



**QUEEN'S UNIVERSITY BELFAST
INSTITUTE OF PROFESSIONAL
LEGAL STUDIES**

**UNIVERSITY OF ULSTER
GRADUATE SCHOOL OF PROFESSIONAL LEGAL
EDUCATION**

Information Booklet for Applications for commencement in September 2009 of:

The Bar course at the Institute of Professional Legal Studies

Solicitors apprenticeship at the Institute of Professional Legal Studies

Solicitors apprenticeship at the Graduate School of Professional Legal Education

It is your responsibility to read this booklet carefully before completing your application form. After completing and submitting the form, keep the notes and this booklet for reference as you will not be sent any further information until August 2009. Replacement copies will cost £4.50 (including postage and packaging). This booklet is available on the following websites – <http://www.qub.ac.uk/ipls> and <http://www.socsci.ulster.ac.uk/gsp/le/index.html>.

**IF YOU ARE DISABLED AND WOULD LIKE TO RECEIVE THIS BOOKLET IN
ANOTHER FORMAT, PLEASE CONTACT THE INSTITUTE.**

INVITATION TO TALK

At the following times the directors of both institutions will explain the admissions procedure and answer any questions. These talks will take place at the Institute of Professional Legal Studies, 10 Lennoxvale, Belfast, BT9 5BY.

Wednesday 17 September – 2.30 to 3.30 pm

Wednesday, 22 October – 3.30 to 4.30 pm

ADMISSIONS TEAMS

The admissions process will be operated jointly by two admissions teams. The staff members listed below will be able to answer queries.

Institute of Professional Legal Studies – dealing with eligibility for admission, requests for special facilities for the admissions test, taking up references and processing the results of applications.

Mrs Anne Fenton	Director
Mrs Pauline Rodway and Miss Jane Boal	Admissions Officers
Mrs Pauline Cheung	Assistant Admissions Officer
☎ 028-9097-5567 Fax: 028-9066-1192	email: iplsenquiries@qub.ac.uk

Graduate School of Professional Legal Education – dealing with receipt of applications, and venue and timing of Admissions Test.

Mr Paul Mageean	Director
Mr Richard Russell	Administrator
Ms Deirdre Hamill	Administrator
Mrs Helena Devine	Secretary
☎ 028-7137-5222 or 028-7137-5489 Fax: 028-7137-5402	email: h.devine@ulster.ac.uk or ra.russell@ulster.ac.uk or dm.hamill@ulster.ac.uk

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1. DECIDING WHETHER TO BECOME A BARRISTER OR A SOLICITOR

Both branches of the legal profession in Northern Ireland have grown rapidly in recent years. In 1978 there were 722 solicitors and 143 barristers in practice here. In 2008 those figures are approximately 2393 and 575 respectively. For many young lawyers, particularly young barristers, financial insecurity and hardship are everyday realities. For a few these early difficulties will be recompensed by considerable financial rewards later in their careers. However most established solicitors and barristers have to be content with comfortable rather than large incomes.

Think long and hard about your decision. Practising as a lawyer is often glamorised on television. The opportunities to practise your incisive oratorical and rhetorical talents after the style of TV advocates are limited. Only a small proportion of a lawyer's time is spent in court. Behind the scenes there are long hours of research in the library, of reading and re-reading decisions and papers, and of drafting documents. Often this work has to be done at home in the evenings, long into the night and at weekends. A summer job in a solicitor's office is a good way of gaining a feel for the work. Visit the courts. Most are open to the public. Try to understand the distinctions between the two branches of the profession, for although they work closely with each other they fulfil different functions. Put briefly, solicitors work from their offices meeting clients directly and advising them. They have rights of appearance in court but generally the work is more office based. Some solicitors are not involved in any court work. Most barristers work from a library located beside the Royal Courts of Justice in Belfast which they share with all the other barristers. Cases are referred to barristers by solicitors, not usually directly by the public. Barristers are generally more closely associated with court work and with researching opinions on legal problems.

Find out about legal career opportunities elsewhere. Details about how to qualify in other jurisdictions may be obtained from the relevant professional body.

Speak to as many members of the profession as you can about the nature of their work and your choice of career. But remember that the present training system (in particular the selection procedure) is complex so busy practitioners cannot be expected to be aware of all the details.

2. QUALIFYING AS A BARRISTER

The Training Programme – Outline

Course and work experience dates

Bar trainees attend the course at the Institute of Professional Legal Studies, full-time for one year from the end of August to the end of June (including work-experience and job-shadowing periods the dates of which will be given in first-round letters).

The Council of Legal Education set up a pilot scheme whereby six Bar trainees may be offered the possibility each year for the two years (2007-08 and 2008-09) to take the course over a two-year period. At the time of printing it is not known whether this scheme will be operating in 2009-10. As soon as further details are available the Institute will inform applicants in writing and through the website.

Admission as a student of the Inn of Court

Bar trainees must be admitted as students of the Inn of Court before commencing their course of study. The last date for application to be admitted to the Inn is 24 August 2009. You cannot be admitted until you have been offered a place at the Institute. Forms are available from the Under-Treasurer (see p.28). You will not be allowed to start the course until the Institute has received proof of your admission.

Work Experience and pupillage

1. The Institute is pleased to co-operate with the Citizens Advice Bureaux in a scheme for work experience for four weeks which runs in August/September. You will receive full details of the scheme at the beginning of August. This is a compulsory scheme. The Institute will try to allocate you to a Bureau convenient to you, but this is not always possible as not all Bureaux participate in the scheme.
2. The Institute and the Inn of Court of Northern Ireland run a Work Experience programme for intending barristers which must be taken by all Bar trainees commencing vocational training. The programme normally takes place during the week before term begins. You will work-shadow a member of the Bar during that week. It is hoped that during this week you will lay the foundations for the Master-pupil relationship which formally commences on call to the Bar in September 2010. We would suggest that you make your own contact with a barrister who would be willing to take you on as his or her pupil as it may be possible for you to spend this week with that person. If you are unable to find a barrister yourself the Institute will assist you. Before 15 September all Bar trainees should inform the Institute either (a) of the name of the barrister who has agreed to allow them to work shadow him or her for this week; or (b) that they are unable to find a barrister willing to take them on for this week.

You should bear in mind that you will be fully involved in work experience for the 5 weeks immediately preceding the beginning of term. Because of this you should not make other arrangements for late August or September. In the first-round letters we will notify you of the exact dates of these schemes.

Paid Employment of Bar trainees

Students of the Inn of Court of N Ireland are not permitted to undertake paid

employment without the prior permission of the Education Committee of the Inn of Court. Requests for such permission should be addressed to the Under-Treasurer (see p.28).

Pupillage

After graduation from the Institute, Bar trainees undertake a twelve-month pupillage with a Master. Barristers undergoing pupillage cannot accept work on their own account until they have served six months of their pupillage. However, pupil barristers who have completed to the satisfaction of the Education Committee not less than three months pupillage may conduct on behalf of or at the request of their pupil masters cases or parts of cases before a Master of the Supreme Court.

3. QUALIFYING AS A SOLICITOR

The Training Programme – Outline

Solicitor trainees complete a two-year apprenticeship made up as follows:

1. **First Monday in September to end of December** - pre-course period of in-office training;
2. **January to December**- attending one of the two Solicitors courses full-time Tuesdays to Fridays (although returning to Master's office during vacation periods and every Monday during term-time);
3. **January to August** - post-course in-office training

On completion of the two-year apprenticeship newly qualified solicitors receive restricted practising certificates. This means that although they are fully qualified they cannot practise on their own account or in partnership for at least two more years.

Finding a Master and Registration with the Law Society

Solicitor applicants **must** be registered with the Law Society by the Monday two weeks before the first Monday in September in the year in which they hope to commence their apprenticeship (in 2009 this will be 24 August).

To register with the Law Society you must have a Master. You may conditionally register with the Law Society without having obtained a place on a Solicitors course. If you have registered with the Law Society and are not offered a place at either institution your registration with the Law Society will become null and void. If you are on a waitlist you may be offered a place on a Solicitors course after 24 August. You will only be able to take this place up if you registered with the Law Society by 24 August.

Where an applicant who has been offered a place on a Solicitors course has failed to register with the Law Society on time, his or her offer of a place lapses and the place is offered on to an applicant from the waitlist. Please beware, this deadline is absolute!!! Miss it and you cannot take up your place.

In previous years a number of successful applicants lost their places on a Solicitors course because they did not register on time.

The address of the Law Society is given on p.28.

BECAUSE YOU WILL LOSE A PLACE ON A SOLICITORS COURSE IF YOU HAVE NOT REGISTERED ON TIME, IT IS STRONGLY RECOMMENDED THAT YOU SHOULD PERSONALLY LODGE YOUR PAPERS AT THE OFFICES OF THE LAW SOCIETY RATHER THAN SENDING THEM BY POST OR VIA A THIRD PARTY.

