

TRAINEE HANDBOOK

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INTRODUCTION

Dear Trainee,

Welcome to the Institute of Professional Legal Studies. I would like to congratulate you on obtaining a place and I hope that you will find your time at IPLS both challenging and rewarding.

IPLS is committed to preparing and educating solicitor and barrister trainees for the early years of practice. The course will be delivered by IPLS staff and external practitioners. During your time here you will have opportunities to participate in National and International competitions in areas such as Mediation, Client Interviewing and Negotiation.

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

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

Yours sincerely,

Barbara Jemphrey
Director

GENERAL INFORMATION

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

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

A lift is available for those with mobility problems.

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

Due to ongoing work in the Lennoxvale area parking in Lennoxvale is likely to be prohibited until the end of 2019.

The first aid kit is kept in Reception. Emergency instructions are posted on the door of each room, fire extinguishers are provided and emergency exits are marked. It is important that during your first week you familiarise yourself with all exits from the building – see Appendix 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. Please be wary of visitors to the building. If you let in someone you don't know, or see strangers in the building, ask them who they are and what they want and take them to Reception. **Never leave strangers wandering around the building unattended. On no account leave either entrance door (or any other exit) unlocked at any time.**

STUDENT CHARTER AND GENERAL REGULATIONS

The university's Student Charter sets out how the University will work in partnership with you to support your learning and help you realise your ambitions, as well as the standards of behaviour and personal responsibility that we expect from our students.

The Student Charter can be found at:
<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudentCharter/>

By enrolling at Queen's University Belfast, you undertake to abide by all of our regulations, policies and procedures so it is important you familiarise yourself with them.

The University's General Regulations contain important information about the rules governing progression, assessment and degree classification on all programmes. They assume the University's academic standards and ensure all students are treated consistently and equitably. They are also part of the formal contract between you and the University. The University's General Regulations can be found at:
<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/>

If you have any problems understanding any of these regulations, policies and procedures, or if you have any questions, it is important that you discuss them with your Advisor of Studies or the Student's Union Advice Centre.

THE COURSE AT IPLS

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

The Institute is a safe environment where you can acquire and develop the skills, knowledge and learn about the ethical responsibilities needed to meet the demands which are made on practising barristers and solicitors by clients, colleagues and others.

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. Queen's operates an online teaching platform known as Canvas. Canvas can be accessed by smartphone, tablet, laptop or P.C. Modules will be delivered using this platform.
- By holding mock trials in several courses. Members of the judiciary preside over many of these mock trials.
- By providing files for each module. 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 modules 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 modules.

Where you fit in

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

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

Trainee support and contact with staff

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

Staff/Student Consultative Committee

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

Trainee feedback

Questionnaires are distributed at the end of each module. 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.

You will be asked to take part in a University wide survey of postgraduate students. This survey is called the PTES and takes place in the spring of 2020. We would encourage you to engage with this survey.

Daily routine

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

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

Independent Study

Some of the modules adopt a flipped classroom approach to teaching. You will be required to undertake significant structured independent learning. Time for this will usually be allocated during the module timetable. Where independent study is indicated on your timetable attendance at IPLS will not be required.

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 module timetable. 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 module 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 modules cover a considerable body of information in a relatively short period of time. **Examinations may be held shortly after a module, at the end of term or even during the following term.**

On the days when formal classes are not scheduled to run until 1.00pm or 5.00pm this should not be seen as "free" time. In most instances you will have been set independent 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. In an average week trainees have approximately 25 hours of formal classes (excluding time spent in court visits/in-office training/specialist Bar or Law Society training). 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 independent study during the Institute working day and so you will be expected to work most evenings and at weekends. However, if you make use of the periods at the Institute when there are no formal classes, the amount of study which you have to undertake in the evenings will be considerably reduced.

Professional Standards Procedure

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

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

Court and other visits

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

Equality and Diversity

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

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

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

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

Syndicates and Tutorial Groups

Tutorial groups

You will be allocated to two tutorial groups:

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

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

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

Syndicate groups

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

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

You will receive more information with more detail about your tutorial and syndicate groups before you begin at IPLS.

Fees

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

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

Money Advice

Advice SU provides advice and guidance on personal finance, debt management, income maximization and applying for bursaries. www.gubsu.org/AdviceSU

Fee Information

Student Finance provides information on the assessment and collection of tuition fees. www.qub.ac.uk/tuitionfees

Financial Support

Student Finance also administers the University Bursary Scheme and the Student Support and Hardship Funds, which are available to help students in financial difficulty. <http://www.qub.ac.uk/Study/Undergraduate/Fees-and-scholarships/>

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 module Lecturer as soon as you become aware of them. If the matter cannot be resolved at this level then the Director may become involved. If an issue cannot be resolved at this level you may avail yourself of the University Grievance Procedure. Please read the section on Student Complaints at:

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/Appeals/ComplaintsandMisconduct/StudentComplaints/>

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

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

In most instances these will simply be graded. In this context a “grade” usually means a pass/fail, competent/not competent, satisfactory/not satisfactory. If you think that an awarded mark or grade is unjust you should first speak to the module 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 module Lecturer.

