies, CVs and applications and provides advice on lateral hiring into UK law firms.

The MLF has an Advisory Board, consisting of senior practitioners in the fields of both law and finance (<https://www.law.ox.ac.uk/research-and-subject-groups/law-and-finance/people?classification=Advisory%20Board>).

The MLF also runs the MLF Alumni Mentoring Scheme, which matches current students with MLF alumni. The objective of the scheme is to enable MLF students to benefit from the experiences of MLF graduates, both as students on the MLF and in their careers since. The scheme strengthens and expands the growing MLF alumni network.

The MLF Office also runs dedicated events throughout the year to facilitate contact with senior practitioners and hopes to be able to continue to do so online if necessary during the course of the year.

The University Careers Service can also provide you with comprehensive support in your career planning and management. The Service offers one-to-one advice, group sessions on topics such as commercial awareness and CV writing, sector specific careers fairs and workshops, skills sessions with recruiters and mock interviews. Their database, CareerConnect, allows you to search for vacancies, find alumni in similar careers, practice aptitude tests and register for events. Further information can be found on the University's webpages at <https://www.ox.ac.uk/students/life/experience> and the Careers Service website can be found at [www.careers.ox.ac.uk](http://www.careers.ox.ac.uk); for CareerConnect information, please refer to [www.careers.ox.ac.uk/our-services/careerconnect](http://www.careers.ox.ac.uk/our-services/careerconnect).

The Law and Finance Group on LinkedIn will enable you to connect with past students and make valuable links or seek advice for your future career. Search for 'Oxford Law and Finance'.

The Saïd Business School also offers career support to MLF students, across finance, consultancy, and global industries, via the Career Development Centre. Students are able to book coaching appointments via the careers portal (**OSCAR**), book to attend selected skills sessions and employer events, and apply for jobs. Access to OSCAR will be granted before the start of term, any questions should be directed to [careers@sbs.ox.ac.uk](mailto:careers@sbs.ox.ac.uk).

### Alumni relations

The MLF programme has a growing body of alumni and we normally host two alumni events in London each year, which enable our alumni to network with each other as well as with members of the Faculty and MLF Advisory Board. An eBulletin is sent out to all alumni of the programme each term. The MLF



alumni body also has an active group on Facebook that you are welcome to join. Search for “[University of Oxford MSc Law and Finance Alumni Group](#)”.

As part of the University’s 180,000-strong alumni community, you can take advantage of its varied alumni programme to stay involved. Whether your interests lie in further study, building a career, travel, or something else, Oxford’s alumni programme has something to offer everyone. For more information, please visit [www.alumni.ox.ac.uk](http://www.alumni.ox.ac.uk). All law students at Oxford are members of both a college and the University and can benefit from alumni services from both.

The Faculty of Law is eager to maintain contact with all law alumni, including those who go on to practice law from other Oxford faculties. Benefits of staying in touch with the Faculty’s alumni programme include:

- Opportunities to attend alumni reunions and professional networking events. The Faculty organises events, both social and professional, which take place in the UK and internationally. We have previously held events in the United States, Canada, India, Singapore, Hong Kong, China, and Australia.
- Receiving copies of the Faculty’s annual alumni magazine, The Oxford Law News, and the termly electronic e-bulletin, The Law eBulletin, to keep you up-to-date with Oxford news.
- With collaboration from our alumnae and benefactors, the Law Faculty has founded the networking group Oxford Women in Law (OWL) which will assist female alumni working in the field of law to network and find mentors as well as engage in relevant professional panel discussions and lectures.
- Joining the group ‘Oxford University Lawyers’, via LinkedIn, which offers exclusive membership to all Oxford students, staff, and alumni. This provides members with the chance to share discussions with other Oxford law alumni across the world. Our major benefactors often post their news and job advertisements on the group’s page as well.
- Professional support and advice. We work closely with the Careers Service and our benefactors to help our alumni achieve their full potential in the workplace. Amongst other initiatives, the Faculty has founded the networking group Oxford Women in Law (OWL) which will assist female alumni working in field of law to network and find mentors.
- The [Oxford Law Black Alumni \(OLBA\)](#) was founded in 2020 to provide a platform for current Black students and alumni of Oxford Law to connect with each other, support current students, and build a global, professional network.

To ensure that you are on our mailing list or to enquire about organising an alumni event, please contact the MLF Office. Finally, should you know of any MLF Alumni who are not in contact with us but would like to be, please do put them in touch with us.