CLOSING DATE FOR REGISTRATION WITH THE LAW SOCIETY

24 AUGUST 2009

To register you will need a Master. Although the closing date for registration is not until 24 August you should not wait until the summer before beginning to look for a Master. On the contrary, potential Masters are few and far between. If you have any difficulty in finding a Master you should contact the Law Society at an early date.

Obtaining a Master is generally organised by direct contact with a prospective master. The onus is on you to write, phone or call in to prospective masters. You should supply them with a detailed typewritten curriculum vitae. Advertising for apprenticeship positions is rare, although occasionally solicitors do advertise through the undergraduate notice boards, or Law Society notice board or at the Law Society itself. More usually however you will have to make the first approach. You should be prepared for many such approaches.

You should not leave things until the last minute. The Christmas vacation is not too early to start looking for a Master. Neither should you wait until you have been offered a place on a Solicitors course. The Law Society will accept conditional registrations. You do not need to pay your registration fee at this time. Conditional registration costs nothing, so you should register immediately once you have a Master. If you are not offered a place on a Solicitors course your conditional registration will lapse automatically. If your own efforts fail to get you a Master you should ask the Law Society to assist you. The Society keeps a register of solicitors who are prepared to take on apprentices. However the onus is clearly on you to find a Master and to convince that solicitor (or firm) that you will be an asset to their practice.

Your apprenticeship should begin on the first Monday in September.

Once you have a Master you should immediately register conditionally with the Law Society – you should not wait until the last date before registering.

If you are offered a place on a Solicitors course but have not registered with the Law Society on time your place will automatically be forfeited and will be offered to an applicant from the waitlist who has conditionally registered with the Law Society.

4. FINANCIAL ARRANGEMENTS

The tuition fees are set out in the accompanying booklets. The registration fee with the Inn of Court for 2008-09 was £250. The registration fee with the Law Society for 2008-09 was £375.

It is a sad fact that the financial burden on trainees is extremely heavy. When considering whether or not you are able to take up a place you should remember that you will be responsible for paying the tuition fees, any contribution towards course materials, your registration fee to your professional body, as well as day-to-day living costs such as rent, heating, food, transport costs, clothing, etc. The Law Society has negotiated with the Bank of Ireland and the Ulster Bank special loans for solicitor trainees so trainees should contact the banks about these.

In 2005-06 the Department of Employment & Learning discontinued funding for taught postgraduate courses including the Bar and Solicitors courses. Unfortunately trainee barristers and solicitors are therefore no longer eligible for Education & Library Board Discretionary Postgraduate Awards.

Students normally resident in England, Wales, Scotland or the Republic of Ireland should consult their appropriate Local Education Authority as the arrangements there may be different.

5. SUBMITTING AN APPLICATION FOR ADMISSION

Closing date for return of application forms — 15 November 2008.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL ONLY BE CONSIDERED IN VERY EXCEPTIONAL CIRCUMSTANCES.

Applicants using Royal Mail should note that first class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to the University of Ulster Magee Campus on time.

Data Protection

Both universities in accordance with their notification under the Data Protection Act 1998 may use the personal information provided on the application form for the provision of education and training, student support services, research and alumni and associated services. In signing the application form, you are consenting to the sharing of information in relation to your application between the two universities.

Details of the ways in which the two universities process personal data, including further information on the range of purposes and potential recipients, can be obtained from the relevant university's Data Protection Coordinator or directly from their web pages (see http://plangov.ulster.ac.uk/pdfs/rules_governing_dp.pdf or <http://www.qub.ac.uk/dataprot/>). In addition, the Graduate School and the Institute will supply personal information and information about the result of your application to the appropriate professional body or bodies.

Applicants' details, Admissions Test scripts and Test marks will be kept for one year only. Accordingly, any Data Protection application in relation to these can only be dealt with within one year of sitting the Admissions Test.

Entry conditions and requirements for admission

All applicants must:

1. Hold a recognised degree in law.

All recognised law degrees, irrespective of the awarding university, are treated on an equal basis. A list of recognised law degrees is set out in Appendix 4. Please note the section at the beginning of that document, showing the requirements for a recognised law degree. Any applicant who is studying for (or has obtained) a degree not included on this list, or who has not met all the requirements for a recognised law degree, should contact the Institute before 15 November for advice. Not all law degrees which are recognised in England and Wales are recognised in Northern Ireland.

INTENDING BAR STUDENTS: please note that you must hold a degree of NOT LESS THAN SECOND-CLASS HONOURS STANDARD.

All applicants will be required to supply evidence that they have fulfilled all the requirements for a recognised law degree.

2. Sit a competitive written admissions test.

This is held once each year, just before Christmas. In 2008 the Admissions Test will be held on MONDAY 22 December. Applicants who have been unsuccessful and who are re-applying for admission must resit the Admissions Test. For information about the Admissions Test see p.16 and for past papers see Appendix 2.

Evidence of meeting requirements for a Recognised Law Degree

If you have already graduated you should submit a full transcript with your application form, or as soon as possible thereafter. If you expect to graduate in the summer you should submit a full transcript as soon as possible and no later than 24 August.

If the eight core subjects (see Appendix 4) are not listed by name on your transcript you should also submit an explanatory letter.

For example:

- Core subjects covered in a module of a different name (for example, the module “Public Law” covered “Constitutional Law”);
- One or more core subjects are covered within a single module (for example, “Obligations” covered both “Equity” and “Tort”);
- One core subject is covered by more than one module (for example, “Land Law” is covered by “Property I” and “Property II”).

We may also request you to provide supporting evidence from your university, for example a module syllabus issued by that university.

Applicants with a disability or medical condition

If you have a disability or medical condition which may entitle you to special arrangements for examinations you should contact the Institute **before 15 November** so that the Admissions Test Committee can consider your case. Medical evidence must be provided to the admissions team of the Graduate School, preferably attached to your application form but certainly no later than 15 November. This evidence may be passed to the Occupational Health Officer of Queen's University for advice. If you do not contact the Institute in time, or do not provide the necessary evidence in time, it may not be possible for us to make appropriate arrangements for you. Students of Queen's University and of the University of Ulster are reminded that any existing arrangements for university examinations do not cover the Admissions Test.

Applicants unable to sit the Admissions Test in Jordanstown on 22 December

If you are unable to sit the Test in Jordanstown on 22 December you **must** contact the admissions team of the Graduate School **before 15 November** so that the Admissions Test Committee can consider your case. Alternative arrangements may be made in a very limited number of circumstances, e.g. applicants attending courses abroad which are still ongoing on the date of the examination.

Sudden illness or accident occurring after 15 November but prior to the Admissions Test

If you suffer from an illness or an accident which might require you to have special facilities at the Admissions Test you should contact the Graduate School admissions team as soon as possible.

Selection Timetable

30 September 2008	Deadline for submission of applications at reduced fee (see leaflet "How to complete the application form").
15 November 2008	Deadline for submission of applications.
Early December 2008	Details of Admissions Test venue and seat number will be sent to you at the term-time address given on your application form. If you have not received this by 8 December you should contact the Graduate School admissions team immediately.
22 December 2008	Admissions Test.
15 February 2009	Changes of option received after this date will not be considered until July (see p.21). Changes of address should be notified to the Institute before this date in writing or by email.
18 March 2009	A first-round results letter (see p.24) will be posted out to your term-time address. There will be no facility for the collection of letters.
6 June 2009	Date for return of all outstanding documentation listed in first-round results letters.
Early July 2009 – continued throughout summer 2009 for applicants on waitlists	If you are in a position to be offered a place or waitlisted, after the majority of degree results are available a second-round letter (see p.25) will be posted to your home address.
17 August 2009	Special core subject examination in Evidence for those who have not taken it during their law degree (see pp. 11 and 27).
24 August 2009	Closing date for application to be admitted as a student of the Inn of Court (see p.6).
24 August 2009	Closing date for registration with the Law Society. Because you will lose a place on a Solicitors course if you have not registered on time, it is strongly recommended that you should personally lodge your papers at the offices of the Law Society rather than sending them by post or via a third party see p.8. Please beware – this deadline is absolute. Miss this and you WILL lose your place!

Miscellaneous advice on the selection procedure

You should put all the deadlines in your diary. You will need to refer to the material from time to time and complete all the requirements on time. Missing deadlines will create serious problems for you, including rejection of your application or loss of your place on a course. Practical legal work relies on such attention to detail.

If you have any problems, or there is anything you do not understand, please write, email, telephone or make an appointment to see a member of one of the admissions teams. It is the policy of both universities to deal directly with applicants only and staff are not permitted to discuss an individual's position with third parties such as parents, friends, etc.

