Late Starters Protocol

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LATE STARTERS PROTOCOL

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Admissions Protocols

1. This note provides guidance on how to answer queries from prospective students who wish to start their course late, and who are worried about the amount of pre-course work they will need to catch up. The document refers to timings in terms of ‘course weeks’. For most courses the first course week begins with the course induction. For some courses the induction and the start of teaching are in the same week, but for others they are on successive weeks. A detailed schedule of the dates for each calendar year exists in the Product Sheet document available on ELITE that is provided by each Programme Lead.

2. Note that where the Programme Leader at the relevant campus has discretion to permit late admission, they should consult their Campus Dean or Director of Online Programmes. Matters to take into account include the number of sessions missed, the student’s academic background, and the student’s other commitments which may affect their ability to catch up. The decision should be made on the basis that students will not be unduly disadvantaged by the University accepting the student as a late applicant. They will be expected to catch up their own but will be given support to do so.

3. Note that where students apply very late (see specific course details) admissions should refer such applications to the Programme Leader, as in very exceptional circumstances such a student may be admitted.

Undergraduate Programmes

Pre-Sessional English Programme

4. Students should not be admitted to the course if they cannot prepare for and attend day one of teaching.

International Foundation Programme

5. Students should not be admitted to the course if they cannot prepare for and attend day one of teaching.

Undergraduate Law

6. Cut-off point for admission – the last day before the start of teaching (the end of course week 1). Students will need to be updated on the contents of the employability day and the induction sessions. Online students need to ‘catch-up’ on the induction module.
Graduate LLB

7 Late starters are not permitted due to the very short timeframe for study.

Undergraduate Business

8 Any students wishing to start after the start of the first week of the course must begin at the start of course week 3 where any late starters will be inducted as a group. Students should be advised that they will have to catch up with any study missed and resources will be available to help them do this on the respective VLE.

Postgraduate Programmes

Attendance GDL – FT & PT (Evening & Weekend)

9 Normal cut off point for admission – end of course week 2.

10 Cut off point for admission with approval of the Programme Leader at the relevant centre – end of course week 3. In order to join at this late stage students must be instructed to immediately complete the 40 hours’ pre-course work on Legal Method online as they have to take the Legal Method Exam in course week 5 and will have missed all teaching sessions relating to Legal Method.

11 Students should be advised that they will have to catch up about 40 hours’ pre-course work on Legal Method by studying online. Students on the Full Time Course and Part time will have missed the first teaching session relating to Legal Method in week 1 or 2 but will be able to join the second workshop on Legal Method in week 3. All students commencing in course week 3 will be able to attend or view online, as appropriate to their course, the Legal Method Consolidation lecture. There will be a 30 minute MCQ exam on Legal Method in course week 5.

12 They will also have to catch up on study which they have missed on the other modules at a rate of approx. 45 hours per week missed (22.5 hours per week for the Part Time courses). As the study is modular, this study time has to be made up within the first term.

Online GDL

13 Cut off point for admission – Students must not be admitted to the course if they cannot commence online study on the first day of the programme. Induction is now solely online and although no attendance is required, the first week is an intensive one requiring completion of three online units in Ethics and an induction module. This will be approximately 20 hours of work. This is distinct from the compulsory online Legal
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Method programme, which they must also complete. Students cannot attend any other GDL induction as the i-GDL induction is unique and is a different course to any attendance GDL. No attendance GDL student can attend i-GDL induction.

14 Students who apply in the week before the first day of induction should be told that they will have to be able to start study on the first day and have completed the compulsory online Legal Method course (40-50 hours of work) and the induction programme (20 hours of work) by the end of the second week. If they consider that this workload is too great (60-70 hours in two weeks) they should not proceed.

MA Law

15 Normal cut off point for admission – immediately before the start of the course

16 Cut-off point for admission with Programme Leader approval for face to face only - at the end of week 1. In order to join at this late stage students must be instructed to immediately complete the 40 hours’ pre-course work on Legal Method online as they have to take the Legal Method Exam in course week 5 and will have missed teaching sessions relating to Legal Method.

