The following regulations shall apply to all students attending the BLC centres during the academic year 2015-2016. These regulations reflect the agreements reached between Juris Angliae Scientia (as provider of the course) and our local university partners. There may be variations of this regulation in relation to centres and type of course, in particular the Warsaw centre, all of which are available from the main BLC moodle site.

1. THE COURSE CURRICULUM

The course will provide lectures and classes on the following subjects, which are compulsory for all students.

**FIRST YEAR SUBJECTS**
- ENGLISH LEGAL SYSTEM
- Introduction to EU Constitutional Law
- CRIMINAL LAW
- LAW OF CONTRACT
- CONTRACT DRAFTING AND SALE OF GOODS LAW
- LAW OF TORT
- LAW OF TRUSTS/PROPERTY

**SECOND YEAR SUBJECTS**
- EU SUBSTANTIVE LAW
- INTELLECTUAL PROPERTY LAW
- THE LAW OF BUSINESS ASSOCIATIONS (WITH EMPHASIS ON COMPANY LAW)
- INTERNATIONAL TRADE LAW

In order to graduate the Diploma course, students must successfully pass an assessment/exam in each of these subjects.

All classes are compulsory and students must ensure that they comply with the Diploma course attendance rules in order to be eligible to complete each individual subject and receive the Diploma.

A timetable setting out the dates of the tutor visits to each of the BLC centres will be made available to students via the Moodle website. In the event that it proves necessary to make any amendments to the original timetable, students will be given as much prior notice as possible.
2. TEACHING

Teaching will be provided in the form of:-

A. Classes

Students receive 8-9 “tutor visits” in each of the 2 years of the course (i.e. approximately 16-18 teaching session visits from visiting tutors in their local centre during the Diploma Course). In each “tutor visit”, students discuss and resolve practical legal problems based on materials detailed in the various course workbooks.

Classes are divided into two types – seminars and tutorials. Attendance is compulsory and students must ensure that they attend all of the classes for their particular year of studies (i.e. 1st year or 2nd year). A record will be maintained of students’ class attendance and this will form part of students' attendance records (see part C below).

Furthermore, active participation is required in class discussion. Students will be provided in advance with questions and topics for discussion during their classes, together with any necessary reading and preparation materials. Students are responsible for preparing answers to these questions and arriving at classes ready to discuss those questions.

Classes will be conducted by teaching staff of the British Law Centre.

The two separate types of classes are as follows:

(i) Seminars
In every “tutor visit”, there will be a compulsory seminar which lasts for 90 minutes. Students are provided in advance with questions that they must prepare answers to and these questions will form the basis for discussion during the seminar. Questions are generally of a “problem question” type, meaning that students are provided with a factual scenario and are expected to discuss the possible legal conclusions that arise from these facts.

(ii) Tutorials
In every “tutor visit”, there will be a compulsory tutorial which involves approximately 6-8 students per class which lasts for 60 minutes. Again, the topics for discussion are provided to students in advance and students are required to arrive at classes prepared to discuss the chosen issues. Questions are a mixture of “problem questions” (see above) and “discussion questions”, requiring students to critically assess how English/EU law resolves a particular legal issue.

(iii) Skills training
Students will also be required to attend one compulsory skills training seminar during the first semester. Skill-training seminars will include issues such as: analysing case-law; analysing and interpreting statute law; legal writing skills.

During classes on the 2nd year of the course, BLC students will be provided with more “primary source materials” (i.e. cases, statutes etc.) and will be asked, as part of a group, to prepare a précis of a particular case or legislation for discussion by the rest of the class. Further details will be provided to students as they proceed to the 2nd year.

C. Students’ Attendance Records

Records will be maintained of students’ attendance at classes and lectures and of their performance during classes. A copy of these records will be maintained on the course’s web-site (“Moodle”) and will be taken into account when deciding:

(i) whether a 1st year student may progress to the 2nd year of the course
(ii) whether a 2nd year student should be recommended for the course Diploma

Furthermore, any student failing to attend compulsory classes in a particular subject module may be deemed ineligible to submit the assignment in that module and/or may be required to complete an additional piece of written work or to repeat the relevant subject module in the subsequent academic year in order to successfully complete the course. Students who need to repeat a module in a subsequent academic year shall be required to pass that module (and any other modules not yet successfully passed) in accordance with the course requirements applicable in the new academic year in which they are to be assessed for that module (e.g. if a particular module used to be assessed by way of assignment but is now assessed by way of written exam, “returning” students will be required to write the exam).
3. MATERIALS

A. The Diploma Course’s Internet Site: “Moodle”

Having been accepted to the Diploma Course, all students are registered (through their e-mail addresses) on the course’s web-site (“Moodle”), which contains the necessary reading materials and additional materials. All students should therefore ensure that they have properly completed the registration procedure (see section 4 below) and that they update any subsequent changes in their contact details (including e-mail address) on Moodle, in addition to informing the teaching staff directly by e-mail. Moodle is the primary source of communication with all students and important notices will be sent via this web-site, so any student whose e-mail address is not working for any reason must open a new account or remedy the problem immediately.