You should not rely on the many rumours which circulate each year. If you hear something which does not tally with information received from the Institute or the Graduate School, contact one of the admissions teams. If any changes occur we will send details to you immediately and/or post information on our websites.

The members of both admissions teams are willing to answer any queries from applicants or prospective applicants, but it is helpful if you telephone for an appointment rather than calling in "on spec" so that we can ensure that you see someone who is able to answer all your queries. If you do contact us, we hope you will find us helpful and welcoming.

6. SITTING THE ADMISSIONS TEST

Date of Test:	22 December 2008
Full details will be notified to applicants in December	
Venue	Jordanstown Campus of the University of Ulster

Admissions Test

On 22 December 2008 you will be required to sit two examination papers. The second paper will be a short numeracy paper. The numeracy element of the Test will be in the form of multiple choice questions. In the other paper you will be provided with text followed by a series of statements. Candidates will be asked to indicate which of the statements are correct. Where an incorrect answer is given marks will be deducted. Candidates are warned that it is possible to receive a mark of zero for a paper.

A description of the Admissions Test is given on p.17

Full timings will be given to you in December. No provision can be made for applicants who are prevented by illness or any other reason from sitting the Admissions Test. Failure to sit the Admissions Test will result in your application being rejected.

Getting to the Test venue

The Admissions Test will be held at the Jordanstown Campus of the University of Ulster, which is located a few miles north of Belfast on the shores of Belfast Lough. It is a straight drive along the M2/M5 motorway, heading towards Carrickfergus. The campus can be accessed readily by public transport (both rail and bus) but applicants should check the times with Translink, particularly given the time of year. In addition, applicants should note that the train station at Jordanstown is approximately ten minutes walk from the campus.

There are approximately 2000 car-parking places available at the campus.

Whatever mode of transport applicants choose, they should ensure that they allow themselves plenty of time to find the exam halls on campus. There will be at least two halls hosting the Test.

Sample papers are given in Appendix 5.

Further papers are available – see price list and details in Appendix 2 (p.29).

Description of Test

1. The basis of the Admissions Test as set out in the Bromley Report on Legal Education in Northern Ireland is as follows:

“We recommend that the questions set should be such as to test a student’s ability to apply his knowledge of law in a practical way. This should reveal: -

 - (a) his capacity to elicit relevant facts from a mass of information;
 - (b) his ability to handle available material;
 - (c) his ability to express himself clearly;
 - (d) his common sense;
 - (e) his numeracy.”

2. **Expansion of skills tested**
 The skills to be sought in the Admissions Test since 1998 have been redefined:
 - (a) **Problem resolution** - which includes:
 - (i) attention to detail
 - (ii) the capacity to analyse and elicit facts
 - (iii) the capacity to identify problems
 - (iv) the ability to identify goals
 - (v) the ability to apply the law in the context of the problem
 - (vi) research ability
 - (vii) the ability to follow accurately clear instructions
 - (viii) the ability to make sound deductions
 - (ix) numeracy

This skill base is essential as it forms the foundations for the work of a lawyer.
 - (b) **Communication skills** - which includes
 - (i) written communication
 - (ii) ability to be clear and concise and logical
 - (c) **Organisation skills** - to be able to organise own time effectively and prioritise tasks.

3. Simple calculators may be brought into the examination hall. You are strongly advised to bring one with you.

4. The Admissions Test is not marked on a pass-fail basis. Candidates are ranked in order of merit based on Test mark and degree weighting.

YOU SHOULD NOT ASSUME THAT THE QUESTION PAPERS WILL FOLLOW THE SAME FORMAT AS IN PREVIOUS YEARS.

7. SELECTION POLICY AND PROCEDURES

Numbers

The Institute of Professional Legal Studies currently admits one hundred and twenty solicitor trainees and thirty Bar trainees each year. The Graduate School of Professional Legal Education currently admits twenty-eight solicitor trainees each year.

Criteria

Pressure for the places is intense and entry is therefore highly competitive. The academic calibre of applicants is generally extremely high, making the task of selection very onerous. The criteria employed are rigorous, objective, and apply to all applicants.

Repeat applicants

Unsuccessful applicants may re-apply for admission in any subsequent year. Last year there were 258 repeat applicants. The provisional results of their applications (as of July 2008) are set out below as a guide to those who have applied before.

Repeat applicants 2008		
Number of times applied	Number of applicants	Successful
2 times	168	56
3 times	58	23
4 times	19	7
5 times	6	0
6 times	6	0
7 times	0	0
8 times	1	0

Deferrals

The offer of a place at either institution is valid for the year for which it is made. Successful applicants cannot normally opt to take up a place the following year. The Council of Legal Education will only allow deferral in the most exceptional cases. Applicants offered a place for 2009 who do not wish to take it up until 2010 must generally withdraw and re-apply next year, sitting the Admissions Test again and competing on the same basis as other applicants for that year. Success in one year will not guarantee success in another year.

Weighting of marks between Admissions Test and law degree

The mark awarded in the Admissions Test is added to a second mark, representing a weighting for the applicant's law degree – the better the class of degree the higher the weighting. An order of merit is then drawn up based on the aggregated marks. Places are awarded in order of merit. The committee which oversees and checks the drawing up of the order of merit does so in total ignorance of the names of applicants. Applicants are referred to by examination number only.

Admissions Test Weighting

The Test is marked out of 1000 (TM). The final mark (FM) for each applicant is calculated according to the following formula—

Class of degree	TM	Weighting
First class honours	TM + 300 = FM	
Upper second class honours	TM + 225 = FM	
Lower second class honours	TM + 150 = FM	
Third class honours	TM + 75 = FM	
Pass or general degree	TM + 0 = FM	

Drawing up of orders of merit

For applicants whose degree results are not available:

Bar applicants without degree results are given 3 FMs (one for a first, one for a 2.1 and one for a 2.2);

Solicitor applicants without degree results are given 4 FMs (as for Bar but with one extra for a third). At this stage a 5th FM (in case of a pass or general degree) is not entered on the order of merit as it is unlikely that applicants relying on the TM alone will appear high enough on the order of merit to be in the running for a place. If, however, when the degree results are published, any solicitor applicants receive pass or general degrees they will be placed in the appropriate position on the order of merit.

Applicants whose degree results are available are given one place on the orders of merit.

The FMs are placed in descending order and three orders of merit are established:

- one for the Bar course at the Institute of Professional Legal Studies
- one for the Solicitors course at the Institute of Professional Legal Studies
- one for the Solicitors course at the Graduate School of Professional Legal Education

Selection Committees

The Selection Committees of the Council of Legal Education, on which are representatives of both branches of the profession, have discretion to call any candidate for interview before making a final decision on their application.

Bar course at the Institute of Professional Legal Studies

1. Places are offered to the top 25 applicants in the Bar order of merit.
2. Five places are reserved until all the degree results are known. This is because first-round offers of places are based on degree forecasts given by academic referees. Some applicants may achieve higher degrees than forecast.
3. Applicants in the next positions (to a figure deemed reasonable by the Selection Committee) are waitlisted.
4. The remaining applicants are not waitlisted and are notified that their application has been unsuccessful.
In the event of the waitlist being exhausted, some of these unsuccessful applications may be reactivated. If so, the waitlist will be extended in strict line with the order of merit and the applicants concerned notified.

Solicitors course at the Institute of Professional Legal Studies

1. Places are offered to the top 115 applicants in the Institute Solicitors order of merit.
2. Five places are reserved until all the degree results are known. This is because first-round offers of places are based on degree forecasts given by academic referees. Some applicants may achieve higher degrees than forecast.
3. Applicants in the next positions (to a figure deemed reasonable by the Selection Committee) are waitlisted.
4. The remaining applicants are not waitlisted and are notified that their application has been unsuccessful.
5. In the event of the waitlist being exhausted, some of these unsuccessful applications may be reactivated. If so, the waitlist will be extended in strict line with the order of merit and the applicants concerned notified.

Solicitors course at the Graduate School of Professional Legal Education

1. Places are offered to the top 23 applicants in the Graduate School Solicitors order of merit.
2. Five places are reserved until all the degree results are known. This is because first-round offers of places are based on degree forecasts given by academic referees. Some applicants may achieve higher degrees than forecast.
3. Applicants in the next positions (to a figure deemed reasonable by the Selection Committee) are waitlisted.
4. The remaining applicants are not waitlisted and are notified that their application has been unsuccessful.
5. In the event of the waitlist being exhausted, some of these unsuccessful applications may be reactivated. If so, the waitlist will be extended in strict line with the order of merit and the applicants concerned notified.

Options and change of options

You may apply for all three options, for two options or for one option – see separate leaflet “How to complete the application form”. If applying for more than one option you must indicate your order of preference on your application form. You may alter your application, (a) by changing the order of your options, or (b) by changing the number of options applied for. **Any change must be notified to the Institute admissions team in writing or by email.** Every attempt will be made to facilitate such changes but **there is no guarantee that applicants will be able to change after the offers of places have been made.** Any change of options received by the Institute after the orders of merit have been established (**15 February 2009**) will not be taken into consideration until the beginning of July when degree results start to be published. If you wish to change your options you should inform the Institute in writing or by email as soon as possible.

