Welcome to the Legal Practice Course Programme handbook 2022-23

****This is your programme guidance site for the Legal Practice Course (LPC) for the 2022-23 academic year*,* which gives you access to key information and resources that you will need for your studies.

You will be studying at DMU Leicester in the Faculty of Business and Law

Please visit [DMU Base Camp](https://www2.library.dmu.ac.uk/DOLORES/17396/basecamp/content/index.html#/) – an interactive guide for new and returning students to help support you throughout your studies with us.

For information on University regulations, please click on the below links:

* [Student regulations and policies, including attendance policy](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx)
* [Assessment and feedback policy](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/learning-teaching-assessment/assessment-feedback-policy.aspx)
* [Student complaints and appeals procedure](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-complaints/index.aspx#:~:text=The%20university%20expects%20students%20to,exceptional%20reasons%20for%20doing%20so.)
* [Academic offences](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/academic-offences.aspx)
* [Bad academic practice](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/bad-academic-practice.aspx)
* [Higher Education Achievement Report (HEAR) report](https://www.dmu.ac.uk/dmu-students/your-dmu-experience/hear/higher-education-achievement-report-(hear).aspx)
* [Academic regulations and information on assessment boards](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/academic-regulations-assessment-boards/academic-regs-assessment-board-homepage.aspx), this includes:
* Regulations on failed modules and reassessments (Section 2)
* Leave of absence (Section 5)
* [Deferrals and extensions](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/deferral-of-assessments.aspx) (Chapter 5)

You can also seek free, independent and non-judgemental advice on these processes from [De Montfort Students’ Union’s Advice team](https://www.demontfortsu.com/support/advice/).

## Programme Specific Regulations

Your programme may be subject to Programme Specific Regulations – to see if your programme has any and what they are, please click on this link and find the [Programme Specification](https://demontfortuniversity.sharepoint.com/:f:/s/BAL-Staff-Secretaries-ProgrammeLeaderSupportTeam/EueE3-VOXWhNlY23kNAHrY8BVri0-3r2m_13XhnTRirt_g?e=SCJnYN) for your course.

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# **Welcome to DMU and the Faculty of Business and Law (BAL)**

Studying for a degree is rigorous, challenging yet very rewarding. We emphasise deep learning, but we also want to prepare you for the workplace after finishing your degree, by teaching you a range of transferable and practical skills.

At DMU we really are proud to be different and there are a whole range of exciting opportunities available to you. You will learn with internationally renowned academics and have numerous opportunities to try new things, travel and become immersed in the real world through our connections with industry. In the early days of your first academic year, you may feel uncertain as well as excited, but you will soon settle into the rhythm of the academic life!

We really like to hear from you, particularly on your experience as a student. Please get in touch with your Programme Leader, Personal Tutor or our [Student Advice Centre](https://balstudents.our.dmu.ac.uk/bal-student-advice-centre/) if you need help, guidance or support.

I would like to take this opportunity to wish you the very best in your studies at DMU! We are delighted that you have chosen to study with us.



Dr Leanne de Main

Deputy Dean

Faculty of Business and Law

deputydeanbal@dmu.ac.uk

[](https://www.dmu.ac.uk/schools-departments/lcbs/accreditations-memberships-and-networks.aspx)

# **Welcome and Introduction to your programme**

Dear Student,

**Welcome to the Leicester DMU Law School**

Welcome to the Legal Practice Course (LPC) at the Leicester DMU Law School. On behalf of the Course Team, I wish you an enjoyable and rewarding time with us.

The purpose of this handbook is to answer some of the main questions that you are likely to ask about the LPC. If you have any queries, the handbook is a good starting place, but if you cannot find what you are looking for, please feel free to ask your Personal Tutor or Module Tutor, as appropriate, or me.

Our aim is that you pass the course with flying colours, and we will do all we can to help you in your studies. I hope you will find that we are responsive to your needs and to this end a list of staff phone numbers and e-mail addresses is set out for you in Section 1.3 of this document.

Finally, I always say that the LPC has a similarity with the Scouting and Guide movements in that students get out of it what they put into it. I hope that this equates to a great deal for all of you!

Kind regards

Kelly Hughes

Programme Leader of the FT LPC and LLM LPC

Senior Lecturer

## Faculty Student Advice Centre (SAC)

If you are unsure of where to go, your first point of contact should be the Faculty Student Advice Centre (SAC):

**Hugh Aston Reception**  
During term: 8.50am-4.45pm  
During vacation: 9am-4.45pm

T: (0116) 257 7243  
E: [ASKBALStudentAdvice@dmu.ac.uk](mailto:ASKBALStudentAdvice@dmu.ac.uk)  
W: <https://balstudents.our.dmu.ac.uk/bal-student-advice-centre/>



# Force Majeure

Every effort will be made to deliver your programme and modules as outlined in this handbook repository. However, there may be situations outside of the university’s control which could lead to interruption in delivery or changes to the curriculum and/or delivery. These include, but are not limited to, political unrest, governmental actions, acts of terrorism, fire, flood, epidemic/pandemic, industrial action and departure of key members of university staff.

For further information on the circumstances in which your teaching and learning may be disrupted, please refer to the [DMU Student Contract](https://www.dmu.ac.uk/study/student-contract/index.aspx).

