

## Regulations for the Graduate Diploma in Legal Studies

1. The Graduate Diploma in Legal Studies is based on modules offered for first degree courses in the School of Law. The award of the Graduate Diploma carries with it recognition by the Solicitors Regulation Authority (SRA) and the Bar Standards Board (BSB).
2. A candidate for the Graduate Diploma in Legal Studies must:
  - (1) Study in accordance with these Regulations.
  - (2) Attend and satisfactorily complete an introductory course relating to the English legal system, legal method and legal research.
  - (3) If undertaking the academic stage for the purpose of qualification as a solicitor, candidates must demonstrate one of the following and be approved by the Board of the School of Law as a candidate for the Graduate Diploma in Legal Studies:
    - (i) They hold a non-QLD law degree from a UK university/a university in the Republic of Ireland.
    - (ii) They hold a degree in a subject other than law from a UK university/a university in the Republic of Ireland.
    - (iii) They are overseas graduates who have studied any subject for a minimum of three years full time.
    - (iv) They hold other academic or vocational qualifications that the SRA considers equivalent to a degree. Regulation 2.2 of the SRA Training Regulations 2014 permits recognition that the knowledge and skills outcomes (and the standard at which they must be acquired) may have been achieved by an individual through other assessed learning and supervised work-based learning. Where this is the case, exemption from some stage or part of the academic stage may be granted. This is called assessed learning and supervised work-based learning 'equivalent means'. (further information relating to assessed learning and supervised work-based learning 'equivalent means' is detailed in the SRA/BSB Academic Stage Handbook).
  - (4) If undertaking the academic stage for the purpose of qualification as a barrister, candidates must demonstrate **one** of the following and be approved by the Board of the School of Law as a candidate for the Graduate Diploma in Legal Studies:

- (i) They hold a UK/Republic of Ireland degree, awarded at or above the minimum standard (II(2)).
  - (ii) They have been granted a Certificate of Academic Standing by the BSB on the basis of an overseas degree or a non-standard UK/Republic of Ireland degree.
  - (iii) They have been approved by the BSB's Qualifications Committee as suitable for admission as a mature student.
3. Each candidate shall be required to complete (1) taught modules specified by the School of Law and (2) a research project in the School of Law.
  4. The total credit value of the taught modules plus the research project shall be 160 credits at Level 5.
  5. For each candidate the Board of the School shall appoint a supervisor or joint supervisors for the research project, at least one of whom shall be a member of the academic staff of the School.

## **6. Assessment**

- 6.1 Each candidate shall be examined by two or more examiners, of whom at least one shall be an external examiner.
- 6.2 Each candidate shall complete assessments in each of the seven taught 20-credit modules. In each module, assessment may comprise an examination (accounting for 100% of the mark for the module) or examination and coursework (accounting for a 70:30 weighting respectively for the module).
- 6.3 Each candidate shall be assessed in the eighth module by means of a research project in the School of Law on a topic that must be approved in advance by the Module Organiser.
- 6.4 The pass mark for each component of a module in the Graduate Diploma in Legal Studies shall be 40%.

## **7. Module Assessment**

- 7.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate sub-group at a Module Assessment Board. Normally this is held immediately prior to the Stage or Final Board.
- 7.2 The Board of Examiners or appropriate sub-group shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.
- 7.3 It is the role of the Board of Examiners or appropriate sub-group to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

- 7.4. For the Graduate Diploma in Legal Studies, the Stage shall comprise of 160 credits and all confirmed module and component marks will be considered by the Final Assessment Board in accordance with Regulation 8 below.