1. If you are high enough on the orders of merit to be offered a place on more than one course you will be offered a place on your first option and will **automatically** be dropped from the other list or lists.
2. If you are to be offered a place on your first option but not on a lower option you will be offered a place on your first option and will automatically be dropped from the other list or lists.
3. If you are to be offered a place on your second (or third) option but are waitlisted for at least one higher option, you will be offered a place on your second (or third) option and will be kept on the waitlist for your higher option(s) until (a) you withdraw from a list; (b) you are offered a place on a higher option course; or (c) a cut-off date is reached.
4. If you are on more than one waitlist you will be kept on those waitlists until (a) you are offered a place on the highest available option course, or (b) you withdraw from a list.
5. If you are on the waitlist for one option but below the waitlist for the other(s) you will be kept on that waitlist irrespective of whether it was your first, second or third option.

Putting a course as your second (or third) option will not prejudice your chance of entry to that course or institution if there is no place available for you on your first (or second) option course.

There is no provision for transfer between Bar and solicitors courses after commencement of a course or during the apprenticeship/pupillage. Transfer between the two branches of the profession is not possible until after qualification.

References

If you have already graduated the Institute will approach your referees in May only if you have been offered a place on a course or waitlisted. If you are offered a place it will be conditional on receipt of three satisfactory references.

If you expect to graduate in summer 2009 the Institute will write to your academic referees in January asking them to give a forecast of your likely degree classification. In May the Institute will approach your third referee only if you might be offered a place on a course or waitlisted, dependent upon your final degree classification. If you are offered a place it will be conditional on receipt of three satisfactory references (including the two academic references taken up in January).

Referees' addresses

As the Institute will be writing to your referees it is VITAL that you provide the full postal addresses (and where possible email addresses) for each referee.

Interviews

Right to call for interview

The Selection Committees reserve the right to call for interview and to reject after interview any applicant, irrespective of his or her position on an order of merit.

What you should do if you are called for interview

In the event of your being called for interview you will be asked to complete a questionnaire requesting details of your employment, other studies, etc.

When will interviews be held?

Interviews will be arranged as and when required.

Failure to attend for interview if called may result in your application being rejected.

Conditions under which applicants may be called for interview

There is such competition for places that the Selection Committees may wish to satisfy themselves of an applicant's commitment to his or her studies and training. In exceptional circumstances the committees will interview applicants whose possible lack of commitment to their undergraduate studies has been brought to their attention by the academic referees, or where one or more referee has cast doubt on his or her suitability for entry to training for the legal profession. Such applicants will be informed of the reasons for the interview and will be invited to provide evidence of their commitment or, if appropriate, reasons for poor attendance of which the referee may not have been aware; or any other information which they wish to present in response to a referee's comments.

The two admissions teams

The two admissions teams will be responsible for different aspects of the procedure and therefore both will be corresponding with you during the process. Please ensure that your replies are addressed to the appropriate admissions team. Generally the Graduate School will be handling the process up to and including the Admissions Test and the Institute will be handling matters thereafter (see also p.2).

Dealing with correspondence

During the period from submission of your application form to enrolment for the course you will be dealing with the following bodies:

- 1 The admissions teams of the Institute and the Graduate School;
2. Your professional body.

Correspondence from each body should be kept separate and dealt with accordingly. Any changes of address should be notified to the admissions teams and to your professional body. Do not delay in doing this as you risk losing important communications.

Read carefully all the material sent to you, whether from your professional body or the admissions teams.

Questions about registration with your professional body should be addressed to the professional body concerned.

Questions about the two courses at the Institute of Professional Legal Studies should be addressed to the Institute admissions team.

Questions about the course at the Graduate School of Professional Legal Education should be addressed to the Graduate School admissions team.

8. RESULTS OF APPLICATIONS – FIRST ROUND

Method of notification

All applicants will be notified in writing of the Selection Committees' decision. This letter will be sent to the term-time address given on your application form unless you have requested otherwise (in writing or by email to the Institute admissions team). Decisions will be communicated directly to you, the applicant. Discussions will not be entered into with third parties on your behalf. In the letter you will be given the marks you were awarded for the Admissions Test. (Please note that as marks are deducted for incorrect answers you may receive a mark of "0".)

Applicants who have already graduated will be referred to the instructions in one of the categories on p.30 and will be told one of the following:

- (a) You are being offered a place on the Bar/Solicitors course at the Institute of Professional Legal Studies/Solicitors course at the Graduate School of Professional Legal Education;
- (b) You are being waitlisted for a place on the Bar/Solicitors course at the Institute of Professional Legal Studies/Solicitors course at the Graduate School of Professional Legal Education (with position on the waitlist); or
- (c) You are below the current level of the waitlist.

Applicants who expect to graduate in summer 2009 will be referred to the instructions in Appendix 3 and will be given a "target" degree and told what their position is likely to be, e.g.:

- (a) If you are awarded a 2.1 you will be offered a place on the ... course ...
If you are awarded a 2.2 you will be waitlisted (with position) for a place on the ... course ...
If you are awarded a third you will be below the level of the waitlist ...; or
- (b) You will be below the level of the waitlist whatever class of degree you achieve.

9. RESULTS OF APPLICATIONS – SECOND ROUND

Second-round letters

Second-round letters will be sent out in early July 2009 and throughout the summer

- (a) to applicants as their degree results are received;
- (b) to waitlisted applicants for whom places become available; and
- (c) updating information for applicants who are still waitlisted.

These will be similar to the first-round letters sent to applicants who have already graduated (see p.24). These letters will be sent to home addresses.

Failure to complete degree by 24 August 2009

If you fail part of your final degree examinations in 2008-09, are subject to resit examinations in summer 2009, and will not have a law degree by the closing date for application for admission as a student of the Inn of Court or registration with the Law Society, you will not meet the entry requirements for your professional body and you will not be offered a place on any of the courses.

The conditional offer of a place on any course will not normally be held open beyond the closing date for application for admission as a student of the Inn of Court or registration with the Law Society. Exceptions will only be made where an applicant was prevented from sitting the final degree examinations by illness or similar reason.

If you have a difficulty with final examinations, you should contact the Institute admissions team immediately on becoming aware of this difficulty.

Applicants appealing their final degree result

If you intend to appeal to your university for the degree awarded to you to be changed, you should inform the Institute admissions team immediately on starting the appeal procedure as it may affect the offer of a place to you.

Waitlists

No adjustments are made to the waitlists until July 2009, when most of the degree results will be available. As applicants fail to reach their target degree or successful applicants withdraw, places are offered to waitlisted applicants in strict order of merit. This process can continue until after the closing date for registration with the Law Society or application for admission as a student of the Inn of Court. The amount of movement varies considerably from year to year. It is impossible to predict how far the waitlists will move in summer 2009.

10. CONDITIONS TO WHICH AN OFFER OF A PLACE IS SUBJECT

Conditions to which all offers will be subject

All offers of places will be subject to the following conditions:

1. Confirmation from the relevant university of graduation at the required degree classification.
2. Receipt of confirmation from your university that you have met all the entry requirements listed in Appendix 4 (usually in the form of a transcript, see p.35). If a transcript cannot be provided by 6 June you should return an entry requirements form by that date and submit a full transcript as soon as possible thereafter and certainly no later than 24 August 2009.
3. Receipt of three satisfactory references.
4. Receipt of the Declaration of Criminal Convictions.
5. Admission as a student of the Inn of Court or registration with the Law Society.

Waitlisted applicants are reminded that they should fulfil conditions 1 to 4 by 6 June, i.e. before they have been offered a place on a course. This will avoid any delays in confirmation of the offer of a place, should one be made at a later stage during the summer.

Registration with professional bodies

Solicitor applicants

Solicitor applicants must obtain a Master and be registered with the Law Society by the Monday two weeks before the first Monday in September in the year in which they hope to commence their apprenticeship – 24 August 2009. Registration is conditional upon obtaining a place on a Solicitors course. Where a trainee who has registered with the Law Society fails to obtain a place on one of the Solicitors courses, his or her registration is null and void. Where an applicant who has been offered a place on a solicitors course has failed to register with the Law Society on time, his or her offer of a place lapses and the place is offered on to an applicant from the waitlist who had registered on time. In some years applicants who have been offered places on a solicitors course lose them because they fail to register on time.

Bar applicants

Applicants for the Bar course must apply for admission as students of the Inn of Court of Northern Ireland by 24 August 2009. Bar applicants may not apply for admission before they have been offered a place at the Institute.