# **Key Programme Information**

## PSRB Requirements

This course has been validated and is regulated by the Solicitors Regulation Authority (SRA). Information PSRB requirements can be found here: [SRA | Legal Practice Course Information Pack | Solicitors Regulation Authority](https://www.sra.org.uk/become-solicitor/legal-practice-course-route/resources/legal-practice-course-information-pack/)

## Intended Award

Post Graduate Diploma

## Opportunities for Further Study

On completing the Post Graduate Diploma students can opt for a top up course

## Your Programmes Resource List

The ‘DMU Resource list’ refers to the University’s reading list software, which enables real-time information about library holdings at DMU and allows easy access to books, journal articles and other material.

To view the resource lists for the modules that you are due to study on your programme, you can use ‘[DMU resource list](https://dmu.rl.talis.com/index.html)’ or you will find the information on each Blackboard Module Shell.

# P**rogramme structure**

**Term 1**

Teaching Week 1 w/c 12 September **Foundation Course**

Teaching Week 2 w/c 19 September **Foundation Course**

Teaching Week 3 w/c 26 September Stage 1: Normal Programme

Teaching Week 4 w/c 3 October Stage 1: Normal Programme

Teaching Week 5 w/c 10 October Stage 1: Normal Programme

Teaching Week 6 w/c 17 October Stage 1: Normal Programme

Teaching Week 7 w/c 24 October Stage 1: Normal Programme

Teaching Week 8 w/c 31 October Stage 1: Normal Programme

Teaching Week 9 w/c 7 November **Research Week/Consolidation**

Teaching Week 10 w/c 14 November Stage 1: Normal Programme

**(including Wills and Administration**

**of Estates Examination on 18 November)**

Teaching Week 11 w/c 21 November Stage 1: Normal Programme

Teaching Week 12 w/c 28 November Stage 1: Normal Programme

**(including Solicitors Accounts Examination on 2 December)**

Teaching Week 13 w/c 5 December Stage 1: Normal Programme

Teaching Week 14 w/c 12 December **Mock Examinations**

**Term 2**

Teaching Week 15 w/c 9 January Stage 1: Normal Programme

Teaching Week 16 w/c 16 January Stage 1: Normal Programme

Teaching Week 17 w/c 23 January Stage 1: Normal Programme

Teaching Week 18 w/c 30 January Stage 1: Normal Programme

Teaching Week 19 w/c 6 February **Revision Week - Stage 1**

Teaching Week 20 w/c 13 February **Assessment Week 1**

Teaching Week 21 w/c 20 February **Assessment Week 2**

Teaching Week 22 w/c 27 February **Assessment Week 3**

Teaching Week 23 w/c 6 March **No sessions**

Teaching Week 24 w/c 13 March Stage 2: Normal Programme

Teaching Week 25 w/c 20 March Stage 2: Normal Programme

Teaching Week 26 w/c 27 March Stage 2: Normal Programme

**(including PCR Mock Examination)**

**Term 3**

Teaching Week 27 w/c 17 April Stage 2: Normal Programme

Teaching Week 28 w/c 24 April Stage 2: Normal Programme

Teaching Week 29 w/c 1 May Stage 2: Normal Programme

Teaching Week 30 w/c 8 May Stage 2: Normal Programme

Teaching Week 31 w/c 15 May Stage 2: Normal Programme

Teaching Week 32 w/c 22 May Stage 2: Normal Programme

Teaching Week 33 w/c 29 May **Revision Week - Stage 2**

Teaching Week 34 w/c 5 June **Revision Week - Stage 2**

Teaching Week 35 w/c 12 June **Electives Examinations**

**(including PCR exam)**

Teaching Week 36 w/c 19 June **Elective Examinations**

Teaching Week 38 w/c 26 June **No sessions**

Teaching Week 39 w/c 3 July **No sessions**

Teaching Week 40 w/c 10 July **LPC Examination Board**

## Assessment Schedule 2022/2023

|  |  |  |
| --- | --- | --- |
| **WILLS & ADMINISTRATION OF ESTATES** | |  |
| Practice Assessment | Distributed to students | In Wills SGS 3 |
|  | Submission date | 3 October 2022 |
|  | Marked assessment returned to students | 25 October 2022 |
| Final Assessment | Examination | **18 November 2022** |

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| **SOLICITORS ACCOUNTS** | |  |
| Practice Assessment | Distributed to and undertaken by students | In SDP w/c 10 Oct 2022 |
|  | Marked assessment returned to students | During SDP SGS w/c 24  October 2022 |
| Final Assessment | Examination | **2 December 2022** |
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| --- | --- | --- |
| **WRITING** | |  |
| Practice Assessment | During SDP SGS | w/c 28 November 2022 |
|  | Marked assessment returned to students | w/c 10 January 2023 |
| Final Assessment | Examination | **February 2023** |

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| --- | --- | --- |
| **DRAFTING** | |  |
| Practice Assessment | During SDP SGS | w/c 5 December 2022 |
|  | Marked assessment returned to students | w/c 10 January 2023 |
| Final Assessment | Examination | **February 2023** |
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| **PRACTICAL LEGAL RESEARCH** | |  |
| Practice Assessment | During SDP SGS | w/c 9 January 2023 |
|  | Marked assessment returned to students | w/c 26 January 2023 |
| Final Assessment | Examination | **February 2023** |

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| --- | --- | --- |
| **INTERVIEWING** | |  |
| Practice Assessment | During SDP SGS | w/c 16 January 2023 |
|  | Immediate feedback given to students |  |
| Final Assessment | Advance materials  distributed to students (3 weeks prior) | TBC Jan/Feb 2023 |
|  | Examination | **w/c 13/20/27 Feb 2023** |