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

Grievance over Examination Marks

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

ATTENDANCE

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

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

Attendance is normally required at the following times:

Bar trainees: Monday to Friday 9.30am to 5.00pm; some evening classes may be arranged by the Bar Council. You will be notified of these in advance.

Solicitor trainees: Monday to Friday 9.30am to 5.00pm. Some classes will also be arranged by the Law Society, you will be notified of these in advance.

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

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

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

The Director has no discretion in respect of such referrals.

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

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

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

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

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

RESOURCES AND MATERIALS

Library and On-line Resources

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

A list of the on-line resources available to all trainees can be found at Appendix 3.

Information Technology

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

As trainees of the Institute you have the opportunity to use the Queen's Open Access Centres. In addition there are a small number of IPLS laptops which will be available to trainees. There is a policy in place which governs the use of the laptops and is available at Appendix 7. Venues, opening times and other relevant information for the Open Access Centres are given on the QUB website: www.qub.ac.uk. You are strongly encouraged to make use of the IT facilities during your time at the Institute. You may also use your own laptop as the main Institute building has wi-fi access. During many of the courses you will be expected to complete computer-based exercises. In addition, you will have access to Canvas. For each module 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).

Course materials

Trainees will be expected to access the Queen's online platform, known as Canvas to obtain relevant materials for each module. Module files, containing background notes, precedents, exercises and examples, are prepared for most modules. Where module files are being made available 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.

ASSESSMENT AND EXAMINATIONS

Assessment and Feedback

During many of the modules 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 this module. If this is so, the module lecturer will make this clear to you at the beginning of the module as well as when setting out what you are expected to do and how the exercise will be marked. If the exercise comprises written work it may be carried out under examination conditions. The exact parameters of any assessment will be clearly stipulated in the module materials.

Failure to pass an assessed exercise of this sort may lead to a referral to the Institute Trainees' Progress Committee and may result in your having to retake the module 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 module lecturer information on the general understanding of the class as a whole, and to provide a structured system of private study. Again, the purpose of the exercise and what is expected of you will be explained before you attempt it. The format of the feedback and the timeframe in which you can expect to receive it will be clearly indicated.

Examinations

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

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

Academic Misconduct

In order to safeguard our academic standards and the integrity of our awards the University has procedures in place for dealing with suspended academic conduct. The procedure details types of academic misconduct, such as cheating in an examination, plagiarism, collusion, fabrication and contract cheating, how suspected offences are investigated and the penalties that can be imposed. The procedure also details students' right of appeal in cases relating to academic misconduct.

A Student Guide on the Academic Offences Procedure can be found at: <http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicOffences/Student-Guide/>

The full Procedures for Dealing with Academic Offences can be found at: <http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/Procedures/ProceduresforDealingwithAcademicOffences/>

- Marking and moderation procedures.
- Release of results.
- Delivery methods and timing of feedback.
- Importance of feedback.

Examinations can vary in length. **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.
- (d) Your ability to apply professional ethics to practical situations.

In this sense the Institute examinations may be somewhat different from those which you have encountered elsewhere. In many of the modules you will receive a large volume of 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 module. 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 September and January. For each examination you will be given an anonymous code and seat number. This is accessed through the Queen's On-Line so **you must keep a note of the password assigned to you on enrolment.** You will also use this password to access your examination results after the meeting of the Board of Examiners. The dates and times of resit examinations are also accessed through Queen's On-Line.

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

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

“1.3.40 Exceptional circumstances for the purposes of assessment decisions are defined as unforeseen factors or factors outside the student’s control which may adversely affect performance, such as illness during an examination. (If a student has disclosed a fluctuating condition related to a disability and registered with Disability Services, they will have been given provision for flexible deadlines related to that condition and this should be dealt with under the Student Disability Policy and not under exceptional circumstances. If a student suffers from a disability or an ongoing medical condition, but has not registered with Disability Services, the University will not be aware of their condition, and a request for concession for exceptional circumstances will be required). If a student knows they are going to miss an assignment deadline or an examination because of exceptional circumstances, they should inform the relevant School Office in advance by telephone or email/letter of their enforced absence, either personally or, if this is not possible, via someone on their behalf. It is the responsibility of students to ensure that medical certificates, self-certification statements and other documentary evidence of exceptional circumstances are submitted to the School Office within three working days of returning to their studies, or, in the case of emergencies which arose during examinations, by the published deadline. School Exceptional Circumstances Committees are not obliged to consider any medical certificate or evidence of exceptional circumstances presented after the published deadline (see 1.2.8).

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

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

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

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

Awards of commendations and distinctions

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

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

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

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

As can be seen from above if a trainee fails any exam, that trainee cannot be awarded a commendation or distinction no matter how well they may have done in the other exams.

Endowments and Prizes

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

COMPETITIONS

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

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

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

The Eoin Higgins Memorial Moot (Bar only)

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

UK Universities Mediation Competition

This is a competition focused on the use of mediation in legal disputes. The team comprises of three trainees from IPLS. The competition takes place over two days during which each team member has the opportunity to undertake two mediations.

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. The team representing IPLS comprises of three members – each of whom undertake at least one mediation during the course of the competition. There is a strong emphasis on education and the competition is usually preceded by a series of practical workshops on aspects of mediation.

