

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

Trainee Handbook

What you need to know about the day-to-day life of the Institute

**Please note that this Handbook should be read
in conjunction with the 'on-line' information
regarding the course.**

Appendices

- 1 Regulations for the Postgraduate Diploma in Professional Legal Studies.
- 2 On-line Legal Resources available to Institute trainees.
- 3 University Student Anti-Bullying and Harassment Policy.
- 4 IPLS Procedure for Maintenance and Enhancement of Standards and Quality.
- 5 Fire Safety.
- 6 (a) Bar Programme Specification
(b) Solicitor Programme Specification

2011-2012 Edition

Introduction

Dear trainee,

On behalf of all our staff may I welcome you to the Institute of Professional Legal Studies. We are delighted to have you join us here and we hope that you will gain much from your time at the Institute. We are all committed to providing you with the very best in vocational legal training.

This handbook is intended to help you maximise your time at the Institute by providing easy access to most of the information which you will need about our policies and procedures. Along with the handbook you will find a certificate stating that you have read the handbook and that you will abide by our policies. You will be expected to sign this certificate when you enrol. Throughout your time at the Institute it will be assumed that you know the contents of the handbook and you may find that you encounter considerable difficulties if you do not.

We look forward to working with you.

Yours sincerely,

Anne Fenton
Director

General Information

This handbook contains information on the day to day life of the Institute.

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1. What the IPLS does

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 helps you to acquire and develop the skills needed to meet the demands which are made on practising barristers and solicitors by both clients and colleagues. Here you can learn by doing well and by doing incorrectly, but not at the client's expense.

2. 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.

3. Where you fit in

You come to the Institute armed with your law degree or recognised equivalent. Some of you are fresh from university while others have been earning your living for many years and are making a career change.

Some of you will find it difficult and often irksome to make the transition from the comparatively unstructured life of a student at University to the rigours of the Institute regime. This is where our position as a part of the University and the use of the term “postgraduate student” is misleading. What you need to do is to put your student days completely behind you and to remember that you are now a trainee member of your chosen profession.

On the other hand, those of you who have been holding responsible positions or have not taken part in formal education for many years may find it difficult to adjust to the learning environment.

Please remember, into whichever category you fall, that the staff of the Institute are here to help you. Our aim is to equip you for practice as a lawyer. **All** of the parts of the courses as well as the routine of the Institute have been carefully designed to assist in this process.

4. 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. We also want to make sure that there are always good communications between trainees and staff. Accordingly 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 along with the rest of his/her “advisees” early in the term. This opportunity for an informal small group discussion will be repeated towards the end of term and during your third term with us. During your second term you will have a one-to-one interview with your adviser. Of course if you have problems of any sort (or if you would just like to talk to a member of staff) you can arrange to see your adviser, any of the other lecturers, or the Director at any time. However, if you know that you will need to speak to a staff member about an issue please do not leave this to the last moment. 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 concerned or by leaving a note in Reception. If you wish to see the Director you should speak to Miss Boal who will arrange an appointment as soon as possible.

5. Daily routine

To benefit fully from a practical course such as this, where much of what we do is practical application, you need to attend **all** classes, whether lectures, practical exercises or workshops, and participate in all exercises.

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

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

Please note that attendance is **compulsory** at **all** sessions. See the Regulations for the Postgraduate Diploma in Professional Legal studies ("the Institute Regulations").

The reason for this is the insistence of the two professional bodies 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.

The Council of Legal Education is responsible for the monitoring and enforcement of the attendance rules. In this it is assisted by a clerical officer working within the Institute who carries out day-to-day administrative tasks.

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 return an absence slip explaining this absence as soon as possible. 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 return 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 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 MAY 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 on” 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 procedures (as set out in the Institute Regulations). 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 is not in a position to 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.

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.**

The fact that you will have a great deal to do does not mean that you will spend all or even most of your learning time in formal class. There will be days when you will be in class from 9.30 to 1.00 and/or from 2.00 to 5.00. You should plan your personal timetable on that basis. On other days you may find that classes finish at 12.00 or 12.30 or at 4.00 or 4.30. On Mondays classes for Bar trainees may run from 5.00 to 6.00 at the High Court and there may be some evening classes arranged by the Bar Council.

On the days when formal classes are not scheduled to run until 1.00 or 5.00 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.

6. 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.

7. Court and other visits

These are arranged throughout the year and are compulsory. 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.

8. Syndicates and tutorial groups

Tutorial groups

You will be allocated to two tutorial groups:

- (a) 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");
- (b) 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.

9. Books

From time to time during the year books may be recommended to you. Some books and other materials will be lent to your syndicate or tutorial group.

Books/materials lent to your syndicate or tutorial group will be "signed out" to a specific trainee. That trainee **must** ensure that the relevant book is in class for **all** practical exercises.

Nearly all the information which you will require will be contained in your course materials and syndicate books. However, Institute trainees also have access to a wide variety of on-line texts; the most relevant of these texts are set out in Appendix 2.

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

10. 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 Institute IT suite as well as the Queen's Open Access Centres. Venues, opening times and other relevant information 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.

11. Course materials

Detailed course files, containing background notes, precedents, exercises and examples, are prepared for most subjects. 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.

12. Examinations and Assessment

Most of our courses are assessed by way of formal examinations which take place either at the end of a term or at the beginning of the following term. Exit examinations take place at the end of December (Solicitor trainees) and end of 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.** Part-time trainees, in particular, should note that examinations may take place in either the morning or the afternoon.

PLEASE NOTE THAT A COPY OF YOUR EXAMINATION RESULTS MAY 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 you will be allowed to resit it immediately after the Easter vacation. If you fail an examination in a subject taken between January and June the resits will take place during August. **It would therefore be extremely unwise to make holiday or other arrangements which might interfere with your ability to take a resit in August or immediately after the Easter vacation.**

The University regulation governing **absence from examinations** states as follows:

“2.2.26 Extenuating circumstances are defined as unforeseen factors or factors outside the student's control which may adversely affect performance, such as illness during an examination. It is the responsibility of candidates to ensure that medical certificates and other documentary evidence of extenuating 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, within three working days of the date of their last examination. Boards of Examiners are not obliged to consider any medical certificate or evidence of extenuating circumstances presented more than three working days after the last examination (see paragraph 2.1.14).”

