

ACADEMIC POLICY & QUALITY OFFICE

PROGRAMME SPECIFICATION

for the award of

CPE / Graduate Diploma in Law (GDL)

Managed by the Faculty of Humanities and Social Sciences

delivered by the Hong Kong Management Association in collaboration with the School of Law

Date approved:	11 October 2016
Applies to students commencing study in:	September 2019

RECORD OF UPDATES

Date amended*	Nature of amendment**	Reason for amendment**
26 February 2018	<p><i>Throughout:</i> GDEHKL changed to GDL LLB (Hons) top-up changed to LLB Law Where relates to subject area covered, substitute Legal Research Project for Additional Legal Subjects <i>Section 2.1:</i> Change the credit level for all modules to 20 Substitute Legal Research Project for Additional Legal</p>	To meet the requirements of the HK Council for Accreditation of Academic and Vocational Qualifications

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	Subjects module	
26 February 2018	Clarify Delivery Method (narrated PowerPoint instead of lecture capture)	Complying with request by panel from initial approval event (11 October 2016)

SECTION 1: GENERAL INFORMATION

Awarding body:	Oxford Brookes University
Teaching institution and location:	Hong Kong Management Association (HKMA) W Haking Management Development Centre 14/F Fairmont House 8 Cotton Tree Drive Central Hong Kong
Language of study:	English
Final award:	Graduate Diploma in Law
Programme title:	CPE / Graduate Diploma in Law (GDL)
Interim exit awards and award titles available:	Graduate Certificate in Law (GRC-HKL)
Brookes course code:	HG45 (GRD-HKL)
UCAS code:	N/A
JACS code:	M100, M110, M111, M120
HECoS code:	Not yet available
Mode of delivery:	Blended, Lectures (narrated PowerPoint) Workshops (face to face)
Mode/s and duration of study:	2 years (maximum duration: 4 years)
QAA subject benchmark statement/s which apply to the programme:	N/A
Professional accreditation attached to the programme:	Solicitors Regulation Authority (SRA): https://www.sra.org.uk/home/home.page Bar Standards Board (BSB): https://www.barstandardsboard.org.uk/ Hong Kong Education Bureau: http://www.edb.gov.hk/en/ Hong Kong Standing Committee on Legal Education: http://www.sclet.gov.hk/eng/index.htm
University Regulations:	The programme conforms to the University Regulations for the year of entry as published/archived at: http://www.brookes.ac.uk/regulations/ Specific Professional Body Regulations for CPE/Graduate Diploma in Law also apply.

SECTION 2: WHY STUDY THIS PROGRAMME?

The GDL programme, together with the subsequent LLB Law programme year, aims to provide the Hong Kong course students with entry to the requisite academic stage to ensure eligibility for admission to the Postgraduate Certificate in Laws course in Hong Kong (PCLL). The PCLL is the professional legal qualification programme in Law in Hong Kong which law students must undertake in order to qualify for practice as a solicitor or barrister in Hong Kong. Additionally, providing they meet the necessary visa requirements, students who successfully complete the GDL programme would currently be eligible to apply for the professional stage of legal training within England and Wales (on either the Legal Practice Course or the Bar Professional Training Course (BPTC)). Students who wish to take the BPTC would also need to obtain a Certificate of Academic Standing from the Bar Standards Board and would need to pass the Bar Course Aptitude Test.

The programme has been structured to accommodate the needs of students who are working executives and are, therefore, unable to follow the same study pattern as full-time students. The programme is delivered over two semesters for each of two years, with two intakes per year. The first intake commences the programme during September and the second intake begins the programme in February. Two modules are taught consecutively across each semester, hence students study for only one module at a time. This enables in-depth study of each module and accommodates the needs of employed students. This model provides also for an equal number of teaching and learning weeks across each semester and, therefore, accommodates an equally weighted and balanced programme for each intake.

