



European College of Law

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Course Handbook 2016-2017

Courses on offer

❖ **Pearson Level 3 Subsidiary Diploma in Business**

Pearson BTEC Level 3 Subsidiary Diploma – 60 credits

The 60-credit BTEC Level 3 Subsidiary Diploma extends the specialist work-related focuses of the BTEC Level 3 Certificate and covers the key knowledge and practical skills required in the appropriate vocational sector. The BTEC Level 3 Subsidiary Diploma offer flexibility and a choice of emphasis through the optional units. It is broadly equivalent to one GCE A Level.

The BTEC Level 3 Subsidiary Diploma offers an engaging programme for those who are clear about the area of employment that they wish to enter. These learners may wish to extend their programme through the study of a general qualification such as GCE AS Levels, additional specialist learning (eg through another BTEC qualification) or a complementary NVQ. These learning programmes can be developed to allow learners to study related and complementary qualifications without duplication of content.

For adult learners, the BTEC Level 3 Subsidiary Diploma can extend their experience of work in a particular sector. It may also be a suitable qualification for those wishing to change career or move into a particular area of employment following a career break.

Pearson BTEC Level 3 Subsidiary Diploma

1 Qualification credit value: a minimum of 60 credits.

2 Minimum credit to be achieved at, or above, the level of the qualification: 45 credits.

3 Mandatory unit credit : 40 credits.

4 Optional unit credit : 20.

5 A maximum of 5 optional credits can come from other level 3 BTEC units to meet local needs.

Assessment and grading

All units are internally assessed in the BTEC qualifications in this specification.

All assessment for the BTEC qualifications in this specification is criterion referenced, based on the achievement of specified learning outcomes. Each unit within the qualification has specified assessment and grading criteria which are to be used for grading purposes. A summative unit grade can be awarded at pass, merit or distinction:

- To achieve a 'pass' a learner must have satisfied all the pass assessment criteria
- To achieve a 'merit' a learner must additionally have satisfied all the merit grading criteria
- To achieve a 'distinction' a learner must additionally have satisfied all the distinction grading criteria.

Learners who complete the unit but who do not meet all the pass criteria are graded 'unclassified'.

Mandatory Unit:

Pearson BTEC Level 3 Subsidiary Diploma in Business

1 The Business Environment 10 Credit

2 Business Resources 10 Credit

3 Introductions to Marketing 10 Credit

4 Business Communication 10 Credit

Unit 1: The Business Environment

Learning Outcomes

On completion of this unit learners should:

LO1 know the range of different businesses and their ownership

LO2 understand how businesses are organised to achieve their purposes

LO3 know the impact of the economic environment on businesses

LO4 know how political, legal and social factors impact on businesses

Assessment Criteria	Description
P1	Describe the Business, Purpose and Ownership of two contrasting businesses.
P2	Describe the different stakeholders who influence the purpose of two contrasting businesses.
P3	Describe how two businesses are organised.
P4	Explain how their style of organisation helps them to fulfil their purposes.
P5	Describe the influence of two contrasting economic environments on business activities within a selected organisation.
P6	Describe how political, legal and social factors are impacting upon the business activities of the selected organisations and their stakeholders.
M1	Explain the points of view of different stakeholders seeking to influence the aims and objectives of two contrasting businesses.
M2	Compare the challenges to selected business activities within a selected organisation, in two different economic environments.
M3	Analyse how political, legal and social factors have impacted on the two contrasting organisations.
D1	Evaluate the influence different stakeholders exert in one organisation.
D2	Evaluate how future changes in economic political, legal and social factors, may impact on the strategy of a specified organisation.

Unit 2: Business Resources

Learning Outcomes

On completion of this unit learners should:

- LO1 know how human resources are managed
- LO2 know the purpose of managing physical and technological resources
- LO3 know how to access sources of finance
- LO4 be able to interpret financial statements.