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| --- | --- | --- |
| **ADVOCACY** | |  |
| Practice Assessment | During SDP SGS | w/c 23 January 2023 |
|  | Immediate feedback given to students |  |
| Final Assessment | Advance materials  distributed to students (3 weeks prior) | TBC Jan/Feb 2023 |
|  | Examination | **w/c 13/20/27 Feb 2023** |

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| --- | --- | --- |
| **CORE MODULES** | |  |
| Practice Assessment | Assessment date | w/c 12 December 2022 |
|  | Marked assessment returned to students | w/c 16 January 2023 |
| Final Assessment | Examinations | **w/c 13/20/27 February 2023** |

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| **PROFESSIONAL CONDUCT & REGULATION** | |  |
| Practice Assessment | Assessment release date  Assessment due date | 27 March 2023  18 April 2023 |
|  | Marked assessment returned to students | 8 May 2023 |
| Final Assessment | Examination | **12 June 2023** |
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| --- | --- | --- |
| **ELECTIVES** | |  |
| Final Assessments | Examination | **w/c 12/19 June 2023** |
|  |

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| --- | --- | --- |
| **SECOND ATTEMPTS** | |  |
| Second attempts in the Core Modules, Course Skills, Accounts, Professional Conduct and Regulation, Will and Administration of Estates and Electives to take place in August 2023. | | |
|  | Examinations | August 2023 TBC |

**Points to note on LPC exams**

* **Dates** **and venues** – are published, together with times, on myDMU. You will need to keep checking this site as there is a small chance that these could change. Students receiving additional support in their exams need to go to the venue given to them by staff in the Disability team or the Exams Office.
* **Arrival time** – you should aim to arrive at your exam at least 15 minutes early but it is up to the discretion of the invigilators as to when you may enter the examination room.

In the unfortunate event that you do arrive late, you will not be admitted into the exam.

* **Seating** – unless you have been granted prior additional examination arrangements to the contrary you will be expected to sit where the invigilators tell you to sit. The rationale for this is to help prevent collusion and also (which is far more prevalent) accusations by other students of collusion.  The reasons why invigilators select certain rows can be many and various, including a wish to maximise the distance between each student.

All students have to sit in the same position at their double desks (either all to the left or all to the right) otherwise they are not the required distance apart.

* **ID** – check that you have the correct paper on your desk and that your ID card is visible. If you haven’t got your ID card then please tell an invigilator about this when you enter the room.
* **Drinks** – the exam regulations say that any drinks should be contained in clear bottles so invigilators are entitled to remove any remaining labels.
* **Fit to sit** – please remember that under the LPC Assessment Regulations any student who attempts an assessment is deemed to be fit to sit that assessment. This means that, except for exceptional circumstances, a student will not be able to submit a request for extenuating circumstances to be taken into account, claiming that his/her performance was impaired by ill health or any other mitigating factor. If you are not sure whether you are fit to sit an assessment, you should not attempt it.

All students will be required to sign a fit to sit declaration prior to undertaking every assessment.

**Settling into your programme**

Settling into university can be quite challenging as there are lots of new things to learn and become familiar with. If you’re having difficulties with this, you can speak with the Transitions Team. They may be able to give you some advice about studying at a university, living away from home or signpost you to one of the university’s specialist support teams.

Transitions team  
Student Gateway  
T: +44 (0)116 257 7605 / 7872  
E: [transitions@dmu.ac.uk](mailto:transitions@dmu.ac.uk)

# Module information

## Module Assessments

In the table below you can view a list of modules available on your programme along with information such as:

* The level (year of study)
* Whether it is a compulsory or optional module
* The credit value
* Assessment type
* Assessment weighting

| **Programme Code** | **Programme Title** | **Department** | **Module Code** | **Evaluation** | **Weighting (Individualised)** |
| --- | --- | --- | --- | --- | --- |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5005 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5020 | Solicitors Accounts Exam | 50 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5020 | Wills Exam | 50 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5021 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5022 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5023 | Civil Litigation Exam | 60 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5023 | Criminal Litigation Exam | 40 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5024 | Advocacy | 20 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5024 | Drafting | 20 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5024 | Interviewing | 20 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5024 | Practical Legal Research | 20 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5024 | Writing | 20 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5026 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5027 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5028 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5029 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5030 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5031 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5032 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5033 | Unseen Examination 1 | 100 |
| M25091 | Legal Practice Course | Professional Legal Studies | LGMP5034 | Unseen Examination 1 | 100 |

# De Montfort Students’ Union (DSU)

DSU is led by five paid & full time DMU students whose role it is to collate and action feedback from those currently studying, creating change alongside and for you, through exciting projects, campaigns and discussions between DSU & DMU.

We want to ensure that you are involved in enhancing and developing your educational experience, therefore De Montfort Students’ Union facilitates a process to elect student representatives to capture feedback at course level.

## Course Reps

Course representatives are in place for undergraduate and post graduate courses and feedback to programme leads any issues or queries with regards to their course/modules. They are expected to attend some key University meetings such as Staff Student Consultative Committees/Student Voice Committees and Programme Management Boards/Subject Academic Committees. Meetings are co-ordinated by the programme team and are typically held three times per academic year.