You will see from the Institute Regulations that marks of 45 to 49% are recorded as a compensatable fail (CF). Regulation 10.7 of Part 2 of the Institute Regulations states: “Subject to 10.8 below ..., and where medical certificates or other documentary evidence of extenuating circumstances have been submitted to the Director within three working days of an examination, a mark of between 45-49% (known as a compensatable fail - CF) in a subject in the formal examinations may at the discretion of the Board of Examiners be compensated from a subject marked at 60% or more (known as a compensating pass - CP). The Board of Examiners is not obliged to consider any medical certificate or evidence of extenuating circumstances presented more than three working days after an examination.”

Provisional results of examinations will be posted in the Lecture Theatre as and when they become available. Actual marks are not released at this time. **Please note that these are unofficial results subject to the confirmation of the Board of Examiners.**

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 – adjacent to the University Bookshop) 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%.

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.

Assessed Exercises

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 will usually 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.

13. Endowments

1. **Prizes** The following prizes may be awarded to Institute trainees on the recommendation of the Board of Examiners:

The Thomasena McKinney Prize – 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.

The Belfast Solicitors Association Prizes – awarded by the Belfast Solicitors Association to the top three solicitor trainees in the year.

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

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

The Carson McDowell Prize – established by Carson McDowell Solicitors for the trainee who attains the highest mark in the Drafting course.

The Cleaver Fulton Rankin Prize – established by Cleaver Fulton Rankin Solicitors for the trainee who attains the highest standard in the Wills examination.

The Conn & Fenton Prize – established by Conn & Fenton Solicitors for the trainee who attains the highest standard in the Enforcement of Judgments course.

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

The Elliott Duffy Garrett Prizes – two prizes established by Elliott Duffy Garrett Solicitors for the trainee who attains the highest standard in the Company Law examination and for the trainee who attains the highest standard in the Tribunals examination.

The McGrigors Prize – established by L'Estrange & Brett Solicitors for the trainee who attains the highest standard in the Administration of Estates examination.

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

The HarteCoyleCollins Prize – established by HarteCoyleCollins Solicitors for the trainee who achieves the highest standard in a voluntary examination within the PACE course.

Denis Kearney Memorial Prize – established by Kearney Sefton, Solicitors, in memory of Denis Kearney, Solicitor. It is awarded to the trainee in the Institute of Professional Legal Studies who attains the highest standard in Client Care.

The PricewaterhouseCoopers Prizes – two prizes established by Coopers & Lybrand (now PricewaterhouseCoopers) Accountants for the trainees who attain the highest standard in the Accounts and Revenue examinations.

The Tughan Prizes – two prizes established by Tughan & Co Solicitors for the Solicitor trainee who attains the highest standard in the Conveyancing courses and for the trainee who attains the highest standard in the Civil Procedure - High Court examination.

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

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

The Fox Prize Fund – 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. It is awarded to the best Bar trainee in the Negotiation section of the course.

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

The Megaw Gift Fund Prize – established by the General Council of the Bar of N 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. It is awarded to the best Bar trainee in the Advocacy section of the course.

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

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

2. 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.

14. 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 worth- while.

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 Institute and King's Inns in Dublin. The moot usually takes place in January or February.

Bar Professional Training Providers' Moot

This moot is open to teams of students undertaking the BPTC in England and Wales and to Bar trainees from IPLS. Each year it is hosted by a BPTC provider in England or Wales. It usually takes place in May.

E.U. Debate

Bar and Solicitors

This is a debate which is open to law schools and legal vocational training providers in Ireland. It is organised and hosted by the Law School of the Law Society of Ireland in Blackhall Place, Dublin. It usually takes place in January or February.

UK Law Schools' Mediation Competition

This is a competition centring 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.

15. Institute Premises

The main Institute building is at 10 Lennoxvale. Teaching is also carried out in 7 Lennoxvale.

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 in the lobby of the new building for those with mobility problems.

Car parking within the Institute grounds is reserved for staff and visiting speakers. Trainees should also note that parking in the grounds of other buildings in Lennoxvale is reserved to the departments in those buildings. Unauthorised parking in any of these areas will result in clamping. Trainees' attention is drawn to the "yellow lines" in Lennoxvale. These are there not only to ease congestion but principally to allow for unrestricted access of emergency vehicles to Lennoxvale, and therefore exist for the protection of us all. Car drivers are advised to allow plenty of time for finding a parking space. While there are restrictions in Lennoxvale there are usually parking places available in the streets off the Malone Road (e.g. Malone Avenue, Eglantine Avenue and Sans Souci Park) for those who arrive early enough. You are advised to secure your vehicles properly as car theft is common in the University area.

16. Safety and security

The first aid kit is kept in Reception (G3). **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 5.

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. You will be told the code for these locks during the welcome session. 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 or to the member of staff concerned (sometimes you may find them in the Staff Room - 1.1 on the first floor of the old building). **Never leave strangers wandering around the building unattended.** They may not have a legitimate reason for being here. **On no account leave either entrance door (or any other exit) unlocked at any time.** **Personal belongings** - Do not leave any personal property unattended anywhere in the Institute. Despite our best efforts, unauthorised callers do sometimes come in and there are people who regularly steal items left on University property. There have been a number of thefts of personal property from the Institute premises.

University Health Services - All QUB students who will be living away from home during term-time are advised to register with the University Health Service which is conveniently situated at 5 Lennoxvale.

17. Telephone

Unfortunately the Institute staff members do not have time to take messages for you, although they will of course do so in the case of serious emergency. You should explain this to anyone who might wish to contact you during the day. Your Master's office may also leave messages on the Institute fax machine (028 90 661192). Faxes for trainees should be clearly marked with their name. Incoming faxes will be placed on the main notice board.

Trainees will, of course, remember to turn off all mobile phones before the beginning of each class.

18. Photocopiers

A Photocopier is available in the building.

19. Staff/Student Consultative Committee

There is a Staff/Student Consultative Committee made up of two representatives from each tutorial group (three from the Bar class) plus all the members of the Institute teaching staff. 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.