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.

All Ireland Mediation Competition (Solicitors only)

This is an annual competition between teams from the Law Society of Ireland and IPLS. Which focuses on the use of mediation in legal disputes.

STAFF AND GOVERNANCE

The Council of Legal Education (Northern Ireland)

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

Staff of the Institute

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

Director

Mrs Barbara Jemphrey, LLB, CPLS, PGCHET, Solicitor

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

Senior Lecturer (Education)

Mrs Ruth Craig, LLB, CPLS, Solicitor

Mrs Craig's courses are Property Law & Practice Part 1 and 2 and Bar Conveyancing. She is the Health and Safety officer. You will find her in Room 1.8.

Email: r.craig@qub.ac.uk. Mrs Craig works part-time.

Senior Lecturer (Education)

Ms Fiona Donnelly, LLB, LLM, CPLS, Solicitor

Ms Donnelly's modules are Advocacy (Solicitor), Part 1 and 2 and Civil Litigation (part). You will find her in Room 1.8. Email: f.donnelly@qub.ac.uk. Ms Donnelly works part-time.

Senior Lecturer (Education)

Mrs Aine Maxwell, LLB, LLM, CPLS, PGCHET, Solicitor

Mrs Maxwell's modules are Business Law, Bar Skills 2, Wills, which is part of Private Client, and Legal Aid. She organises the CAB placements for the bar trainees. She is also Apprenticeship Liaison Officer for Solicitor trainees and the Disability Officer for all trainees. You will find her in Room 1.6.

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

Senior Lecturer (Education)

Ms Diane Nixon – Barrister-at-Law, MA, Dip.Soc., BVC, PGCHEP, LLM

Ms Nixon's modules are Bar Advocacy and Criminal Litigation. You will find her in Room 1.2.

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

Clerical staff

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

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

Miss Lindsay Martin is responsible for examinations and tutor co-ordination. She is a member of the Admissions Team. All enquiries from trainees should be addressed to Miss Martin in the first instance. Email: l.s.martin@qub.ac.uk.

Miss Claire Armstrong is responsible for course preparation, and for administering the Continuing Professional Development programme. Email: c.a.armstrong@qub.ac.uk.

Mrs Fionnuala O'Kane undertakes general administrative duties, the IPLS website and looks after reception. She is a member of the Admissions Team and is also responsible to the Council of Legal Education for keeping the attendance records. Email: f.okane@qub.ac.uk

Senior Tutors

For some modules, part of modules, Senior Tutors have been appointed who will be responsible for the teaching and assessment of that module/part thereof.

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. Do not forget to use the bins provided for your rubbish. Smoking on any part of Queen's property including the grounds of IPLS is not permitted.

TRAINEE SUPPORT AND DEVELOPMENT

Health & Wellbeing

Student Wellbeing

As a Queen's student you can access a range of support to help you manage your health and wellbeing and improve your resilience. The website offers online resources and information about upcoming workshops and events. Find out how to organise a chat with one of the Wellbeing Advisors, or find out more about counselling support by visiting: www.qub.ac.uk/sgc/wellbeing

Counselling

24 Hour free phone telephone support 0808 800 0016.

Your GP (doctor)

Your doctor (GP) can help you with minor or ongoing health issues, or to access specialist services you might need. Register when you arrive don't wait until you are ill. If you have an address within 10 miles of the University, you can register with the University Health Centre. www.universityhealthcentreatqueens.co.uk

The Student Handbook is an important resource for advising students of the range of support and opportunities available to them. Rather than providing extensive information in the Handbook which may be out of date by the time a student reads it, the Handbook should include a list of the types of support and opportunities for students, indicating that details about service access and offerings are available on-line, and accessible to students through the Student Gateway website: <http://www.qub.ac.uk/sites/Students/>

The Handbook should list the range of support trainees may wish to consider, such as:

- Accommodation
- Anti-bullying and Harassment Policy
- Careers and Employability
- Change of address/details
- Chaplaincy
- Childcare
- Counselling
- Finance
- Health Centre
- Health and Safety
- Languages for Non-Specialists
- Learning Development Service
- Library
- Mature and part-time students

- PDP
- Postgraduate Centre
- Postgraduate Funding
- Queen's sport (PEC)
- Qsis and QOL
- Scholarships and Prizes
- Starting University
- Student Computing Centres
- Student Guidance Centre
- Student Wellbeing
- Students intervention Protocol
- Students with disabilities
- Students with Experience of Care
- Study Abroad/ERASMUS
- Study support
- Students' Union

APPENDIX 1

INSTITUTE OF PROFESSIONAL LEGAL STUDIES REGULATIONS

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

Regulations for the Postgraduate Diploma in Professional Legal Studies

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

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

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

Part One

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

Admission,

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

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

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

Intending solicitor students should note that admission to the Institute is a mandatory prerequisite to the commencement of an apprenticeship.

“Recommended students”

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

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

Any person who has either:

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

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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 ;
- 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) 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.
- (d) A part-time student must attend the following subjects during Year one: Bar Advocacy, Evidence and Legal Research 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. Specifically, all students must attend and complete to the satisfaction of their professional body, any courses or activities specified by their professional bodies.