Assessment criteria	Description
P1	Describe the recruitment documentation used in a selected organisation.
P2	Describe the main employability, personal and communication skills required when applying for a specific job role.
P3	Describe the main physical and technological resources required in the operation of a selected organisation
P4	Describe sources of internal and external finance for a selected business
P5	Interpret the contents of a trading and profit and loss account and balance sheet for a selected company
P6	Illustrate the use of budgets as a means of exercising financial control of a selected company
P7	Illustrate the financial state of a given business
M1	Explain how the management of human, physical and technological resources can improve the performance of a selected organisation
M2	Assess the importance of employability, and personal skills in the recruitment and retention of staff in a selected organisation.
M3	Interpret the contents of a trading and profit and loss account and balance sheet for a selected company explaining how accounting ratios can be used to monitor the financial performance of the organisation
M4	Analyse the reasons why costs need to be controlled to budget
D1	Evaluate how managing resources and controlling budget costs can improve the performance of a business

D2	Evaluate the adequacy of accounting ratios as a means of monitoring the state of the business in a selected organisation, using examples
D3	Evaluate the problems they have identified from unmonitored costs and budgets.

Unit 3: Introduction to Marketing

Learning Outcomes

On completion of this unit learners should:

- LO1 know the role of marketing in organisations
- LO2 be able to use marketing research and marketing planning
- LO3 understand how and why customer groups are marketed
- LO4 be able to develop a coherent marketing mix

Assessment Criteria	Description
P1	Describe how marketing techniques are used to market products in two organisations
P2	Describe the limitations and constraints of marketing
P3	Describe how a selected organisation uses marketing research to contribute to the development of its marketing plans
P4	Use marketing research for marketing planning
P5	Explain how and why groups of customers are targeted for selected products
P6	Develop a coherent marketing mix for a new product or service
M1	Compare marketing techniques used in marketing products in two organisations
M2	Explain the limitations of marketing research used to contribute to the development of a selected organisation's marketing plans

M3	Develop a coherent marketing mix that is targeted at a defined group of potential customers.
D1	Evaluate the effectiveness of the use of techniques in marketing products in one organisation
D2	Make justified recommendations for improving the validity of the marketing research used to contribute to the development of a selected organisation's marketing plans.

Unit 4: Business Communication

Learning Outcomes

On completion of this unit learners should:

LO1 understand different types of business information

LO2 be able to present business information effectively

LO3 understand the issues and constraints in relation to the use of business information in organisations

LO4 know how to communicate business information using appropriate methods

Assessment Criteria	Description
P1	Explain different types of business information, their sources and purposes
P2	Present complex internal business information using three different methods appropriate to the user's needs
P3	Produce corporate communications
P4	Evaluate the external corporate communications of an existing product or service
P5	Explain the legal and ethical issues in relation to the use of business information
P6	Explain the operational issues in relation to the use of business information

P7	Outline electronic and non-electronic methods for communicating business information, using examples for different types of audience.
M1	Analyse different types of business information and their sources
M2	Analyse the legal, ethical and operational issues in relation to the use of business information, using appropriate examples.
D1	Evaluate the appropriateness of business information used to make strategic decisions
D2	Evaluate the effectiveness of business information and its communication as key contributors to the success of an organisation, using examples to illustrate your points.

Optional Units

37 Understanding Business Ethics 10 Credit

38 Business and the Economic Environment 10 credit

Unit 37: Understanding Business Ethics

Learning Outcomes

On completion of this assignment learners should:

LO 1 Understand the meaning and importance of ethics in the business world

LO 2 Understand the implications of businesses operating ethically

LO 3 Know the social implications of business ethics

LO 4 Understand ethical concerns facing different communities.

Assessment Criteria	Description
P1	Explain the ethical issues a business needs to consider in its operational activities
P2	Explain the implications for the business and stakeholders of a business operating ethically
P3	Describe the social implications of business ethics facing a selected business in its different areas of activity
P4	Examine the ethical concerns of the communities in which a selected business operates
M1	Assess how a selected business could improve the ethics of their operations
M2	Assess the social implications of business ethics facing a selected business in its different areas of activity
M3	Explain the ethical concerns of the communities in which a selected business operates and suggest measures that could be taken to improve corporate responsibility
D1	Evaluate the impact of a selected business's ethical behaviour on stakeholders and the business

Unit 38: Business and the Economic Environment

Learning Outcomes

On completion of this assignment learners should:

LO 1 Understand the impact on businesses of changes in the economic environment

LO 2 Know how government spending impacts on businesses

LO 3 Understand fiscal and monetary policies and the effects on spending

LO 4 Know how the international economy affects UK businesses and competition

Assessment Criteria	Description
P1	Explain the effects, of changes in the economic environment on a selected business
P2	Identify how government policies impact on a selected business
P3	Identify the impact of government spending on a selected business
P4	Explain how both fiscal and monetary policy decisions have affected a selected business
P5	Describe the impact of international factors on a selected business
M1	Analyse the implications of government policies for a selected business
M2	Analyse the effects of fiscal and monetary policies for a selected business in terms of the market it operates in
M3	Assess the impact of changes in the global and European business environment on a selected business
D1	Evaluate the impact of changes in the economic environment on a selected business
D2	Suggest and justify elements of fiscal and monetary policies that would help a selected business achieve its objectives

OCR Level 3 Cambridge Technical Introductory Diploma in Business

Title		OCR Level 3 Cambridge Technical Introductory Diploma in Business		
OCR entry code		05329		
Qualification Number (QN)		600/4608/9		
Approved age group	Pre-16	16-18	18+	19+
ü	ü	ü	ü	ü
This qualification is suitable for		<p>Learners studying in preparation for employment of Business.</p> <ul style="list-style-type: none"> · Learners wishing to gain a Level 3 qualification to support further study in Further Education (FE) and Higher Education (HE) in Business · Learners wishing to gain a Level 3 qualification to support further study in FE or HE in any other sector or subject area 		
Entry requirements		There are no formal entry requirements for this qualification.		
Credit requirement		Minimum 60 credits		
Structure and options	Total credit from mandatory units 1 and 2	20		
Minimum credit from optional units		40		
Assessment model and grading		<p>This qualification is internally assessed by centre assessors and quality assurance personnel and externally moderated by OCR Visiting Moderators.</p> <p>This qualification is graded: Pass, Merit, Distinction, Distinction*.</p>		

Rules of combination for OCR Level 3 Cambridge Technical Introductory Diploma in Business

To achieve this qualification a learner must achieve the following: minimum credit of	60
Total credit from mandatory units 1 and 2	20
Minimum credit from optional units	40

Assessment

Units

All units are assessed by the centre and externally moderated by OCR.

Each unit has specified assessment criteria for pass, merit and distinction.

A summative unit grade can be awarded at pass, merit or distinction:

- To achieve a 'pass' a learner must have satisfied **all** the pass assessment criteria
- To achieve a 'merit' a learner must achieve **all** the 'pass' assessment criteria and **all** the merit assessment criteria
- To achieve a 'distinction' a learner must achieve **all** the 'pass' assessment criteria and **all** the merit assessment criteria and **all** the distinction criteria.

Progression to further qualifications

These qualifications have been designed to develop the skills, knowledge and understanding required to enable progression to further education/higher education in the same or related areas in the Qualifications and Credit Framework (QCF) and from the National Qualifications Framework (NQF).

Generation and collection of evidence

The learner's evidence should be in an appropriate format to demonstrate the skills competency, or application of knowledge and understanding, as specified in each assessment criteria within the unit in question.

Evidence can take many forms, for example, photographs, DVDs, digital recordings, CD and paper-based or digitally formatted documents.

Evidence can come from a number of sources. A list of the main sources of evidence is provided below:

Outcomes of assignments, tasks or work-based activities – the outcome or product of a learner's work (either through simulated activities, assignments, projects or real work).

- **Observation**
- **Witness statements**
- **Personal or learner statement**
- **Simulation**
- **Questioning**
- **Performance evidence**

Learners should take responsibility for the development of their own portfolios, with appropriate support for example from tutors, employers, peers. They should be aware of the necessity of clear presentation and ordering as an aid to assessment and grading once the work is submitted.

Assessment: How it works

The purpose of assessment is to ensure that learners have the opportunity to demonstrate they can meet each assessment criterion to achieve the learning outcome. Learners should have the opportunity to access the full range of grades, i.e. pass, merit, distinction. The pass assessment criteria in each unit indicate the level required to achieve the unit at a pass grade. Within each unit there are opportunities to achieve merit or distinction grades.

Learners will gather evidence to show how they have met the assessment criteria for the units.

Tutors must make sure the teaching content for the learning outcome is fully addressed so that learners can effectively meet the requirements.

