

Please find enclosed the European Diploma Supplement for the degree you completed at the University of Strathclyde. The Berlin Communiqué of the Bologna Process set the requirement for all Higher Education Institutions to issue the European Diploma Supplement to all students on the successful completion of any higher education qualification.

The Supplement is designed to increase the transparency and recognition of qualifications across Europe. The Supplement contains information on the nature, level, context, content and status of the studies that were undertaken and completed. In addition, it places the qualification in the context of the structure of the higher education system within which it was issued.

The Diploma Supplement is not designed to replace your curriculum vitae but to provide additional information to help provide a rounded picture of the degree you acquired. It should always be accompanied by the original qualification as Diploma Supplements normally have no legal validity.

Please note the introduction of the Diploma Supplement in the UK has been constrained by the limitations of existing management information systems. For this reason, information for some sections of the Diploma Supplement may not be available at this time.

Student Experience (formerly Registry)

DIPLOMA SUPPLEMENT



University of
Strathclyde
Glasgow

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, contents and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value-judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

Ref: 200979464 - SUSAN KELLY - 01

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s):	Kelly	1.3 Date of birth:	20 August 1987
1.2 Given name(s):	Susan	1.4 Student identification number or code:	200979464

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification: POSTGRADUATE DIPLOMA in Legal Practice	2.3 Name of awarding institution: University of Strathclyde
2.2 Main field(s) of study for the qualification: Legal Practice (GGSL)	2.4 Name and status of institution administering studies: University of Strathclyde
	2.5 Language(s) of instruction/examination: English

3. INFORMATION ON THE LEVEL IDENTIFYING THE QUALIFICATION

3.1 Level of qualification:
Postgraduate Diploma, Postgraduate, SCQF Level 11

3.2 Official length of programme:
9 months

3.3 Access Requirement(s):
You require a degree of LL.B from a Scottish University, or at least be "degree worthy" as at the start of the course, and your degree curriculum must contain passes in:-

- Conveyancing /Property
- Law and the Legal Process
- Constitutional Law and History (Public Law I)
- Scottish Private Law I (Contract and Delict)
- Scottish Private Law II (Family Law and Property Law)
- Criminal Law
- Commercial/Mercantile Law
- Tax Law
- Evidence

(Note that terminology may differ between Scottish Universities)

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study:
Full-Time

4.2 Programme requirements:
The Diploma is a full-time course delivered during one academic year. It is essential for entry to both the solicitors' and advocates' branches of the profession. As is fitting for a course designed to bridge the gap between university and the workplace, the aim is to equip you with the necessary practical knowledge and skills, and introduce you to the values and attitudes of the legal profession in Scotland. This will enable you to work competently during your traineeship. You will find a shift in focus from undergraduate academia, with its largely conceptual focus, to skills-based learning and professional training.

The Law Society of Scotland has produced a set of guidelines for the Diploma curriculum which forms the framework for the courses in all Diploma centres. Each centre implements the guidelines in ways it thinks appropriate to its students, bearing in mind the expertise of their practitioner tutors

Student Experience
McCance Building
16 Richmond Street
Glasgow G1 1XQ

t: 0141 552 4400

f: 0141 552 5860

<http://www.strath.ac.uk>

Dr V A O'Halloran
Director of Student Experience
and Enhancement Services



The University of Strathclyde is a charitable body,
registered in Scotland, number SC015263



Ref: 200979464 - SUSAN KELLY - 02

and their local resources. Course teaching and assessment methods thus vary.

In the GGSL we have been working on many innovations to make learning and assessment as practical as possible.

The Diploma at the GGSL sets out to equip you with essential practical knowledge, to introduce you to the values and attitudes of the legal profession in Scotland and enable you to practice the skills necessary for your legal career. The following points should be noted:

Throughout the GGSL Diploma we emphasise three important themes:

a) integration of skills and knowledge

Capable practitioners use skills and knowledge seamlessly in their legal practices. As far as possible, we try to integrate the two forms of learning on the Diploma.

b) effective communication

It is the essence of lawyers' work that they communicate with their clients, other lawyers, other professionals and in court. Diploma teaching and assessment emphasise the importance of this.

c) transactional learning

Competent trainees are able to understand how and why legal transactions work. They can take an overview of a 'matter' as it is termed, as well as recognise the detail of which document should be sent to whom, and when. In Diploma tutorials we show you how details of transactions work, give you sample transactions or flow-charts so that you can gain a view of whole transactions, and assess you on your ability to carry out simulated transactions.

CourseCurriculum

The core curriculum consists of 9 compulsory courses, plus one of two electives: either Public Administration or Company and Commercial.

