

TRAINEE HANDBOOK

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INTRODUCTION

Dear Trainee,

Welcome to the Institute of Professional Legal Studies. I would like to congratulate you on obtaining a place with us and I hope that you will enjoy your time here.

At the Institute we are committed to preparing and educating our solicitor and barrister trainees for the early years of practice. Through the efforts of our staff and the external practitioners who assist in delivering the course, we hope that you will gain much from your experience here.

We also expect you to make a major contribution to the learning environment at the Institute and, to that end, we expect you to familiarise yourself with this handbook. It contains most of the information you will need to know regarding life at the Institute. You will find a certificate along with the handbook. Please ensure that you sign this and return it to the office at IPLS.

On behalf of all of the staff at the Institute I very much look forward to working with you.

Yours sincerely,

Paul Mageean
Director

GENERAL INFORMATION

The main Institute building is at 10 Lennoxvale. Teaching may occasionally be carried out at other locations.

We hope you will find the Institute a pleasant working environment. The nearest café is located in the Queen's 'INTO' building adjacent to the Institute. Catering outlets are also available in the Students' Union and in the QUB Ashby building on the Stranmillis Road.

A lift is available for those with mobility problems.

Car parking within the Institute grounds is reserved for staff and visiting speakers only.

The first aid kit is kept in Reception. Emergency instructions are posted on the door of each room, fire extinguishers are provided and emergency exits are marked. It is important that during your first week you familiarise yourself with all exits from the building – see Appendix 4.

There are two entrances to the main Institute building – one to the old building and one to the main lobby adjoining the lecture theatre. Both these doors must always be kept locked. Please be wary of visitors to the building. If you let in someone you don't know, or see strangers in the building, ask them who they are and what they want and take them to Reception. **Never leave strangers wandering around the building unattended. On no account leave either entrance door (or any other exit) unlocked at any time.**

THE COURSE AT IPLS

The Institute provides the opportunity to learn how the law works and gives a basic grounding in the practice and procedures used in Northern Ireland.

The Institute is a safe environment where you can acquire and develop the skills needed to meet the demands which are made on practising barristers and solicitors by both clients and colleagues.

How IPLS does this

- By practical detailed instruction in a “lecture” setting in all the areas of practice relevant to your early professional career. Lectures may be given by members of staff or by experts in particular areas: members of the legal profession, accountants, civil servants, and court officials.
- By setting practical exercises and workshops.
- By engaging tutors (practising barristers and solicitors) to help trainees complete exercises.
- By providing training in certain key legal skills, e.g. negotiation, client interviewing, advocacy and drafting, with a strong emphasis on role-playing and performance review.
- By recording individual trainee's performance for comment and advice.
- By developing legal research skills.
- By providing structured support for independent learning.
- By use of on-line exercises and the provision of on-line resources.
- By holding mock trials in many courses. Members of the judiciary preside over many of these mock trials.
- By providing files for each subject taught. These contain background notes as well as court forms and documents relevant to exercises. Experience has proved these to be a constant reference source to former Institute trainees.
- By holding examinations, class tests or evaluative assessed exercises in most subjects to ensure that each trainee has acquired a sufficient knowledge of the area covered in order to practice in that area. Additionally trainees are provided with feedback on their progress throughout the various courses.

Where you fit in

Education for legal practice whether as a barrister or solicitor requires training at academic and professional levels. Teaching methodology on the course is varied. It is based on an intensive daily schedule quite different in structure from other postgraduate courses.

The course is designed to give you an understanding of the nature and role of the legal profession and to develop a strong sense of professionalism and a clear understanding of your ethical duties and responsibilities as a member of the legal profession. We expect you to behave professionally on the course, in your engagement with IPLS staff and external tutors, and your colleagues. This entails a degree of respect and positive interaction during your time at IPLS. It also involves you respecting and abiding by the rules regarding attendance and professional behaviour. These rules are in place at the insistence of the two professional bodies: the Honourable Society of the Inn of Court of Northern Ireland and the Law Society of Northern Ireland.

Trainee support and contact with staff

We hope that you enjoy your time at the Institute. Accordingly, we want to ensure that you receive appropriate support should you encounter any problems (either personal or academic) while you are with us. You will be allocated a member of the teaching staff who will act as your Adviser of Studies. You will have the opportunity to meet your Adviser on several occasions throughout the year. If you are having difficulties on the course it is important that you contact your Adviser of Studies as soon as possible. Please bear in mind that several of our staff work on a part-time basis and we all have duties which take us out of the Institute building. Unless you are dealing with something unforeseen you should make an appointment to see the relevant staff member. This can be done by email to the member of staff. If you wish to see the Director you should speak to Miss Boal who will arrange an appointment as soon as possible.

Staff/Student Consultative Committee

In order to support communication in the Institute there is a Staff/Student Consultative Committee (SSCC) made up of two representatives from each tutorial group plus all the members of the Institute teaching staff. The SSCC is designed to give trainees and staff a forum in which to discuss matters of concern. You should elect your representatives at the beginning of the year. The committee meets shortly after the beginning of the year and once a term or as the need arises. If you have any matters which you wish the committee to discuss, please tell your representative.

Trainee feedback

Questionnaires are distributed at the end of many subjects and in other subjects trainees' views will be sought through their class representatives. At the end of your year at the Institute we also seek your views on the course as a whole. Your responses to these questionnaires enable us to develop the Postgraduate Diploma in Professional Legal Studies programme and we very much value your contribution in this important element of quality enhancement.

Daily routine

You are required to attend **all** classes, whether lectures, practical exercises or workshops, and participate in all exercises, unless instructed otherwise.

Detailed instructions in basic skills, procedures and techniques of practice are provided in two main ways; by lectures reinforced by written notes, precedents and examples and by practical exercises conducted by tutors (experienced solicitors or barristers who are experts in their field), working with groups of trainees in tutorials. The tutorials simulate the real experience of practice, particularly during the early years of professional life.

Whilst we endeavour to keep to the timetable there may be occasions when it has to be altered. You will be notified of any alterations as soon as possible.

As trainee professionals you are expected to be familiar with both your daily timetable and each course timetable which you are given. You are also expected to read the screen in the entrance hall and the trainee notice board in the Lecture Theatre every day. While some of the information contained in a course timetable may be announced in class you should not rely on this in place of reading it for yourself. Information may also be given on "Queen's Online" and you must check your emails very regularly.

For most of the year life at the Institute is very intense. Many of the courses cover a considerable body of information in a relatively short period of time. **Examinations may be held shortly after a module, at the end of term or even during the following term.**

On the days when formal classes are not scheduled to run until 1.00pm or 5.00pm this should not be seen as "free" time. In most instances you will have been set private study or specific work to complete. Even if this is not the case it is assumed that you will use the time to study your materials and the work which you have completed, or to prepare for your classes on the following day. The Institute works on the principle that trainees should be spending a **minimum** of thirty-five hours a week in study, excluding Bar Mondays/Mondays in the office. In an average week trainees have approximately 25 hours of formal classes (excluding time spent in court visits/in-office training/specialist Bar training on Mondays). This means that in an average week you should be spending a **minimum** of ten hours working on your own. If you restrict your studies to your formal classes you will not have covered all the information in your course materials, you will not understand the courses in sufficient depth, you will not

have spent sufficient time practising skills and practical applications and you will face considerable difficulty in your examinations.

Obviously you will not be able to complete all your private study during the Institute working day and so you will be expected to work most evenings and at weekends. However, if you make use of the periods at the Institute when there are no formal classes, the amount of study which you have to undertake in the evenings will be considerably reduced.

Professional Standards Procedure

Please note that the Institute Regulations include Professional Standards procedures which are unique to the Institute. The ultimate sanction which may be imposed under the procedure is that a trainee's Master and / or professional body will be notified of his / her behaviour.

In addition, as students of Queen's, you are of course subject to the Conduct Regulations for Postgraduate Students.

Court and other visits

There are a number of such opportunities arranged throughout the year. Please note that appropriate dress should be worn to court. In the case of male trainees this is a dark suit and tie and dark shoes. In the case of female trainees this is a dark suit and dark shoes. You are also expected to wear court dress at mock trials held during Institute courses.

Equality and Diversity

Queen's University is committed to the promotion of equality of opportunity and to creating and sustaining an environment that values and celebrates the diversity of its staff and student body.

The University values and promotes equality and diversity and will seek to ensure that it treats all individuals fairly and with dignity and respect. It is opposed to all forms of unlawful and unfair discrimination.

We aim to create an inclusive environment which widens participation and learning opportunities for students with disabilities. We make every effort to provide the best possible provision for students with a disability and Disability Services staff work closely with each student to ensure that their particular needs are addressed.

If you come to IPLS Disability Services will help to arrange the support you need both within your chosen course and within the wider University community.

Syndicates and Tutorial Groups

Tutorial groups

You will be allocated to two tutorial groups:

A mixed tutorial group made up of both Bar and Solicitor trainees – for the courses taught to both types of trainee together (shown in the timetable as “m”);

A separate tutorial group made up of just Bar or just Solicitor trainees for the courses taught separately (shown in the timetable as “b” or “s”).

Each tutorial group has its own room in which exercises are usually carried out with the assistance of a tutor. On some occasions in “mixed” subjects, Bar and Solicitor trainees will be given different exercises to carry out and so will work in the separate tutorial groups rather than the mixed ones. Always check with the individual subject timetable.

Syndicate groups

The tutorial groups are divided into syndicate groups. Syndicate groups have two main purposes:

- a) Syndicate members work together on some practical exercises;
- b) Some books and other course materials are shared by the members of a syndicate group.

Fees

On enrolment all trainees will receive details about payment of fees from the University’s Fees Income Office. This will include details about how and when fees are to be paid. Please remember that if you do not pay your fees on time you may be suspended from the University. This means that you will not be permitted to use the facilities of the University. **In particular, you may not be allowed to sit examinations; the results of any examinations which you have sat cannot be given to you; and you cannot graduate, i.e. be awarded the Postgraduate Diploma in Professional Legal Studies.** These are important sanctions. If you have any problems about payment of fees you should contact the Fees Income Office at an early stage.

Do not wait until you have been suspended. You may also seek advice from the Financial Counsellor of the Students Union, the Director or your Adviser of Studies.

Grievance Procedures and Representation

Staff and visiting tutors/lecturers are committed to excellence in the delivery of their courses and classes. They are also committed to equal opportunities and the creation of an atmosphere conducive to learning and participation. If you feel that they are failing in their duties in some way there are a number of things you might consider doing.

To begin with you are encouraged to take issues to the Course Lecturer as soon as you become aware of them. If the matter cannot be resolved at this level then the Director may become involved. If an issue cannot be resolved at this level you may avail yourself of the University Grievance Procedure. Please read the section on Student Complaints at:

<https://www.qub.ac.uk/directorates/media/Media,479364,en.pdf>

In some instances it will be more appropriate to take a complaint elsewhere. Please see the University Student Anti-Bullying and Harassment Policy.

Grievance over Marking of Class Tests and Evaluative Assessed Exercises (other than formal written examinations).

In most instances these will simply be graded. In this context a “grade” usually means a pass/fail, competent/not competent, satisfactory/not satisfactory. If you think that an awarded mark or grade is unjust you should first speak to the Course Lecturer. He or she will discuss this with you. If you are not satisfied you might like to request a formal marking review. You should think seriously about this as marks may go up or down on review. You should make this request to the Director as soon as possible after you have met with the Course Lecturer.

The request should be made in writing. The Director will then arrange for the work to be reviewed. If necessary, an external examiner will be asked to adjudicate.

Grievance over Examination Marks

The University procedure for review of assessment decisions is set out in the General Regulations for Postgraduate Taught Courses in the University Calendar.

ATTENDANCE

The two professional bodies; the Inn of Court and the Law Society, require that attendance be strictly monitored. There are very good reasons for this insistence. It is felt that your move into a professional role should mirror the world of work where we are all accountable for how we spend our time. It is also important to recognise that this is a vocational course. Much of what you learn will be through taking part in “the process” in class rather than simply through the reading of notes and absorbing of information.

As you will see from the timetable, subjects are taught in blocks. Each day is divided into two sessions: morning and afternoon. Each session is made up of a combination of lectures/practical exercises. You must be punctual. You may not be permitted to enter a class once a lecture has started. A class missed through lateness counts as an absence.

Attendance is normally required at the following times:

Bar trainees: Monday to Friday 9.30am to 1.00pm and 2.00pm to 5.00pm; Monday classes may run up to 6.00pm. Some evening classes may be arranged by the Bar Council. You will be notified of these in advance.

Solicitor trainees: Tuesday to Friday 9.30am to 1.00pm and 2.00pm to 5.00pm. Solicitor trainees are required to spend Mondays in their Masters' offices.

The Council of Legal Education (NI) is responsible for the monitoring and enforcement of the attendance rules.

The rules and principles which Council enforces (as set out in the Institute Regulations) are as follows:

- (a) If a trainee is absent for more than 25% of the sessions in any particular course he/she will be referred to the Institute Trainees' Progress Committee (ITPC). The Regulations provide that the Director has a very limited discretion not to refer a trainee who is absent for just over 25% of a course; where these absences were due to exceptional circumstances, and where the trainee is able to make up the missed classes with the course lecturer.
- (b) If a full-time trainee is absent for more than 8 sessions in Finals Part A (September to December) or 16 sessions in Finals Part B (January to June) he/she will be referred to the ITPC. If a part-time trainee, or any recommended trainee who is taking the course over a period of more than one calendar year, is absent
 - (i) for more than 4 sessions in Part A of his or her first academic year and/or for more than 4 sessions in Part A of his or her second academic year; or
 - (ii) for more than 8 sessions in Part B of his or her first academic year and/or for more than 8 sessions in Part B of his or her second academic year

The Director has no discretion in respect of such referrals.

- (c) A “session” is defined as a morning or afternoon. If a trainee misses any class within a session he/she will be taken to have missed the whole session even if he/she is present during another part of the said morning or afternoon session.
- (d) If a trainee is absent for any reason he/she must complete an absence slip explaining this absence within two days of return to the Institute. These slips are available from Reception. The content of each slip is recorded on the file of the trainee submitting same.
- (e) If a trainee does not complete absences slips, or if his/her reasons for absence are unsatisfactory, he/she may be referred to the ITPC and/or under the Professional Standards procedures (as set out in the Institute Regulations).