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 Faculty Students' Appeals Committee.
- (b) Subject to 15 below
- (i) if exceptional circumstances prevent a solicitor student (other than a recommended student) from completing his or her course of study at the Institute within his or her two year period of apprenticeship he or she may make application to the Institute Trainees' Progress Committee and to his or her professional body for permission to enrol for the examinations for the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including attendance or re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.
- (ii) if exceptional circumstances prevent a Bar student (other than a recommended or part-time student) from completing his or her course of studies at the Institute within one academic year he or she may make application to the Institute Trainees' Progress Committee and to his or her professional body for permission to enrol for the examinations for the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including attendance or re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.
10. (a) Classes involving all students may be held on mornings and afternoons Monday to Friday;
- (b) These classes may, from time to time and at the direction of the Council of Legal Education, be substituted by work experience including attendance on the Courts or other venues deemed by the Council of Legal Education to be of value in the education of intending barristers and solicitors including attendance at the Inn of Court or Law Society for additional classes and/or for intending barristers, attendance on practising barristers.
11. The course will include:

Part A					
Bar trainees			Solicitor trainees		
PLS8100	Bar Skills	8	PLS8118	Solicitor Advocacy Part 2	5
PLS8099	Bar Advocacy	30	PLS8119	Professional Skills and Development Part 2	7
PLS8120	Business Law & Practice	15	PLS8097	Family Law & Procedure	6
PLS8015	CAB	10	PLS8121	Law Society Professional Practice Part 2	0
PLS8097	Family Law & Procedure	6	PLS8120	Business	15
			PLS8094	Property Law & Practice Part 2	6
			PLS8115	Solicitor Exit Exam	0

Part B					
Bar trainees			Solicitor trainees		
PLS8099	Bar Advocacy		PLS8103	Civil Litigation	17
PLS8100	Bar Skills		PLS8095	Criminal Litigation	11
PLS8060	Bar Placement	0	PLS8114	Law Society Professional Practice Part 1	0
PLS8103	Civil Litigation	17	PLS8101	Private Client	15
PLS8102	Conveying and Property Litigation	6	PLS8093	Property Law & Practice Part 1	11
PLS8095	Criminal Litigation	11	PLS8110	Public Law & Tribunals	11

PLS8109	Private Client	6		PLS8104	Solicitor Advocacy Part 1	5
PLS8110	Public Law & Tribunals	11		PLS8105	Professional Skills and Development Part 1	11
PLS8019	Bar Exit Examination	0				
PLEASE NOTE: Bar Advocacy and Bar Skills run through Parts A & B						

12. The Council of Legal Education may, from time to time, adjust, delete, or make additions to or move from Part A to Part B or move from Part B to Part A any of the subjects listed above.
13. All students must present themselves for the main examinations, which may include oral examinations. "Main examinations" shall be defined in accordance with the Institute's regulations governing assessment of student progress and performance set out below.
- 14.1 Resit examinations will normally be held at the University. Details of dates, etc., will be available from the Examinations Office, Queen's University. Students may present themselves for these resit examinations only:
 - (a) if they have sat the main examinations; or
 - (b) if they were prevented from doing so by illness (medically certified) or other exceptional circumstances or have received special permission from the appropriate body. In this case the resit examination will be treated as a main examination.

Resit examinations may include oral examinations.

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

Part Two.

Regulations Governing Assessment and Monitoring of Trainee Progress and Performance

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

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

1. In these regulations the word:

Course	:	shall mean the entire programme of study leading to the Postgraduate Diploma in Professional Legal Studies.
Module	:	shall mean one of the individual units of teaching which together comprise the course.
Session	:	means a morning or afternoon teaching period.
Class	:	refers to the lectures, tutorials, talks, workshops, mock trials, court visits, etc., which make up the teaching sessions.
Formal examination(s)	:	include(s) all examinations administered by the University

- Main examinations : means the first formal examination set for any subject and the exit examination
- Part-time trainees : means Bar trainees permitted to take the course over two academic years
- Director : means the Director of the Institute of Professional Legal Studies
- Published Timescale : means the date for submission of evidence of exceptional circumstances as notified to Institute Trainees
2. The course leading to the Postgraduate Diploma in Professional Legal Studies is an intensive vocational training course leading to admission to the legal profession.
 3. Assessment of trainee progress may involve any or all of the following: (a) monitoring of attendance at classes, (b) assessment of tutorial performance, (c) assessment of course-work, (d) class tests, (e) oral assessment and (f) formal examinations. Formal examinations are therefore only one part of the assessment process. If an assessment of a trainee's progress is deemed unsatisfactory that trainee may be referred by the Director to the Institute Trainees' Progress Committee.
 4. Trainees are expected to attend all sessions.
 5. To obtain credit for a session a trainee must have attended all the classes scheduled for that session. Absence from any part of a session will be construed as absence from all of that session. N.B. The onus is on trainees to comply with whatever method of monitoring attendance which is in place at IPLS.
 6. Subject to 6(ii)
 - (i) Any trainee who is absent for more than 25% of the sessions in a module shall be referred to the Institute Trainees' Progress Committee.
 - (ii) The Director acting on behalf of the Council of Legal Education shall have discretion in exceptional circumstances to permit a trainee who has failed to attend 25% of the sessions in a particular module to obtain subject credit without referral to the Institute Trainees' Progress Committee. The exercise of such discretion shall be reported to the Council of Legal Education.
 7. Any trainee who is absent for more than eight sessions in Part A and/or sixteen sessions in Part B and any part-time trainee, or any recommended trainee who is taking the course over a period of more than one calendar year, who is absent;
 - (i) for more than four sessions in Part A of his or her first academic year and/or for more than four sessions in Part A of his or her second academic year; or
 - (ii) for more than eight sessions in Part B of his or her first academic year and/or for more than eight sessions in Part B of his or her second academic year shall be referred to the Institute Trainees' Progress Committee.
 8. Where a trainee is being referred to the Institute Trainees' Progress Committee under 6 or 7 above, the Director shall notify him/her in writing as soon as reasonably possible of his/her referral.
 9. Assessment and Examinations

