**APPLICATION FOR EXEMPTION FOR THE GDL**

**Claiming Exemption**

Exemptions are not available in the following circumstances

The University are not able to assess or consider exemption applications for the following:

1. Partial or Full applications for students wishing to study for the Bar Professional Training Course after completing a GDL. These applications must be made direct to the Bar Standards Board (BSB).
2. For further information please see the details on the following link <https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/current-requirements/forms-and-guidelines/applications-authorisations,-exemptions,-waivers-and-reviews/#AcStageApps>
3. Full exemption from the GDL in accordance with the Solicitor Regulatory Authority Regulations. Such applications are to be made via Equivalent Means Common Professional Examination application. The following link provides further information on the application process to the SRA and also the Core modules subject table to help you.

<http://www.sra.org.uk/students/resources/equivalent-means-information-pack.page#application>

1. You are an international student requiring a Tier 4 sponsorship and wish to study full-time

**Application Process**

1. The University assesses the learning achieved before granting an award of exemption. This assessment is informed by evidence provided by the student, which must be sufficient, relevant, authentic and current
2. Credit will be awarded for whole modules only. You cannot obtain partial credit towards a module. You must therefore demonstrate that you have met all the learning outcomes for the relevant module.
3. Claims and supporting evidence must be provided in English (with any translations authenticated by independent certified translator). It is the responsibility of students to arrange any translation and/or supporting verification required by the University.
4. Before completing the form please check that, should you be granted exemptions, your qualifications will be accepted by the Professional, Statutory and Regulatory Board (PSRB) /other regulatory organisation to which you may apply.
5. All requests for exemption must be made using the application form, which should be submitted to the Eligibility Manager [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk). Within 14 days of the start of the course.
6. It is the student’s responsibility to ensure that all required materials, supporting evidence and payment are enclosed with the application form. Additional evidence may be requested and it is the student’s responsibility to provide this evidence.
7. Resubmission of a claim with additional supporting evidence is considered as a new claim. Students are allowed one resubmission.
8. The University will assess you claim and advise you in writing within 5 working days of the outcome.

Supporting Evidence

The University will require the following evidence to support an exemption application:

1. Full Transcript or qualification document

The information listed must clearly show the course, subjects/modules undertaken, level of study, credit rating and outcomes attained

1. Degree certificate

Clearly listing the course, award conferred and award date.

1. Full syllabus documents or programme specification or website links for the modules undertaken to which exemption(s) are sought. These documents must be date specific to the period the study was completed.
2. Certified copy of a marriage certificate or name change document if your name is different from that listed on the qualification documents.

Where documents are not in the English language official translations of the documents will be required.

The Exemptions Panel

The application is referred to the Exemptions Panel who undertakes the review of the documents and provide an outcome regarding any award of exemption. They may seek additional advice, including externally (e.g. of the awarding body concerned, or of a PSRB). The University reserves the right to set an additional assessment to test an applicant’s knowledge and/or invite the student to attend for interview at his/her expense.

Each application must be considered using the following criteria:

1. ‘Acceptability’ – is there an appropriate match between the evidence presented and the learning claimed?
2. ‘Sufficiency’ – is there sufficient evidence to demonstrate the achievement of the learning claimed?
3. ‘Authenticity’ – is the evidence clearly related to the applicants’ own efforts and achievements?
4. ‘Currency’ – does evidence relate to current learning? Where higher education providers have specific requirements or time limits.

The award (or otherwise) of exemption is confirmed in writing by the Eligibility Team within 7 days of receipt of the application.

The Panel, where allowed by a PSRB, may grant exemption(s) from study of a module(s) which were not included in the original application where there is clear evidence that the exemption could be applied.

Where exemption from study is granted modules which have been exempted will not count towards a University of Law award. You will receive a transcript listing the results for the subjects you have completed with us.  The University will award a Graduate Diploma in Law to a student who has completed and passed all assessment elements of the GDL course.  The awards classifications are Distinction, Commendation and Pass.  As an exempt student, the award is not given as you have not completed all assessed elements of the course.  This means that you will not be able to receive a Commendation or Distinction.

If exemption is not granted you will be required to pay the fee for the module(s) that you are required to undertake.

Any offer of exemption remains valid for a period of six months and then lapses unless accepted in writing by the student.

Please complete the following application form and table below (middle column) for each module for which you wish us to recognise your exemption(s).

**GDL Exemption Application Form**

Please complete this form in BLOCK CAPITALS and return along with your supporting documents to Eligibility Team on [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk)

To ensure that your application can be processed in time for your chosen start date, please ensure that all sections of this form are completed fully and all required supporting documents are attached and submitted within 14 days.

**If you do not provide complete information we will not be able to process your application.**

If you have any question regarding the overall application process please contact Admissions on **0800 328 0153**

**Personal information**

Title\* Surname\*

Previous surname (if applicable)

First name(s)\* Middle name

\*University ColID Number / Student Reference Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(\*if you are uncertain what your number is, please contact our Admissions or Eligibility Team who will be able to confirm)**

Date of birth (dd/mm/yy)\*\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality\* \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Birth\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country of Domicile\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence address

Postcode (UK only)

Country\*

E-mail address for correspondence\*

Contact telephone number (including international dialling code)\*

Mobile telephone number (including international dialling code)

**Do you need a visa to study in the UK? Yes No**

**Exemption Selection**

Name of Awarding Institution at which previous study was undertaken\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Programme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FHEQ level of Programme if completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please delete as required** | **Exemption(s)**  **Requested** | **Syllabus Requirements**  **(You are required to show evidence you have studied the elements listed below)** | **Details of Module Studied**  **(You must include the following;**  **name of module, FHEQ level of module, number of credits, mark obtained, if compensation or condonation was applied)**  **,** |
| Y/N | **Legal Method** | * The main legal institutions and procedures of the English legal system * The doctrine of precedent * The rules of statutory interpretation |  |
| Y/N | **Contract Law** (sometimes called Obligations) | * Formation, including offer and acceptance, consideration, intention to create legal relations, certainty * Privity of contract and rights of third parties * Terms, including terms implied by common law and statute * Exemption clauses and unfair terms * Vitiating factors: including mistake, misrepresentation, duress and undue influence * Termination of contract * Remedies: damages, specific performance, injunctions, restitution |  |
| Y/N | **Tort** (sometimes also called Obligations) | * Negligence: duty of care and breach of duty of care, causation and remoteness of damage * Breach of statutory duty and product liability * Nuisance, and the rule in Rylands v Fletcher * Trespass to the person * Defamation * Vicarious liability * Remedies, including damages and injunctions * Defences, including consent and contributory negligence |  |
| Y/N | **Criminal Law** | * Elements of offences - actus reus and mens rea. * Capacity to commit offences * Modes of liability: secondary participation, vicarious and corporate liability * Specific offences: public order offences, fatal, non-fatal and sexual offences against the person, property offences * Inchoate offences: assisting and encouraging crime, attempt and conspiracy * Defences: self-defence, necessity, duress. Partial defences to murder - loss of control, diminished responsibility * The European Convention of Human Rights, particularly articles 5 and 6 (may be a stand alone subject or studied in EU Law) |  |
| Y/N | **Equity and Trusts** | * Difference between legal and equitable interests * Creation of express trusts * Resulting trusts * Constructive trusts * Charitable and non-charitable purpose trusts * Trustees: their appointment, removal, powers, duties and liabilities * Fiduciary duties and remedies for breach of these duties * The rights, remedies and powers of beneficiaries, including proprietary remedies after tracing * Equitable remedies: specific performance, injunctions, rescission, rectification and proprietary remedies (may also be in Contract and Torts) |  |
| Y/N | **Constitutional and Administrative Law** (sometimes called Public Law) (may also include Human Rights) | * The basic institutions (the Crown and Parliament, central government, devolved institutions, and the judiciary) and principles of the British Constitution * The nature, status and procedure for passing primary and delegated legislation * Government accountability (and in particular the relationship between the Government and Parliament) * Parliamentary sovereignty * Separation of powers (including judicial independence) * The rule of law * Human Rights Act 1998 and key principles of anti-discrimination legislation * Judicial control of the Executive, in particular the process and principles of judicial review. |  |
| Y/N | | **EU Law** (may include Human Rights) | * EU institutions * Regulations, Directives and other acts * The relationship of European Union law to national law; * The remedies at European Union and national level for breaches of European Union law, including preliminary references and enforcement actions against Member States by the Commission; * The freedoms of movement of persons and goods |  |
| Y/N | | **Land Law/ Property Law** | * Key concepts of real property * The property legislation of 1925; registered and unregistered land; Land Registration Act 2002 * Estates and interests in land and their transfer: freeholds, leases, mortgages, easements, rights over land: licences, tenancies at will * The trust of land and co-ownership * Adverse possession * The landlord/tenant relationship; leasehold covenants; enfranchisement * Real property and human rights |  |
| Y/N | | **Additional area of legal study** | * Any area of law beyond the above modules |  |

I attach the following documents to support my application

Certified copy of my complete transcript or Level 6 (Cilex) and certificate □

Programme Specification □

Syllabus document(s)/web links**\*** for exemption(s) claimed □

**\***Syllabus documents or web links should include the following information

* Topics covered
* Learning outcomes
* Required reading
* Assessment methods: examination (length and format); coursework (topic, name if useful, number of words); portfolio (please give detail)
* must be date specific to the period the study was completed.

Please note: If exemption is sought for learning undertaken outside a formal university programme, further information will be required. Please note that learning must be demonstrable (eg through assessment) and not just experienced.

Please review your responses and answer ALL sections accurately. The University’s decision will be based on the information provided.

**APPLICANT DECLARATION**

I confirm that to the best of my knowledge the information completed above and all information submitted with this application is true, accurate and correct. I understand that providing deliberately false or misleading information, may result in disciplinary action, whether that is at the time the University assesses this application or at any time thereafter. Any disciplinary offence will be reported to the appropriate professional regulatory body.

I confirm that I have read the University’s [**Data Protection Declaration**](http://www.law.ac.uk/about/data-protection-declaration/) and consent to all information submitted with this application being processed in accordance with The University’s **Data Protection Policy**. For more information on our Data Protection Policy, please see The University website at [**www.law.ac.uk/about/policies**](file:///\\fs-gd\data\secretUOL\LEGAL\Legal%20Files\Files\G12%20Student%20Processes%20(incl%20T&C)\www.law.ac.uk\about\policies).

I acknowledge and accept that the University’s decision is final and binding.

Signed: Date:

Please return this form along with your supporting documents to Eligibility Team on [eligibility@law.ac.uk](mailto:eligibility@law.ac.uk)

Before you send your application form to the Eligibility Team, you must ensure that you have:

* Completed all relevant sections on the application form;
* Included the required supporting documents;
* Signed and dated the declaration.

**Version history**

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| **Version** | **Amended by** | **Revision summary** | **Date** |
| V1.0 |  |  | January 2019 |
| V1.1 | Senior Quality Officer | Change to the document coding convention | March 2020 |