### **Career services for alumni**

As a member of the Oxford alumni community, you can attend careers events, fairs, workshops and company presentations. Your student account on CareerConnect will switch to an alumni account when your University card expires, ensuring you stay up to date with job vacancies, events, skills sessions, fairs and resources on job sectors, applications and international opportunities.

The University’s Alumni Careers Adviser, Mike Moss, aims to help alumni with any aspect of their career, whether it be a career change, interview advice, returning to work after a break etc. He can be contacted by email: [alumni@careers.ox.ac.uk](mailto:alumni@careers.ox.ac.uk).

The Alumni Office runs a series of Professional networking events; for further details go to [www.alumni.ox.ac.uk/careers-support](http://www.alumni.ox.ac.uk/careers-support).

## **Oxford Saïd Alumni Community**

### Welcome from Kate Foley, Director of Development & Alumni Relations

Welcome to Oxford and the MSc in Law and Finance, and to the Oxford Saïd alumni community!

Our growing global community includes around 27,000 alumni in 159 countries. Oxford Saïd is committed to ensuring that your connection to the School, which began the day you matriculated is lifelong. Whatever you choose to do after graduating, your success is our success, and we are committed to celebrating your professional achievements with you, and to building a mutually supportive and enduring relationship.

As alumni of Oxford Saïd, you have access to myriad benefits and are automatically a member of the Oxford Saïd alumni community. From opportunities to attend and speak at exclusive events, and from global networking opportunities, to receiving faculty insights on the latest research through our bi-monthly E-zine, 'The Insider', there are many ways to stay informed and get involved. Alumni benefits also include ongoing access to select library databases, and the opportunity to join our Chapter and Ambassador networks committed to building local, professional networks, and amplifying our impact around the world.

To ensure you maximise the benefits available to you, please update your details and join the OBA Network. For support, please email [alumni@sbs.ox.ac.uk](mailto:alumni@sbs.ox.ac.uk).

## 15. Facilities

### Building and libraries

#### The Law Faculty and the St Cross Building

The Faculty's physical location is the St Cross Building, on the corner of St Cross Road and Manor Road (see <http://www.law.ox.ac.uk/about/location.php> for further directions).

To find the **main reception desk to the building**, follow the flight of steps up the outside of the building to the second landing and go through the sliding door on your left (reception is immediately on the left).

The MLF Office is also located in the St Cross Building. From reception take the stairs/ lift (both located next to the English library) to the next floor. Go through the internal double doors between the lift and the stairs. The Law Board Room will be located on your right and the MLF Office is the last office on the long corridor. We request that students please minimise unscheduled visits to the office and instead email ahead wherever possible.

The St Cross Building houses the administration of the Faculty, and its principal lecture and seminar rooms (the Gulbenkian Lecture Theatre, the White and Case lecture theatre, the Cube, and Seminar Rooms C-L). These venues may be mentioned in your lecture list (see below for further details). At the top of the building is the Bodleian Law Library. Further information about the Library is provided below.

In the event of the fire alarm sounding, evacuate the St Cross Building immediately and assemble near the car park, round the corner of the main entrance steps.

Please report accidents, incidents or near misses to the Facilities Management team based at Reception. First Aid can be administered by a porter trained in first aid. Reception holds a first aid box.

### Libraries

#### Bodleian Law Library

The Law Faculty is lucky to have a superb library resource in the form of the Bodleian Law Library, which has an excellent, extensive law collection, providing support for the teaching and research needs of our students. It is a library of legal deposit, with one of the largest law collections in the United Kingdom. It offers not only its collection of books, journals and law reports, but access to relevant legal databases and online journals and ebooks.

The most heavily used books on the reading lists are available at the library's reserve desk, for ease of access. As a member of the University you are able to use any of the other 27 libraries which are part of the Bodleian Libraries, in addition to your own College's library.

Books in the BLL may not be borrowed: they must be read in the library, this ensures they are always available when you need them. There are self-service photocopying and scanning facilities available. There are public access computers in several areas of the library including the Graduate Reading Room. Four of them called "Quick Search" are for consulting the online catalogue only. The others can be used for reading of online materials and also give access to word processing and other computing applications. Students' own laptops may be used in the Library, which provides free WIFI.

The BARBRI Seminar Room and three small discussion rooms are available for group work, and may be booked in advance.