An attendance register will normally be circulated during each class. To make sure that it can be established that you were present, you must sign the relevant attendance register before leaving the lecture or tutorial room. **This is entirely your responsibility.**

PLEASE NOTE THAT A COPY OF YOUR ATTENDANCE RECORD WILL BE SENT TO YOUR MASTER AND/OR THE EDUCATION COMMITTEE OF YOUR PROFESSIONAL BODY.

At the beginning of term you will be asked to provide a specimen of your usual signature. You must use **this** signature each time you sign the register. If your signature on a register appears to be different from your usual signature this may lead to referral under the Professional Standards Procedures. Unfortunately, in the past, we have encountered situations where trainees have “signed in” for colleagues who are absent. Please note that this is regarded as fraud by the professional bodies and is a very serious offence which will automatically lead to referral under the Institute’s Professional Standards. The professional bodies also reserve the right to check that the register is not being abused. The sanctions which may be imposed by the ITPC and under the Professional Standards procedure are set out in the Institute Regulations. Please study these carefully as the consequences can be far reaching.

It is up to you to keep a personal record of your absences; the Attendance Officer will not warn you if the number of your absences is nearing the point at which you will be referred. If at any point you anticipate that you will have a problem with attendance it is advisable to talk to your Adviser of Studies and / or the Director as soon as possible. It is also wise to consult the Director or your Adviser if you do get into difficulties. If we can help we will; but obviously we can be of no help if you do not keep us informed.

RESOURCES AND MATERIALS

Library and On-line Resources

All Institute trainees have use of the University Library on the main University Campus.

A list of the on-line resources available to all trainees can be found at Appendix 2.

Information Technology

You will be given an email address and password. You should keep this information secure as you will need it to work on QUB computers, to access your emails, your examination timetables and other personal data, as well as for on-line tutorials.

As trainees of the Institute you have the opportunity to use the Queen's Open Access Centres. In addition there are a small number of IPLS laptops which will be available to trainees. Venues, opening times and other relevant information for the Open Access Centres are given on the QUB website: www.qub.ac.uk. You are strongly encouraged to make use of the IT facilities during your time at the Institute. You may also use your own laptop as the main Institute building has wi-fi access. During many of the courses you will be expected to complete computer-based exercises. In addition, you will have access to "Queen's Online". For each subject you take at the Institute this will allow you to access information on: who teaches the subject, past examination papers (where relevant), extra resource materials (where relevant) and formative assessed and revision exercises (where relevant). You will receive training in the use of Institute on-line library resources.

Course materials

Detailed course files, containing background notes, precedents, exercises and examples, are prepared for most subjects. All materials necessary for the successful completion of the course are supplied in hard copy. These are usually distributed to trainees a few days before the teaching of that subject begins, and they are often added to day by day. As already mentioned, these have proved to be an extremely valuable resource. Where a Lecturer is merely using a Powerpoint as a supplement to printed materials this will not be provided but will be put on Queen's on-line.

ASSESSMENT AND EXAMINATIONS

Assessment and Feedback

During many of the courses you will be asked to complete assessed exercises. These take one of two forms:

- a) In some cases passing the exercise/class test will count towards the successful completion of your course. If this is so, the course lecturer will make this clear to you at the beginning of the course as well as when setting out what you are expected to do and how the exercise will be marked. With the exception of Legal Research, if the exercise comprises written work it will be carried out under examination conditions.

Failure to pass an assessed exercise of this sort may lead to a referral to the Institute Trainees' Progress Committee and may result in your having to retake the course the following year.

- b) In many instances assessed exercises do not count towards your formal assessment. Instead they are used to give feedback on how you are performing, to give the course lecturer information on the general understanding of the class as a whole, and to provide a structured system of private study. Again, the purpose of the exercise and what is expected of you will be explained before you attempt it. The format of the feedback and the timeframe in which you can expect to receive it will be clearly indicated on each subject file.

Examinations

Formal examinations may take place throughout your year at the Institute. Exit examinations take place at the end of December (Solicitor trainees) and in June (Bar trainees) and may cover any or all of the subjects taught. An oral element may be included in these examinations. Regulations concerning examinations are included in the Institute Regulations (Appendix 1). You should also read the section on Examination Regulations for Taught Postgraduate Students in the University Regulations. You should make sure that you fully understand these Regulations.

PLEASE NOTE THAT A COPY OF YOUR EXAMINATION RESULTS WILL BE SENT TO YOUR MASTER AND/OR THE EDUCATION COMMITTEE OF YOUR PROFESSIONAL BODY.

Examinations can vary in length from one to three hours. **Each formal examination carries the same weight.** As well as testing substantive knowledge they also examine:

- (a) your ability to apply that knowledge to practical situations;
- (b) relevance and coherence in presentation; and
- (c) your ability to exercise a variety of skills which have been developed during the course.

In this sense the Institute examinations may be somewhat different from those which you have encountered elsewhere. In many of the courses you will receive a large amount of printed materials along with your own notes from lectures and practical exercises. **Please note that you may be examined on anything covered in class or anything which is contained in your materials even if this has not been specifically highlighted in class.**

If a lecturer holds a revision class this will be to deal with any questions or problems you may have with the course. It will not be used to give you hints on the content of the examination. You may be told the form the examination will take, the level of knowledge you will need and the type of question you may encounter. A lecturer may occasionally exclude certain materials from your revision if they consist of an unusually large amount of information about a relatively small part of the course. This will happen very rarely.

The provisional date of each examination is given in the daily timetable which will be given to you in October and January. For each examination you will be given an anonymous number. This is accessed through the Queen's On-Line so **you must keep a note of the password assigned to you on enrolment.** You will also use this password to access your examination results after the meeting of the Board of Examiners. The dates and times of resit examinations are also accessed through Queen's On-Line.

If you fail an examination in a subject taken during October to December the resit will normally be held in April. If you fail an examination/s in a subject taken between January and June the resit of that examination/s will normally take place in August. **It would therefore be extremely unwise to make holiday or other arrangements which might interfere with your ability to take a resit in April or August.**

The Study Regulations in The General Regulations, University Calendar for Postgraduate Students state as follows;

“1.3.39 Exceptional circumstances for the purposes of assessment decisions are defined as unforeseen factors or factors outside the student's control which may adversely affect performance, such as illness during an examination. Chronic conditions for which some students have received support and reasonable adjustments do not constitute exceptional circumstances, though a worsening of a condition may do so. It is the responsibility of students to ensure that medical certificates and other documentary evidence of exceptional circumstances are submitted to the School Office within three working days of returning to their studies, or, in the case of emergencies which arose during examinations, by the published deadline. Boards of Examiners are not obliged to consider any medical certificate or evidence of exceptional circumstances presented after the published deadline (see Study Regulation 1.2.8).”

A table outlining some examples of exceptional circumstances can be found at Appendix 6.

The Board of Examiners meets in January to consider examinations taken in the autumn term and in June to consider examinations taken in the spring/summer term. Once these results have been forwarded for publication to the University Examinations Office they are released to trainees through Queen's On-Line.

Any trainee who does not have access to the Internet during the vacation should notify the Institute in writing that s/he wishes to be notified of final results and should indicate the address to which the notification should be sent. Please note that the Institute will not specifically notify you that you have to sit a resit examination or of the dates of these examinations; it is up to you to access this information.

Institute examinations are administered by the Student Records Office of the University. Before each set of examinations you must obtain from the Queen's On-Line your official examination timetable, stating the venue, date and time of each examination, your personal anonymous code and the unit code. **You must show this letter to the invigilators present at each examination. If you lose this, or have any problems obtaining it from Queen's On-Line, you must contact the University Student Records Office (in the Student Guidance Centre) before the examination.** You should also keep a note of each anonymous code, as unofficial results will be given by number and not by trainee name.

Awards of commendations and distinctions

The Postgraduate Diploma in Professional Legal Studies may be awarded with Commendation or Distinction. The standards required are:

Commendation – trainees who achieve an average mark in main examinations of 70% or above shall be awarded a Postgraduate Diploma in Professional Legal Studies with Commendation provided that none of the trainee's marks is below 50%.

Distinction – trainees who achieve an average mark in main examinations of 80% or above shall be awarded a Postgraduate Diploma in Professional Legal Studies with Distinction provided that none of the trainee's marks is below 50%.

N.B: There is no "rounding up" in relation to the final average mark, i.e. a trainee with an average mark of 79.9 will be awarded a Postgraduate Diploma in Professional Legal Studies with Commendation.

Endowments and Prizes

There are a range of prizes which may be awarded to Institute trainees on the recommendation of the Board of Examiners. These are found in Appendix 7.

COMPETITIONS

We recognise that trainees can benefit greatly from taking part in relevant competitions both at a national and international level. For this reason, most years we aim to send trainees to compete in the following events. Please start to think about which of these competitions you might like to take part in. Whilst this does involve a commitment of time and energy, all of our trainees who have taken part in any of these competitions have found the experience really worthwhile.

Louis M Brown and Forrest S Mosten International Client Consultation Competition (Solicitors only)

This is a competition in client interviewing. Contestants work in teams of two. The national round of the competition is organised by the Law Society of Northern Ireland and usually takes place in December. The international competition takes place in early April and can be at a venue anywhere from Ireland or the United Kingdom to Australasia, Africa or the USA.

Irish Times Debating Championship (Bar and Solicitors)

This is one of the most prestigious debating competitions in Ireland. It is open to students in higher education throughout Ireland. Its initial rounds usually commence in November.

The Eoin Higgins Memorial Moot (Bar only)

Held in honour of the late Sir Eoin Higgins, this is an annual competition between a team from the Bar course at the Institute and a team from King's Inns in Dublin. The moot usually takes place in the spring.

UK Law Schools' Mediation Competition

This is a competition focused on the use of mediation in legal disputes.

International Law School Mediation Tournament (Bar and Solicitors)

This is a competition hosted by the International Academy of Dispute Resolution, U.S.A. and centres on the use of mediation in the resolution of legal disputes. The competition takes place in March.

International Negotiation Competition (Bar only)

This competition is open to law schools throughout the world. Working in teams of two, competitors have to represent different parties working through a series of intricate negotiations. The competition takes place in the first week of July and, again, the venue is in a different country each year.

STAFF AND GOVERNANCE

The Council of Legal Education (Northern Ireland)

This is the Institute's governing body. It is appointed by the Senate of the University but is made up of representatives of the University, the Inn of Court and the Law Society. The current Chairman is Mr Justice Weir.

Staff of the Institute

The offices of all teaching staff apart from the Director are on the first floor of the old building through the door to the right of the Staff Common Room marked "Staff Offices".

Director

Mr Paul Mageean, LLB, LLM, CPLS, Solicitor

Mr Mageean's office is G1 on the ground floor. If you wish to speak to the Director, please contact the Director's Secretary, Miss Boal.

Senior Lecturer (Education)

Mrs Ruth Craig, LLB, CPLS, Solicitor

Mrs Craig's courses are Conveyancing 1, Conveyancing 3, the Full Trial Programme and Client Care. She is the Health and Safety officer. You will find her in Room 1.8. Email: r.craig@qub.ac.uk. Mrs Craig works part-time.

Senior Lecturer (Education)

Ms Fiona Donnelly, LLB, LLM, CPLS, Solicitor

Ms Donnelly's courses are Advocacy (Solicitor), the Full Trial Programme, County Court/Consumer and Advanced Advocacy Elective. You will find her in Room 1.8. Email: f.donnelly@qub.ac.uk. Ms Donnelly works part-time.

Director of Education

Mrs Barbara Jemphrey, LLB, CPLS, PGCHET, Solicitor

Mrs Jemphrey's courses are High Court, Chancery, Practice Issues, Legal Writing and Drafting (for solicitor and bar trainees), Negotiation (for solicitor and bar trainees), Advanced Company Law Elective and Cororinal Law & Practice Elective. You will find her in Room 1.4.

Email: b.jemphrey@qub.ac.uk. Mrs Jemphrey works part-time.

Senior Lecturer (Education)

Mrs Aine Maxwell, LLB, CPLS, PGCHET, Solicitor

Mrs Maxwell's courses are Company Law & Partnership, Insolvency, Wills, Practice Management, Criminal Damage, Enforcement of Judgments, Interdisciplinary Training, Legal Research and Legal Aid. She organises the CAB placements for the bar trainees. She is also Apprenticeship Liaison Officer for Solicitor trainees. You will find her in Room 1.6.

Email: a.maxwell@qub.ac.uk. Mrs Maxwell is a full time member of staff.

Senior Lecturer (Education)**Ms Diane Nixon – Barrister-at-Law, MA, Dip.Soc., BVC, PGCHEP**

Ms Nixon's courses are Advocacy (Bar), Criminal Procedure – Summary, Advocacy/Pleading, Family, Evidence, Bar Mondays and Public Family Law Elective. You will find her in Room 1.2.

Email: d.nixon@qub.ac.uk. Ms Nixon is a full time member of staff.

Lecturer (Education)**Mr Martin O'Brien, LLB, CPLS, LLM, PGCHET, Barrister-at-Law**

Mr O'Brien's courses are Licensing, Criminal Procedure – Indictment, Tribunals and Bar Professional Conduct. You will find him in Room 1.6.

Email: m.g.obrien@qub.ac.uk. Mr O'Brien works part-time.

Senior Lecturer (Education)**Ms Mary Traynor, LLB, PGCHET, Solicitor**

Ms Traynor's courses are PACE, Conveyancing 2, Accounts, Revenue Administration of Estates and Advanced PACE Elective. She is responsible for competitions. You will find her in Room 1.5.

Email: mary.traynor@qub.ac.uk. Ms Traynor is a full time member of staff.

All members of teaching staff also assist in the teaching of all Skills-based courses.

Clerical staff

All of the clerical staff are based in the Reception/Clerical area on the ground floor.

Miss Jane Boal is the Director's secretary and a member of the Admissions Team. She is Secretary to the Council of Legal Education. Email: j.boal@qub.ac.uk.

Mrs Pauline Cheung is responsible for course preparation, general administration and examinations. She is also a member of the Admissions Team. Email: p.cheung@qub.ac.uk.

Mrs Amanda Elliott is responsible for tutor co-ordination, for assisting with the library and for administering the Continuing Professional Development programme. Email: a.elliott@qub.ac.uk

Miss Lindsay Martin is responsible for course preparation, general administration and the IPLS website. She is a member of the Admissions Team. All general enquiries from trainees should be addressed to Miss Martin in the first instance. Email: l.s.martin@qub.ac.uk.

