

LATE STARTERS PROTOCOL

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Late Starters Protocol – 2023/2024 Academic Year

Admissions Protocols

1 This note provides guidance on how to answer queries from prospective students who wish to start their course late, and who are worried about the amount of pre-course work they will need to catch up. The document refers to timings in terms of 'course weeks'. For most courses the first week begins with the course induction. For some courses the induction and the start of teaching are in the same week, but for others they are on successive weeks. A detailed schedule of the dates for each calendar year exists in the Product Sheet document available on ELITE that is provided by each Programme Director.

2 Note that only a panel of the Admissions Committee of the Academic Board has discretion to permit late admission in extenuating circumstances (see specific course details). If staff have an applicant who they think may qualify to use this route they must log the request using [this form](#). If approved the staff member who logged the request and Admissions will both receive confirmation of the approval.

3 Matters to take into account include the number of sessions missed, the prospective student's academic background, and their other commitments which may affect their ability to catch up. The decision should be made on the basis that prospective students will not be unduly disadvantaged by the University accepting the student as a late applicant. They will be expected to catch up but will be given support to do so.

4 Extenuating circumstances are intended to include issues beyond the control of a student and are defined in appendix A.

Student Route Visas

5 Prospective students who require a Student Route visa to study at the University will be issued with a Confirmation of Acceptance for Studies (CAS) with a latest enrolment date which corresponds with the cut off point for admission (not including extenuating circumstance).

6 Extensions to the latest enrolment date will not be permitted, unless there are extenuating circumstances. For example, the prospective student cannot travel to the UK due to extreme weather conditions or has a genuine medical emergency. SICA will contact the Admissions Committee panel in the first instance to confirm whether an extension of the latest enrolment date is possible. In these cases, the Admissions Committee panel decision will be final.

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

12 Late starters are only permitted up to the Friday prior to the first day of teaching (i.e. Friday at the end of course week 2).

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.

20 It may be that late admission has to be negotiated with the relevant firm via consultation with the Admissions Committee panel.

21 These students are generally prevented from attending on time due to illness or visa issues. Immediate access to ELITE is required.

Attendance LPC - PT Day and Evening course – 22 months

22 Normal cut off point for admission – Friday of course week 1; 3 workshops missed. NB – course week 1 is induction week, but contains 3 workshops.

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

24 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.

Attendance LPC - PT Weekend – 22 months

25 Cut off point for admission – the Friday 8 days prior to the second teaching weekend. Students must be able to prepare for and attend weekend 2, which for most weekend students means having time the weekend before to prepare. Immediate access to ELITE is required.

26 Students will have to catch up on the weekend which they miss after the course has started – i.e. 50 hours. There are 5 workshops during Study Weekend 1. The catching up may be done over the module but students should note that mocks will take place during weeks 5 and 8 and they will require knowledge of all the subject to date.

LPC Online - FT Course – 10 months

27 Normal cut off point for admission – Friday of course week 2; (4 units missed). NB – course week 1 is induction week (not attended, online only), and so students can only miss 1 week of teaching without permission from the Admissions Committee panel.

28 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.

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 that a student may not enrol on the BPC unless he or she is a member of an Inn of Court. Consequently, both the Inns and the BSB request that registration data is provided to both parties simultaneously. Providers will be informed of the required protocol for submitting this data, and submission will be due within five weeks of the start of the course.

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 ‘with Academic and Professional Practice’ 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 Computer Science and Psychology

42 Students are only permitted up to the Friday prior to the first day of teaching (i.e. Friday at the end of course week 1).

Postgraduate Education

43 Students can join at any point up to the Friday of course week 2.

Graduate Solicitor Apprenticeship (SQE1&2)/(Legal Essentials)

44 Late starters are only permitted up to the Friday prior to the first day of teaching (i.e. Friday at the end of course week 1).

CILEx Regulation Alternative Practice Rights

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

SQE Programmes

LLM Legal Practice (SQE 1&2) - F2F and Online and Firm Specific

46 Cut-off point for admission – Monday of Course Week 3 by 12pm. Students will need to be updated on the contents of the induction sessions and 2 x Ethics Workshops.

SQE1 and SQE2 Preparation Courses - F2F and Online

47 Cut-off point for admission – Monday of Course Week 3 by 12pm. Students will need to be updated on the contents of the induction sessions and 2 x Ethics Workshops for SQE1 and Unit 1 Introductory workshop of SQE2.

SQE1EPC and SQE2EPC Preparation Courses – F2F and Online

48 Late starters are not permitted due to the very short timeframe for study.

SQE1 Preparation for Legal Professionals (SQE1P LP) – Online

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.

Appendix A – Definition of extenuating circumstances

55 An extenuating circumstance is a significant and unforeseen event or situation, which is beyond a student's control.

56 For an extenuating circumstance claim to be successful, it must demonstrate the following:

- a. The event in question was outside of the students' control,
- b. That the event occurred close to the course start date.

57 Typical scenarios that may be recognised as extenuating circumstances include:

- a. illness or major ailment; (examples include: complications in pregnancy, major accident or injury, acute ailments, hospitalisation (including for operations))
- b. serious short term illness or accident (of a nature which in an employment context would have led to an absence on sick leave)
- c. an acute episode of a chronic condition;
- d. serious personal disruption, which may include:
 - i. a recent bereavement of someone close,
 - ii. difficulties relating to care responsibilities which could not be mitigated
 - iii. being the victim of, or witness to, a crime,
 - iv. jury service (which cannot be deferred).

58 The following scenarios would not usually be recognised as an extenuating circumstance:

- a. minor ailments, including: coughs, colds, mild headaches
- b. alleged medical conditions without contemporaneous evidence or detailed subsequent evidence
- c. self-induced conditions such as a hangover
- d. poor time management or poor personal organisation
- e. technical problems
- f. minor travel disruptions
- g. minor personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance.