

**THE FACULTY OF MEDIA AND  
COMMUNICATION**

**LLM Legal Practice  
PGDip in Legal Practice  
PROGRAMME SPECIFICATION**

Version 4.5-0918

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## 1 BASIC PROGRAMME DATA

Originating institution/s	Bournemouth University
Awards and programme title(s)	LLM in Legal Practice PGDip in Legal Practice
External Reference Points	<ul style="list-style-type: none"><li>• Framework for Higher Education Qualifications.</li><li>• Solicitors Regulation Authority Legal Practice Course Outcomes</li></ul>
Place of delivery	Bournemouth University
Mode(s) of delivery	Full Time Part Time
Credit structure (ECTS (European Credit Transfer Scheme) equivalent credit values shown in brackets)	180 M Level Credits (90 ECTS) – for the LLM 120 M Level Credits (60 ECTS) – for the PGDip
Duration	1 year Full Time 2 years Part Time
Date of original approval	1994
Date of first intake	September 2010
Placements	None
Professional accreditations or exemptions	Solicitors Regulation Authority
Partner institutions and models	None
Date and version number of this Programme Specification	August 2017 – Version 4.5-0918

**E910015** – PGDip May 2010

**E910016** – LLM May 2010

**REGS 151604** – approved 27 July 2016. Previously version 4.2.

FMC 1617 15 – approved 27 June 2017. Previously version 4.3.

FMC171817 – approved 25 April 2018. Previous version v4.4

## **2 AIMS OF THE DOCUMENT**

This section provides an understanding of the purpose and scope of the document.

Given the professional status of this programme it sits outside the Postgraduate Law framework.

The aims of this document are to:

- Define the structure of the LLM in Legal Practice /PGDip in Legal Practice
- Identify programme and level learning outcomes
- Articulate the regulations governing the awards offered through these programmes

## **3 PROGRESSION ROUTES**

Students who successfully complete the Stage 1 and Stage 2 of the LPC at BU will be awarded a Postgraduate Diploma in Legal Practice. Section 8 of the BU Standard Assessment Regulations for Taught Postgraduate Programmes sets out the requirements for pass, merit and distinction grades.

Students who successfully complete just Stage 1 of the LPC at BU and indicate their withdrawal from the course will be awarded 90 M level credits.

Students who successfully complete just Stage 2 or part thereof at BU will be awarded appropriate M level credits for the units undertaken.

Students who have successfully completed the PGDip in Legal Practice will be eligible for entry with advanced standing into the LLM in Legal Practice.

## **4 ACADEMIC AND PROFESSIONAL CONTEXTS**

The Legal Practice Course (“LPC”) is a programme specifically designed to provide part of the vocational stage of training towards qualification for practice as a solicitor in England and Wales.

The Solicitors Regulation Authority is responsible for the initial validation, revalidation and ongoing monitoring and periodic review of this LPC programme.

The LPC programme is designed to meet and complies with the requirements of the Solicitors Regulation Authority Legal Practice Course Outcomes and requirements with regard to aims and outcomes, knowledge, content, skills content and assessment.

Following successful completion of the LPC a student wishing to proceed to qualify as a solicitor will proceed (unless exempt) into a Training Contract with an employer in legal practice.

The SRA requires that students who have undertaken the LPC are properly equipped to proceed onto a Training Contract and ultimately to become effective legal practitioners.

The LPC covers all SRA required units for Stage 1 and a range of Stage 2 Vocational Elective units.

It is the nature of the LPC that the student learns how to apply the knowledge gained from the academic stage of training (LLB or CPE). This manifests itself in Intended Learning Outcomes that include action verbs such as understand or ability or appreciate. This does not mean that it should be regarded as non-M level.

## **5 AIMS OF THE PROGRAMME**

The general aim of the programme is to provide the student with an academically rigorous programme of education in law and legal skills sufficient to enable them to acquire a sound foundation upon which further legal knowledge, training and competences can be built during the Training Contract phase of training.

The general aims of the programme are:

- to prepare students for practice
- to build upon the students previous acquired academic legal knowledge to enable them to advise in practice
- to introduce the student to further areas of law and procedure and the means of accessing legal information and resources
- to instill the skills and analytical ability to deal with legal problems, to research the law and to apply it to factual situations
- to critically evaluate legal problems within an academic and practical context.

