

European College of Law

Prospectus 2016-2017



College Address:

Forest House

4th Floor

16-20 Clements Road

Ilford, Essex, IG1 1BA

Telephone +44 (0) 2084788349

Email: info@europeancollegeoflaw.org.uk

Website: www.europeancollegeoflaw.org.uk

Welcome to European College of Law ECL

European College of Law is proud of being a thriving and successful further education learning provider in London. ECL has continued to adapt successfully to the needs of learners by investing in adequate facilities for teaching, learning, welfare and IAG service.

We are innovative, hardworking and objective driven with a commitment to adding value to employers and enterprise. At ECL, the learners can maximise their chances of securing a career by developing both knowledge and skills.

Our vision is to ensure learners' career progression through education, qualification, employment and entrepreneurship. The mission statement of the College is 'to bridge the gap between industry and the academic world through quality education'. The ECL strap line says 'we shape your education, you shape your life' - is the key to our potential learners.

By providing Further Education, the College's vision is to steer learners' positive career progression towards employment, higher education and entrepreneurship.

ECL at a glance

The College is located in Ilford, London, where it occupies a self-contained floor of a multi-occupancy building. This facility includes a library, offices, moot room and classrooms. The College currently has four full-time and five part-time members of staff.

ECL promotes not only excellence in learning but encourages learners to develop various skills needed in becoming an informed global citizen. Courses at ECL are designed to promote independent learning, develop transferrable skills and enable learners to become critical thinkers.

ECL's qualified and experienced teachers offer expert guidance to the learners and cater to their individual learning needs. ECL offers a wealth of resources including online library and Laws VLE for its learners to develop their legal research skills. The college publishes its own law journal where faculties and students contribute regularly. The college offers all modern amenities including a moot-court room where students learn in a realistic and lively atmosphere. ECL offers you a unique blend of academic rigour with relaxed and fun ways of learning.

ECL runs government funded as well as privately funded courses of the awarding organisations' ATHE, NCFE and University of London. So far the College has been able to secure a sound 100% pass record.

Our vision is to ensure learners' career progression through education, qualification, employment and entrepreneurship.

AIMS:

The overall aim is to provide further education to learners in achieving their desired qualifications, skills and entrepreneurial abilities for a positive career progression.

OBJECTIVES:

- Provide high quality Further Education
- Add value to their current qualifications, skills and experiences

- Increase motivation and self esteem
- Enhance their employability and entrepreneurial skills
- Meeting the skills gap of the local community
- Continuous improvement of the services through various monitoring and reviews

The College is committed to providing high quality education, which will help learners in attaining a recognised professional qualification, enabling them to progress to university or pursue career progression. We are committed to providing high standards of teaching by qualified, experienced tutors for learners within an inclusive and supportive environment.

ECL Team	
Principal & CEO	Dr. Anwarul Haque
Director of Studies & Head of Laws	Prashanta Bhushon Barua
Registrar, HR Manager	Dr. Kaviraj Santayana
Business Development Manager	Phil Davis
Business Programme Leader & Lecturer in Business	Muhammad Hasan Tariq

