Legal Practice Course (LPC)
LPC MSc Law Business and Management
LPC LLM Professional Legal Practice

Part Time Programmes from September 2019

Programme Demands Document
Introduction

This document is produced by The University of Law for the information of prospective students. It explains the demands of the course in order that applicants with learning 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 University Disability Support Service. This document may be made available to medical practitioners who may be asked to provide a professional judgment on the ability of an applicant to complete the course.

The information included is an indicative guide for the part-time course commencing in September 2019 only. Students who enrol on the course will be subject to the course regulations in force at that time.

Details of the Legal Practice Course, LPC MSc in Law, Business and Management and LPC LL.M in Professional Legal Practice including subject coverage and the learning environment can be found on the University web-site.

Please note that students successfully completing the LPC requirements may elect for the award of a Postgraduate Diploma in Legal Practice. Alternatively they may elect for the award of (a) MSc in Law, Business & Management if, in addition to the LPC, they successfully complete the Law and Business module and Case-study Project; or (b) the award of LL.M in Professional Legal Practice if, in addition to the LPC, they successfully complete either the Law and Business module or a fourth elective, along with a Professional Practice Research Report.

This document covers Stages 1 and 2 of the Legal Practice Course at Part A along with the additional requirements for the MSc and LL.M awards at Part B. For students embarking just on Stage 2, the relevant start dates and assessments are noted below.

Modes of Study

The part time programmes can be studied as a Part Time Day, Part Time Evening or Weekend programme, over 22 months.

Not all of these modes of study are offered at all of the University campuses. Full details can be found on the University website.
Part A – Stages 1 and 2 of the LPC

Summary of Key Learning Outcomes
Development of the legal knowledge and skills required to commence legal practice.

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 ideally should be provided prior to starting to ensure adjustments 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 exam adjustments. These are then communicated to tutors and assessments officers to implement the adjustments.

The University is able to provide diagnostic assessments with an Educational Psychologist for students suspecting a Specific Learning Difficulty (SpLD) for example: Dyslexia, Dyspraxia, ADHD, and Dyscalculia. 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 to the course and assessments.

We provide Skills4Study 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 on how to obtain DSA, we recommend you apply as soon as possible. If you are eligible you can apply for Disabled Student’s Allowance https://www.gov.uk/disabled-students-allowances-dsas.

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

Preliminary Knowledge and Skills
The Solicitors Regulation Authority expects students starting the LPC to have a basic knowledge of Contract, Tort, Land Law, Equity and Trusts, Public Law, Criminal Law, the structure of the court system, remedies, offences, causes of action and defences, property interests and EU law. It is also assumed that students should be able to:

• Listen effectively
• Engage in oral discussion in a clear and concise fashion
• Record or summarise a discussion in clear and concise notes
• Write clearly and precisely with attention to grammar, structure, style, organisation, bibliographies and citations
• Work co-operatively with others in small groups
• Extract, analyse and apply up to date law from primary sources, including case reports, primary and delegated legislation.
Legal Practice Course, LPC MSc & LPC LLM
Part-time Mode Sept 2019
Programme Demands Document

Legal Practice Course Learning Environment

- Recorded lectures, i-Tutorials and demonstrations accessed on-line via the ELITE system (at University or at home using a broadband internet connection).
- Independent learning and preparation for workshops, including research, writing, drafting and preparation of advice.
- Test and Feedback exercises via the ELITE system.
- Workshop sessions of up to 24 students, facilitated by a tutor, two hours in length.
- Occasional lecture sessions, including interactivity, of up to 180 students, one hour in length.

Students are expected to participate fully in all workshop activities and lectures and carry out independent learning and preparation as directed.

Attendance requirements

Part Time Day – 22 months

- From mid-September 2019 to June 2021. (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2021)
- (Stage 2 starts in March each year)
- Attendance at the relevant University centre on one day per week, for 78 weeks over the 22 months (including induction, consolidation and revision weeks).
- Attendance at workshops and lectures (see below) is compulsory.
- Some attendance during the day on other week days or Saturdays for assessment or practice assessment purposes.
- Average study day: two workshops.
- Average study week: two workshops, two pieces of media (pre-recorded lectures, i-tutorials, demonstrations).
- Students will, from time to time, have additional sessions such as lectures and skills practices which will not normally exceed one hour.