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

 - 9.1 There will be main examinations and resit examinations.
 - 9.2 The main examinations will usually take the form of written examinations but may in some cases take the form of course-work, oral examinations and/or assessments, with or without a written examination.
 - 9.3 Examinations are in two parts: Part A and Part B. The former relates to all subjects taught between September and December, the latter relates to all subjects taught between January and July.
 - 9.4 Resit examinations for Part A main examinations will generally be held in the period around the Easter vacation.
 - 9.5 Resit examinations for Part B main examinations will generally be held in August/September.

- 9.6 The pass mark for each subject in all formal examinations will be 50%.
- 9.7 Examination results as agreed between external and internal examiners may be published to trainees as they become available provided that the notice in which they are published makes it clear that these marks are subject to the confirmation of the Board of Examiners. These provisional results are to be published only in the following form - trainees can be told that they have:
1. failed - F (less than 50%)
 2. passed - P (50% or over)

Actual marks cannot be divulged to trainees until they have been agreed by the appropriate meeting of the Board of Examiners, signed by the Chair, Secretary and the external examiners, and subsequently published through the University's Student Information System (QSIS). Marks and attendance records may be provided to the appropriate professional body and the trainee's master.

- 9.8 Trainees who have presented evidence of exceptional circumstances which may have affected their academic progress or achievement can have their case considered by the Institute Exceptional Circumstances Committee.
- 9.9 In advance of main examinations trainees will be informed of the deadline by which their evidence of exceptional circumstances should be received.
- 9.10 Trainees will be expected to submit evidence of exceptional circumstances within the Institute's published timescale as notified to trainees.
- 9.11 All such evidence should be sent to the Director.
- 9.12 Only evidence submitted within the Institute's published timescales can be considered by the Institute Exceptional Circumstances Committee. However, in circumstances where evidence of exceptional circumstances has not been disclosed prior to the publication of results because of its highly sensitive and confidential nature, the Director of Academic and Student Affairs will consider whether or not the matter should be referred back to the Board of Examiners or to the Faculty Students Appeal Committee for consideration.
- 9.13 The Institute Exceptional Circumstances Committee shall make recommendations to the Board of Examinations based on the evidence provided.
- 9.14 Trainees who have been unsuccessful in the main and resit examinations should make application to the Institute Trainees' Progress Committee and their professional body for permission to enrol for examinations of the following year. If permission is granted, enrolment for such examinations shall be upon such terms and conditions (including re-attendance at the course or part thereof) as the Institute Trainees' Progress Committee may determine.
- 9.15 In all other respects the General Regulations (as set out in the University Calendar) in relation to examinations shall apply to formal examinations.

10. Structure and Procedure of Institute Trainees' Progress Committee

- 10.1 The Institute Trainees' Progress Committee shall consist of five members nominated by the Council of Legal Education, namely, one member of the staff of the Institute, one member of the Inn of Court of Northern Ireland, one member of the Law Society of Northern Ireland and two members of the School of Law, having within this membership persons representative of both genders and both communities in Northern Ireland. In the event of the nominated member of the Law Society and/or the nominated member of the Inn of Court being unable to attend alternates drawn from their respective professions may attend as members in their places. In the event of the nominated member of the staff of the Institute or of the School of Law being unable to attend an alternate member of staff of the Institute or of the School of Law as appropriate may attend in his/her place.

11 Powers of the Institute Trainees' Progress Committee

On consideration of any case referred to it the Institute Trainees' Progress Committee shall have power to do any one or more of the following as it considers appropriate.

- 11.1 To admonish or warn
- 11.2 refuse to validate module credit
- 11.3 refuse to validate credit for Part A or Part B or any part thereof

- 11.4 validate credit
- 11.5 require or permit re-attendance
- 11.6 require or permit the re-taking of an assessment, formal examination or examinations
- 11.7 require withdrawal
- 11.8 seek the advice of the University Occupational Health Service where the trainee's medical fitness is in question
- 11.9 impose any conditions or requirement relating to a trainee's course of study.

12.1 The Institute Trainees' Progress Committee shall meet as required.

12.1 (a) Trainees must be given at least 5 working days' notice in writing of a reference to the Institute Trainees' Progress Committee. This period may be abridged at the request or with the consent of the trainee. Such notice must state (a) in the case of a referral under 6 or 7 above - a complete list of all alleged absences - (b) in the case of a referral under 3 above - details of the alleged unsatisfactory progress and in both cases the date, time and place of the Institute Trainees' Progress Committee meeting. .