The lectures are delivered through narrated PowerPoint by Oxford Brookes lecturers. This ensures that the Hong Kong students have quality teaching by experienced subject experts; taught by the same staff and with the same lecture content as students on the Oxford Brookes GDL programmes. The use of narrated PowerPoint ensures that students have access to the lectures at a time to suit them, as well as providing the possibility of replaying the lecture to improve understanding, and also as a useful revision source. Students attend two intensive seminar weekends during each module to ensure that they have significant opportunity to discuss the lecture material, to work through pre-prepared material with peers and subject tutors, and to ask questions to aid their understanding. The HKMA module leaders and subject tutors are experienced legal professionals who also have experience of teaching law at the tertiary level. Following the first intensive weekend, students prepare and submit a formative or summative piece of coursework for each module. This provides an opportunity for feedback which feeds forward into the module's final assessment point at the end of the module.

The general aim of the programme is to provide the non-law graduate with an academically rigorous programme of education in law, which is designed to assist and enable those who undertake it to prepare for entry onto the Professional Stage of legal education and training and to acquire a sound foundation upon which to develop the legal knowledge and competencies required for their subsequent careers in legal practice.

More specifically, the programme aims to:

extend the student's knowledge by enabling him/her to:

- a) acquire a sound knowledge of those areas of law which are generally considered to be fundamental to any study of law, and of at least one other area;

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- b) acquire a knowledge and understanding of the legal system and process;
- c) acquire an appreciation of the relationship between national and European Union law;
- d) acquire a knowledge and understanding of the effect of the Human Rights Act 1998 on national law

develop the student's competence by assisting him/her to:

- a) analyse legal problems and evaluate a range of solutions;
- b) develop in a legal context a range of previously acquired skills which contribute to academic study, problem solving and communicating effectively;
- c) transfer and apply knowledge and skills learned in one legal context to another;
- d) develop a capacity for critical assessment of the law;
- e) develop the ability to work with, and recognise the potential of, information technology in the context of the law and legal study;
- f) develop the ability to undertake legal research

develop the student's personal transferable skills by assisting him/her to:

- a) work co-operatively and constructively as part of a team;
- b) work independently and manage his/her own work schedule and time;
- c) use information technology effectively;
- d) communicate information and ideas effectively;
- e) process large quantities of information rapidly and apply it to individual problems

SECTION 3: PROGRAMME LEARNING OUTCOMES

On successful completion of the programme, graduates will demonstrate the following Brookes Attributes:

3.1 Academic literacy

- demonstrate knowledge and understanding of a substantial range of legal concepts, values, principles and rules;
- demonstrate an awareness and understanding of the areas of law studied, the legal process, the inter-relationship between different areas of law in a national and European Union context and the effect of the Human Rights Act 1998;
- demonstrate ability to apply his or her knowledge to complex problems and provide cogently reasoned conclusions supported by relevant legal authority;
- analyse, evaluate and interpret statutes and law reports and other relevant materials;
- write succinctly and within strict word limits.

3.2 Research literacy

- analyse legal information and apply it to the solution of problems;
- utilise problem-solving skills in theoretical or practical contexts.

3.3 Critical self-awareness and personal literacy

- plan his/her work and to undertake assignments with minimum guidance;
- communicate information efficiently and effectively both orally and in writing;
- take responsibility for his or her own learning and personal and professional development;
- assess his/her own arguments and those of others;
- work as part of a team or independently, managing time efficiently and effectively.

3.4 Digital and information literacy

- identify, find and use a range of sources of legal information, including information

technology, to assist in legal study and to extract the essential points from that information.

3.5 Active citizenship

- assume responsibility for the continuing development of his/her own legal education and competence;
- appreciate the importance of cross-cultural awareness and valuing human diversity in order to be able to work effectively and responsibly in a global context;
- have an understanding of the Hong Kong and English legal systems and the common law.

SECTION 4: CURRICULUM CONTENT & STRUCTURE

4.1 PROGRAMME STRUCTURE AND REQUIREMENTS:

Code	Module Title	Credits	Level	Status	Coursework: Exam ratio
HK001	English Legal System	20	5	Compulsory	Exam (100%)
HK002	Contract Law	20	6	Compulsory	Exam (100%)
HK003	Tort Law	20	6	Compulsory	Exam (100%)
HK004	Public Law	20	6	Compulsory	Exam (100%)
HK005	European Union Law	20	6	Compulsory	Exam (100%)
HK006	Land Law	20	6	Compulsory	Exam (100%)
HK007	Equity and Trusts Law	20	6	Compulsory	Cwk/Exam (30%/70%)
HK008	Criminal Law	20	6	Compulsory	Cwk/Exam (15%/85%)
HK009	Legal Research Project	20	6	Compulsory	Cwk 100%

Students submit coursework for all modules at the end of week 4. For all subjects which do not have a summative coursework element, this is a formative assignment which also helps students to develop legal writing skills.

