



Guildhall Business and Law

**The Legal Practice Course Guide and  
Assessment Regulations**

September 2016

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## 1. Introduction to the Legal Practice Course (LPC) at London Metropolitan University

This guide is designed to provide you with the information you need whilst you are studying on the LPC at London Met. You will find answers to questions concerning assessment regulations, structures and contact details. You should read it carefully and refer to it for future reference. You may also want to find out other information about the University. One of the most useful sources of general information about the University is at the London Met website. The address is [www.londonmet.ac.uk](http://www.londonmet.ac.uk). You will find a copy of the London Met student handbook on the website. You should also be aware that there is a copy of this guide on the Legal Practice Course Notice board section of WebLearn.

You may find that an issue arises which is not covered by this guide. If you think that we can help, please let us know. LPC lecturers can be contacted during their office hours or at other times by appointment. You can contact lecturers via e-mail or by leaving a message on their voicemail. Your Professional Mentor is available to assist you with any matters that are not subject specific including finding a training contract. Also, our administrative staff in the Student Hub and the LPC Office may be able to assist you. You can find a list of staff contact details in section 3 of this guide.

Staff at London Metropolitan University will be happy to assist you in any way possible. We are here to help you so please feel free to talk to us. We cannot guarantee that we can solve every problem that you may encounter, but we will make every effort to do so.

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## 2. Where to Find Us

The LPC is taught in Moorgate. The Moorgate building is a minute's walk away from Moorgate station and is in the heart of the vibrant city in our newly refurbished site.

The address is

Legal Practice Course  
Professional Courses Unit  
London Metropolitan University  
84 Moorgate  
London EC2M 6SQ

You will find the following LPC facilities in Moorgate:

- The main LPC teaching rooms are located on the 4th floor, along with the LPC Student Common Room.
- The LPC Office is on the 2<sup>nd</sup> floor, within the Professional Courses Unit, room MG208.
- The LPC Resource Centre and study zone is on the first floor. You need your student card to use it. Your card will be programmed to open the door. If you have any difficulties with it please contact the ICT helpdesk.
- The LPC staff offices are also located on the 1st floor.

Student Services, the Students' Union and the Moorgate Hub are situated on the third floor, and ICT Facilities are all available in dedicated areas throughout the building. The main Library and additional ICT facilities are in Calcutta House; an additional city campus approximately 10-12 minutes away in Goulston Street, near to Aldgate.

Rooms are given letters and numbers to indicate their building, floor and location (e.g. MG 1.13 indicates room 13 on the 1<sup>st</sup> floor of the Moorgate building).

The Moorgate building is open from 8am to 9pm on weekdays and 8am to 4pm on Saturdays. The Aldgate library is open from 9am until midnight on weekdays, and from 11.00am – 7pm on Saturdays and Sundays during term time. Opening hours are different outside of University term times. Please see details on the University website. Please note that the LPC does extend into University vacation times at certain points. There are additional facilities at North Campus, including the Learning Centre and Technology Tower on the Holloway Road. The Learning Centre opens on Sundays.

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### **3. Who is Who on the LPC Team?**

The LPC staff team members are approachable and friendly. All of the teaching staff can be contacted by telephone, email or without an appointment during notified office hours. We are supported by an Administrator in the LPC Office and the Student Hub at Moorgate.

#### **(a) The Teaching Staff**

All members of staff teaching on the LPC are qualified solicitors (or possibly barristers). All of us have undertaken a professional course, whether it was the old style Solicitor's Finals Course or the LPC. We all have experience of what it is like to be a law student and we hope that will help us to provide an interesting and stimulating course and a sympathetic ear when necessary.

#### **(b) Module Leaders**

Module Leaders take responsibility for subject and skills areas. You should address any enquiries about particular subjects initially to your tutor and, if they are unable to assist you, to the relevant Module Leader.

#### **(c) Professional Mentors**

Professional Mentors are available as the first point of assistance for matters of a personal nature including help with careers and searching for a training contract. They are available via email, without an appointment during their notified office hours, or telephone messages may be left on their voicemail.

#### **(d) Administrators**

The LPC Administrator is Marilyn Williams. You can find her in the LPC Office on the 2nd floor MG 208. Her email address is [m.williams@londonmet.ac.uk](mailto:m.williams@londonmet.ac.uk).

The Moorgate Hub is a student facing service situated on the 3<sup>rd</sup> floor which is open on a daily basis and is also situated to provide regular student support so please feel free to visit and seek advice when the LPC administrator is unavailable.

#### **(e) The Staff Team**

The Contact details of the staff team are set out below:

<b>LPC Staff Team</b>				
<b>Surname</b>	<b>Name</b>	<b>Room</b>	<b>020 7320</b>	<b>E-Mail Address</b>
Hill	David	MT1-03	1502	d.hill@londonmet.ac.uk
Khan	Tehmina	MT1-03	1540	tehmina.khan@londonmet.ac.uk
McKay	Bill	MT1-03	1505	w.mckay@londonmet.ac.uk
Peck	Stuart	MT1-03	1662	s.peck@londonmet.ac.uk
Pugh	Liz	MT1-03	1493	e.pugh@londonmet.ac.uk
<b>Administrative Services</b>				
LPC Administration		MG208	1469	<a href="mailto:lpadmin@londonmet.ac.uk">lpadmin@londonmet.ac.uk</a>
MG Hub Administration		MG303	1440	<a href="mailto:MoorgateHub@londonmet.ac.uk">MoorgateHub@londonmet.ac.uk</a>
<b>Library, Calcutta House</b>				
Smart	Chris	Library	1186	<a href="mailto:c.smart@londonmet.ac.uk">c.smart@londonmet.ac.uk</a>

#### 4. The Subjects that you Study on the LPC

The aim of the LPC is to prepare you for general practice as a trainee solicitor. To this end in stage 1 of the course you study the following areas:

- Core Practice Areas
- Taxation
- Solicitors Accounts
- Skills
- Wills and Administration of Estates (WAE)
- Professional Conduct and Regulation

In stage 2 of the LPC you study 3 Vocational Electives.

#### Legal Practice Course - Stage 1

Core Practice Area subjects	Assessed subjects	Skills
BLP	Taxation	Interviewing and Advising
PLP	Solicitors Accounts	Advocacy *
Criminal Litigation *	Wills and Administration of Estates	Practical Legal Research *
Civil Litigation *	Professional Conduct and Regulation	Legal Writing
		Drafting *

#### Bar Vocational Course (BVC) Bar Professional Training Course (BPTC) Entrants

If you are BVC/BPTC entrant with full APL you will not be required to study nor be assessed in the Core Practice Areas and Skills marked in the table above with an asterisk (\*). However all BPTC entrants are required to study and be assessed in Practical Legal Research.



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### **(a) The Core Practice Areas**

During your LPC you will study three core practice areas:

- Business Law and Practice (BLP);
- Property Law and Practice (PLP);
- Criminal Litigation and Civil Litigation (BVC and BPTC entrants exempt).

In BLP you will learn how the solicitor assists with the business affairs of sole traders, partnerships, and private and public companies. You will be assessed in taxation predominantly in the BLP assessment but may also be assessed on it in other subjects.

You also study PLP in which you will learn how the solicitor manages property transactions from sale/purchase, land registration, and tax perspectives.

You also study Criminal Litigation and Civil Litigation (unless a BVC or BPTC entrant). In Criminal Litigation you will study the law, practice, and procedure in the criminal courts. In Civil Litigation you will study the procedure for bringing or defending a civil action.

The other assessed subjects and Skills are integrated into the Core Practice Areas.

### **(b) Solicitors Accounts**

Solicitors Accounts takes the form of a separate closed book exam. It is taught in the context of PLP.

### **(c) Wills and Administration of Estates (WAE)**

WAE is taught and assessed in the context of the skill of interviewing. You must be assessed as competent in WAE to pass the course.

### **(d) Professional Conduct and Regulation**

You are introduced to Professional Conduct and Regulation during the Foundation Course and it is subsequently integrated into the rest of the course. It will be assessed during the Core Practice Areas with the assessments. It is also assessed by way of an open book examination at the end of stage 1 of the LPC.

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**(e) The Skills**

The Skills of Interviewing and Advising, Advocacy, Practical Legal Research, Legal Writing and Drafting are taught within the context of the Core Practice Areas. Interviewing and Advising is assessed together with Wills and Probate. Advocacy is normally assessed in the context of Criminal Litigation, Practical Legal Research in the context of Civil Litigation, Legal Writing in the context of PLP and Drafting in the context of BLP.

**(f) The Vocational Electives**

<b>Vocational Electives</b>
<ul style="list-style-type: none"><li>• Commercial Law and Practice</li><li>• Employment Law and Practice</li><li>• Family Law and Practice</li><li>• Immigration Law and Practice</li><li>• Intellectual Property Law and Practice</li><li>• Housing Law and Practice</li><li>• Child Law and Practice</li><li>• Commercial and Civil Mediation and ADR</li></ul>

You will choose three Vocational Electives from the subjects we have available (or one Vocational Elective if you are a BVC or BPTC entrant with full APL). You will be given information about the various Vocational Electives available in the Autumn Term. You will be required to notify us of your choice of Vocational Elective(s) shortly thereafter. We are unable to guarantee that your first choice of Vocational Elective(s) will be available. Sometimes it may only be possible for you to study an elective at a time when you would not normally be at the University. For example, if you are a full time student you may only be able to study your chosen elective by attending an evening class or vice versa. Please note that if you are a BVC / BPTC entrant then you are required to choose an elective subject which you have not already taken on the BVC/BPTC course for which you have APL.

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## 5. How the LPC is Structured

The LPC can be divided into three components, the Foundation Course and the Core Practice Areas (stage 1) and the Vocational Electives (stage 2). This is shown below.

### (a) The Structure of the Course



Full-time students are expected to be available for classes daily from 9.00am until 6.00pm; part-time day students from 9.00am until 6.00pm and part-time evening students from 6.00pm until 9pm. You will be given a timetable for the Foundation Course at enrolment, a timetable for the stage 1 – the Core Practice Areas term during the Foundation Course and a timetable for stage 2 - the Vocational Electives term after you have completed the Core Practice Area examinations.

### The Foundation Course

For the first week of the LPC you will study mostly on the Foundation Course. The objective is to introduce you generally to the LPC at London Met and specifically to some of the Skills, Professional Conduct and Regulation, WAE and Taxation. These subjects are expanded upon throughout the rest of the course. You are also introduced to the electronic resources available, the Library and the LPC Resource Centre. The Foundation Course is an intensive start to the LPC. It is intended to lay a foundation for the rest of your studies.

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## **Stage 1 -The Core Practice Areas and the Skills**

You will then study the Core Practice Areas (CPA) and the skills in stage 1 of the LPC.

### Part time day course

Part time day students will normally study Civil Litigation, Criminal Litigation and WAE in their first year on Fridays and BLP and PLP in their second year on Mondays.

### Part time evening course

Part time evening students will normally study Civil Litigation, Criminal Litigation and WAE in their first year on Tuesday and Thursday evenings and BLP and PLP in their second year on Mondays and Wednesday evenings.

### BVC / BPTC entrants

BVC / BPTC entrants (who have APL for Civil and Criminal Litigation) usually complete the course by part-time attendance with second year students plus WAE over one year.

### Full time course

Full time students study all the CPA i.e. Civil Litigation, Criminal Litigation, WAE, BLP and PLP normally on Tuesdays and Thursdays.

### Study Sessions

You study each course by attending a one-hour Tutor Led Session (TLS) and a two-hour Student Led Session (SLS) each week.

### Wills and Administration of Estates (WAE)

The WAE course and the Criminal course are taught consecutively in the same time slots. The WAE course starts during the foundation course and runs for approximately five weeks. It is then followed by the Criminal Litigation course for the remaining eleven weeks.

### Stage 1 Exams

At the end of this period of study you will take exams in the Core Practice Area modules. Full time students and part-time year 2 students will also take an exam in Professional Conduct and Regulation

## **Stage 2 -The Vocational Electives**

In stage 2 of the course you will study your chosen three Vocational Electives (one if you are a BVC/ BPTC entrant with full APL) for the remaining nine weeks of the LPC teaching period. At the end of this period of study you will take examinations in the Vocational Elective(s). Part time students will normally study two electives in year 1 and one elective in year 2.

A more detailed overview of the course showing assessment dates is contained within the year planner.

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## **(b) Teaching and Learning Methods**

You will study on the LPC by way of a combination of one-hour TLS and two-hour SLS. A TLS is tutor-led although students are expected to participate. The aim is to provide an overview of the topic, to explain more difficult points and to elaborate on the practical aspects of the substantive law. You must do your preparatory reading before you attend an TLS. Your tutor will assume that you have done so and you will find it very difficult to keep up if you have not.

The aim of an SLS is to practise the tasks likely to be faced by a trainee solicitor. You must do the preparation required before each SLS. If you fail to do so, you will let down yourself and the other students in the group.

## **(c) The Role of the Solicitors Regulation Authority**

It is the role of the Solicitors Regulation Authority (SRA) to approve and monitor delivery of the LPC. It has accredited London Met University to deliver the LPC. It has set minimum standards of knowledge that the LPC students must achieve by the end of the course. These are known as the Learning Outcomes. It prescribes Training Regulations for students wanting to qualify as a solicitor. You can find out more on the SRA website at [www.sra.org.uk](http://www.sra.org.uk).

## **(d) Year Planner**

You should ensure you have a copy of the year planner for your mode of attendance. This shows the dates that courses start and finish. It also shows when assessments are to be collected and handed in. Part time students will be issued with a year planner at the beginning of each academic year.