## **8. Final Assessment**

- 8.1 There shall be a Final Assessment meeting at the end of the course, where the Board of Examiners shall consider the confirmed marks achieved by each candidate in the seven taught modules and the research project.
- 8.2 The Chair of the Final Assessment Board shall be responsible for arrangements with external examiners, the production of any examination papers, the chairing of the meeting, the recording of marks and their presentation to the Board, the reporting of decisions to the Registrar and Secretary and such other tasks as the Senate shall require.
- 8.3 A member of academic staff/the candidate may report, through the Head of the candidate's School, any factors which may affect the performance of a candidate in any part of the assessment. The Board may take account of evidence of extenuating circumstances only if it is formally reported in this way.
- 8.4 If a candidate has been prevented from completing any coursework assessments and/or from taking the prescribed examination or some part thereof and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to complete/undertake a new coursework assessment(s) (where the candidate has not completed the coursework assessment) or take an examination at a different date (where the candidate has missed the examination) and for this to count as a first attempt, in accordance with the University's Extenuating Circumstances regulations.
- 8.5 At the Final Assessment the Board of Examiners shall proceed as follows:
- (1) if a candidate has passed all components of modules in the Final Assessment, it shall recommend the award of the Graduate Diploma;
  - (2) if the candidate has failed one component of one module in the Final Assessment with a mark of not less than 35%, and has demonstrated sufficient academic achievement in all remaining components of modules as described in Regulation 8.10, the Board shall consider whether or not to refer the candidate to reassessment in the failed component of a module in accordance with Regulation 8.7;
  - (3) if the candidate has failed one component of a module in the Final Assessment with a mark of not less than 35%, but has not demonstrated sufficient academic achievement in all remaining components of modules as described in Regulation 8.10, the Board shall refer the candidate to reassessment in the failed component of a module in accordance with Regulation 8.7;

- (4) where a candidate has failed any component(s) of module(s) with a mark of less than 35%, it shall refer the candidate to reassessment in that (those) component(s);
- (5) where the candidate is reassessed in the research project, a new topic or the same topic may be chosen and the Examiners shall determine the resubmission deadline which shall normally be not more than three months after the publication of the results following the Final Assessment Board.

## 8.6 Award of Graduate Diploma in Legal Studies

### **Graduate Diploma in Legal Studies with Distinction**

In respect of candidates who studied a minimum of 100 cr at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted), the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in i (a) or (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook.

- (i) the award of **Graduate Diploma with Distinction in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:
  - (a) an overall aggregate mark of at least 70%, which shall be calculated by taking the average of all the module marks completed at UEA;

OR

- (b) a minimum aggregate mark of 70%, calculated by taking the average of the four highest module marks completed at UEA, AND an overall aggregate mark of at least 67%, which shall be calculated by taking the average of all the module marks completed at UEA.

In respect of candidates who studied 80 credits at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted) the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in ii (a) or (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook:

- (ii) the award of **Graduate Diploma with Distinction in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:
  - (a) an overall aggregate mark of at least 70%, which shall be calculated by taking the average of all the module marks completed at UEA;

OR

- (b) a minimum aggregate mark of 70%, calculated by taking the average of the three highest module marks completed at UEA, AND an overall aggregate mark of at least 67%, which shall be calculated by taking the average of all the module marks completed at UEA.

### **Graduate Diploma in Legal Studies with Commendation**

In respect of candidates who studied a minimum of 100 credits at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted), the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in iii (a) and (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook:

- (iii) the award of **Graduate Diploma with Commendation in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:

- (a) an overall aggregate mark of at least 60%, which shall be calculated by taking the average of all the module marks completed at UEA;

OR

- (b) a minimum aggregate mark of 60%, calculated by taking the average of the four highest module marks completed at UEA, AND an overall aggregate mark of at least 58%, which shall be calculated by taking the average of all the module marks completed at UEA.

In respect of candidates who studied 80 credits at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted) the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in iv (a) and (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook.:

- (iv) the award of **Graduate Diploma with Commendation in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:

- (a) an overall aggregate mark of at least 60%, which shall be calculated by taking the average of all the module marks completed at UEA;

OR

- (b) a minimum aggregate mark of 60%, calculated by taking the average of the three highest module marks completed at UEA, AND an overall aggregate mark of at least 58%, which shall be calculated by taking the average of all the module marks completed at UEA.