- To achieve a 'pass' a learner must have satisfied **all** the pass assessment criteria
- To achieve a 'merit' a learner must achieve **all** the 'pass' assessment criteria and **all** the merit assessment criteria
- To achieve a 'distinction' a learner must achieve **all** the 'pass' assessment criteria and **all** the merit assessment criteria and **all** the distinction criteria.

As a minimum you should cover the identified teaching content in the unit. It may be expanded upon or tailored to particular contexts in which the unit is being taught and the assessment criteria applied.

Mandatory Unit:

The Business Environment

- Y/502/5408
- LEVEL 3 UNIT 1
- GUIDED LEARNING HOURS: 60
- UNIT CREDIT VALUE: 10

Learning Outcome(LO)	Pass The assessment criteria are the pass requirements The learner can:	Merit To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	Distinction To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Know the range of different businesses and their ownership	P1 describe the type of business, purpose and ownership of two contrasting businesses	M1 analyse the type of business, purpose and ownership of two contrasting businesses.	D1 evaluate the effect of a selected business changing its ownership status
	P2 describe the different stakeholders who influence the purpose of two contrasting businesses		
2 Understand how businesses are organised to achieve their purposes	P3 describe how two businesses are organised		
	P4 explain how their style of organisation helps them to fulfil their purposes.		
3 Know the impact of the economic environment on businesses	P5 describe the influence of two contrasting economic environments on business activities within a selected organisation	M2 analyse the impact of changes in demand and supply on a selected business	D2 evaluate to what extent a selected business is likely to be affected by changes in the economic environment
4 Know how political, legal and social factors impact on business	P6 describe how political, legal and social factors are impacting upon the business activities of the selected organisations and their stakeholders.		

BUSINESS RESOURCES

- D/502/5409
- LEVEL 3 UNIT 2
- GUIDED LEARNING HOURS: 60
- UNIT CREDIT VALUE: 10

ASSESSMENT AND GRADING CRITERIA

Learning Outcome(LO)	Pass	Merit	Distinction
	The assessment criteria are the pass requirements The learner can:	To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Know how human resources are managed	P1 describe the recruitment documentation used in a selected organisation	M1 analyse the recruitment documentation of a selected organisation	
	P2 describe the main employability and personal and communication skills required when applying for a specific job role		
2 Know the purpose of managing physical and technological resources	P3 describe the main physical and technological resources required in the operation of a selected organisation		
3 Know how to access sources of finance	P4 describe sources of internal and external finance for a selected business	M2 analyse the advantages and disadvantages of a range of different sources of finance for a selected business	D1 evaluate the best source of finance to meet the needs of a selected business
4 Be able to interpret financial statements	P5 interpret the contents of a trading		

	and profit and loss account and balance sheet for a selected company.		
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INTRODUCTION TO MARKETING

- Y/502/5411
- LEVEL 3 UNIT 3
- GUIDED LEARNING HOURS: 60
- UNIT CREDIT VALUE: 10

ASSESSMENT AND GRADING CRITERIA

Learning Outcome(LO)	Pass The assessment criteria are the pass requirements The learner can:	Merit To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	Distinction To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Know the role of marketing in organisations	P1 describe how marketing techniques are used in the marketing of products in two organisations	M1 analyse marketing techniques used in the marketing of products in two organisations	D1 recommend improvements to the marketing techniques in one organisation
	P2 describe the limitations and constraints of marketing		
2 Be able to use marketing research and marketing planning	P3 describe how a selected organisation uses marketing research to contribute to the development of its marketing plans		
	P4 use marketing research for marketing planning		
3 Understand how and why customer groups are targeted	P5 explain how and why groups of customers are targeted for selected products		
4 Be able to develop a coherent marketing mix.	P6 develop a coherent marketing mix for a new product or service	M2 explain why the developed marketing mix is relevant for a chosen target group of customers	D2 evaluate how the developed marketing mix would need to be modified for a new contrasting target group of customers

Optional modules:

HUMAN RESOURCE MANAGEMENT IN BUSINESS

- K/502/5445
- LEVEL 3 UNIT 5
- GUIDED LEARNING HOURS: 60
- UNIT CREDIT VALUE: 10

ASSESSMENT AND GRADING CRITERIA

Learning Outcome(LO)	Pass The assessment criteria are the pass requirements The learner can:	Merit To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	Distinction To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Know the factors that are involved in human resource planning in organisations	P1 describe the internal and external factors to consider when planning the human resources requirements of an organisation		
2 Know how organisations motivate employees	P3 outline how an organisation motivates its employees	M2 analyse different methods of motivating employees in an organisation	D2 recommend ways for a specific organisation to improve employee motivation
3 Understand how to gain committed employee cooperation	P4 explain how organisations obtain the cooperation of their employees		
4 Understand the importance of managing employee performance at work	P5 explain how employee performance is measured and managed.	M3 analyse the advantages and limitations of measuring and managing employee performance	

BUSINESS COMMUNICATION

- H/502/5413
- LEVEL 3 UNIT 6
- GUIDED LEARNING HOURS: 60
- UNIT CREDIT VALUE: 10

ASSESSMENT AND GRADING CRITERIA

Learning Outcome(LO)	Pass The assessment criteria are the pass requirements The learner can:	Merit To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	Distinction To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Understand different types of business information	P1 explain different types of business information, their sources and purposes		
2 Be able to present business information effectively	P2 present complex internal business information using three different methods appropriate to the user's needs	M1 analyse the advantages and disadvantages of three different methods used for communicating internal business information	D1 evaluate three different methods used to communicate complex internal business information and make recommendations for improvement
	P3 produce corporate communications		
	P4 evaluate the external corporate communications of an existing product or service	M2 recommend and justify improvements to the external corporate communications of an existing product or service	D2 produce an improved version of the corporate communications of an existing product or service
3 Understand the issues and constraints in relation to the use of business information in organisations	P5 explain the legal and ethical issues in relation to the use of business information		
	P6 explain the operational issues in relation to the use of business information		

4 Know how to communicate business information using appropriate methods	P7 outline electronic and non-electronic methods for communicating business information using examples for different types of audience		
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RECRUITMENT AND SELECTION IN BUSINESS

- A/502/5434
- LEVEL 3 UNIT 12
- GUIDED LEARNING HOURS: 60
- UNIT CREDIT VALUE: 10

ASSESSMENT AND GRADING CRITERIA

Learning Outcome(LO)	Pass The assessment criteria are the pass requirements The learner can:	Merit To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	Distinction To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Know the processes involved in recruitment planning	P1 identify how two organisations plan recruitment using internal and external sources	M1 analyse the value of documents used during the recruitment process	D1 evaluate the advantages and disadvantages of using external recruitment sources compared to internal recruitment sources
2 Understand the implications of the regulatory framework for the process of recruitment and selection	P2 explain the impact of the legal and regulatory framework on recruitment and selection activities		
3 Be able to prepare documentation involved in the selection and recruitment process	P3 prepare the documents used in selection and recruitment activities		
4 Be able to participate in a selection interview	P4 plan to take part in a selection interview		

	P5 take part in a selection interview	M2 analyse own performance in a selection interview	D2 evaluate the strengths and limitations of the process of selection interviewing
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University of London Programme

ECL is registered centre of the University of London International Programme

Bachelor of Laws (LLB)

Programme aims and values: The Laws Programme is committed to:

Promoting independent learning

We support you in developing your capacity to manage your own learning.

Providing a wealth of resources

With our Online Library and Laws Virtual Learning Environment, you have a resource-rich learning environment in which to develop your legal research skills.

Offering expert guidance in law

Our study materials are informed by current research and scholarship and engage with contemporary legal issues. Students are offered the opportunity not only to know the law but to understand it.

Developing transferable intellectual skills

You have many opportunities to develop analytical and problem-solving skills and learn how to construct arguments.

Enabling you to develop critical awareness

Learn how to stand back and consider the bigger picture, develop an awareness of the context of law, nationally and globally.

Understanding the language of law

Learning how to use legal discourse is crucial for success. Being able to communicate effectively is a vital skill.

Prestige and career progression

In a world where degree providers are proliferating, the University of London LLB offers the security of an internationally recognised 'gold standard' established for over 100 years. The

University of London was the first to offer a degree in English Law, in the 1890s. Upon graduation you will be joining a distinguished group of solicitors, barristers and judges around the world who began their careers by obtaining their law degree through the University of London International Programmes. The academic direction of the LLB and Diploma in Law is provided by a Consortium of outstanding University of London Law Schools: Birkbeck, King's, LSE, Queen Mary, SOAS and UCL.