Miss Fionnuala McCullagh undertakes general administrative duties and looks after reception. She is also responsible to the Council of Legal Education for keeping the attendance records. She is a part-time member of staff. Email: f.mccullagh@qub.ac.uk.

Tutors

A panel of approximately two hundred qualified solicitors and barristers assist the Institute staff particularly with the supervision and assessment of practical exercises. You will be introduced to them as the year progresses.

Cleaners

We share cleaners with other departments. Their time is consequently very limited. They are also here during normal teaching hours so cannot gain access to every room every day. We must all play our part in keeping the building tidy and therefore a pleasant working environment. Don't forget to use the bins provided for your rubbish. Smoking on any part of Queen's property is not permitted.

APPENDIX 1

INSTITUTE REGULATIONS

Please note that any matter not specifically dealt with in the Institute Regulations is governed by the General Regulations University Calendar:
www.qub.ac.uk/directorates/media/Media,131094,en.pdf

Regulations for the Postgraduate Diploma in Professional Legal Studies

The Institute of Professional Legal Studies is created under Statute XV of the Charter and Statutes of The Queen's University of Belfast and is governed by the Operating Regulations for the Institute of Professional Legal Studies contained in the Statutes.

These Regulations shall be read as being subordinate to Statute XV and to the Operating Regulations but shall replace all existing calendar regulations relating specifically to the Institute of Professional Legal Studies as well as the existing Institute regulations governing assessment and monitoring of trainee progress and performance.

In any matter not specifically dealt with in Statute XV, the Operating Regulations and these regulations, the General Regulations as set out in the University Calendar shall apply.

Part One

1. There shall be a Postgraduate Diploma in Professional Legal Studies which shall be awarded by the University to students of the Institute of Professional Legal Studies who have pursued the approved courses of study and passed the prescribed examinations and other forms of assessment for the Postgraduate Diploma. The pass mark for each student in all formal examinations will be 50%. Students who achieve an average mark in main examinations of 70% or above shall be awarded a Postgraduate Diploma in Professional Legal Studies with Commendation provided that none of the student's marks is below 50%. Students who achieve an average mark in main examinations of 80% or above shall be awarded a Postgraduate Diploma in Professional Legal Studies with Distinction provided that none of the student's marks is below 50%.

Admission,

All students except "recommended students" for whom special regulations apply – see 4 and 5 below

2. The following persons may apply for admission as students of the Institute:
 - (a) **LAW GRADUATES:** Any person who has obtained, or who will prior to enrolment at the Institute have obtained, a degree in Law recognised by the Council of Legal Education (Northern Ireland) ('the Council of Legal Education');
 - (b) **NON-LAW GRADUATES:** Any person who has obtained a degree (other than a degree in law) approved by the Council of Legal Education AND who has satisfactorily completed, or will prior to enrolment at the Institute have satisfactorily completed, a course of legal study approved by the Council of Legal Education;
- 3.1 Applications for admission must be made by 15 November in the calendar year preceding intended commencement of vocational training, i.e. those hoping to commence bar training at the Institute or a solicitor's apprenticeship in any year must apply by 15 November of the previous year.
- 3.2 Applicants for admission to the Institute will be required to sit an Admissions Test and may be required to attend for interview.
- 3.3 Application forms and details of the structure and date of the Admissions Test may be obtained from the Institute of Professional Legal Studies.
- 3.4
 - (a) In every case a student who is to be admitted to the Institute and who intends to seek call to the Bar of Northern Ireland must, before enrolling for the appropriate course, be admitted as a student of the Inn of Court. Such students shall be admitted only to the course for intending barristers. For further details on admission intending barrister students should contact The Under-Treasurer, The Honorable Society of the Inn of Court of Northern Ireland, Royal Courts of Justice, Chichester Street, BELFAST BT1 3JX.
 - (b) In every case a student who is to be admitted to the Institute in any year and who intends to be admitted as a solicitor in Northern Ireland must, before enrolling for the appropriate course, register his or her articles of apprenticeship as a student of the Law Society. The apprenticeship commences

on the first Monday in September of the year in which the student has been offered a place. Registration with the Law Society closes at 5.00 p.m. on the Monday two weeks before the first Monday in September (i.e. the date of commencement of apprenticeship). Such students shall be admitted only to the course for intending solicitors. For further details on obtaining a master and commencement date of apprenticeships intending solicitor students should contact the Law Society of Northern Ireland, Law Society House, 98 Victoria Street, BELFAST BT1 3GN.

Intending solicitor students should note that admission to the Institute or to the Graduate School of Professional Legal Education, University of Ulster is a mandatory prerequisite to the commencement of an apprenticeship.

“Recommended students”

4. This is a highly restricted category. Details can be obtained from the appropriate professional body.

The following persons may apply for admission as “recommended students” of the Institute:

Any person who has either:

- (a) been admitted as a student of the Honorable Society of the Inn of Court of Northern Ireland and whom the Inn recommends. Such students shall be admitted only to the course for intending barristers.
- (b) registered as a student of the Law Society of Northern Ireland and whom the Society recommends. Such students shall be admitted only to the course for intending solicitors.

PROVIDED THAT

in either case the Council of Legal Education is satisfied as to his/her educational attainments.

The Council of Legal Education may at its discretion limit the number of “recommended students” admitted in any year.

5. Subject to 14.2 below “recommended students” are permitted to take the course over a period not exceeding three calendar years from the date of commencement of the course. Provided that such students meet the attendance requirements and pass the prescribed examinations and other forms of assessment in all subjects on the course for which they are enrolled, as set out in 11 below, they may be awarded the Postgraduate Diploma in Professional Legal Studies.

Course Schedule

All Solicitor Students except “recommended students”

6. Solicitor students normally complete a two-year period of apprenticeship made up as follows:
- September to December - full-time practical experience in the master’s office;
 - January to December (excluding vacations)
 - full-time studies at the Institute for four days in each week;
 - practical experience in the master’s office for one day in each week;
 - Easter and summer vacations - full-time practical experience in the Master’s office;
 - January to August - full-time practical experience in the master’s office.

All Bar students except “recommended students”

7. (a) Bar students normally take the course in one academic year, commencing August and finishing end of June the following year.
- (b) A number of Bar students, not exceeding six in any one academic year, may be permitted to take the course over a period of two academic years (“part-time students”).
- (c) Part-time students are obliged to take all subjects taught at the Institute in the morning (“the morning course”) during one academic year and to take all subjects taught at the Institute in the afternoon (“the afternoon course”) during the other academic year of their period of study at the Institute.
- (d) Notwithstanding 7(c) all subjects taught at the Institute must be successfully completed before a part-time student can be awarded a Postgraduate Diploma in Professional Legal Studies.
- (e) The Director of the Institute shall have absolute discretion in deciding whether a part-time student takes the morning course or the afternoon course during the first academic year (“Year One”) of his or her course of study at the Institute.

- (f) Irrespective of whether a part-time student is assigned to the morning course or to the afternoon course during Year One, he or she must attend the following subjects: Bar Advocacy, Evidence and Legal Research, during Year One and complete any period of full time work experience required as part of the course.

All students

Course Requirements

8. Candidates for the Postgraduate Diploma in Professional Legal Studies will be required to satisfy the Institute in respect of their attendance at and proficiency in prescribed courses and other studies and activities with a bearing on their future work.
9. (a) Students whose academic performance is unsatisfactory may be required by the Institute Trainees' Progress Committee to withdraw from the course at any time. Students who are dissatisfied with the decision of the Institute Trainees' Progress Committee that they must withdraw may appeal to the Central Students' Appeals Committee.
- (b) Subject to 15 below
- (i) if exceptional circumstances prevent a solicitor student (other than a recommended student) from completing his or her course of study at the Institute within his or her two year period of apprenticeship he or she may make application to the Institute Trainees' Progress Committee and to his or her professional body for permission to enrol for the examinations for the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including attendance or re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.
- (ii) if exceptional circumstances prevent a Bar student (other than a recommended or part-time student) from completing his or her course of studies at the Institute within one academic year he or she may make application to the Institute Trainees' Progress Committee and to his or her professional body for permission to enrol for the examinations for the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including attendance or re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.

The PGDPLS Course

10. (a) Classes involving all students will normally be held during the mornings and afternoons of Tuesdays, Wednesdays, Thursdays and Fridays;
- (b) Solicitor students will attend their Master's office during the mornings and afternoons of Mondays;
- (c) Classes involving Bar students will normally be held during the mornings and afternoons of Mondays. These classes may, from time to time and at the direction of the Council of Legal Education, be substituted by work experience through attendance on practising barristers and/or by attendance on the Courts or other venues deemed by the Council of Legal Education to be of value in the education of intending barristers.
11. The course will include:

Part A					
Bar trainees			Solicitor trainees		
PLS8001	Tribunals	5	PLS8001	Tribunals	5
PLS8002	Family Law	5	PLS8002	Family Law	5
PLS8006	Licensing	2	PLS8006	Licensing	2
PLS8008	Practical Evidence – Bar	3	PLS8007	EJO	1
PLS8012	Bar Advocacy 1	5	PLS8009	Conveyancing 3	5
PLS8087	Bar Mondays Part 1	7	PLS8010	Negotiation – Sol	2
PLS8015	CAB placement	10	PLS8011	Professional Conduct - Sol	2
PLS8016	Judge Shadowing	2	PLS8017	Legal Aid	1
PLS8017	Legal Aid	1	PLS8018	Exit Exam	5
PLS8058	Legal Research	2	PLS8053	Administration of Estates	4
PLS8062	Practice Issues	2	PLS8080	Human Rights	1
PLS8080	Human Rights	1	PLS8086	Solicitor Client Care Part 2	1

PLS8081	Interdisciplinary Training	1			
PLS8082	Bar Advocacy 2	2			

Part B					
Bar trainees			Solicitor trainees		
PLS8088	Bar Mondays Part 2	4	PLS8003	Civil Procedure – High Court	5
PLS8003	Civil Procedure – High Court	5	PLS8041	Criminal Procedure - Indictment	5
PLS8013	Bar Advocacy 3	2	PLS8043	Criminal Procedure – Summary	5
PLS8041	Criminal Procedure - Indictment	5	PLS8044	Chancery	2
PLS8043	Criminal Procedure – Summary	5	PLS8045	Wills	5
PLS8044	Chancery	2	PLS8047	Conveyancing 1 – Sol	5
PLS8045	Wills	5	PLS8049	Accounts	3
PLS8046	Conveyancing 1 – Bar	5	PLS8050	Revenue	3
PLS8049	Accounts	3	PLS8051	County Court – Consumer	7
PLS8050	Revenue	3	PLS8052	Conveyancing 2	5
PLS8051	County Court – Consumer	7	PLS8055	Drafting	1
PLS8054	Advocacy/Pleading	2	PLS8085	Solicitor Client Care Part 1	1
PLS8055	Drafting	1	PLS8063	Advocacy Sol	4
PLS8056	Client Care – Bar	2	PLS8064	Pupillage – Sol	21
PLS8060	Professional Conduct – Bar	2	PLS8067	Legal Research Sol	2
PLS8061	Negotiation Bar	2	PLS8069	Practice Management	2
PLS8072	Criminal Procedure – PACE	2	PLS8072	Criminal Procedure – PACE	2
PLS8076	Company Law and Partnership	5	PLS8076	Company Law and Partnership	5
PLS8077	Insolvency	2	PLS8077	Insolvency	2
PLS8078	Full Trial Programme	2			
PLS8019	Exit Exam	5			
	PLEASE NOTE: Bar Mondays and Client Care run through Parts A & B			PLEASE NOTE: Pupillage and Client Care run through Parts A & B	

Electives (Bar and Solicitor)		
PLS8073	Advanced Company Law (elective)	1
PLS8074	Coronial and Forensic (elective)	1
PLS8079	Public Family Law (elective)	1
PLS8083	Immigration Law (elective)	1
PLS8084	PACE (elective)	1
PLS8091	Advocacy (elective)	1

12. The Council of Legal Education may, from time to time, adjust, delete, make additions to or move from Part A to Part B or move from Part B to Part A any of the subjects listed above.
13. All students must present themselves for the main examinations, which may include oral examinations. "Main examinations" shall be defined in accordance with the Institute's regulations governing assessment of student progress and performance set out below.

- 14.1 Resit examinations will normally be held at the University. Details of dates, etc., will be available from the Examinations Office, Queen's University. Students may present themselves for these resit examinations only:
- (a) if they have sat the main examinations; or
 - (b) if they were prevented from doing so by illness (medically certified) or other exceptional circumstances or have received special permission from the appropriate body. In this case the resit examination will be treated as a main examination.

Resit examinations may include oral examinations.

- 14.2 Any "recommended student" who fails a main examination for which the resit examination falls outside the three-year period, and any part-time student who fails a main examination for which the resit examination falls outside the period of study for which he or she is enrolled, shall be entitled to sit the resit examination.
- 15 If any student does not complete his or her course of studies within the normal period set out as being the period of study for that category of student then the Director shall have discretion to refer that student to the Council of Legal Education for a decision on whether it is appropriate to allow that student to apply to the Institute Trainees' Progress Committee and his or her professional body for permission to enrol for examinations in the following year.

Part Two.

Regulations Governing Assessment and Monitoring of Trainee Progress and Performance

In these regulations references to 'trainee' or 'trainees' shall have the same effect as references to 'student' or 'students' in Part One and in any other statutes or regulations governing the Institute.

These regulations govern the assessment and monitoring of progress, performance and conduct of trainees of the Institute of Professional Legal Studies and take precedence over University regulations except where indicated within these regulations.

1. In these regulations the word:

Course	:	shall mean the entire programme of study leading to the Postgraduate Diploma in Professional Legal Studies.
Subject	:	shall mean one of the individual units of teaching which together comprise the course. N.B. There is no standard period of duration for any subject.
Session	:	means a morning or afternoon teaching period.
Class	:	refers to the lectures, tutorials, talks, workshops, mock trials, court visits, etc., which make up the teaching sessions.
Formal examination(s)	:	include(s) all examinations administered by the University
Main examinations	:	means the first formal examination set for any subject and the exit examination
Part-time trainees	:	means Bar trainees permitted to take the course over two academic years
Director	:	means the Director of the Institute of Professional Legal Studies
Published Timescale	:	means the date for submission of evidence of exceptional circumstances as notified to Institute Trainees

2. The course leading to the Postgraduate Diploma in Professional Legal Studies is an intensive vocational training course leading to admission to the legal profession.