How to become a Course Rep

All Course Reps are elected and supported through DSU, so you always have an independent place to go for guidance. A Course Rep holds their elected position for one year in which you’ll develop personally and professionally through bespoke training and guidance. Keep an eye out for information in October and March (for the following year)!

To register interest, please email [voice@dmu.ac.uk](mailto:voice@dmu.ac.uk)

Further information on student representation can be found at:

Voice ([demontfortsu.com](http://demontfortsu.com)) <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-representation.aspx>

DMU student representation webpage ([link](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-representation.aspx))

Key contact

[voice@dmu.ac.uk](mailto:voice@dmu.ac.uk)

|  |
| --- |
| TheFaculty ofBusiness and LawStudent Voice is chaired by:  Chris Odindo, Associate Professor for Student Experience  Email: codindo@dmu.ac.uk |

# Placements and DMU Works

**Want a good career? We can help.**

DMU Works is your award-winning Careers and Employability Service. We have a number of specialist teams who can support you in achieving your future goals whether that be starting your own business, applying for part time/graduate jobs or helping you decide upon on your next steps. We have a team of specialists within BAL who are available 09:00-16:00 Monday to Friday and can answer your queries by emailing [**balcareers@dmu.ac.uk**](mailto:balcareers@dmu.ac.uk)**.**

As a Business and Law student, you have full access to DMUworks which means you get exclusive (and unlimited) access to employer events, job and internship opportunities, and one-to-one support from our specialist team.

And you might find you need it. Competition for graduate placements and jobs has never been fiercer, and employers are increasingly saying that a degree alone isn’t enough to secure a graduate job. However, **we can help you stand out**. Whether you’re just starting your degree, or already making applications, see below for what you can get involved in.

All our career service resources and opportunities are available through our careers portal, [**My Gateway**](https://mygateway.dmu.ac.uk/students/login?ReturnUrl=%2fstudents%2fconfig%2fviewas%2fSelectRole%3freturnUrl%3d%252F)

As Alumni you can also access all the DMU works support, events and resources for the rest of your life!

### 

## Career coaching and business support

You have unlimited access to one to one appointments with our career coaches, who are here to support you with any stage of your career. Whether you want to build a career plan, craft an excellent CV, hunt for jobs or prep for an interview we can help. To book an appointment, please go to your careers portal, [**MyGateway**](https://mygateway.dmu.ac.uk/students/config/viewas/SelectRole?returnUrl=%2F). Appointments are available Monday to Friday (except closure days and bank holidays).

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## Mentoring

As part of our Employability Mentoring Scheme, you have the opportunity to be mentored by a professional working in industry. This means you can get one-to-one advice and support with your career, and access a variety of group mentoring opportunities to build your professional network. Find out more and sign up [here.](https://www.dmu.ac.uk/dmu-students/your-dmu-experience/mentoring-for-all/employability-mentoring.aspx)

### 

## Start a business and become an entrepreneur

Interested in launching a business, or growing your existing one? We are a hub for student and local enterprise, and offer a wide range of programmes, activities, and support for you to develop your entrepreneurial skills. This includes individual business advice, enterprise competitions, workshops and events, and even international trips. Access our full Enterprise service [here.](https://linktr.ee/dmuworksenterprise)

### 

## Meet employers

Ranging from one off employer sessions to full blown careers fairs, we run a jam-packed schedule of employer events and workshops throughout the year. You can access our calendar and sign up to events through our portal, [My Gateway](https://mygateway.dmu.ac.uk/students/login?ReturnUrl=%2fs%2fcareers-and-employability%2fevents)

## Find Internships, Placements, and Graduate Jobs

We work with a number of employers both big and small who are often happy to ring fence opportunities for DMU students. These will always be advertised on[**MyGateway**](https://mygateway.dmu.ac.uk/students/config/viewas/SelectRole?returnUrl=%2F)with some featured events being promoted in newsletters or on Blackboard sites. Some examples are below:

**Internships, Placements, and Graduate Jobs:** Our [MyGateway jobs board](https://mygateway.dmu.ac.uk/s/careers-and-employability/events) is exclusive to DMU students, listing a range of relevant placements, internships, and graduate jobs.

**Part Time Work:** Our campus based job agency, [Unitemps](https://www.dmu.ac.uk/current-students/careers/unitemps/index.aspx), offers paid part-time and short-term jobs to DMU students.

**Frontrunners Internships:** Our Frontrunners scheme offers **paid** **part-time internships** in roles related to graduate careers. Look out for Frontrunner opportunities usually advertised from May-June on [My Gateway](https://mygateway.dmu.ac.uk/students/login?ReturnUrl=%2fs%2fcareers-and-employability%2fevents) which are due to start in October for 23 weeks during term time – Follow frontrunners on [Twitter](https://twitter.com/dmufrontrunners?lang=en) and [Instagram](https://www.instagram.com/dmu_frontrunners/?hl=en-gb) to be kept up to date.

**International Business Careers:** [The HigherEd Talent Platform](https://dmu.gethighered.global/vfairs) providing UK and International job opportunities and virtual career fairs.

**UK Jobs for International Students:** We subscribe to [Student Circus](https://studentcircus.com/), a job site listing UK jobs which offer Skilled Worker sponsorship to live and work in the UK.

