

Hertfordshire Law School

Title of Programme: LLM in Bar Practice

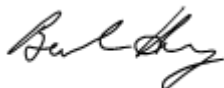
Programme Code: LALLMBP

Programme Specification

This programme specification is relevant to students entering:
07 September 2021

Associate Dean of School (Academic Quality Assurance):
Barbara Henry

Signature



A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme

Date	Section	Amendment

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification LLM in Bar Practice

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	De Havilland
Programme accredited by	Bar Standards Board
Final Award (Qualification)	LLM
All Final Award titles	LLM in Bar Practice (Stages 1, 2 and 3)
(Qualification and Subject)	Postgraduate Diploma in Bar Practice (Stages 1 and 2) Postgraduate Certificate in Legal Knowledge (Stage 1) Postgraduate Certificate in Legal Skills (Stage 2)
FHEQ level of award	7
Language of Delivery	English

A. Programme Rationale

The Postgraduate Diploma in Bar Practice (Stages 1 and 2) provides the vocational stage of training for qualification as a barrister. The programme will need to be validated by the Bar Standards Board with the University of Hertfordshire being authorised as an Authorised Education and Training Organisation (AETO).

The LLM in Bar Practice (Stages 1, 2 and 3) combines the vocational stage of training with the addition of electives leading to a Masters degree.

The programme complements the range of courses offered by the School of Law which also offers the academic stage of training for the barristers' profession through two undergraduate programmes, the LLB and Joint Honours, and the Graduate Diploma in Legal Studies, thus allowing students to complete both academic and vocational stages of training to enter the barristers' profession.

The School of Law also offers the LLM in Legal Practice. Validation of the LLM in Bar Practice will enable the University to offer the full range of qualifications for entry into the legal profession. It will allow the University to market the School of Law as a place where students can have access to all possible routes for entry into the legal profession.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- prepare students for work-based learning
- provide a general foundation for practice
- provide education and training that is accredited by the Bar Standards Board as the vocational stage of training for entry into the barristers' profession

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014), and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding:	Teaching/learning methods & strategies	Assessment
A1- research and apply a deep and systematic knowledge of the law and Bar practice accurately and effectively in the core practice areas of Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics	Acquisition of knowledge and understanding is through a combination of online large group sessions, small group face to face and online sessions. In the large group sessions, students will be introduced to key issues. These issues will be explored in more detail in online and face to face sessions. Small group workshops will enable students to work individually and collaboratively on tasks to develop knowledge and understanding of the law and practice matters covered in each module. A detailed weekly timetable will be contained in the student handbook and module guides indicating the sequence of online and face to face sessions.	The overall programme assessment strategy has been designed to meet the requirements of the Bar Standards Board.
A2- demonstrate a thorough understanding of where the rules of professional conduct and ethics may impact and be able to apply them in context in the core practice areas of Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics	Online large group sessions will focus on key issues arising out of law, practice, professional conduct and skills requirements. Online workshops will focus on legal research, opinion writing, drafting, advising and professional conduct.	Knowledge and understanding are assessed through unseen assessments and assessments with permitted materials (A1-A4), unseen examinations with permitted materials and oral assessments (A1-A4), unseen examinations with permitted materials, oral assessments and project (A5)
A3- demonstrate their systematic knowledge and understanding in the areas of: Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics	Face to face workshops will consolidate knowledge and understanding developed through online workshops and will apply the principles learnt to more complex situations. In both forms of workshops students will be given collaborative and individual tasks.	
A4- demonstrate their deep knowledge and	Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual	

<p>understanding in the areas covered by their choice of electives</p> <p>A5- demonstrate their critical knowledge and understanding of the law and procedure relevant to their area(s) of practice</p>	<p>knowledge and understanding of the subject.</p>	
Intellectual skills:	Teaching/learning methods & strategies	Assessment
<p>B1- identify the client's objectives and different means of achieving those objectives and critically evaluate:</p> <ul style="list-style-type: none"> The benefits and risks of taking a particular course of action The financial, commercial and personal priorities and constraints to be taken into account <p>B2- develop critical responses to existing discourses in the areas of: Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics</p> <p>B3- undertake critical analysis of complex issues in the areas covered by their choice of electives in Stage 3 of the programme and evaluate alternative approaches</p>	<p>Intellectual skills are developed through online large group lectures with embedded multiple choice questions together with a mixture of online and face to face workshops in which students will work individually and collaboratively to develop knowledge and understanding of law and practice matters covered in each module of study.</p> <p>Online workshops will focus on legal research, opinion writing, drafting, professional conduct and advising in the context of case studies.</p> <p>Face to face workshops will consolidate issues covered in online large group and small group sessions. Students will apply the knowledge gained to complex situations using case studies.</p> <p>In both forms of workshops students will be given collaborative and individual tasks.</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by independent study</p>	<p>Intellectual skills are assessed through unseen assessments and assessments with permitted materials (A1-A4), unseen examinations with permitted materials and oral assessments (A1-A4), unseen examinations with permitted materials, oral assessments and project (A5)</p>
Practical skills:	Teaching/learning methods & strategies	Assessment
<p>C1- perform the tasks required to advance the case or resolve the issues raised</p> <p>C2- demonstrate their ability autonomously to utilise and adapt their practical skills to differing contexts in the areas of:</p>	<p>Practical skills are developed through online and face to face workshops.</p> <p>Core skills of legal research, drafting, analysis, advising, advocacy, and professional conduct pervade Stages 1 and 2 of the programme.</p>	<p>Practical skills are assessed through unseen examinations with permitted materials and oral assessment.</p> <p>The core skills in Stage 1 of the programme are embedded within the core</p>