The factors which underpin the programme design are:

- The need to respond to market demand for high quality LPC graduates who will bring into their Training Contracts legal skills and knowledge, and an ability to enter positively into the demands of legal practice
- The need for a high level of academic rigour and intellectual challenge while remaining a vocationally relevant programme
- The need to respond to the requirements of the Solicitors Regulation Authority
- The need to provide a stimulating experience for students at postgraduate level and to allow for the further development of legal research skills and the ability to work independently.

The LPC aims to enable students to prepare for practice by learning how to solve clients' problems and to adopt a professional attitude.

Within that context the principal objective is to provide a course that:

- integrates substantive law and procedures
- develops the core skills in a transferable context
- inculcates an ethical approach to practice
- engenders an appreciation of the business/cost aspects of legal practice and the advising of clients.

## **6 INTENDED PROGRAMMES OUTCOMES**

This M Level programme provides opportunities for students to develop and demonstrate knowledge, understanding and skills as follows:

### **A Subject Knowledge and Understanding**

This programme provides opportunities for students to:

- A1** identify, locate, assemble, critically evaluate and apply legal sources;
- A2** understand the need to apply knowledge from a range of subject areas in addressing legal problems;
- A3** undertake legal research, critically evaluate and analyse the information obtained and provide informed responses to complex legal questions and problems;
- A4** demonstrate knowledge of and identify the rules of professional conduct and issues of client care in the relationship between solicitor and client;
- A5** communicate findings to complex legal questions and problems and to articulate those findings verbally and in writing;
- A6** have a critical understanding of Taxation Law and ability to evaluate the application of its principles.

### **Learning and Teaching Methods and Strategies**

Subject knowledge and understanding is acquired through lectures (Large Group Sessions or LGS's) and seminars (Small Group Sessions or SGS's), and independent learning support where appropriate by e-learning. Students are expected to undertake independent reading and to relate the concepts introduced in different units. Regular feedback to exercises prepared for SGS's allows students to refine and develop their understanding and to deal with legal problems.

### **Assessment Strategies and Methods**

Subject knowledge and understanding is assessed either through written examinations or in-course assessments (A1-A6).

## **B Intellectual Skills**

This programme provides opportunities for students to:

- B1** have a critical and systematic understanding of relevant, concepts, principles and procedures provided by the areas of law and practice studied;
- B2** assemble and critically analyse complex legal information, evaluate such information and apply it to the solution of problems in the context of professional practice;
- B3** evaluate critically, and apply legal knowledge and skills in the development and implementation of practical solutions to complex legal problems;
- B4** critically analyse and synthesise information relevant to the programme and display a range of legal skills and competencies;
- B5** integrate and critically evaluate data from a variety of sources and formulate, analyse and solve complex problems;
- B6** define problems and devise and evaluate possible solutions, and solve both routine and unfamiliar problems;
- B7** approach a problem logically, analyse complex facts and evaluate a range of solutions.

## **Learning and Teaching Methods and Strategies**

Intellectual skills are developed through the learning and teaching methods and strategies outlined above. Each unit of the programme involves extensive in-class tutor-led and student-led activities.

## **Assessment Strategies and Methods**

The intellectual skills (B1-B7) are assessed either through written examinations, often involving case-study type questions or in-course assessments.

## **C Practical skills**

This programme provides opportunities for students to:

- C1** demonstrate competency in the skills units on the LPC programme;
- C2** locate and critically analyse the law and apply it to a legal problem within the context of professional practice;
- C3** identify client's goals and prepare and communicate solutions to complex legal problems;
- C4** make effective use of IT in the context of professional practice;

- C5** identify the client's objectives, the different means of achieving those objectives, the steps and decisions needed to implement those objectives and any difficulties that may arise in implementing those steps and procedures;
- C6** appreciate the commercial and other contexts within which law firms and their clients operate;
- C7** recognise the attendant costs, benefits and risks involved in any transaction or course of action.