Each subject module during the course is accompanied by one or more workbooks, explaining the law relevant to that subject and containing questions to be prepared for class discussions. Students are responsible for downloading the workbooks and other related materials from Moodle, to bring the relevant materials with them to all lectures and classes and to have completed the necessary preparation for any classes.

The materials available will include the following:-

- Workbooks (these may be accessed via the Course Documents link on Moodle)
- Seminar/tutorial questions (these are contained in the workbooks and may also be downloaded from Moodle)
- Recommended and Additional Reading (these are contained in the workbooks)
- Assignment Questions (these may be accessed via the Assignments link on Moodle)

Students are responsible for ensuring that they regularly check the “Moodle” site for course information since this site will be their main source of information and materials. Furthermore, important information about changes in the programme and also special events and timetable announcements will be posted on this site.

Each student is also required to upload a recent passport-sized photograph to the Moodle site link entitled Profile as well as a copy of their completed BLC course application form. The photograph must be uploaded on the first occasion that a student enters the Moodle site. The photograph on Moodle shall be used by teaching staff to assist in the identification of students for the purposes of compiling their attendance and performance records (see section 2 above) and is, accordingly, a compulsory requirement of registration on the Diploma Course. The photograph should be the same as that attached to the application form (see registration requirements).

B. Library facilities

Each of the local centres will also hold a selection of textbooks on each of the study modules which may be accessed by Diploma course students who wish to undertake recommended further reading in a module. Furthermore, the British Law Centre possesses its own library of legal materials and students may borrow theses materials on a short-term basis through the BLC librarian.

4. FEES AND ADMISSION TO THE COURSE

A. FEES

Course fees are outlined in the course leaflets, which can be downloaded directly from the BLC moodle site. Payment of the course fees is due on enrolment and must be paid no later than 14 days prior to the course start date (normally 14th September in any academic year unless otherwise notified).

Cancellation and Refund Policy

Where payment has been made prior to course commencement date, cancellations received 10 or more working days prior to the start of the course are eligible for a refund, minus 10% of the full course fees (which shall be retained or payable, as appropriate, as payment for administrative fees related to the cancellation).

Cancellations received later than 10 working days prior to course commencement date will not be eligible for a refund and any outstanding payments for the course in the relevant academic year shall remain due in full.
In the case of mitigating circumstances, students may appeal for a refund of some part of the course fees in writing to the Course Director. Separate Payment Details or Instructions shall form an integral part of these Course Regulations.

All attempts are made to keep course fees to a minimum and to ensure that they remain the same for both years of the course. However, in the event that course fees are increased in any particular year, any such increase shall be limited to a maximum of 20% of the previous year’s fees.

A returner’s fee will be payable for any person who, as a registered student, fails to complete the course within the set period of 2 years. The BLC diploma should be completed in a minimum of 2 and maximum of 3 years.

B. ADMISSION TO THE COURSE

All persons seeking admission to the Diploma Course (“candidates”) shall be required to fulfil the following requirements:

(i) Submission of Juris Angliae Scientia registration documents
(ii) Payment of course fees and “proof of payment” confirmation

These are described briefly below.

(i) Submission of Juris Angliae Scientia documents

Each applicant is required to complete the online BLC application form, which includes uploading a recent passport-style photograph (i.e. photograph is limited to head area; no sunglasses to be worn etc.) electronically attached in the relevant part of the form. This same photograph must also be uploaded by students to the Moodle web-site, in order to assist in identification. Accordingly, the photograph should be an appropriate one (e.g. not one containing multiple people in the same photograph, not one from many years ago etc.).

Furthermore, applicants may be required to submit additional documents by their local programme director for the purposes of the local centre.

The registration documents also require candidates to provide details of a valid and functioning e-mail address. This e-mail address will be used to register students onto the Diploma Course’s web-site and it will also be the address to which communications from the administrative and teaching staff will be sent. Accordingly, it is crucial that students check that their e-mail address is correctly provided and their e-mail accounts are not overloaded or full, since this will prevent them from receiving notices and instructions relating to the Diploma Course.