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

## **IT/electronic research resources training**

The library's electronic holdings are accessible via SOLO: <https://solo.bodleian.ox.ac.uk> and Databases A-Z <https://libguides.bodleian.ox.ac.uk/az.php> using your Oxford 'Single Sign On' log in. In general, you should not need any other passwords: Lexis, Westlaw and other legal databases are all accessible via these websites, from both on and off campus. For more detailed information about the e-resources in law, including any exceptions regarding passwords, see <https://www.bodleian.ox.ac.uk/libraries/law/legal-databases>

Online guides to key legal resources for legal systems, jurisdictions and topics are available via <https://libguides.bodleian.ox.ac.uk/lawindex> The BLL gives many classes in how to more efficiently use databases or find online journals or investigate sources for particular areas of law. Students can also 'book a law librarian' for a one to one session: email: [law.ref@bodleian.ox.ac.uk](mailto:law.ref@bodleian.ox.ac.uk). If you have a quick question please email [law.library@bodleian.ox.ac.uk](mailto:law.library@bodleian.ox.ac.uk).

The Library distributes a Newsletter via the Faculty's postgrad [LPg] email list and the Law Bod Blog (<http://blogs.bodleian.ox.ac.uk/lawbod/>) also provides current information.

## **SBS library**

The [Sainsbury Library](#) is one of the [Bodleian Libraries](#), which is a network of libraries spread across Oxford. The Sainsbury Library's collection is focused on business and management books that support teaching and research at the Business School. As University of Oxford students, you also have access to the vast collection of the Bodleian Libraries as a whole.

The Sainsbury Library offers a spacious study area spread over two floors. There are several PCs, Macs and docking stations throughout, as well as a Bloomberg terminal on the first floor. Wifi is available for your own devices, and a range of chargers/power adapters can be borrowed from the helpdesk. We also have a lockable charging station for phones and tablets. The Lower Reading Room contains copies of books on reading lists, while the Upper Reading Room is dedicated to silent study and houses additional books. All the books in the Sainsbury Library are available to borrow. SBS students with personal building access cards can use the library whenever the Park End Street building is open. You can find more information about the library on our [website](#) and [our induction guide](#).

As well as the print collections, you have access to a wide range of online resources during your studies. Sainsbury Library staff have created a guide to the [key resources for business students](#), explaining our access to business databases, financial and economic data, industry/market research, analyst reports, and more. Most of our databases are accessed using your Oxford Single Sign On (SSO) and so can be used 24/7 from anywhere in the world.

Experienced library staff members are available for in-depth help with finding and using more complex information sources for your assignments, projects, or job interviews, as well as general advice and information support.

## **Responsibilities of having access to SBS**

As an SBS-Law joint-student, you have direct access to the SBS Sainsbury Library (unlike non-SBS students who have to hand in their University card at reception in exchange for a library visitors card, which provides them with limited library rights). It is your responsibility to use this access sensibly. You must not lend your SBS access card to anyone else at any time, including to allow someone else to access the library. The SBS reception team do a fantastic job of welcoming and assisting all SBS students, including MLF students and will do their best to help you if they can. Please ensure you are considerate and courteous to them at all times. If you have any problems please email [mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk).

## **Lost SBS Access Cards – SBS Policy**

The Programmes Office will issue you with an access card for use in and around the building. If your card is lost or stolen, please advise [MLF.Prog@sbs.ox.ac.uk](mailto:MLF.Prog@sbs.ox.ac.uk) immediately. It typically takes 2–3 days to replace cards. In the event of card loss, a temporary card must be signed out daily from reception in place of your Bodleian card. This card must not leave the building.

*If you lose your access card you may be required to pay a replacement fee.*

## **Computing Services**

### **Student Self-Service**

Student self-service provides web access to important information that you will need throughout your academic career. You can register, view and update your personal and academic information throughout your studies at Oxford. See <http://www.ox.ac.uk/students/studentselfservice/> for details.