### **8.7 Award of Graduate Diploma in Legal Studies**

In respect of candidates who have achieved a minimum of 40% in all components of all modules (or achieved the equivalent of passing 160 credits where exemption had been granted) and for whom the provisions of Regulation 8.6 do not apply, the

Board of Examiners shall for each candidate recommend the award of the **Graduate Diploma in Legal Studies**.

- 8.8 **Award of Graduate Diploma in Legal Studies** (with compensation)  
In respect of candidates who have studied 160 credits at UEA and achieved a minimum of 40% in all components of all modules apart from one component which has been treated in accordance with Regulation 8.10, the Board of Examiners shall for each candidate recommend the award of the **Graduate Diploma in Legal Studies**.
- 8.9 In respect of candidates who have failed to achieve 40% in component(s) of a/all module(s), the Board of Examiners shall refer such candidates to reassessment in the failed component(s) unless the provisions of Regulation 8.10 are applied.
- 8.10 For those candidates who have registered for 160 credits on the Graduate Diploma in Legal Studies at UEA and have failed only one component with a mark of not less than 35% and have passed all components of all other modules taken, the Board of Examiners may resolve to compensate the fail and award the Diploma.

## 9. **Reassessment**

- 9.1 There shall be a Final Reassessment meeting at the end of the course, whereby the Board of Examiners shall consider the confirmed marks achieved by each candidate in the seven taught modules and the research project.
- 9.2 The Chair of the Final Reassessment Board shall be responsible for arrangements with external examiners, the production of any examination papers, the chairing of the meeting, the recording of marks and their presentation to the Board, the reporting of decisions to the Registrar and Secretary and such other tasks as the Senate shall require.
- 9.3 A member of academic staff/the candidate may report, through the Head of the candidate's School, any factors which may affect the performance of a candidate in any part of the (re)assessment. The Board may take account of evidence of extenuating circumstances only if it is formally reported in this way.
- 9.4 If a candidate has been prevented from completing any coursework reassessments and/or from taking the prescribed examination or some part thereof and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to complete/undertake a new coursework reassessment(s) (where the candidate has not completed the coursework reassessment) or take an examination at a different date (where the candidate has missed the examination) and for this to count as a first reassessment attempt in accordance with the University's Extenuating Circumstances regulations.
- 9.5 There shall be a Final Reassessment meeting at which the Board of Examiners shall consider the marks achieved by candidates at Reassessment. It shall proceed as follows:

- (i) if at the first referral to reassessment the candidate has passed all required components of all modules, one of which may have been treated in accordance with Regulation 8.10, the Board shall recommend the award of the Graduate Diploma in Legal Studies;
- (ii) if at the first referral to reassessment, the candidate has failed any required component(s) of a/all module(s), and any failure is not treated in accordance with Regulation 8.10, the Board shall refer the candidate to a second reassessment in the failed module component(s);
- (iii) if at the second referral to reassessment the candidate has passed all required components of all modules, one of which may have been treated in accordance with Regulation 8.10, the Board shall recommend the award of the Graduate Diploma in Legal Studies;
- (iv) if at the second referral to reassessment, the candidate has failed any required component(s) of a/all module(s), and any failure is not treated in accordance with Regulation 8.10, the Board shall not award the Graduate Diploma and shall not refer the candidate to further reassessment;
- (v) No candidate may be reassessed on more than two separate occasions.
- (vi) the maximum mark that may be awarded for a module component at reassessment is 40%.

10.6 An Aegrotat Award is not permitted as this is not an award recognised by the Solicitors Regulation Authority and the Bar Standards Board.

## **11. Pass Lists and Disclosure of Confirmed Marks**

- 11.1 All members of the Board of Examiners or any appointed sub-group thereof shall sign the appropriate results and pass lists at the end of assessment meetings.
- 11.2 It is the Senate's policy that confirmed marks awarded for formal University degree, diploma and certificate assessments, including reassessments, shall be made available for disclosure to candidates individually in accordance with approved procedures.
- 11.3 Candidates will be advised that the deliberations of the Board of Examiners are confidential. Examiners are not authorised to inform candidates of any discussion which may have taken place in the examiners' meeting.