Special arrangements will be made to cover the teaching that is due to take place on the Bank Holiday Mondays that occur during the term. Usually day- time classes are moved to Wednesday and evening classes to Friday.

Please ensure that you regularly check the the WebLearn Noticeboard (and the LPC noticeboards located inside the LPC Common room (Room MG410)) for updates on teaching arrangements or changes to the schedule. Please ensure that you forward your emails to an address that you regularly read.

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## 6. How You Are Assessed on the LPC

In order to pass stage 1 of the LPC you are required to pass examinations in the Core Practice Areas, WAE, Solicitors Accounts, Professional Conduct and Regulation and assessments in each of the Skills. (Note the table at Section 4 of this Course Guide for exemptions applicable to BVC and BPTC entrants). You must attain at least the standard of legal knowledge and skills necessary to enter into a training contract. You must also demonstrate your knowledge and awareness of the issues of professional conduct which affect solicitors in practice. You may have three attempts at any assessment. If you are unsuccessful on the third attempt of any stage 1 assessment you will fail the entire stage 1 of the LPC and all assessments must be retaken.

In order to pass stage 2 you must pass 3 Vocational Elective Examinations in three different subject areas. (This is unless you are a BVC or BPTC entrant, in which case you must pass 1 Vocational Elective Examination, this elective having to be in a subject area for which you are not being provided with prior learning credit. You cannot therefore select an elective module or stage 2 which you have already undertaken and passed as part of your BVC or BPTC). If you fail a stage 2 assessment for the third time you may re-enrol on the course for that elective paying the appropriate fee or you may enrol on another elective.

There is a strict time limit for completing the LPC. You **MUST** pass all assessments within a five year period starting from when you attempted your first assessment. You do not have to take assessments at any particular time but we strongly advise you to take your assessments at the first possible opportunity unless you have a good reason not to. This is so that you take the assessment as close as possible to when you have been taught the subject.

### (a) Core Practice Area Examinations

You are examined in the Core Practice Areas by way of written examinations. You will normally sit the Core Practice Area examinations during February. The BLP, PLP and Civil Litigation examination consists of a transactional section and a multiple choice section of the paper. You would normally be expected to spend two hours on the transactional part and one hour on the multiple choice part. The Criminal Litigation examination consists of one transactional-based paper. The marks Criminal and Civil Litigation are weighted (40% for Criminal Litigation and 60% for Civil Litigation). The marks are then aggregated to give an

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overall mark for Litigation. The pass mark is 50%. If have any queries about your examination you should contact your SLS module tutor or the module leader for that module.

The Criminal and Civil Litigation exams are treated as one assessment and so must be attempted in the same exam sitting. If you should sit one Litigation assessment and then become ill before you are able to sit the other Litigation assessment, you must submit a Mitigation form from the Student Hub.

### **Core Practice Area Assessments**

<b>Core Practice Area module</b>	<b>Type of assessment</b>	<b>Length of examination</b>
Civil Litigation	Transactional based and multiple choice questions.	3 hours
Criminal Litigation	Transactional based questions only.	2.5 hours
BLP	Transactional based and multiple choice questions.	3 hours
PLP	Transactional based and multiple choice questions.	3 hours

### **(b) Open Book Examinations with Advance Documentation**

The Core Practice Area and Vocational Elective examinations are open book module assessments.

You will be given Advance Documentation for each examination about a week before you sit the exam. You must take these documents to the exam with you.

You may also take into the examination:

- (i) subject manuals provided by the University;
- (ii) the Foundations Manual;
- (iii) the Solicitors Code of Conduct ;
- (iv) personal notes taken in class, or assembled as a result of private study;
- (v) specimen documents provided by the University or assembled as a result of private study;

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- (vi) a basic electronic calculator, but a personal computer or any electronic device with a memory is not allowed.

No other textbooks, statutes or other materials are permitted.

You must ensure that your answer is written in the answer book, on the examination paper provided or on any forms that are provided. You must not answer the examination questions on your own paper and attach it to the answer booklet.

**NB** The Solicitors Accounts Assessment is not an 'open book' module assessment. (See *below*.)

### (c) Skills Assessments

You are assessed on a competent/not yet competent basis in each of the Skills. In order to pass the LPC you must be judged competent in all of the Skills assessments. (BVC and BPTC entrants have certain exemptions as indicated in the table at section 4 of this Course Guide. If you are judged NYC in a Skills assessment you will be given the opportunity to be reassessed. You will have a total of three attempts in each of the Skills assessments.

Skill	Context	Method of Assessment
<b>Practical Legal Research (PLR)</b>	Civil Litigation.	The assessments will be by way of take away written assessment.
<b>Legal Writing</b>	PLP	
<b>Drafting</b>	BLP	
<b>Interviewing and Advising (And WAE)</b>	WAE	The assessment will take the form of a mock interview of a client. You will be assessed in WAE at the same time
<b>Advocacy</b>	Criminal Litigation.	The assessment will take the form of a mock court hearing.

In both Interviewing and Advising, and Advocacy, the Skills assessments will involve live role-plays. For these we recommend that you should dress in a professional manner. They will take place before at least one assessor and will be recorded electronically.



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#### **(d) Submission of Written Skills Assessments**

All written Skills assessments must be submitted anonymously and must bear your student number. Please ensure that you copy this correctly from your student enrolment card and do not use your library number. All assessments must be typed using double-spacing. You must always use a cover sheet. On the cover sheet you must remember to complete the word limit declaration and to include your SLS tutor group number for ease of sorting and return after marking. By submitting the assessment you are bound by the declaration on the cover sheet that it is your own work. Students are not permitted to work together on assessments. If you do so you will be referred to the Student Casework office under the University's disciplinary procedures. If you are found to have committed an assessment offence you will be reported to the SRA.

If you are assessed as Not Yet Competent ("NYC") you should collect a re-assessment from the LPC Office (or the Student hub) at the time set out in the assessment schedule. If you are assessed as NYC on the second assessment, you will have a third and final attempt at that assessment. If you are assessed as NYC three times in the same skills assessment you will fail Stage 1 of the LPC.

#### **(e) Submission of Assessments**

All assessments must be submitted to the Moorgate Student Hub. Please ensure that they are stapled securely and not in a plastic folder.

You may exceptionally submit assessments by email to [lpadmin@londonmet.ac.uk](mailto:lpadmin@londonmet.ac.uk) providing that the LPC Administrator is notified in advance, you send a cover sheet and the original is sent by first class post the same day. If you hand the work in to anyone else, or if you post it in, you do so at your own risk as we cannot accept responsibility for work submitted otherwise than in accordance with the normal procedure.

Even where the correct procedure is followed you must always keep a copy of the work submitted. Failure to keep a copy of work submitted may mean that you will be required to submit a new assessment should the original script be lost for any reason.

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**(f) Extensions**

Work submitted late will not be marked. Extensions will not be granted. If you miss the deadline for handing in an assessment you will normally have to attempt another assessment.

