



**Stellenbosch**

UNIVERSITY  
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UNIVERSITEIT

**FACULTY OF LAW**



**WRITING CONSULTATIONS  
BOOKING RULES  
2024**

## Writing Consultations

The Faculty's writing consultants provide academic support to students by giving feedback on the writing, style, and structure of assignments. You are encouraged to make an appointment with one of the writing consultants if you need assistance with the aforementioned. It is important to note that, during the consultation, the writing consultant will not write the assignment on your behalf or edit your work for you, but will provide guidance to assist you in improving your writing.

### The Faculty's Writing Consultants

Name	LLB / LLM	Email	Office
Stacey Goliath	LLB	<a href="mailto:staceyg@sun.ac.za">staceyg@sun.ac.za</a>	Old Main Building 3002
Michaela O'Donoghue	LLB	<a href="mailto:michaelao@sun.ac.za">michaelao@sun.ac.za</a>	Old Main Building 3001

### Role

The writing consultants assist LLB, LLM, and PG Dip students with the following:

- strengthening argument(s) (in terms of structure, logical flow, progression, referencing, etc.);
- structure (introduction, body, conclusion, layout [text conventions], title and headings, length);
- links (between legal rules/principles/facts);
- academic register (formal language, conciseness, clarity, etc.);
- language (sentence construction, spelling, punctuation, etc.) – note that language assistance does not include language editing, only general advice will be given;
- use of sources (citations, in-text references, reference list/bibliography, plagiarism); and
- research (finding sources, understanding readings, linking research and tasks, etc.).

The writing consultants do not:

- Perform an editing service;
- Rewrite the paper for the student;
- Tell the student what to write;
- Provide legal advice on the paper's subject matter; or
- Give advice on the content of the paper and the arguments made.

**It is your responsibility to prepare sufficiently for consultations; thus, please ensure that you have a draft of your assignment ready before the consultation.**

## Undergraduate students

- LLB students can make a maximum of 2 appointments per assignment.
- LLB students may not make more than 1 appointment per week. Thus, if you have more than one assignment due in the same week, you will not be able to see a Writing Consultant for both assignments in that week. You will, therefore, need to plan your time accordingly.

## Postgraduate students

### LLM (coursework) and PG Dip

- LLM (coursework) and PG Dip students can make a maximum of 2 appointments per module. When making the appointment, please indicate clearly that the booking relates to an assignment for one of your PG Dip or LLM modules.
- LLM and PG Dip students are not permitted to make more than 1 appointment per week. Therefore, if you have more than one assignment due in the same week, you will not be able to see a writing consultant for both assignments in one week. You need to plan your time accordingly.
- Please remember that the writing consultant will not write the assignment on your behalf or provide advice on the paper's subject matter.
- At postgraduate level, students are expected to demonstrate the ability to work independently. Thus, the writing consultants will only assist with substantial pieces (exceeding 500 words).

### LLM (research)

- LLM (research) students can make up to 4 appointments **annually**.
- **NB!** LLM students, who make appointments regarding their **thesis work**, should clearly indicate this when making the appointment, and must submit the chapter of the thesis **at least 24 hours before the consultation**.
- In addition to sending the chapter of your thesis to the writing consultant, you also need to indicate on which aspects the writing consultant should focus (for example, structure, referencing, or language). Note that the writing consultant will not read through your entire thesis, and it is, therefore, important for you to indicate where you need assistance to enable a constructive discussion during the consultation. Students should also indicate in their email whether they have been advised by their supervisor(s) to use the *Faculty's Writing Guide* or the *Stellenbosch Law Review* style guidelines.