Criminal Record

Please note that as well as making a declaration about your criminal record to the two institutions when making your application, you will also be required to declare any criminal record, including “spent” convictions and cautions, to your professional body and this may affect your acceptance by that body. All applicants to be offered a place on a course or waitlisted for a course will be sent a declaration form with their first-round results letters. This form must be returned by 6 June. The Institute admissions team will inform the Law Society and/or Inn of Court (as appropriate) of any convictions or cautions declared by applicants.

Special Core Subject examination in Evidence

If you began your law degree after 1 September 1996 you are required to have studied Evidence and European Law. As some universities do not teach Evidence a special examination is provided. This examination will take place on 17 August. The fee for this examination is £100. You must inform the Institute in writing before 6 August if you intend to sit this examination. The examination fee of £100 will be due at this time. Cheques should be made payable to "Queen's University Belfast". The syllabus and past papers for this examination are available from the Institute free of charge.

APPENDIX 1 CONTACT PERSONS AND USEFUL ADDRESSES

The Institute of Professional Legal Studies

Queen's University Belfast
10 Lennoxvale
BELFAST BT9 5BY
*Lennoxvale is a turning off the city
end of the Malone Road*

☎ 028-9097-5567

Fax 028-9066-1192

Email: iplsenquiries@qub.ac.uk

Website: www.qub.ac.uk/ipls

Admissions Team:

Mrs Anne Fenton, Director
Miss Jane Boal and
Mrs Pauline Rodway, Admissions
Officers
Mrs Pauline Cheung, Assistant
Admissions Officer

The Graduate School of Professional Legal Education

Faculty of Social Sciences
University of Ulster
Magee Campus
LONDONDERRY
BT48 7JL

☎ 028-7137-5222 or
028-7137-5489

Fax: 028 7137 5402

Admissions Team:

Mr Paul Mageean, Director
Mr Richard Russell, Administrator
Mrs Deirdre Hamill, Administrator
Mrs Helena Devine, Secretary
Email h.devine@ulster.ac.uk or
ra.russell@ulster.ac.uk or
dm.hamill@ulster.ac.uk

Website:

www.socsci.ulster.ac.uk/gsple/index.html

The Council of Legal Education (NI)

c/o Institute of Professional Legal Studies

Queen's University Belfast
10 Lennoxvale
BELFAST BT9 5BY

☎ 028-9097-5567

Fax 028-9066-1192

E-mail: iplsenquiries@qub.ac.uk

Website: www.qub.ac.uk/ipls

The Honorable Society of the Inn of Court of Northern Ireland

Royal Courts of Justice
BELFAST BT1 3JX

☎ 028-9072-4699

Contact person:

Under Treasurer of the Inn of Court
of Northern Ireland

The Law Society of Northern Ireland

40 Linenhall Street
BELFAST
BT2 8BA

☎ 028-9023-1614

Contact persons

The Education Secretary or
Miss Anne Devlin

Email: anne.devlin@lawsoc-ni.org

Website: www.lawsoc-ni.org

APPENDIX 2

Past papers - how to get more

The following past papers may be purchased from the Institute and the University of Ulster. The prices include postage and packing:

Pack	Contents	Price
2(08)	December 2003, February 2004, December 2004, December 2005	£5.00
3(08)	December 1998, December 1999, December 2000, December 2001, December 2002	£5.00

Please note that when purchasing past papers from the Institute cheques and postal orders should be made payable to "Queen's University Belfast"; when purchasing from the University of Ulster, cheques and postal orders should be made payable to the "University of Ulster".

YOU SHOULD NOT ASSUME THAT THE QUESTION PAPERS WILL FOLLOW THE SAME FORMAT AS IN PREVIOUS YEARS.

APPENDIX 3

SUMMARY OF WHAT TO DO IF OFFERED A PLACE OR WAITLISTED

Graduate applicants offered a place on the Bar course – 30

Graduate applicants offered a place on one of the Solicitors courses – 31

Graduate applicants waitlisted for any of the courses – 32

Applicants graduating in 2009 who may be offered a place or waitlisted – 33

Graduate applicants who are being offered a place on the Bar course	
If you do not intend to accept the offer of a place	Please inform the Institute admissions team in writing by the date given for return of the acceptance form. Warning – It is a policy of the Council of Legal Education that any applicant who withdraws later than the required date risks running into difficulties in any future application for admission.
If you intend to accept the offer of a place	
By 6 June	You must send to the Institute admissions team the documents listed in your offer letter.
Before 24 August	You must apply to be admitted as a student of the Inn of Court of Northern Ireland (see p.6).
Late August – end of September	(a) Four-week scheme for placement in Citizens Advice Bureaux (see p.6) (b) Week of work experience (see p.6) Both schemes are compulsory
Late September	Enrolment as a trainee of the Institute. You cannot enrol until you are admitted as a student of the Inn of Court (see p.6)
Late September/early October	Institute term begins – term dates to be indicated in first-round letter.
If you are also waitlisted for another course(s), please see also instructions for waitlisted candidates (p.32)	

Graduate applicants who are being offered a place on one of the Solicitors courses	
If you do not intend to accept the offer of a place	Please inform the Institute admissions team in writing by the date given for return of the acceptance form. Warning – It is a policy of the Council of Legal Education that any applicant who withdraws later than the required date risks running into difficulties in any future application for admission.
If you intend to accept the offer of a place	
By 6 June	You must send to the relevant admissions team the documents listed in your offer letter.
By 24 August	You must register with the Law Society of Northern Ireland (see p.8) Remember this deadline is absolute!!! If you do not register on time you will lose your place
Apprenticeship	See p.8
Late September	Enrolment on one of the Solicitors courses. Information will be sent to you by the relevant admissions team. You cannot enrol unless you registered with the Law Society by 24 August (see p.8).
If you are also waitlisted for another course(s), please see also instructions for waitlisted candidates (p.32)	

Graduate applicants who are being waitlisted for a place on any of the courses	
If you are no longer interested in a place or wish to withdraw from one or more of the waitlists	
Please inform the Institute admissions team in writing as soon as possible.	
If you are still interested in a place	
By 6 June	You must send to the relevant admissions team the documents listed in your first-round letter.
You will be kept on the waitlists until	(a) you withdraw from a list; or (b) you are offered a place on a higher preference option.
Movement on the waitlist	If a place becomes available for you on a course we will contact you immediately. However this will not be until after the majority of final law degree results are available in July. We have no way of forecasting how the waitlists will move. We will in any event write to you in July to give you an update on your position. If you are going to be away from your home address at any time between July and August you must give the Institute admissions team a temporary address and phone number OR the name, address and phone number of someone who can contact you quickly or act on your behalf.
Enrolment	Information will be sent to you by the relevant admissions team. You cannot enrol unless you have either applied for admission as a student of the Inn of Court by 24 August or registered with the Law Society by 24 August (see pp.6 and 8).
Waitlist for the Bar course	
By 24 August	You must apply to be admitted as a student of the Inn of Court of Northern Ireland (see p.6). You may not apply for admission until you have been offered a place on the Bar course.
Late August – end of September	(a) Four-week scheme for placement in Citizens Advice Bureaux (see p.6). (b) Week of work experience (see p.6). Both schemes are compulsory
Waitlists for the Solicitors courses	
By 24 August	You must register with the Law Society of Northern Ireland (see p.8). Do not wait until you have been offered a place on a solicitors course before registering. Remember this deadline is absolute!!! If you do not register on time you will not be able to take up a place on a solicitors course. Places sometimes become available after the registration date and these can only be offered to applicants from the waitlist who registered by 24 August.
Apprenticeship	See p.8.

Applicants who expect to graduate in the summer who with at least one of their projected positions on the order(s) of merit will be offered a place or will be waitlisted	
If you are no longer interested in a place or wish to withdraw from one or more of the waitlists Please inform the Institute admissions team in writing as soon as possible.	
If you are still interested in a place:	
By 6 June	You must send to the relevant admissions team the documents listed in your first-round letter.
Applicants studying at Queen's University or the University of Ulster	The Institute admissions team will get your degree result direct from your university. The Institute will write to you as soon as possible after your final results are published. However if your final result is below the level of the waitlist the Institute will not be writing to you at this time.
Applicants studying at any other university	You should telephone the Institute admissions team immediately you know your final degree results – remember that the waitlists may have moved so your position might have improved since you received your first-round letter. The office will probably be closed during the week of 13 July so if your result is published during this week you should leave a message. You may do so in any of the following ways: on the answering machine, by letter, fax or e-mail. Contact details are given in this booklet. If you are unable to leave a message you should telephone the Institute as soon as the office re-opens.
Instructions relevant to the Bar course	
By 24 August	You must apply to be admitted as a student of the Inn of Court of Northern Ireland (see p.6). You may not apply until you have been offered a place.
Late August – end of September	(a) Four-week scheme for placement in Citizens Advice Bureaux (see p.6) (b) Week of work experience (see p.6) <u>Both schemes are compulsory</u>
Late September	Enrolment as a trainee of the Institute. You cannot enrol until you are admitted as a student of the Inn of Court (see p.6).
Late September/early October	Institute term begins – term dates to be indicated in the second-round letter.