**(g) Assessment File**

You must maintain a wallet file in which you keep all marked and returned assessments. Occasionally the Board of Examiners may need to see a student's file. You must therefore be ready to produce it for inspection if required.

**(h) Wills and Administration of Estates**

WAE will be assessed in the context of interviewing. You will receive a Competent/ Not Yet Competent mark for both WAE knowledge and also the skill of Interviewing.

**(i) Professional Conduct and Regulation**

You must satisfy the Examiners that you are competent in Professional Conduct, which includes Client Care and the regulation of Financial Services. This is assessed both discretely and through the medium of Skills assessments and module examinations. The discrete assessment in Professional Conduct and Financial Services will be held at the end of stage 1 of the course. The examination is 2 hours in length. It is open book with no advance documents. In order to be judged competent you must obtain at least 50% in the Professional Conduct Examination.

Acting ethically, and in compliance with the rules of Professional Conduct, is also one of the criteria for being judged competent in the Skills of Interviewing and Advising, and Advocacy. If, therefore, in these Skills assessments you act unethically/unprofessionally, you may be judged not yet competent in that Skill.

**(j) Solicitors' Accounts**

You will be required to sit a two-hour assessment in Solicitors' Accounts. You will take this assessment during the PLP course and not during the examination period at the end of stage 1. The exact day of this exam will be notified to you in advance. You must obtain at least 50% to be judged competent. Unlike the Core Practice Area subject examinations you should note that Solicitors Accounts is not an open book assessment.

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If you are judged NYC in the Accounts assessment you will be given the opportunity to be reassessed during the course.

#### Vocational Elective Examinations

You are examined in your Vocational Elective(s) at the end of studying the Electives. The Elective examinations each consist of one three-hour transactional-based examination.

#### **(k) Re-sit Examinations**

We hope that you do not have to resit any of your examinations but if you do you should note that re-sit module examinations are in late August/early September. You should check if you think you may need to be available for this period. The results of the re-sits will be available by the end of October. If you do not pass a re-sit you are entitled to have one final attempt. This means you have three attempts at each examination. You should contact your Professional Mentor if you are on a third and final attempt.

You are advised not go on holiday before the exam results are published and to be available throughout the re-sit period.

#### **(l) Results and LPC Assessment Regulations**

The results of stage 1 of the LPC including the Core Practice Area module examinations, and other completed assessments, will be considered at the stage 1 meeting of the Assessment Board held in the spring. The provisional results of Skills, WAE and Solicitors Accounts assessments will be made available in accordance with the timetable on your year planner. Exam results will also be available electronically on evision, the university system. Results will not be given over the phone or by email.

The results for the vocational electives will be considered at the stage 2 meeting of the Assessment Board in July. Final results are available by the end of July/beginning of August. Results will be available electronically on the university system.

A stage 1 and Stage 2 transcript will be sent to you by post when you have successfully completed both stages.

If you sit exams in August/September, the results will be considered at the meeting of the Assessment Board in October.

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The LPC Assessment Regulations govern how you are assessed. A copy of these is at Appendix 1. It is very important that you are familiar with these regulations.

**(m) Examinations, Fitness to sit and Mitigating Circumstances**

You should be aware that by sitting an examination you are confirming that there is no reason why you should not sit the assessment at that time and there is no reason why you might subsequently submit a request for a concession. Please see regulation 7 of the Assessment Regulations at appendix 1. You should also ensure that any requests for reasonable adjustments as a result of a disability have been made well in advance of the examination date.

You may, **exceptionally**, submit an application to the Assessment Board for an attempt at an examination to be disregarded if your performance has been affected by unforeseen mitigating circumstances such as being taken ill **during** an examination. You should obtain a Mitigating Circumstances Form from the London Met website and submit it to the Student Hub, within 14 days of the assessment or as soon as reasonably practicable thereafter. It is very important that you do not delay otherwise your application may not be considered. Late applications can only be considered where you are able to show good cause for the lateness. On the form you should set out the facts which you wish the Board to take into account and you should provide supporting evidence. Any illness must be clearly evidenced by medical evidence covering the period in question.

If, exceptionally, an examination board agrees that mitigating circumstances might have affected your performance in a particular assessment, despite your confirmation that it was appropriate for you to attempt the assessment, that attempt can be disregarded for the purposes of the information recorded on your transcript and for the operation of the three attempts rule. The marks obtained on the particular assessment may **not** be increased in response to such mitigating circumstances (see regulation 7.3).

**(n) Appeals Against Decisions of Assessment Boards**  
**(Section 10.4 of the London Met University Academic Regulations)**

The Regulations on appeals protect students against the possibility of unfair assessment resulting from omission or error on the part of the appropriate University authorities, or from unforeseen circumstances affecting a student. The grounds under which students can appeal are very specific and appeals may not be made in respect of academic judgment or in respect of rejected claims for mitigating circumstances where no further evidence is

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submitted. The University operates a very strict deadline for making an appeal. You should check the deadline on the website and ensure that you do not miss it. Decisions are made on the basis of the explanation of the ground(s) of appeal and the evidence submitted in support of this explanation. Any document submitted as evidence should be the original or a photocopy authorised by a University office. Where appropriate, approved translations of documents are also required.

Students are advised to read the advice from the Academic Registry on their webpage very carefully prior to submission as appeals which do not meet the criteria as described cannot be considered. For further advice, students are urged to consult their Professional Mentor and/or the Students' Union prior to submitting an appeal.

The Academic Regulations can be viewed in full from the link on the London Met University Website <https://metranet.londonmet.ac.uk/academic-regulations/>

#### **(o) 5 Year Time Limit to complete the LPC**

The LPC Assessment Regulations prescribe a strict 5 year time limit to complete the LPC. This period starts on the date that you attempted your first assessment. The SRA has confirmed that the University has discretion to extend the 5 year time limit in exceptional circumstances. You may apply to extend the 5 year period before it expires by writing to the LPC Course Leader seeking an extension of time, giving reasons for your application and attaching evidence to show why your circumstances are exceptional.

After the 5 year time limit has expired, the University will determine whether your student status should be terminated. The decision to terminate your student status would be made through the authority of the University Awards Board as set down in the University's Academic Regulations. You would have a right of appeal against the University's decision your student status, see the University website at [www.londonmet.ac.uk/appeals](http://www.londonmet.ac.uk/appeals)

#### **(p) The Postgraduate Diploma in Legal Practice**

On successful completion of the entire course including stage 1 and stage 2 you will be awarded the University's Postgraduate Diploma in Legal Practice. The Diploma may be awarded with Distinction, with Commendation or at Pass level. There will be an award ceremony held at the Barbican Hall.