- Professional Ethics
- The core practice areas of Civil Litigation and Alternative Dispute Resolution and Criminal Litigation, Evidence and Sentencing

C3- incorporate a critical ethical dimension to their practice by adopting the Stage 1 core skills of Professional Ethics and Conference

C4- independently draw on and evaluate sectoral best practice techniques to perform the Stage 2 core skills of Drafting, Opinion Writing, Witness Handling Advocacy, and Legal Research

C5- demonstrate their ability to autonomously adapt their practical skills to multiple contexts in areas covered by their electives in Stage 3, further developing their skills from Stage 1 and Stage 2 of the programme

Workshops are structured through practical case studies which require students to demonstrate the appropriate approach to each skill element.

modules in Stage 1 and are separately assessed as Distinction, Commendation, Pass Fail. These skills are Criminal Litigation, Evidence and Sentencing, Civil Litigation Evidence and Sentencing and Submissions Advocacy. Professional Conduct is assessed as a separate unseen assessment with permitted materials resulting in Competent/Not Competent. Legal Research is assessed as Competent/Not Competent.

Transferable skills:

Teaching/learning methods & strategies

Assessment

D1- use personal reflection to analyse their learning and identify their learning needs

D2- Students should also be able to transfer skills learnt in one context to another by making connections between known and unknown areas

Transferable skills are developed through workshops in which students are encouraged to reflect on their learning needs in relation to knowledge and understanding, intellectual and practical skills.

Students will receive formal formative assessment opportunities for each element of assessment and receive individual feedback on this performance.

As the skills requirements pervade the programme, students are able to benefit from their experience earlier in the programme to further develop and apply skills appropriately to other areas

Transferable skills are assessed through weekly workshops and formative assessment tasks. D1 is not summatively assessed and students are expected to identify their learning needs in response to formative assessment feedback and to address the feedback when undertaking summative assessment. Students are assessed through unseen examinations with permitted materials, coursework and practical skills exercises in Stages 1 & 2 of the programme and are required to demonstrate their application from the module in which they were taught to other modules in the programme (D2)

Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in a full time mode over an extended academic year, and leads to the award of a Postgraduate Diploma in Bar Practice (Stages 1 and 2) and an LLM in Bar Practice (Stages 1, 2 and 3). Entry is normally at Level 7 following satisfactory completion of a qualifying undergraduate degree or the completion of the Graduate Diploma in Legal Studies which satisfies the Bar Standards Board requirements for admission to the vocational stage of training on a Bar Training Course.

Students may enter to complete either Stage 1 or Stage 2 or the complete programme.

The annual intake occurs in early September in Semester A for Stage 1 entrants. Stage 2 entrants commence in Semester B.

Stage 1 comprises Civil Litigation and Alternative Dispute Resolution; Criminal Litigation, Evidence and Sentencing; Conference and Professional Ethics.

Stage 2 comprises Drafting; Opinion Writing and Legal Research and Advocacy.

Stage 3 comprises electives such as Advanced Civil Litigation; Advanced Criminal Litigation; Family; Employment; Company/Commercial and Legal Research Project.

Professional and Statutory Regulatory Bodies

The programme is subject to the approval of the Bar Standards Board and all modules in Stage 1 and Stage 2 must be passed in order to gain the award.

Programme Structure

The programme structure and progression information below is provided for the award for Stages 1 & 2. Students may elect to study either Stage 1 or Stage 2 separately. Admission to Stage 2 alone requires satisfactory completion of Stage 1 at another institution. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 (in section 2) identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Full Time LLM

Entry point Early September for Stage 1 modules

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Civil Litigation and Alternative Dispute Resolution	7LAW2003	15	English	100	0	0	A
Criminal Litigation, Evidence and Sentencing	7LAW2004	15	English	100	0	0	A
Professional Ethics	7LAW2005	15	English	100	0	0	A
Conference	7LAW2008	15	English	0	0	100	A
Drafting	7LAW2009	15	English	100	0	0	B
Opinion Writing	7LAW2010	15	English	0	100	0	B
Legal Research	7LAW2011	0	English	0	100	0	B

Advocacy	7LAW2020	30	English	100	0	0	B
Optional Modules (delete this part if not applicable) Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Advanced Criminal Litigation	7LAW2012	15	English	0	100	0	C
Advanced Civil Litigation	7LAW2013	15	English	0	100	0	C
Family	7LAW2014	15	English	0	30	70	C
Employment	7LAW2015	15	English	0	30	70	C
Company/Commercial	7LAW2016	15	English	0	100	0	C
Chancery	7LAW1017	15	English	0	100	0	C
Bar Practice Legal Project	7LAW2018	30	English	0	100	0	C