### **Learning and Teaching Methods and Strategies**

Subject specific skills are developed through the learning and teaching methods and strategies outlined above. Each unit of the programme involves extensive in-class activities and the opportunity to deal with complex legal problems

### **Assessment Strategies and Methods**

Outcomes C1–C7 are assessed either through written examinations or in-course assessments

### **D Transferable skills**

This programme provides opportunities for students to:

- D1** communicate effectively by oral and written means and be able to communicate and disseminate information, ideas and concepts about legal and professional practice issues to lawyers and non-lawyers;
- D2** use IT effectively in a range of legal contexts;
- D3** perform the skills and tasks under the supervision normally accorded to a trainee solicitor, learn from and build on the experience gained of practice and transfer skills learnt in one context to another;
- D4** analyse and evaluate large quantities of information rapidly and apply that information to solving legal problems in a professional context;
- D5** present arguments based on given facts, analysis of the law and judgement as to the possible outcome;
- D6** work in collaboration with others, including staff and students, and be able to facilitate and manage group processes, negotiation and participation;
- D7** critically assess one's own and others' arguments and present arguments based on given facts;
- D8** acquire the capacity to work co-operatively and constructively in a team as well as competitively;

**D9** listen effectively;

**D10** be independent and reflective learners;

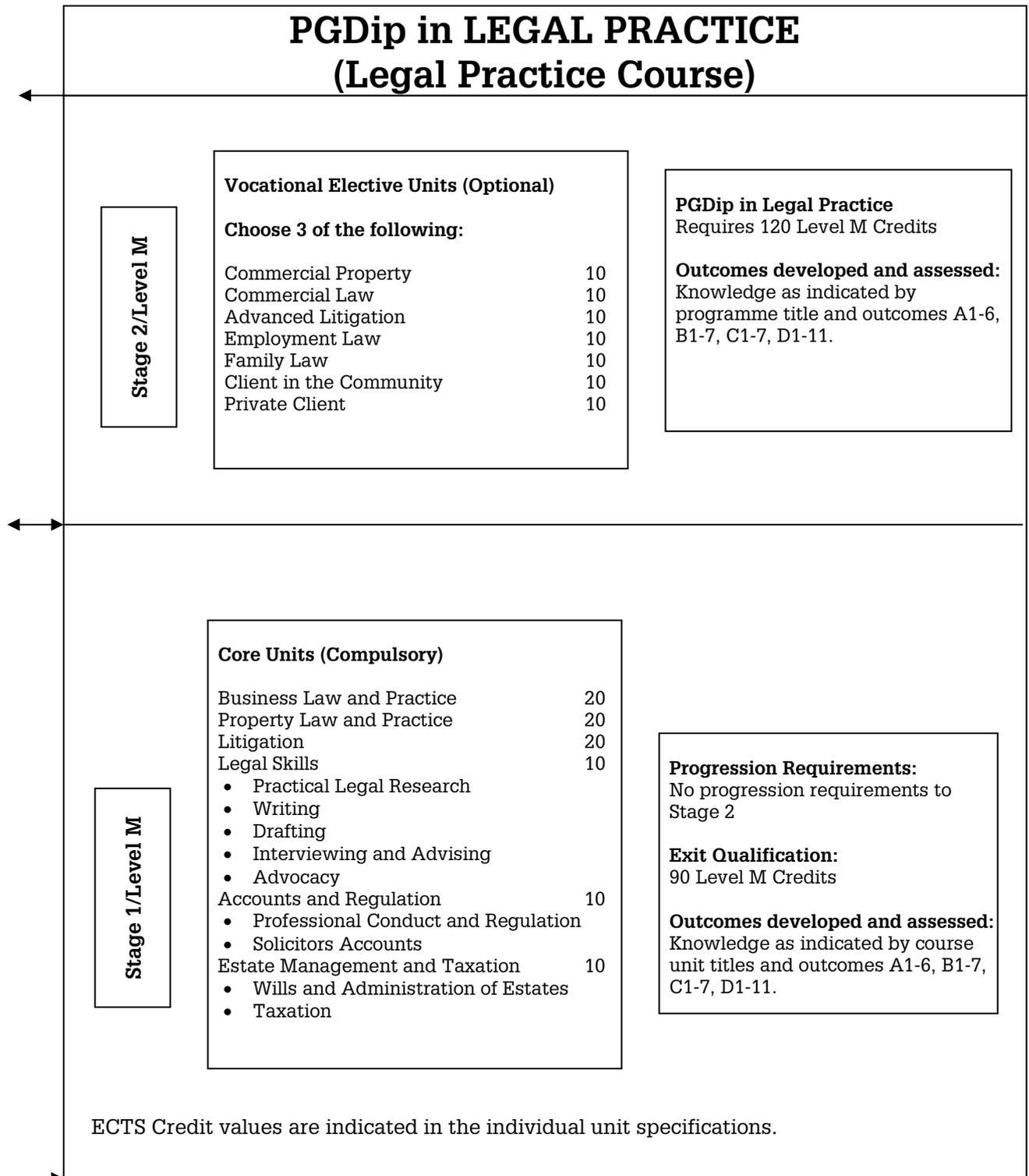
**D11** identify and work towards targets for personal, career, and academic development.

### **Learning and Teaching Methods and Strategies**

Transferable skills are developed through the learning and teaching methods and strategies outlined above. Regular feedback in the SGS's allows students to develop not only their understanding but also their ability to communicate their ideas.

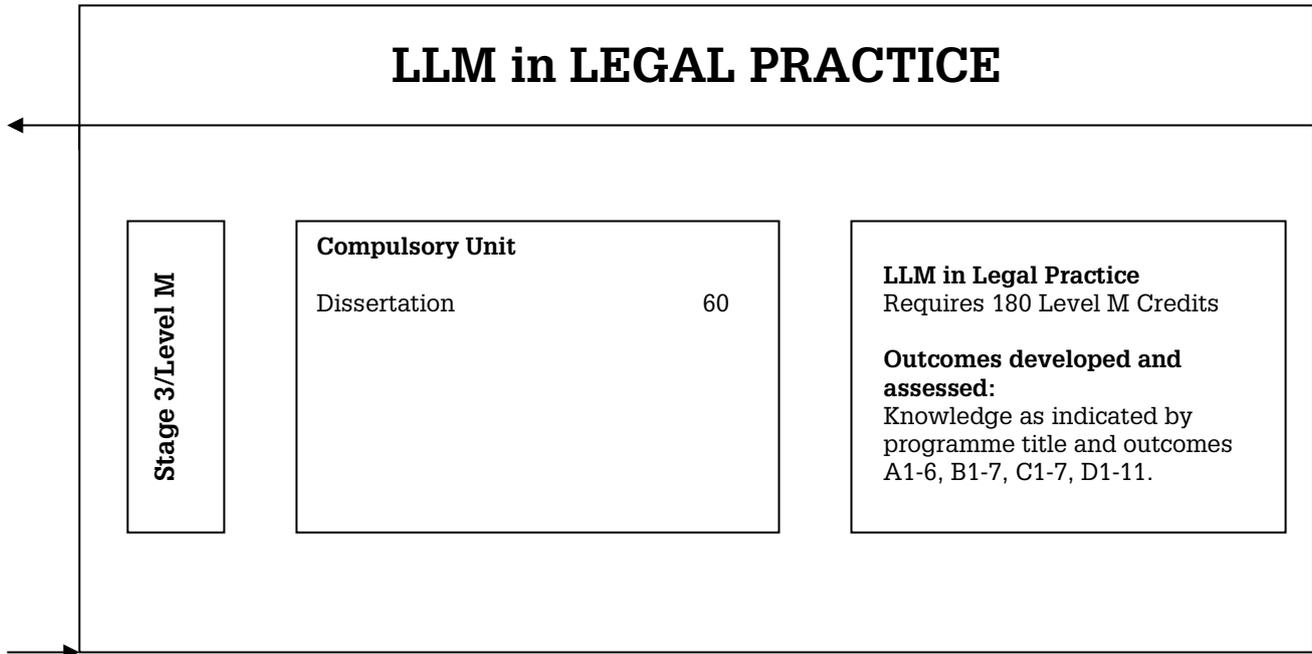
### **Assessment Strategies and Methods**

D1-5 are assessed through in-course assessments and written examinations. D6-10 whilst not formally assessed are an essential part of the learning experience in developing the skills necessary to benefit fully from the programme. D11 is a significant aspect of personal development and career planning consistent with the overall aims of the programme.



## PROGRESSION ROUTE

Students who have successfully completed the PGDip in Legal Practice will be eligible for entry with advanced standing into the LLM in Legal Practice.



## **8 ADMISSIONS REGULATIONS**

The regulations for this programme are the University's Standard Postgraduate Admission Regulations'. These will be interpreted in accordance with current Solicitors Regulation Authority Regulations.

### **Selection of Students**

Admission to the course is based upon the applicant's academic profile (normally evidenced by the possession, actual or predicted, of a qualifying law degree, actual or predicted Common Professional Examination or equivalent). This will be considered in the light of other relevant factors including the following:-

- (a) information supplied on the appropriate application form;
- (b) an appropriate academic reference(s);
- (c) an interview, (where deemed appropriate):

Applications will be assessed using a range of indicators including academic competence, previous employment success, career motivation and interest in the study and practice of law.

