ENTRY TO THE DIPLOMA IN PROFESSIONAL LEGAL PRACTICE
GUIDANCE NOTES FOR LLB STUDENTS, 2017-18

Applying to the University of Glasgow

The University of Glasgow offers a full-time Diploma in Professional Legal Practice. Further details about the courses and provisional timetable are available from our website.

The first stage in the Diploma admissions process is to complete and submit a Diploma application form by Friday 14 April 2017. Late submission may well prejudice your application. You should apply via ONE of the following routes (a), (b) or (c) as follows. Multiple applications are NOT permitted.

(a) University of Glasgow LLB graduates applying to the University of Glasgow
You should complete the paper application form and return to Fiona Macaulay (Room 306, Sir Alexander Stone Building, 16 University Gardens, Glasgow, G12 8QH), and apply through the online application system.

(b) LLB Graduates from other universities applying to the University of Glasgow
You should complete the paper application form from your graduating university and return it to them and apply through the online application system.

(c) University of Glasgow LLB graduates applying to another institution (Aberdeen, Robert Gordon, Dundee, Edinburgh, Strathclyde)
You should complete the paper application form and return to Fiona Macaulay (Room 306, Sir Alexander Stone Building, 16 University Gardens, Glasgow, G12 8QH). This form will then be passed to the university you have chosen. That university will then contact you directly to confirm receipt of your application as well as to provide further information on the admission and registration processes.

You should enclose a copy of your academic transcript if complete at that time when submitting your application (i.e. if you have already graduated) or do so immediately after your results are known later in the summer.

If there are special circumstances which you would like to be taken into account in considering whether you are admitted (for example, where performance has been affected by illness), you should include an appropriate statement with your application.

Students from the University of Glasgow you should initially contact Fiona Macaulay if they have any queries. Students from other universities should liaise with their Diploma in Professional Legal Practice office in the first instance with regard to the submission of their application forms.
Criteria for admission to the Diploma in Professional Legal Practice

Admission
In order to be admitted to the Diploma in Professional Legal Practice you must:
   (a) have a law degree from a Scottish university or equivalent
   (b) have passed or been exempted from the professional examinations of the Law Society of Scotland in the subjects specified in the Admission as Solicitor (Scotland) Regulations (professional subjects).

Professional subjects
Each university in Scotland meets the requirements of the Law Society of Scotland Examination Syllabus in a different way. Please refer to entry requirements for more information about the professional curriculum at the University of Glasgow.

Ranking of candidates
Where there are more qualified applicants than places available, the primary criterion used to rank candidates for admission is performance in the courses that are required for entry into the Diploma - with the exception of EU Law (though that exception may be removed in the near future). Applicants are ranked by a grade point average, according to their performance in the professional curriculum. This ranking is used by all providers to allocate places.

An important consideration in relation to admission is that it is the first recorded mark in the class that is used to determine an applicant’s average, even when the first recorded mark is a fail mark and a higher (pass) mark is subsequently achieved. A fail mark that has been discounted will not be recorded.

When two or more applicants have virtually the same average over all the professional classes, other factors may be used if it becomes necessary to distinguish between them. Other factors for this purpose might include, performance at Honours, work experience, medical, personal or other circumstances affecting performance in the professional classes and any other circumstance which the Diploma admissions committee considers relevant to a determination of relative merit between applicants. Holding an offer of a traineeship may also be such a factor taken into account.

If you wish individual circumstances such as illness affecting performance in professional classes or holding an offer of a traineeship to be taken into account, you must mention these on the application form. Matters not listed there will not be taken into account unless they arise after submission of the application form.
Schedule for admission to the University of Glasgow Diploma

Information Events
Join Kerry Trewern, Diploma Director at any of the information events listed below.

- Small group information sessions on 7 and 14 March 2017, 2-3pm and 3-4pm.
- Presentation and Open Afternoon with Kerry Trewern and current Diploma students, on 22 March 2017, 2-3pm.

Please email Fiona Macaulay if you would like to attend any of these events.