Attendance LPC - FT Course – 10 months

17 Normal cut off point for admission – end of course week 2; 4 workshops missed). NB – course week 1 is induction week, and so students can only miss 1 week of teaching without permission from the Campus.

18 Cut off point for admission with approval of the Programme Leader at the relevant campus – end of course week 3.

19 Students should be advised that they will have to catch up on study which they miss after the course has started – at a rate of approximately 45 hours per teaching week missed. The work can be spread over the module but mock examinations will take place during week 7 and students will require knowledge of the whole course to date for these.

20 As an alternative, students intending to start in the autumn might instead be able to take advantage of a later start option (availability will vary however from campus to campus, and does not apply to the January intake). This allows students to start late but without having to catch up on missed workshops. Instead students on the October Start will have all workshops on their timetable, on a more intense pattern than usual (up to 6 workshops a week instead of the usual 4) over the first 4 weeks of the course. This means they will have caught up with the standard start students by the end of course week 7, and from that point onward will have a usual FT timetable.

21 The cut off for admission is the end of week 3 and students need to be advised that they will need to be working over the weekend to prepare for their classes the following week. Immediate access to ELITE is required.
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Attendance LPC - FT Course – Accelerated public

22 Normal cut off point for admission – the Monday immediately before the course start date.

23 Students should be advised that they will have to catch up on reading which has been available on ELITE. Immediate access to ELITE is required. They will need to be ready for 7 workshops in the first week [5 workshops for the January 19 intake only].

Attendance LPC - FT Course – Accelerated Firm Specific

24 Normal cut off point for admission – immediately before the start of the course

25 It may be that late admission has to be negotiated with the relevant firm.

26 These students are generally prevented from attending on time due to illness or visa issues. Immediate access to ELITE is required.

Attendance LPC - PT Day and Evening course – 22 months

27 Normal cut off point for admission – end of course week 1; 3 workshops missed.

28 NB – course week 1 is induction week, but contains 3 workshops. Students can join the programme up until the end of course week 1, or the end of course week 2 with Programme Director approval.

29 Students should be advised that they will have to catch up on study which they miss after the course has started – i.e. 22.5 hours for each week missed. The work can be spread over the Module as a whole but students should note that a mock assessment will take place in week 8 and students need to have knowledge of the whole course to date by then.

Attendance LPC - PT Weekend – 22 months

30 Cut off point for admission – the Friday 8 days prior to the second teaching weekend. Students must be able to prepare for and attend weekend 2, which for most weekend students’ means having time the weekend before to prepare. Immediate access to ELITE is required.

31 Students will have to catch up on the weekend which they miss after the course has started – i.e. 50 hours. There are 5 workshops during Study Weekend 1. The catching up may be done over the module but students should note that mocks will take place over weekend 4 and they will require knowledge of all the subject to date.
Online LPC

32 Cut off point for admission – one clear day before the course induction starts (if the course starts on a Thursday, the last day is Tuesday; if the course starts on a Saturday, the last day is Thursday). Students cannot accept offers any later than this. Students must be able to attend the 4 day induction programme in addition to completing the pre-course study. The induction programme is for i-LL.M LPC only – the students cannot attend any attendance LPC induction. No attendance LPC student can attend i-LL.M LPC induction. There are 7 workshops over induction, each requiring preparatory work, so at least 20 hours of work overall depending on the pace of study. i LLM LPC students who are unable to complete the preparatory work before they start must do as much of the prescribed 20+ hours as they can on the basis that they can do the remainder over the 4 days once they start.

33 Students who apply in the week before induction should be told that they need to do as much of the 20 + hours prep as they can before they arrive, and they will have to catch up on any sessions they miss or haven't prepared for later. If they can only attend for 2 or 3 days, they should concentrate their prep on those workshops that they can attend and so they will need to find out from the campus what workshops are being held on what days. But they cannot attend in any event any attendance LPC workshop as an alternative as the course is radically different.