**International Jobs:** Our partner [GoinGlobal](https://online.goinglobal.com/?accid=2014041001404102iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiivvvvvviiiiiiiiiiiiiiiiiwDMU) provides international job listings and job guides for 42 countries

### 

## Workshops

Throughout the academic year we run regular workshops to give you the knowledge to compete when applying for roles. These include sessions on CV’s, Linkedin, Assessment Centres, Commercial Awareness and where to find jobs or experience. Attendance can be booked through [MyGateway](https://mygateway.dmu.ac.uk/students/config/viewas/SelectRole?returnUrl=%2F).

If you are a postgraduate international student, look out for our ‘Launching Your Global Career’ workshop series. These are specialist workshops for international students, covering topics such as UK visas, how to write UK job applications, and international alumni and employer panel.

# Useful contacts and information

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| Please note this information is updated annually, you should always contact your Programme Leader via email in the first instance.  The Programme Administrators are based in the Faculty of Business & Law, Admin Office, Hugh Aston Building. The best means of communication with the Programme Administrators is via email on [adminlaw@dmu.ac.uk](mailto:adminlaw@dmu.ac.uk)  General programme queries **should be channelled** through the Student Advice Centre (SAC) on the ground floor in the first instance.  The Associate Dean Academic: **Dr Leanne de Main**  The Academic Practice Officers: **Ms Louise Neilson**  Head of Law  **Mr Tim Hillier**  The Programme Leader **Miss Kelly Hughes**  If you need advice about the support available and how to access it, please make an appointment by emailing the team, or contact the DAS team in Student Gateway www.dmu.ac.uk/disability  **0116 257 7595**  **Who to contact**  **Programme Leader**   * Concerns regarding attendance on the course; * Information on the effect of failing an assessed skill/examination; and * Queries about DMU regulations, including assessments.   **DMU Legal Practice Course Administrators**   * Queries relating to registration, examinations, general course administration; and * Non-academic queries regarding assessments.   Any queries about the individual modules covered on the LPC should be addressed to the **module leader or a lecturer in that module**. The module teams contact details will be available on Blackboard.  Here you will find the contact details of other key personnel:   * Head of School: Tim Hillier Email: [THillier@dmu.ac.uk](mailto:THillier@dmu.ac.uk) * Faculty Engagement Officers: Sarah Stirk and Jo White Email: [*balengagement@dmu.ac.uk*](mailto:balengagement@dmu.ac.uk)   Please contact your Student Advice Centre if you require any of the below contacts:   * Subject leader * Subject Librarian * Academic Practice Officer * School administrators * Timetabling |

## **Communicating with Staf**f

### Contacting tutors

The best way to contact a member of staff is via email, using your DMU student email address. Please note that you may not receive an immediate response. If you do not receive a response, attempt to contact the member of staff again. If you do not receive a response at this stage, please contact your Student Advice Centre or your Personal Tutor. If you wish to have a meeting with a member of the team, please contact them to see if this is possible.

Although electronic communication is generally more informal, please treat all your emails to your tutors as business emails. That is, employ a professional tone, present yourself courteously and adhere to Standard English. This is to give you practice in communicating in a professional environment, which you will all be required to do once you leave university and enter the world of work.

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| When contacting tutors, please bear the following in mind:   * Please visit [ASK BAL](https://balstudents.our.dmu.ac.uk/ask-bal-returning-students-advice-support-and-knowledge/) for any general queries relating to life at the university, support processes and other general issues you may have. * If your query has not been answered, please contact the [Faculty Student Advice Centre (SAC)](#_Faculty_Student_Advice) * Contact module tutors in the first instance about individual module matters including information regarding assessments associated with that module. * Contact the Programme Leader about general matters relating to the programme of study (e.g. applications for changes in registration, module changes, and general enquiries). * Contact Personal Tutors about any general concerns or difficulties you may be experiencing (though you may also discuss these matters with your module tutor or the Programme Leader). * If you are absent from university and scheduled classes for any reason (e.g. illness/family commitments), you must notify your module tutor and at the earliest possible opportunity by email. * Changes in term time and home addresses, telephone numbers or email addresses should be submitted via [MyDMU](https://www.dmu.ac.uk/about-dmu/professional-services/information-technology-and-media-services/prospective-students/mydmu.aspx) or to the Student Advice Centre. * Please do not interrupt staff who are on campus working in their offices unless it is a genuine emergency. Please email the member of staff to request an appointment. Similarly, where staff are working from home please do not ‘cold-call’ but email to book an appointment. This will ensure that the member of staff has set aside time to deal with your enquiry. During working hours academic staff have many tasks in which they may be engaged and it may not be possible to see / speak with you immediately. * If your situation is a genuine emergency and you are on campus you should go to your SAC or Security in the Estates Building. |

**Attendance**

The LPC is a professional course. Therefore, it is compulsory for you to attend all scheduled classes punctually, just as you would attend client meetings or court appointments when in practice.

Attendance, punctuality and good preparation are vital for the following reasons:

* The importance of full attendance and punctuality is emphasised by the SRA;
* Future employers usually ask about attendance within references;
* SGS and lectures are a valuable source of feedback and practice for assessments;
* The viability of some sessions depends upon the correct number of students being present; and
* In our experience continuous absences or poor preparation cannot be overcome by concentrated effort at the end of the course.

**Failing to attend can have serious consequences.** **No student shall be awarded the Postgraduate Diploma or LLM in Legal Practice unless in the opinion of the Assessment Board their attendance at all teaching sessions of whatever nature has been satisfactory.**

**Attendance Monitoring**

If you experience difficulty in attending classes for any reason then please discuss the matter with your **module tutors or Personal Tutor** so that we are able to help or advise you.