Mode of Study Full time LLM

Entry Point January for Stage 1 Modules

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Civil Litigation and Alternative Dispute Resolution	7LAW2003	15	English	100	0	0	B
Criminal Litigation, Evidence and Sentencing	7LAW2004	15	English	100	0	0	B
Professional Ethics	7LAW2005	15	English	100	0	0	B
Conference	7LAW2008	15	English	0	0	100	B
Drafting	7LAW2009	15	English	100	0	0	C
Opinion Writing	7LAW2010	15	English	0	100	0	C
Legal Research	7LAW2011	0	English	0	100	0	C
Advocacy	7LAW2020	30	English	100	0	0	C

Optional Modules (delete this part if not applicable) Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Advanced Criminal Litigation	7LAW2012	15	English	0	100	0	A
Advanced Civil Litigation	7LAW2013	15	English	0	100	0	A
Family	7LAW2014	15	English	0	30	70	A
Employment	7LAW2015	15	English	0	30	70	A
Company/Commercial	7LAW2016	15	English	0	100	0	A

Chancery	7LAW1017	15	English	0	100	0	A
Bar Practice Legal Project	7LAW2018	30	English	0	100	0	A

The award of an LLM requires 180 credit points passed at Level 7.

Mode of study Full Time PgDip

Entry point Early September for Stage 1 modules

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Civil Litigation and Alternative Dispute Resolution	7LAW2003	15	English	100	0	0	A
Criminal Litigation, Evidence and Sentencing	7LAW2004	15	English	100	0	0	A
Professional Ethics	7LAW2005	15	English	100	0	0	A
Conference	7LAW2008	15	English	0	0	100	A
Drafting	7LAW2009	15	English	100	0	0	B
Opinion Writing	7LAW2010	15	English	0	100	0	B
Legal Research	7LAW2011	0	English	0	100	0	B
Advocacy	7LAW2020	30	English	100	0	0	B

Mode of Study Full time PgDip

Entry Point January for Stage 1 Modules

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Civil Litigation and Alternative Dispute Resolution	7LAW2003	15	English	100	0	0	B
Criminal Litigation, Evidence and Sentencing	7LAW2004	15	English	100	0	0	B
Professional Ethics	7LAW2005	15	English	100	0	0	B
Conference	7LAW2008	15	English	0	0	100	B
Drafting	7LAW2009	15	English	100	0	0	C

Opinion Writing	7LAW2010	15	English	0	100	0	C
Legal Research	7LAW2011	0	English	0	100	0	C
Advocacy	7LAW2020	30	English	100	0	0	C

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of (normally):	Programme Learning Outcomes developed (see above)
Masters	LLM in Bar Practice	180 credit points at level 7	1-3 Semesters	All programme learning outcomes (see Table 2)
Postgraduate Diploma	PgDip in Bar Practice	120 credit points at level 7	1-2 Semesters	A1, A2, A3, A5, A6, B1, B2, C1, C2, C3, C4, D1, D2,

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
Postgraduate Certificate	PgCert in Legal Knowledge Bar Practice	60 credit points at stage 1 level 7	1-2 Semesters	A1, A2, A3, A5, B1, B2, C1, C2, C3, D1, D2 OR
Postgraduate Certificate	PgCert in Legal Skills Bar Practice	60 credit points at stage 2 level 7	1 Semester	A1, A2, A3, A5, B1, B2, C1, C2, C4, D1, D2 <i>For untitled awards: See UPR AS11, section 13:</i> http://sitem.herts.ac.uk/secreg/upr/AS11.htm

Masters and Diploma awards can be made "with Distinction", "with Commendation" or "with Pass" where criteria as described in [UPR AS14](#), Section D and the students' handbook are met.

Programme-specific assessment regulations

The programme is compliant with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS12/UPR AS13](#) (*delete as applicable*) and [UPR AS14](#)) with the exception of those listed below, which have been specifically approved by the University:

Assessment Regulations for the full time LLM Bar Practice (BP) at the School of Law, University of Hertfordshire

These provide the framework for the assessment of students on the BP programme. Students on the BP programme must be assessed in accordance with these regulations as they are studying on a programme approved by the Bar Standards Board (BSB). These Regulations operate in conjunction with the University of Hertfordshire's Assessment Academic Regulations. In the event of a conflict these regulations prevail.

1. **PERIOD OF REGISTRATION**

A student must complete the BP Stage 1 and Stage 2 within five years of the date of the first assessment in the year the student commenced the course.

2. **PROFESSIONAL RECOGNITION**

This programme meets the requirements of the Bar Standards Board (BSB) in accordance with the current conditions imposed by the BSB.