4.2 PROGRESSION AND AWARD REQUIREMENTS

Students must pass HK001 English Legal System in order to be able to continue their studies on the credit bearing modules of the programme. In the first year, students study Contract Law, Tort Law, Public Law and European Union Law; in the second year, students study Land Law, Equity and Trusts Law, Criminal Law, and complete the Legal Research Project.

Students are permitted three attempts only to pass each module. All modules must be passed in order to obtain the Graduate Diploma in Law. Students who pass five out of eight modules (excluding English Legal System) only are awarded the Graduate Certificate in Law. The Graduate Certificate in Law is not sufficient to complete the academic stage of training for either England and Wales or Hong Kong.

4.3 PROFESSIONAL REQUIREMENTS

The seven Foundations of Legal Knowledge subjects:

(Contract Law, Tort Law, Public Law, European Union Law, Land Law, Equity and Trusts Law, Criminal Law)

AND the Legal Research Project fully comply with the aims, learning outcomes and skills content required by the SRA for CPE/GDL programmes to meet the academic stage of legal education. These GDL subjects (excluding European Union Law)

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AND the subsequent LLB (Hons) subjects

(Commercial Law, Company Law / Business Associations, Civil and Criminal Procedure, Evidence)

cover the 11 core subjects which are required for admission to the Postgraduate Certificate in Laws in Hong Kong (PCLL), as set out in the statement on New Entry Requirements for the Postgraduate Certificate in Laws by the Hong Kong Standing Committee on Legal Education and Training.

All modules must be passed in order to achieve accreditation by the Professional Bodies.

All modules meet the requirements for FHEQ: Framework for Higher Education Qualification level 6

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SECTION 5: TEACHING AND ASSESSMENT

The Induction programme provides a face-to-face introduction to the programme and to the institutional arrangements at HKMA, offers a series of online lectures to introduce students to the legal system and to the core legal skills required for study throughout the programme, and students will attend also a one-day session to include skills and revision workshops (in readiness for the English Legal System assessment at the end of the induction period).

The learning and teaching experience is designed to address the needs of graduate working students. Hence modules are taught consecutively, rather than concurrently, to enable students to focus, in depth, on one subject at a time. Teaching for each module is spread across nine weeks. The table below shows the teaching and learning structure for each module:

Module Structure: Contract Law, Public Law, and Land Law

Week 1	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
End week 1	1 x 2-hour <u>online discussion forum</u> at the end of the first week to address any study issues or subject concerns arising from the first week of lecture delivery	2 hours by HKMA with initial support from OB
Week 2	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
Week 3	1 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
End week 3	Intensive weekend taught over 2 days (5 x 2 hour workshops spread over the weekend, to correspond to each of the lectures taught in weeks 1-3, <u>taught by local tutors</u>)	12 hours by HKMA
Week 4	Students prepare formative or summative assessment for submission end week 4 - format to be decided	

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Week 5	<u>Students assignments are marked online where appropriate (by local tutors) and feedback provided to the students.</u>	(HKMA) Moderation by OB
Week 5	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
Week 6	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
Week 7	1 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
End week 7	Intensive weekend taught over 2 days 5 x 2 hour workshops spread over the weekend, to correspond to each of the lectures taught in weeks 5-7, <u>taught by local tutors</u> Feedback on assignment provided to students	12 hours by HKMA
Week 8	Online revision lecture made available to students	2 hours by OB
Week 8	HKMA available for revision	HKMA
End week 8	Module examination	By HKMA

Module Structure: Tort Law, Equity and Trusts Law, and Criminal Law

Week 1	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
End week 1	1 x 2-hour <u>online discussion forum</u> at the end of the first week to address any study issues or subject concerns arising from the first week of lecture delivery	2 hours by HKMA with initial support from OB
Week 2	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
Week 3	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
End week	Intensive weekend taught over 2 days (6 hours per day split into 3 x 2 hour workshops on each day, to correspond to each of the 2 lectures taught in	12 hours by HKMA