Registers of attendance will be taken at every session and patterns of attendance, lateness and poor preparation will be monitored very closely. Any unauthorised absences will be followed up and any students deemed not to be meeting attendance expectations will be called to an interview. DMU has an Attendance Monitoring policy (which can be found within the [DMU Student General Regulations](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx)) and we do record attendance throughout the academic year. Failure to attend scheduled teaching may result in discontinuation from the university.

The consequences of poor attendance on the LPC cannot be over-emphasised. As mentioned above, the Programme Assessment Board can refuse to award you the LPC if your attendance has not been satisfactory.

**Full-time Study and Absence Request Policy**

Students on full-time programmes of study are expected to remain at the University for the duration of their programme of study. International students are strongly discouraged from returning overseas during this time, but should they have to do so, they must first obtain permission from their Course Director by completing an Absence Request form available from the Student Advice Centre. They will be asked to specify the exact dates of absence on this form. Students choosing to return overseas must understand that they do so at their own risk (in terms of being able to re-enter the country) and that any extension requests resulting from absence abroad will not be viewed favourably.

On campus sessions

Where you are physically attending the university, in order to register your attendance, it is important that **you sign the register in class or swipe your student card against the reader** (in rooms fitted with card readers). Please note that you will be recorded as absent if your attendance is not recorded at your timetabled activities.  You may only change tutorial or seminar group with the approval of the senior member of academic staff in the faculty and by completing the relevant form available from the **Student Advice Centre.** Please note that tutorial/seminar group changes are only for extenuating circumstances relating to disability/carers or childcare reasons and are subject to capacity and availability which are dependent upon timetabling.

Online sessions

At the start of the class, your tutor will distribute to you the link to the online attendance monitoring system.

**You need to be logged in to your DMU student email account. DO NOT USE YOUR PERSONAL EMAIL ACCOUNT.** Please note that if you try to log in to a synchronous online class through your personal email account, you will not be able to register your attendance correctly.

It is important that this information is recorded accurately as the data will be used to ensure your compliance with DMU’s Attendance Monitoring Policy (link to DMU Student General Regulations [here](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx)). Completing the on-line attendance monitoring should be quick and easy to do. If you experience any problems, please speak to your tutor in the first instance.

# Management of the programme

Your programme is managed academically by several Boards. These include Programme Management Boards or Subject Academic Committees and Progression & Award Board. The Boards are comprised of members of academic staff (mainly the programme/subject and module leaders for a particular subject area), staff from central University departments (such as the Department of Academic Quality) External Examiners (usually experienced academics from other Universities) and Course reps (sit on Programme Management Boards (PMB) or Subject Academic Committees (SAC)).

Programme boards meet in two modes:

* As a **Programme Management Board** which meets to review the management of your programme, and consider issues raised by Student Representatives.
* As a **Progression & Award Board (PAB)** which meets to approve your marks; agree whether or not you can proceed into your next year; agree the final classification of your degree. Once the PAB has met, results are deemed to have been **ratified** (approved) by the University

Your programme leader reviews and enhances your programme on a continual basis via the **Programme Self-Assessment Report and Quality Improvement Plan (PSAR)**. They assess what is working well and areas for enhancement. They take into account: student feedback, external examiner feedback, a wide range of metrics and data, university and sector good practice, external requirements set out by the Office for Students and professional, statutory and regulatory bodies. Your programme leader uses the PSAR to assure the quality and standards of your programme which includes that the programme content is relevant, current and appropriately challenging. For more information, or to view the PSAR for your programme, please contact your programme leader.

*An overview of assessment boards can be found in the University* [*academic regulations*](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/academic-regulations-assessment-boards/academic-regs-assessment-board-homepage.aspx) *for UG and PG awards.*

*An overview of the Programme Management Board (and other academic quality committees can be found in the* [*Department of Academic Quality*](http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/managing-academic-quality/academic-quality-committees/committees-hp.aspx) *web pages.*

## External Examiner

Each programme has at least one External Examiner who is not part of DMU teaching staff but is an experienced academic in your field from another higher education institution. Their role is to assure academic standards on the programme and to ensure that students are receiving the best possible learning experience. The External Examiner acts as an independent and impartial adviser. They ensure that awards granted by the university are comparable in standard to those of other higher education institutions, that national subject threshold standards are complied with, and that the treatment of students is equitable and fair.

External Examiners reports can be found on your Programme Blackboard Shell.

The External Examiners for this Programme is:

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| Name: Tom Serby, Adrian Savage, Lucilla Macgregor and Stephanie McGuiness |

**Note**: The details provided relating to External Examiners is for information only. You must not contact External Examiner(s) directly, and particularly with respect to your individual performance in assessments. If you wish to make a complaint or an appeal regarding your assessment you should follow the University’s procedures for Academic Appeals, guidance is available in Chapters 8 and 9 of the Student Regulations which can be found via the link [here](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx).

# Assessment information

As part of your studies at DMU, you will be assessed on your learning. Your Programme Leader and Module Tutors will share more regarding the assessments you will take. You can read more about our policy on assessment and feedback [here](https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/learning-teaching-assessment/assessment-feedback-policy.aspx).

## Submitting Assessments

Your Module Leader will provide guidance on how and when to submit your assessments. This information will also be available on your Blackboard module page.