Foundation Course in Legal Skills

Practice Management

Conveyancing Practice

Civil Court Practice

Professional Ethics and Conduct

Private Client

Accountancy

Financial Services

Total Number of Credits: 120

Student Experience

McCance Building
16 Richmond Street
Glasgow G1 1XQ

t: 0141 552 4400

f: 0141 552 5860

<http://www.strath.ac.uk>

Dr V A O'Halloran

Director of Student Experience
and Enhancement Services





Ref: 200979464 - SUSAN KELLY - 03

4.3 Programme details, and the individual grades/marks/credits obtained:

Session 2009-2010

Completed - PG Diploma Legal Practice

Class Code	Class Name	Level	Result	Marks	Strathclyde Credits	ECTS Credits
43925	FOUNDATIONS COURSE IN LEGAL SKILLS	5	Pass		10	5
43926	PRACTICE MANAGEMENT	5	Pass		10	5
43927	CONVEYANCING PRACTICE	5	Pass	64	15	7.5
43928	CIVIL COURT PRACTICE	5	Pass	76	15	7.5
43929	CRIMINAL COURT PRACTICE	5	Pass	67	15	7.5
43931	PROFESSIONAL ETHICS AND CONDUCT	5	Pass	63	10	5
43932	PRIVATE CLIENT	5	Pass		15	7.5
43933	COMPANY AND COMMERCIAL	5	Pass		15	7.5
LS908	ACCOUNTANCY	5	Pass	56	10	5
LS909	FINANCIAL SERVICES	5	Pass	76	10	5
Credits Awarded for Session 2009-2010					125	62.5
Credit Adjustments						
Total Credits for Session					125	62.5

On 26 May 2010 Miss Susan Kelly qualified for the award of:
POSTGRADUATE DIPLOMA in Legal Practice

4.4 Grading scheme and, if available, grade distribution guidance:

All courses are modular and credit rated in accordance with the University of Strathclyde Awards Framework. Individual classes are assigned a level based on expected learning outcomes and a credit rating based on the volume of learning required. The structure of courses will normally accord with the following:

Postgraduate Degrees by Instruction

Award	Credit Requirement	Minimum Level Requirement
Postgraduate Certificate	60	50 credits at Level 5
Postgraduate Diploma	120	100 credits at Level 5
Masters Degree	180	150 credits at Level 5

Notes:

For a typical student, 1 credit equates to approximately 10 hours of total student learning.

Classification of Postgraduate Degrees

Classification	Composite Mark
Distinction	70 -100
Merit	60 - 69
Award	50 - 59

4.5 Overall classification of the qualification:

POSTGRADUATE DIPLOMA in Legal Practice

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

Student Experience t: 0141 552 4400
McCance Building f: 0141 552 5860
16 Richmond Street http://www.strath.ac.uk
Glasgow G1 1XQ

Dr VA O'Halloran
Director of Student Experience
and Enhancement Services





Ref: 200979464 - SUSAN KELLY - 04

5.2 Professional status:

Accredited by the Law Society of Scotland. This qualification allows graduates to practice as a trainee lawyer in Scotland.

6. ADDITIONAL INFORMATION

6.1 Additional information:

6.2 Further information sources:

University of Strathclyde website: <http://www.strath.ac.uk>

University of Strathclyde Prospectus: <http://www.strath.ac.uk/prospectus>

7. CERTIFICATE OF THE SUPPLEMENT

7.1 Date:

23 May 2011

7.2 Signature:

Dr V A O'Halloran



7.3 Capacity:

Director of Student Experience and Enhancement Services

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

Qualifications awarded by the University of Strathclyde conform to the 'Description of Higher Education in Scotland' and the 'Scottish Credit and Qualification Framework'.

These documents are attached and can also be found at:

http://www.europeunit.ac.uk/sites/europe_unit2/eu_policy___education/diploma_supplement.cfm

Description of Higher Education in Scotland¹

TABLE 1

The Scottish Credit and Qualifications Framework (SCQF)

The SCQF covers all the major qualifications in Scotland from school to Doctorate and including work-based Scottish Vocational Qualifications (SVQs)

SCQF Level	Qualifications of Higher Education Institutions	SQA Higher National and National Units, Courses and Group Awards	SVQs
12	Doctoral Degrees (Minimum 540 SCQF credits)		
11	Masters Degrees (Minimum 180 SCQF credits) Postgraduate Diploma (Minimum 120 SCQF credits)		SVQ 5
10	Bachelors Degree with Honours (Minimum 480 SCQF credits) Graduate Diplomas and Certificates		
9	Bachelors Degree (Minimum 360 SCQF credits) Graduate Diplomas and Certificates		
8	Diploma of Higher Education (Minimum 240 SCQF credits)	Higher National Diploma	SVQ 4
7	Certificate of Higher Education (Minimum 120 SCQF credits)	Advanced Higher Higher National Certificate	
6		Higher	SVQ 3
5		Intermediate 2 Credit Standard Grade	SVQ 2
4		Intermediate 1 General Standard Grade	SVQ 1
3		Access 3 Foundation Standard Grade	
2		Access 2	
1		Access 1	

Notes

- 1 SCQF levels represent increasing complexity and demand in learning outcome.
- 2 One credit represents the outcomes achievable by the average student though 10 notional hours of learner effort. In general terms, one full-time undergraduate year is considered to be 120 credits worth of learning. A postgraduate year is 180 credits. 1 ECTS credit is deemed equivalent to 2 SCQF credits. Research degrees - Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are not credit rated.
- 3 Graduate Certificates (minimum of 60 SCQF credits) and Graduate Diplomas (minimum of 120 credits) are offered at levels 9 and 10 within the SCQF framework. They are offered for programmes that are for graduates but do not have outcomes that are at postgraduate level.
- 4 The Bachelors Degree (level 9) leads to employment and in some instances can give access to postgraduate study particularly when accompanied by relevant work or professional experience.
- 5 At postgraduate levels, the framework and the higher education qualifications are the same as those for the rest of the UK. The Honours Degree levels of the two frameworks are considered to be in broad alignment (the Honours Degree in Scotland normally takes 4 years and that in the rest of the UK takes 3 years). Below Honours level the frameworks reflect the different educational structures of Scotland and the rest of the UK).