Lecturer in Business	Emmanuel Adiku
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Administrator	Asaduz Zaman
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Accounts & Finance	
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Lecturer in Law & Assessment Assistant	Sajib Hossen
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EU Law, Land Law	
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Senior Lecturer in English	Faria Tofail
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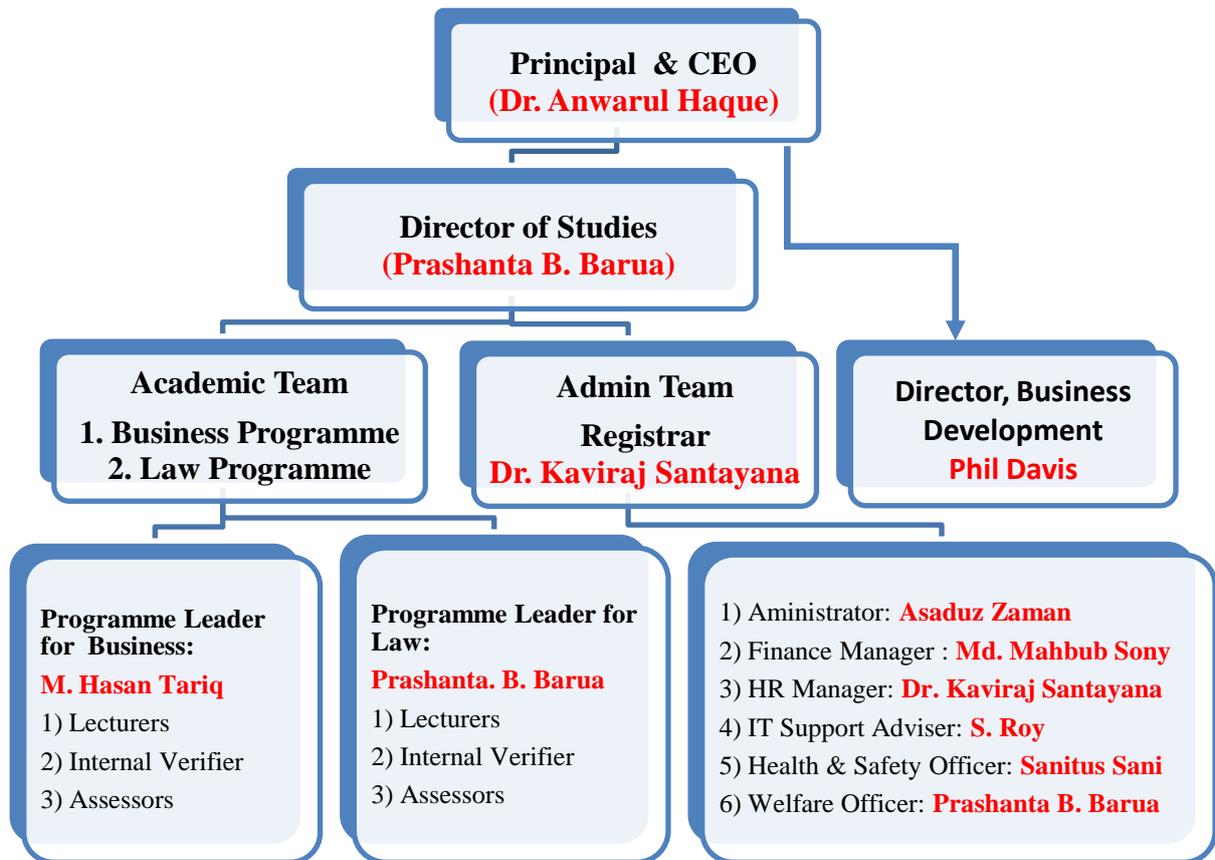
Lecturer in Law	Loganathan Ramasamy
CLRI, Public Law	

LL.B Lecturer, Member of Testimony Editorial Committee	Mis Nadia Choudhury
Criminal Law, Public Law	

Adviser IT Support:	S Roy
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Fire, Health & safety Officer	Sanitus Sani, A trained & qualified Fire Marshall and safety officer
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ECL Organisational Diagram



Recruitment Policy & procedure

AIMS

The Recruitment, selection, and admission policy and procedures of European College of Law (ECL) adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support the College in the selection of applicants who are able to successfully complete their programme.

POLICY

- Recruitment, selection and admission processes are conducted in a competent and professional manner by designated recruitment and admission staff.
- The College monitors, reviews and updates its recruitment, selection and admission policies and procedures periodically with a view to continually enhancing them.
- Prospective students are provided with information about the Programmes offered by the College, the structure of Programmes and fees/costs. This information is made available to them before they are expected to reach a decision about joining the College.
- Selection processes for entry into the Programmes are underpinned by entry requirements that are clear and also made available to applicants.
- The College has in place procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.
- All admission decisions are recorded and conveyed to prospective applicants at the earliest opportunity and prospective applicants are advised promptly of other options available if no offer can be issued for their chosen programme.
- Induction is arranged for successful applicants to introduce them to the College, their Programme, the Awarding Organisation, the teaching and administration staff, fellow students and the facilities that this College provides

Admissions Procedure for UK and EU Students

If you wish to apply to study on a course at European College of Law, you need to complete an application form. The form can be downloaded from the College website - online URL address is www.europeancollegeoflaw.org.uk or the College will send it to you by post on request. Completed application forms should be sent by mail or via online.

In order to process your application, please follow the four steps below:

1. You need to accompany your application letter with the following:

- Two passport size photographs of the learner
- Certified copies of relevant educational certificates
- A copy of the learner's UK/EU Passport or European ID
- Learner with UK ILR must provide Valid BRP and copy of Passport
- 3 Years Residence Record
- Proof of National Insurance
- Proof of UK address
- CV and
- Proof of Employment if employed.

2. After confirming your eligibility, ECL will organise a face to face interview and initial assessment (BKSB Maths, English, ICT & VARK) to assess your suitability to study on the course.

3. Upon verification of your documents and your acceptance of the offer the college will then issue the full enrolment letter.