3. Assessment of trainee progress may involve any or all of the following: (a) monitoring of attendance at classes, (b) assessment of tutorial performance, (c) assessment of course-work, (d) class tests, (e) oral assessment and (f) formal examinations. Formal examinations are therefore only one part of the assessment process. If an assessment of a trainee's progress is deemed unsatisfactory that trainee may be referred by the Director to the Institute Trainees' Progress Committee.
4. Trainees are expected to attend all sessions.
5. To obtain credit for a session a trainee must have attended all the classes scheduled for that session. Absence from any part of a session will be construed as absence from all of that session. N.B. The onus is on trainees to ensure that they sign the registers of attendance for each class.
6. Subject to 6(ii)
 - (i) Any trainee who is absent for more than 25% of the sessions in a subject shall be referred to the Institute Trainees' Progress Committee.
 - (ii) The Director acting on behalf of the Council of Legal Education shall have discretion in exceptional circumstances to permit a trainee who has failed to attend 25% of the sessions in a particular subject to obtain subject credit without referral to the Institute Trainees' Progress Committee. The exercise of such discretion shall be reported to the Council of Legal Education.
7. Any trainee who is absent for more than eight sessions in Part A and/or sixteen sessions in Part B and any part-time trainee, or any recommended trainee who is taking the course over a period of more than one calendar year, who is absent;
 - (i) for more than four sessions in Part A of his or her first academic year and/or for more than four sessions in Part A of his or her second academic year; or
 - (ii) for more than eight sessions in Part B of his or her first academic year and/or for more than eight sessions in Part B of his or her second academic year shall be referred to the Institute Trainees' Progress Committee.
8. Where a trainee is being referred to the Institute Trainees' Progress Committee under 6 or 7 above, the Director shall notify him/her in writing as soon as reasonably possible of his/her referral.
9. Assessment and Examinations

Trainees will be assessed and may be examined in all of the subjects taught during the course.

- 9.1 There will be main examinations and resit examinations.
- 9.2 The main examinations will usually take the form of written examinations but may in some cases take the form of course-work, oral examinations and/or assessments, with or without a written examination.
- 9.3 Examinations are in two parts: Part A and Part B. The former relates to all subjects taught between September and December, the latter relates to all subjects taught between January and July.
- 9.4 Resit examinations for Part A main examinations will generally be held in the period around the Easter vacation.
- 9.5 Resit examinations for Part B main examinations will generally be held in August/September.
- 9.6 The pass mark for each subject in all formal examinations will be 50%.
- 9.7 Examination results as agreed between external and internal examiners may be published to trainees as they become available provided that the notice in which they are published makes it clear that these marks are subject to the confirmation of the Board of Examiners. These provisional results are to be published only in the following form - trainees can be told that they have:
 1. failed - F (less than 50%)
 2. passed - P (50% or over)

Actual marks cannot be divulged to trainees until they have been agreed by the appropriate meeting of the Board of Examiners, signed by the Chair, Secretary and the external examiners, and

subsequently published through the University's Student Information System (Qsis). Marks and attendance records may be provided to the appropriate professional body and the trainee's master.

- 9.8 Trainees who have presented evidence of exceptional circumstances which may have affected their academic progress or achievement can have their case considered by the Institute Exceptional Circumstances Committee.
 - 9.9 In advance of main examinations trainees will be informed of the deadline by which their evidence of exceptional circumstances should be received.
 - 9.10 Trainees will be expected to submit evidence of exceptional circumstances within the Institute's published timescale as notified to trainees.
 - 9.11 All such evidence should be sent to the Director.
 - 9.12 Only evidence submitted within the Institute's published timescales can be considered by the Institute Exceptional Circumstances Committee. However, in circumstances where evidence of exceptional circumstances has not been disclosed prior to the publication of results, because of its highly sensitive and confidential nature the Director of Academic and Student Affairs will consider whether or not the matter should be referred back to the Board of Examiners or to the Central Students Appeal Committee for consideration.
 - 9.13 The Institute Exceptional Circumstances Committee shall make recommendations to the Board of Examinations based on the evidence provided.
 - 9.14 Trainees who have been unsuccessful in the main and resit examinations should make application to the Institute Trainees' Progress Committee and their professional body for permission to enrol for examinations of the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.
 - 9.15 In all other respects the General Regulations (as set out in the University Calendar) in relation to examinations shall apply to formal examinations.
10. Structure and Procedure of Institute Trainees' Progress Committee
- 10.1 The Institute Trainees' Progress Committee shall consist of five members nominated by the Council of Legal Education, namely, one member of the staff of the Institute, one member of the Inn of Court of Northern Ireland, one member of the Law Society of Northern Ireland and two members of the School of Law, having within this membership persons representative of both genders and both communities in Northern Ireland. In the event of the nominated member of the Law Society and/or the nominated member of the Inn of Court being unable to attend alternates drawn from their respective professions may attend as members in their places. In the event of the nominated member of the staff of the Institute or of the School of Law being unable to attend an alternate member of staff of the Institute or of the School of Law as appropriate may attend in his/her place.
- 11 Powers of the Institute Trainees' Progress Committee
- On consideration of any case referred to it the Institute Trainees' Progress Committee shall have power to do any one or more of the following as it considers appropriate.
- 11.1 To admonish or warn
 - 11.2 refuse to validate subject credit
 - 11.3 refuse to validate credit for Part A or Part B or any part thereof
 - 11.4 validate credit
 - 11.5 require or permit re-attendance
 - 11.6 require or permit the re-taking of an assessment, formal examination or examinations
 - 11.7 require withdrawal
 - 11.8 seek the advice of the University Occupational Health Service where the trainee's medical fitness is in question
 - 11.9 impose any conditions or requirement relating to a trainee's course of study.
- 12.1 The Institute Trainees' Progress Committee shall meet as required.
- 12.1(a) Trainees must be given at least 7 days notice in writing of a reference to the Institute Trainees' Progress Committee. This period may be abridged at the request or with the consent of the trainee. Such notice must state (a) in the case of a referral under 6 or 7 above - a complete list of all alleged absences - (b) in the case of a referral under 3 above - details of the alleged

unsatisfactory progress and in both cases the date, time and place of the Institute Trainees' Progress Committee meeting. Where a trainee is in attendance at the Institute the letter should be handed to him/her by a member of the Institute staff so authorised by the Director. If this is not possible copies of the letter must be sent to the trainee's home and any notified term-time addresses by recorded delivery.

- (b) The Committee's decision even if delivered orally on the day of hearing shall be sent in writing to the trainee as soon as possible after the hearing.
- 12.2 A trainee summoned to appear before the Institute Trainees' Progress Committee may be accompanied by a registered student of the University (which shall include a Students' Union Sabbatical Officer), a member of staff from the University, or University Chaplain. No legal representation shall be permitted. The name of the person accompanying the trainee shall normally be notified two days in advance of the meeting to the Director
- 12.3 For the purposes of transacting business a quorum for the Institute Trainees' Progress Committee shall be three members of whom at least one member must be a member of the School of Law and at least one member must be a nominated member of the Inn of Court of Northern Ireland or a nominated member of the Law Society of Northern Ireland.
- 12.4 Any trainee who is dissatisfied with a decision of the Institute Trainees' Progress Committee may appeal to the Central Student Appeals Committee. The trainee shall be notified of her/his right to appeal in the letter from the Institute Trainees' Progress Committee setting out its decision. Appeals must be lodged with the Academic Affairs Office within ten working days of the date of the Institute Trainees' Progress Committee letter confirming its decision and this deadline shall be specified in the letter.
- 12.5 Subject to 15 below, the structure, procedure and powers of the Central Student Appeals Committee are governed by the General Regulations of the University as set out in the University Calendar.
- 12.6 Copies of all decisions of the Institute Trainees' Progress Committee shall be sent as soon as is reasonably possible to the Secretary to Academic Council and the Academic Affairs Office.
- 12.7 A trainee who fails to appear before the Institute Trainees' Progress Committee at the time summoned may, in the absence of an adequate excuse submitted in advance, have her/his case determined in her/his absence. Excuses for non-attendance received after the meeting will be accepted only in exceptional circumstances.
- 12.8 A trainee who wishes the Institute Trainees' Progress Committee to be informed of matters relating to her/his medical or related personal history should provide all necessary medical certificates or other relevant documents to the Committee at or before the meeting.

13 *Professional Standards*

The Postgraduate Diploma in Professional Legal Studies is a professional qualification; part of the purpose of the Institute is to encourage in trainees a professional attitude to their studies for this qualification. All trainees enrolled with the Institute are expected to display a professional attitude to their studies at all times.

- 13.1 The following are examples of behaviour which will be viewed as a failure to behave professionally:
 - (a) Failing to attend class unless the absence is unavoidable;
 - (b) Failing to inform the attendance officer of reasons for an absence as soon as possible after it has occurred or, if appropriate, after (s)he becomes aware that it will occur;
 - (c) Being late for class without giving appropriate reasons;
 - (d) Leaving class before it finishes without the express permission of the relevant course lecturer or tutor;
 - (e) Using a mobile phone during class;
 - (f) Failing to carry out any private preparation or study in a timely and professional manner;
 - (g) Refusing to participate fully in all class activities;
 - (h) Talking or otherwise acting in a distracting manner while a lecturer, tutor or another trainee is addressing a class;

- (i) Behaving in a discourteous manner to staff, guests or other trainees at the Institute; and
 - (j) Failing to complete or submit work within the time limit set by the member of staff requiring such work without giving appropriate reasons to that staff member.
- 13.2 The following are examples of behaviour which will be viewed as a serious failure to behave professionally:
- (a) Requesting or permitting another trainee to sign the attendance register on his or her behalf;
 - (b) Signing the attendance register in the name of any other trainee; and
 - (c) Having been found by the Director to have behaved in an unprofessional manner on more than two occasions.

The above lists are not intended to be exhaustive.

13.3 Investigation of Complaints

- (a) All complaints will be made to the Director. Complaints of failure to behave in a professional manner will normally be dealt with by the Director. Complaints of serious failures to behave in a professional manner will normally be referred by the Director to the Professional Standards Board. However, the severity and circumstances of behaviour shall be taken into account when determining whether it should be dealt with by the Director or by the Professional Standards Board.
- (b) If the Director considers the circumstances warrant it he/she shall appoint an investigating officer who shall normally, within five working days of the Director's receipt of the complaint, initiate an investigation into the matter including the examination of written evidence from the person(s) bringing the complaint against the trainee, evidence from the trainee concerned and other relevant evidence.
- (c) The investigating officer shall notify the trainee in writing of the details of the allegations against him/her, giving sufficient detail to enable the trainee to properly understand the case being made.
- (d) The investigating officer shall make a written report of the results of the investigation to the Director detailing all the evidence obtained.
- (e) If the Director decides that there is no case to answer, then he/she shall dismiss the case. If the Director decides that there is a *prima facie* case to answer, the trainee shall be interviewed by the Director (the 'Formal Interview') and will be given at least seven working days' written notice.
- (f) The Director shall notify the trainee in writing, normally within five working days of a decision having been made.
- (g) If the Director considers the circumstances warrant it (e.g. if the facts of a case are not contested), he/she may: deal with the case summarily, without a formal investigation being initiated and/or without a Formal Interview; or may combine the investigation with the Formal Interview stage; or may refer it to the Professional Standards Board, without a formal investigation being initiated, and /or without a Formal Interview or, if it is appropriate, having combined the investigation with the Formal Interview stage.

13.4 The Formal Interview

- (a) The trainee shall be interviewed by the Director and a member of the School of Law. A member of staff from the Institute shall normally act as secretary to the Formal Interview, and shall be responsible for its administration. He/she shall keep records of the interview, and shall be responsible for notifying the trainee of the time and date of the interview, and for the circulation of documentation. Minutes shall be taken as a formal record of the interview and retained.
- (b) The trainee shall be informed of the date of the interview, and will receive evidence detailed in any report of the investigating officer and a copy of these regulations.

- (c) The letter requiring the trainee to attend the interview shall:
 - (i) State the complaint(s) to be considered at the interview, giving sufficient detail to enable the trainee properly to understand the case being made;
 - (ii) If there has been an investigation, state the findings of that investigation;
 - (iii) Inform the trainee of his/her right to be accompanied by a registered student of the University (which shall include a Students' Union Sabbatical Officer), a member of staff from the University, or University Chaplain. No legal representation shall be permitted. The name of the person accompanying the trainee shall normally be notified two days in advance of the meeting to the Director;
 - (iv) Inform the trainee of the procedure which will be used at the interview. That is to say; that witnesses may be called in support of the complaint, or by the trainee in support of his/her response and that relevant documentation may be considered at the interview, including any written statement by the trainee in response to the complaint. Where witnesses are called, they may be subject to examination, cross examination and re-examination by the parties. Copies of any documents to be produced relating to the complaint should be enclosed with the letter, including, if there is one, the investigating officer's report, and other relevant documents, including a copy of these regulations; and
 - (v) Inform the trainee that failure to attend the interview may lead the Director to consider the case and impose a penalty in the absence of the trainee, without further notice.
- (d) The trainee shall be allowed five working days in which to prepare his/her case. All information on which the trainee intends to rely should normally be made available for the Director at least two working days before the date set for the interview, including names of witnesses he/she intends to call. It is the responsibility of the trainee to arrange for his/her witnesses to attend the interview. If all the parties involved in the case are in agreement, an accelerated timeframe may be applied.
- (e) If the Director considers the circumstances warrant it, he/she shall refer the complaint immediately to the Professional Standards Board. Otherwise, the Director shall deal with the case summarily and:
 - (i) Dismiss the complaint;
 - (ii) Impose a conditional discharge – that no further action be taken provided the trainee fulfils the conditions laid down by the Director; or
 - (iii) Issue a written warning which will stay on the trainee's record until graduation.
- (f) The decision of the Director shall be communicated to the trainee in writing, giving reasons for the decision, normally within five working days of the decision having been made. The trainee's right to appeal a decision to the Professional Standards Board shall also be stated in the communication. The trainee shall also receive a copy of the minutes of the meeting.

13.5 Appeals Against Decisions Made by the Director

- (a) A trainee may appeal to the Professional Standards Board against a decision of the Director by giving notice in writing to the Director stating the grounds of appeal. The grounds of appeal may be any of the following:
 - (i) New evidence has become available which could not have been provided to the Director;
 - (ii) There has been a procedural irregularity; or
 - (iii) The decision of the Director was too severe or inappropriate.
- (b) The written notice of appeal must reach the Director by 4.30 pm on the date stipulated in the letter giving the decision of the Director. The stipulated date shall be five working days after the date of the decision letter of the/Director.

13.6 The Professional Standards Board

- (a) When convened, the Professional Standards Board ('the Board') will normally consist of five members nominated by the Council of Legal Education, namely, one member of the staff of the Institute, one member of the Inn of Court of Northern Ireland, one member of the Law Society of Northern Ireland and two members of the School of Law.

- (b) No member of the Board should have been involved in the case previously. The Council reserves the right to modify the Board membership as required to reflect gender and the diversity of the Northern Ireland community. At all meetings of the Board, four members (excluding the secretary) shall constitute a quorum.
- (c) A member of staff of the Institute shall normally act as secretary to the Board. He/she shall be responsible for the administration of the Board's proceedings, with due regard to confidentiality, and subject to directions from time to time, given to him/her by the Board. The secretary shall keep records of the proceedings, with due regard to confidentiality. The secretary shall be responsible for the circulation of written submissions and other relevant documents. Minutes shall be taken as a formal record of the Board hearing and retained.
- (d) The Chair of the Board shall normally, within five working days of the alleged complaint by the Director or an appeal by a trainee, initiate an investigation into the matter, unless it has already been investigated at an earlier stage. The investigating officer shall make a written report of the results of the investigation to the Chair of the Board, detailing all the evidence obtained.
- (e) If the Board has been convened to hear an appeal against a decision of the Director, the trainee may be invited to submit further information in support of the appeal to the Board. Such written information should normally be submitted to the secretary of the Board at least two working days in advance of the hearing. The Board shall have access to the record of the Formal Interview. If new information, which was not available to the trainee at the time of the Formal Interview, is presented by the trainee, the Board will consider it. Other than such new evidence, the Board will consider only the grounds for the appeal submitted by the trainee. The appeal hearing will not constitute a re-hearing of the case.
- (f) If the Chair of the Board considers the circumstances warrant it (e.g. the facts of the case are not contested), he/she may deal with the case summarily without a formal investigation stage being initiated, or if it is appropriate, combine the investigation and hearing stages.
- (g) If the Chair of the Board decides that there is no case to answer, then he/she shall dismiss the complaint and inform the trainee in writing. If the Chair of the Board decides that there is a *prima facie* case to answer, the trainee will be invited to appear before the Board and given at least five working days' written notice.
- (h) The trainee shall be informed of the membership of the Board and the date of the hearing, and will receive evidence detailed in the Investigating Officer's report and a copy of these regulations.
- (i) The letter requiring the trainee to attend the hearing shall follow the same format as that contained in the letter preceding the Formal Interview.
- (j) The trainee shall be allowed ten working days in which to prepare his/her case. All information on which the trainee intends to rely should normally be made available for the members of the Board two working days before the date set for the hearing, including names of witnesses he/she intends to call. It is the responsibility of the trainee to arrange for his/her witnesses to attend. If all the parties involved in the case are in agreement, an accelerated timeframe may be applied.
- (k) The procedure in the General Regulations governing the conduct of the appeal hearing of the Student Discipline Appeals Committee as set out in the University Calendar will be employed in respect of the hearing before the Board and all references to the Student Discipline Appeals Committee therein should be read as referring to the Board.
- (l) The decision of the Board shall be communicated to the trainee in writing, giving reasons for the decision, normally within five working days of the decision having been made. The Director of the Institute shall be informed.
- (m) The Board shall deal with the case by:
 - (i) Deciding that the trainee has not behaved in an unprofessional manner.
 - (ii) Imposing a conditional discharge – that no further action be taken provided the trainee fulfils the conditions laid down by the Board; examples of such conditions include:

- i. That the Board does not find that the trainee has behaved in an unprofessional manner on a later occasion;
 - ii. That the trainee apologises to any person adversely affected by their behaviour;
 - iii. That the trainee undertakes a piece or pieces of work to compensate for work which has been found not to have been completed to an appropriate standard.
 - (iii) Informing the Education Committee of the trainee's professional body and/or the trainee's master of the complaint to and decision of the Board.
 - 14 In the event of a trainee having been found to have committed an offence under the University's Academic Offences or Conduct Regulations, and having exhausted all the internal University appeals procedures, the Director may notify the Education Committee of the trainee's professional body and/or the trainee's master of the said offence.
 - 15 Membership of University Committees
 - 15.1 When considering a trainee of the Institute, the membership of the Committee of Discipline, the Student Discipline Appeals Committee, the Central Students Appeal Committee and the Academic Offences Committee constituted under the General Regulations as set out in the University Calendar shall be amended to include one member of the Inn of Court of Northern Ireland and one member of the Law Society of Northern Ireland nominated by the Council of Legal Education.
 - 15.2 In the event of the nominated member of the Law Society and/or the nominated member of the Inn of Court being unable to attend alternates drawn from their respective professions may attend as members in their places.
 - 15.3 When considering a trainee of the Institute, the committees mentioned in 14.1 shall not be quorate unless the member of the Inn of Court of Northern Ireland or the member of the Law Society of Northern Ireland is present.
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APPENDIX 2(a)

BAR PROGRAMME SPECIFICATION (2014/15)

A programme specification is required for any programme on which a student may be registered.

All programmes of the University are subject to the University's Quality Assurance and Enhancement processes as set out in the DASA Policies and Procedures Manual.

Programme Title	POSTGRADUATE DIPLOMA IN PROFESSIONAL LEGAL STUDIES		Final Award (exit route if applicable for Postgraduate Taught Programmes)		Postgraduate Diploma
Programme Code	PLS-PC-BAR	UCAS Code	N/A	JACS Code	M250
Criteria for Admissions (Please see General Regulations)		<p>LAW GRADUATES: Any person who has obtained, or who will prior to enrolment at the Institute have obtained, a degree in Law recognised by the Council of Legal Education.</p> <p>NON-LAW GRADUATES: Any person who has obtained a degree (other than a degree in law) approved by the Council of Legal Education AND who has satisfactorily completed, or will prior to enrolment at the Institute have satisfactorily completed, a course of legal study approved by the Council of Legal Education.</p> <p>Applicants for admission to the Institute (except for "recommended students") will be required to sit an Admissions Test and have been admitted as a student of the Inn of Court.</p> <p>RECOMMENDED STUDENTS This is a highly restricted category. Details can be obtained from the appropriate professional body or from the Institute.</p> <p>The following persons may apply for admission as "recommended students" of the Institute:</p> <p>Any person who has been admitted as a student of the Honorable Society of the Inn of Court of Northern Ireland and whom the Inn recommends. Such students shall be admitted only to the course for intending barristers.</p> <p>PROVIDED that the Council of Legal Education is satisfied as to her/her educational attainments.</p> <p>The Council of Legal Education may at its discretion limit the number of "recommended students" admitted in any year.</p>			
Mode of Study (Full-time, Part-time, other)			Full-time, Part-time		
Type of Programme	Postgraduate Diploma		Length of Programme	1 year full-time, 2 years part-time	Total Credits for Programme 120
Awarding Institution/Body			Queen's University Belfast		
Teaching Institution			Institute of Professional Legal Studies		
School/Department			Institute of Professional Legal Studies		
Framework for Higher Education Qualification			7		

QAA Benchmark		N/A	
Collaborative Organisation and form of Collaboration (if applicable)		N/A	
Accreditations (PSRB)	The Honorable Society of The Inn of Court of Northern Ireland	Date of next scheduled accreditation visit	Not known
ATAS Clearance	n/a		
External Examiner Name: Mr Padraic Courtney His Honour Judge Brian Sherrard BL Mr Peter Campbell		External Examiner Institution/Organisation: Course Manager for Probate and Taxation on the Professional Practice Course (PPC) Part I and for the Professional Practice, Conduct and Management (PPCM) Course on the PPC Part II County Court Judge, Laganside Court Partner, Campbell Fitzpatrick Solicitors	
Does the Programme have any approved exemptions from the University General Regulations (Please see General Regulations)		Yes. Marking scheme exempt. Distinction – 80%, Commendation – 70%, Pass – 50%	
Programme Specific Regulations		<p>The course leading to the Postgraduate Diploma in Professional Legal Studies is an intensive vocational training course, is studied full-time over a one-year period, leading to admission to the legal profession. Bar trainees study for one academic year before completing a year's practical experience in the form of a Bar pupillage. A limited number of Bar trainees may be allowed to take the course over a period of two years.</p> <p>The year-long programme at the Institute is divided into two final parts (Finals Part A - September to December and Finals Part B - January to June) comprising of courses which generally last from one to four weeks. Each course is delivered over a number of morning or afternoon teaching sessions. In turn, teaching sessions are made up of a series of classes such as lectures, seminars, tutorials, workshops, mock trials, court visits etc.</p> <p>Trainees are required to attend a minimum of 75% of the sessions in a course. Absence from any part of a session will be construed as absence from all of that session. It is the responsibility of trainees to ensure they sign the registers of attendance for each class. Other than in exceptional circumstances any trainee who is absent for more than 25% of a course will be referred to the Institute Trainee Progress Committee.</p> <p>Any trainee who is absent:</p> <ul style="list-style-type: none"> (a) for more than eight sessions in Part A and/or (b) for more than sixteen sessions in Part B 	

	<p>shall be referred to the Institute Trainees' Progress Committee.</p> <p>Any part-time trainee, or any recommended trainee who is taking the course over a period of more than one calendar year, who is absent</p> <ul style="list-style-type: none"> (a) for more than four sessions in Part A of his or her first and/or second academic year or (b) for more than eight sessions in Part B of his or her first and/or second academic year <p>shall be referred to the Institute Trainees' Progress Committee.</p> <p>To be eligible for the award of the Postgraduate Diploma in Professional Legal Studies, trainees must successfully complete all components of courses which make up the programme. In addition, trainees must pass an exit examination at the conclusion of the programme. This examination requires the trainees to demonstrate knowledge, understanding and skills in a range of areas which the trainees had undertaken while at the Institute. The exit examination comprises a written paper and may also comprise an oral exercise.</p> <p>Trainees whose academic progress gives cause for concern shall be referred to the Institute Trainees' Progress Committee. The Institute Trainees' Progress Committee shall consist of five members nominated by the Council of Legal Education (Northern Ireland), namely, the Director of the Institute (or nominee), one member of the Inn of Court of Northern Ireland, one member of the Law Society of Northern Ireland and two members of the School of Law, having within this membership persons representative of both genders and both communities in Northern Ireland. A quorum for the Institute Trainees' Progress Committee or the Institute Trainee's Disciplinary Committee shall be three members, one of whom shall be from the School of Law.</p> <p>Assessment of trainee progress may involve any or all of the following: (a) monitoring of attendance at classes, (b) assessment of tutorial performance, (c) assessment of course-work, (d) class tests, (e) oral assessment and (f) formal examinations. Formal examinations are therefore only one part of the assessment process. If an assessment of a trainee's progress is deemed unsatisfactory that trainee may be referred by the Director to the Institute Trainees' Progress Committee.</p> <p>All trainees enrolled with the Institute are expected to maintain a professional attitude to their studies at</p>
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	<p>all times, in accordance with the Institute's Professional Standards Procedures.</p> <p>In the event of a trainee having been found to have committed an offence under the University's Academic Offences or Conduct Regulations, and having exhausted all the internal University appeals procedures, the Director reserves the right to notify the Education Committee of the trainee's professional body and/or the trainee's master.</p> <p>Trainees who have been unsuccessful in the main and resit examinations should make application to the Institute Trainees' Progress Committee and their professional body for permission to enrol for examinations of the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.</p> <p>The pass mark for each course is 50%.</p> <p>Trainees must obtain a mark of 50% or more in the individual components of assessment within courses.</p> <p>The Postgraduate Diploma in Professional Legal Studies is awarded at three levels:</p> <p>Trainees who achieve an average non-weighted mark of 50% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies.</p> <p>Trainees who achieve an average non-weighted mark of 70% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies with Commendation, provided none of their marks is below 50%.</p> <p>Trainees who achieve an average non-weighted mark of 80% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies with Distinction, provided none of their marks is below 50%.</p> <p>The Institute regulations are available within the Trainee Handbook which is provided to each trainee at the beginning of the course. It is the trainee's responsibility to familiarise him/herself with the content of the handbook.</p>
Students with protected characteristics	No barriers to access or progression for any protected group
Are students subject to Fitness to Practise Regulations <i>(Please see General Regulations)</i>	Yes

Educational Aims of Programme

- To provide trainees with a critical awareness and a systematic understanding of the law and procedures involved in the main areas of practice encountered in this jurisdiction.
- To provide trainees with the knowledge and understanding required to operate at the forefront of legal practice in this jurisdiction
- To provide trainees with a comprehensive knowledge and understanding of the outworking of professional ethics informing these areas of practice
- To equip trainees so that they can understand and critically evaluate the documents commonly encountered in these areas of practice.
- To enable trainees to deal with complex issues, carry out effective research and communicate effectively both in writing and orally.
- To enable trainees to evaluate and develop appropriate practical methodologies and utilize these in their careers in the legal profession.
- To provide trainees with the opportunity to obtain a Postgraduate Diploma in Professional Legal Studies which is a necessary component of qualifying as a barrister in this jurisdiction.
- To equip trainees with the skills necessary to sustain future professional development.
- To fully prepare and equip trainees for the first three years in practice as barristers.