3. STRUCTURE OF THE BP PROGRAMME

The BP programme will comprise three parts: Stage 1, Stage 2 and Stage 3

Stage 1: The following modules will be studied in Stage 1 of the programme

Module
Civil Litigation and Alternative Dispute Resolution
Criminal Litigation, Evidence and Sentencing
Professional Ethics
Conference

Stage 2: The following modules will be studied in Stage 2 of the programme

Module
Drafting
Opinion Writing
Legal Research
Advocacy

Stage 3: The students will select the legal research project and 2 legal electives

Module
Employment Law
Family Law
Advanced Civil Litigation
Advanced Criminal Litigation
Commercial/Company Law
Chancery
Bar Practice Legal Research Project

4. Assessment Strategy

Stage 1:

Subject	Assessment
Civil Litigation and Alternative Dispute Resolution	1 assessment in two parts, sat on separate days centrally set and marked (electronically) Part 1 is a closed-book exam consisting of multiple-choice questions, including single best answer questions. Part 2 is an open-book exam consisting of multiple-choice questions, including single best answer questions, and rolling case scenarios.
Criminal Litigation, Evidence and Sentencing	1 closed book examination of three hours, centrally set and marked (electronically). The examination comprises 75 multiple choice questions, including single best answer questions.
Professional Ethics	1 open book examination of 2 hours comprising a combination of multiple choice

	questions and short answer questions using rolling case studies
Conference	1 oral assessment, in either a civil or criminal context, to last 20 minutes

Stage 2:

Subject	Assessment
Drafting	It may be in a criminal or civil context. It will be a supervised assessment based on a substantive statement of case.
Opinion Writing	The assessment in Opinion Writing will include an assessment of Legal Research skills (see below). It may be in a criminal or civil context. Students will have one calendar week in which to complete the assessment, and this will be advertised clearly in advance. Both the Opinion Writing and Legal Research components of the assessment will be submitted at the same time, but feedback will be given separately. If either component of the assessment is failed but the other is passed, candidates will be able to re-sit a discrete assessment which covers the failed component. The BSB recommends a word count of around 4000 words for the opinion component of the assessment.
Legal Research	Legal Research will be assessed alongside the assessment in Opinion Writing (see above). If either component of the assessment (ie Legal Research or Opinion Writing) is failed but the other is passed, candidates will be able to re-sit a discrete assessment which covers the failed component. The assessment is pass/fail only, and all of the following elements must be met in order for a student to pass the assessment: <ul style="list-style-type: none"> • Accurately identifies the issues • Uses appropriate methods and resources, and ensures that sources are up to date • Cites accurately and appropriately • Presents the research trail clearly
Advocacy	One assessment, in either a civil or criminal context, with oral plus written components. The Oral component to last 15 minutes 2 oral assessments, in either a civil or criminal context, each of which lasts 15 minutes

Stage 3:

Subject	Assessment
Family Law	Advocacy
Employment Law	Conference
Advanced Civil Litigation	Drafting
Advanced Criminal Litigation	Drafting
Commercial/Company Law	Opinion Writing/Drafting
Chancery	Opinion Writing/Drafting
Bar Practice Legal Research Project	Research project

5. Nature of Assessment

5.1 Examination Assessment

Examinations in Civil Litigation and Alternative Dispute Resolution, Criminal Litigation, Evidence and Sentencing, Professional Ethics and Drafting will be taken in supervised conditions in the manner described above. Part 2 of Civil Litigation, Professional Ethics and Drafting will be open book with permitted materials.

5.2 Written coursework assessment

Advanced Civil Litigation, Advanced Criminal Litigation, Commercial/Company and Chancery will be assessed by 100% coursework and will be marked with a percentage mark awarded

5.3 Skills Assessment

5.3.1 Skills assessed by 100% written coursework

Opinion Writing and Legal Research will be assessed by 100% coursework. Opinion Writing will be marked with a percentage mark awarded. Legal Research will be marked Competent/Not Competent for BSB purposes as well as receive a percentage grade for the LLM.

5.3.2 Skills assessed by oral and written coursework

Advocacy comprises oral and written coursework components.

5.3.3 Skills assessed by oral assessment alone

Conference is assessed by 100% oral assessment.

5.4 Stage 3 Electives

Electives will be assessed by Skills Assessments and Coursework where appropriate with a percentage mark awarded.

The Bar Practice Legal Research Project will be assessed by completion of pro bono cases and a reflective essay.

6. Grading System

6.1 The following modules will receive a percentage grade: Civil Litigation and Alternative Dispute Resolution, Criminal Litigation, Evidence and Sentencing, Advocacy, Opinion Writing, Drafting and Conference.

6.2 The pass mark for all modules is 60%.

6.3 In relation to Professional Ethics this will be assessed as Competent or Not Competent on the basis of a discrete examination for BSB purposes as well as receive a percentage grade for the LLM.

6.4 Legal Research will be assessed as Competent or Not Competent for BSB purposes as well as receive a percentage grade for the LLM.

6.5 Electives will receive a percentage grade.

7. Information to Students

The Board of Examiners is governed by the University Policy UPR AS14 on the structure and composition of the Board of Examiners. Both Module and Programme Boards of Examiners will meet three times per year: following completion of all Stage 1 assessment elements, following completion of all Stage 2 assessments, following completion of all Stage 3 assessments and following referred/deferred assessments in September.

Students will be provided with provisional grades for Stage 1 skills assessments after all marking and moderation, including external examiner moderation, has been concluded. Results from BSB Centralised Assessments will be released after the centralised standard setting process has been completed. Results from summative assessments taken at the end of Stage 1, the end of Stage 2, the end of Stage 3 and referred/deferred assessments will be released after the Module Board meetings.