### **Your Oxford Single Sign On account and access to networked services**

Your Oxford Single Sign On account is your main access to University online services. It is essential that you activate your account. It gives you access to all the main Oxford University services, including Student Self Service, electronic library services, such as Lexis, Westlaw and online journals, and ORLO (<https://oxford.rl.talis.com/index.html>), Oxford email (<https://nexus.ox.ac.uk/>), to which all crucial University information will be sent, and Canvas, where reading lists and handouts from lectures are available. For more information about IT Services see <http://welcometoit.ox.ac.uk>. IT Services is at 13 Banbury Road, phone 01865 612345 or email [help@it.ox.ac.uk](mailto:help@it.ox.ac.uk). **Please use your Oxford email account for all email communication with the University.**

### **IT facilities in the St. Cross Building**

Most of the computing provision for Law students in the St. Cross Building is within the Bodleian Law Library. The Large IT Training room is available for general use when not being used for teaching. It has 12 networked computers, giving access to all the online resources within the Library and University.

There are also networked computers in the small computer room, and more at various positions around the library. Microsoft Office applications and EndNote are available, and it is necessary to use a USB key or a cloud-based service to save documents when using these computers. The Library also has ergonomic equipment and assistive software.

The Library has wireless access throughout and there are power points at many desks. For more information ask at the library. There is no network access in the lecture theatres, and extremely limited access to power points. If you wish to bring a laptop to lectures, charge it before you arrive.

Do not leave your laptop or other devices unattended in the library or anywhere else – cables for securing your laptop are available at any computing shop or from Amazon. You can store your laptop and other items in a locker in the St. Cross Building. Ask at the Main Reception for information about getting a locker.

### **IT facilities in SBS**

Please review the information available at: <https://canvas.sbs.ox.ac.uk/courses/196/pages/it-at-said-business-school>.

### **University rules for computer use**

The University's Regulations and Policies applying to use of University ICT facilities can be found at [www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules). In the Policy Statements section above (Section 13), there is also a specific link to the Regulations Relating to the use of Information Technology Facilities – though that information can also be found at the URL above.

### **Email lists**

All MLF students are automatically subscribed to the email lists specific to each course and to a more general PGT email list. These email lists are the Faculty's main means of communicating announcements about lectures and seminars, examinations, IT and library training, library hours etc. It is therefore **essential** that **ALL** students check their email on a regular, preferably daily basis, and ensure that their Oxford email accounts remain operative. If you do not receive messages, contact the MLF Office by emailing [mlf@law.ox.ac.uk](mailto:mlf@law.ox.ac.uk).

### **The Faculty website and Canvas**

The public Faculty website ([www.law.ox.ac.uk](http://www.law.ox.ac.uk)) provides information about courses, news and events, graduate discussion groups, how the Faculty works, Faculty members, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more.

Reading lists, teaching material and lecture handouts are available via Canvas (<https://login.canvas.ox.ac.uk/>). For any issues with Canvas, contact the MLF Office.

**SBS also uses Canvas. Please note, again, that the 'Law' and 'SBS' Canvas sites sit separately on different platforms, although both use Oxford single sign on.**

## 16. Glossary of Oxford Terminology

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

**Associate Professor:** the standard tenure-track career academic post at Oxford. Some Associate Professors hold the title of full Professor in recognition of their distinction.

**Battels:** college bills, payable each term. Non-payment is the only really quick and effective way for a student to get suspended.

**BCL:** (Bachelor of Civil Law): So called, but it is actually a *postgraduate* degree in *English* law. Its history and name are medieval, like the MA. But it evolved after World War I into a demanding postgraduate course taught by the professors of the University, as well as college tutors, in a combination of seminars and tutorials. In 1927, the exams for the BCL were in Common Law, Conflict of Laws, Equity, Evidence, Jurisprudence, Roman Law: Ownership and Possession, Roman Law: Locatio Conductio and Societas, Real and Personal Property, and Public International Law.

**Common Room:** in a College, a name for the organization of the academic staff (Senior Common Room), the undergraduates (Junior Common Room) or the graduate students (Middle Common Room; members of the MCR are typically given membership of the JCR as well). These names are used because along with other facilities, those organizations usually provide a room where you might find coffee and newspapers, or at least comfy seats. The Senior Common Room in the St. Cross Building is only a room, not an organization.

**Collection:** (1) A mock examination held by colleges (typically just before the beginning of term, based on work done in the previous term); (2) a College meeting between a student and the head of college, and/or tutors, held at the end of each term to discuss the student's work (also called a 'handshaking' in some colleges).

**College:** A self-governing society of fellows. Colleges admit undergraduate students (who are then admitted to the University), and admit graduate students after they are admitted by the University. Colleges provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students and faculty. Crucially, they provide tutorial teaching for undergraduates. That makes them more than just student residences; they are residential communities whose focal purposes are teaching and learning.