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**(q) LLM in Legal Practice**

You may want to convert your LPC into a master's degree, the LLM in Legal Practice. (Please note this option is not presently available to BVC nor BPTC entrants). On successful completion of the LPC you will awarded a Postgraduate Diploma in Legal Practice. This provides credits towards this LLM (save and except for BVC and BPTC entrants presently). The remaining credits will be achievable through a flexible system of courses and a dissertation. For further information please contact Barrie Goldstone at [barrie.goldstone@londonmet.ac.uk](mailto:barrie.goldstone@londonmet.ac.uk)

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## **7. Where to Go For Help and Who You Might Want to Contact**

### **(a) LPC Staff**

If you have a module specific enquiry you should contact the tutor who teaches you that module or the relevant module leader. LPC lecturers can be contacted during their office hours or at other times by appointment. You can contact lecturers via e-mail or by leaving messages on their voicemail.

### **(b) Professional Mentor**

You should contact your Professional Mentor for assistance with any other matter. If he/she is not able to help you, he/she will usually be able to refer you to someone who can.

### **(c) Law Office**

Marilyn Williams is the LPC Administrator. Other administrative staff in the Law Office or the Student Hub can help with a wide range of matters or assist you to leave a message for a lecturer.

### **(d) Registry**

Queries about enrolment and student cards should be directed to the Student Hub in Moorgate.

### **(e) Student Services**

Student services is able to provide information, advice and a well being service, as well as Careers. For more information see <http://www.londonmet.ac.uk/services/student-services/>

### **(f) Interfaith Chaplaincy**

The Chaplaincy reflects the multi-cultural and multi-faith community of the University and the Chaplain is available to talk confidentially to people of any faith or none. For more information see the University website.

### **(g) Counselling Service**

We all have to deal with difficult experiences at various points in our lives, be they of an emotional, physical, social or psychological nature. You may find that talking things through with a counsellor or talking to a GP will help. The Service can help you to identify problems and resolve them. Alternatively, it can help if you would like to be referred to other sources of help and information. All counselling and health care advice is confidential to the Service.

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Information about you will not be shared with anyone outside the team, including whether or not you have attended the Service, without your permission.

#### **(h) Disabilities and Dyslexia Service**

The University welcomes applications from disabled and dyslexic people and endeavours to put that welcome into practice. The University recognises that disabled and dyslexic students may have additional needs to ensure an equivalent quality of experience. It recognises an obligation to seek to develop appropriate support and facilities in order to meet these needs. If you suffer from any disability the Solicitors Regulation Authority requires that you should have entered into a Learning Agreement with the University before you start the course. If you have not done so you should notify the Student Services in Calcutta House as soon as possible (tel: 020 7320 2370) or email [dds.studentservices@londonmet.ac.uk](mailto:dds.studentservices@londonmet.ac.uk). The service provides individual needs assessments and helps with setting up appropriate special examination arrangements. We assist you with applying for the Disabled Students Allowance or other sources of funding. The Disabilities team helps you find Academic Support Workers and liaises with academic departments and professional service departments. The Dyslexia team offers initial screening if you suspect that you may be dyslexic. The team offers tutorial support and suggest strategies appropriate to dyslexic students' learning style. The service can provide specialist ICT equipment, resources and a quiet place to study on both campuses. For more information see <http://www.londonmet.ac.uk/services/student-services/advice-and-well-being/disabilities--dyslexia/> or contact [dds.studentservices@londonmet.ac.uk](mailto:dds.studentservices@londonmet.ac.uk)

#### **(i) Financial Support**

Specialist advisers offer information and guidance to help you with a range of practical issues, providing advice and information on all student funding issues, grants, loans, access funds, state benefits, bursaries and budgeting, and on managing debt. For additional funding, we can help you explore charities and educational trusts. For more information see the University website.

#### **(j) Career Development Service**

The University offers a service to enhance your career management skills and your employability and help with a range of issues related to planning your future. You can come in for a careers guidance interview: a drop-in service, or you can book a longer appointment with a careers adviser. A service is also offered to students after graduation.



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A comprehensive careers information library is available and a range of workshops is offered, covering topics such as self-assessment, writing effective CVs, attending interviews and doing creative job searching. As part of the programme there is an opportunity to sit psychometric tests and receive feedback. For more information see <http://www.londonmet.ac.uk/services/student services/careers-and-employability/#d.en.9089>

**(k) Equality**

The University is committed to promoting equality and diversity through its teaching programmes. To this end it actively pursues an equal opportunities and diversity policy which is available on the website. For more information see <https://intranet.londonmet.ac.uk/student services/policies-and-procedures/equality-and-diversity.cfm>

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## **8. Your Conduct and Responsibilities Whilst Studying on the LPC**

### **(a) Do I Have to Attend All of the Teaching Sessions?**

Attendance at all sessions is compulsory. If you are absent for any reason you must email your module tutor as well as your Professional Mentor. A register of attendance will be kept for each session in accordance with the Attendance Policy. The acceptance of reasons for absence is entirely at the discretion of the University. The Attendance Policy is attached at Appendix 2.

Attendance at classes is very important. Firstly, it is usually those students who have a poor attendance record and frequently arrive late that are most likely to fail the course. Secondly, the teaching exercises do not work effectively if members of the group are missing. You therefore have an obligation to your group to attend. Thirdly, the LPC is designed to prepare you for legal practice where irregular attendance will not be tolerated. It is a professional vocational course and requires a commitment to professionalism by students.

Finally, there is an attendance requirement in the LPC Regulations. If you fail to attend, you may not be allowed to sit assessments or pass the LPC.

### **(b) Can I Change Teaching Groups?**

You will not normally be permitted to change teaching group. If you do want to change group permanently, you must provide a written explanation to the LPC Administrator. You will only be permitted to change groups if you have a good reason to do so, your Professional Mentor approves, and there is available space in the group to which you wish to transfer.

### **(c) Can I Attend Another Session?**

You will not normally be permitted to attend a teaching session other than at your allotted time. If you want to attend other than at your usual time, you should provide a written explanation to the tutor. You will only be permitted to attend another session if you have a good reason to do so and there is available space in the session which you wish to attend.

### **(d) What happens if a Student is Caught Cheating?**

On the LPC there are many different forms of assessment and cheating may, therefore, take many forms.

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Examples of assessment offences include:

- copying someone else's answer either in whole or in part;
- allowing someone else to use or copy your answer;
- allowing someone else to prepare and/or write your answer either in whole or in part;
- collaborating in the researching, preparation and/or writing of an assessment unless and to the extent that this is explicitly permitted in the assessment instructions;
- collaborating with another student in the completion of work which is submitted as that other student's unaided work;
- copying or summarising from a published work, e.g. textbook, article, etc. including electronically stored work, without proper attribution;
- making a false declaration that the assessment submission is your own work;
- exceeding any explicit word limit and making a false declaration as to the word total;
- disclosing or discussing details of the content of oral Skills assessment exercises unless expressly permitted or required;
- taking unauthorised materials, including any electronically stored information, into an examination;
- communicating with or copying from any other candidate during an examination, written Skills assessment or time constrained coursework;
- impersonation and/or any other attempt to deceive, including (but not limited to) completion of attendance registers on behalf of another student.

This is not an exhaustive list, but is provided to highlight the kind of conduct that is unacceptable.