20. 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 will 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.

21. 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. If the matter cannot be resolved at this level then the Director may become involved. She will not respond to anonymous complaints. 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 in the General Regulations in the University Calendar ("the University Regulations").

In some instances it will be more appropriate to take a complaint elsewhere. Please see the University Student Anti-Bullying and Harassment Policy at Appendix 3.

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 Regulations.

22. The staff

The staff of the Institute are here to help you. Please contact any of them if you have any difficulties.

You will meet your Adviser of Studies at the Welcome Session or during your first week at the Institute. Mrs Maxwell acts as Institute Apprenticeship Liaison Officer with a special role in helping sort out any problems solicitor trainees encounter in the office. You can approach all members of the Institute staff with total confidence in their discretion and tact.

If you have problems, particularly problems affecting your work or attendance, you should inform your Adviser of Studies or the Director. Please do not wait to be summoned by the Council of Legal Education to explain poor attendance. Remember, we may be able to help, and if we can we will. However, excuses given after the event in response to a complaint about poor attendance have much less credibility than those given either in advance or contemporaneously with the absence.

Absences are not taken lightly. Do not think that the closer you get to finishing the course the less likely it is you will be disciplined. Ask those who have had to repeat subjects and whose qualification date has therefore been delayed!

23. Who's who

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 Office".

Director**Mrs I Anne Fenton, LLB, MBE, Solicitor**

Mrs Fenton teaches Negotiation. Her office is G1 on the ground floor. Email: a.fenton@qub.ac.uk. If you wish to speak to her, please contact Miss Boal (G2 beside Reception) who will be happy either to let you know if she is free or to arrange an appointment for you.

Senior Lecturer/Associate Director**Mrs H R Craig, LLB, CPLS, Solicitor**

Mrs Craig's courses are Conveyancing 1 and 3, the Full Trial Programme and Client Care. You will find her in Room 1.5. Email: r.craig@qub.ac.uk. Mrs Craig works part-time.

Senior Teaching Fellow/Associate Director**Ms F Donnelly, LLB, CPLS, Solicitor**

Ms Donnelly's courses are Advocacy (solicitors), the Full Trial Programme and County Court/Consumer. She also looks after the Institute on-line resources. You will find her in Room 1.5. Email: f.donnelly@qub.ac.uk. Ms Donnelly works part-time.

Senior Teaching Fellows**Mrs Barbara Jemphrey, LLB, CPLS, PGCHET, Solicitor**

Mrs Jemphrey's courses are High Court (including Chancery), Practice Issues and Drafting. She also teaches on Bar Mondays. You will find her in Room 1.4. Email: b.jemphrey@qub.ac.uk. Mrs Jemphrey works part-time.

Mrs A Maxwell, LLB, CPLS, PGCHET, Solicitor

Mrs Maxwell's courses are Company Law & Partnership, Insolvency, Wills, Practice Management, Criminal Damage, Enforcement of Judgments, Interdisciplinary Training and Legal Research. She organises the CAB placements for the Bar and the Legal Aid course. 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.

Lecturers**Mr M O'Brien, LLB, CPLS, LLM, Barrister-at-Law**

Mr O'Brien's courses are Licensing, Criminal Procedure – Indictment and Tribunals. You will find him in Room 1.6. Email: m.g.obrien@qub.ac.uk. Mr O'Brien works part-time.

Mrs G McGaughey, LLB, CPLS, Barrister-at-Law

Mrs McGaughey's courses are Advocacy (Bar), Criminal Procedure – Summary, Advocacy/Pleading, Family and Evidence. She also organises Bar Mondays. You will find her in Room 1.8. Email: g.mcgaughey@qub.ac.uk. Mrs McGaughey is a full time member of staff.

Teaching Fellow

Ms Mary Traynor, LLB, Solicitor

Ms Traynor's courses are PACE, Conveyancing 2, Accounts, Revenue and Administration of Estates. She is also responsible for competitions. You will find her in Room 1.4. 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

Mrs Pauline Cheung is responsible for course preparation, general administration and examinations. You will find her in G4 (behind Reception). Email: p.cheung@qub.ac.uk

Mrs Mandi Belamine assists Mrs Cheung with the preparation of course materials. Any faults on computers in the IT suite should be reported to her. You will find her in Reception. Mrs Belamine is a part time member of staff. Email: a.belamine@qub.ac.uk

Miss Jane Boal is the Director's secretary and a member of the Admissions Team. She is Secretary to the Council of Legal Education. You will find her in G2 on the ground floor beside Reception. Email: j.boal@qub.ac.uk

Mr Chris McWatters undertakes general administrative duties and looks after reception; he is a part time member of staff. Email: cmcwatters@qub.ac.uk

Miss Lindsay Martin is responsible to the Council of Legal Education for keeping the attendance records. She also assists with the preparation of course materials and is responsible for the Institute's website. You will find her in G4 (behind Reception). All general enquiries from trainees should be addressed to Miss Martin in the first instance. Email: l.s.martin@qub.ac.uk

Mrs Joan Playfair is responsible for tutor co-ordination, for assisting with the library and for administering the Continuing Professional Development programme. You will find her in the Tutor Briefing Room on the first floor. Email: j.playfair@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 inside the building or on any part of Queen's property is not permitted.

24. Changes of address

All trainees must inform the University of any change of address or other personal details. This can be done through the "Queen's Online" using your password. In particular, if you are a Solicitor trainee you should make sure that your term-time address is entered in January.

25. Data protection

For the purposes of quality control, examination scripts and examination marks will be kept for three years.

26. 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.

Appendix 4 outlines our Quality Enhancement Policy.

27. Finally

We hope that you will enjoy your time here.

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

Institute of Professional Legal Studies

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 or from the Institute.