Assessment deadlines are usually set to 12pm (noon), this is to ensure that your module team and our IT services are available to help you if you have any issues.

**University regulations** are the rules which apply to your studies as a student of De Montfort University. When you register as a student you agree to follow these regulations, as does the university. These regulations are divided into two areas; ‘Student Regulations’ and ‘Academic Regulations’. You have consumer rights as a student, and many of these rights are explained within the regulations.

Student Regulations explain how decisions are made in areas such as:

* Academic appeals
* Extenuating circumstances
* Student disciplinary issues
* Payment of fees
* Health and Safety
* Attendance and Absence policies

There are many more policies within the student regulations; these are all available on the DMU website:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/index.aspx>

Academic Regulations set out the rules on assessment, progression, and award standards. These regulations enable universities to guarantee their academic standards are appropriate, and ensure all students are treated consistently and equitably.

The full regulations are available on the DMU website

<https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/academic-regulations-assessment-boards/academic-regs-assessment-board-homepage.aspx> and explain how decisions are made on:

* Assessment (including reassessments, late submissions, and modules that are changed or withdrawn).
* Progression through your programme (ensuring the knowledge and skills you acquire are appropriate to your level of study).
* Awards (how they are classified, exit awards, and Recognition of Prior Learning)
* Deadline extensions, deferrals, interruptions and repeat study (more on this in Section 10).

If you have any questions about the academic regulations, you should speak to your tutor in the first instance.

## Programme-Specific Regulations

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The current Academic Ordinances and Regulations of De Montfort University shall apply. If there is any conflict between the Academic Ordinances and Regulations and these regulations, these regulations shall prevail. If there is any conflict between the Academic Ordinances and Regulations and these regulations and the Solicitors Regulation Authority Legal Practice Course Assessment Requirements (“the Requirements”), the Requirements shall prevail.

### Assessment Requirement

The Legal Practice Course is designed to lead to a University award of a Postgraduate Diploma in Legal Practice, consisting of 120 postgraduate credits.

The LLM Legal Practice Course is designed to lead to a University award of a Postgraduate LLM Legal Practice, consisting of 180 postgraduate credits.

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### Pass Requirement

The pass mark is 50% for all taught modules and the final dissertation.

Students must take and pass all modules in Stage One and must take and pass three of the modules in Stage Two in order to obtain the award and to satisfy the SRA requirements. The overall average mark is calculated using the Stage One modules for Business Law, Litigation and Property Law and the three Stage Two electives. Each module is equally weighted.

The award of LLM will be achieved by candidates who have successfully passed all the assessed elements (taught modules and the 60 credit final project), accumulating 180 credits on the Programme.

**Exemptions (Recognition of Prior Learning/RPL)**

**Bar Vocational Course (BVC) or a Bar Professional Training Course (BPTC)**

Students who have successfully completed either a **Bar Vocational Course (BVC) or a Bar Professional Training Course (BPTC)** within 5 years of registering on the programme are eligible for the following exemptions:

* LGMP5023 Litigation
* LGMP5024a Advocacy and Drafting
* LGMP5024b Practical Legal Research (Previous BVC students only)
* And up to 2 Electives.

**Graduate Member of CILEx**

Students who have successfully become a **Graduate Member of CILEx** before registering on the programme are subject to the following possible exemptions for which recognised prior learning can be used (up to a maximum of 50% of the programme):

* LGMP5020 Wills and Administration of Estates\*

\*Students with an exemption will also be required to pass an exam in Tax.

* LGMP5021 Property Law and Practice
* LGMP5022 Business and Law Practice\*\*

\*\*Students with an exemption in LGMP5022 will also be required to pass an exam in both Business Accounts and Tax.

* LGMP5024b Practical Legal Research (Previous BVC students only)
* LGMP5024c Writing
* LGMP5026 Employment Law
* LGMP5029 Family Law

**CILEx Graduate Fast-Track Diploma**

Students who have successfully completed the **CILEx Graduate Fast-Track Diploma** as part of their academic training towards the overall Chartered Legal Executive qualification before registering on programme are subject to the following possible exemption:

* LGMP5021 Property Law and Practice

### Final Dissertation (60 credit module)

To become eligible to submit a 10,000 word **Dissertation** a student is required to gain at least 60 credits from preceding modules.

This module consists of two parts:

* Research Methods and Dissertation Proposal submission of 1,500 words - preliminary hand-in date will be in May;

* the Dissertation itself - a 10,000-word submission – hand in will be end of August.

The first task for the module requires you to submit a **Research Ethics Triage and Dissertation Proposal Form**. This form is designed to:

* give us an indication of what subject/area of law /research question you want to write on - that will enable us to allocate a supervisor to you;
* indicate whether or not you will need Research Ethics clearance.

**You will need to complete this form and submit this via Turnitin on the course shell by no later than [1 October]. At this stage we only need an indication of your subject area though please note it is difficult to change this once you have been allocated a supervisor. Further information about the dissertation is contained in a set of FAQs which are included at Appendix C and on the course shell on Blackboard.**

It is imperative that the Faculty’s ‘Research Ethics’ form is completed, submitted and signed off by the supervisor and the Dissertation Module Leader **prior** to the commencement of any research on a dissertation.

The first marker of the final project will normally be the candidate's academic supervisor. Internal moderation of final projects will be undertaken by internal markers appointed by the Programme Board. Thereafter a sample of dissertations will be made available to the External Examiners.