Structure and syllabus

The LLB degree is offered under six different Pathways. The Diploma in Law can lead to Scheme A, Scheme B or Scheme F of the LLB with credit for all four courses passed.

Scheme A - Bachelor of Laws (LLB) (twelve courses)

Scheme A is the traditional LLB structure in which twelve courses are taken in three stages. The minimum time to complete is three years. The LLB through Scheme A is a Qualifying Law Degree if completed within six years.

Year 1 (four courses)

All four courses from the Intermediate list.

Year 2 (four courses)

At least two courses from Compulsory Finals and no more than two courses from Optional Finals Group 1.

Year 3 (four courses)

Any Compulsory Finals courses not already taken, plus Optional Finals from Group 1 or Group 2 to make up four courses.

Intermediate

- » Common law reasoning and institutions
- » Criminal law
- » Elements of the law of contract
- » Public law

Compulsory Finals

- » Land law
- » Law of tort
- » Law of trusts
- » Jurisprudence and legal theory (Intercollegiate)

Optional Finals Group 1

- » Administrative law
- » Civil and criminal procedure
- » Commercial law
- » Company law
- » Criminology
- » EU law
- » Evidence
- » Family law
- » History of English law
- » International protection of human rights
- » Introduction to Islamic law
- » Labour law
- » Public international law

Optional Finals Group 2

- » Conflict of laws
- » Dissertation

» Intellectual property

» Succession

Notes

» This page is intended for use by prospective students as a guide. Please consult the Regulations for full syllabus listings and confirmation of structures.

» EU law: in England and Wales, the Solicitors Regulation Authority and Bar Standards Board require students to pass EU law in order to obtain a Qualifying Law Degree.

» Jurisprudence and legal theory is compulsory under Schemes A and B and optional under Graduate Entry Routes A and B.

Scheme B - Bachelor of Laws (LLB) (twelve courses)

Scheme B is intended for those wishing to study at a more measured pace, with twelve courses taken in four stages. It takes a minimum of four years to complete. The LLB through Scheme B is a Qualifying Law Degree if completed within six years.

Year 1 (three courses)

Common law reasoning and institutions plus two other courses from the Intermediate list

Year 2 (three courses)

The remaining course from the Intermediate list plus two courses from Compulsory Finals

Year 3 (three courses)

At least one course from Compulsory Finals and no more than two courses from Optional Finals Group 1

Year 4 (three courses)

Any Compulsory Finals courses not already taken plus Optional Finals from Group 1 or Group 2 to make up three courses

Scheme F - Bachelor of Laws (LLB) (twelve courses)

Scheme F is intended for students who are not seeking a Qualifying Law Degree and who are studying on a part-time basis. Subject to some course selection constraints, you may choose a minimum of two courses and a maximum of four courses per year. The degree can be completed in a minimum of three years as shown in the example below.

Year 1 (four courses)

Four compulsory Intermediate courses: Common law reasoning and institutions; Criminal law; Elements of the law of contract; Public law.

Year 2 (four courses)

Four compulsory Finals courses: Land law; Law of tort; Law of trusts; Jurisprudence and legal theory.

Year 3 (four courses)

A minimum of two courses and a maximum of four courses taken from Group 1 and up to a maximum of two courses from Group 2.

Graduate Entry Route A - Bachelor of Laws (LLB) (nine courses)

This structure enables graduates, with a degree awarded by an institution acceptable to the University, to follow a shorter route. Nine courses are taken in two stages. It takes a minimum of two years to complete and is a Qualifying Law Degree if completed within six years.

Year 1 (four courses)

All four courses from the Intermediate list (see list below)

Year 2 (five courses)

Law of tort, Law of trusts, Land law and two courses from Optional Finals Group 1 or Group 2

Graduate Entry Route B - Bachelor of Laws (LLB) (nine courses)

This structure is intended for graduates who wish to study at a more measured pace. Nine courses taken in three stages. It can be completed in a minimum of three years and is a Qualifying Law Degree if completed within six years.

