PROGRAMME SPECIFICATION – POSTGRADUATE PROGRAMMES

KEY FACTS

<table>
<thead>
<tr>
<th>Programme name</th>
<th>Civil Litigation &amp; Dispute Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>LLM</td>
</tr>
<tr>
<td>School</td>
<td>The City Law School</td>
</tr>
<tr>
<td>Department or equivalent</td>
<td>Professional Courses</td>
</tr>
<tr>
<td>Programme code</td>
<td>PSLLMC</td>
</tr>
<tr>
<td>Type of study</td>
<td>Full Time, Part Time</td>
</tr>
<tr>
<td>Total UK credits</td>
<td>180</td>
</tr>
<tr>
<td>Total ECTS</td>
<td>90</td>
</tr>
</tbody>
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PROGRAMME SUMMARY

This programme focuses on the realities of litigation and dispute management in practice. It looks at analysing and preparing cases effectively, with a view to securing the best possible outcome in the most appropriate and efficient way. The programme takes a very realistic and practical approach that includes the cost of litigation and other forms of dispute resolution, risk assessment, and the consideration of tactical options.

The programme is aimed at supporting those interested in civil legal practice and will assist in developing knowledge and skills with a focus on providing a professional service to a client. The main options of litigation, mediation and arbitration are all fully covered, including process and the relative merits and drawbacks of different forms of dispute management and resolution.

The programme is unique in combining the study of all the main forms of dispute resolution in a civil case, and in focusing on the practical use of mediation and arbitration at a time when the use of these options is growing. The course is focussed on practice in England and Wales, but in the context of a city that is a world leader in litigation and dispute resolution, and international options are included.

Those entering the programme will ideally have some knowledge and/or experience of legal practice. This may have come from taking the Bar Professional Training Course or the Legal Practice Course in England, or a similar qualification in another jurisdiction. If you have a law degree you will be accepted provided you show a strong interest in civil legal practice. The programme will expect some knowledge of the rules of civil procedure and evidence, though a reading list will be provided for you so you have some support in this area.

This programme requires the completion of four modules and a dissertation. Each module is delivered over a term, with a full time student completing all options over a single academic year, and a part time student completing over two academic years. The completion of a practice focussed dissertation allows you to focus on a particular area of practice that you are interested in as part of career development. Where possible dissertation topics will be linked to work carried out in practice.

The focus on practice will be maintained in many ways. Realistic scenarios and case papers will be used for all exercises. Practice focussed seminars and talks by
practitioners, court visits, and updates on current issues will all be provided.

Aims

This programme is aimed at supporting those interested in civil legal practice. In particular, the programme will focus on efficient and effective ways of conducting litigation and dispute management to assist practitioners in building good working practices and providing a good service for clients.

The programme also aims to provide a good knowledge of mediation and arbitration as well as litigation, to reflect the growing use and importance of these options.

It is a further aim that the course will provide an understanding of current issues in civil practice, for example in relation to costs, using expert evidence, and making use of procedural options such as super-injunctions.

The programme centres on assisting you in developing personal knowledge and skills relevant to practice. Classes will focus on discussion of issues and include some practice of skills. The course will include sufficient flexibility to reflect the interests you have, including wide options for dissertations across the fields of litigation, mediation and arbitration. The intention is to create an informed, efficient, critical and reflective approach to civil legal practice and dispute management.

WHAT WILL I BE EXPECTED TO ACHIEVE?

On successful completion of this programme, you will be expected to be able to:

Knowledge and understanding:

- Discuss procedural and evidential rules relevant to litigation and other forms of dispute resolution and provide a critical analysis of current problems, and insights informed by knowledge at the forefront of legal professional practice
- Explore different processes that may be used to manage and resolve civil disputes, including litigation, arbitration and mediation, outlining the strengths and weaknesses of each
- Explain different ways in which litigation and other forms of dispute resolution can be conducted and funded

Skills:

- Conduct efficient litigation at a professional level
- Address complex problems in dispute management and resolution in an effective way
- Analyse and synthesise complex research material and/or factual data systematically so as to identify issues and potential solutions applying relevant substantive and/or adjectival law
- Apply relevant legal professional techniques and methodologies appropriate for the analysis of complex legal and factual information in order to constructively address issues in a civil dispute
- Conduct efficient management of a civil dispute using alternative dispute resolution options
- Construct arguments based on relevant facts, issues and law, reaching sound and justified conclusions, and to communicate those conclusions clearly and persuasively
- Approach a complex legal dispute in a practical and professional way evaluating options for progressing and resolving the dispute in an effective way that meets client objectives
- Demonstrate advanced and appropriate legal principle and professional legal skills relevant to the topic selected for a dissertation
- Identify and evaluate options for managing and progressing a civil dispute, and to seek practical and effective resolution of the dispute

Values and attitudes:

- Demonstrate appropriate knowledge of relevant legal professional Codes of Conduct, and of general professional ethics
- Demonstrate the central role of a client in managing and resolving a civil dispute
- Work independently and with self-direction as a lawyer in ways which are appropriate for professional practice

HOW WILL I LEARN?