## **9 ASSESSMENT REGULATIONS**

### **Principles**

The regulations for this programme are the University's Standard Postgraduate Assessment Regulations with the following approved exceptions which align the programme with the Solicitors' Regulation Authority requirements:

### **Period of registration**

The maximum registration period is 5 years. The date used for determining the start of the five year period is the date on which the student attempts their first assessment, whether or not they are successful (not the date the results were confirmed or published or the date of enrolment on the course).

This regulation applies to all students, whether studying full time or part time, or a combination of both.

### **Pass Mark**

The 'Legal Skills' unit is assessed on a 'competent/not yet competent' basis. A pass will be awarded only where a grade of 'competent' is achieved in all five elements.

For the 'Litigation' unit, a pass will be awarded where the total accumulative unit mark is at least 50%, with no minimum mark required in either of the individual elements.

For the 'Business Law and Practice' unit, a pass will be awarded where the total accumulative unit mark is at least 50%, with no minimum mark required in either of the individual elements.

For the 'Property Law and Practice' unit, a pass will be awarded where the total accumulative unit mark is at least 50%, with no minimum mark required in either of the individual elements.

For all other units, where the unit is assessed by a combination of formally defined separate elements of assessment a pass will be awarded where the total unit mark is at least 50% and the mark in each separate component of the unit assessment is not less than 50%.

### **Compensation**

Compensation does not apply.

### **Submission of coursework and attendance at examinations**

#### ***Submission of coursework***

Failure to submit a piece of coursework by the required deadline will result in a mark of zero (0%) or 'not yet competent' being recorded.

Coursework submitted after the extended deadline will result in a mark of zero (0%) or 'not yet competent' being recorded.

#### ***Attendance at examinations***

Failure to attend an examination will result in a mark of zero (0%) or 'not yet competent' being recorded.

Failure to attend an examination on a revised date will result in a mark of zero (0%) or 'not yet competent' being recorded.

### **Awards**

There is no award of the Postgraduate Certificate within this programme.

### **Classification**

For a Postgraduate Diploma classification will be based on the credit-weighted aggregate mark as follows:

Distinction	70% or more <u>and</u> a grade of 'competent' in all five elements of the 'Legal Skills' unit at the first attempt.
Merit	60% to less than 70%
Pass	50% to less than 60%

### **Provision for failed candidates**

#### ***Failure and reassessment***

A student who fails in the first attempt at any assessment will be permitted two further attempts to make good the failure. Students may have three attempts at any assessment. There is no credit limit to reassessment.

Where the accumulative total unit mark for the 'Litigation' unit is less than 50%, both individual elements will be reassessed. Where this is the case, the total unit mark will be capped at 50%.

Where the accumulative total unit mark for the 'Business Law and Practice' unit is less than 50%, both individual elements will be reassessed. Where this is the case, the total unit mark will be capped at 50%.

Where the accumulative total unit mark for the 'Property Law and Practice' unit is less than 50%, both individual elements will be reassessed. Where this is the case, the total unit mark will be capped at 50%.

Any late resubmission(s) will be regarded as a fail. A mark of zero (0%) or 'not yet competent' will be recorded for coursework resubmitted after the specified resubmission deadline.

### ***Repetition of units***

If a student is unsuccessful on the third attempt of a Stage 1 assessment, they fail that Stage overall and **Stage 1 of the course and all assessments must be re-taken**. Where Stage 1 has been repeated, the unit marks will not be capped.

A student who fails a Stage 2 assessment for the third time can either:

- Re-enrol on the course for that particular Vocational elective, or
- Start a fresh Vocational Elective.

Where Stage 2 unit/s have been repeated, the unit mark/s will not be capped.

If the student does not pass all Stage 2 assessments within 5 years of sitting their first Stage 1 assessment, they must complete both Stages 1 and 2 again, including all assessments. Similarly if a student embarks on Stage 2 before passing all Stage 1 assessments, all the assessments (for Stages 1 and 2) must be passed within 5 years of their first attempt at the first assessment.

A student who does not wish to complete or fails the Legal Practice Course will receive evidence of successful attainment of M-Level credit for the units passed.

### ***Provision for candidates with valid reasons for poor performance***

Students will be asked for confirmation at the start of each assessment that there are no reasons why they should not sit the assessment at that time or why they might subsequently submit a request for a concession. The student may also be required to confirm that any requests for reasonable adjustments have already been submitted to, and considered by, the provider.