Learning Outcomes: Cognitive Skills/ Intellectual Qualities

	Typically, holders of the Postgraduate Diploma qualification will have acquired knowledge and understanding of:	Teaching/Learning Methods and Strategies	Methods of Assessment
	<p>Trainees who successfully complete the course will be able to:</p> <ul style="list-style-type: none"> • Critically analyse, interpret and evaluate information; • Show sound judgement based on accurate and informed research distinguishing between relevant and irrelevant factual and legal information; • Apply appropriate and self-acquired legal knowledge to practical legal problems; • Utilise current relevant methodologies and techniques appropriate to advocates acting in a number of different courts and tribunals; • Analyse cases in criminal and civil litigation in an informed and focused manner and develop appropriate strategies to handle the material issues identified; • Evaluate and critique a variety of opposing jurisprudential methodologies; 	<ul style="list-style-type: none"> • Trainees' intellectual skills are developed generally through a combination of lectures, practical exercises, workshops, advocacy and negotiation exercises, mock trials, role play, independent preparation for tutorials and practical exercises, problem solving scenarios, trainee presentations, trainee and tutor-led discussions. Further opportunities for the development of intellectual skills are offered by oral and written feedback to individual trainees on written work, draft legal documents and oral presentation, one-to-one reviews of recorded advocacy exercises, the opportunity to participate in national and/or international mooting, client counselling and negotiation competitions and by clinical placements. 	<ul style="list-style-type: none"> • These skills are assessed through written examinations, course work, practical exercises, assessed exercises, assessment of advocacy exercises, assessment of trainees' peer evaluations and clinical placement reports.

	<ul style="list-style-type: none"> • Comprehend and critically evaluate the documents commonly encountered in the areas of practice studied and make appropriate modifications to tailor documents to deal with specific fact situations; • Communicate in a coherent and relevant manner which Identifies and fulfils clients' legitimate needs and expectations. • Utilize appropriate and constructive self and peer appraisal methodologies. 		
Learning Outcomes: Knowledge and Understanding			
	On the completion of this course successful students will be able to:	Teaching/Learning Methods and Strategies	Methods of Assessment
	<p>Trainees who successfully complete the course will be able to demonstrate:</p> <ul style="list-style-type: none"> • A critical awareness and systematic understanding of the law and procedures involved in the main areas of practice encountered in this jurisdiction; • A full appreciation of the structure of and methodologies applied in the various Courts and Tribunals in Northern Ireland; • A practical comprehension of EU and Human Rights law and their pervasive application in this jurisdiction; An understanding of the principles of good practice management; • An enshrined knowledge of and respect for the professional ethics required for practice as a barrister. 	<ul style="list-style-type: none"> • Trainees' acquisition of knowledge in these areas is achieved through a combination of lectures, tutorials, workshops, practical exercises, mock trials, role play, structured visits to the courts and various other legal agencies, independent study and preparation, and through ongoing contact with legal practitioners. 	<ul style="list-style-type: none"> • Trainees' knowledge and understanding are assessed through written examinations, practical exercises, assessed exercises and class tests.
Learning Outcomes: Transferable Skills (Professional/Practical Skills)			
	Typically, holders of the Postgraduate Diploma qualification will have acquired knowledge and understanding of:	Teaching/Learning Methods and Strategies	Methods of Assessment

	<p>Trainees who successfully complete the course will be able to:</p> <ul style="list-style-type: none"> • Provide insightful solutions to legal and practical problems; • Demonstrate personal and professional responsibility and the ability to work effectively in a team; • Demonstrate the ability to act autonomously and resourcefully in planning and implementing tasks in a manner appropriate to a professional; • Communicate clearly and effectively both orally and in writing; • Learn in a self-directed and autonomous manner; • Comprehend appropriate issues relevant to finance and matters of numeracy and the effective application of accounting and mathematical principles. 	<ul style="list-style-type: none"> • The development of these transferable skills is integral to the delivery of the course as a whole. • Oral communication skills are developed through presentations to and discussion in tutorials, workshops and practical exercises as well as by advocacy exercises and role play. • While the drafting course particularly concentrates on written communication skills they are also an integral part of the majority of courses at the Institute. These skills are developed by the provision of feedback on written work prepared by the trainees. • Opportunities for further development of oral skills are provided by mooted competitions, negotiation exercises and role-play of interviews. Course work, assessed exercises and case preparation facilitates the development of personal skills and time management. In particular aspects of the course the trainees are enabled to reflect, comment on and discuss elements of their own and others' performances. • Problem solving and team work skills are developed through case preparation and through problem based and other exercises which require collaboration amongst teams of trainees. Opportunities for the development of information technology skills are provided in training seminars and the accessing of on-line information is integrated into general course provision. • Numeracy is developed in the Revenue, Accounts and Tribunals courses. 	<ul style="list-style-type: none"> • Assessment of these skills is included in a combination of written examinations, practical exercises, assessed exercises, advocacy assessments and course work.
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Programme Requirements

MODULE TABLE FOR POSTGRADUATE DIPLOMA IN PROFESSIONAL LEGAL STUDIES								
YEAR	SEMESTER	MODULE TITLE	MODULE CODE	CAT VALUE / LEVEL	STATUS	ASSESSMENT METHODS		
						% COURSEWORK	% EXAMINATION	ATTENDANCE
Part A - Sep to December	Autumn	Bar Mondays Part 1	PLS8087	7	Compulsory	Continual Assessment		Attendance
	Autumn	CAB Placement	PLS8015	10	Compulsory	Continual Assessment / Placement		Attendance
	Autumn	Tribunals	PLS8001	5	Compulsory		Pass mark of 50%	Attendance
	Autumn	Family Law	PLS8002	5	Compulsory		Pass mark of 50%	Attendance
	Autumn	Practice Issues	PLS8062	2	Compulsory	Visit		Attendance
	Autumn	Licensing	PLS8006	2	Compulsory		Pass mark of 50%	Attendance
	Autumn	Practical Evidence – Bar	PLS8008	3	Compulsory	Continual Assessment		Attendance
	Autumn	Bar Advocacy 1	PLS8012	5	Compulsory	Continual Assessment / Review		Attendance
	Autumn	Judge Shadowing	PLS8016	2	Compulsory	Placement / Continual Assessment / Completion of Journal		Attendance
	Autumn	Legal Aid	PLS8017	1	Compulsory	Assessed Exercise		Attendance
	Autumn	Legal Research – Bar	PLS8058	2	Compulsory	Portfolio		Attendance
	Autumn	Human Rights	PLS8080	1	Compulsory	Assessed Exercise		Attendance
	Autumn	Interdisciplinary Training	PLS8081	1	Compulsory	Continual Assessment		Attendance
Autumn	Bar Advocacy 2	PLS8082	2	Compulsory	Continual Assessment		Attendance	
Part B - January to June	Spring	Bar Mondays Part 2	PLS8088	4	Compulsory	Placement		Attendance
	Spring	Bar Advocacy 3	PLS8013	2	Compulsory			Attendance
	Spring	Civil Procedure – High Court	PLS8003	5	Compulsory	Completion of Journal	Pass mark of 50%	Attendance
	Spring	Criminal Procedure – Indictment	PLS8041	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Criminal Procedure – Summary	PLS8043	5	Compulsory		Pass mark of 50%	Attendance

Spring	Chancery	PLS8044	2	Compulsory	Compulsory Exercise		Attendance
Spring	Wills	PLS8045	5	Compulsory		Pass mark of 50%	Attendance
Spring	Conveyancing 1 – Bar	PLS8046	5	Compulsory		Pass mark of 50%	Attendance
Spring	Accounts	PLS8049	3	Compulsory		Pass mark of 50%	Attendance
Spring	Revenue	PLS8050	3	Compulsory		Pass mark of 50%	Attendance
Spring	County Court – Consumer	PLS8051	7	Compulsory		Pass mark of 50%	Attendance
Spring	Advocacy/Pleading	PLS8044	2	Compulsory	Continual Assessment		Attendance
Spring	Drafting	PLS8055	1	Compulsory	Compulsory Exercise		Attendance
Spring	Client Care - Bar	PLS8056	2	Compulsory	Class Test		Attendance
Spring	Professional Conduct – Bar	PLS8060	2	Compulsory			Attendance
Spring	Negotiation – Bar	PLS8061	2	Compulsory	Assessed Exercise		Attendance
Spring	Criminal Procedure – PACE	PLS8072	2	Compulsory	Compulsory Class Test		Attendance
Spring	Company Law and Partnership	PLS8076	5	Compulsory		Pass mark of 50%	Attendance
Spring	Insolvency	PLS8077	2	Compulsory	Continual Assessment		Attendance
Spring	Advanced Company Law (elective)	PLS8073	1	Optional			Attendance
Spring	Coronial and Forensic (elective)	PLS8074	1	Optional			Attendance
Spring	Pleading-Case Analysis (elective)	PLS8075	1	Optional			Attendance
Spring	Public Family Law (elective)	PLS8079	1	Optional			Attendance
Spring	Immigration (elective)	PLS8083	1	Optional			Attendance
Spring	PACE in Practice (elective)	PLS8084	1	Optional			Attendance
Spring	Full Trial Programme	PLS8078	2	Compulsory	Continual Assessment		Attendance
Spring	Exit Exam	PLS8019	5	Compulsory		Oral exam. Pass mark of 50% made up from Oral and written exam	Attendance

APPENDIX 2(b)

SOLICITOR PROGRAMME SPECIFICATION (2014/15)

A programme specification is required for any programme on which a student may be registered.

All programmes of the University are subject to the University's Quality Assurance and Enhancement processes as set out in the DASA Policies and Procedures Manual.

Programme Title	POSTGRADUATE DIPLOMA IN PROFESSIONAL LEGAL STUDIES		Final Award (exit route if applicable for Postgraduate Taught Programmes)		Postgraduate Diploma
Programme Code	PLS-PC-SOL	UCAS Code	N/A	JACS Code	M250
Criteria for Admissions (Please see General Regulations)		<p>LAW GRADUATES: Any person who has obtained, or who will prior to enrolment at the Institute have obtained, a degree in Law recognised by the Council of Legal Education.</p> <p>NON-LAW GRADUATES: Any person who has obtained a degree (other than a degree in law) approved by the Council of Legal Education AND who has satisfactorily completed, or will prior to enrolment at the Institute have satisfactorily completed, a course of legal study approved by the Council of Legal Education.</p> <p>Applicants for admission to the Institute (except for "recommended students") will be required to sit an Admissions Test and to have registered as an Apprentice with the Law Society of Northern Ireland.</p> <p>RECOMMENDED STUDENTS This is a highly restricted category. Details can be obtained from the appropriate professional body or from the Institute.</p> <p>The following persons may apply for admission as "recommended students" of the Institute:</p> <p>Any person who has been admitted as a student of the Law Society of Northern Ireland and whom the Society recommends. Such students shall be admitted only to the course for intending solicitors.</p> <p>PROVIDED that the Council of Legal Education is satisfied as to her/her educational attainments.</p> <p>The Council of Legal Education may at its discretion limit the number of "recommended students" admitted in any year.</p>			
Mode of Study (Full-time, Part-time, other)			Full-time, Part-time		
Type of Programme	Postgraduate Diploma	Length of Programme	1 year full-time	Total Credits for Programme	120
Awarding Institution/Body		Queen's University Belfast			
Teaching Institution		Institute of Professional Legal Studies			
School/Department		Institute of Professional Legal Studies			
Framework for Higher Education Qualification		7			

QAA Benchmark		N/A	
Collaborative Organisation and form of Collaboration (if applicable)		N/A	
Accreditations (PSRB)	The Law Society of Northern Ireland	Date of next scheduled accreditation visit	Not known
ATAS Clearance	n/a		
External Examiner Name: Mr Padraic Courtney His Honour Judge Brian Sherrard BL Mr Peter Campbell		External Examiner Institution/Organisation: Course Manager for Probate and Taxation on the Professional Practice Course (PPC) Part I and for the Professional Practice, Conduct and Management (PPCM) Course on the PPC Part II County Court Judge, Laganside Court Partner, Campbell Fitzpatrick Solicitors	
Does the Programme have any approved exemptions from the University General Regulations (Please see General Regulations)		Yes. Marking scheme exempt. Distinction – 80%, Commendation – 70%, Pass – 50%	
Programme Specific Regulations		<p>The course leading to the Postgraduate Diploma in Professional Legal Studies is an intensive vocational training course, is studied full-time over a one-year period, leading to admission to the legal profession. Solicitor trainees study for one calendar year preceded and followed by periods of office experience as apprentices to solicitor masters. Solicitor trainees also spend Mondays and their Easter and summer vacations in their masters' offices.</p> <p>The year-long programme at the Institute is divided into two final parts (Finals Part A - September to December and Finals Part B - January to June) comprising of courses which generally last from one to four weeks. Each course is delivered over a number of morning or afternoon teaching sessions. In turn, teaching sessions are made up of a series of classes such as lectures, seminars, tutorials, workshops, mock trials, court visits etc.</p> <p>Trainees are required to attend a minimum of 75% of the sessions in a course. Absence from any part of a session will be construed as absence from all of that session. It is the responsibility of trainees to ensure they sign the registers of attendance for each class. Other than in exceptional circumstances any trainee who is absent for more than 25% of a course will be referred to the Institute Trainee Progress Committee.</p> <p>Any trainee who is absent</p> <ul style="list-style-type: none"> (a) for more than eight sessions in Part A and/or (b) for more than sixteen sessions in Part B 	

