MSc Law, Governance, Risk & Compliance
MSc Law and Financial Crime Compliance
MSc Law and Private Wealth Advice

commencing in January and July 2018

Programme Demands Document

Produced by the Academic Registry
V1.0 – June 2017
Introduction

This document is produced by The University of Law for the information of prospective students. It explains the demands of the online version of the University’s online MSc programme when undertaken by supervised study in order that applicants with disability support requirements can assess their ability to undertake the course. Detailed questions about the extent of adjustments which may be made should be addressed to the Disability Support Service. This document may be made available to medical practitioners who may be asked to provide a professional judgement on the ability of an applicant to complete the course.

The information included is an indicative guide for the module and dissertation intakes of students who enrolled on the MSc from July 2017 onwards. Students who enrol on the programme will be subject to the programme regulations in force at that time.

Details of the MSc, including subject coverage and the learning methodology and environment can be found on our website: http://www.law.ac.uk/postgraduate/msc-law/.

Summary of Key Learning Outcomes

• knowledge and understanding of principles in a range of subject areas relating to international law and practice;
• cognitive (thinking) skills of analysis, problem-solving, and critical judgement and evaluation;
• practical legal skills of research and communication and associated transferable skills.

Disability Support Agreements

The University has a dedicated Disability Support Service to assist students in accessing the programme. To utilise the Disability Support Service medical evidence must be provided within the first week to ensure reasonable adjustment are put in place promptly. On receipt of the medical evidence the Disability Support Service will create an individual Disability Support Agreement detailing the course and assessment adjustments. These are then communicated to tutors and assessment officers.

For more information please visit our disability microsite: http://www.law.ac.uk/disability-support-service/ or contact disabilitysupportservice@law.ac.uk.

Preliminary Knowledge and Skills

Generic graduate level learning and study skills, plus:

• understanding of common law
• skills associated with online study, including usage of i-Tutorials, e-mail software, Word, Excel and PowerPoint
• ability to work alone and maintain self-motivation
• English Language skills appropriate to study of technical legal material at Masters level (the ability to gain a score of 6.5 in all sections of the relevant tests administered by the International English Language Testing System (IELTS))

Programme Structure

• There are two routes through the MSc.
• All candidates must possess the specific ICA Professional Postgraduate Diploma (ie in either Governance, Risk & Compliance, or Financial Crime Compliance) before entry onto the MSc programme.
• No other prior qualification will be recognised, however equivalent.
• For candidates with a “law background” ie an undergraduate law degree of 2:2 or better, candidates are required to pass one compulsory Research Methods module and a Practice-Focused Dissertation, which is a dissertation of up to 15,000 words
• For candidates with a “non-law” background, candidates must pass a “Law & Practice” module (form a choice of 5 options), the Research Methods module and the Professional Practice Dissertation, which is a dissertation of up to 7,500 words.
• Modules and dissertation study periods run every 6 months.
• Law & Practice Modules consist of 8 submitted tasks (each submitted online, fortnightly), assessed by two components: the written Unit 9 Module Assignment, which is produced over a period of 4 weeks at the end of the module, and a reflective Portfolio Report.
• The Research Methods module is assessed by submission of the candidate’s Proposal Form for their dissertation.
• Candidates must complete their study of their Law & Practice module (if relevant to their “route”) prior to commencing dissertation study.
• Candidates must complete and pass the Research Methods module prior to commencing dissertation study.
• The subject area of this dissertation is agreed between the candidate and the University.

No more than 60 credits may be taken during any module study period.

Study periods run in January and July each calendar year. MSc study must be successfully completed within 5 years of first enrolment.

Learning Environment (Modules)

• 24 weeks of at-a-distance learning for each module during the programme
• 6 months (depending on choice of pathway, above) for research, preparation, supervision and writing of the applicable dissertation element
• i-Tutorials and demonstrations provided on-line via the Canvas on-line learning system
• Test and Feedback exercises accessed via the Canvas system.
Attendance and Task Requirements

- Learning, supervision and assessments are conducted entirely on-line
- Candidates are required to submit tasks on average every 2 weeks. Feedback from the tutors will aid with future study, but these tasks will not contribute to the final mark.

The number of indicative study hours for the MSC is as follows:

<table>
<thead>
<tr>
<th>Learning opportunity</th>
<th>Study hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent learning and preparation of the tasks (including i-Tutorials and Test and Feedback exercises) and of the dissertation.</td>
<td>On average, 10 – 15 hours per week during the module study period. The Module Assignment and preparation of the Portfolio Report at the end of a Law &amp; Practice module may take longer, as may preparation of the dissertation Proposal Form by which the Research Methods module is assessed. The PPDS requires a written submission of up to 7,500 words. The PFD requires a written submission of up to 15,000 words.</td>
</tr>
</tbody>
</table>

The dissertation is researched and studied over a period of 6 months. Students requiring more detail about the indicative study hours are advised to contact the MSc Management Team at ICAMSc@law.ac.uk.

Assessment Demands

A summary of the assessment schedule for both modes of full time study is shown below.

If appropriate medical evidence is accepted, we may be able to re-schedule assessments to avoid more than one on any one day.