Any evidence of an assessment offence will be viewed most seriously and will be subject to the University's disciplinary procedures. If proven, the offence will be reported to the Solicitors' Regulation Authority. It is for the Solicitors' Regulation Authority to decide whether the offence may have a bearing upon the character and suitability of the student to become a solicitor.

You should be aware that the Solicitors' Regulation Authority takes a very serious view of such matters and could deny you entry to the profession. Consequently, you should ensure that you take great care not to commit any assessment offence of the kind illustrated above.

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All assessment submissions will be subject to checks. When submitting an assessment, you will be required to certify that it is your own unaided work. If your self-certification proves to be false, the consequences (as already indicated) may be extremely serious. Please note that you may be selected, on a random basis, to produce to staff your notes in relation to your assessment submission and, if required, to talk about your submission in front of one or more members of staff.

The University's Regulations on Cheating and Plagiarism can be found on the University website.

**(e) How Does the University Expect Me to Behave?**

The LPC is a professional vocational course. It should be considered as training for practice as a solicitor in all respects, and a professional attitude and demeanour is required at all times by The Solicitors Regulation Authority and by London Metropolitan University. Any action that is considered 'unprofessional' or inappropriate will be considered as a breach of conduct and will be dealt with accordingly. Consequences of any such action include refusal of permission to sit module assessments and preventing a student from completing the course.

As a student of London Metropolitan University you are also subject to the University's Regulations on Student Conduct and Discipline, copies of which are available on the London Met website.

**(f) What Are My Responsibilities Regarding Assessments?**

You are responsible for ensuring that all assessments, including reassessments, are submitted in full at the correct time.

The Assessment Board has considered cases in which students have left the examination hall/assessment exercise taking with them part of their answer which they subsequently found and submitted. The Board decided that even where there is no suspicion of dishonesty, students must take responsibility for their oversight and consequently those sections of the work were not accepted. In the case of a non-supervised assessment any parts of the work submitted late will not be marked.

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## **9. Learning Resources Available to You Whilst You Are Studying on the LPC**

### **(a) The Library Service**

The main Law collection is located in Aldgate Library, which is adjacent to Goulston Street. Its collection includes books, study packs, journals, videos and databases. In addition, you can use the University's other Library facilities at Moorgate, Commercial Road and North Campus. Full details of the Library services are available on the university website.

### **(b) LPC Resource Centre**

The LPC Resource Centre houses the LPC collection, including many practitioner's encyclopaedias and handbooks, as well as publications and precedent books.

### **(c) The LPC Student Common Room**

Should you wish to discuss your work with other students, the LPC common room on the fourth floor of Moorgate is available and designated for co-operative study.

### **(d) Access to other University Libraries**

Through the Sconul access scheme, part-time students are permitted to use the libraries of other participating universities. Full details and listings are available at <http://www.access.sconul.ac.uk/>. Alternatively, please ask a member of library staff for information.

### **(e) Subject Librarian**

For your more complicated enquiries, you can call upon the expert assistance of Chris Smart, the Law Subject Librarian, in addition to a team of other subject librarians.

### **(f) Photocopying Binding and Scanning and Media Services**

Self-service photocopying, binding and scanning is available using student cards. For information about media services see the University website.

### **(g) Computers and ICT Facilities**

There are several general-purpose PC labs at Moorgate, Calcutta House, as well as the other University buildings.

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Access to IT facilities on-site is through the use of your individually assigned ID and password. If you need help with the computing facilities, you should contact the ICT Help Desk online or telephone 4444. see <https://servicedesk.londonmet.ac.uk/sw/student/>

**(h) Electronic Resources**

You will receive an introduction to the University legal electronic resources during the Foundation Course. Subsequently, the Law Librarian runs regular sessions on various legal electronic resources.

**(i) WebLearn – Online Learning Support and Administration**

There is a WebLearn notice board site for the Legal Practice Course, which includes copies of the timetable, regulations, and this handbook. In addition, there is a WebLearn site for each of the modules that you are studying. The URL for WebLearn is <https://bblearn.londonmet.ac.uk/>

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## **10. How You Can Express Your Views on the LPC**

We are very keen to receive your feedback to find out how well the teaching, guidance and other services are working. We have various methods of hearing your views.

### **(a) Student Representatives and Staff-Student Liaison Meetings**

You will have the opportunity to elect someone as your Student Representative or to stand yourself. The Student representatives provide direct feedback from you and other students on the course and raise any issues on your behalf at regular Staff-Student Liaison meetings. We will ask each SLS tutor group to elect their own Student Representative at the beginning of the course. Staff-student liaison meetings are then convened by Stuart Peck, the Staff-Student Liaison Tutor. Stuart can be contacted at [s.peck@londonmet.ac.uk](mailto:s.peck@londonmet.ac.uk)

### **(b) The Local Course Committee**

A Local Course Committee, normally convened each semester, reviews the course and provides quality assurance. The student voice is heard through two of the Student Representatives. Key staff including course and module leaders attend these meetings. There are terms of reference governing course committees and any action that is taken is reported back to you.

### **(c) Student Questionnaires**

We welcome your informal feedback and we distribute regular module specific student feedback questionnaires and would be very grateful if you would complete and return these.

### **(d) Complaints**

If you have a complaint you should try to resolve it informally with the person concerned. If you are not able to resolve your complaint, then you can use the Students' Complaints Procedure. For more information see <http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/complaints-procedure/>

### **(e) Meetings with External Examiners**

It may be the case that external examiners will want to hear your views about the Course. We will keep you informed of when such meetings are to take place.

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## APPENDIX 1: LPC ASSESSMENT REGULATIONS 2016-2017

### 1 Interpretation

- 1.1. These regulations shall be read together with:
- a. London Metropolitan University Academic Regulations, including Regulations governing Appeals against Decisions of Assessment Boards; and
  - b. the requirements and regulations of the Solicitors Regulation Authority; and
  - c. the LPC Assessment Strategy
- 1.2. Where these regulations are silent the London Metropolitan University Academic Regulations apply. Where there is a conflict between these regulations and London Metropolitan University's Academic Regulations these regulations take precedence.
- 1.3. Except where the context otherwise requires, the principles contained in the Interpretation Act 1978 shall apply to the interpretation of these regulations.
- 1.4. Without prejudice to the generality of regulation 1.3, in the event of uncertainty or ambiguity arising from the interpretation of these regulations, an interpretation which favours the student shall be preferred to one which does not.

