Applying for the Diploma in Professional Legal Practice

The University of Glasgow offers a full-time and part-time Diploma in Professional Legal Practice. Further details about our courses and 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 12 April 2019. Late submission may prejudice your application.

You should apply via ONE of the following routes. Multiple applications are NOT permitted.

(a) University of Glasgow LLB graduates applying to the University of Glasgow:

- complete a paper application form, sign and return it to Fiona Macaulay, Room 304, Sir Alexander Stone Building, 16 University Gardens, Glasgow, G12 8QL, or sign and email it to Fiona Macaulay; AND

- complete an online application.

(b) LLB Graduates from other Universities applying to the University of Glasgow:

- complete a paper application form and return it to the University from which you will graduate (they will provide you with the correct contact details); AND

- complete an online application.

(c) University of Glasgow LLB graduates applying to another institution (Aberdeen, Robert Gordon, Dundee, Edinburgh or Strathclyde):

- complete a paper application form and return it to Fiona Macaulay (Room 304, Sir Alexander Stone Building, 16 University Gardens, Glasgow, G12 8QL). Fiona will then pass your form 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 their admission and registration processes.

You should enclose a copy of your academic transcript if available when submitting your application (i.e. if you have already graduated) or forward it immediately after your results are known.

Students from the University of Glasgow 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 regarding 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; or

(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 curriculum”).

Professional curriculum
Each University meets the requirements of the professional curriculum 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 grade point average, calculated according to performance in the professional curriculum - with the exception of EU Law. This ranking is used by all Diploma 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 grade point 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 considered.

When two or more applicants have virtually the same grade point average, other factors may be considered 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 curriculum and/or any other circumstance which is considered relevant to a determination of relative merit between applicants.

If you wish individual circumstances such as illness affecting performance in the professional curriculum to be taken into account, you must mention these on the application form. Matters not listed will not be taken into account unless they arise after submission of the application form.

Schedule for Admission to the Diploma in Professional Legal Practice at the University of Glasgow

Tuesday 26 March 2019 – Open Afternoon
Please join Kerry Trewern, Diploma Director and Rhona McNair, Deputy Director, at the Diploma Open Afternoon, on 26 March 2019, 3-5pm, Room 204, The Sir Alexander Stone Building, 16 University Gardens. This will be an informal information event.

Please sign up via Doodle to attend.

Friday 12 April 2019 – Deadline for submission of applications
NB: You must not make multiple applications to any other Diploma provider.

Friday 28 June 2019 – 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 when their application will be reconsidered.

Admission Guidance Note
Friday 19 July 2019 – Deadline for round 1 acceptances
If you have received an offer you MUST respond by this date. IF YOU DO NOT DO SO, THE OFFER MAY BE WITHDRAWN 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 2019 – Diploma admissions round 2
There will normally be a further consideration of remaining applications at this time resulting in additional offers of places.

Mid-August 2019 – Deadline for round 2 acceptances

Early to mid-September 2019 – Diploma admissions round 3
Applicants awaiting results from the August 2019 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.

Mid-September 2019 – Deadline for round 3 acceptances

Tuesday 17 September 2019 – Introduction to Professional Practice Week
Beginning at 9am, this will run until Thursday 19 September 2019 inclusive.

Monday 23 September 2019 – First day of teaching, Semester 1

Admissions FAQs

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).

If you have accepted a place and then find you cannot take it up:

- YOU MUST LET THE DIPLOMA PROVIDER TO WHICH YOU ARE APPLYING KNOW AS SOON AS POSSIBLE - otherwise you risk denying another eligible candidate a place; and
- you will be obliged to apply again, and compete again, next year.

Fees
The fees for the Diploma at the University of Glasgow in 2019-20 will be £8450. There is no additional cost for materials as all course materials are provided online. Certain courses will recommend specific texts, most of which will be available online, with the remainder available in the University library.

SAAS - Applying for a Postgraduate Tuition Fee Loan and Postgraduate Living Cost Loan
SAAS will confirm funding arrangements for eligible Scottish domiciled students undertaking postgraduate study from 2018-19, in early April 2019.
As soon as applicants have accepted an Unconditional Offer, they should contact SAAS to apply for a loan to pay for part of the Diploma tuition fee. SAAS also offers a postgraduate living-cost loan. Both loans are subject to applicants meeting eligibility criteria.

SAAS will accept your emailed offer of an UNCONDITIONAL place as confirmation of your place on the Diploma. When you submit your application to SAAS please take note of your SAAS reference number as this confirms to the University that part of your Diploma fee will be paid through SAAS.

Other sources of funding

Please see the Diploma website, and the Law Society of Scotland website, for information regarding bursaries etc.

**Professional and Career Development Loan:**

The University Registry service will certify the relevant forms in your PCDL application pack to confirm the University’s PCDL reference number, the duration of your course, and provide further detail as required.

Before Registry can do this your student record must be created in MyCampus – this record will be created by approximately mid-August.

**Fees being paid by your traineeship firm**

Students must upload a letter from their traineeship firm, which is their “sponsor” when they are completing financial registration on MyCampus. An invoice will be issued to the traineeship firm based on the information contained in the letter.
22nd February
Applications open

28th June
First round of applications - final decisions intimated to students

Early August
Second round of applications - final decisions intimated to students

17th - 19th September
Introductory Week

12th April
Applications close

19th July
Deadline for acceptance of first round offers

16th August
Deadline for acceptance of second round offers

23rd September
Semester 1 teaching begins