(b) The Committee's decision even if delivered orally on the day of hearing shall be sent in writing to the trainee as soon as possible after the hearing.

12.2 A trainee summoned to appear before the Institute Trainees' Progress Committee may be accompanied by a registered student of the University (which shall include a Students' Union Sabbatical Officer), a member of staff from the University, or University Chaplain. No legal representation shall be permitted. The name of the person accompanying the trainee shall normally be notified two days in advance of the meeting to the Director

12.3 For the purposes of transacting business a quorum for the Institute Trainees' Progress Committee shall be three members of whom at least one member must be a member of the School of Law and at least one member must be a nominated member of the Inn of Court of Northern Ireland or a nominated member of the Law Society of Northern Ireland.

12.4 Any trainee who is dissatisfied with a decision of the Institute Trainees' Progress Committee may appeal to the Faculty Student Appeals Committee. The trainee shall be notified of her/his right to appeal in the letter from the Institute Trainees' Progress Committee setting out its decision. Appeals must be lodged with the Academic Affairs Office within ten working days of the date of the Institute Trainees' Progress Committee letter confirming its decision and this deadline shall be specified in the letter.

12.5 Subject to 15 below, the structure, procedure and powers of the Faculty Student Appeals Committee are governed by the General Regulations of the University as set out in the University Calendar.

12.6 Copies of all decisions of the Institute Trainees' Progress Committee shall be sent as soon as is reasonably possible to the Secretary to Academic Council and the Academic Affairs Office.

12.7 A trainee who fails to appear before the Institute Trainees' Progress Committee at the time summoned may, in the absence of an adequate excuse submitted in advance, have her/his case determined in her/his absence. Excuses for non-attendance received after the meeting will be accepted only in exceptional circumstances.

12.8 A trainee who wishes the Institute Trainees' Progress Committee to be informed of matters relating to her/his medical or related personal history should provide all necessary medical certificates or other relevant documents to the Committee at or before the meeting.

13 Professional Standards

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

13.1 The following are examples of behaviour which will be viewed as a failure to behave professionally:

- (a) Failing to attend class unless the absence is unavoidable;
- (b) Failing to inform the attendance officer of reasons for an absence as soon as possible after it has occurred or, if appropriate, after (s)he becomes aware that it will occur;

- (c) Being late for class without giving appropriate reasons;
- (d) Leaving class before it finishes without the express permission of the relevant course lecturer or tutor;
- (e) Using a mobile phone during class;
- (f) Failing to carry out any private preparation or study in a timely and professional manner;
- (g) Refusing to participate fully in all class activities;
- (h) Talking or otherwise acting in a distracting manner while a lecturer, tutor or another trainee is addressing a class;
- (i) Behaving in a discourteous manner to staff, guests or other trainees at the Institute; and
- (j) Failing to complete or submit work within the time limit set by the member of staff requiring such work without giving appropriate reasons to that staff member.

13.2 The following are examples of behaviour which will be viewed as a serious failure to behave professionally:

- (a) Requesting or permitting another trainee to sign the attendance register on his or her behalf;
- (b) Signing the attendance register in the name of any other trainee; and
- (c) Having been found by the Director to have behaved in an unprofessional manner on more than two occasions.

The above lists are not intended to be exhaustive.

13.3 Investigation of Complaints

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

13.4 The Formal Interview

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

13.5 Appeals Against Decisions Made by the Director

- (a) A trainee may appeal to the Professional Standards Board against a decision of the Director by giving notice in writing to the Director stating the grounds of appeal. The grounds of appeal may be any of the following:
 - (i) New evidence has become available which could not have been provided to the Director;
 - (ii) There has been a procedural irregularity; or
 - (iii) The decision of the Director was too severe or inappropriate.

- (b) The written notice of appeal must reach the Director by 4.30 pm on the date stipulated in the letter giving the decision of the Director. The stipulated date shall be five working days after the date of the decision letter of the/Director.

13.6 The Professional Standards Board

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

- (l) The decision of the Board shall be communicated to the trainee in writing, giving reasons for the decision, normally within five working days of the decision having been made. The Director of the Institute shall be informed.
- (m) The Board shall deal with the case by:
 - (i) Deciding that the trainee has not behaved in an unprofessional manner.
 - (ii) Imposing a conditional discharge – that no further action be taken provided the trainee fulfils the conditions laid down by the Board; examples of such conditions include:
 - i. That the Board does not find that the trainee has behaved in an unprofessional manner on a later occasion;
 - ii. That the trainee apologises to any person adversely affected by their behaviour;
 - iii. That the trainee undertakes a piece or pieces of work to compensate for work which has been found not to have been completed to an appropriate standard.
 - (iii) Informing the Education Committee of the trainee's professional body and/or the trainee's master of the complaint to and decision of the Board.