4. You will then be given a pre-induction package prior to the commencement of your course.

5. Finally, student will choose the option how they will pay their fees. They can either pay from own fund or pay through student finance. More information about students finance can be provided by our admission team.

Applicants with additional needs:

Applicants with additional needs can arrange a meeting to discuss these prior to enrolment. This allows applicants to discuss the reasonable adjustments that could be put into place for them should they join the College as a student. Some applicants may be required to undergo a test to gain admission to the College. Applicants with disabilities, such as dyslexia, can request adjustments such as additional time, assuming that they have supporting evidence

Eligibility of student Finance:

You may be eligible to obtain financial assistance if all of the following apply:

- You are an UK national or hold ‘settled status’ (no restrictions on how long you can stay in the UK)
- You normally live in England
- You’ve been resident in the UK for 3 years before the start of your course
- To be eligible for financial assistance non - UK nationals must hold settled status on the first day of the first academic year of their chosen course – which may be 1 September, 1 January, 1 April or 1 July dependent on the intake chosen.

You may also be eligible for financial assistance if you hold one of following residency statuses:

- EU national, or family member of an EU national
- Refugee
- EEA migrant worker
- Child of a Swiss national
- Child of a Turkish worker

For further information regarding your eligibility for student finance please either contact Student Finance England or come into the college and speak to a member of the admissions team

Complaints and Appeals:

ECL always aim to seek an informal resolution to any complaint or appeal in the first instance. Appeals against Admission decisions and Complaints about the administration of the Admissions Department should be submitted to the Registrar in writing. Appeals and Complaints submitted more than one month after the admission decision or event leading to the complaint are not normally considered. For further information please read our complaints and appeal policy.

How to make an application

Learners can apply to study at the European College of Law (ECL) by using the 'ECL Application Form' available on the college website:

<http://www.europeancollegeoflaw.org.uk/downloads>

Application forms are also available at the college's admissions office to distribute for free to the visiting students.

