

EXEMPTION APPLICATION PROTOCOL

1. The University of Law's Exemption Policy has been informed by the Quality Assurance Agency's Quality Code for Higher Education, specifically the Advice and Guidance on Assessment. The QAA's Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This protocol sits under the Exemption Policy and should therefore be read in conjunction with the policy.

Introduction

2. The protocol sets out the expectations, key aims and principles, and procedural approach and will apply where a student has made an application for partial exemption.

Responsibility for this protocol

3. Ultimate responsibility for the development of clear and effective processes and procedures associate with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

4. The University of Law (the University) has in place effective processes and guidance for the administration and consideration of exemption applications.

Procedural approach

5. Eligibility to make an application

- 5.1. Applications for exemptions may come from:

- Pending offer students.
- Current accepted offer students.
- Current attending students.
- Previous exemption award students who wish to obtain an award from the University.

These are hereafter referred to as the "**Student**".

- 5.2. Students are unable to make an application for exemptions in relation to any module(s), the study of which they have already commenced.

6. The application

- 6.1. If a Student wishes to submit an enquiry in relation to an application for exemption, they may do so either to Admissions/ or the Eligibility Team direct. The Eligibility Manager will liaise with all parties to ensure that the appropriate reply is sent to the Student.
- 6.2. The Student will then be provided with a copy of the exemption application form and information including the website links to the Policy and Protocol regarding the application fee.
- 6.3. A Student must read the Exemption Policy and Protocol prior to submitting any application in order to ensure that correct information and documentation is supplied.
- 6.4. A student wishing to make an application for exemption must complete an application form, attaching any supporting documents and evidence of payment and return by email to the Eligibility Team at eligibility@law.ac.uk. If a Student wishes to submit the application by post they should do so to the following address:

Eligibility Manager
The University of Law
14 Store Street
Bloomsbury
London
WC1E 7DE
- 6.5. Claims and supporting evidence must be provided in English (with any translations authenticated). It is the responsibility of the Student to arrange any translation and/or supporting verification required by the University. All documents should be provided by the Student in a timely manner.
- 6.6. The Eligibility Manager will check the Student's application to ensure that all relevant information and supporting documentation has been included before it is submitted for decision. A Student may be asked for further information or supporting documentation which will be requested by way of email.
- 6.7. Resubmission of a claim with additional supporting evidence is considered as a new claim. A Student is allowed one resubmission only.

7. The Panel

- 7.1. The Exemption Panel (the Panel) is a pool of senior staff of the University who will, individually, consider applications and make recommendations to the Academic Registrar.
- 7.2. The application is referred to a member of the Panel who will consider the application in accordance with the requirements set out in the Exemption Policy. The Panel member will assess the Student's qualifications and experience obtained to date before recommending any grant of credit in recognition of that prior learning. This assessment is informed by evidence provided by the Student. It is the Student's responsibility to ensure that all required materials and supporting evidence accompany any claim and that any additional evidence is provided on request.
- 7.3. Each application must be considered using the following criteria:
 - 7.3.1. 'Acceptability' – is there an appropriate match between the evidence presented and the learning claimed?
 - 7.3.2. 'Sufficiency' – is there sufficient evidence to demonstrate the achievement of the learning claimed?
 - 7.3.3. 'Authenticity' – is the evidence clearly related to the applicants' own efforts and achievements?
 - 7.3.4. 'Currency' – does evidence relate to current learning within the provisions of the Exemption Policy?
- 7.4. The Panel member may consult the relevant Programme Director and may seek additional advice, including externally (e.g. of the awarding body concerned, or of any Professional Statutory Regulatory Body ("PSRB")).
- 7.5. Although not a member of the Panel, the Eligibility Manager will be available to offer further information and provide administrative support, such as collating information on applications for Panel Members.
- 7.6. The Panel member may award up to a maximum of between one and six exemptions towards an award in respect to the University's Law GDL Courses.
- 7.7. The exemption Panel member will advise the Eligibility Manager, in writing, of the award of partial exemption, detailing the modules to be awarded.
- 7.8. Within 7 working days receipt of the Outcome Form, the Eligibility Manager will notify the student of the Panel's decision.

7.9. If successful in their application for exemption, the Student must accept the decision in writing to eligibility@law.ac.uk. Any offer of exemption t on the basis of Exemption remains valid for a period of six (6) months and then lapses unless accepted in writing by the Student.

7.10. The Student's file will then be archived and destroyed within 5 years

8. Applications from International Students – Tier 4

8.1. The University is not able to consider applications for exemption(s) where Students requiring a Tier 4 visa.

9. Panel Guidance

9.1. Where exemptions has previously been awarded by a UK Higher Education degree-awarding body in accordance with the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ), evidence of that learning normally includes: the credit rating and the content of the learning in the previous academic modules and/or programme (for example via a programme specification and module descriptors), and a transcript of subjects studied with outcomes attained.

9.2. Where learning has previously been undertaken at higher education level but has not led to the award of credit or qualification within the FHEQ, evidence of that learning normally includes: a description of the learning (for example via a programme specification and/or module descriptor), and a transcript of subjects studied with outcomes attained.

9.3. GDL to BPTC

9.3.1. Students who wish to undertake a Bar Vocational Course (BPTC) after a GDL course, the university is unable to consider applications for exemption. Such applications must be made to the Bar Standards Board (BSB)

9.3.2. Students wishing to make an application to the BSB must do so in plenty of time for the outcome to be received prior to the commencement of the GDL course.

9.3.3. Students who make an application after 5 years of completing their original study must be able to provide evidence of current employment within the legal profession and evidence that their legal knowledge is current and up to date. The University may require a reference in order to progress the application. Provided sufficient evidence is provided, the University may still grant the Student's application.

9.4. CILEx

9.4.1. Any application must be for Cilex qualifications at FHEQ level 6.

9.5. Qualifications from Professional Bodies/Organisations

9.5.1. Any application for exemption relating to qualifications from PSRBs namely the Solicitors Regulatory Authority (SRA) or Bar Standards Board (BSB) must comply with the criteria level within the University's Exemption Policy.

9.6. Equivalent Means Applications from SRA/BSB

9.6.1. Where learning has been undertaken and an application for Equivalent Means has been made to the Solicitors Regulation Authority (SRA) or Bar Standards Board (BSB), the application outcome must be provided as part of the application for exemption.

9.6.2. Acceptance of Equivalent Means outcome from a PSRB, the university in accordance with the Exemption Policy and the appropriate Assessment Regulations will not make a University of Law award.

9.7. Application for exemptions through previous work experience

9.7.1. The University is not able to consider such applications. Students will need to apply to the Solicitors Regulation Authority (SRA) (for Future Solicitors) or Bar Standards Board (BSB) (for Future Barristers) depending on their chosen pathway once completing the GDL.

Version history

Version	Amended by	Revision summary	Date
V1.0			March 2018
V1.1	Senior Quality Officer	Change to the document coding convention	March 2020