**DPhil** (Doctor of Philosophy): a recent (1914) innovation, the University's highest research degree.

**Examination Schools:** grandiose, scary Victorian building on the High Street where most undergraduate and BCL, MJur, and MSc examinations are held, as well as some oral examinations for research degrees.

**Fellow:** member of the governing body of a College. Most of the tutors in a college are fellows.

**Final Honour School ['FHS']:** the course leading to the second public examination (i.e., the University examination for the BA). The course for the BA in law is the Honour School of Jurisprudence.

**Finals:** the final examination in the Final Honour School, sometimes called 'Schools'.

**First Public Examination:** see Law Moderations.

**Graduate:** a person who has received a university degree.

**GSC:** Graduate Studies Committee (a committee of the Law Board).

**Head of a college:** the chief officer in a college, with various responsibilities including chairing meetings of the governing body. 'Head' is a generic term; they are called President (Corpus Christi, Kellogg, Magdalene, St. John's, Trinity, Wolfson), Principal (Brasenose, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, Regent's Park, St. Anne's, St. Edmund Hall, St. Hilda's, St. Hugh's, Somerville), Master (Balliol, Pembroke, St. Catherine's, St. Cross, St. Peter's, University), Rector (Exeter, Lincoln), Warden (All Souls, Green, Keble, Merton, New, Nuffield, St. Antony's, Wadham), Provost (Oriental, Queen's, Worcester), or Dean (Christ Church).

**Isis:** the Thames, while running through Oxford. A number of organizations used to include Isis in their name well into the first half of the 2010s.

**Junior member** (of a college, or of the University): student.

**Law Board:** the governing body of the Law Faculty, chaired by the Dean. Faculty officers (the Chair and Vice-Chair of the Law Board, the Associate Dean for Graduate and Undergraduate Studies) are members *ex officio*; other members are elected from among Faculty members. The Graduate Studies Committee, like other Faculty committees, reports to Law Board and acts subject to the approval of Law Board. The Law Faculty sometimes meets as a Faculty to discuss policies, but decisions are made by the Law Board.

**Law Moderations (Law Mods):** the first University examination taken by undergraduate law students. The result is a Fail, a Pass, or a Distinction, and students must pass to proceed to Finals. Marks awarded are supplied to students' colleges, but do not count to the final classification of degrees. First Public Examinations in other subjects may be called Preliminary Examinations or Prelims.

**Lecture:** an exercise in which one teacher addresses an audience of students (a few students, or a few hundred). Students are allowed to ask questions!

**MA** (Master of Arts): a degree awarded to a student who completes the BA, and then survives for 21 terms (7 years) after matriculating without going to prison. MAs outrank any person who does not have the degree of MA, other than doctors of divinity, medicine and civil law.

**MJur** (Magister Juris): a taught postgraduate degree introduced in 1991, and designed as a counterpart to the BCL for students who have been trained in law outside the common law jurisdictions. MJur candidates may take one of the Oxford undergraduate common-law courses, and are eligible for most of the BCL subjects.

**MLitt** (Master of Letters): A two- to three-year research degree.

**MPhil** (Master of Philosophy): a limited-entry, one-year research degree, which is only open to students who have completed the BCL or the MJur and met special grade requirements.

**MSc in Criminology and Criminal Justice:** a one-year taught postgraduate course, which involves a combination of coursework and a dissertation.

**MSt** (Master of Studies): a research degree designed to be completed in one year.

**Matriculation:** ceremony in the Sheldonian Theatre for admission to the University of Oxford as a student.

**Pigeonhole:** your mailbox, usually in an array of mailboxes in a porter's lodge.

**Porter:** gatekeeper, receptionist, and postal worker at the front entrance ('porters' lodge') of each college. Porters are helpful.

**Postgraduate:** a graduate who is a student.



**Proctors:** two senior university officers, nominated by colleges in rotation for a period of one year, with responsibility for (among other things) some matters of student discipline, overseeing the conduct of examinations, and investigating student complaints about the University. The extent of their jurisdiction is indeterminate.

**Professor:** the holder of a senior academic post with responsibilities to teach for the University but not for a College, or an academic holding another post on whom the title has been conferred in recognition of their distinction.

**PRS (Probationer Research Student):** the term used for a student admitted to work toward the DPhil or the MLitt, before completion of the Qualifying Test for DPhil or MLitt status.