We do not normally provide additional time for coursework, as the time provided already incorporates considerable flexibility, only extenuating circumstances will be considered.

The University operates a fit to sit policy, which means that students who attend an assessment are deeming themselves to be fit to sit that assessment. It is therefore not possible to submit a concession application for impaired performance for an assessment that has been sat, unless there was a procedural defect in the conduct of the assessment.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Number, style and duration of assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Module Assignment for the chosen Law &amp; Practice module (&quot;non-law background&quot; route)</td>
<td>A written assessment, usually based on a case study (although this may vary from module to module). This is undertaken over a 4-week period at the end of the module and requires work of up to 5,000 words, depending on the nature of the task(s) set. The Module Assignment is submitted online and, depending on the nature of the exercise set, might involve the use of all or any of Word, Excel or PowerPoint.</td>
</tr>
<tr>
<td><strong>Portfolio Report for the chosen Law &amp; Practice module (“non-law background” route)</strong></td>
<td>A reflective statement researching wider practice of at least 3 but no more than 5 subject areas that have been studied in the Law &amp; Practice module. The expectation is that this is up to 5,000 words in duration. This is submitted online at the same time as the Module Assignment referred to above.</td>
</tr>
<tr>
<td><strong>Research Methods module (both routes)</strong></td>
<td>This is assessed by submission of the Proposal Form for the dissertation applicable to the route. The Proposal Form is in a set format and students are guided about how to complete (although choice of title is theirs). The title must be relevant to their chosen MSc, ie either Law, Governance, Risk &amp; Compliance, or Financial Crime Compliance.</td>
</tr>
<tr>
<td><strong>Professional Practice Dissertation (“non-law background” route)</strong></td>
<td>A dissertation of a maximum of 7,500 words on a subject area agreed between the student and the University (which has been the basis of the Proposal Form assessed for the Research Methods module). Candidates develop their work on this over a period of 6 months, both from personal research and guidance from a University supervisor.</td>
</tr>
<tr>
<td><strong>Practice-Focused Dissertation (“Law background” route)</strong></td>
<td>A dissertation of a maximum of 15,000 words on a subject area agreed between the student and the University (which has been the basis of the Proposal Form assessed for the Research Methods module). Candidates develop their work on this over a period of 6 months, both from personal research and guidance from a University supervisor.</td>
</tr>
</tbody>
</table>

**Potential Resit Assessments:**

<table>
<thead>
<tr>
<th><strong>Resit Assessments (if required)</strong></th>
<th><strong>Number, style and duration of assessments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Module Assignment and Portfolio Report for the chosen Law &amp; Practice module (“non-law background” route)</td>
<td>Assessed in the same way as the Unit 9 Module Assignments. Modules are run every 6 months. Failure of a module will require resubmission 6 months later. Candidates can re-submit failed assessment(s) at a later assessment point in certain circumstances. The same applies to Portfolio Reports – the next submission point is 6 months after the initial submission point.</td>
</tr>
<tr>
<td>Research Methods module – Proposal Form</td>
<td>Failure of the module will require resubmission of the Proposal Form 6 months later. Candidates cannot commence dissertation study until they pass this module.</td>
</tr>
<tr>
<td>Professional Practice Dissertation / Practice-Focused Dissertation</td>
<td>Candidates who fail are required to re-submit their revised dissertation at the next submission point 6 months later (in certain circumstances, it may be possible to re-submit at a later submission point).</td>
</tr>
</tbody>
</table>
Adjustments

Please contact the Disability Support Service for advice on the adjustments which may be made to assessments.

Please note, that in the light of the requirements of professional bodies with respect to the maintenance of professional standards, we are unable to make the following adjustments without express permission from the Professional Regulatory Bodies (PRB):

- Replacing examinations taken under supervised conditions with take-away assessments/courseworks;
- Shortening the overall length of examinations; and
- Splitting examinations into shorter units such that a different paper is taken from the rest of the cohort.

These restrictions reflect guidance given on equivalence of assessment regimes for all students and the need to provide adequate coverage of required material.

The University is able to provide needs assessments for students suspecting a SpLD. The student will incur a small contribution fee of £75. Once completed, the Disability Support Service can put in place a Disability Support Agreement detailing the relevant adjustments.

We provide Skills4 study Campus access via our interactive learning environment, Elite, this service is available for all students. We are not, at this time, offering one-to-one SpLD specific tutoring. However Disabled Student Allowance funding should be sought if a Specialist Study Skills Tutor is required. The Disability Support Service can advise you in how to obtain DSA, we recommend you apply asap.

Coursework extensions are not automatic but granted if applied for and supported by a good case as with all extenuating circumstances. A specific learning difficulty is generally not considered a sole justification for granting coursework extensions and coursework extensions are only granted in exceptional, evidenced circumstances. Please contact the Disability Support Service to discuss the process if you believe you require this provision, disabilitysupportservice@law.ac.uk.

If you have any queries regarding support or adjustments whilst studying at the University of Law please contact the Disability Support Service on disabilitysupportservice@law.ac.uk or 01483216657.

Time Limits

Irrespective of any special arrangements made, in order to complete the MSc successfully, all students are required under the regulations to pass all elements of the programme within 5 years of first enrolment on the programme.