

**Application for the**

**LLM in Legal Practice**

**Please return to:**

Admissions Department, Sean.Carrigan.1@city.ac.uk

**Application deadline:** Please see the course pages of the website.

Before you submit your application, please take time to develop your proposal. Each part of section 3 (the dissertation proposal) is important, and you must pay particular attention to your title, coverage and methodology.

Your dissertation proposal should be:

* Related to the knowledge and skills required for legal professional practice in England and Wales.
* Broadly related to the areas covered in the LPC.
* Based on the law of England and Wales (though it may include some comparison with another jurisdiction as a minor element)

Your completed application form must demonstrate that you meet all application criteria (set out below) and indicate that you have considered how you will meet the assessment criteria.

If your application is not sufficiently developed you may be asked to revise and resubmit or wait until the next application round.

# Application criteria:

The proposed dissertation topic must be of sufficient quality and suitable. This includes the proposed coverage, methodology and interface with professional practice.

Your proposed topic should have a professional rather than academic focus and you should demonstrate the potential for originality of thought whether in subject matter or interpretation. You should also be clear about your research methodology.

Suitable reasons must be given for wishing to complete the dissertation, including motivation and the appropriateness of the proposed dissertation within your developing career.

For example, you may demonstrate how the proposed dissertation topic will assist your future career.

The application should demonstrate high quality academic and/or professional skills, ability and experience sufficient to enable completion of the dissertation to the required standard.

You must have satisfactory attendance at and performance on the LPC. Note that if you have failed three or more assessments you will not be permitted to register for the LLM. If your attendance and/or performance on the LPC do not reflect your potential you should consider providing a reference and/or explanation.

Your LLM dissertation will be marked against the following criteria:

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| **Assessment****Criteria** | **Coverage** | **% weight** |
| Originality and difficulty | Critical analysis demonstrates originality of thought in the approach to the subject matter. | 10% |
| Use of sources and literature | Identification of and critical engagement with appropriate and relevant legal and non-legal sources and literature including appropriate practice-based examples. Demonstrates appropriate and relevant methodology. | 30% |
| Interface between theory and practice | Evidence of ability to make connections between theory and practice. Demonstrates an understanding of how relevant generic and discipline-based legal literature and authentic current practice interface. | 20% |
| Analysis, evaluation and argument | Arguments clearly explained and developed with evidence. Conclusions fully justified and following from the research topic and question. | 30% |
| Presentation | Clear and coherent presentation, including structure, layout, use of English and grammar, Clear, accurate and consistent referencing. | 10% |

# Personal information

### Personal details

Title:

First name:

Middle name:

Known as:

Surname:

Date of birth:

### Contact details

Address:

Email Address:

### Nationality

The nationality that you enter should be that in your passport. If your nationality is one of the home countries of the United Kingdom, i.e. England, Scotland, Northern Ireland or Wales, please indicate United Kingdom as your nationality.

If your country of current residence is in the United Kingdom please select the appropriate home country, i.e. England, Scotland, Northern Ireland or Wales, as your country of current residence.

Nationality:

Second nationality:

Country of current residence:

# 2. Course Information

Proposed dissertation mode of attendance:

[ ] Full-time [ ] Part-time (12 months)

Please note full –time students will be expected to submit at the beginning of the January following registration. Part-time students will be expected to submit at the end of June following registration.

Tier 4 Student Visas can only be sponsored for full-time study. International students can complete the course on a part-time basis but will be required to do so by distance learning.

Year completed or expected to complete the LPC at The City Law School:

LPC Grade if already completed:

Name of LPC Personal Tutor:

# 3. Dissertation Proposal

**Proposed working title and research question for the dissertation:**

Your research question should be one sentence concluding with a question mark. It should encapsulate the main question that you hope your research will help to answer. If you have already identified subsidiary questions you need to answer in order to answer your main question, please add them. Please note, if your title is accepted, you will not be permitted to change the title or topic of your dissertation (except for minor changes) once accepted onto the programme.

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**Summary of proposed dissertation (500 words max):**

Consider your proposed subject matter, coverage, issues you intend to address, and what you are hoping to discover through your research. Remember that you need to show how the topic is related to legal professional practice and demonstrates originality of thought.

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**Summary of proposed research methodology (500 words max):**

Consider the approach you will take to your research, including your literature review and/or any empirical research that might be appropriate, and how you might analyse materials. You need to show that you have given sufficient thought to what will need to be done.

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**Summary of preparatory work completed and a proposed timeline for completion (500 words max):**

Outline any preparatory work you have already done, such as background reading or work experience, when you propose to carry out and complete your research, and when you intend to produce a first draft.

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**Give your reasons for wishing to undertake this dissertation, such as career and/or personal development. (500 words max.)**

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If you have written a dissertation in the past, please complete the following questions:

Topic:

 what qualification did this contribute:

How long was the dissertation:

When was the dissertation completed:

# 4. Education, Qualifications & Experience

**Education & Qualifications**

Include A levels (or equivalent), all degrees and other graduate/postgraduate qualifications, with year of award, classification and awarding institution.

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**In this section please set out your education and qualifications as far as they are relevant to this application (that is any information relating to legal professional practice)**

**Employment & Work Experience**

Include relevant voluntary or other unwaged work

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Other achievements and experience showing interest in and aptitude to study professional law (e.g. work placements, mini-pupillages, mooting or pro bono work.

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Career plans

Include how the proposed dissertation might be relevant to them.