Stage 1

- 7.1 Students will be provided with their results following the meeting of the Board of Examiners which will confirm the percentage mark awarded for the modules listed in 6.1 and either C or NC for the elements in 6.3 and 6.4.
- 7.2 Students who have achieved a mark of below 60% in a percentage assessed module will, on referral, have the fail mark amended to an F grade and the most recent mark recorded. This process will be repeated should a student require a further referral. If a student is still unsuccessful at the third attempt, the final fail grade will remain as a percentage mark.
- 7.3 The final transcript will contain the full history of the number of attempts at each module.
- 7.4 A student may not have more than 3 attempts at each assessment.
- 7.5 A student may progress onto Stage 2 prior to passing all assessments on Stage 1

Stage 2

- 7.6 Students will be provided with their results following the meeting of the Board of Examiners which will confirm the percentage mark awarded for the Stage 2 modules.
- 7.7 As above, any mark below 60% will be amended to an F grade on referral or subsequent referral. If a student is still unsuccessful at the third attempt, the final fail grade will remain as a percentage mark.
- 7.8 A student may not have more than 3 attempts at each Stage 2 module assessment.
- 7.9 Students may progress onto Stage 3 prior to passing all assessments on stage 1 and Stage 2.

Stage 3

- 7.10 Students will be provided with their results following the meeting of the board of Examiners which will confirm the percentage mark awarded for the Stage 3 modules.
- 7.11 As above, any mark below 60% will be amended to an F grade on referral or subsequent referral. If a student is still unsuccessful at the third attempt, the final fail grade will remain as a percentage mark.
- 7.12 A student may not have more than 4 attempts at each Stage 3 module assessment.
- 7.13 Students will be provided with separate transcripts for Stage 1, Stage 2 and Stage 3.

8. CONSEQUENCES OF FAILURE AFTER FOUR ATTEMPTS AT AN ASSESSMENT

- 8.1 Failure on the fourth attempt at any module taken in Stage 1 will result in an overall failure of Stage 1 requiring a student to re-take all Stage 1 assessments.
- 8.2 Failure on the fourth attempt at any module taken in Stage 2 will result in an overall failure of Stage 2 requiring a student to re-take all Stage 2 assessments.
- 8.3 Failure of a Stage 3 module on the fourth attempt requires re-enrolment on that elective or an alternative fresh elective.
- 8.4 If a student does not pass all Stage 3 assessments within five years of sitting their first Stage 1 and Stage 2 assessments, s/he must re-take all assessments on Stages 1, 2 and 3.
- 8.5 If a student has not passed all elements of Stage 1 before progression onto Stage 2, all assessments must be passed from both Stage 1 and Stage 2 within five years of sitting the first assessment on Stage 1.

9. REFERRAL REGULATIONS

- 9.1 A student will be referred if s/he obtains a mark below 60% in a module graded with a percentage mark or receives a not competent (NC) in an assessment.
- 9.2 Referrals in supervised examination assessments will take place, for the first referral, in August of the same academic year.

- 9.3 Skills assessments – the first referral will be offered during the course of the same academic year.
- 9.4 A second referral for core practice modules, Stage 3 electives and skills will take place in the following academic year, the assessment being undertaken according to the assessment schedule for that academic year.
- 9.5 A student must undertake all assessments in which they have been referred at the first referral opportunity.
- 9.6 Each referred student will be offered the next referral opportunity and required to confirm their intention, or otherwise, of accepting this opportunity. A confirmation of intention will be deemed an attempt, in the absence of serious adverse circumstances and the Board of Examiners will record this accordingly, regardless of whether the student attempted the assessment.

10. SERIOUS ADVERSE CIRCUMSTANCES

- 10.1 By attending a supervised examination or oral or submitting written coursework a student will be deemed by the Board of Examiners as a declaration by that student that there were no reasons why s/he should not sit the assessment at that time or why s/he might subsequently submit a request for serious adverse circumstances. The student will be determined to be 'fit to sit' the relevant assessment.
- 10.2 The only situation in which the Board of Examiners would not apply 10.1 above, will occur where a student has serious adverse circumstances which occur at the time of assessment. Any such submission from a student would need to comply with the University of Hertfordshire's policy on serious adverse circumstances.
- 10.3 A student whose personal circumstances prevent him/her from sitting or completing an assessment may make a submission of serious adverse circumstances in accordance with the University of Hertfordshire's policy.
- 10.4 An acceptance by the Board of Examiners of valid serious adverse circumstances will result in that assessment opportunity being disregarded for the purposes of the four attempts rule.
- 10.5 An acceptance by the Board of Examiners of valid serious adverse circumstances where a student has successfully passed an assessment will result in a student being offered a further attempt, which the student may or may not accept. The mark awarded on the repeat assessment will be the mark recorded, regardless of whether it is higher or lower than the earlier mark including a fail on the subsequent occasion.

11. STUDENTS WITH DISABILITIES

- 11.1 A student who discloses a disability prior to admission to the programme will be supported through the University of Hertfordshire's Disability policy and appropriate adjustments made for learning and teaching and assessment.
- 11.2 A student who discloses a disability after admission will be supported as in 11.1 above unless the University is of the view there was no reason why the disability should not have been disclosed at the time of application.
- 11.3 The University may consult with the BSB as to the appropriate adjustments arising from 11.1 and 11.2.

