



## **STAFFORDSHIRE UNIVERSITY LEGAL PRACTICE COURSE CODE OF PRACTICE**

Students leaving the LPC should demonstrate a responsible and professional attitude towards their employment. For many students the LPC is the first stage of the vocational training of those intending to become solicitors. Students must behave in a way appropriate to their chosen career and must demonstrate professionalism from the start of the LPC.

Set out below are guidelines which must be adhered to whilst studying on the LPC at Staffordshire University; many arise from common sense and/or basic good manners.

1. Attendance at all classes is compulsory. Any unavoidable absences must be explained to the tutor in question, preferably before the class.
2. Punctuality is essential and late arrivals/early departures from classes will only be permitted in exceptional circumstances.
3. All LPC students must prepare fully for classes, including accessing all learning materials from Blackboard in advance of the workshop or lecture.
4. Blackboard and students' e-mails, as well as the practice office notice boards, should be checked regularly, usually daily.
5. Students should consult their student handbook or subject study guides as the first point of enquiry on course or subject related issues, prior to requesting information from tutors.
6. Books or journals borrowed from the library must not be defaced or destroyed and must be returned to the library shelves promptly after use.
7. Computers in the library/practices offices should only be used for materials which are relevant and appropriate to the course.
8. All students must participate fully in teaching sessions either by listening attentively to the tutor or fellow students, or by contributing to class discussions or undertaking any other task required.
9. Students must remain in their allocated workshop groups unless they have sought prior permission to swap from the relevant tutor.
10. The use of mobiles whether for texting or calling is strictly prohibited during all classes.

11. Students should not talk, whisper or write messages to fellow students in class when either the tutor is talking or a fellow student has been asked to talk.
12. Students should ensure that any rubbish is thrown in the bin and that practice offices are left in a clean and orderly condition.
13. The practice office door should be locked by the last person to leave.
14. Students should exercise the highest standards in relation to the observation of normal courtesies and should at all times behave as appropriate for a training contract.
15. Students should observe the following rules in relation to copyright in respect of LPC materials.

The Copyright, Designs and Patents Act 1988 applies all LPC materials including those which are accessible through the University's IT facilities.

Any uploading or downloading of information through on-line technologies, which is not authorised by the copyright owner, will be deemed to be an infringement of their rights. Uploading, downloading, transmission or storage of copyright material is only allowed on the University's IT facilities within certain limits and only if it is for research for a non-commercial purpose. Non-commercial purposes include -

*Work done by part-time students undertaking higher education outside their workplace*

*Work done by lecturers entirely for their students*

*Articles for academic journals or papers for conferences for no fee*

*Work done for personal professional development.*

You should not make, transmit or store an electronic copy of copyright material, or a substantial part thereof, on the University's IT facilities without the permission of the owner, particularly when doing so as part of a commercial purpose. Examples of commercial purposes include -

*Company research and development*

*Market research*

*Articles for academic journals or papers for conferences for a fee*

*Work done for spin-off companies from the University*

*Work done by students for an employer while on placement or a short course*

*Research done by students which it is known or expected will be used for commercial purposes*

Signed .....

Print name ..... Date.....