The learning and teaching and assessment methods for the programme will all be aimed at supporting you in developing personal professional knowledge and skills, including the ability to work autonomously, effectively and reflectively.

Learning will be primarily based on a series of practical seminars. Each seminar will require significant advanced reading and preparation so that the seminar can focus on discussion of issues and problems that might arise in practice, and skills based performances and presentations. Knowledge of procedural and evidential rules will be fully integrated with skills such as negotiation, advising and presentation as they would be on a real case.

One focus of learning will be exploring the practical application of civil litigation rules in areas such as collecting and exchanging evidence and making interim applications. A second focus will be to study and compare the different rules and skills relevant to different forms of dispute resolution.

To ensure realism, all seminars will be based on realistic civil scenarios and case papers. You will be coached in preparing and presenting cases in efficient and effective ways.

Learning on all modules will be supported by online resources. These will include suggested reading, and presentations including powerpoint and spoken word as appropriate. The materials will also include sample documents and analysis.

Work at master’s level includes a substantial amount of self-directed learning. You will be expected to complete a significant amount of reading in preparation for each seminar, and to consider what you have read so as to develop answers to seminar questions. While the seminars will include some teaching to support your understanding, they will
be based primarily on discussion. In broad terms you will be expected to do at least 10 hours of reading and preparation for each tutorial.

WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?

Assessment and Assessment Criteria

Each module will be assessed in a practical and appropriate way. This will include analysis of cases, analysis of topical legal issues, and relevant research. The majority of modules will be assessed on the basis of written coursework on a relevant topic of up to 5,000 words. One module will be assessed by a videoed presentation relating to a set of case papers and lasting up to 15 minutes.

The dissertation module will involve the submission of a dissertation of 15,000 - 20,000 words on a practice focused subject based on litigation, arbitration or mediation and agreed with a supervisor.

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attitudes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured. Grade- Related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks. Assessment Criteria and Grade-Related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment or attached to a specific assessment task.

For this programme general Criteria are provided in the handbook, and specific criteria will be provided with each assessment task.

Feedback on assessment

You will be provided with the opportunity to submit written work approximately half way through each taught module to get feedback on your progress, with comments on strengths and weaknesses and a general indication of the grade level of the work. This will normally require written work of about 2,000 words. You will be able to make personal appointments with a tutor to get further feedback and guidance.

Feedback in relation to the dissertation module will be provided in 4 one to one supervisions.

Individual feedback will be provided on all assessed work. All feedback will be criteria related.

Feedback will be provided in line with our Assessment and Feedback Policy. In particular, you will normally be provided with feedback within three weeks of the submission deadline or assessment date. This would normally include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an
end of module project), feedback will normally be provided within four weeks. The
timescale for feedback on final year projects or dissertations may be longer. The full
policy can be found at:
https://www.city.ac.uk/__data/assets/pdf_file/0008/68921/assessment_and_feedback_p
olicy.pdf

Assessment Regulations

In order to pass your Programme, you should complete successfully or be exempted
from the relevant modules and assessments and will therefore acquire the required
number of credits. You also need to pass each Part of your Programme in order to
progress to the following Part.

Part 1 consists of the 4 taught modules, each of which is worth 30 credits. Together they
are weighted as 67% of your total mark for the course.

Part 2 is the dissertation which is worth 60 credits and contributes 33% to your total
mark for the course.

The Pass mark for each module is 50%.

If you fail a module, the following will apply, subject to compensation between modules
as provided for in the University assessment regulations (for further details, see the
Programme Handbook).

If you fail an assessment you will normally be offered one resit attempt. However, if you
did not participate in the first assessment and have no extenuating circumstances, you
may not be offered a resit.

If you are successful in the resit, you shall be awarded the credit for that module. The
mark used for the purpose of calculation towards your Award shall be calculated from
the original marks for the component(s) that you passed at first attempt and the
minimum pass mark for the component(s) for which you took a resit.