Instructions relevant to both Solicitors courses	
By 24 August	You must register with the Law Society of Northern Ireland (see p.8). Do not wait until you have been offered a place on a course. <u>Remember this deadline is absolute!!!</u> If you do not register on time you cannot take up a place on a solicitors course. Places sometimes become available after the registration date and these can only be offered to applicants from the waitlist who registered by 24 August.
Apprenticeship	See p.8.
Enrolment	Enrolment – you cannot enrol unless you registered with the Law Society before 24 August (see p.8).

APPENDIX 4

RECOGNISED LAW DEGREES for the purposes of admission to the Institute of Professional Legal Studies of Queen's University Belfast and the Graduate School of Professional Legal Education of the University of Ulster

The degrees appearing on this list are recognised law degrees for the purposes of admission to the Institute of Professional Legal Studies of Queen's University Belfast and the Graduate School of Professional Legal Education of the University of Ulster and qualification for the legal profession in Northern Ireland subject to meeting the following requirements:

- (a) that at least two years of the degree must be at degree level;
- (b)(i) that for candidates commencing their law degree after 1 September 2003 a full-time degree should normally be completed within one year of the normal period for completion of a particular programme and
- (ii) that a part-time degree should normally be completed within two years of the normal period for completion of a particular programme.

A degree falling outside the periods prescribed at (b) above will only exceptionally be recognised by the Council of Legal Education (NI). Exceptional cases should be referred to the Council of Legal Education, with full supporting evidence, to be considered on their merits.

- (c) that the following subjects (the "core subjects") should be included at degree level:
 - (i) Constitutional Law, Criminal Law, Contract, Tort, Land Law, Equity, Evidence* and European Law.
 - (ii) Candidates who began their law degrees before 1 September 1996 may substitute Company Law* in the place of European Law.
 - (iii) For candidates who commenced their law degrees after September 2001 a maximum of two core subjects may be taken outside of the law degree.
 - (iv) For candidates who commenced their law degrees after September 2006 subjects taken as part of the CPE/GDL or equivalent will be regarded as outside the law degree even if the awarding university has granted exemptions in respect of those subjects.
- (d) that credit for none of the core subjects listed at (c) above has been obtained through APEL (accreditation for prior experiential learning).
- (e) that candidates who began their law degrees after September 2006 and whose transcripts show that they have not achieved the relevant pass mark in a core subject will be required to take and pass an examination of degree standard in that subject (eg take and pass a module offered as part of a recognised law degree); in accordance with (c)(iii) above a maximum of two core subjects may be taken outside the law degree.
- (f) that for candidates who began their law degrees after September 2006 the maximum number of attempts at a core subject examination permitted should normally be three.

Candidates who have had more than three attempts at a core subject examination will only be considered in exceptional circumstances. Exceptional circumstances should be referred to the Council of Legal Education, with full supporting evidence, to be considered on their merits.

- (g) that, in a joint degree, 160 out of 360 credits (for three-year degrees) or 160 out of 480 credits of the degree (for four-year degrees) must be law subjects.

* The Institute holds special examinations each year for trainees who have not studied Evidence (and/or Company Law if covered by (c) above) as undergraduates. Details may be obtained from the Institute.

N.B. Candidates' attention is drawn to the fact that whilst a degree may be recognised for the purposes of admission, if it does not carry a normal degree classification (ie first class honours, upper second class honours, lower second class honours, third class honours) it may attract a weighting of "0" in the selection procedures. (Information on the selection procedures may be obtained from the Institute of Professional Legal Studies and the Graduate School of Professional Legal Education. It is also published on the following websites: www.qub.ac.uk/ipls and www.socsci.ulster.ac.uk/gsp/le/index.html). However, in the case of senior status or graduate entry degrees, if a candidate can provide a transcript (confirmed by the degree-awarding institution) showing the marks achieved for each subject, the Institute of Professional Legal Studies will assess an equivalent degree classification for the purposes of the selection procedure.

Please note that degrees in Scots Law are not recognised.

University	Title of degree
Aberystwyth (University College of Wales)	<ul style="list-style-type: none"> • LLB – Law • LLB – Law & European Languages • BA – Law with Economics [formerly BSc(Econ) – Law & Economics] • BA – Law with Politics [formerly BSc(Econ) – Law & Political Science] • BA – Law with Accounting & Finance [formerly BSc(Econ) – Law & Accounting & Finance] • BA – Law with Business Studies [formerly BSc(Econ) – Law & Business Studies] • BA – Law • BA – Law with European Languages • BA Law with Welsh • BA Law with Marketing • LLB – Law (2-yr senior status)
Anglia Polytechnic University	<ul style="list-style-type: none"> • LLB – Law • BA – Combined Honours
Aston University (Birmingham)	<ul style="list-style-type: none"> • BSc – Managerial & Admin Studies (Legal Studies)
Queen's University Belfast	<ul style="list-style-type: none"> • LLB – Law • LLB – Law & Accounting • LLB – Law with Politics • LLB – Common & Civil Law with French • LLB – Common & Civil Law with Hispanic Studies • MLegSc. [formerly BLegSc.] – Law (senior status, may be taken part-time)

University	Title of degree
Birmingham University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • LLB – Law with Business Studies • LLB for Graduates (2-yr programme) [formerly LLB – Law (2-yr senior status)] • LLB – Law with Politics [no longer offered] • LLB – Law & European Law [no longer offered]
Bournemouth University	<ul style="list-style-type: none"> • LLB – Business Law (Sandwich) • LLB – Law
University of Bradford	<ul style="list-style-type: none"> • LLB (Hons)
Bristol University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law & French • LLB – Law & German • LLB – European Legal Studies • BSc – Chemistry & Law • MA – Legal Studies (2-yr senior status)
Brunel University (University of West London)	<ul style="list-style-type: none"> • LLB – Law* • LLB – Business & Finance Law* • BSc – Economics & Law* • BSc – Government & Law* [last intake 1997] • BSc – Sociology & Law* [last intake 1995] <p>*incl sandwich</p>
Buckingham University	<ul style="list-style-type: none"> • LLB – Law* • LLB – European Studies* • LLB – Politics & Law* • <i>LLB – Part-time</i> • LLB – Law, Biology & Environment* [last graduates 1997] <p>* 2 years duration</p>
Cambridge University	<ul style="list-style-type: none"> • BA – Law Tripos [includes Cambridge-Paris II Double Maîtrise and Erasmus Scheme] • BA – Law Tripos (2-yr senior status)

University	Title of degree
Cardiff (University of Wales)	<ul style="list-style-type: none"> • LLB – Law • LLB – Law & French • LLB – Law & German • LLB – Law & Italian • LLB – Law & Japanese • LLB – Law & Spanish • LLB – Law & Sociology • LLB – Law & Politics • LLB – Law and Criminology • LLB – Law (2-yr senior status)
University of Central England in Birmingham	<ul style="list-style-type: none"> • LLB (Hons) – Law [including language options] • LLB – Law with Politics (Hons) (Minor) • LLB – Law with American Legal Studies • LLB – Law with Criminology • LLB – Law with Legal Practice (Hons) • <i>LLB (Hons) – Law Part-time</i> • LLB – Law with Psychology (Hons) (Minor) [last intake 2001] • LLB – Law with Sociology (Hons) (Minor) [last intake 2001]
City University (London)	<ul style="list-style-type: none"> • LLB – Law • LLB – Business Law • LLB – Law (2-yr senior status)

University	Title of degree
University College Cork	<ul style="list-style-type: none"> • BCL – Law • BCL – Law & French/German • LLB – Law * <p>*If candidates have a law degree which is not presently recognised for the purposes of admission to the Institute and then take the LLB at University College Cork, subject to satisfying the other requirements for a recognised law degree, they will be eligible to apply for admission to the Institute. However, one of the requirements is that credit for none of the core subjects has been obtained through APEL (accreditation for prior experiential learning).</p>
Coventry University	<ul style="list-style-type: none"> • LLB – Business Law • LLB – European Law • LLB – Legal Studies • LLB – Criminal Justice • <i>LLB – Part-time</i> • LLB – Law (2-yr senior status)
De Montfort University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • LLB – Law with German • BA – Combined Studies • BSc – Combined Studies • LLB (Hons) Law • BA (Hons) Law • LLB (Hons) Welfare Law • LLB (Hons) Criminal Justice • <i>LLB – Part-time</i>