### 2. The LPC Board of Examiners

- 2.1. The operation of the assessment process shall be subject to control by the Legal Practice Course (LPC) Board of Examiners, which consists of:
- the internal examiners and
  - the external examiners appointed by the University as provided in the University regulations.
- 2.2. The Chair of the LPC Board of Examiners is the Team Leader of the Legal Practice Course or his/her nominee.
- 2.3. The Vice Chair of the LPC Board is the member of academic staff responsible for assessments or his/her nominee
- 2.4. The quorum for a meeting of the LPC Board of examiners is one third (30%) of the members eligible to attend and at least one external examiner
- 2.5. The terms of reference of the LPC Board of Examiners is:
- (a) To act as the Subject Standards Board for the LPC;
  - (b) to confirm marks and grading awarded to a student who has undertaken a Legal Practice Course Assessment;
  - (c) to approve the Transcript for each student;



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- (d) to make recommendations to the University awards Board for the award of the Postgraduate Diploma in Legal Practice on successful completion of the Legal Practice Course and the award of such Diploma with Distinction or Commendation in accordance with Regulations 7 to 9;
  - (e) to determine whether a student has exceeded the time limit for completing assessments;
  - (f) to determine what action shall be taken in the case of a student failing or not sitting some or all of the Legal Practice Course Assessments which they have elected to sit;
  - (g) to make recommendations (within the constraints of the external control exercised over the course by Solicitors Regulation Authority) on any matters concerned with the Assessment Strategy;
  - (h) to be responsible for determining actions in terms of the effect, if any, of circumstances related to the delivery or assessment of a unit of study adversely affecting the performance of a whole cohort or a particular sub-group of students in an assessment or unit of study as a whole;
  - (i) to determine applications for extenuating circumstances;
  - (j) to be responsible for such other matters as are referred to it by the Solicitors Regulation Authority, or by the Academic Board or its sub-committees of the University.

### ***Attendance***

- 2.6. Attendance at all formal teaching sessions is compulsory. The LPC Board of Examiners may, in its discretion, determine that a student who has failed to attend formal teaching sessions without the approval of the LPC Team Leader shall not be permitted to take assessments or, having taken an assessment, that attempt shall be disregarded. When a student is for good reason unable to obtain such approval before the period of absence, the student should seek the approval of the LPC Team Leader as soon as they are able to do so. Students shall be required to produce medical evidence when the absence is on medical grounds.

### ***Student Misconduct***

- 2.7. It shall be the responsibility of students to ensure that the work they submit for assessment is entirely their own and that they observe all rules and instructions governing examinations. Any allegation of student misconduct including academic misconduct' includes all forms of cheating, plagiarism and collusion shall be dealt with under the University's Academic Regulations. Any student found to be guilty of academic misconduct shall be subject to the provisions of those Regulations. In addition, the LPC Board may determine whether to refer a student who is found to have committed academic misconduct to the Solicitors Regulation Authority.

## **3. Assessment Scheme**

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- 3.1. The LPC comprises stage 1 and Stage 2. To pass Stage 1 a student must pass the Core Practice Areas, Professional Conduct And Regulation, Solicitors Accounts, the Skills And Wills and Administration of Estates.

To pass Stage 2 a student must pass 3 different vocational electives.

**Stage 1 - Core Practice Areas**

- 3.2. Business Law and Practice, Property Law and Practice and Litigation shall each be assessed by way of one core practice area assessment lasting a minimum of three hours. A core practice area assessment shall take the form of an examination or some other form of supervised assessment.
- 3.3. Each core practice area assessment may be split into two parts, and in that event:
- (a) each part may take place on different days
  - (b) the two parts shall be within the same period of assessment
  - (c) one assessment mark shall be derived by aggregating the marks from the two parts
  - (d) for all purposes in these regulations, the two parts constitute one core practice assessment and a student must take both parts of the assessment - one part cannot be 'carried over' to a later assessment period
  - (e) a minimum of 5% of marks in each core practice assessment shall be allocated to Professional Conduct and Regulation.
- 3.4. There shall be two parts to the Litigation assessment, one Civil and one Criminal, with the marks for each aggregated to derive the overall mark in the ratio of 60:40%.

**Stage 1 - Professional Conduct and Regulation**

- 3.5. Professional Conduct and Regulation shall be assessed in two ways:
- a discrete assessment which shall last for a minimum of two hours and which shall be taken during the final assessment period of Stage 1 of the course and
  - within each of the three core practice assessments in which at least 5% of the marks shall be allocated to Professional Conduct and Regulation.

The marks are not aggregated: a student must pass the discrete assessment in Professional Conduct and Regulation in order to pass the subject.

**Stage 1 - Solicitors' Accounts Rules**

- 3.6. The Solicitors' Accounts Rules shall be assessed separately under supervised conditions. The assessment will last for two hours. No materials are permitted save an unmarked copy of the Solicitors' Accounts Rules.

**Stage 1 - Skills**

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- 3.7. Each of the five Course Skills of Practical Legal Research, Writing, Drafting, Interviewing and Advising and Advocacy shall be assessed once.
- a. Interviewing and Advising shall be assessed together
  - b. Advocacy shall be assessed in the context of either Civil Litigation or Criminal Litigation or both
  - c. Each skills assessment may be combined with:
  - d. Core practice area assessments, in which case a mark shall be given for the core practice assessment and a competent/not yet competent decision made for the skills element
  - e. One or more other skills assessments, in which case separate competent/not yet competent decisions shall be given for each skill
  - f. Each skill shall be assessed on a competent/not yet competent basis.

***Stage 1 - Wills and Administration of Estates***

- 3.8. Wills and Administration of Estates shall be assessed once during the course in the context of the Interviewing and Advising assessment. A separate result for Wills and Administration of Estates of competent/not yet competent will be recorded on the student's transcript. A student will not be able to pass Stage 1 of the Legal Practice Course until an award of competent has been achieved.

***Stage 2 - Vocational Electives***

- 3.9. Each Vocational Elective shall have one assessment lasting a minimum of three hours. An elective assessment shall take the form of an examination or some other form of supervised assessment
- 3.10. The elective assessments may be split into two parts, and in that event:
- (a) each part may take place on different days
  - (b) the two parts shall be within the same period of assessment
  - (c) one assessment mark shall be derived by aggregating the marks from the two parts and
  - (d) for all purposes in these regulations, the two parts constitute one elective assessment and a student must attempt both parts of the assessment – a mark for one part cannot be 'carried over' to another assessment period.

**Pass requirements**

- 3.11. The pass mark for all core practice and vocational elective assessments shall be 50%.

**4. Time limit for completion of the course**

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- 4.1. To pass the LPC (Stages 1 and 2) a student must normally pass all of their assessments within a five year period. The date used for determining the start of the five year period is the date on which the student attempted their first assessment, whether or not they were successful. (Not the date the results were confirmed or published or the date of enrolment on the course.)
  - 4.2. This requirement applies to all students, whether studying full-time, part-time or a combination of both.

### ***Timing of Assessments***

- 4.3. The LPC assessments will take place in accordance with the year planners.
- 4.4. Students are encouraged to take their first attempt in any assessment at the first available opportunity.
- 4.5. Students may sit their assessments at such other scheduled periods as they choose.
- 4.6. Students may be required to notify the University in writing if they do not wish to sit an assessment at the first possible opportunity.