(ii) Payment of course fees and proof of payment confirmation

The Payment Details information (available separately) contains instructions regarding the levels of fees payable and the final date by which full payment (or instalment) should be received and confirmed. These instructions constitute an integral part of the Course Regulations. Evidence of payment of course fees should also be uploaded on drop box where indicated under the Assignments heading.

(iii) Deadlines for completion of registration requirements

Students will be informed of the final deadlines by which all of the aforementioned registration obligations must be completed. Failure to complete the registration obligations by the specified deadline(s) may prevent a student being registered for the Diploma course for the relevant study year.

Privacy Policy

All information provided by BLC students or candidates will be stored in accordance with the Privacy Policy adopted Juris Angliae Scientia Ltd, details of which are available from the BLC Moodle site.
In respect of candidates who are invited to participate in the Diploma Course, their registration details are stored in accordance with the aforementioned Privacy Policy and in accordance with the Data Protection Act 1998. In respect of candidates who are not invited to participate in the Diploma Course, their registration details will be destroyed immediately and no record of such details will be kept.

Students who accept an offer to participate in the Diploma course and who log-in to Moodle are deemed to have consented to the processing of their personal data, solely for the purposes of providing the BLC Diploma course and related academic activities.

5. ASSESSMENT

A. METHODS OF ASSESSMENT

During the course, students are required to successfully complete a piece of written work, or other practical exercise, in each of the modules listed as part of the course curriculum (see section 1 above). Each module is assessed by one of the following methods:

1. A Written assignment
   Written assignments are the most common type of assessment and require students to provide legal advice to characters involved in a series of events that raise particular legal problems related to the relevant module study area. Emphasis is placed upon the provision of practical advice and application of the law that students have learned.

2. An “open book” written exam
   Students are required to answer practical problem-based questions (similar to written assignments, but shorter) in an exam environment and controlled time conditions. All exams are “open book” in the sense that students may use their notes and materials during the exam.

3. Practical exercises
   Certain modules are assessed by way of practical exercises designed to test students’ legal skills. For example, the Sale of Goods module is assessed by way of requiring students to produce a contract for the sale of a given product. Other types of practical exercises include mooting/debates, drafting of court pleadings etc.

4. Mini thesis
   Some Modules may be assessed by way of written thesis, written by students on a topic they choose from a list provided by the BLC. Those wishing to apply to write a thesis instead of an exam will be required to submit a thesis proposal for the relevant module (discussing how they would approach the thesis topic) and, if selected, would write this thesis instead of the exam in that particular subject. Details of this will be provided to students as the course progresses.

Details concerning all assessment methods will be available to students from the “Moodle” web-site and will contain details of the submission date and applicable word limits, where relevant. Only those assignments (or other assessment methods) completed and submitted as specified will be marked – assignments (or other assessment methods) submitted in contravention of any of the submission rules will only be marked at the discretion of the tutors, whose decision shall be final.

Students are required to have successfully completed 4 out of the 6 assessments in the 1st year of the course (see course curriculum in section 1 above) before they will be allowed to progress to the 2nd year of the course. Anyone failing to do so will be required to “return” as a 1st year in order to complete the Modules they have not yet successfully passed, prior to progressing to the 2nd year of the course.

Students who, in the judgment of the BLC teaching staff, have not successfully completed sufficient assignments to warrant the opportunity to re-take only selected subjects will be required to begin the course from the outset.

Attendance at lectures/classes

Attendance at the Diploma Course classes is compulsory and will be closely monitored. Fulfilment of the attendance requirements is a requisite for progressing from the 1st year to the 2nd year of the course and for graduating the course.

Failure to attend classes will lead to disciplinary consequences which may include the following:

- Student required to complete extra piece of written work
• Student barred from submitting assignment/examination in module with problematic attendance
• Student required to repeat module in following year
• Student unable to progress to the next year of the course (or to graduate the course) and required to re-study an entire year of the Diploma Course.

Class performance

Students’ performance in classes will be noted, as regards their level of preparation, understanding, effort and participation in class discussions. If a question arises in relation to students assessment, attendance or final grade, student performance which is consistently marked as above average in class and/or in extra mural activities arranged by the British Law Centre will be taken into consideration by the tutors to assist in resolving any such question and may also be counted in the final decision as to which students should receive additional awards of “merit” and “distinction”.