14 **In the event of a trainee having been found to have committed an offence under the University's Academic Offences or Conduct Regulations, and having exhausted all the internal University appeals procedures, the Director may notify the Education Committee of the trainee's professional body and/or the trainee's master of the said offence.**

15 Membership of University Committees

- 15.1 When considering a case involving a trainee of the Institute, the membership of the Committee of Discipline, the Student Discipline Appeals Committee, the Academic Offences Committee, the Academic Offences Appeals Committee, and the Central Student Appeals 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/or one member of the Law Society of Northern Ireland nominated by the Council of Legal Education.
 - 15.2 In the event of the nominated member of the Law Society and/or the nominated member of the Inn of Court being unable to attend alternates drawn from their respective professions may attend as members in their places.
 - 15.3 When considering a trainee of the Institute, the committees mentioned in 14.1 shall not be quorate unless the member of the Inn of Court of Northern Ireland and/or the member of the Law Society of Northern Ireland is present.
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APPENDIX 2

PROGRAMME SPECIFICATION (2018/19)

In the event that trainees wish to consult the Bar or Solicitor Programme Specifications please use the links below.

Bar Trainees:

<http://www.qub.ac.uk/Study/Course-Finder/PCF1617/PTCF1617/Course/ProfessionalLegalStudiesBarrister.html>

Solicitor Trainees:

<http://www.qub.ac.uk/Study/Course-Finder/PCF1617/PTCF1617/Course/ProfessionalLegalStudiesSolicitor.html>

APPENDIX 3

ON-LINE LEGAL RESOURCES AVAILABLE TO INSTITUTE TRAINEES

ON-LINE RESOURCES

SUBSCRIPTION RESOURCES

1. Lexis Nexis Butterworths

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

Cases including:

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

Legislation including:

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

Journals including:

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

Commentary including:

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

Forms and Precedents including:

Butterworths Forms and Precedents; Harvey Employment Precedents.

“All The Law” Barry Valentine

Including

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

Lexis PSL

2. Westlaw

Cases including

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

Legislation including

All UK and Public Acts; NI Legislation from 1990.

Commentary including

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

Journals

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

3. Justis

Law Reports; Weekly Law Reports.

ON-LINE RESOURCES

NON SUBSCRIPTION SERVICES

1. Legislation.gov.uk

www.legislation.gov.uk

This resource provides access to revised and original 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.

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

2. 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 -

3. NI Courts Service

www.courtsni.gov.uk

High Court Judgments from June 1999; Practice Directions from 2001.
Rules of the Court of Judicature; County Court Rules; Magistrates Courts Rules;
COAC Best Practice Guidance

4. Judicial Studies Board

www.jsboard.co.uk

Civil Practice: Civil Bench Book

Criminal Practice: Sentencing Guidelines; Youth Court Bench Book.

Family Practice: Family Bench Book.

APPENDIX 4

IPLS PROCEDURE FOR MAINTENANCE AND ENHANCEMENT OF STANDARDS AND QUALITY

IPLS Procedure for Maintenance and enhancement of Standards and Quality

Strategies for Enhancement

The overriding concern of IPLS is to ensure that the course leading to the Diploma in Professional Legal Studies reflects the knowledge, skills and ethical requirements 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 modules 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 O'Hara.
2. Each year the professional bodies nominate a number of practitioners to act as module advisors. Each advisor examines the timetable and teaching materials for a subject in which they have particular expertise. These advisors then discuss the materials with the module co-ordinator and agree any appropriate changes. This is a "rolling" system of review which ensures that each module 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 module 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 module. The module 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 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 module coordinator 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 module (“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 module lecturer to discuss the Review and to agree any necessary changes for the following year.

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

APPENDIX 5

HEALTH AND SAFETY

FIRE SAFETY

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

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

The fire assembly point for all trainees and staff is the **outside number 5 Lennoxvale**. You should proceed there and await further instructions.

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

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

FIRST AID

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

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

1. Sound the alarm

(There are 4 alarm points in the building, 2 on the ground floor and 2 on the first floor)

2. Dial 2222 to call the Fire Brigade and other emergency services.

3. Ensure you leave the room as quickly as possible through the appropriate exits.

You should proceed to the **outside number 5 Lennoxvale** and await further instructions.

APPENDIX 6

EXCEPTIONAL CIRCUMSTANCES

Exceptional Circumstances - The following table provides a few examples of exceptional circumstances. It is a guide and is not meant to be prescriptive.