Completed application form is to be sent to -

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4th Floor

16-20 Clements Road

Ilford, Essex, IG1 1BA

Telephone +44 (0) 2084788349

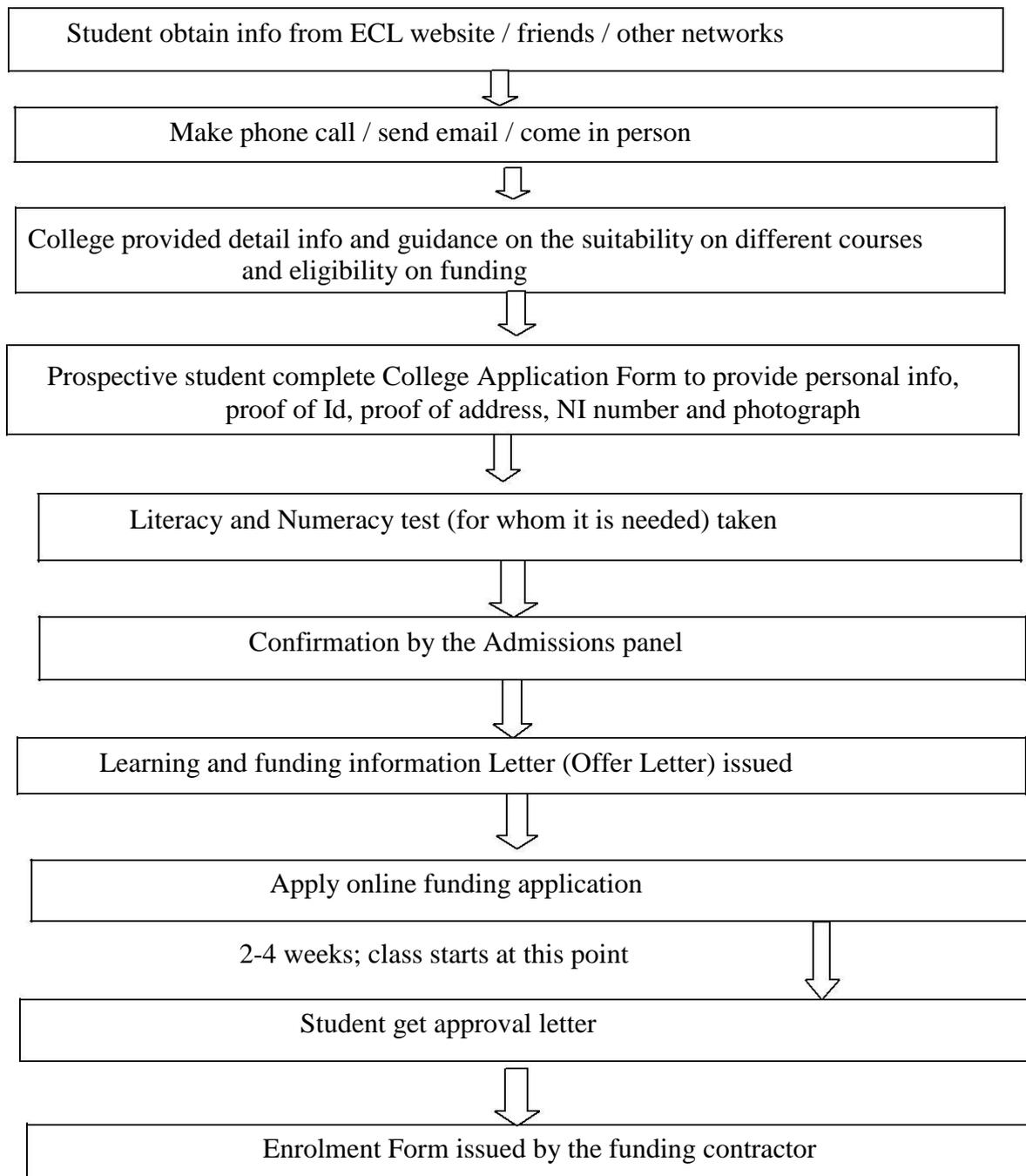
Fax: +44 (0) 2085146404

Days: Monday to Friday Office hours: 0900 to 1800

An electronically completed form could be sent via email to the following address for initial screening -

Email: info@europeancollegeoflaw.org.uk

Student Recruitment flow chart at ECL



Complaints and Appeals:

ECL will always aim to seek an informal resolution to any complaint or appeal in the first instance. Appeals against Admission decisions and Complaints about the administration of the Admissions Department should be submitted to the Registrar in writing. Appeals and Complaints submitted more than one month after the admission decision or event leading to the complaint are not normally considered. The College will aim to process and close Appeals/Complaints within 4weeks of receipt. For further information please read our complaints and appeal policy.

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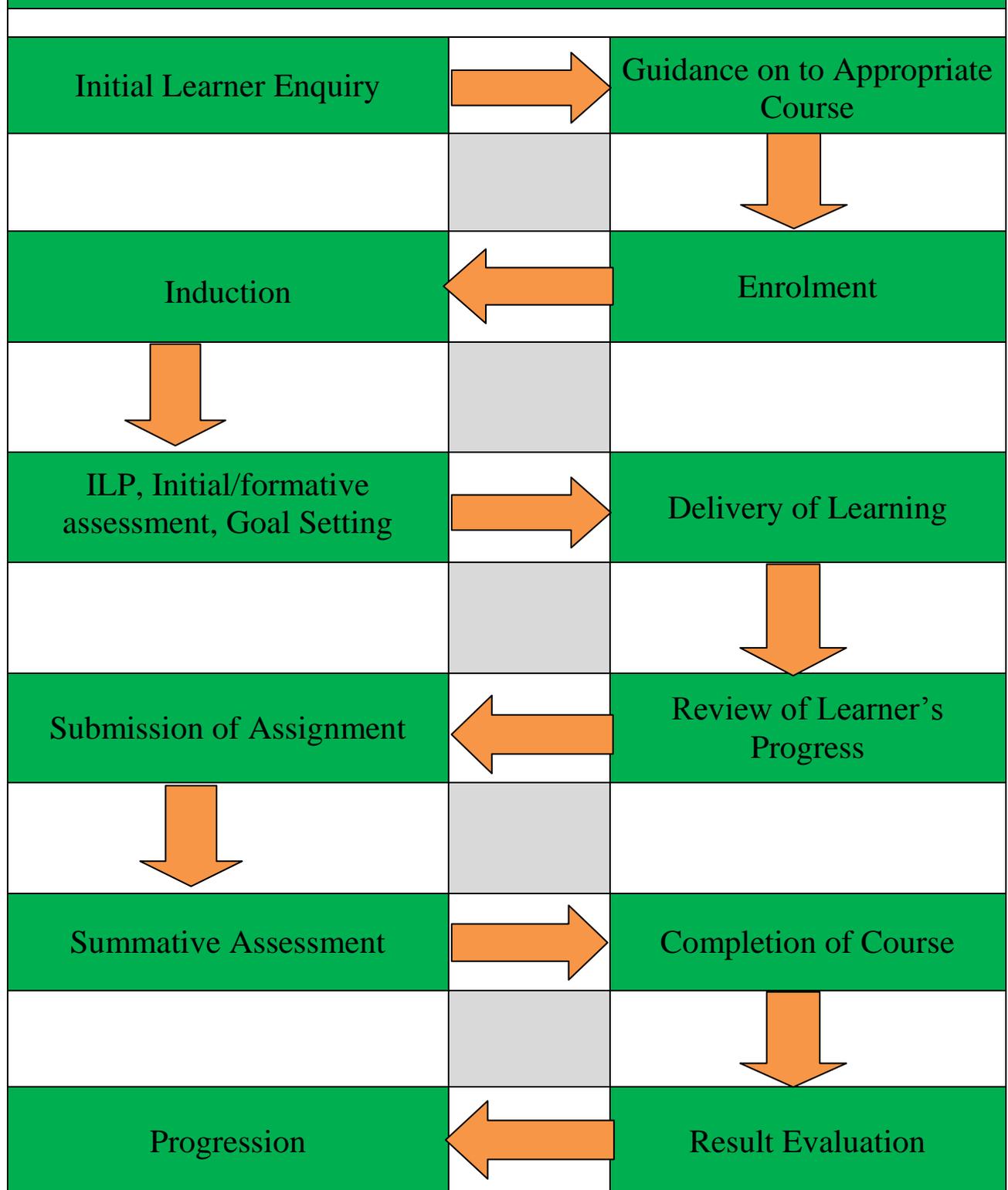
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THE LEARNING JOURNEY FLOWCHART