The indicative week for the Part Time Day programme, over 22 months is as follows:

<table>
<thead>
<tr>
<th>Learning format</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent learning and preparation for Workshops and consolidation following workshops</td>
<td>17.5</td>
</tr>
<tr>
<td>Test and Feedback Exercises</td>
<td>1</td>
</tr>
<tr>
<td>Workshop sessions</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22.5</strong></td>
</tr>
</tbody>
</table>
Part Time Evening – 22 months

- From mid-September 2019 to June 2021. (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2021)
- (Stage 2 starts in March each year)
- Attendance at the relevant University centre on two evenings per week (Monday and Wednesday or Tuesday and Thursday, for 78 weeks over the 22 months (including Induction, consolidation and revision weeks). Attendance at workshops (see below) is compulsory.
- Attendance during the day on week days or Saturdays for assessment or practice assessment purposes.
- Average study evening: one workshop.
- Average study week: two workshops, two pieces of media (pre-recorded lectures, i-tutorials, demonstrations).
- Students will, from time to time, have additional sessions such as lectures and skills practices which will not normally exceed one hour.

The indicative week for the Part Time Evening programme, over 22 months is as follows:

<table>
<thead>
<tr>
<th>Learning format</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent learning and preparation for Workshops and consolidation following workshops</td>
<td>17.5</td>
</tr>
<tr>
<td>Test and Feedback Exercises</td>
<td>1</td>
</tr>
<tr>
<td>Workshop sessions</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22.5</strong></td>
</tr>
</tbody>
</table>

Part Time Weekend – 22 months

- From mid-September 2019 to June 2021. (Note: if doing the LPC MSc or LPC LLM, assessments will continue into July 2021)
- (Stage 2 starts in March or April each year, depending on the position of Easter)
- Attendance at the relevant University centre for Induction and then on approximately 13 weekends per year is compulsory.
- Average study weekend: 9.00am – 5.30pm Saturday and Sunday. On average two workshops per day. Occasional days containing 3 workshops,
- Students will, from time to time, have additional sessions such as lectures and skills practices which will not normally exceed one hour.
- Attendance during the day on week days for assessment or practice assessment purposes.

For a standard study weekend, it is anticipated that you would, on average, spend approximately 45 hours preparing and attending, broken down as follows:
Learning format | Hours per study weekend
---|---
Preparation for Study Weekend | 
Independent learning and preparation for Workshops and consolidation following workshops | 35
Test and Feedback Exercises | 2
Study Weekend | 
Workshops | 8
Total | 45

Study weekends take place every two to three weeks. This table shows the amount of work required for the average weekend, both preparation and attendance.

Assessment Demands

A summary of the assessment schedule for all modes of part time study is shown at the end of Part A of this document.

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

As part of the University’s commitment to an inclusive learning environment, we anticipate the needs of our students and design the coursework tasks to have sufficient time for most students, this includes students with SpLDs. A SpLD is generally not considered a sole justification for granting coursework extensions and coursework extensions are only granted in exceptional, evidenced circumstances.

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.

Assessment 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 Statutory Regulatory Bodies (PSRB):

- 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.

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 successfully to complete the LPC, LPC MSc and LPC LLM, all students are required under the regulations to pass all elements of the course within 5 years of the date of the first assessment.
Summary of Assessment Demands

The following tables set out the duration, style and number of assessments for each different mode of study.

Part Time – 22 months

Year One:

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Number, style, duration and timing of assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Law and Practice</td>
<td>Closed-book examination made up of Multiple Choice Questions - 1 hour</td>
</tr>
<tr>
<td></td>
<td>Plus</td>
</tr>
<tr>
<td></td>
<td>Open-book examination made up of written questions based on short case study scenarios – 3 hours</td>
</tr>
<tr>
<td></td>
<td>Early March, as part of a two week period of assessments.</td>
</tr>
<tr>
<td></td>
<td>(NB The two examinations are usually scheduled to take place on the same day.)</td>
</tr>
<tr>
<td>• Introduction to Professional Practice - Wills and Administration of Estates</td>
<td>Open-book examination of Multiple Choice Questions 1 hour</td>
</tr>
<tr>
<td></td>
<td>Mid-December/early January, as part of a two week period of assessments</td>
</tr>
<tr>
<td>• Electives*</td>
<td>Open-book examination including Multiple Choice Questions and written questions based on short case study scenarios – 3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take Away Timed Assessment</th>
<th>Number and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to Professional Practice - Practical Legal Research</td>
<td>Take away assessment done over two weeks</td>
</tr>
<tr>
<td></td>
<td>Estimated time to complete : 6 - 8 hours</td>
</tr>
<tr>
<td></td>
<td>November, alongside normal teaching</td>
</tr>
<tr>
<td>• Introduction to Professional Practice - Legal Writing</td>
<td>24 hour real time take away assessment</td>
</tr>
<tr>
<td></td>
<td>Estimated time to complete : 4 - 6 hours</td>
</tr>
<tr>
<td></td>
<td>March – part of a two week assessment period</td>
</tr>
</tbody>
</table>
Examinations | Number, style, duration and timing of assessments
--- | ---
Oral Assessments | Number, style and duration of assessments
- Introduction to Legal Practice - Interviewing and Advising | Closed book 30 minute oral assessment
 | Mid-December/ early January during a two week assessment period.

* Stage 2 Assessments

**Year Two:**

Examinations | Number, style and duration of assessments
--- | ---
- Real Estate
- Dispute Resolution | Closed-book examination made up of Multiple Choice Questions 1 hour.
 | Plus
 | Open-book examination made up of written questions based on short case study scenarios – 3 hours
 | March, as part of a two week period of assessments
 | (N.B. the two examinations for each subject are usually scheduled to take place on the same day).

- Introduction to Professional Practice - Professional Conduct and Regulation | Open-book examination of Multiple Choice Questions 2 hours
 | March, as part of a two week period of assessments

- Solicitors’ Accounts | Closed-book examination, including Multiple Choice Questions 2 hours
 | Mid-December / early January, as part of a two week period of assessments.

- Electives* | Open-book examination including Multiple Choice Questions and written questions based on short case study scenarios 3 hours
### Take-Away Timed Assessments

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| Introduction to Legal Practice - Drafting | 24 hour real time take away assessment  
Estimated time to complete: 4 - 6 hours  
March – part of a three week assessment period |

*Stage 2 Assessments

### Oral Assessments

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| Advocacy         | Closed book 30 minute oral assessment for two students.  
Advocacy is assessed by way of a contested two party hearing  
with a student representing each party.  
Feb/March as part of a three week assessment period |

### Potential Resit Assessments:

<table>
<thead>
<tr>
<th>Description (if required)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may elect which, if any, resit assessments they undertake at each assessment period so long as all are successfully completed within 5 years from the date of the first assessment undertaken on the course.</td>
<td>All resits will generally be in the form of the original assessment, but the University reserves the right to transfer resit students onto the assessment method used by current students when changes are made.</td>
</tr>
</tbody>
</table>
Part B – The Additional Requirements for the MSc in Law, Business and Management and the LLM in Professional Legal Practice

**MSc in Law, Business and Management**

This will require, in addition to the LPC requirements set out above, students undertaking a taught module in Law and Business together with a self-study business Case Study Project. Law and Business is assessed by way of a 3,000 word written submission which is handed out at the end of the exam period in March (Sept start). Students will have 5 weeks in which to complete the Law and Business assignment. Many students will spend some additional hours working on the assignment alongside their studies – 10 hours per week is recommended.

The Case Study Project is also assessed by way of a 3000 word written report and a 20 minute oral presentation. The Case Study can be written throughout year 2 and will require an additional 2 – 3 hours per week if the work is spread.

The submission of the Project and presentation takes place in late June in Year 2 during the three week assessment period. The presentation itself will take place in July following the end of the exams.

We do not normally provide additional time for the Law and Business assessment or the Case Study as they are not timed assessments.

**LLM in Professional Legal Practice**

This will require, in addition to the LPC requirements set out above, students undertaking a taught module in either Law and Business or a fourth elective together with a Professional Practice Research Report of 3,000 words and a 20 minute oral presentation.

The Research Report can be written throughout year 2 and will require an additional 2 – 3 hours per week if the work is spread.

The submission of the Research Report and presentation takes place in late June during the three week assessment period. The presentation itself will take place in July following the end of the exams.

We do not normally provide additional time for the Professional Practice Research Report as it is not a timed assessment.