Friday 14 April 2017 - Deadline for submission of applications.
NB: You must not make multiple applications to other Diploma providers.

Friday 30 June 2017 – Diploma admissions round 1. You should check your online application account for notification of an offer. Those students who are not offered a place at this stage will be held on a waiting list until round 2 (early August) when their application will be reconsidered.

Friday 21 July 2017 – Deadline for acceptance of July offers. If you have received an offer you MUST respond by this date. IF YOU DO NOT DO SO THE OFFER WILL BE WITHDRAWN FROM YOU WITHOUT FURTHER NOTICE AND THE PLACE TRANSFERRED TO ANOTHER ELIGIBLE CANDIDATE. If you are planning to be out of the country or otherwise unavailable at this crucial time you must make arrangements for your online application to be otherwise dealt with.

Early August 2017 – There will normally be a further consideration of remaining applications at this time (round 2) resulting in additional offers of places. If, however, your application has been rejected by your first choice Diploma provider, you will be informed of this and of any alternatives available to you at this time.

Friday 18th August 2017 – Deadline for acceptance of August offers. If you do not respond by this date the offer will be withdrawn without further notice and the place may be transferred to another eligible candidate.

Early to mid-September – Applicants awaiting results from the August diet of exams will be considered. This will be on the same basis as applications determined earlier. There may be a final consideration of any outstanding applications with applicants being contacted accordingly.

Monday 11 September 2017 – Introduction to Professional Practice begins at 9am at the University of Glasgow.

Deferral
It is NOT possible to defer your offer of a place until a later year. It is however always possible to delay your application until another year. Once qualified for entry, you can delay application for a considerable period (assuming entry requirements do not change). It is not, however, possible to accept an offer one year and defer taking up the place secured until a subsequent year, for the level of competition between applicants changes year on year.

If you have accepted a place and then find you cannot take it up, you will be obliged to apply again, and compete again, next year. IF YOU FIND THAT YOU ARE UNABLE TO TAKE UP A PLACE YOU HAVE BEEN OFFERED, YOU MUST LET THE DIPLOMA OFFICE KNOW AS SOON AS POSSIBLE – OTHERWISE YOU RISK DENYING ANOTHER ELIGIBLE CANDIDATE A PLACE.
Fees
The fee for the University of Glasgow Diploma in 2017-18 will be £7,700. There is no additional cost for materials as all course materials are provided online. There are three recommended texts which students may purchase. The library will also hold some copies of these texts.

Post-Diploma Professional Training
There are two further elements to the professional training programme which potential solicitors require to follow after the Diploma, namely a traineeship, or Professional Education and Training Stage 2 (PEAT 2), and Trainee Continuing Professional Development (TCPD). The following general information about these elements is reproduced from the website of the Law Society of Scotland ‘Training & Education’, from where further details can be obtained.

The Diploma (PEAT 1) and PEAT 2 should be viewed as a three-year process with similar outcomes which are continually assessed over those three years. The vocational element links to the work-based stage and the work-based stage builds upon what is learned in the vocational stage.

Trainees will be subject to ongoing review mechanisms including PEAT 2 Record (a bespoke area for trainees on the Society’s website, in which trainees will record progress, log TCPD, prepare for PQPRs); informal reviews and PEAT 2 Quarterly Performance Reviews (‘PQPRs’)

TCPD consists of a minimum of 60 hours of structured learning undertaken over and above the office commitments of trainee solicitors with a view to such work assisting the achievement of the PEAT 2 Outcomes and the standard of the ‘qualifying solicitor’. TCPD activities should be identified by the trainee and supervising solicitor, either at PEAT 2 Quarterly Performance Reviews or during the work-based training itself including at informal reviews.

After completing the first year of training, a trainee can, subject to satisfactory progress and with the agreement of the training firm, apply to be admitted as a solicitor in order to gain valuable experience of appearing in court.

Upon completion of PEAT 2, the ‘training partner’ will certify that the trainee has reached the standard of the ‘qualifying solicitor’