The Law Society’s Diploma in Local Government Law and Practice  

Regulations
The Law Society's Diploma in Local Government Law and Practice Regulations - assessment and award regulations

Definitions
In these regulations, the following terms have the following meanings:

<table>
<thead>
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<th>Term</th>
<th>Definition</th>
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<tr>
<td>Accreditation office</td>
<td>The Diploma course administrator at the Law Society</td>
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<tr>
<td>Assistant examiner</td>
<td>The person appointed as such by the Law Society</td>
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<tr>
<td>Assistant project assessor</td>
<td>The person appointed as such by the Law Society</td>
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<tr>
<td>Barrister</td>
<td>A barrister called by one of the four Inns of Court who has completed 12 months pupillage and has not been suspended from practice by the Bar Council</td>
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<tr>
<td>Board</td>
<td>The Law Society’s Diploma in Local Government Law and Practice Board</td>
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<tr>
<td>Candidate</td>
<td>A candidate for the Diploma who has enrolled for the course under these Regulations</td>
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<tr>
<td>Chairperson</td>
<td>The person appointed as such by the Law Society</td>
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<tr>
<td>Chartered legal executive</td>
<td>A Chartered Legal Executive is a lawyer who has followed one of the prescribed routes to qualification set out by the Chartered Institute of Legal Executives (CILEx)</td>
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<tr>
<td>Chief Examiner</td>
<td>The person appointed as such by the Law Society, responsible for setting and marking the Diploma examination</td>
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<tr>
<td>Chief Project Assessor</td>
<td>The person appointed as such by the Law Society, responsible for setting and marking the Diploma projects</td>
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<tr>
<td>Course</td>
<td>The Diploma in Local Government Law and Practice course, administered by the Law Society</td>
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<tr>
<td>Diploma</td>
<td>The Law Society’s Diploma in Local Government Law and Practice awarded by the Law Society to those who are eligible and submit an application following successful completion of the course</td>
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<tr>
<td>Examination</td>
<td>The two part examination of the Diploma in Local Government Law and Practice, each part being of 2 hours 15 minutes’ duration, held normally in June</td>
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<tr>
<td>Project</td>
<td>The course projects required to be submitted by candidates A written assessment of approximately 4,000 words</td>
</tr>
<tr>
<td>Society</td>
<td>The Law Society</td>
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<tr>
<td>Solicitor</td>
<td>A solicitor of the Supreme Court not currently suspended from practice by the Higher Court, the Court of Appeal or the Solicitors’ Disciplinary Tribunal</td>
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<tr>
<td>Trainee solicitor</td>
<td>Any person receiving training under a training contract</td>
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<tr>
<td>Training contract</td>
<td>A written contract between a training establishment and a trainee solicitor which complies with the Solicitors Regulation Authority’s Training Regulations 2014 - Qualification and Provider Regulations, or the 2011 Training Regulations, Part 1 and Part 2, if the training commenced on or before 30 June 2014</td>
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</tbody>
</table>
Assessment process
1. Candidates will be assessed by the submission of three projects and an open book written examination.

2. The examination date and the project submission dates are publicised in the course prospectus prior to the start of the course.

3. To be eligible to sit the examination, the candidate must reach an average of at least 50% of the marks available over the three projects and with no project having scored less than 45%.

4. All examination results are provisional until confirmed by the Board.

5. Subject to any decision of the Board, the decision of the Chief Examiner or the Chief Project Assessor on any question of a candidate’s academic performance is final.

Projects
6. All projects will be approved by the Chief Project Assessor.

7. Each project will be subject to a word limit of 4000 words.

8. The word limit will be set out in the instructions to candidates issued by the Society in relation to each assessment.

9. There will be a tolerance of 200 words either way on the word limit.

10. Candidates must word-process all projects.

11. Candidates must submit their project by email in the form of a pdf file attachment.

12. A candidate passes a project by obtaining not less than 45 marks.

13. The Chief Project Assessor may inspect any project marked by an Assistant Project Assessor.

14. Any extension to the submission date must be agreed in advance by contacting the accreditation office who will consider the request and will consult with the Chief Project Assessor.

15. Extensions are only granted in genuinely exceptional circumstances.

16. Subject to Regulations 17 and 34, any candidate submitting a project after the due date without an agreed extension will not have that project marked and, will be required to submit a replacement project during the following year’s course.

17. Where a candidate fails to submit a project script by the specified time, the Society may, if satisfied that the late delivery was caused by illness or other valid cause, and after consulting the Chief Project Assessor,

   a. allow the candidate to submit the project late; or

   b. recommend that the candidate be allowed to submit a project during the following course year
The decision of the Society is final regarding late delivery of projects.

18. It is not possible to submit a project at any other time than the publicised submission dates.

Examination

19. The examination paper will be approved by the Chief Examiner after consultation with the Assistant Examiner and the Chair of the Board.

20. The Examination will be held in June on a date publicised before the start of the course and is divided into two parts. Part I (10 am – 12.15pm) and Part II (2.15pm – 4.30 pm).

21. Candidates will be notified of their eligibility to sit the examination by the Law Society no later than 3 weeks before the date of the examination.