Year 1 (three courses)

Common law reasoning and institutions plus two other courses from the Intermediate list

Year 2 (three courses)

The remaining course from the Intermediate list plus two courses from Law of tort, Law of trusts and Land law

Year 3 (three courses)

The remaining compulsory course not already taken from Year 2 plus two courses from Optional Finals Group 1 or Group 2

Graduate Entry Route F - Bachelor of Laws (LLB) (nine courses)

This structure is intended for students who are not seeking a Qualifying Law Degree and who are studying on a part-time basis. Subject to some course selection constraints, you can choose a minimum of two courses and a maximum of four courses per year. The degree can be completed in a minimum of three years as shown in the example below.

Year 1 (four courses)

All four intermediate courses: Common law reasoning and institutions, Criminal law, Elements of the law of contract and Public law.

Year 2 (three courses)

Three Compulsory Finals courses: Land law, Law of tort and Law of trusts.

Year 3 (two courses)

Two courses taken from the choice of Group 1 and/or Group 2 Optional Finals.

How you study

You receive specially designed learning materials and have access to a significant array of online resources. Please note that online access is a requirement for registration to the LLB and the Diploma in Law. The cost of your materials is included in your initial and continuing registration fees.

The study materials are designed to guide you through the syllabus for each course and direct your reading of the prescribed textbooks, study packs and Online Library resources. Although all study materials are specially produced for self-directed learning, many students choose to pay for additional educational support through an independent teaching institution either full time or part time, and benefit from the more formalised support this provides. Diploma in Law students must have registered through, and be studying at, a teaching institution that has been specifically granted Diploma Teaching Status by the University of London.

You are strongly advised to apply to us and wait for confirmation that you are eligible to register before enrolling with an institution. Enrolment with an institution does not mean that a student is automatically registered with the University.

Study materials include:

Studying law. An introduction to the fundamental knowledge, skills and techniques that the study of law demands.

Subject Guides for each law course studied that take you systematically through the course topics, with instructions on reading, learning activities (with feedback) and guidance on answering sample examination questions.

You will receive a copy of the textbook for each of the Intermediate courses, and for Law of Trusts, Law of Tort, Land Law and Company Law. You will receive one copy only of each textbook throughout your period of registration, which will be the current edition at the time of despatch. » Statute books are provided for all courses where a statute book is permitted in the examination.

» **Study Packs.** Key recommended readings in the subject guides are provided on CD-ROM for all the compulsory courses and selected options.

» Student Handbook (first year students only) contains a wealth of specific advice and information on navigating your way through the programme and the University of London International Programmes, with key dates and contact details for further support.

» **Regulations.** These tell you about syllabuses, programme structures, how to enter for exams, marking schemes, transfers etc, and are provided in electronic format.

Study support and online resources

Laws VLE - The password protected Virtual Learning Environment (VLE) provides a centralised location for accessing many resources. It hosts Law subject pages provided by legal academics, computer marked assessments, discussion forums and facilities for you to set up your own profile page.

Online legal research exercises - Designed to build and enhance your ability to find primary and secondary legal materials using electronic sources, and to conduct legal research generally.

Online Library - Gives access to Justis.com, JSTOR, ABI/INFORM, Lexis® Library, Westlaw, Academic Search Complete, Business Search Premier, and Casetrack.

Weekend courses - There are four weekend courses held in London each year in November/December, February, March and April. Tuition is given by experienced law lecturers. These courses are intensive, with up to eight hours of lectures and tutorials each day. Each weekend covers different topics and students are encouraged to attend all four. The weekend courses concentrate on important areas of each course and new developments and recent legislation.

You will also have access to news items, Examiners' reports and past exam papers, the Student Handbook, Subject Guides, Regulations and reading lists and be provided with a student registration card.

Assessment

For all courses (except the LLB final-year Dissertation option) assessment is entirely by unseen written three-hour examinations at the end of each stage of study. Examinations are held in May/June at local centres in over 190 different countries as well as in London (please see the Assessment and examinations section of our website for further details).

Examinations are marked by University of London approved academics to ensure your work is assessed to the same standard as College-based students of the University.

The Laws courses are not modular: You must complete each stage of the course before proceeding to the next. That is one reason for the high reputation of our qualifications.