LLMStudy Profile
Guidelines

Thank you for booking an LLMStudy.com.
Please supply the following information for your law school/department's entry on the site:

1 The Main Text (550 words)
About the law school/department
Please supply information about your law school and the university as a whole. You may wish to mention:
• The history of the faculty/law school
• The law school and university's student population
• The law school's facilities and resources
• General information about the university as a whole.

Master of Laws courses
Please provide information about the LLM course/s on offer at your institution. You may wish to cover:
• Course content
• Study and assessment methods
• Course study mode (full time, part time, distance Learning) and course duration
• Lecturers/tutors
• Links with law firms
• Entry requirements.

Assessments and rankings
You may wish to highlight the results of recent Assessments (e.g. QAA Institutional Audit and RAE results for UK institutions).You could also highlight your institution/department's ranking in university League tables (e.g. *The Times Good University Guide*).

Scholarships and funding
You may wish to include information about any Scholarships or sources of funding on offer.

To help the process run as smoothly as possible, please ensure that you are happy with your text and that it has been approved and is ready to be published *before* you submit it.

2 Contact Details
Please supply the following:
• Name and title of contact/s
• Full institution/department name
• Postal address
• Telephone/fax numbers for enquiries
• E-mail address for enquiries
• Website address (omitting 'http://')
* Please include the international dialling code presented in the following format: +44 (0) 1234 567890.

3 Image, Logo and Video
Please supply one good-quality image and the institution or department logo that you would like to accompany your profile text. Ideally we would like you to supply web-ready JPEG or GIF files. If you are supplying video content, please do so in you tube format.

Please send your final profile text and images to samantha@postgradsolutions.com (we can accept Emails of up to 20MB in size).

4 Updating your institution's course data
The course database that drives the course search LLMStudy.com is managed by UCAS.
To make any changes to your institution's data on the database (which covers the courses that appear under the course search, the allocation of courses to the institution's various departments and the institution/department's contact details), please go to UCAS collection tool via ucas.com/providers. You will require a username and password to update your data online.
(If you do not have login details already, please contact UCAS Data Collection Team on 01242 544864 or at coursesdata@ucas.ac.uk.) When you have updated your details with UCAS, the revised information will appear on Postgrad during our overnight data loads.

If you have any questions or would like help with updating your course data, contact Rob Houghton (rob@postgradsolutions.com; 0044 (0) 1344 626553) or Samantha Ross (samantha@postgradsolutions.com; 07894 708 310).

What happens after I submit the content?
After you have submitted your text, image and logo. We will send you a link to your profile page as soon as it's live on LLMstudy.com. To help the profile approval process run as smoothly as possible, please ensure that you are happy with your text and that it is ready to be published before you submit it.

Any questions?
If you have any questions regarding your profile entry, please contact Samantha Ross (samantha@postgradsolutions.com; 0870 919 4367 or +44 1752 945 469 from outside the UK).

News stories and events
We are committed to giving our clients the best possible coverage in the LLMStudy portfolio. If you have any LLM related press releases or research developments, or details of events that you would like to be considered for editorial coverage please email them to news@postgradsolutions.com.