BPTC – Full Time

34 Normal cut off point for admission – students should not be admitted to the course if they cannot prepare for and attend day one of the course.

35 Cut off point for admission with approval of the Programme Leader at the relevant campus – end of course week 1. Please note that in some campuses there is an informal induction prior to course week 1 but this can vary from year to year. Exceptionally the Programme Leader at the relevant campus may allow a student to start no later than the very beginning of course week 3 where the student undertakes to make up the classes by alternative sessions on the PT course and where there is space on that course.

36 Note that BSB rules make late starting difficult, so the Programme Leader at the relevant campus may wish to gain all the paperwork from the student in advance.

37 Attendance during the induction process is very important due to the 80% attendance criterion and the intensive nature of the course and permission not to attend induction and the first weeks of study will only exceptionally be granted.

38 It is a requirement of the BSB and the Inns of Court that a student may not enrol on the BPTC unless he or she is a member of an Inn of Court. Consequently, both the Inns and the BSB request that registration data is provided to both parties.
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Simultaneously. Providers will be informed of the required protocol for submitting this data, and submission will be due by 15 October or the next working day.

39 Any student who leaves the BPTC after the October list has been issued must be notified to the relevant Inn of Court and BSB as and when they leave.

BPTC – Part Time

40 Cut off point for admission – Students should not be admitted to the course if they cannot prepare for and attend the first study weekend.

41 Exceptionally the Programme Leader at the relevant campus may permit the student to miss the first study weekend, but only if the student has provided all the necessary documentation in advance of that weekend.

Online i-LL.M (including former IBA iLL.M in teach-out) and ICA MSc

42 For the online LL.Ms in Legal Practice (Conflict Resolution/Intellectual Property), and the ICA MSc new entrants, students can be admitted to the course up to the end of week 1 of each presentation. No students are permitted to start after week 1 of each presentation except in exceptional, case-by-case circumstances and all applicants seeking to join within week 2 of the presentation must be referred to the Programme Director for approval. No students under any circumstances may enrol in a module in week 3 of the presentation or later (save for returning intermitters).

Taught Masters – (New model LLMs (face to face and online)

43 Cut off point for admission – Students can be admitted up the end of week 1, or up to the end of week 2 with Programme Director approval.

Taught Masters – Postgraduate Law Taught Masters (face to face and online)

44 Cut off point for admission – Students are not permitted to start late and must be present from the first day of induction.

Postgraduate Business

45 Any students wishing to start after the start of the first week of the course must begin at the start of course week 3 where any late starters will be inducted as a group. Students should be advised that they will have to catch up with any study missed and resources will be available to help them do this on the respective VLE.
Tier 4 Students

46 Students who require a Tier 4 Student visa to study at the University will be issued with a Confirmation of Acceptance for Studies (CAS) with a latest enrolment date which corresponds with the cut off points for admission detailed above. The International Visa Office (IVO) will not issue a CAS with a latest enrolment date which differs from this protocol, unless they have first consulted the National Programme Lead for the relevant course.

47 Extensions to the latest enrolment date will not be permitted, unless there are exceptional circumstances. For example, the student cannot travel to the UK due to extreme weather conditions or has a genuine medical emergency. The IVO will contact the National Programme Lead in the first instance to confirm whether an extension of the latest enrolment date is possible. In these cases, the National Programme and Student Affairs Director’s decision will be final.

48 If an extension to the latest enrolment date is granted due to exceptional circumstances, the IVO will be responsible for notifying the Home Office so that the student will be permitted to enter the UK by UK Visas and Immigration. The IVO will also be responsible for notifying the student that their request has been approved and advising Admissions and Student Services of the new latest enrolment date.

49 Requests for an extension to the latest enrolment date due to a student waiting for their Tier 4 Student visa to be issued will not be considered. It is the responsibility of the student to apply for their visa in a timely manner so that they can join their course in time for the pre-enrolment for non-EEA students.