University	Title of degree
University of Derby	<ul style="list-style-type: none"> • LLB (Hons) – Law • LLB (Hons) – Law with European Studies • LLB (Hons) – Law with a Modern Language • LLB (Hons) – Law with Criminology • LLB (Hons) (Business Law) • LLB (Hons) (International Law) • LLB (Hons) (Social and Public Law) • <i>LLB (Hons) – Part-time</i>
Trinity College Dublin	<ul style="list-style-type: none"> • LLB – Law • LLB – Law and German • LLB – Law and French
University College Dublin	<ul style="list-style-type: none"> • BCL – Law • BCL – Law with Economics • BCL – Law with French Law • BCL – Law with History • BCL – Law with Philosophy • BCL – Law with Politics • BCL/Maîtrise • BBLS – Business & Legal Studies
Dundee University	<ul style="list-style-type: none"> • LLB – Law* • LLB – Law* & Languages [formerly LLB – Law* (with Erasmus Exchange)] • LLB – Law and Accounting* • LLB – Law * - accelerated studies <p>*must have taken English Law options</p>
Durham University	<ul style="list-style-type: none"> • LLB – Law • BA – Law & Economics • BA – Law & Politics • BA – Law & Sociology • LLB – European Legal Studies

University	Title of degree
East Anglia University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with German Law & Language • LLB – Law with French Law & Language • LLB – Law with European Legal System
University of East London	<ul style="list-style-type: none"> • LLB – Law • LLB [formerly BA] – Law (Major) • BA – Legal Studies (single honours)* [last intake 2003] • BA (Hons) – Legal Studies (major pathway)* [last intake 2003] • <i>LLB – Part-time</i> • <i>LLB by Distance Learning with ICS</i> <p>* But not</p> <ul style="list-style-type: none"> • BA (Hons) Legal Studies (Joint pathway) or • BA (Hons) Legal Studies (minor pathway)
Essex University	<ul style="list-style-type: none"> • LLB – Law • LLB – English & European Law • LLB – English & French Law • LLB – Law & Philosophy • LLB – Law & Politics • LLB – Law & Human Rights
Exeter University	<ul style="list-style-type: none"> • LLB – Law • LLB – European Law • LLB with European Study • BA (Law) – Law & Society • BA (Law) – Chemistry & Law • LLB – Law (2-yr senior status)
University College Galway	<ul style="list-style-type: none"> • LLB – Law • BCL – Law
University of Glamorgan	<ul style="list-style-type: none"> • LLB – Law • <i>LLB – Part-time</i>

University	Title of degree
University of Greenwich (London)	<ul style="list-style-type: none"> • LLB – Law • BA – Law
London Guildhall University	See under London Metropolitan University
University of Hertfordshire	<ul style="list-style-type: none"> • LLB – Law (not the accelerated programme) • BSc – Combined Studies • BA – Social Science • BA – Business Studies (Law Major) • <i>LLB – Part-time</i>
University of Huddersfield	<ul style="list-style-type: none"> • LLB – Law • LLB – Business Law • BA – Law & Accountancy • LLB (Hons) – European Legal Studies • <i>LLB – Part-time</i> • LLB – Law (2-yr senior status)

University	Title of degree
Hull University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • LLB – Law with German • LLB – Law (European Legal Studies) • LLB – Law with Philosophy • LLB – Law with Philosophy (European Legal Studies) • LLB – Law with Politics [formerly LLB – Law & Politics] • LLB – Law with Politics (European Legal Studies) [formerly LLB - Law & Politics (European Legal Studies)] • LLB (Hons) with Criminology • LLB (Hons) Commercial Law • LLB (Hons) Commercial Law (European Legal Studies) • LLB (Hons) International Law • LLB (Hons) International Law (European Legal Studies) • LLB (including Foundation English Language) • LLB (Hons) Law with Business • LLB Senior Status • LLB (Hons) Law with Spanish Law and Language • MJur Master of Jurisprudence ✦ <p>Continued in next column</p>

University	Title of degree
Hull continued	<ul style="list-style-type: none"> • <i>LLB – Part-time</i> • <i>LLB (Hons) Commercial Law (Part-Time)</i> • <i>LLB (Hons) International Law (Part-Time)</i> • <i>MJur Master of Jurisprudence (Part-Time)</i> † • LLB – Law & Sociology [last intake 2004] • LLB – Law & Sociology (European Legal Studies) [last intake 2004] † see NB on page 2
Keele University	<ul style="list-style-type: none"> • BA – Law & another subject (all degrees at the University of Keele are Joint Honours – where a degree is designated as Law this will constitute a recognised law degree subject to the requirements set out on page 1 of this list)
Kent University (Canterbury)	<ul style="list-style-type: none"> • LLB – Law • LLB – English & French Law • LLB – English & German Law • LLB – English & Italian Law • LLB – English & Spanish Law • LLB – European Legal Studies • BA – Joint Honours • BA – Combined Studies [no longer offered]

University	Title of degree
Kingston University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • LLB – Law with German • LLB – Law with French/German/Spanish Studies • LLB – Law with European Studies • LLB – Law with Business • <i>BA – Part-time (Combined Studies)</i> • BA – Accounting & Law [last awarded 2001] But not BA Law
University of Central Lancashire	<ul style="list-style-type: none"> • LLB – Law • LLB – Law & French • LLB – Law & German • BA – Law (Combined Honours) • BSc – Law (Combined Honours) • <i>LLB – Part-time</i>
Lancaster University	<ul style="list-style-type: none"> • LLB – Law • LLB – European Legal Studies • LLB – International Studies • LLB – Law & Criminology [In order to meet the requirement for 160 credits out of 360 credits to be law subjects, candidates must within the degree study all the core subjects except Evidence.]
Leeds Metropolitan University	<ul style="list-style-type: none"> • LLB – Law • <i>LLB – Part-time</i> • BA – Law with Information Technology (full-time and part-time) [the route to this degree which commences with the HND in Law with Information Technology is not recognised]

University	Title of degree
Leeds University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law (Graduate programme) • LLB – English Law with a European Law • LLB – Law & Chinese Studies • LLB – Law & Japanese Studies • LLB – Law & French Studies • LLB – Law (2-yr senior status) [last intake 1994] • LLM – Law (2-yr senior status) [last intake 1994] • LLM – Law (Graduate programme)
Leicester University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • LLB – Law with European Studies • LLB – Law - International • BA – Law & Economics
University of Limerick	<ul style="list-style-type: none"> • LLB – Law • LLB – Law and European Studies • BA – Law and Accounting • LLB graduate entry • <i>LLB part-time – evening programme</i>
University of Lincoln [formerly Humberside & Lincolnshire]	<ul style="list-style-type: none"> • LLB (formerly BA) – Law & another subject (all LLB (formerly BA) Law degrees at the University of Lincoln are Law Major and are recognised law degrees subject to the requirements set out on page 1 of this list)
Liverpool John Moores University	<ul style="list-style-type: none"> • LLB – Law • <i>LLB – Part-time</i>

University	Title of degree
Liverpool University	<ul style="list-style-type: none"> • LLB – Law • LLB – English and French Laws [formerly LLB – Law & French] • LLB – English and German Laws [formerly LLB – Law & German]
UNIVERSITY OF LONDON	
University of London External Degree	<ul style="list-style-type: none"> • <i>LLB – Law</i> • <i>BSc – Management with Law</i> • <i>LLB – Law (2-yr senior status)</i>
Birkbeck College London	<ul style="list-style-type: none"> • <i>LLB – Part-time</i> • <i>LLB – (3-yr senior status)</i>
King's College London	<ul style="list-style-type: none"> • LLB – Law • LLB – English & French Law • LLB – Law with German Law • LLB – Law with European Studies
London School of Economics & Political Science	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • LLB – Law & Anthropology • LLB – Law & Government • LLB – Law with German [no longer offered]
School of Oriental & African Studies London	<ul style="list-style-type: none"> • LLB – Law • BA – Law & Another Discipline • BA – Law & a Language
Queen Mary & Westfield College London	<ul style="list-style-type: none"> • LLB – Law • LLB – English & European Law • LLB – Law with German Language • BA – Law & Economics • BA – Law & Politics • BA – Law & German • LLB – Law (2-yr senior status)

University	Title of degree
University College London	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with Advanced Studies • LLB – Law with French Law • LLB – Law with German Law • LLB – Law with Italian Law • BA – Law & History • BEng – Civil Engineering Technology & Law
London Metropolitan University (formerly London Guildhall and University of North London)	<ul style="list-style-type: none"> • LLB – Law * • LLB – Business Law * • LLB – Social Justice * <i>*includes part-time option</i> • LLB – Law [originally from London Guildhall University – no longer offered] • LLB – Business Law [originally from London Guildhall University – no longer offered] • BA – Legal Studies [originally from London Guildhall University – no longer offered] • BA – Law & Another Discipline [originally from London Guildhall University – no longer offered] • <i>LLB – Part-time</i> [originally from London Guildhall University – no longer offered] • LLB – Law [originally from University of North London – no longer offered] • <i>LLB – Part-time</i> [originally from University of North London – no longer offered]
University of Luton	<ul style="list-style-type: none"> • LLB – Law • BA – Law (Major)
Manchester Metropolitan University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French • <i>LLB – Part-time</i> • <i>LLB – Part-time Distance Learning [last intake 1991]</i>