The above regulations follow the requirements of the BSB in the operation of Bar Training. The BSB permits individual providers to offer their own award in connection with the programme. The details of these awards are laid out below. The award will not be recorded on the transcripts of results for Stage 1 and/or Stage 2 but will be supplied separately

12. University Award: LLM Bar Practice

- 12.1 Completion of Stage 1, Stage 2 and Stage 3 will entitle a student to the award of an LLM in Bar Practice.
- 12.2 Completion of both Stage 1 and Stage 2 will entitle a student to the award of a Postgraduate Diploma in Bar Practice.
- 12.3 All students commencing Stage 1 will initially be admitted to the Postgraduate Diploma. In the event that a student chooses to study Stage 2 at another institution the student will be offered an interim exit award of a Postgraduate Certificate in Bar Practice.
- 12.4 Students joining the programme for Stage 2 alone will be entitled to the award of a Postgraduate Certificate. Students will only be offered a place on Stage 2 if they are transferring from another institution if they have successfully completed Stage 1 at their previous institution.

12.5 Assessment of modules:

Stage 1:

Module	Grading Process
Civil Litigation and Alternative Dispute Resolution	Percentage mark awarded
Criminal Litigation, Evidence and Sentencing	Percentage mark awarded
Professional Ethics	Percentage mark awarded
Conference	Percentage mark awarded

Stage 2:

Module	Grading Process
Drafting	Percentage mark awarded
Opinion Writing	Percentage mark awarded
Legal Research	Competent/Not Competent
Advocacy	Percentage mark awarded

Stage 3:

Module	Grading Process
Family Law	Percentage mark awarded
Employment Law	Percentage mark awarded
Advanced Civil Litigation	Percentage mark awarded
Advanced Criminal Litigation	Percentage mark awarded
Commercial/Company Law	Percentage mark awarded
Chancery	Percentage mark awarded
Bar Practice Legal Project	Percentage mark awarded

13. AWARD OF A MASTER OF LAWS WITH DISTINCTION OR COMMENDATION LLM

13.1 Distinction

- An LLM with distinction will be awarded to a student who takes Stage 1, Stage 2 and Stage 3 and passes all elements including all skills at first attempt and achieves an overall average mark of 70% from all core Stage 1, Stage 2 and elective modules.
- The Board of Examiners may award an LLM with distinction, where the Board considers that it is not inappropriate to do so, to a student who takes Stage 1, Stage 2 and Stage 3 who passes all elements including all skills at first attempt and achieves a mark of 70% or more in 6 or more of the 11 modules assessed with percentage grades and achieves an overall average of 70% or above.

13.2 Commendation

- An LLM with commendation will be awarded to a student who takes Stage 1, Stage 2 and Stage 3 and passes all core and elective modules at first attempt and has no more than one re-assessment for a skill element and achieves an overall average mark of 60% from all core Stage 1 and Stage 2 and elective modules
- The Board of Examiners may award an LLM with commendation, where the Board considers that it is not inappropriate to do so, to a student who takes Stage 1, Stage 2 and Stage 3 and passes all core and elective modules elements at first attempt and has no more than one re-assessment for a skill element and achieves a mark of 60% or more in 6 or more of the 11 modules assessed with percentage grades and an overall average of 60% or above.

14. AWARD OF A POSTGRADUATE DIPLOMA WITH DISTINCTION OR COMMENDATION POSTGRADUATE DIPLOMA

14.1 Distinction

- a) A Postgraduate Diploma with distinction will be awarded to a student who takes both Stage 1 and Stage 2 and passes all elements including all skills at first attempt and achieves an overall average mark of 70% from all core Stage 1 and Stage 2 modules.
- b) The Board of Examiners may award a Postgraduate Diploma with distinction, where the Board considers that it is not inappropriate to do so, to a student who takes both Stage 1 and Stage 2, who passes all elements including all skills at first attempt and achieves a mark of 70% or more in 5 or more of the 11 modules assessed with percentage grades and achieves an overall average of 70% or above.

14.2 Commendation

- a) A Postgraduate Diploma with commendation will be awarded to a student who takes both Stage 1 and Stage 2 and passes all core modules at first attempt and has no more than one re-assessment for a skill element and achieves an overall average mark of 60% from all core Stage 1 and Stage 2 modules
- b) The Board of Examiners may award a Postgraduate Diploma with commendation, where the Board considers that it is not inappropriate to do so, to a student who takes both Stage 1 and Stage 2 and passes all core and elective modules elements at first attempt and has no more than one re-assessment for a skill element and achieves a mark of 60% or more in 5 or more of the 11 modules assessed with percentage grades and an overall average of 60% or above.

15. POSTGRADUATE CERTIFICATE – Stage 1

15.1 A postgraduate certificate will be awarded to students who successfully complete Stage 1 at the University of Hertfordshire and request to transfer institution to complete Stage 2.

15.2 Distinction

- a) A Postgraduate Certificate with distinction will be awarded to a student who takes Stage 1 at the University of Hertfordshire and passes all elements including all skills at first attempt and achieves an overall average mark of 70% from all core Stage 1 modules.
- b) The Board of Examiners may award a Postgraduate Certificate with distinction, where the Board considers that it is not inappropriate to do so, to a student who takes Stage 1, who passes all elements including all skills at first attempt and achieves a mark of 70% or more in 4 or more of the 6 modules assessed with percentage grades and achieves an overall average of 70% or above.

15.3 Commendation

- a) A Postgraduate Certificate with commendation will be awarded to a student who takes Stage 1 and passes all core modules at first attempt and has no more than one reassessment for a skill element and achieves an overall average mark of 60% from all core Stage 1 modules.
- b) The Board of Examiners may award a Postgraduate Certificate with commendation, where the Board considers that it is not inappropriate to do so, to a student who takes Stage 1 and passes all core module elements at first attempt and has no more than one re-assessment for a skill element and achieves a mark of 60% or more in 4 or more of the 6 modules assessed with percentage grades and an overall average of 60% or above.

16. POSTGRADUATE CERTIFICATE – Stage 2

16.1 A postgraduate certificate will be awarded to students who have successfully completed Stage 1 at another institution and who transfer to the University of Hertfordshire to complete Stage 2.

16.2 Distinction

- a) A Postgraduate Certificate with distinction will be awarded to a student who takes Stage 2 only at the University of Hertfordshire and passes all three modules at first attempt and achieves an overall average mark of 70% from these modules.
- b) The Board of Examiners may award a Postgraduate Certificate with distinction, where the Board considers that it is not inappropriate to do so, to a student who takes Stage 2 only at the University of Hertfordshire, who passes all core modules at first attempt and achieves a mark of 70% or more in 2 or more of the modules and achieves an overall average of 70% or above.

16.3 Commendation

- a) A Postgraduate Certificate with commendation will be awarded to a student who takes Stage 2 only at the University of Hertfordshire and passes all three modules at first attempt and achieves an overall average mark of 60% from these modules.
- b) The Board of Examiners may award a Postgraduate Certificate with commendation, where the Board considers that it is not inappropriate to do so, to a student who takes Stage 2 only at the University of Hertfordshire and passes all core modules at first attempt and achieves a mark of 60% or more in 2 or more of the 3 elective modules and an overall average of 60% or above.

17. GENERAL

17.1 If in exceptional circumstances the Board of Examiners is satisfied that any Regulation operates unfairly in relation to any student, the Board of Examiners may refer the matter to the BSB in order that the Board of Examiners may take such decision as appears to the Board to be necessary to achieve the fair operation of the system of assessment prescribed by these Regulations.

17.2 An aegrotat pass or award may not be offered on this programme.

18. CHEATING AND PLAGIARISM

18.1 Definitions of cheating and plagiarism and the procedure for investigation of such an allegation will follow University of Hertfordshire's policy on assessment offences.

18.2 The University of Hertfordshire Regulations will apply in determining whether or not an allegation which is not admitted has been proven.

18.3 Where an allegation of cheating or plagiarism or any other academic dishonesty offence has been admitted or proven the matter should be reported by the student to their Inn as per the requirements of the BSB Handbook Part 4 rQ6A.

19. APPEALS

These Regulations are subject to the University of Hertfordshire's appeals procedures.

20. Other Relevant Information

The University of Hertfordshire will apply to be an authorised provider of the Postgraduate Diploma in Bar Practice, known in the barristers' profession as the Vocational Component of Bar Training. This authorisation is granted by the Bar Standards Board who regulate the content and assessment of the programme and will validate the programme described in this programme specification.

E. Management of Programme & Support for student learning

Management

The programme is managed and administered through:

- The Dean of the School of Law
- Associate Dean of School (Learning & Teaching) who has delegated responsibilities for learning and teaching
- Associate Dean of School (AQA) who has delegated responsibilities for academic quality matters
- A Programme Leader who is responsible for the day to day management of the programme of study as well as the mapping and tracking of skills throughout the programme of study.
- A Law Information Manager who monitors resources for staff and students
- A Designated Student Administrator to deal with day to day administration associated with the Programme,

- Module Leaders who are responsible for individual modules
- An International Students Tutor responsible for the welfare of overseas students
- Academic Support Tutors who are responsible for both pastoral and academic support of students
- An Admissions Tutor with specific responsibility for Open Days and the selection of applicants
- A Programme Committee, and Staff/Student Committee, the membership of which includes student representatives from the programme

Support

Students are supported by:

- An induction week at the beginning of Stage 1 in September
- Lectures offered online with embedded multiple choice questions to assess understanding and links to precedents and other online resources
- Workshops take place both online and face to face, allowing students to work collaboratively and individually to undertake research, opinion writing and drafting exercises applying their knowledge of the law and practice to case study material
- An extensive Learning Resource Centre incorporating a library and computer centre with an induction programme and self help guides to electronic and learning resources
- Full access to programme and module information via StudyNet together with weekly online workshop tasks
- School Office staff (including the BP Student Administrator) who offer general guidance on semester dates, fees and UH facilities
- A substantial Student Services Centre at the College Lane Campus which provides advice on issues such as finance, University regulations, legal matters, accommodation, international student support
- Office of the Dean of Students incorporating a Medical Centre, an Equal Opportunities Officer, Chaplaincy, Counselling and nursery provision
- Disability Services for advice to disabled students
- A School Careers Officer and a Professional Liaison Officer for all current and graduate students together with a careers service for all current students and graduates
- Student representatives on programme committees
- The Students' Union based on the De Havilland Campus

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.

The [Ask Herts](#) website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>. Furthermore, the OfS has judged that the University of Hertfordshire delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK. Consequently, the University received a Gold award in the 2018 Teaching Excellence and Student Outcomes (TEF) exercise. This award was made in June 2018 and is valid for up to 3 years. The TEF panel's

report and conclusions can be accessed at: <https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/provider/10007147>

G. Entry requirements

The normal entry requirements for the programme are:

- A minimum of a lower second class LLB Honours or Joint Honours degree which covers the seven foundations of legal knowledge as set down in the Bar Standards Board qualification manual.

OR:

- A pass on the Graduate Diploma in Legal Studies

AND:

- A pass in the Bar Centralised Assessment Test (BCAT)
- 7.5 IELTS or Peason English test (or some other equivalent English test)

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:
ask@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

LLM in Bar Practice

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

		Programme Learning Outcomes (as identified in section 1 and the following page)																															
		Knowledge & Understanding								Intellectual Skills								Practical Skills								Transferable Skills							
Module Title	Module Code	A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	B7	B8	C1	C2	C3	C4	C5	C6	C7	C8	D1	D2	D3	D4	D5	D6	D7	D8
Civil Litigation and Alternative Dispute Resolution	7LAW2003	x	x	x						x	x							x	x							x	x						
Criminal Litigation, Evidence and Sentencing	7LAW2004	x	x	x						x	x							x	x							x	x						
Opinion Writing	7LAW2010	x	x	x						x	x							x				x				x	x						
Legal Research	7LAW2011	x	x	x						x	x							x	x	x	x					x	x						
Drafting	7LAW2009	x	x	x						x	x							x				x				x	x						
Conference	7LAW2008	x	x	x						x	x							x				x				x	x						
Advocacy	7LAW2020	x	x	x						x	x							x				x				x	x						
Professional Ethics	7LAW2005	x	x	x						x	x							x	x	x						x	x						
Family Law	7LAW2014				x	x				x		x						x				x				x	x						
Employment Law	7LAW2015				x	x				x		x						x				x				x	x						
Advanced Civil Litigation	7LAW2013				x	x				x		x						x				x				x	x						
Advanced Criminal Litigation	7LAW2012				x	x				x		x						x				x				x	x						
Commercial/Company Law	7LAW2016				x	x				x		x						x				x				x	x						
Bar Practice Legal Project	7LAW2018				x	x				x		x						x				x				x	x						
Chancery	7LAW2017				x	x				x		x						x				x				x	x						

KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and Understanding

- A1. Research and apply a deep and systematic knowledge of the law and Bar practice accurately and effectively in the core practice areas of Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics
- A2. Demonstrate a thorough understanding of where the rules of professional conduct and ethics may impact and be able to apply them in context in the core practice areas of: Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics
- A3. Demonstrate their systematic knowledge and understanding in the areas of: Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics
- A4. Demonstrate their deep knowledge and understanding in the areas covered by their choice of electives
- A5. Demonstrate their critical knowledge and understanding of the law and procedure relevant to their area(s) of practice.

Intellectual Skills

- B1. Identify the client's objectives and different means of achieving those objectives and critically evaluate:
 - The benefits and risks of taking a particular course of action
 - The financial, commercial and personal priorities and constraints to be taken into account
- B2. Develop critical responses to existing discourses in the areas of: Criminal Litigation, Evidence and Sentencing; Civil Litigation and Alternative Dispute Resolution; Advocacy; Opinion Writing and Legal Research; Drafting; Conference and Professional Ethics
- B3. Undertake critical analysis of complex issues in the areas covered by their choice of electives in Stage 3 of the programme and evaluate alternative approaches

Practical Skills

- C1. Perform the tasks required to advance the case or resolve the issues raised
- C2. Demonstrate their ability autonomously to utilise and adapt their practical skills to differing contexts in the areas of:
 - Professional Ethics
 - The core practice areas of Civil Litigation and Alternative Dispute Resolution and Criminal Litigation, Evidence and Sentencing
- C3. Incorporate a critical ethical dimension to their practice by adopting the Stage 1 core skills of Professional Ethics and Conference
- C4. Independently draw on and evaluate sectoral best practice techniques to perform the Stage 2 core skills of Drafting, Opinion Writing, Advocacy and Legal Research
- C5. Demonstrate their ability to autonomously adapt their practical skills to multiple contexts in areas covered by their electives in Stage 3, further developing their skills from Stage 1 and Stage 2 of the programme

Transferable Skills

- D1. Use personal reflection to analyse their learning and identify their learning needs
- D2. Students should also be able to transfer skills learnt in one context to another by making connections between known and unknown areas

Section 2

Programme management

Relevant QAA subject benchmarking statements	Law
Type of programme	Taught postgraduate
Date of validation/last periodic review	N/A
Date of production/ last revision of PS	N/A
Relevant to level/cohort	Level 7 entering September 2021
Administrative School	Hertfordshire Law School

Table 3 Course structure

Course details		
Course code	Course description	HECOS
LALLMBP	LLM in Bar Practice	100485, 100%