	<p>shall be referred to the Institute Trainees' Progress Committee.</p> <p>Any part-time trainee, or any recommended trainee who is taking the course over a period of more than one calendar year, who is absent</p> <ul style="list-style-type: none"> (a) for more than four sessions in Part A of his or her first and/or second academic year or (b) for more than eight sessions in Part B of his or her first and/or second academic year <p>shall be referred to the Institute Trainees' Progress Committee.</p> <p>To be eligible for the award of the Postgraduate Diploma in Professional Legal Studies, trainees must successfully complete all components of courses which make up the programme. In addition, trainees must pass an exit examination at the conclusion of the programme. This examination requires the trainees to demonstrate knowledge, understanding and skills in a range of areas which the trainees had undertaken while at the Institute. The exit examination comprises a written paper and may also comprise an oral exercise.</p> <p>Trainees whose academic progress gives cause for concern shall be referred to the Institute Trainees' Progress Committee. The Institute Trainees' Progress Committee shall consist of five members nominated by the Council of Legal Education (Northern Ireland), namely, the Director of the Institute (or nominee), one member of the Inn of Court of Northern Ireland, one member of the Law Society of Northern Ireland and two members of the School of Law, having within this membership persons representative of both genders and both communities in Northern Ireland. A quorum for the Institute Trainees' Progress Committee shall be three members, one of whom shall be from the School of Law.</p> <p>Assessment of trainee progress may involve any or all of the following: (a) monitoring of attendance at classes, (b) assessment of tutorial performance, (c) assessment of course-work, (d) class tests, (e) oral assessment and (f) formal examinations. Formal examinations are therefore only one part of the assessment process. If an assessment of a trainee's progress is deemed unsatisfactory that trainee may be referred by the Director to the Institute Trainees' Progress Committee.</p> <p>All trainees enrolled with the Institute are expected to maintain a professional attitude to their studies at all times, in accordance with the Institute's Professional Standards Procedures.</p>
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	<p>In the event of a trainee having been found to have committed an offence under the University's Academic Offences or Conduct Regulations, and having exhausted all the internal University appeals procedures, the Director reserves the right to notify the Education Committee of the trainee's professional body and/or the trainee's master.</p> <p>Trainees who have been unsuccessful in the main and resit examinations should make application to the Institute Trainees' Progress Committee and their professional body for permission to enrol for examinations of the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.</p> <p>The pass mark for each course is 50%.</p> <p>Trainees must obtain a mark of 50% or more in the individual components of assessment within courses.</p> <p>The Postgraduate Diploma in Professional Legal Studies is awarded at three levels:</p> <p>Trainees who achieve an average non-weighted mark of 50% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies.</p> <p>Trainees who achieve an average non-weighted mark of 70% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies with Commendation, provided none of their marks is below 50%.</p> <p>Trainees who achieve an average non-weighted mark of 80% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies with Distinction, provided none of their marks is below 50%.</p> <p>The Institute regulations are available within the Trainee Handbook which is provided to each trainee at the beginning of the course. It is the trainee's responsibility to familiarise him/herself with the content of the handbook.</p>
Students with protected characteristics	No barriers to access or progression for any protected group
Are students subject to Fitness to Practise Regulations <i>(Please see General Regulations)</i>	Yes

Educational Aims of Programme

- To provide trainees with a critical awareness and a systematic understanding of the law and procedures involved in the main areas of practice encountered in this jurisdiction.
- To provide trainees with the knowledge and understanding required to operate at the forefront of legal practice in this jurisdiction
- To provide trainees with a comprehensive knowledge and understanding of the outworking of professional ethics informing these areas of practice
- To equip trainees so that they can understand and critically evaluate the documents commonly encountered in these areas of practice.
- To enable trainees to deal with complex issues, carry out effective research and communicate effectively both in writing and orally.
- To enable trainees to evaluate and develop appropriate practical methodologies and utilize these in their careers in the legal profession.
- To provide trainees with the opportunity to obtain a Postgraduate Diploma in Professional Legal Studies which is a necessary component of qualifying as a solicitor in this jurisdiction.
- To equip trainees with the skills necessary to sustain future professional development
- To fully prepare and equip trainees for the first three years in practice as solicitors

Learning Outcomes: Cognitive Skills/ Intellectual Qualities

	Typically, holders of the Postgraduate Diploma qualification will have acquired knowledge and understanding of:	Teaching/Learning Methods and Strategies	Methods of Assessment
	<p>Trainees who successfully complete the course will be able to:</p> <ul style="list-style-type: none"> • Critically analyse, interpret and evaluate information; • Show sound judgement based on accurate and informed research distinguishing between relevant and irrelevant factual and legal information; • Apply appropriate and self acquired legal knowledge to practical legal problems; • Utilise current relevant methodologies and techniques appropriate to advocates acting in a number of different courts and tribunals; • Analyse cases in criminal and civil litigation in an informed and focused manner and develop appropriate strategies to handle the material issues identified; • Evaluate and critique a variety of opposing jurisprudential methodologies; • Comprehend and critically evaluate the documents commonly encountered in the areas of practice studied and make appropriate modifications to tailor documents to deal with specific fact situations; 	<ul style="list-style-type: none"> • Trainees' intellectual skills are developed generally through a combination of lectures, practical exercises, workshops, advocacy and negotiation exercises, mock trials, role play, independent preparation for tutorials and practical exercises, problem solving scenarios, trainee presentations, trainee and tutor-led discussions. Further opportunities for the development of intellectual skills are offered by oral and written feedback to individual trainees on written work, draft legal documents and oral presentation, one-to-one reviews of recorded advocacy exercises, the opportunity to participate in national and/or international mooting, client counselling and negotiation competitions and by clinical placements. 	<ul style="list-style-type: none"> • These skills are assessed through written examinations, course work, practical exercises, assessed exercises, assessment of advocacy exercises, assessment of trainees' peer evaluations and clinical placement reports

	<ul style="list-style-type: none"> • Communicate in a coherent and relevant manner which identifies and fulfils clients' legitimate needs and expectations. • Utilize appropriate and constructive self and peer appraisal methodologies. 		
Learning Outcomes: Knowledge and Understanding			
	On the completion of this course successful students will be able to:	Teaching/Learning Methods and Strategies	Methods of Assessment
	<p>Trainees who successfully complete the course will be able to demonstrate:</p> <ul style="list-style-type: none"> • A critical awareness and systematic understanding of the law and procedures involved in the main areas of practice encountered in this jurisdiction; • A full appreciation of the structure of and methodologies applied in the various Courts and Tribunals in Northern Ireland; • A practical comprehension of EU and Human Rights law and their pervasive application in this jurisdiction An understanding of the principles of good practice management; • An enshrined knowledge of and respect for the professional ethics required for practice as a solicitor. • 	<ul style="list-style-type: none"> • Trainees' acquisition of knowledge in these areas is achieved through a combination of lectures, tutorials, workshops, practical exercises, mock trials, role play, structured visits to the courts and various other legal agencies, independent study and preparation, and through ongoing contact with legal practitioners. 	<ul style="list-style-type: none"> • Trainees' knowledge and understanding are assessed through written examinations, practical exercises, assessed exercises and class tests.
Learning Outcomes: Transferable Skills (Professional/Practical Skills)			
	Typically, holders of the Postgraduate Diploma qualification will have acquired knowledge and understanding of:	Teaching/Learning Methods and Strategies	Methods of Assessment
	<p>Trainees who successfully complete the course will be able to:</p>	<ul style="list-style-type: none"> • The development of these transferable skills is integral to the delivery of the course as a whole. 	<ul style="list-style-type: none"> • Assessment of these skills is included in a combination of written examinations, practical

	<ul style="list-style-type: none"> • Provide insightful solutions to legal and practical problems; • Demonstrate personal and professional responsibility and the ability to work effectively in a team; • Demonstrate the ability to act autonomously and resourcefully in planning and implementing tasks in a manner appropriate to a professional; • Communicate clearly and effectively both orally and in writing; • Learn in a self-directed and autonomous manner; • Comprehend appropriate issues relevant to finance and matters of numeracy and the effective application of accounting and mathematical principles. 	<ul style="list-style-type: none"> • Oral communication skills are developed through presentations to and discussion in tutorials, workshops and practical exercises as well as by advocacy exercises and role play. • While the drafting course particularly concentrates on written communication skills they are also an integral part of the majority of courses at the Institute. These skills are developed by the provision of feedback on written work prepared by the trainees. • Opportunities for further development of oral skills are provided by mooted competitions, negotiation exercises and role-play of interviews. Course work, assessed exercises and case preparation facilitates the development of personal skills and time management. In particular aspects of the course the trainees are enabled to reflect, comment on and discuss elements of their own and others' performances. • Problem solving and team work skills are developed through case preparation and through problem based and other exercises which require collaboration amongst teams of trainees. Opportunities for the development of information technology skills are provided in training seminars and the accessing of on-line information is integrated into general course provision. • Numeracy is developed in the Revenue, Accounts and Tribunals courses. 	<p>exercises, assessed exercises, advocacy assessments and course work.</p>
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Programme Requirements

MODULE TABLE FOR POSTGRADUATE DIPLOMA IN PROFESSIONAL LEGAL STUDIES								
YEAR	SEMESTER	MODULE TITLE	MODULE CODE	CAT VALUE / LEVEL	STATUS	ASSESSMENT METHODS		
						% COURSEWORK	% EXAMINATION	ATTENDANCE
Part B – January to June	Spring	Pupillage – Sol	PLS8064	21	Compulsory	Continual assessment		Attendance
	Spring	Civil Procedure – High Court	PLS8003	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Criminal Procedure – Indictment	PLS8041	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Criminal Procedure – PACE	PLS8072	2	Compulsory	Compulsory Class Test		Attendance
	Spring	Criminal Procedure – Summary	PLS8043	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Chancery	PLS8044	2	Compulsory	Compulsory exercise		Attendance
	Spring	Wills	PLS8045	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Conveyancing 1 – Sol	PLS8047	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Accounts	PLS8049	3	Compulsory		Pass mark of 50%	Attendance
	Spring	Revenue	PLS8050	3	Compulsory		Pass mark of 50%	Attendance
	Spring	County Court – Consumer	PLS8051	7	Compulsory		Pass mark of 50%	Attendance
	Spring	Conveyancing 2	PLS8052	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Drafting	PLS8055	1	Compulsory	Compulsory exercise		Attendance
	Spring	Solicitor Client Care – Part 1	PLS8085	1	Compulsory	Complete research exercise		Attendance
	Spring	Advocacy – Sol	PLS8063	4	Compulsory	Advocacy assessment		Attendance
	Spring	Legal Research – Sol	PLS8067	2	Compulsory	Portfolio		Attendance
	Spring	Practice Management	PLS8069	2	Compulsory	Compulsory assessment		Attendance
	Spring	Company Law & Partnership	PLS8076	5	Compulsory		Pass mark of 50%	Attendance
	Spring	Insolvency	PLS8077	2	Compulsory	Continual Assessment		Attendance
	Spring	Advanced Company Law (elective)	PLS8073	1	Optional			Attendance
Spring	Coronial and Forensic (elective)	PLS8074	1	Optional			Attendance	
Spring	Pleading-Case Analysis (elective)	PLS8075	1	Optional			Attendance	

	Spring	Public Family Law (elective)	PLS8079	1	Optional			Attendance
	Spring	Immigration (elective)	PLS8083	1	Optional			Attendance
	Spring	PACE in Practice (elective)	PLS8084	1	Optional			Attendance
Part A – September to December	Autumn	Tribunals	PLS8001	5	Compulsory		Pass mark of 50%	Attendance
	Autumn	Family Law	PLS8002	5	Compulsory		Pass mark of 50%	Attendance
	Autumn	Licensing	PLS8006	2	Compulsory		Pass mark of 50%	Attendance
	Autumn	EJO	PLS8007	1	Compulsory			Attendance
	Autumn	Conveyancing 3	PLS8009	5	Compulsory		Pass mark of 50%	Attendance
	Autumn	Negotiation – Sol	PLS8010	2	Compulsory	Assessed Negotiation Exercise		Attendance
	Autumn	Professional Conduct – Sol	PLS8011	2	Compulsory	Class Test		Attendance
	Autumn	Legal Aid	PLS8017	1	Compulsory	Assessed Exercise		Attendance
	Autumn	Administration of Estates	PLS8053	4	Compulsory		Pass mark of 50%	Attendance
	Autumn	Human Rights	PLS8080	1	Compulsory	Assessed exercise		Attendance
	Autumn	Solicitor Client Care Part 2	PLS8086	1	Compulsory	Compulsory Drafting exercise and class test		Attendance
Autumn	Exit Exam	PLS8084	5	Compulsory		Pass mark of 50%	Attendance	

APPENDIX 3

ON-LINE LEGAL RESOURCES AVAILABLE TO INSTITUTE TRAINEES

On-line Resources

Subscription Resources

1. Lexis Nexis Butterworths

LNB contains the full text of millions of law reports, journal articles, and statutory material from Great Britain, Northern Ireland, Ireland, Europe, New Zealand and Australia.

Cases including:

All England Law Reports. From 1936; All England Law Reports Reprints from 1558 – 1935; Law Reports from 1864; Northern Ireland Law Reports from 1945; Unreported Judgments NI from 1984; 40 Specialist Law Reports in full text; Decisions of Lands Tribunal NI from 1994.

Legislation including:

Public General Acts in force in England and Wales; All statutory instruments for England and Wales.

Journals including:

60 law journals including; New Law Journal; Family Law Journal.

Commentary including:

Halsburys Laws of England; Butterworths Employment Law Service; Butterworths Family Law Service; Halsbury's Is It In Force; Halsburys Statute Citator; Harvey on Industrial Relations and Employment Law; Rayden and Jackson on Divorce and Family Matters; Butterworths Corporate Law Service; Blackstones Criminal Practice.

Forms and Precedents including:

Butterworths Forms and Precedents; Harvey Employment Precedents.

2. Westlaw

Cases including

Law Reports from 1865; Weekly Law Reports from 1953; Industrial Law; Reports from 1972; Business Law Reports from 2007; 30 Specialist Law. Reports

Legislation including

All UK and Public Acts; NI Legislation From 1990.

Commentary including

Archbold Criminal Pleading Evidence and Practice; Bullen and Leake and Jacobs Precedents of Pleadings; Palmers Company Law; European Lawyer.

Journals

Articles in full text available from over 80 journals including; Company Lawyer; Employment Law Bulletin; Journal of Business Law; Journal of Personal Injury Law.

3. “All Law” Barry Valentine

Including

All NI statutes; UK Acts which have a particular importance for the law or which have a particular application to Northern Ireland; UK Statutory Instruments of particular interest; NI Statutory Rules & Orders; Rules of the Court of Judicature; County Court Rules; Magistrates Courts Rules; Crown Court Rules.

4. Justis

Law Reports; Weekly Law Reports.

ON-LINE RESOURCES

NON SUBSCRIPTION SERVICES

Including: Statute Law Database www.statutelaw.gov.uk

This resource provides access to revised versions of UK Acts including NI Assembly.

Note that care must be taken as revisions to acts for England and Wales for the last six years are not included and for NI revisions for the last three years are not included.

Please see section entitled “Frequently asked questions” for further information.

In Tutorial 2 you will be required to complete a worksheet on SLD which will highlight the necessity of following any link advising that an amendment is pending to legislation.

Statutory instruments from 1991 are included but *these are not amended*

OPSI www.opsi.gov.uk

Original and revised texts of UK legislation.

Bailii www.bailii.org

House of Lords, Court of Appeal and High Court Judgments from 1991

NI Resources include:

(a) Cases

Court of Appeal NI 1998; Crown Court 2000; High Court Chancery Div 1998; High Court Family Division 2000; High Court Queens Bench Div 1994; Masters Decisions 2000; Fair Employment Tribunal 1998; Industrial Tribunal 2000; Social Security Tribunals 1988.