## General rules and important information regarding writing consultations

- You have the option of attending either **in-person** or **online** consultations.
- Under no circumstances will consultations via email or telephone be permitted.
- You are required to email your assignment along with any questions, concerns, or points of discussion regarding the assignment to the writing consultant **at least 24 hours** before the appointment. *(For example, if your appointment is at 9:00 on Wednesday, you must send your document by 9:00 on Tuesday.)*
- **However**, for consultations taking place on a Monday, please make sure that you submit your assignment and any relevant questions to the writing consultant no later than 15:00 on the Friday before the consultation. (Similarly, for consultations taking place the day after a public holiday, please ensure that you submit your assignment no later than 15:00 the day before the public holiday.)
- During consultations, it is your responsibility to take note of any changes suggested by the writing consultant. **Track changes, format changes, or inserted comments cannot be asked of writing consultant.**
- **Arrive on time.** The writing consultant will only wait 15 minutes after the scheduled time, thereafter the appointment will be cancelled.
- Consult the [Writing Guide](#) before meeting with the writing consultant.
- If the advice you seek pertains to matters dealt with in the Writing Guide, and it is apparent to the writing consultant that you have failed to consult the Writing Guide, the writing consultant may refuse to continue consulting with you until you have considered the relevant section(s) in the guide.
- Students are required to participate actively in the consultation. Students are, therefore, encouraged to make a list of all the problems and questions before the consultation, and arrive prepared. It is not sufficient to merely ask the writing consultant to read through the entire assignment and comment on it.
- **In the event of load shedding**, the writing consultant will communicate the approach to be taken for the consultations to run as smoothly as possible. It might result in appointments being rescheduled to different times or even with different writing consultants, but discretion will be used. It is advisable to communicate load shedding times, if applicable, when you send your assignment prior to the appointment. **This only applies to online consultations, in-person consultations are not affected by load shedding.**

### Follow these steps to make an appointment

- 1 Kindly note that we will no longer be using the online booking platform, Appointy. Please visit our [MS Bookings page](#) to schedule an appointment with a writing consultant.
- 2 Select the relevant service on the page.
- 3 Choose a date and time.
- 4 The following information is required to complete your booking:
  - 4 1 Name
  - 4 2 Student number
  - 4 3 Email address
  - 4 4 Module
  - 4 5 Group members (for group assignments)
- 5 You will receive a confirmation email for your booking, which will also contain a link to cancel or reschedule your appointment if you need to. **Please do not delete this email.**
- 6 Appointments can be made up to **48 hours** before the booked time and date, so ensure that you make your appointment timeously before the due date of your assignment/paper.
- 7 Should you not be able to attend, please cancel or reschedule the appointment at least 72 hours (3 days) in advance so that we can accommodate other students and maintain efficient scheduling. If you are unable to attend due to unforeseen circumstances, please notify the writing consultant as soon as possible.
- 8 Please download an electronic copy of the Writing Guide from the Legal Writing blog, <https://blogs.sun.ac.za/legalwriting/https-blogs-sun-ac-za-legalwriting-writing-guide/>, which will guide you in preparing for your assignment.

**Remember to email your assignment to the writing consultant at least 24 hours before the appointment.**

For consultations taking place on a **Monday**, please make sure that you submit your assignment and any relevant questions to the writing consultant **no later than 15:00 on the Friday before the consultation.**

Similarly, for consultations taking place the day after a public holiday, please ensure that you submit your assignment **no later than 15:00 the day before the public holiday.**

Failure to meet this requirement will result in the cancellation of the appointment.

## CHECKLIST

Students are encouraged to complete the checklist below before seeing a writing consultant:

Instructions/Guidelines	Did you follow all the instructions/guidelines for this assignment?
Table of contents	Is there one (if required in the assignment guidelines)?
Headings	Did you use headings to give structure to the assignment and facilitate easy reading? Are the headings relevant and descriptive?
Paragraphs	Did you keep to one idea per paragraph? Is there a logical flow of ideas from one paragraph to the next?
Sentences	Are the sentences short and to the point and written in clear, concise, and plain language?
Spelling mistakes	There shouldn't be any! Use British English instead of American English as a guide to the correct spelling of words.
Typing errors	There shouldn't be any! Proofread the assignment to correct all typing errors.
Register	Did you maintain the correct, formal register?
Referencing	Did you properly consult and apply the referencing guidelines in the Writing Guide?