If you do not satisfy your resit by the date specified you will not progress and the
Assessment Board shall require that you withdraw from the Programme.

If you fail to meet the requirements for the Programme, but satisfy the requirements for a
lower-level Award, then a lower qualification may be awarded as per the table below. If
you fail to meet the requirements for the Programme and are not eligible for the award of
a lower level qualification, the Assessment Board shall require that you withdraw from
the Programme.

If you would like to know more about the way in which assessment works at City, please
see the full version of the Assessment Regulations at:
http://www.city.ac.uk/__data/assets/word_doc/0003/69249/s19.doc
WHAT AWARD CAN I GET?

Master's Degree:

<table>
<thead>
<tr>
<th>Part</th>
<th>HE Level</th>
<th>Credits</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught</td>
<td>7</td>
<td>120</td>
<td>67%</td>
</tr>
<tr>
<td>Dissertation</td>
<td>7</td>
<td>60</td>
<td>33%</td>
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Postgraduate Diploma:

<table>
<thead>
<tr>
<th>Part</th>
<th>HE Level</th>
<th>Credits</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught</td>
<td>7</td>
<td>120</td>
<td>100</td>
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Postgraduate Certificate:

<table>
<thead>
<tr>
<th>Part</th>
<th>HE Level</th>
<th>Credits</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught</td>
<td>7</td>
<td>60</td>
<td>100</td>
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</tbody>
</table>

Class | % required
--- | ---
With Distinction | 70
With Merit | 60
With Pass | 50

WHAT WILL I STUDY?

Taught component

The programme will consist of four taught modules taken over one academic year for the full time course, or over two academic years for the part time course.

In addition you will complete a practice focussed dissertation on an approved area related to one of the modules in the programme.

<table>
<thead>
<tr>
<th>Module Title</th>
<th>SITS Code</th>
<th>Module Credits</th>
<th>Core/ Elective</th>
<th>Compensation Yes/No</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Litigation – Process and Tactics in Preparing for Trial</td>
<td>LLM301</td>
<td>30</td>
<td>C</td>
<td>Y</td>
<td>7</td>
</tr>
<tr>
<td>Civil Dispute Resolution Options – Strategy, Risks and Costs</td>
<td>LLM302</td>
<td>30</td>
<td>C</td>
<td>Y</td>
<td>7</td>
</tr>
<tr>
<td>Mediation and Negotiation</td>
<td>LLM303</td>
<td>30</td>
<td>C</td>
<td>Y</td>
<td>7</td>
</tr>
<tr>
<td>Arbitration</td>
<td>LLM304</td>
<td>30</td>
<td>C</td>
<td>Y</td>
<td>7</td>
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</table>

Dissertation

<table>
<thead>
<tr>
<th>Module Title</th>
<th>SITS Code</th>
<th>Module Credits</th>
<th>Core/ Elective</th>
<th>Compensation Yes/No</th>
<th>Level</th>
</tr>
</thead>
</table>
You are not normally required to pass all taught modules before progressing to the dissertation.

**TO WHAT KIND OF CAREER MIGHT I GO ON?**

This programme is designed to assist you in building a CV to support a developing legal professional career. This might include working as a lawyer in a firm or in chambers, or working as a lawyer in house or for a government organisation. The programme would also support other careers involving giving legal advice, for example working for a national or international not-for-profit organisation.

Exercises make use of realistic case papers, and careers advice will be available to all students.

You will be able to attend events with practitioners and those with experience of practice.

If you would like more information on the Careers support available at City, please go to: http://www.city.ac.uk/careers/for-students-and-recent-graduates.

**WILL I GET ANY PROFESSIONAL RECOGNITION?**

This programme does not carry direct professional recognition. However achieving a master’s level qualification in law is relevant to practice in some jurisdictions. Alternatively an additional qualification of this kind can build a CV in a way that can significantly assist a job application.

**HOW DO I ENTER THE PROGRAMME?**

Applications for the course should be made through the University’s online application system available at www.city.ac.uk/law.

You should have very strong academic potential and good English language skills. The entrance requirement is normally a degree in law linked with some work experience in a legal area and/or an appropriate professional qualification (such as the BPTC or LPC). Evidence of at least upper second class honours ability will be looked for, but full credit will be given for professional experience.

The English language requirement is IELTS of 7 with a minimum mark of 6 in each area. We do not accept TOEFL.