Courses at a glance:

NCFE Level 3 Diploma in Business Administration

The NCFE Level 3 Diploma in Business Administration has been accredited by the qualifications regulators for England, Wales and Northern Ireland, and is part of the Qualifications and Credit Framework (QCF).

This is a cross sector qualification aimed at current and prospective business administrators. This qualification covers the skills and knowledge needed to be successful at a managerial level, and covers competencies applicable to a wide range of contexts.

Qualification number (QN): 601/3965/1
• Aim reference: 60139651
• Guided learning hours (GLH): 282-432
• Credit value: 58
• QCF level: 3
• Assessment requirements: internally assessed and externally
• Moderated portfolio of evidence

ATHE LEVEL 3 Diploma in Business

The ATHE Level 3 Diploma in Business is a 60 credit qualification. Learners must complete the four mandatory units totalling 60 credits.

All Units are mandatory

- How Businesses Operate
- Marketing Principles and Techniques
- Academic and Research Skills for Business
- Communication Skills for Business

Methods of Assessment

ATHE encourages the use of a range of assessment strategies that will engage learners and give them an opportunity to both demonstrate their knowledge and understanding of a topic and to evaluate how they might apply that knowledge in a given context.

ATHE would recommend avoiding an over-reliance on essay writing and that more varied types of assessment are included. This might include assessment through a set project, a research activity, the production of a portfolio of evidence relating to a particular unit.

ATHE Level 3 Diploma in Law (RQF) 601/6161/9

Primary Aim and Purpose

The primary purpose of this RQF qualification is to support your progression to higher education, specifically to an LLB or BA degree course relating to law.

Who this qualification is for

This qualification will suit you if you are planning to take a law degree but do not yet have sufficient, relevant attainment at Level 3 to meet the entry requirements for a higher education course.

The ATHE Level 3 Diploma in Law is a 60 credit Ofqual regulated qualification and is the equivalent level to an A Level or Access to HE qualification. It has been designed for

learners who wish to progress to a law degree but may not have the traditional entry qualifications usually required. The qualification provides learners with an introduction to law and the legal system as well as key academic, research and communication skills to support learners in their development.

Size 60 credits (360 Guided Learning Hours)

Structure 4 mandatory units totalling 60 credits

Assessment: Assignment

Overall Grading: Type Pass/Merit/Distinction

Title
Mandatory
The English Legal System
Contract Law
Legal Terminology and Communication
Academic and Research Skills for Law

Pearson Level 3 Subsidiary Diploma in Business

- Qualification credit value: a minimum of 60 credits.
- Minimum credit to be achieved at, or above, the level of the qualification: 45 credits.
- Mandatory unit credit: 40 credits.
- Optional unit credit: 20.
- 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

Optional Unit

37 Understanding Business Ethics 10 Credit

38 Business and the Economic Environment 10 credit

OCR Level 3 Cambridge Technical Introductory Diploma in Business

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

- Unit 1 The Business Environment
- Unit 2 Business Resources
- Unit 3 Introduction to Marketing
- Unit 5: Human Resource Management in Business-**Optional**
- Unit 6 Business Communication-**Optional**
- Unit 12: Recruitment & Selection in Business-**Optional**

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.