**Punt:** a boat with a pole. When it comes to a choice, stay with the boat and let go of the pole.

**Reader:** the holder of an academic post intermediate between a university lectureship and a professorship, or an academic holding another post on whom the title has been conferred as a sign of distinction. The University no longer creates new Readerships.

**Rustication:** a temporary sending down, i.e. a suspension from the University, usually for a major disciplinary offence.

**Schools:** see **Examination Schools**. Also a name for the undergraduate examinations (see **Finals**).

**Scout:** a member of a college's staff who cleans rooms and keeps an eye on students.

**Second Public Examination:** see **Finals**.

**Seminar:** an exercise, typically held around a table, in which one or more teachers discuss their subject with a group of students. Different from a lecture because the teacher is usually sitting down, and there is often more than one teacher. A common procedure is that one teacher (sometimes a visiting speaker) presents a paper, or less formally explains their view on a problem, and another teacher responds, with open discussion following.

**Sending down:** requiring a student to leave the University.

**Senior Member** (of a college or the University): roughly, a member of the Faculty or a college fellow. So, professors, lecturers (whether of a college or of the University) and research fellows of colleges may all be termed senior members. The contrast is with junior members (students).

**Senior Status:** the status of a student who has already taken a degree, and is reading for another undergraduate degree (a second BA) with dispensation from the First Public Examination.

**Senior Tutor:** the officer in a college who has overall responsibility for academic affairs. The fellow who has been at the college the longest is usually called the 'senior fellow'. The tutor in a particular subject who has been at the college longest is usually called the 'senior subject tutor' (so the law tutor who has been there longest is the Senior Law Tutor).

**Subfusc** (from the Latin for 'dark brown'): for women, black trousers and black socks or a black skirt with dark tights, black shoes, white blouse, a black ribbon worn as a bow-tie, and mortarboard and gown. For men, a dark suit, black shoes and socks, a white shirt and white bow-tie, and mortarboard and gown. Wear subfusc for matriculation, examinations (written and oral) and degree ceremonies. Avoid wearing it on other occasions.

**Term:** The 8 weeks (Sunday of week 1 to Saturday of week 8) of the three Oxford academic terms: Michaelmas Term (MT) (early October to early December, named after the feast of St. Michael on September 29), Hilary Term (HT) (mid-January to mid-March, named after the festival (January 13) of

Hilarius, the bishop of Poitiers, who died in 367), and Trinity Term (TT) (mid-April to mid-June, named after the festival of the Holy Trinity). Strictly speaking, those periods are known as 'full terms' and extended terms are about three weeks longer. Faculty teaching, including lectures and seminars, is conducted during full terms.

**Tutor:** a teacher who gives tutorials. Most undergraduate students have a tutorial at least once a week in term time. Tutorials are more important in the BCL/MJur than in any other graduate degree in Oxford (or in the whole world).

**Tutorial:** a meeting to discuss the student's work, and the subject that the student is studying. Tutorials vary widely, depending on the tutor's methods and the subject matter; the core features are that (i) there is one teacher present, (ii) there are very few students (typically two, sometimes one or sometimes three for an undergraduate tutorial; anywhere from one to four for a BCL/MJur tutorial), (iii) one or more of the students has written an essay. The students' own work is usually the focus of discussion in the tutorial; most tutors try not to turn the tutorial into a small lecture.

**The University:** the oldest English-speaking degree-granting institution in the world, and older than any of the colleges. It was already in some sort of operation before 1100, but it started to grow in 1167 when Henry II stopped English students going to Paris. The University has had a Chancellor since 1214. The University decides the content of courses, organizes lectures, seminars, and graduate supervision, provides libraries, laboratories, museums, computing facilities, etc.; admits graduate students, conducts all degree examinations, and awards degrees. The Law Faculty is part of the University's Division of Social Sciences ([www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk)). The University's first overseas student was Emo the Friesian, in 1190. For the University's legal status, see [www.admin.ox.ac.uk/statutes/375-092.shtml](http://www.admin.ox.ac.uk/statutes/375-092.shtml).

The University is not to be confused with University College, which is a college.

**Viva** (short for 'Viva Voce'): oral examination. There used to be vivas for the BA and for the BCL, but now we only use them in examining research degrees, for which purpose the viva serves as an opportunity for the student to defend the thesis.