

1. Key Dates

DATE	EVENT	TIME	WHERE	DESCRIPTION
Friday 23 February 2018	Applications open			
Tuesday 27 March 2018	Open Afternoon – join Diploma staff and current students for an informal information session.	3-5pm	Room 204, Sir Alexander Stone Building, 16 University Gardens	Sign up via Doodle :
Friday 13 April 2018	Applications close – Deadline to submit paper and online application form		Send your paper form to: Fiona Macaulay, Room 304, Sir Alexander Stone Building, 16 University Gardens, Glasgow, G12 8QL Apply online	
Friday 29 June 2018	Application decisions communicated to by email.			
Mid to late July 2018	Deadline to respond to your offer		Applicant Self Service	
Tuesday, 11 September 2018	Introduction to Professional Practice	9-5pm Tuesday- Thursday	University of Glasgow – individual venues will be confirmed.	Introductory lectures and events (compulsory)
Monday 17 September 2018	First day of teaching, Semester 1			
Monday 7 January 2019	First day of teaching, Semester 2			

2. How to apply to the Diploma

[How to Apply](#)

A decision regarding your application will be communicated to you in late June. You must respond to your offer by mid to late July.

3. Important information about Diploma dates

The Diploma starts at **9am on 11 September 2018 with a compulsory, full-time Introduction to Professional Practice, running from Tuesday to Thursday**. The timetable and venue for these lectures and events will be confirmed in early September.

Thereafter, teaching takes place during two 11-week Semesters, starting on 17 September 2018 and 7 January 2019. Two assessments may be held during the Semester 1 revision and examination period which runs from 3 to 14 December 2018.

Although teaching for Semester 2 ends on 22 March 2019, you must be aware that if you have any resit assessments, they may take place from the 15 April to the 17 May and you must be available for that reason.

The end date of the Diploma for all administrative purposes is 30 June 2019.

[Provisional Academic Session Dates, including examination diets.](#)

4. Paying for the Diploma

The confirmed fee for 2018-19 is £8000. There are no additional costs for materials.

[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 March 2018.

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 mid-August approximately.

Please refer to further important information regarding the PCDL, which is contained in the Law Society of Scotland Guidance Note, which is appended to the paper application form.

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.

5. Paid employment during the Diploma

The Diploma is a challenging programme with significant teaching contact hours. However, many students have successfully combined employment with the Diploma programme. So, if you are well organised and hardworking, it is possible to combine part time paid employment with the preparation and attendance required for tutorials, lectures and assessments.

6. Provisional timetable

Please note there will be some events scheduled outside the timetabled classes, but we will give students as much notice as we possibly can about any additional events or changes to the timetable. Changes will be notified via Moodle2, which is the University’s online virtual learning environment. Once you have registered and enrolled for your courses, you will be able to see your own timetable on MyCampus.

Taking IPL and ROLPO undergraduate courses in addition to the Diploma

It is possible for you to take one or both of the above courses in addition to the Diploma, at no extra cost. However, as these courses are challenging and will add considerably to your workload, please discuss this in the first instance with the Diploma Director.

7. Enrolment and registration

Once you have accepted your place, the University of Glasgow will email you during August giving you instructions on how to logon to MyCampus and register and enrol for the Diploma. You must complete academic and financial registration and enrol for six Diploma core courses and three optional courses.

PLEASE NOTE THAT ONCE YOU HAVE REGISTERED AND ENROLLED, FINANCIAL PENALTIES APPLY IF YOU SUBSEQUENTLY WITHDRAW FROM THE DIPLOMA.

8. Applicants with disabilities

If you are starting in September 2018 and wish to disclose a [disability](#), a chronic health condition or a specific learning difficulty, please [register](#) with the Disability Service.

9. Absences

All tutorials are compulsory. If you are unable to attend a tutorial as scheduled on your timetable, you must advise the [Diploma office](#) before the class. Detailed absence policies and procedures will be available on Moodle2.

10. Recommended texts

There are no required texts for the Diploma. Certain courses will recommend specific texts, most of which will be available online, with the remainder available in the library.

11. Laptop requirement

A laptop is required by students undertaking the Diploma because the materials for the programme are posted on the university virtual learning environment, Moodle2. You will require to access course materials during lectures and tutorials and to undertake on-line assessments, in addition to submitting typed assessments.

The Diploma has two laptops available to lend to students. Please email the [Diploma](#) team, if you would like to borrow one.

12. Diploma results

The Diploma Board of Examiners meets in January 2019 to ratify the first semester course grades and in June 2019 to ratify the second semester course grades and your overall Diploma qualification. Your final Diploma qualification is usually made available to you on MyCampus the following working day.

Although you will be advised of your summative assessment grades throughout semesters 1 and 2, please note that **all grades are provisional until ratified by the Board of Examiners.**