(b) Legislation

NI Statutes 1921; Orders in Council 1987; Statutory Rules 2001 -

NI Courts Service www.courtsni.gov.uk

High Court Judgments from June 1999; Practice Directions from 2001.

Judicial Studies Board www.jsboard.co.uk

Civil Practice: Civil Bench Book

Criminal Practice: Sentencing Guidelines; Youth Court Bench Book.

Family Practice: Family Bench Book.

APPENDIX 4

IPLS PROCEDURE FOR MAINTENANCE AND ENHANCEMENT OF STANDARDS AND QUALITY

IPLS Procedure for Maintenance and enhancement of Standards and Quality

Strategies for Enhancement

The overriding concern of IPLS is to ensure that the course leading to the Diploma in Professional Legal Studies reflects the knowledge and skills necessary for solicitors and barristers in their early years of practice. Various controls are in place to ensure that this end is achieved:

1. All of the subjects taught at the Institute are approved by its governing body, the Council of Legal Education. The Council comprises representatives of both professional bodies and the University. It is chaired by Mr Justice Weir.
2. Each year the professional bodies nominate a number of practitioners to act as subject advisors. Each advisor examines the timetable and teaching materials for a subject in which they have particular expertise. These advisors then discuss the materials with the course co-ordinator and agree any appropriate changes. This is a “rolling” system of review which ensures that each subject should be reviewed once every five years.
3. The Director is invited to attend all meetings of the Education Committee of the Bar Council and certain meetings of the Education Committee of the Law Society.
4. At the end of each module trainees are either (i) asked to complete anonymous subject questionnaires commenting on whether the module has achieved its learning outcomes and on the delivery of teaching. These are read by the course lecturer who then gives them to the Director along with a completed “Lecturer’s Response Form” which contains a statistical analysis of the questionnaires or (ii) asked to let their representative have their views on the course. The course lecturer then meets with the trainee representatives and completes a form detailing their comments. This form is given to the Director along with a completed “lecturer” response form. In each alternate year it is ensured that subject questionnaires are distributed. This system was established in 2007 after approval by the Curriculum Review Committee (see paragraph 12).
5. In all modules lasting more than two weeks the course lecturer also meets with the elected trainee representatives half way through the course to discuss how the module is progressing and to deal with any problems that may have arisen. This meeting is recorded on a report form.
6. After each practical exercise tutors complete reports on its structure and content. Similar reports are also completed by outside markers of informal assessments.
7. Once a module is completed the course lecturer creates a ‘Quality Assurance’ (“Q.A.”) file. This contains:

- All printed materials and lecture notes provided to trainees;
- Copies of all “notes to tutors”;
- Copies of all induction materials;
- All tutor and marker report forms;
- If relevant a copy of the letter to external examiner which accompanied the draft examination question together with any written responses received;
- A report on the meeting with trainee reps;
- The Lecturer’s Response to questionnaires;
- A form comprising the lecturer’s review of the course (“the Review”). This is given to the Director along with the rest of the Q.A. file.

The Director examines the file and having read all the questionnaires, the lecturer’s response and the draft review the Director then meets with the course lecturer to discuss the Review and to agree any necessary changes for the following year.

8. At the end of their year at the Institute each group of solicitor and bar trainees complete a “Pathway Review” questionnaire on the course as a whole.
9. At the end of their year at the Institute the trainee representatives meet with the Director and Head of Quality to discuss the areas covered by the Pathway Review Document.
10. A Curriculum Review Committee has been constituted as a sub-committee of the Council of Legal Education. This is made up of two representatives of each professional body, a nominee from the University and another from the School of Law as well as an independent person taken from another provider of vocational legal training. The Director, Head of Quality and the Director’s secretary are in attendance. This Committee sits in April and September of each year during which meeting it considers subject/module reviews; pathway reviews, the teaching of skills and the reports of subject advisers. It recommends to Council which subjects should be reviewed by advisers in the coming academic year. It receives applications by Institute staff to remove, modify or extend subjects taught at IPLS and makes relevant recommendations on this front to the Council. The Committee’s report to Council following its September meeting forms the basis of the Institute’s report to the Directorate of Academic and Student Affairs and informs the completion of the Institute Annual Programme Review. The Curriculum Review Committee has also been invaluable as a source of advice and guidance on a number of issues that have been tabled at its meetings.

APPENDIX 5

HEALTH AND SAFETY

FIRE SAFETY

In the event of the fire alarm being sounded you should ensure you leave the room as quickly as possible through the appropriate exits.

You must not delay to collect belongings. You must not wait to be told to vacate the building by a member of staff.

The fire assembly point for all trainees and staff is the **bottom of the driveway at 10 Lennoxvale**. You should proceed there and await further instructions.

Anyone noticing a defect in any fire points or firefighting equipment should notify the Health and Safety Officer, Mrs Ruth Craig, or in her absence a member of the clerical staff.

There is a plan of the building (showing fire exits) and a notice detailing the Fire Evacuation Procedure on the noticeboard in the Lecture Theatre. You should study this carefully

FIRST AID

There are three first aiders at the Institute.

Mary Traynor – Room 1.4
Pauline Cheung – Reception
Amanda Elliott – Reception

There is a First Aid box in Reception. If you have an accident or suffer an injury whilst on the IPLS premises please report this at Reception.

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

- 1. Sound the alarm**
(There are 4 alarm points in the building, 2 on the ground floor and 2 on the first floor)
- 2. Dial 2222 to call the Fire Brigade and other emergency services.**
- 3. Ensure you leave the room as quickly as possible through the appropriate exits.**

You should proceed to the **bottom of the driveway at 10 Lennoxvale** and await further instructions.

APPENDIX 6

EXCEPTIONAL CIRCUMSTANCES

Queen's University Belfast

Exceptional Circumstances - The following table provides a few examples of exceptional circumstances. It is a guide and is not meant to be prescriptive. The SECC (and where appropriate, individual staff) should continue to use their own judgement and discretion when deciding if an extension or concession is warranted on the basis of the facts presented.

Exceptional Circumstances - Normally Acceptable:		Notes
1	Death of a close relative or friend	'Close' means parent or guardian; partner or spouse; child or sibling. <i>Where there is a demonstrably close relationship between the student and the deceased, a death certificate or a letter confirming the death from an independent person should be submitted.</i>
2	Serious illness of student	An incapacitating illness or an on-going illness or medical condition. This includes breaks and serious sprains to the normal writing hand/arm. <i>Medical certification must be obtained, self-certification is not acceptable.</i>
3	Serious illness of a close relative	See notes at 1 above for definition of 'close'
4	Hospitalisation	A medical letter/certificate from the relevant hospital confirming the nature and severity of the student's circumstances and the likely impact it has on the student's ability to undertake formal assessment will be required.
5	Acute Personal/Emotional Circumstances	The following will be required: A medical certificate or letter from the appropriate medical professional; or A letter from the University Counselling Service, or equivalent confirming the nature and severity of the student's circumstances and the likely impact it has had on the student's ability to perform as required.
6	Victim of Crime	A written statement of events which is supported by written evidence from the police and/or appropriate medical professional or a letter from the University Counselling Service (or equivalent), will be required.
7	Financial Problems	Stress brought on by financial concerns. It is the student's responsibility to maintain a proper balance between work and study.
8	Serious personal disruption	Divorce; fire; burglary; serious assault; jury service, serious childcare difficulties. Corroborating evidence must be produced.
9	Pregnancy	A medical report from the student's doctor or midwife must be provided in support of such grounds. This also includes the stages following childbirth. Pregnancy of a wife/partner would be acceptable in appropriate circumstances.
Not normally acceptable:		
1	Social activities	Hectic social life; parties; visits to/from friends.
2	Temporary self-induced medical conditions	Hangover; drug taking (excluding prescribed medication).
3	Minor ailments	Coughs; colds; sprains (other than in the writing hand/arm).
4	Non serious personal and domestic disruptions which could have been anticipated or planned	Moving house; weddings; holiday; failed transport arrangements.
5	Work Commitments	Paid work in the evenings and weekends.

APPENDIX 7

PRIZES AND ENDOWMENTS

The Thomasena McKinney Prize – This prize is awarded by the Law Society of Northern Ireland in honour of the late Thomasena McKinney who was a past President of the Law Society. The prize is awarded to the top solicitor trainee in the year.

Belfast Solicitors Association Prizes – These prizes were established in 2007 by the Belfast Solicitors Associations. These prizes are awarded to the three solicitor trainees who attain the highest average marks in the Diploma in Professional Legal Studies examinations.

The Eoin Higgins Memorial Prize – This prize is awarded by the Bar of Northern Ireland in honour of the late Sir Eoin Higgins, a former Lord Justice of Appeal. The prize is awarded to the top barrister trainee in the year.

The Williamson Trust Fund Prize – This prize was established by the General Council of the Bar of Northern Ireland in memory of the late James Williamson of the North Eastern Circuit. The prize is awarded to the bar trainee who attains the highest standard in the Exit Examination.

The Carson McDowell Prize – This prize was established by Carson McDowell Solicitors in 2006. The prize is awarded to the trainee who attains the highest mark in the Drafting course.

The Cleaver Fulton Rankin Prize – This prize was established by Cleaver Fulton Rankin Solicitors. The prize is awarded to the trainee who attains the highest standard in the Wills examination.

The Directorate of Legal Services Prize for Family Law – This prize was established by the Directorate of Legal Services in 2009. The prize is awarded to the trainee who attains the highest mark in the Family Law examination.

The Denis Kearney Memorial Prize – This prize was established in 2005 by Kearney Sefton Solicitors, in memory of Denis Kearney, Solicitor. The prize is awarded to the trainee who attains the highest standard in Client Care.

The Diageo N.I. Prize – This prize was established in 1990 by Guinness (Ireland) Ltd (now part of Diageo). The prize is awarded to the trainee who attains the highest standard in the Licensing examination.

The Elliott Duffy Garrett Prize for Company Law – This prize was established by Elliott Duffy Garrett Solicitors. The prize is awarded to the trainee who attains the highest standard in the Company Law examination

The Harry Coll Prize for Tribunals – This prize was established in 2005 by Elliott Duffy Garrett Solicitors and is now presented by memory of Harry Coll, Solicitor. The prize is awarded to the trainee who attains the highest standard in the Tribunals examination.

The Fox Prize Fund – This prize was established by the General Council of the Bar of Northern Ireland in honour of the late Judge Bernard Joshua Fox, Recorder of Belfast in the 1950's. The prize is awarded to the trainee who achieves the highest standard in the Negotiation course.

The HarteCoyleCollins Prize – This prize was established in 2004 by HarteCoyleCollins Solicitors. The prize is awarded to the trainee who achieves the highest standard in the PACE course.

The Pinsent Masons Prize – This prize was established by L'Estrange & Brett Solicitors, now Pinsent Masons. The prize is awarded to the trainee who attains the highest standard in the Administration of Estates examination.

The Mclvor Farrell Prize for Negotiation – This prize was established by Mclvor Farrell Solicitors in 2011. The prize is awarded to the solicitor trainee who attains the highest standard in the Negotiation course.

The McKinty & Wright Prize for Advocacy in memory of Owen Catchpole – This prize was established in 2000 by McKinty & Wright Solicitors, in memory of Owen Catchpole, Solicitor. The prize is awarded to the solicitor trainee who attains the highest standard in the Advocacy section of the course.

The Madeline Donaghy Memorial Prize for Practice Management – This prize was established by O'Rielly Stewart Solicitors in 2011 in memory of Madeline Donaghy. The prize is awarded to the solicitor trainee who attains the highest standard in the Practice Management course.

The Martin McBirney Memorial Prize – This prize was endowed by the Northern Ireland Resident Magistrates' Association in memory of the late Martin McBirney RM. The prize is awarded to the trainee who attains the highest standard in the Criminal Procedure - Summary examination.

The Megaw Gift Fund Prize – This prize was established by the General Council of the Bar of Northern Ireland in honour of Lord Justice Megaw, a former Lord Justice of Appeal in England who is the son of the former Mr Justice Megaw. The prize is awarded to the bar trainee who achieves the highest standard in the Advocacy section of the course.

The Mills Selig Prize for Chancery Practice – This prize was established in 2009 by Mills Selig Solicitors. The prize is awarded to the trainee who attains the highest mark in the Chancery Course.

The Pat Finucane Prize for Criminal Procedure – Indictment – This prize was established in 2002 by Messrs Madden & Finucane Solicitors in memory of Pat Finucane, Solicitor. The prize is awarded to the trainee who attains the highest standard in the Criminal Procedure – Indictment examination.

The PricewaterhouseCoopers Prizes – These prizes were established by Coopers & Lybrand (now PricewaterhouseCoopers) Accountants. The prizes are awarded to the trainees who attain the highest standard in the Accounts and Revenue examinations.

The Tughans Prizes – These prizes were established by Tughans Solicitors. The prizes are awarded to the solicitor trainee who attains the highest standard in the Conveyancing 3 course and for the trainee who attains the highest standard in the Civil Procedure - High Court examination.

The Tyrone Prize – This prize was endowed by the late Judge William Johnson, QC from a gift made to him by the Tyrone Solicitors' Association. The prize is awarded to the trainee who attains the highest standard in the County Court examination.

Other Awards and Endowments:

John P B Maxwell Scholarship Fund. This was established by John P B Maxwell and is awarded to the top four Bar trainees with the highest aggregate mark in formal examinations who satisfy the Benchers of the Inn of Court of Northern Ireland that they intend to practice at the Bar of Northern Ireland for a period of twelve months after call.

The Inn of Court Benchers and Executive Council of the Honourable Society of the Inn of Court of Northern Ireland. This competition assesses core advocacy skills. Prizes are awarded to the top three advocates in a mock trial competition.

Bar Scholarships – established by the Benchers and Executive Bar Council of the Honourable Society of the Inn of Court of Northern Ireland. These scholarships are awarded to the Bar trainees coming fifth to tenth in their aggregate marks in formal examinations taken at the Institute.

Jean E Coulter Memorial Bursary and Robert McD Coulter Memorial Bursary - awarded by the Law Society to Solicitor trainees, particularly those who find the financial obligations of the Institute course a difficulty. Details will be posted on the notice board in January.