## **5. Referrals and re-sits**

- 5.1. Students shall have three attempts at any assessment. Re-assessments are not capped.
- 5.2. If a student is unsuccessful on the third attempt of any Stage 1 assessment, the student fails Stage 1 of the course.
- 5.3. A student is unsuccessful on the third attempt of any Stage 1 assessment may re-enrol on Stage 1.
- 5.4. If a student is unsuccessful on the third attempt of any Stage 2 assessment the student fails that elective
- 5.5. A student is unsuccessful on the third attempt of any Stage 2 assessment may either re-enrol on the same elective or enrol on a new elective.
- 5.6. An individual student is required to complete all Stage 1 assessments with one authorised provider. (Except in the case of a student awarded APL who has previously completed the BVC or BPTC).
- 5.7. Any assessments (including re-sits) taken by a student must be based on the law in force at the time of the assessment, regardless of the law taught to the student during the course.
- 5.8. Stage 2 assessments can be taken with one or more different providers.

## **6. Assessment Declaration and Mitigating Circumstances**

- 6.1. The University Mitigating Circumstances procedures do not apply to a student enrolled on the LPC.

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- 6.2. Students shall be deemed to give their confirmation at the start of each assessment that there are no reasons why they should not sit the assessment at that time or why they might subsequently submit a request for Extenuating Circumstances to be taken into account. (An Assessment Declaration that the student is “fit to sit” the assessment)
  - 6.3. However, it is possible that a student who has undertaken an assessment and despite making an Assessment Declaration has extenuating circumstances which have adversely affected their performance but which they were unaware at the time of making the declaration, for example, if a student is taken ill during an assessment.
  - 6.4. A student who wishes to apply for Extenuating Circumstances to be taken into account should submit an application form, together with supporting evidence, to the LPC Assessments Officer within 14 days of the assessment or as soon as is reasonably practicable thereafter.
  - 6.5. If, exceptionally, an LPC Board accepts that a student has extenuating circumstances that might have significantly affected their performance in a particular assessment, despite their confirmation that it was appropriate for them to attempt the assessment, that attempt can be disregarded for the purposes of the information recorded on the transcript and for the operation of the three attempts rule. Students' marks may not be increased in response to such mitigating circumstances.
  - 6.6. Students are not permitted to apply for an exceptional coursework extension of time to submit an assessment. The University regulations on an exceptional coursework extensions of time to submit coursework do not apply to the LPC.
  - 6.7. A student whose application for extenuating circumstances has been refused by the board may apply for a review under the university assessment regulations.

## **7. Award of Diploma**

- 7.1. In order to be awarded a Postgraduate Diploma in Legal Practice a student must:
  - a. have passed Stage 1 (the Core Practice Areas, Solicitors' Accounts, Skills, Wills and Administration of Estates and Professional Conduct and Regulation) at the University; and
  - b. passed Stage 2 (the vocational electives).

## **8. Award of the Diploma with Commendation or Distinction**

- 8.1. For the award of Commendation students must;
  - a. have passed all core practice area assessments and vocational elective assessments at first attempt

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- b. have an average of between 60-69% and four marks in that range across all six core practice area assessments and vocational elective assessments.
  - c. have failed not more than one of the other assessments at the first attempt.

8.2. For the award of a Distinction students must:

- a. have passed all assessments at the first attempt
- b. have an average of over 70% and four marks in that range across all six core practice and vocational elective subjects.

## **9. Accreditation for Prior Learning**

9.1. A student may be awarded APL in accordance with the University Regulations and as a BVC/ BPTC entrant or having successfully completed for Stage 2 at another LPC provider.

9.2. Successful BVC graduates may, be granted exemption from attendance and assessment in the following areas of the LPC:

- Stage 1 – Litigation, advocacy, drafting, practical legal research
- Stage 2 – Two vocational electives

9.3. Successful graduates of the BPTC may, be granted exemption from attendance and assessment in the following areas:

- Stage 1 – Litigation, advocacy, drafting
- Stage 2 – Two vocational electives

9.4. The exemption may normally only be awarded where the students have completed the BVC or the BPTC no earlier than five years prior to the date of his or her enrolment on the LPC course.

## **10. Award of the Diploma with Commendation or Distinction to students who have been granted APL**

10.1. For students who have been granted APL (including students who have successfully completed a BVC or BPTC within five years of enrolment or who have successfully completed Stage 2 at another provider or the University) the following provisions apply instead of those at Section 8 above.

10.2. For the award of Commendation a student must have:

- a. passed all required core practice area assessments and vocational elective assessments sat at the university at first attempt
- b. an average of between 60-69.% and marks of at least 60% in two thirds of any core practice and vocational elective subject assessments sat at the university.

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- c. not have failed more than one of the other assessments sat at the university at the first attempt.

10.3. To be awarded Distinction a student must have:

- a. passed all assessments sat at the university at the first attempt
- b. an average of over 70% and marks of at least 70% in two-thirds of any core practice area and vocational elective subject assessments sat at the university.

10.4. For the avoidance of doubt the following table sets out the required number of assessments in the range of over 60% or over 70% sat at the university for an award of Commendation or Distinction.

Number required assessments in the range of over 60% or over 70% sat at the university for an award of Commendation or Distinction.	Total number of assessments passed sat at the university.
4	6
3	5
3	4
2	3

## 11. Appeals

11.1. In accordance with the University's Academic Regulations, students can request a review of a decision or submit an appeal against, a decision of the LPC Board of Examiners other than where these Regulations take precedence.

## **Attendance Policy for students in the Guildhall School of Business and Law**

As a student of the School of Business and Law, **you are expected to attend all timetabled sessions**, including lectures, seminars and workshops. Regular attendance means that you can take full advantage of the learning and teaching opportunities available to you and gain the greatest benefit from your course. Poor attendance not only affects you but also affects others who rely on you in group projects and for peer learning: where group work and peer learning is central to the subject, poor attendance can have an impact on your grades.

The London Metropolitan University Student Charter requires you:

“to be prepared for and attend classes punctually, participate actively and respect the learning rights of other students”

(Available at: <http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-charter/>)

If you are aware that you will not be able to attend your scheduled class, please email the Module Leader/s concerned and inform them of your absence and the reasons for your absence. If you regularly miss sessions you will be contacted by your Personal Academic Tutor and offered the opportunity to discuss any difficulties that might be affecting your attendance. Non-attendance will have implications for your visa and student loan (for example, your visa or student loan could be revoked) and could, ultimately, result in the possibility of you being withdrawn from the course.

The School recognises that you may need to undertake part time employment to support your studies and may have other commitments such as childcare or family or religious events. However, the School does expect you to fit these commitments around timetabled sessions in order to take part in the course fully. If you are aware of an event (for example, unexpected work commitments or a religious holiday) that is going to disrupt your attendance at taught sessions you must discuss this with your Personal Academic Tutor or Course Leader.

You may also use the Student Academic Advice Surgery, located in the Pods in the Moorgate Hub as PATs are available on a drop-in basis 11-4 Monday to Thursday and 11-1 on a Friday.