University	Title of degree
Manchester University	<ul style="list-style-type: none"> • LLB – Law • LLB – English & French Law • BA – Accounting & Law • BA – Law with Politics • BA – Government & Law [last intake 2000]
Middlesex University	<ul style="list-style-type: none"> • LLB – Law • BA – Law (Major)
Newcastle-upon-Tyne University	<ul style="list-style-type: none"> • LLB – Law • BA – Accounting & Law • BA – Law with French • BA – Law with German [no longer offered]
University of North London	See under London Metropolitan University
University of Northumbria at Newcastle	<ul style="list-style-type: none"> • LLB – Law • LLB – French & English Law • <i>LLB – Part-time</i> • <i>LLB – Part-time Distance Learning</i> • LLB – Integrating Legal Practice Course and Bar Vocational Course [LPC and BVC elements not recognised for admission to the Institute of Professional Legal Studies]
Nottingham Trent University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law (sandwich) • LLB – Magisterial Law • LLB – Law (Europe) • <i>LLB – Part-time</i> • <i>LLB – Part-time Distance Learning</i>

University	Title of degree
Nottingham University	<ul style="list-style-type: none"> • LLB – Law • BA – Law • LLB/BA – Law & Politics • LLB/BA – Law with American Law • LLB/BA – Law with European Law • BA – Law with American Law & Politics • BA – Law with European Law & Politics • LLB/BA – Law with Chinese Law • BA – Law with Chinese Law and Politics • LLB/BA – Law with South-East Asian Law • BA – Law with South-East Asian Law & Politics • LLB/BA – Law with Australian Law • BA – Law with Australian Law & Politics
Open University	<ul style="list-style-type: none"> • LLB - Law
Oxford Brookes University	<ul style="list-style-type: none"> • LLB – Law • BA – Law & Another
Oxford University	<ul style="list-style-type: none"> • BA – Jurisprudence • BA – Jurisprudence (English Law with German Law) • BA – Jurisprudence (English Law with French Law) • BA – Jurisprudence (English Law with Italian Law) • BA – Jurisprudence (English Law with European Law) • BA – Jurisprudence (2-yr senior status) • BA – Jurisprudence (3-yr senior status – includes 1 yr abroad)
University of Plymouth	<ul style="list-style-type: none"> • LLB – Law

University	Title of degree
Reading University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with French Law • LLB – Law with Legal Studies in Europe
Sheffield Hallam University	<ul style="list-style-type: none"> • LLB – Law • BA (Hons) – Law and Criminology • BA (Hons) – Law and Business • BA (Hons) – Law and Psychology • LLB (Hons)/Maîtrise en Droit – Law (Europe) • <i>LLB – Part-time</i> • LLB – Law (2-yr senior status)
Sheffield University	<ul style="list-style-type: none"> • LLB – Law • BA – Law • BA – Law & Criminology • BA – Law with French • BA – Law with German • BA – Law with Spanish • LLB – Law (2-yr senior status)
South Bank University (London)	<ul style="list-style-type: none"> • LLB - Law • Combined Honours Law degree • <i>LLB – Part-time</i>
Southampton University	<ul style="list-style-type: none"> • LLB – Law • BSc – Politics & Law • LLB - Criminology • BSc – Accounting & Law [last graduation 2003]

University	Title of degree
Staffordshire University	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with Accounting Studies [formerly LLB – Law & Accounting] • LLB (Hons) Advice Work • LLB (Hons) Criminology • LLB (Hons) Business Law • LLB – Law with Another [formerly BA – Law & Another] • <i>LLB – Law Part-time</i> • LLB – Law & Language [no longer offered] • BA – Modern Studies [no longer offered]
University of Sunderland	<ul style="list-style-type: none"> • LLB (Single Hons)
Surrey University	<ul style="list-style-type: none"> • BSc – French & Law • BSc – German & Law • BSc – Russian & Law • BSc – Linguistics & International Studies [last intake 1992]
Sussex University	<ul style="list-style-type: none"> • LLB – Law • LLB – European Commercial Law • LLB/BA – Law with French • LLB/BA – Law with German • LLB/BA – Law with Italian • LLB/BA – Law with Spanish • LLB/BA – Law with Russian • BA – Law with North American Studies • BA – Law & Economics [no longer offered] • BA – Law with History [no longer offered]
University of Wales (Swansea)	<ul style="list-style-type: none"> • LLB – Law • LLB – Law with Business Studies, Language & Politics • LLB Joint Honours Law and American Studies

University	Title of degree
University of Teesside	<ul style="list-style-type: none"> • LLB – Law • <i>LLB – Part-time</i>
Thames Valley University (London)	<ul style="list-style-type: none"> • LLB – Law • <i>LLB – Part-time</i> • <i>BA – Criminal Justice – Part-time [no longer offered]</i> • LLB – Law with French Law & Language [no longer offered] • LLB – Law with German Law & Language [no longer offered] • LLB – Law with Spanish Law & Language [no longer offered] • LLB – Law in the Community [no longer offered] • BA – Accounting & Law [no longer offered] • BA – European Law [no longer offered] • BA – Criminal Justice [no longer offered]

University	Title of degree
University of Ulster	<ul style="list-style-type: none"> • LLB - Law • LLB – Law with Languages at Magee Campus • LLB (Hons) – Law with minor combination (includes part-time option) • LLB/BSc – Law & Government at Jordanstown Campus [formerly LLB/BA – Government & Law] • LLB/BSc – Law & Economics at Jordanstown Campus [formerly LLB/BA – Law & Economics] • LLB/BSc – Law & Business Studies at Magee Campus [formerly LLB/BA – Law & Business Studies] • LLB/BSc – Law & Politics at Magee Campus [formerly LLB/BA – Law & Politics] • <i>BSc Government & Law at Jordanstown Campus – Part-time [formerly BA – Government & Law]</i>
Warwick University	<ul style="list-style-type: none"> • LLB – Law • LLB – European Law • BA – Law & Sociology • BA – Law & Business

University	Title of degree
University of the West of England in Bristol	<ul style="list-style-type: none"> • LLB (Hons) - Law • LLB (Hons) – Law with French • LLB (Hons) – Law with German • LLB (Hons) – Law with Spanish • LLB (Hons) – Law with English as a Foreign Language • LLB (Hons) – Commercial Law • LLB (Hons) – European & International Law • LLB (Hons) – European Law & Languages [last intake 2000] • LLB (Hons) – Law & Comparative European Legal Studies [last intake 1999] • <i>LLB – Part-time [last intake 2000]</i>
University of Westminster (London)	<ul style="list-style-type: none"> • LLB – Law • LLB – European Legal Studies • LLB – Law with French Law • LLB – Law with Spanish Law • <i>LLB – Part-time</i> • BA – Law & Languages [no longer offered]
University of Wolverhampton	<ul style="list-style-type: none"> • LLB – Law • BA – Law (Major) • <i>LLB – Part-time or Part-time Distance Learning</i> • LLB – Law (2-yr senior status) • <i>LLB – Part-time or Part-time Distance Learning (senior status)</i>
COLLEGES	
Dublin: Portobello College	<ul style="list-style-type: none"> • LLB – Law • LLB – Law (2-yr senior status)
Dublin: Griffith College	<ul style="list-style-type: none"> • BA (Hons) Business & Law • LLB (Hons)

University	Title of degree
Letterkenny Institute of Technology	<ul style="list-style-type: none"> • Bachelor of Legal Studies with Taxation
University College of Northampton (Northampton Business School)	<ul style="list-style-type: none"> • LLB – Law (formerly BA – Law) • BA (Combined Honours) – Law Major
Southampton Institute	<ul style="list-style-type: none"> • LLB – Law • LLB (Hons) with Business Management [formerly LLB – Law with Business] • LLB – Law with Criminology • LLB (Hons) with Marketing Management [formerly LLB – Law with Marketing] • LLB (Hons) with Human Resources Management [formerly LLB – Law with Human Resources Management] • LLB (Hons) with Environmental Management [formerly LLB – Law with Environmental Studies] • LLB (Hons) with Information Management • LLB (Hons) with European Studies • LLB (Hons) with Practice Management • LLB (Hons) with Criminology) • <i>LLB (Hons) part-time</i> • <i>LLB – part-time – evening programme</i> • BA – Business & Law [last graduation 2002]
Swansea Institute of Higher Education (awarded by University of Wales)	<ul style="list-style-type: none"> • LLB – Law