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3	weeks 1-3, <u>taught by local tutors</u>)	
Week 4	Students prepare formative or summative assessment for submission end week 4 - format to be decided	
Week 5	<u>Students assignments are marked online where appropriate (by local tutors)</u> and feedback provided to the students.	(HKMA) Moderation by OB
Week 5	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
Week 6	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
Week 7	2 x 2-hour <u>online lecture</u> will be made available to students at the beginning of the week	4 hours by OB
End week 7	Intensive weekend taught over 2 days (6 hours per day split into 3 x 2 hour workshops on each day, to correspond to each of the 2 lectures taught in weeks 5-7, <u>taught by local tutors</u>) Feedback on assignment provided to students	12 hours by HKMA
Week 8	Online revision lecture made available to students	2 hours by OB
Week 8	HKMA available for revision	HKMA
End week 8	Module examination	By HKMA

Lectures are delivered online through narrated PowerPoint. This ensures that the students have access to the lectures at a time best suited to them, are able to repeat sections of the lecture for understanding, and also act as a useful revision aid. Oxford Brookes staff, who lecture on the home GDL programme, will deliver the lectures for the seven Foundations of Legal Knowledge subjects and the introductory lecture for the Legal Research Project (see 4.3).

The significant majority of study time is spent in independent study. Hence opportunities are included for student interaction with tutors to address any study concerns. The programme ensures that students have significant face-to-face contact. At the end of week one, students take part in a two-hour online discussion forum with a subject tutor. Students attend intensive weekends for face-to-face tuition by local subject specialists twice per module. Each weekend consists of six two-hour workshops which correspond to the lectures delivered in the preceding weeks. The workshops are longer than the workshops for Oxford Brookes students on the same programme to allow for the fact that the lectures are delivered online and, hence, ensure that the students have sufficient opportunity to improve understanding. Additionally students are placed in study groups to enable online discussion of understanding, ideas, to share learning materials, and so on. This will provide a further opportunity for

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students to articulate and enhance their understanding.

Students submit formative or summative coursework for each module at the end of week 4. This provides opportunity for students to receive feedback on their work which feeds forward into the end of module assessment in week 9.

The Legal Research Project enables students to research another area of law independently. The introductory lecture is available online at the end of year 1. This sets out the key dates and discusses how to choose a topic for the project. Students are provided with a module handbook which provides further information on dates, assessment criteria, research methodology and sources, together with a list of staff, with their subject specialisms, who are available to discuss topic proposals and to provide a minimal level of support in the research project. Students will be able to listen again to the Library training online session from the induction period, which introduced students to core library holdings and online databases and journals at the beginning of the GDL programme. Students will be able, also, to contact the Oxford Brookes' Law Librarian for additional support as required.

Students are able to consider a topic for their project during Teaching Blocks A, B and C of year 2 and will be able to liaise with their HKMA lecturers to choose an appropriate topic and title. The project may be concerned with any one of a number of areas but should not cover material already taught on the course. Some examples are: employment law, discrimination law, family law, medical law, banking law, intellectual property, international trade, or alternative dispute resolution. The HKMA module leader will confirm the topics that are available through the module handbook. Students will submit their proposed title at the end of week one of Teaching Block D, year 2, and will research and write their chosen project over the remaining weeks of the module. Students will be able to discuss the progress of the project if required with their topic advisor until the end of week 5 of the module. Subsequently students will be expected to work independently, as is appropriate with a project designed to assess their independent research skills.

