

# LATE STARTERS PROTOCOL





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MA Law (SQE 1) F2F and Online.....	11
SQE Law Essentials Course Online only.....	11
Appendix A Definition of extenuating circumstances.....	12



7 If an extension to the latest enrolment date is granted due to extenuating circumstances, SICA will be responsible for notifying the Home Office so that the prospective student will be permitted to enter the UK by UK Visas and Immigration. SICA will also be responsible for notifying the student that their request has been approved and advising Admissions and Student Information of the new latest enrolment date.

8 Requests for an extension to the latest enrolment date due to a prospective student waiting for their Student Route visa to be issued will not be considered. It is the responsibility of the prospective student to apply for their visa in a timely manner so that they can join their course in time for the pre-enrolment for overseas students. Extensions will also not be granted on the basis that a student was waiting to be issued a Confirmation of Acceptance for Studies (CAS) by the University.

## **Undergraduate Programmes**

### **International Foundation Programme**

9 Students are not permitted to start late and must be present from the first day of induction.

### **Undergraduate Programmes including a Foundation Year**

10 Cut-off point for admission – Friday before the first week of teaching (i.e. Friday at the end of course week 1). Students will need to be updated on the contents of the employability day and the induction sessions.

### **Undergraduate Law, Professional Policing, Criminology, Sociology and Psychology**

11 Cut-off point for admission – Friday before the first week of teaching (i.e. Friday at the end of course week 1). Students will need to be updated on the contents of the employability day and the induction sessions.

### **Solicitor Apprenticeship & Paralegal Apprenticeship**

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## **Undergraduate Business**

13 Students can join at any point up to the Friday at the end of course week 2. Students should be advised that they will have to catch up with any study missed and resources will be available to help them do this on the respective VLE.

## **Postgraduate Programmes**

### **Attendance LPC - FT Course – 10 months**

14 Normal cut off point for admission – Friday of course week 2; (4 workshops missed). NB – course week 1 is induction week, and so students can only miss 1 week of teaching without permission from the Admissions Committee panel.

15 In extenuating circumstances cut off point for admission with approval of the Admissions Committee panel – Friday of course week 3.

16 Students should be advised that they will have to catch up on study which they miss after the course has started – at a rate of approximately 45 hours per teaching week missed. The work can be spread over the module but mock examinations will take place during weeks 5 and 8 and students will require knowledge of the whole course to date for these.

### **Attendance LPC - FT Course – Accelerated public**

17 Cut off point for admission – one week (seven days) immediately before the course start date.

18 Students should be advised that they will have to catch up on reading and workshop prep which has been available on ELITE. Immediate access to ELITE is required. They will need to prepare for 7 workshops that take place in course week 1 which will require 50-60 hours of study.

### **Attendance LPC - FT Course – Accelerated Firm Specific**

19 Normal cut off point for admission – Students are not permitted to start late and must be present from the first day of induction.



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take place during weeks 5 and 8 and students will require knowledge of the whole course to date for these.

### **LPC Online - PT course – 22 months**

29 Normal cut off point for admission – Friday of course week 1; (3 units missed). NB – course week 1 is induction week, but contains 3 subject work units.

30 In extenuating circumstances cut off point for admission is the Friday of course week 2 with approval from the Admissions Committee panel.

31 Students should be advised that they will have to catch up on study which they miss after the course has started – i.e. 22.5 hours for each week missed. The work can be spread over the Module as a whole but students should note that mock assessments will take place in weeks 5 and 8 and students need to have knowledge of the whole course to date by then.

### **BPC – Full Time**

32 Normal cut off point for admission – Friday prior to day one of the course, except January intake due to the Bank Holidays / Christmas period, where it is the start date of the course.

33 Cut off point for admission with approval of Admissions Committee panel – Friday of course week 1. Please note that in some campuses there is an informal induction prior to course week 1 but this can vary from year to year. Exceptionally (for the September start only) the Admissions Committee panel may allow a student to start no later than the Friday of course week 2 where the student undertakes to make up the classes by alternative sessions on the PT course and where there is space on that course.

34 Attendance during the induction process is very important due to the 80% attendance criterion and the intensive nature of the course and permission not to attend induction and the first weeks of study will only exceptionally be granted.

35 It is a requirement of the BSB and the Inns of Court thati8o 0 0 1 72.024 183.74 Tm0 (3)TJE



### **BPC – Part Time**

36 Cut off point for admission – Students are not permitted to start late and must be present from the first day of induction.

37 Exceptionally the Admissions Committee panel may permit the student to miss the first study weekend, but only if the student has provided all the necessary documentation in advance of that weekend.

### **Online i-LL.M (including former IBA iLL.M in teach-out) and ICA MSc**

38 for the online LL.Ms in Legal Practice (Conflict Resolution/Intellectual Property), and the ICA MSc new entrants, students can be admitted to the course up to the Friday of course week 1. No students are permitted to start after week 1 of each presentation except in extenuating, case-by-case circumstances and all applicants seeking to join by the Friday of course week 2 must be referred to the Admissions Committee panel for approval. No students under any circumstances may enrol in a module in week 3 of the presentation or later (save for returning intermitters).

### **Taught Academic Masters in Law (AMIL)**

39 Cut off point for admission – Students are not permitted to start late and must be present from the first day of induction. In extenuating circumstances a student may be permitted to start up to the Friday of course week 1 with Admissions Committee panel approval.

### **Postgraduate Business**

40 Students can join at any point up to the Friday of course week 2. Students should be advised that they will have to catch up with any study missed and resources will be available to help them do this on the respective VLE.

41 For MSc Programmes % es



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42 Students

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49 Cut-off point for admission – the second day of the course start. Students will need to be updated on the contents of the induction sessions. However corporate clients may join up to the end of course week four.

### **SQE2 Preparation for Legal Professionals (SQE2P LP) – Online**

50 Cut-off point for admission – the second day of the course start. Students will need to be updated on the contents of the induction sessions.

### **Postgraduate Diploma (Law Conversion) – F2F and Online**

51 Cut-off point for admission – Friday of course week 1 (i.e. the last day before the start of teaching). Students will need to be updated on the contents of the induction sessions.

### **MA Law (Conversion) – F2F and Online**

52 Cut-off point for admission – Friday of course week 1 (i.e. the last day before the start of teaching). Students will need to be updated on the contents of the induction sessions.

### **MA Law (SQE 1) – F2F and Online**

53 Cut-off point for admission – Friday of course week 1 (i.e. the last day before the start of teaching). Students will need to be updated on the contents of the induction sessions.

### **SQE Law Essentials Course – Online only**

54 Cut-off point for admission – Friday of course week 1 (i.e. the last day before the start of teaching). Students will need to be updated on the contents of the induction sessions.