This does not affect applications for concessions arising out of unforeseen eventualities during the assessment.

The award and classification of the Postgraduate Diploma will be derived solely from the marks and credits awarded through summative assessment.

An Aegrotat award is not available within this programme.

### **Academic Offences and Research Misconduct**

A student who is shown to have been guilty of academic dishonesty in any assessment may be reported to the Solicitors' Regulation Authority.

## 10 PROGRAMME PROFILE

<b>Originating Institution:</b> Bournemouth University  <b>School:</b> Business School  <b>Partner institution:</b> Not Applicable	<b>Place(s) of Delivery:</b> Bournemouth University  <b>Programme HESA JACS code:</b> Not Applicable	<b>Framework Title (in full):</b> Legal Practice Course  <b>Programme Award and Title:</b> PGDip in Legal Practice LLM in Legal Practice  <b>Interim Award and Titles &amp; required credits:</b> PGDip in Legal Practice – 120 credits LLM in Legal Practice – 180 credits	<b>Mode(s) of study:</b> Full Time / Part Time  <b>Expected Length of study:</b> 12 months/24 months  <b>BU Credit Structure &amp; ECTS:</b> 180 Level M (90 ECTS)
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Unit identification		Cost Centre(s) <sup>4</sup>						Unit Details					Assessment Regs:							
Unit version no.	Unit name	HESA JACS Subject Code	CC 1	%	HESA JACS Subject Code	CC2	%	Prog year FT	Prog year PT	Core / option	No of credits	Level (C,I,H, PgC, PgD, M)	Assessment Element Weightings							
													Exam 1	Exam 2	C/Work 1	C/Work 2	C/Work 3	C/Work 4	C/Work 5	
	Business Law and Practice	M250	29	100				1	2	C	20	M	20	80						
	Property Law and Practice	M250	29	100				1	1	C	20	M	50	50						
	Litigation	M250	29	100				1	1	C	20	M	66.66	33.33						
	Legal Skills*	M250	29	100				1	1 & 2	C	10	M			P/F	P/F	P/F	P/F	P/F	
	Accounts and Regulation	M250	29	100				1	1	C	10	M	50	50						
	Estate Management and Taxation	M250	29	100				1	2	C	10	M	50	50						
	Commercial Property	M250	29	100				1	1 or 2	O	10	M	100							
	Commercial Law	M250	29	100				1	1 or 2	O	10	M	100							
	Advanced Litigation	M250	29	100				1	1 or 2	O	10	M	100							
	Employment Law	M250	29	100				1	1 or 2	O	10	M	100							
	Family Law	M250	29	100				1	1 or 2	O	10	M	100							
	Client in the Community	M250	29	100				1	1 or 2	O	10	M	100							
	Private Client	M250	29	100				1	1 or 2	O	10	M	100							
	Dissertation	M250	29	100				1	2	O	60	M			100					

Effective from Prog Year / Month / Year			Contact in School: (tel no. or generic UG/PG/ programme specific email)	Date approved:	Programme Specification version no:	Placement
Yr. 1	Sept	2013	965155	July 2016	4.3-0916	Not Applicable
Yr. 2			Name of Professional, Statutory or Regulatory Body (if appropriate)  Solicitors Regulation Authority		Diploma Supplement Statement regarding PRSB accreditation <sup>14</sup> :	
Yr. 3						
Yr. 4						

\* The Legal Skills unit is assessed on a Competent/Not Yet Competent basis over 5 individual elements of assessment. Students must be competent in all 5 areas to pass the unit. The 5 elements are: Practical Legal Research, Writing, Drafting, Interviewing & Advising and Advocacy. Part Time students will take Practical Legal Research, Writing and Advocacy in Year 1 and Drafting and Interviewing & Advising in Year 2. Competent/Not Yet Competent is represented on the Profile as Pass/Fail.

\*\* = The Accounts and Regulation unit has 2 individual elements of assessment that are marked out of 100%. Students must achieve a minimum mark of 50% in both areas to pass the unit. The 2 elements are: Professional Conduct & Regulation and Solicitors Accounts. Part Time students will take Professional Conduct & Regulation and Solicitors Accounts in Year 1.

\*\*\* = The Estates Management and Taxation unit has 2 individual elements of assessment that are marked out of 100%. Students must achieve a minimum mark of 50% in both areas of assessment to pass the unit. The elements are: Wills & Administration of Estates and Taxation. Part Time students will take Wills & Administration of Estates and Taxation in Year 2.