Oxford Brookes School of Law has recently undertaken an assessment strategy which ensures that each Law programme reflects the Oxford Brookes Assessment Compact at programme and individual module level. Hence assessment is designed at programme level both to ensure the development of key skills at an early stage and to further develop those skills throughout the programme. The development of core skills is essential to successful completion of the GDL and LLB (Hons) programmes. Students have an Induction and English System Course which introduces them to core legal skills (including case analysis, legal problem solving and legal research) as well as to the essential legal knowledge required to underpin the remainder of the programme. Whilst the programme team expects that the students, as postgraduates, will have already acquired the requisite essay writing skills, the assessment on the English Legal System at the end of the Induction Course provides an opportunity to assess whether students have sufficiently strong written communication skills and to offer weaker students relevant tutorial support. Hence, HKMA will provide workshops on written communication skills early in the programme for those students who require this support. Additionally, the Oxford Brookes module leaders will ensure that materials which are used to enhance study skills on the Brookes GDL are also available to HKMA students. These will include online lectures, written materials, and skills exercises to develop legal essay writing and problem solving skills.

Each module (with the exception of the English Legal System and Legal Research Project), on the programme includes a coursework preparation week in week 4. This follows the first intensive period of teaching on each module and provides an opportunity for students to prepare formative or summative coursework to ensure understanding of key aspects of the module and to receive feedback on that work prior to examination, held at the end of the module. The coursework is structured to include a variety of essay and hypothetical problems in order to provide students with the opportunity to further practice their legal writing and to receive feedback on their work prior to formal examinations.

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The Hong Kong Education Bureau and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) require that the assessment modes on collaborative provision modules are the same as for those offered by the partner institution. Hence students will submit summative coursework in Equity and Trusts Law (30%), Criminal Law (15%) and the Legal Research Project (100%). Students will submit formative coursework for all modules which do not have a summative coursework element in order to ensure feedback/feedforward is provided for students in advance of examinations. Formative and summative courseworks include a variety of essay and hypothetical problems in order to provide students with the opportunity to further practice their legal writing and to receive feedback on their work prior to formal examinations.

The spread of examinations, together with strategically situated coursework, ensures that students are aware of the standard at which they are working from an early stage. This enables students to seek tutor support if they wish to improve grades and hence every student has the opportunity to perform at their maximum potential.

Opportunities to engage with marking and feedback: course tutors in Criminal Law and European Law provide Oxford Brookes students with an opportunity to engage in marking and feedback exercises. These exercises will be repeated on the HKMA programme, either at the start of the year or during the teaching of the Criminal Law and European Union modules.

All written assessments on each programme are marked anonymously. HKMA offers support to students with specific learning difficulties and other disabilities. Programme handbooks, the Programme Manager, and academic advisers will provide information to students about the available support to those who require this. Students are able to receive appropriate support, including special examination arrangements and extended coursework deadlines where required and on production of medical evidence. Additionally HKMA will provide study skills workshops following the ELS assessment where this is required. Assignment tasks are checked by each module team and by external examiners to ensure that assignments are inclusive. For example, an inclusive range of names is used in legal hypothetical problem questions. Learning materials are provided in a range of formats, including PowerPoint, pdf and word handouts on Moodle.

SECTION 6: ADMISSION TO THE PROGRAMME

6.1 ENTRY REQUIREMENTS

Academic requirements:

Degree equivalent to a UK honours degree of a second class lower division standard or above; Students who wish to enter the Bar Professional Training Course in England must also have been granted a Certificate of Academic Standing from the Bar Standards Board and must take the Bar Course Aptitude Test.

English language requirements:

A good command in English language. Students may be required to provide evidence of proficiency (TOEFL 700 or IELTS 7.00, unless their undergraduate degree course has been taught in English. Additionally students may be required to demonstrate a standard of written English deemed suitable by the Programme Leader or members of the Programme Team.

Students wishing to progress to the PCLL (HK Legal Professional Training Course) following completion of the LLB Law programme will require an IELTS (English Language) overall score of 7.0 obtained within three years of the application deadline for the PCLL.

6.2 DBS AND OTHER PRE-COURSE CHECKS REQUIRED

Not applicable.

SECTION 7: PREPARATION FOR EMPLOYMENT

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As set out at Section 2 and Section 4.3, the programme has been designed to meet the academic stage requirements for admission to legal professional training courses in England and Wales and, together with the subsequent LLB Law is designed to meet the academic stage requirements for admission to legal professional training in Hong Kong.

Additionally, students are taught by legal professional tutors in Hong Kong who will be able to give responses to queries about a career in law. HKMA will arrange, also, seminars and talks by legal professionals to discuss legal careers.