Exceptional Circumstances - Normally Acceptable:		Notes
1	Death of a close relative or friend	'Close relative' means parent or guardian; partner or spouse; child or sibling. Where there is a demonstrably close relationship between the student and the deceased, a death certificate or a letter confirming the death from an independent person should be submitted.
2	Serious illness of student	An incapacitating illness or an on-going illness or medical condition. This includes breaks and serious sprains to the normal writing hand/arm. Medical certification must be obtained, self-certification is not acceptable.
3	Serious illness of a close relative	See notes at 1 above for definition of 'close'
4	Hospitalisation	A medical letter/certificate from the relevant hospital confirming the nature and severity of the student's circumstances and the likely impact it has on the student's ability to undertake formal assessment will be required.
5	Acute Personal/Emotional Circumstances	The following will be required: <ul style="list-style-type: none"> • A medical certificate or letter from the appropriate medical professional; or • A letter from the University Counselling Service, or equivalent confirming the nature of the circumstances and that the student has attended counselling. <i>(This will be considered but is not deemed to provide sufficient evidence on its own.)</i>
6	Victim of Crime	A written statement of events which is supported by written evidence from the police and/or appropriate medical professional will be required.
7	Financial Problems	Evidence of the impact of stress brought on by unforeseen financial difficulties. It is the student's responsibility to maintain a proper balance between work and study.
8	Serious personal disruption	Divorce; fire; burglary; serious assault; jury service, serious childcare difficulties. Corroborating evidence must be produced.
9	Pregnancy	A medical report from the student's doctor or midwife must be provided in support of such grounds. This also includes the stages following childbirth. Pregnancy of a wife/partner would be acceptable in appropriate circumstances.
10	Short-term illness	Self-certification is acceptable for a short-term illness, comparable to that which would result in absence from work, in circumstances where the student is unable to seek medical advice, or where it would not be appropriate to seek such advice e.g. gastroenteritis, flu.
Not normally acceptable:		
1	Social or sporting activities	Hectic social life; parties; visits to/from friends; sporting activities. It is the student's responsibility to maintain a proper balance between social/sporting activities and study (but see Section VIII: Procedures, Elite Athletes: Guidelines for Academic Flexibility).
2	Temporary self-induced medical conditions	Hangover; drug taking (excluding prescribed medication).
3	Minor ailments	Coughs; colds; sprains (other than in the writing hand/arm).
4	Non serious personal and domestic disruptions which could have been anticipated or planned	Moving house; holiday; failed transport arrangements; attending a wedding (although consideration may be given if the student is playing an active role in the wedding (for example, best man or bridesmaid).

5	Work Commitments	Paid work regardless of whether the work is during the week or weekends. Students are expected to plan their work /study balance before embarking on a course and seek support at the earliest opportunity if unforeseen difficulties arise.
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More information on Exceptional Circumstances can be found on the Academic Affairs website.

APPENDIX 7

PRIZES AND ENDOWMENTS

The Judge Corinne Philpott QC Memorial Prize - This prize was established in 2017, in memory of Judge Corinne Philpott QC. The prize is awarded to the Solicitor and Barrister trainee who each attain the highest mark in the Criminal Litigation module.

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

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

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

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

The Carson McDowell Prize – This prize was established by Carson McDowell Solicitors in 2006. The prize is awarded to the trainee who attains the highest mark in the Drafting element of the Solicitor Professional Development and Skills module.

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

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

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

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

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

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

The HarteCoyleCollins Prize – This prize was established in 2004 by HarteCoyleCollins Solicitors. The prize is awarded to the trainee who achieves the highest standard in the PACE element of the Criminal Litigation module.

The Pinsent Masons Prize – This prize was established by Pinsent Masons Solicitors. The prize is awarded to the trainee who attains the highest standard in the Solicitor Exit Exam.

The Mclvor Farrell Prize for Negotiation – This prize was established by Mclvor Farrell Solicitors in 2011. The prize is awarded to the solicitor trainee who attains the highest standard in the Negotiation element of the Solicitor Professional Development and Skills module.

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

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

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

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

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

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

The PricewaterhouseCoopers Prize – This prize was established by Coopers & Lybrand (now PricewaterhouseCoopers) Accountants. The prize is awarded to the trainees who attain the highest standard in the Accounts element of the business module.

The Tughans Prizes – These prizes were established by Tughans Solicitors. The prizes are awarded to the solicitor trainee who attains the highest standard in the Property Law & Practice module and for the trainee who attains the highest standard in the Civil Litigation module.

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

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.

APPENDIX 8

LAPTOP POLICY

IPLS LAPTOP LOAN POLICY

IPLS has purchased 20 laptops for use by trainees following the refurbishment of the building and the loss of the IPLS IT Suite.

The laptops have been purchased for the use of IPLS trainees only.

1. The laptops remain the property of QUB at all times. Trainees must be careful when using / handling the laptops.
2. The laptops will be kept behind reception. They can be signed out by trainees for morning or afternoon sessions.
3. When a trainee is signing out a laptop they must leave their student card at reception. The card will be returned only when the laptop is returned.
4. The laptops will be loaned out on a first come, first served basis. They cannot be booked in advance.
5. A morning session means anytime from 8.30am up to 1.00pm when the laptop must be returned.
6. An afternoon session means anytime from 1.00pm up to 4.30pm or the end of teaching (whichever is later) when the laptop must be returned.
7. When using a laptop, trainees must remember to save work to their Q Drive as otherwise it will automatically save to the default drive and work may be lost or available to other people.
8. The laptops will not work outside IPLS.
9. If a trainee wishes to send a document from the laptop to the remote printer (MFD) upstairs, they can place the document in the MFD queue and then retrieve their student card from reception to facilitate printing.
10. Powerpacks will not be provided with the laptops. They should be charged when loaned out.
11. If a laptop is returned late, the trainee involved will not be permitted to use another laptop for a period of two weeks.
12. The laptops must not be taken out of the IPLS building. If a trainee does take a laptop out of the building, they will not be permitted use of another laptop for one month.
13. Each laptop has a unique identifying number.