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 and the decision of the Central Students' Appeals Committee shall be final.
- (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 solicitors' offices 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
PLS8005	Criminal Damage	1	PLS8005	Criminal Damage	1
PLS8006	Licensing	2	PLS8006	Licensing	2
PLS8008	Practical Evidence – Bar	3	PLS8007	EJO	1
PLS8012	Bar Advocacy 1	5	PLS8009	Conveyancing 3	5
PLS8014	Bar Mondays	11	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				
PLS8081	Interdisciplinary Training	1				
PLS8082	Bar Advocacy 2	2				

Part B						
Bar trainees			Solicitor trainees			
PLS8003	Civil Procedure – High Court	5		PLS8003	Civil Procedure – High Court	5
PLS8013	Bar Advocacy 3	2		PLS8041	Criminal Procedure - Indictment	5
PLS8041	Criminal Procedure - Indictment	5		PLS8043	Criminal Procedure – Summary	5
PLS8043	Criminal Procedure – Summary	5		PLS8044	Chancery	2
PLS8044	Chancery	2		PLS8045	Wills	5
PLS8045	Wills	5		PLS8047	Conveyancing 1 – Sol	5
PLS8046	Conveyancing 1 – Bar	5		PLS8049	Accounts	3
PLS8049	Accounts	3		PLS8050	Revenue	3
PLS8050	Revenue	3		PLS8051	County Court – Consumer	6
PLS8051	County Court – Consumer	6		PLS8052	Conveyancing 2	5
PLS8054	Advocacy/Pleading	2		PLS8055	Drafting	1
PLS8055	Drafting	1		PLS8057	Client Care – Sol	2
PLS8056	Client Care – Bar	2		PLS8063	Advocacy Sol	4
PLS8060	Professional Conduct – Bar	2		PLS8064	Pupillage – Sol	21
PLS8061	Negotiation Bar	2		PLS8067	Legal Research Sol	2
PLS8072	Criminal Procedure – PACE	2		PLS8069	Practice Management	2
PLS8076	Company Law and Partnership	5		PLS8072	Criminal Procedure – PACE	2
PLS8077	Insolvency	2		PLS8076	Company Law and Partnership	5
PLS8078	Full Trial Programme	2		PLS8077	Insolvency	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
PLS8075	Pleading-Case Analysis (elective)	1
PLS8079	Public Family Law (elective)	1
PLS8083	Immigration (elective)	1
PLS8084	PACE in Practice (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 extenuating 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

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. The Institute Trainee's Progress Committee shall have the powers set out in the University's General Regulations governing School Student Progress Committees as contained in the University Calendar.
5. Trainees are expected to attend all sessions.
6. 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.
7.
 - (i) Any trainee who is absent for more than 75% 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 75% 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.
8. 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;
 - (a) 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
 - (b) 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.
9. Where a trainee is being referred to the Institute Trainees' Progress Committee under 7 or 8 above, the Director shall notify him/her in writing as soon as reasonably possible of his/her referral.
10. Assessment and Examinations

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

 - 10.1 There will be main examinations and resit examinations.
 - 10.2 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.
 - 10.3 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.
 - 10.4 Resit examinations for Part A main examinations will generally be held during the Easter vacation.

- 10.5 Resit examinations for Part B main examinations will generally be held in August/September.
- 10.6 Subject to 10.7 below the pass mark for each subject in all formal examinations will be 50%. The examiners reserve the right to ask the candidate to sit an additional oral examination prior to deciding on the examination mark.
- 10.7 Subject to 10.8 below, and where medical certificates or other documentary evidence of extenuating circumstances have been submitted to the Director within three working days of an examination a mark of between 45-49% (known as a compensatable fail - CF) in a subject in the formal examinations may at the discretion of the Board of Examiners be compensated from a subject marked at 60% or more (known as a compensating pass - CP). The Board of Examiners is not obliged to consider any medical certificate or evidence of extenuating circumstances presented more than three working days after an examination.
- 10.8 Subjects failed in Part A main or resit examinations can only be compensated from other subjects examined in Part A. Subjects failed in Part B main or resit examinations can only be compensated from subjects examined in Part B. This requirement may be varied in the case of illness or other circumstances deemed sufficient at the discretion of the Board of Examiners.
- 10.9 One subject cannot be used to compensate more than one other subject.
- 10.10 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 45%)
 2. failed - CF(45-49%)
 3. passed - P (50-59%)
 4. passed sufficiently well to have obtained a compensating pass - CP (60% and 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). Upon completion of the Postgraduate Diploma in Professional Legal Studies marks and attendance records may be provided to the appropriate professional body and the trainee's master.
- 10.11 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.
- 10.12 In all other respects the General Regulations (as set out in the University Calendar) in relation to examinations shall apply to formal examinations.

11. Structure and Procedure of Institute Trainees' Progress Committee

- 11.1 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.

- 11.2 The Institute Trainees' Progress Committee shall meet as required.
- 11.3 (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 7 or 8 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.
- 11.4 A trainee summoned to appear before the Institute Trainees' Progress Committee may be accompanied by a registered student of the University or a member of the academic staff or University chaplaincy or Student Counselling Service.
- 11.5 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.
- 11.6 Any trainee who is dissatisfied with a decision of the Institute Trainees' Progress Committee may appeal to the Central Student Appeals Committee and the decision of the latter shall be final. 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.
- 11.7 Subject to 14 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.
- 11.8 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.
- 11.9 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.
- 11.10 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.
12. 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.
- 12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 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.
- 13 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.
- 14 Membership of University Committees
- 14.1 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.
- 14.2 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.
- 14.3 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

**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.

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

Commentary including

Archbold Criminal Pleading Evidence and Practice

Bullen and Leake and Jacobs Precedents of Pleadings

Palmers Company Law

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. Bulletin of Northern Ireland

Updates of cases and legislation in Northern Ireland

4. “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 Supreme Court

County Court Rules

Magistrates Courts Rules

Crown Court Rules

5. Justis

Law Reports

Weekly Law Reports

ON-LINE RESOURCES

NON SUBSCRIPTION SERVICES

Including

1. 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* .

2. OPSI www.opsi.gov.uk

Original and revised texts of UK legislation.

3. 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 -

4. NI Courts Service www.courtsni.gov.uk

High Court Judgments from June 1999

Practice Directions from 2001

5. 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 3
UNIVERSITY ANTI-BULLYING AND
HARASSMENT POLICY

QUEEN'S UNIVERSITY BELFAST
Student Anti-Bullying and Harassment Policy

1. Policy Statement

Queen's University Belfast is committed to a working and learning environment which is free from harassment including discrimination, victimisation and bullying, in which no student feels under threat or intimidated.