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# 5. Supporting information

## Finance

You are expected to make suitable arrangements before entry for financial support, both for fees and for living expenses, for the whole of your period of study at City, University of London. If you have already made arrangements you should indicate these together with any documentary evidence such as a sponsor’s letter. Please enclose any relevant documents.

How do you propose to finance your studies here? City, University of London requires you to pay any fees charged in connection with your course of study

[ ] Self-funded [ ] Sponsor/studentship/other

## Other details

Is one of your parents an EU national? [ ]  Yes [ ] No

If you are not a UK national and are permanently resident in the UK, have you been granted any of the following by the Home Office?

Indefinite Leave to Remain [ ]

Certificate of Entitlement to the Right of Abode [ ]

Right of Permanent Residence under EC Law [ ]

Refugee Status [ ]

Humanitarian Protection [ ]

Discretionary Leave to Remain [ ]

Asylum Seeker [ ]

If you are an EU national (including the UK) but have lived outside the European Economic Area (EEA) for any periods over the last three years (other than holidays), please list your periods of residence outside the EEA and the purpose of your stay e.g. work, education, etc. You may be required to provide evidence.

Country: N/A

Start date:

End date:

Purpose:

Country:

Start date:

End date:

Purpose:

## Residency

Please note that if you already hold a Tier 4 visa sponsored by another UK university, college or school, this will not be valid for study at City, University of London. You will need to apply to the Home Office for a new Tier 4 visa sponsored by City, University of London. Please email **visaadvice@city.ac.uk** for further information.

Do you require a Tier 4 visa to study in the UK? [ ] Yes [ ] No

Do you have a valid passport? [ ] Yes [ ] No *If yes*, *please enclose a copy of your passport.*

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| Passport Number: |  |
| Passport Issue Date: |  |
| Passport Expiry Date: |  |

Please provide details of all of the previous courses you may have studied in the UK. Please declare all courses or parts of courses undertaken in the UK to date. This is even in cases where you may not have successfully completed a course. The information required below is related to the time studying in the UK on the stated qualification.

Please provide the duration in months you spent in the UK studying this qualification.

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| Qualification level |  |
| Number of months in the UK |  |
| Start date |  |
| End date |  |

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| Qualification level |  |
| Number of months in the UK |  |
| Start date |  |
| End date |  |

# Equal opportunities

## Equal opportunities monitoring

City, University of London confirms its commitment to equal opportunities in all its activities. The University must not discriminate against an applicant on any of the following grounds: political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.

The information you give is in confidence, and will not be seen by, nor made known to, any sector. It will be used only to monitor the operation of the Equal Opportunities Policy and will not be made available to admissions tutors.

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| Disability or long-term medical condition |  |
| Other |  |

**Declaration of a criminal record**

If you have been convicted of any criminal offence, excluding a) a motoring offence for which a fine and/or three penalty points were imposed or b) spent sentences (as defined in the Rehabilitation of Offenders Act 1974), you are required to declare this by selecting “Yes” in the criminal conviction section of the form.

If you have not been convicted of a criminal offence you must select “No”.

If you do not tick either box or refuse the information the University reserves the right to reject your application. Any information provided will be treated in the strictest confidence.

Have you ever had a criminal conviction? [ ] Yes [ ] No

# Declaration

I certify that the information I will provide in the application is correct and hereby undertake, if admitted as a student of City, University of London, to observe and comply with all ordinances and regulations of the University.

Signature Date

I agree that the personal data in this form may be used only in accordance with City, University of London’s notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000.

To comply with statutory and Government requirements, data may be disclosed to external agencies such as (but not exclusively):

Council Tax Registration Officers, Higher Educational Funding Council for England, Higher Education Statistics Agency, Student Loans

Company and Research Councils.

The University will not disclose any personal information to any other third parties, except where required by law, without the express consent of the Data Subject.

In exceptional circumstances where the public interest outweighs the individual’s rights to privacy the information may be released under the auspices of the Freedom of Information Act 2000.

Further details in relation to the use of personal data can be found on the University’s website:

#### [www.city.ac.uk/about/city-information/legal/data-protection](http://www.city.ac.uk/about/city-information/legal/data-protection)

Any queries concerning Data Protection and Freedom of Information should be addressed to the Information Compliance Officer.

Signature Date

**‘Notes for Guidance’ for completion of the postgraduate application form**

Thank you for your interest in **postgraduate study** at City, University of London.

These notes are intended to help you complete the University’s standard application form. Please complete all sections as fully as possible. We will use the information you provide to assess your suitability for the course you have chosen. Information relating to gender, age, ethnicity and disability will not be used in the assessment and is collected for statistical purposes only.

Prior to completing the form you should refer to the current **postgraduate prospectus** or course brochure (if available) in order to ensure that you are familiar with the curriculum and entry requirements.

The application must be in English. Any supporting documents not in English must be accompanied by a certified translation.

**Personal information**

Date of birth: Please ensure you enter your date of birth in order to avoid delays in processing your application.

Nationality: The nationality that you enter should be that in your passport.

**Declaration**

In signing the form you agree that the information you have given is complete and accurate. If you are made and accept the offer of a place you agree to abide by the rules and regulations of the university. Personal data in this form may be used in accordance with City, University of London’s notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000. The university will also provide data to the Higher Education Statistics Agency.

City, University of London might use your personal details for marketing purposes, e.g. participation in marketing surveys, future events and activities that may be relevant to you. If you DO NOT wish to receive any communications, please email pgenquiries@city.ac.uk and provide full name and the details you wish to be suppressed on our contact database (e.g. email, mobile, mail or all).