This national description is endorsed by the Quality Working Group which is a national committee with members from The Quality Assurance Agency for Higher Education, Scotland; The Scottish Funding Council; Universities Scotland and the National Union of Students in Scotland.

Description of Higher Education in Scotland¹

Introduction

Scotland's distinctive higher education system has 20 higher education institutions (HEIs). The 14 universities, the Open University in Scotland, 2 colleges of higher education, 2 art schools, and a conservatoire are part-funded for research, teaching and learning through the Scottish Funding Council (see www.sfc.ac.uk)

The HEIs are independent, self-governing bodies, active in teaching research and scholarship. They decide the Degrees they offer; the conditions on which they are awarded and the admissions arrangements. Degrees and other higher education qualifications are legally owned by the awarding institution, not by the state.

The HEIs offer qualifications at undergraduate (Bologna first cycle) and postgraduate (Bologna second and third cycle) levels. In Scotland, the law distinguishes the power to award degrees on the basis of completion of taught programmes from the power to award Research Degrees. Universities have powers to award taught and research Degrees. Some other HEIs have powers to award Degrees while others offer programmes leading to Degrees awarded by HEIs with Degree awarding powers.

Lists of institutions with powers to award degrees and institutions recognised by authorities in Scotland as being able to offer courses leading to a Degree of another HEI may be found at: www.universities-scotland.ac.uk.

A small number of Degrees are available in colleges of further education by the authority of a duly empowered HEI.

Qualifications

The types of qualifications awarded at undergraduate (first cycle) and postgraduate level (second and third cycles) in Scotland are described in 'The Framework for qualifications of higher education institutions in Scotland' which includes qualifications descriptors, developed with the higher education sector (www.qaa.ac.uk). The Framework was self-certified as compatible with the Framework for Qualifications of the European Higher Education Area, the qualifications framework adopted as part of the Bologna Process, in October 2006. The Framework is also an integral part of a wider national framework: the Scottish Credit and Qualifications Framework that covers all forms of programmes and qualifications from school to doctorates (see Table 1 and www.scqf.org.uk).

Institutions use SCQF levels and credit points for students entering or transferring between programmes

¹ Scotland has a distinctive higher education system and also operates under a devolved government, including for higher education. There is a separate Description of Higher Education in England, Wales and Northern Ireland where the system is different to that of Scotland.

or institutions, and use ECTS for transfers within the European area.

Admission

Requirements for particular programmes are set by the HEIs which offer a range of routes for entry and/or credit transfer into their programmes, and admit students whom they believe have the potential to complete their programmes successfully. The Open University is an open entry institution.

The most common qualification for entry to higher education is the Higher or Advanced Higher or, for entrants from the rest of the UK, the General Certificate of Education at 'Advanced' level (including the "advanced supplementary") or comparable qualifications. Four or five Highers are normally taken in the 5th and 6th year of secondary school or at a college of further education and studied in considerable depth, involving coursework and final examinations. Advanced Highers are taken in the 6th year. A major route into Degrees, often with transfer of credit, is from Higher National Qualifications offered in colleges of further education.

Quality Assurance

Standards of qualification and the quality of the student learning experience are maintained by the HEIs using a range of processes including extensive use of external examiners. In some subject areas, Professional and Statutory Bodies have a role to ensure that programmes meet the needs and standards of the particular profession.

HEIs in Scotland demonstrate their public accountability for quality and standards through a national quality assurance framework that has a strong focus on enhancement as follows:

HEIs take account of a QAA published U.K.-wide code of practice for quality assurance, and U.K. subject level 'benchmark statements' on standards (see www.qaa.ac.uk).

Subject level issues are addressed by HEIs internal reviews conducted in accordance with guidance issued by the Scottish Funding Council (see www.sfc.ac.uk).

External reviews are conducted by the Quality Assurance Agency for Higher Education in Scotland (QAA Scotland). The Agency is an independent body established to provide public confidence in the quality and standards of higher education. It involves students in its quality enhancement activities. The Agency publishes reports on the outcomes of reviews and the confidence that can be placed in the HEIs' arrangements for assuring and enhancing standards and quality, and for ensuring that they provide public information that is complete, accurate and fair (see www.qaa.ac.uk).

A national development service supports students in their role as active participants in assuring and enhancing quality and standards (see www.sparqs.org.uk).

200979464
Miss Susan Kelly
12 Wellview Drive
Motherwell
ML1 3ET
United Kingdom