In striving toward the achievement of such an environment, allegations of harassment and/or bullying by students will be taken seriously by the University. If substantiated, allegations of harassment and/or bullying may provide grounds for disciplinary action under the University's Conduct Regulations, and may give rise to a student being required to withdraw from their course. The University recognises that incidents of harassment and/or bullying can affect a person's work, morale and health. Therefore, all complaints (informal or formal) will be dealt with promptly and treated confidentially. Information shall only be divulged on a need to know basis and with the knowledge of the complainant.

This procedure applies to all students and relates to those who are being bullied by another student, a member of staff or whilst on placement. The procedure aims to highlight the actions a student should take if they believe they are being subjected to behaviour which may be considered as harassment and/or bullying.

2. Definition of Harassment/Bullying

Bullying can be defined as 'behaviour which is offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate denigrate or injure the recipient.'

Harassment falls into two categories, although there may be some overlap:

- (i) Where the harassment is on the grounds of sex, race, disability, age, sexual orientation, religious belief or political opinion.
- (ii) As outlined in the Protection from Harassment (NI) Order 1997.

Harassment may constitute a breach of the University's Equality and Diversity Policy (see Appendix 2: Equality and Diversity Policy, General Regulations, University Calendar).

Harassment may also be a criminal offence and may contravene Health and Safety legislation. Complaints of this type of harassment can also be brought under the Protection from Harassment (NI) Order 1997.

For convenience, all further references to harassment in this policy should be taken to include bullying.

3. Examples of Harassment

This list is neither exclusive nor exhaustive and other forms of behaviour may be regarded as harassment:

- (i) Oral or written harassment through derogatory remarks, jokes, insults, offensive language, gossip and slander. Written harassment includes, but is not limited to,

- letters, emails, postings on websites and texts.
- (ii) Physical conduct ranging from the invasion of personal space and/or inappropriate touching to serious assaults.
 - (iii) Open aggression, threats, shouting.
 - (iv) Unjustifiable exclusion e.g. withholding information, isolation or non-co-operation of colleagues, exclusion from classroom and social activities.
 - (v) Intrusion by pestering, spying, following and/or stalking.
 - (vi) Incitement to commit any of the above.

The University will respect the particular sensitivity of allegations of harassment and their consequences and the need for confidentiality. As a general principle, confidentiality will be agreed and maintained wherever possible. However, there may be situations where confidentiality has to be broken and this will be made clear to the student. For example, if a student tells a member of staff in confidence something that constitutes an unacceptable risk to the student, another person or the University, the member of staff will have to take action. The decision on whether a complaint should be progressed normally rests with the student, but action may have to be taken against the student's wishes to address an unacceptable risk.

4. Source of Advice and Help

If a student believes they are being harassed, there are a number of options to consider. Every situation is different and the action the student takes depends on his/her particular circumstances. The student can decide to seek advice or discuss the matter with a member of staff in the School, the Student Guidance Centre, Counselling Service, Harassment Advisory Service or Students' Union. Students are advised to act promptly and should not feel the unwanted behaviour is their fault, or that they have to wait until the situation is intolerable.

5. Making a Complaint: Informal Procedure

It is appropriate to use the Informal Procedure where the student simply wants the behaviour to stop, where the alleged harassment is not serious, or where it has not been repeated. A student is not obliged to attempt to resolve the matter informally.

A student should seek to resolve the matter in the first instance by discussing it with a member of staff in the School, a Community Support Worker if the incident occurred in student accommodation or with a Harassment Adviser. The role of these individuals is to listen to the concerns and provide them with support and guidance on how they can proceed with a complaint by:

- (i) Assisting the student in deciding on an appropriate course of action.
- (ii) Giving information about the procedure and the options for taking a complaint forward.
- (iii) Providing information about sources of student support, including counselling or other professional support.
- (iv) Referring the student to a Harassment Adviser to assist with the informal resolution of the problem.

Brief details of the complaint and any subsequent meetings will be recorded but will

only be used if formal proceedings ensue.

Whatever action is taken, it is recommended that the member of staff, Community Support Worker or Harassment Adviser arranges to meet with the student after a suitable period of time to monitor the situation and review possible courses of action if the matter remains unresolved.

If the above steps fail to produce a resolution, or if these options are unacceptable to the student, the issue may be raised under the Formal Stage of the Procedure.

6. Formal Procedure

The Formal Procedure will normally be adopted where the alleged harassment is serious, or if it continues after the Informal Procedure has been invoked. In each case, the Head of Student Welfare should be informed and the Student Care Protocol followed.

Those cases which cannot be successfully resolved within the informal process, or are too serious to consider within the informal process, will be investigated in accordance with the University's Conduct Regulations (Section VI, University's General Regulations) and, if appropriate, may be referred to the Fitness to Practise Procedure (Section V, University's General Regulations). A complaint against a member of staff, or by a student whilst on a placement, will be investigated in accordance with the Student Complaints Procedure (Section IV, University's Regulations).

In order to carry out a formal investigation, the student must provide written details of the incident(s) which have led to the complaint.

7. Investigation

When a complaint has been received and the disciplinary procedures have been invoked, the matter shall be dealt with under the University's Conduct Regulations (Section VI, General Regulations, University Calendar), if the matter is considered to be serious.

While the formal complaint is under investigation, an alternative location, or timetable for the work of the student who made the complaint will be considered where requested (although there can be no guarantees that an alternative location can be found). Where it is necessary to facilitate ongoing professional or working relationships between the student and the person who has been alleged of harassment, no meeting should take place between the two individuals without a third party being present. This arrangement should be facilitated by the Head of School or his or her nominee.

Once an investigation of a formal complaint as described above has been carried out, the Head of School, or his or her nominee, should review the situation after an appropriate period of time, to ensure that no victimisation or further harassment has occurred. Where specific time bound commitments were identified as part of the final report, it should be ensured that these have been suitably met.

Following a finding of harassment, any repeat behaviour of this nature will result in further disciplinary action.

8. Complaints of Harassment

Complaints of harassment are treated seriously by the University. Therefore any student who makes a false, frivolous, malicious, mischievous or vexatious complaint

will be dealt with under the University's disciplinary procedure.

9. Monitoring and Review

This policy will be monitored and reviewed and a report will be made to Education Committee annually. Schools will be expected to maintain records of all complaints of harassment and should forward details to the Director of Academic and Student Affairs.

and

APPENDIX 4

**IPLS PROCEDURE FOR MAINTENANCE AND
ENHANCEMENT OF STANDARDS AND QUALITY**

INSTITUTE OF PROFESSIONAL LEGAL STUDIES

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, induction materials 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 changes which would help the subject provision to better reflect practice. This system was put into place in the autumn of 1996. As subjects are reviewed new advisors are appointed to examine other subject areas. This is a “rolling” system of appointment of advisors which ensures that each subject taught 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. These are noted on the Review.

The QA file is kept in the Director's room for an academic year (it is then stored for a further two years). Before the module is prepared the following year the course lecturer must "sign off" the previous year's QA file to ensure that any agreed modifications are implemented.

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. Each spring, graduates of the Institute who have been in practice for three years are contacted and asked to complete a questionnaire indicating how they feel the Institute has prepared them for practice.
11. An analysis of the Pathway questionnaires and another of the "Three year" questionnaires is prepared. These, along with the minutes of the Pathway Review Meetings with the trainee representatives, are then discussed by staff at a day long meeting which is held towards the end of the summer each year. Staff also discuss their own views of the academic year which has just concluded, and any necessary actions arising out of the review process are agreed.
12. 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 and three year 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 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
FIRE SAFETY

FIRE SAFETY

- The Institute's premises have a siren system for alerting its occupants of the outbreak of a fire.
- The sirens and fire-point alarms are indicated on the relevant maps. Everyone must know their location on the premises.
- The sirens are tested weekly as far as is possible by Mrs Cheung. If she asks for assistance in this task please co-operate with her, as all our lives could be dependant upon whether or not the sirens are working properly.
- There are two types of fire extinguisher in the Institute. The locations of the fire extinguishers are shown on the attached maps.
- All staff must know the location of both types of fire extinguisher.
- The extinguishers are **red** and **black** in colour and have different applications.
- **The red extinguisher** is to be used on **paper, wood or other free-burning-material fires**.
- **The black extinguisher** is to be used on **electrical fires**.
- There is a fire blanket in the staff common room (1.1).
- Staff will from time to time receive practical training in the use of fire extinguishers and on how to raise the fire alarm.
- All staff must ensure that all escape routes and emergency exits are free from obstruction at all times.
- All teaching staff should ensure the escape routes to the emergency doors in the lecture theatre are not obstructed by teaching aids.
- All staff should ensure that they fully understand the Fire Emergency procedure (see Appendix 5A).
- In the event of having to evacuate the building staff, who have their offices on the first floor should ensure so far as is reasonably possible that all rooms on the first floor of the building are speedily evacuated on the sounding of the fire alarm.
- In the event of having to evacuate the building, staff who have their offices on the ground floor should ensure so far as is reasonably practicable that all rooms on the ground floor of the building are speedily evacuated on the sounding of the fire alarm.
- All staff are departmental fire officers and should ensure that their visitors are appraised of the emergency evacuation procedures (see Appendix 5A).
- Any member of staff noticing a defect in any fire points or fire-fighting equipment should notify the Health & Safety Co-ordinator (Mrs Maxwell) immediately or, in her absence, a member of the clerical staff.
- An unannounced fire drill will take place at least one every year.

FIRST AID

- A first aid box is located in G3.

ACTION TO BE TAKEN IN A FIRE EMERGENCY

ALL teaching personnel on **discovering a fire** or on being notified of an outbreak of fire

MUST

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. **EVACUATE EVERYONE** FROM THE ROOM IN WHICH YOU ARE TEACHING AND PROCEED TO THE ASSEMBLY AREA [THE **AUDIO VISUAL CENTRE CARPARK**] BY THE NEAREST EXIT, CLOSING ALL DOORS BEHIND YOU.
4. ENSURE THAT ANY PERSON WHO SUFFERS FROM A **DISABILITY IS ASSISTED** FROM THE BUILDING.
5. IF POSSIBLE TACKLE THE FIRE USING THE APPLIANCES PROVIDED.
TWO TYPES OF FIRE EXTINGUISHER ARE TO BE FOUND THROUGHOUT THE BUILDING.
THE **RED** EXTINGUISHERS SHOULD ONLY BE USED ON **PAPER** TYPE FIRES
THE **BLACK** EXTINGUISHERS SHOULD BE USED ON **ELECTRICAL** FIRES
DO NOT HOLD THE BLACK EXTINGUISHERS BY THE HORN
OTHERWISE YOU WILL **CAUSE YOURSELF SERIOUS INJURY**
THERE IS A FIRE BLANKET IN THE STAFF COMMON ROOM.
DO NOT ENDANGER YOURSELF
IF IN DOUBT, GET OUT AND STAY OUT.

All teaching personnel **ON HEARING THE FIRE ALARM**

MUST

1. **STOP** THE ACTIVITY ON WHICH THEY ARE ENGAGED AND **IMMEDIATELY EVACUATE** THE BUILDING. [DO NOT GO TO ANOTHER ROOM TO COLLECT PERSONAL BELONGINGS]
2. PROCEED TO THE ASSEMBLY POINT AT THE **AUDIO VISUAL CENTRE CARPARK** BY THE NEAREST SAFE EXIT.
3. **REPORT** TO THE PERSON IN CHARGE AT THE ASSEMBLY AREA.
4. **PREVENT** PERSONS FROM RE-ENTERING THE BUILDING UNTIL **PERMISSION TO DO SO IS GIVEN BY THE FIRE SERVICES.**

APPENDIX 6(a)

BAR PROGRAMME SPECIFICATION

Programme Title: Professional Legal Studies (Barrister)

Awarding Institution

Queen's University Belfast

Teaching Institution

Institute of Professional Legal Studies

Programme Accredited By

The Honorable Society of the Inn of Court of N Ireland

Final Award

Postgraduate Diploma

UCAS Code

QAA Benchmarking Group

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

For current general University entry requirements for this pathway go to

<http://www.qub.ac.uk/ado>

Criteria for Admission (Subject Specific Requirements) to Programme

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.

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.

Applicants for admission to the Institute (except for "recommended students") will be required to sit an Admissions Test and may be required to attend for interview.

RECOMMENDED STUDENTS

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

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

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.

PROVIDED that the Council of Legal Education is satisfied as to her/her educational attainments.

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

Additional Relevant Information

For Further Information Refer To

www.qub.ac.uk/jpls

Or contact:

Institute of Professional Legal Studies
Queen's University Belfast
10 Lennoxvale
Belfast BT9 5BY

Tel: +44 (0) 28 9097 5567
 Fax: 028 9066 1192
 email: iplsenquiries@qub.ac.uk

Programme Structure, Levels, Modules and Credits

Part A

Status	Code	Title	Pre-Requisites	CATS	STATUS
Compulsory	PLS8014	Bar Mondays		11	LIVE
compulsory	PLS8015	CAB Placement		10	LIVE
compulsory	PLS8001	Tribunals		5	LIVE
compulsory	PLS8002	Family Law		5	LIVE
Compulsory	PLS8062	Practice Issues		2	LIVE
compulsory	PLS8005	Criminal Damage		1	LIVE
compulsory	PLS8006	Licensing		2	LIVE
compulsory	PLS8008	Practical Evidence - Bar		3	LIVE
compulsory	PLS8012	Bar Advocacy 1		5	LIVE
compulsory	PLS8016	Judge Shadowing		2	LIVE
compulsory	PLS8017	Legal Aid		1	LIVE
compulsory	PLS8058	Legal Research - Bar		2	LIVE
compulsory	PLS8080	Human Rights		1	LIVE
compulsory	PLS8081	Interdisciplinary Training		1	LIVE
Compulsory	PLS8082	Bar Advocacy 2		2	LIVE

Please note that Bar Mondays and Client Care run through Part A and Part B

Part B

Status	Code	Title	Pre-Requisites	CATS	STATUS
compulsory	PLS8013	Bar Advocacy 3		2	LIVE
compulsory	PLS8003	Civil Procedure – High Court		5	LIVE
compulsory	PLS8041	Criminal Procedure - Indictment		5	LIVE
compulsory	PLS8043	Criminal Procedure - Summary		5	LIVE
compulsory	PLS8044	Chancery		2	LIVE
compulsory	PLS8045	Wills		5	LIVE

compulsory	PLS8046	Conveyancing 1 - Bar		5	LIVE
compulsory	PLS8049	Accounts		3	LIVE
compulsory	PLS8050	Revenue		3	LIVE
compulsory	PLS8051	County Court - Consumer		6	LIVE
compulsory	PLS8054	Advocacy/Pleading		2	LIVE
compulsory	PLS8055	Drafting		1	LIVE
compulsory	PLS8056	Client Care - Bar		2	LIVE
compulsory	PLS8060	Professional Conduct - Bar		2	LIVE
compulsory	PLS8061	Negotiation - Bar		2	LIVE
compulsory	PLS8072	Criminal Procedure - PACE		2	LIVE
compulsory	PLS8076	Company Law and Partnership		5	LIVE
compulsory	PLS8077	Insolvency		2	LIVE
optional	PLS8073	Advanced Company Law (elective)	None	1	LIVE
optional	PLS8074	Coronial and Forensic (elective)	None	1	LIVE
optional	PLS8075	Pleading-Case Analysis (elective)	None	1	LIVE
optional	PLS8079	Public Family Law (elective)	None	1	LIVE
optional	PLS8083	Immigration (elective)	None	1	LIVE
optional	PLS8084	PACE in Practice	None	1	LIVE
compulsory	PLS8078	Full Trial Programme		2	LIVE
compulsory	PLS8019	Exit Exam		5	LIVE

Awards, Credits and Progression of Learning Outcomes

The following regulations should be read in conjunction with the University's General Regulations.

Examinations

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.

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.

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.

Any trainee who is absent

(a) for more than eight sessions in Part A and/or

(b) for more than sixteen sessions in Part B

shall be referred to the Institute Trainees' Progress Committee.

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

- (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
 shall be referred to the Institute Trainees' Progress Committee.

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.

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.

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.

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.

The pass mark for each course is 50%.

Trainees must obtain a mark of 50% or more in the individual components of assessment within courses.

The Postgraduate Diploma in Professional Legal Studies is awarded at three levels:

Trainees who achieve an average non-weighted mark of 50% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies.

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%.

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%.

Learning Outcomes: Knowledge and Understanding

Trainees who successfully complete the course will be able to demonstrate:

- 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;

Teaching and Assessment Methods: Knowledge and Understanding

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.
 Trainees' knowledge and understanding are assessed through written examinations, practical exercises, assessed exercises and class tests.

Learning Outcomes: Subject-specific Skills

Trainees who successfully complete the course will be able to:

- Critically evaluate current research and advanced scholarship in the discipline;
- Systematically prepare and analyse simple accounts;
- Exploit all relevant information technology sources;

Teaching and Assessment Methods: Subject-specific Skills

These skills are developed through;
 Instruction in the use of the University and Bar Library libraries;
 Practical exercises involving the use of paper-based resources for legal research;
 Instruction and practical exercises in the use of computer-based and on-line technology for legal research;
 Course work involving the completion of a variety of legal research tasks.
 Instruction and practical exercises in the principles underpinning and preparation and analysis of simple accounts;
 Instruction in and display of information technology and on-line services provided by various legal agencies.

Subject specific skills are assessed through written examinations, practical and assessed exercises and course work.

Learning Outcomes: Cognitive Skills

Trainees who successfully complete the course will be able to:

- 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;

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.

Teaching and Assessment Methods: Cognitive Skills

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.

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.

Learning Outcomes: Transferable Skills

Trainees who successfully complete the course will be able to:

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.

Teaching and Assessment Methods: Transferable Skills

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 mooting 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.

Assessment of these skills is included in a combination of written examinations, practical exercises, assessed exercises, advocacy assessments and course work.