22. The examination shall normally be conducted at the offices of the candidate’s employing authority following guidelines to be laid down by the Board from time to time.

23. The final decision on the suitability of an examination room or an invigilator shall lie with the Society.

24. The performance of a candidate shall be assessed out of a maximum of 100 marks.

25. A candidate who obtains 50 marks or over in the examination passes the examination and is entitled to apply for the award of the Diploma, if they meet the eligibility for award criteria.

26. A candidate who obtains between 40 and 49 marks inclusive will pass the examination and be entitled to apply for the award of the Diploma if in the opinion of the Board the overall standard reached in both the projects and the examination is such that he deserves to be awarded the Diploma, and they meet the eligibility for award criteria.

27. A candidate who obtains 70 marks or over will pass with distinction provided that, in the opinion of the Board, his performance in the projects justifies such an award.

28. The Chief Examiner may inspect all candidates' examination scripts which have been marked by the Assistant Examiner.

29. The Society has a discretion to allow a candidate who has submitted two satisfactory projects to take the examination and, subject to their having passed the examination, to complete the Diploma Course by submitting one further satisfactory project during the following course year. The Society may make a referral to the Board for advice.

30. Candidates must comply with such instructions governing the conduct of the examination ("Examination instructions") as the Society may publish from time to time.

31. A candidate who as a result of illness or exceptional circumstances,

   a. Does not attempt the examination; or
   b. considers their performance in the examination has been adversely affected

may apply to the Society for concessions to be granted in respect of the consequences of their failing to sit the examination or in respect of the result he/she has obtained in the
examination and the Society, may in its discretion grant such concessions as it thinks proper or refuse the application. The Society may make a referral to the Board for advice, and must do so if the request concerns the eligibility for the award of the Diploma.

32. In order to decide whether any concession shall be granted the Society may:

   a. require the facts on which an application is based to be embodied in a statutory declaration made by the candidate
   
   b. require independent evidence in support of the facts on which the application is based and if the Society thinks fit such evidence to be embodied in a statutory declaration made by the person supplying it
   
   c. require the candidate to attend for interview
   
   d. require the candidate to attend for oral examination
   
   e. take account of reports and assessments by the marker of the projects submitted by the candidate
   
   f. take such other steps as may be desirable to enable it to be satisfied that in all the circumstances some concession ought properly to be granted to the candidate

33. A candidate who wishes the Society to exercise its powers under Regulation 31 must apply to the accreditation office in the manner prescribed under Regulations 36.

Applications for reconsideration

34. Subject to the information set out in regulations 35 - 38, a candidate may apply to the Society to reconsider a decision under these regulations.

35. No application may be made for reconsideration of a decision:

   a. If it relates to the academic judgement of the Project Assessors, the Examiners or of the Board; and
   
   b. Unless there are new circumstances or circumstances not previously made known to the Society.

36. Any application for reconsideration must be made to the accreditation office in writing within 14 days of notification of the decision of the Society to the candidate. The application for reconsideration must include:

   a. a. details of the nature of the application; and
   
   b. full details of the circumstances to be considered by the Society;

37. On any application by a candidate under these regulations the Society may refer the matter to the Board for advice and must do so if the request concerns eligibility for the award of the Diploma. The Society or the Board, may require the candidate to supply such further details and supporting evidence as they may consider relevant before considering the candidate’s application.

38. In considering any application by a candidate under these Regulations the Society, or the Board, as the case may be, may have regard to the candidate’s performance in the
submitted projects, representations made by the candidate, recommendations made by the Examiners or Project Assessors, and all other relevant circumstances.

Awards
39. The Law Society shall award a Diploma to any candidate who submits three satisfactory projects, passes the examination and fulfils the eligibility requirements by being either a solicitor, a chartered legal executive or a barrister and having either

   a. 2 years’ experience in local government with a local authority as defined in section 270(1) of the Local Government Act 1972 (or a public body or agency which the Diploma Board considers to be sufficiently similar); or

   b. 2 years’ practical experience in local government work in a law firm that carries out local government work.

Re-sits
40. Projects: Candidates who submit a project which is marked below 45% and wish to complete their Diploma studies will be required to submit a further satisfactory project during the following year’s course.

41. Candidates who submit 3 projects, the average mark for which is below 50 will also be required to submit a further satisfactory project during the following year’s course.

42. Examination: the Society may permit a candidate to re-sit the examination at the next examination date.

43. There is no intermediate or re-sit examination and the only opportunity for a candidate to sit the examination will be on the specified date in June annually. By giving leave to re-sit, the Society will normally expect a candidate to re-sit the examination at the next sitting in the following June.

Cheating
44. Cheating includes copying or plagiarising the work of any other candidate and taking or attempting to take any other step likely to afford the candidate an unfair advantage over other candidates.

45. Where the Board is satisfied, after affording the candidate an opportunity to make representations that he or she has knowingly cheated or knowingly helped another candidate to cheat in any project or examination, the Board may notify the Law Society, the Solicitors Regulation Authority or such regulatory body as Board may decide, of any finding of cheating by a candidate.

46. The Board may decide that the candidate fails the Diploma course or may impose such other penalty as it thinks fit.