If a student passes all assessment units except the Dissertation, the Programme Board may, at its discretion, offer the candidate the possibility of re-presenting the Dissertation in a revised form without detriment to the pass achieved in the taught programme, within a timescale set by the Board.

### Reassessment

Students have a maximum of **three** attempts on the LPC modules and **two** attempts at PLAW5610 Research Methods and PLAW5612 Dissertation.

A student who is unsuccessful on the **third** attempt of any **Stage One** assessment fails Stage Once overall. A student my re-register for Stage One of the course and **all** assessments must be retaken SUBJECT to the maximum registration period. A fee will be payable for re-taking Stage 1.

A student who is unsuccessful on the **third** attempt of a **Stage Two** assessment can either re-register for that particular elective module or start a fresh elective.

Reassessment is permitted in relation to fail marks only. Once a reassessment has been successfully completed students will receive full credits for the module but their grade will be capped at 50%.

**If you have to retake outside your current Academic Year you will need to keep up to date with the law. It is your responsibility to do this and to check whether any new materials have been issued to students.**

Failing to attend a reassessment will be deemed as a failure of that attempt. Submission of work after deadline dates will normally be deemed a fail in the respective assessment unit, unless the student has been granted a deferral (see section 10).

**Candidates will only be allowed to commence reassessed work after the Programme Assessment Board has met to formally ratify the decision.** All candidates with reassessments will receive an email after each Programme Assessment Board meeting confirming the exact details of the reassessment. You are also strongly advised to contact the Module Leader for additional support.

### Pass with Distinction

**Legal Practice**

For a Postgraduate Diploma in Legal Practice degree, a **distinction** may be awarded if:

* Student passes all the Core Practice and Elective modules on the first attempt **and**
* The overall average mark is at distinction level (70% or above) **and**
* Four or more of the marks are at Distinction level from the following modules:

**LGMP5021** Property Law & Practice

**LGMP5022** Business Law & Practice

**LGMP5023** Litigation

**LGMP5026** Employment Law

**LGMP5027** Personal Injury

**LGMP5028** Child Law

**LGMP5029** Family Law

**LGMP5030** Commercial Law

**LGMP5031** Commercial Property

**LGMP5032** Commercial Litigation

**LGMP5033** Sport and Media

**LGMP5034** Private Client

* Is graded as competent (pass) in all assessments in LGMP5024 on the first attempt

Students with **exemptions** will be awarded a **distinction** if:

* The overall average mark exceeds 70% **and**
* Three or more final marks are above 70% from the following modules:

**LGMP5021** Property Law & Practice

**LGMP5022** Business Law & Practice

**LGMP5023** Litigation

**LGMP5026** Employment Law

**LGMP5027** Personal Injury

**LGMP5028** Child Law

**LGMP5029** Family Law

**LGMP5030** Commercial Law

**LGMP5031** Commercial Property

**LGMP5032** Commercial Litigation

**LGMP5033** Sport and Media

**LGMP5034** Private Client

* All assessments are passed at the first attempt.

**LLM**

For a LLM Legal Practice degree, a **distinction** may be awarded if:

* The criteria for the Legal Practice with distinction is met **and**
* The dissertation is at distinction level (70% or above)

### Pass with Merit

For a Postgraduate Diploma in Legal Practice degree, a **merit** may be awarded if:

* Student passes all the Core Practice and Elective modules on the first attempt **and**
* The overall average mark is at merit level (60% or above) **and**
* Four or more of the marks are at merit level from the following modules:

**LGMP5021** Property Law & Practice

**LGMP5022** Business Law & Practice

**LGMP5023** Litigation

**LGMP5026** Employment Law

**LGMP5027** Personal Injury

**LGMP5028** Child Law

**LGMP5029** Family Law

**LGMP5030** Commercial Law

**LGMP5031** Commercial Property

**LGMP5032** Commercial Litigation

**LGMP5033** Sport and Media

**LGMP5034** Private Client

* Is graded as competent (pass) in all assessments in LGMP5024 **or**

has been graded a competent in **one** assessment in LGMP5024 following a second attempt **or**

has successfully completed **one** exam on the second attempt in LGMP5020 or LGMP5005

Students with **exemptions** will be awarded a **merit** if:

* The overall average mark exceeds 60% **and**
* Three or more final marks are above 60% from the following modules:

**LGMP5021** Property Law & Practice

**LGMP5022** Business Law & Practice

**LGMP5023** Litigation

**LGMP5026** Employment Law

**LGMP5027** Personal Injury

**LGMP5028** Child Law

**LGMP5029** Family Law

**LGMP5030** Commercial Law

**LGMP5031** Commercial Property

**LGMP5032** Commercial Litigation

**LGMP5033** Sport and Media

**LGMP5034** Private Client

A student may be awarded a merit provided only one of the following applies: the student has passed one assessment in the Course Skills following a second attempt OR the student has passed one of the Module Assessments in Solicitors Accounts, PCR or Wills and Administration of Estates following a second attempt.

**LLM**

For a LLM Legal Practice degree, a **merit** may be awarded if:

* The criteria for the Legal Practice with merit is met **and**
* The dissertation is at merit level (60% or above)

### Failure to Achieve the Requirements for the PG Diploma in Legal Practice

The Programme Assessment Board will fail candidates where they have no further reassessment opportunities available. Candidates are advised to speak to the Course Director for advice about this.