APPENDIX 6(b)

SOLICITOR PROGRAMME SPECIFICATION

Programme Title: Professional Legal Studies (Solicitor)

Awarding Institution

Queen's University Belfast

Teaching Institution

Institute of Professional Legal Studies

Programme Accredited By

Law Society of Northern Ireland

Final Award

Postgraduate Diploma

UCAS Code

QAA Benchmarking Group

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

For current general University entry requirements for this pathway go to

<http://www.qub.ac.uk/ado>

Criteria For Admission (Subject Specific Requirements) To Programme

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.

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.

Applicants for admission to the Institute, except for "recommended students" will be required to sit an Admissions Test and may be required to attend for interview.

RECOMMENDED STUDENTS:

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

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

Any person who has been 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 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.

Additional Relevant Information

For Further Information Refer To

www.qub.ac.uk/ipls

Or contact:

Institute of Professional Legal Studies
Queen's University Belfast
10 Lennoxvale
Belfast BT9 5BY

Tel: +44 (0) 28 9097 5567

Fax: 028 9066 1192

email: iplsenquiries@qub.ac.uk

Programme Structure, Levels, Modules and Credits

Part B

Finals Part B - January to June

Status	Code	Title	Pre-Requisites	CATS	STATUS
compulsory	PLS8064	Pupillage - Sol		21	LIVE
compulsory	PLS8003	Civil Procedure – High Court		5	LIVE
compulsory	PLS8041	Criminal Procedure - Indictment		5	LIVE
compulsory	PLS8072	Criminal Procedure - PACE		2	LIVE
compulsory	PLS8043	Criminal Procedure - Summary		5	LIVE
compulsory	PLS8044	Chancery		2	LIVE
compulsory	PLS8045	Wills		5	LIVE
compulsory	PLS8047	Conveyancing 1 - Sol		5	LIVE
compulsory	PLS8049	Accounts		3	LIVE
compulsory	PLS8050	Revenue		3	LIVE
compulsory	PLS8051	County Court - Consumer		6	LIVE
compulsory	PLS8052	Conveyancing 2		5	LIVE
compulsory	PLS8055	Drafting		1	LIVE
compulsory	PLS8057	Client Care - Sol		2	LIVE
compulsory	PLS8063	Advocacy - Sol		4	LIVE
compulsory	PLS8067	Legal Research - Sol		2	LIVE
compulsory	PLS8069	Practice Management		2	LIVE

compulsory	PLS8076	Company Law and Partnership		5	LIVE
compulsory	PLS8077	Insolvency		2	LIVE
optional	PLS8073	Advanced Company Law (elective)	None	1	LIVE
optional	PLS8074	Coronial and Forensic (elective)	None	1	LIVE
optional	PLS8075	Pleading-Case Analysis (elective)	None	1	LIVE
optional	PLS8079	Public Family Law (elective)	None	1	LIVE
optional	PLS8083	Immigration (elective)	None	1	LIVE
optional	PLS8084	PACE in Practice (elective)	None	1	LIVE

Please note that Pupillage and Client Care will run over Part A and Part B

Part A

Finals Part A - September to December

Status	Code	Title	Pre-Requisites	CATS	STATUS
compulsory	PLS8001	Tribunals		5	LIVE
compulsory	PLS8002	Family Law		5	LIVE
compulsory	PLS8005	Criminal Damage		1	LIVE
compulsory	PLS8006	Licensing		2	LIVE
compulsory	PLS8007	EJO		1	LIVE
compulsory	PLS8009	Conveyancing 3		5	LIVE
compulsory	PLS8010	Negotiation - Sol		2	LIVE
compulsory	PLS8011	Professional Conduct - Sol		2	LIVE
compulsory	PLS8017	Legal Aid		1	LIVE
compulsory	PLS0818	Exit Exam		5	LIVE
compulsory	PLS8053	Administration of Estates		4	LIVE
Compulsory	PLS8080	Human Rights		1	LIVE

Awards, Credits and Progression of Learning Outcomes

The following regulations should be read in conjunction with the University's General Regulations.

Examinations

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.

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.

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.

Any trainee who is absent

(a) for more than eight sessions in Part A and/or

(b) for more than sixteen sessions in Part B

shall be referred to the Institute Trainees' Progress Committee.

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

(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

shall be referred to the Institute Trainees' Progress Committee.

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.

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.

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.

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.

The pass mark for each course is 50%.

Trainees must obtain a mark of 50% or more in the individual components of assessment within courses.

The Postgraduate Diploma in Professional Legal Studies is awarded at three levels:

Trainees who achieve an average non-weighted mark of 50% or above, shall be awarded a Postgraduate Diploma in Professional Legal Studies.

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%.

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%.

Learning Outcomes: Knowledge and Understanding

Trainees who successfully complete the course will be able to demonstrate:

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;

Teaching and Assessment Methods: Knowledge and Understanding

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.

Trainees' knowledge and understanding are assessed through written examinations, practical exercises, assessed exercises and class tests.

Learning Outcomes: Subject-specific Skills

Trainees who successfully complete the course will be able to:

Critically evaluate current research and advanced scholarship in the discipline;

Systematically prepare and analyse simple accounts;

Exploit all relevant information technology sources;

Teaching and Assessment Methods: Subject-specific Skills

These skills are developed through;

Instruction in the use of the University and Bar Library libraries;

Practical exercises involving the use of paper-based resources for legal research;

Instruction and practical exercises in the use of computer-based and on-line technology for legal research;

Course work involving the completion of a variety of legal research tasks;

Instruction and practical exercises in the principles underpinning and preparation and analysis of simple accounts;

Instruction in and display of information technology and on-line services provided by various legal agencies.

Subject specific skills are assessed through written examinations, practical and assessed exercises and course work.

Learning Outcomes: Cognitive Skills

Trainees who successfully complete the course will be able to:

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;
 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.

Teaching and Assessment Methods: Cognitive Skills

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.

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

Learning Outcomes: Transferable Skills

Trainees who successfully complete the course will be able to:

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.

Teaching and Assessment Methods: Transferable Skills

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 mooting 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.

Assessment of these skills is included in a combination of written examinations, practical exercises, assessed exercises, advocacy assessments and course work.