B. STANDARDS OF ASSESSMENT

(i) Marking standards and procedures

All assignments and examinations are marked on a percentage (%) basis reflecting the criteria and standards required by British Universities. A pass mark is between 40% and 100%, although a mark of 100% is extremely unlikely and a “first class” mark is represented by a mark of 70% or above (in accordance with standard practice at English Universities).

All assignments and other assessments are originally marked by members of the BLC teaching staff. These are returned to students with tutor comments inter alia indicating areas which could have been improved.

All assignments and examinations are subject to double external examination. Currently, the external examiners responsible for finalizing BLC student results are from the University of Cambridge and the University of Glasgow. Accordingly, any marks awarded by BLC teaching staff are “provisional” until such time as they are approved by the JAS external assessment procedures.

(ii) Failed assignments/examinations and retakes

Any student who fails an assignment/exam (i.e. not achieving at least 40%) will be entitled to submit a re-take that assessment. If the re-take reaches the standard necessary for a pass, it will be awarded a mark of 40%, but no higher. If the re-take assessment does not reach the standard necessary for a pass, any student having failed the same assessment twice will be ineligible to graduate the course and receive the Diploma, unless there are special extenuating circumstances which the BLC teaching staff feel justify allowing that student a 3rd attempt at the same assessment. This decision will also take account of the attendance and performance records of the student before deciding whether to permit another attempt at the assessment.

All students should note that successful completion of 4 out of 6 assessments is necessary in order to progress from the 1st year to the 2nd year of the course and of all assessments in order to graduate the course (see part A above for details).

One primary written exam session will be given to students during each academic year – this will normally be in May but precise dates will be confirmed on a year-by-year basis. A final re-take exam session will be arranged in September/ October of the same year for those students who failed (or did not sit) an exam during the primary session. Students who do not sit the exam in the first session and then fail at the subsequent re-take session will fail that subject overall and be ineligible to receive the Diploma during that year and, if permitted to do so, will be required to “return” to the 2nd year in order to complete the relevant Module(s).

6. COMPLETION AND CERTIFICATION

All students having successfully completed all of the compulsory course modules within the permitted time-limits, and having completed all other requirements concerning payment of fees and attendance, will be recommended for the course Diploma. A recommendation for Course Diploma is subject to external assessment (as mentioned above) and does not constitute an official recognition that the recommended student has graduated the course. A student’s graduation shall be finally confirmed only upon having completed the
confirmation procedure. The confirmation procedure normally commences in September/October of each academic year and is usually completed by November/December of the same year, whereupon graduating students will be informed of such confirmation and of the time and place of the graduation ceremony.

Graduates of the Diploma course shall receive the following:

1. **A Course Diploma signed by senior representatives from Juris Angliae Scientia (in some centres it is also signed by a representative of the Local University Host)**
   (The Diploma is categorized into Pass, Merit and Distinction according to assignment and performance grades obtained during the course and participation in extra-curricular activities undertaken by the BLC.)

2. **ECTS points/local university exemptions**.
   As part of its agreement with local university partners, students may be eligible for the award of ECTS credits as part of their own national law degree or may be entitled to seek partial or full exemptions for national law degree examinations based upon work completed for the diploma course. More information on what is available from the local centre can be obtained from the relevant Local Programme Director.

**7. MISCELLANEOUS**

(i) **Location of the British Law Centre**

The BLC has an office base in Cambridge and in Warsaw.

Any queries regarding matters concerning Juris Anglia Scientia or any general queries relating to organisation of the course (including academic matters concerning the course modules, assignments, attendance records etc.) should firstly be raised with the appropriate tutor – a list of subject-areas for which each individual tutor is responsible is available on Moodle and the query should be addressed to the relevant tutor. The contact details of the various BLC staff members are available from the "Moodle" web-site.

As regards other matters students may contact JAS Director of Studies (Denise Ashmore) regarding their query. Any query regarding the local centre (location / fees) can also be directed to the relevant Local Programme Director.

The course is provided by the UK-based charity Juris Angliae Scientia and therefore the interpretation or application of the Diploma rules/regulations is regulated by English law and any disputes arising in relation to the Diploma course shall be subject to the jurisdiction of the English courts.

All efforts are made to minimise amendments to these Regulations. However, in the event that any amendments are made, the version of the Regulations in force in any given academic year shall apply to all BLC students.

By submitting an application form for the Diploma Course and logging-on to Moodle, BLC students shall be deemed to have consented to these rules, including responsibility for payment of full course fees for the relevant academic year (subject to the cancellation and refund policy above) and to the retention of their personal data (exclusively for the purposes described herein) by the BLC.

Cambridge, April 2014