



# Law Society of Ireland Diploma Programme

## Information: the Law Society of Ireland Diploma Programme

### How to Apply

#### Online

- Access the Diploma Programme pages on our website [www.lawsociety.ie](http://www.lawsociety.ie) and follow the onscreen instructions.
- Complete the digital application form that is also available on the Diploma Programme pages of our website and email it to us at [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie).
- On receipt of the application form and payment, your place on the course will be confirmed.
- A letter setting out full course details will issue approximately two weeks prior to the commencement of the course.

#### Bank Transfer

- Fees can be paid through your bank by way of an Electronic Fund Transfer (EFT). See application form at the back of this booklet for details of the bank account to be used.
- It is important to note your name and the course title on the EFT.
- Complete the application form attached to this booklet or download a copy of the digital application form from the Diploma Programme pages on our website [www.lawsociety.ie](http://www.lawsociety.ie). Post the form to the Diploma Team, Law Society of Ireland, Blackhall Place, Dublin 7 or email [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie).

#### Post

- Complete the application form attached to this booklet or download a copy of the digital application form from the Diploma Programme pages on our website [www.lawsociety.ie](http://www.lawsociety.ie).
- Return the form with full payment (cheques/bank drafts only) to the Diploma Team, Law Society of Ireland, Blackhall Place, Dublin 7.
- If an invoice is required to discharge fees please notify the Diploma Team in advance of submitting your application to ensure that payment will be received before the course commences.

**Note: Course places are subject to availability and are allocated on a first paid basis.**

#### Discounts

- A 20% discount is available for unemployed solicitors.
- A 10% discount is available for trainees.
- When a firm is paying for three or more employees to attend the same diploma course, there is a 10% discount on each application. All such applications must be submitted together
- When a firm is paying for six or more employees to attend the same diploma course, there is a 12.5% discount on each application. All such applications must be received together
- Where an applicant has attended two Law Society of Ireland Diploma courses the applicant is entitled to a 10% discount on subsequent diploma courses.

**Note:** Certain courses are open to suitably qualified non-legal professionals. Such applications are subject to a 5% supplemental fee, which amounts to a supplement of €100 in respect of diploma applications and a supplement of €50 in respect of certificate applications.

### **Cancellation Policy**

Cancellations will only be accepted if submitted in writing no later than two weeks prior to the commencement of the course. All refunds are subject to an administration charge of €80. Fees will not be refunded once the course has commenced.

### **LLM (Practitioner)**

The Diploma Programme and the Faculty of Law at University College Cork (UCC) are offering a collaborative LLM (Practitioner) programme for solicitors and barristers. To qualify for the Master's level award, a student must earn 90 credits. This can be done by studying six individual modules (each worth ten Master's level credits, one of which is a compulsory clinical practice/reflective learning module) and completing a thesis (30 Master's level credits).

If, however, you have successfully completed one or more of our diplomas, as a student embarking on the LLM programme you will receive credit for those awards. Each diploma will count as an individual module (that is, ten Master's level credits), up to a maximum of two such diplomas (that is, 20 Master's level credits).

For further information on the LLM, please contact [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie) or phone 01 672 4802.

You can also view further details of the LLM (Practitioner) course on the UCC website [www.ucc.ie](http://www.ucc.ie)

### **Moodle/Learning Management System**

The Diploma Team use Moodle as a learning tool. Moodle is a learning management system but is effectively a "website". The site is designed to keep you informed about all aspects of the course you are attending and will contain the links to the webcasting feature. The site will also act as a repository for course schedule information, course materials and as a diary of forthcoming lecture dates. Access to Moodle is only for the duration of your particular diploma course and will be revoked upon course completion. At the start of your course there will be an introductory lecture that will show you how to use and access this site. All course participants are given a log in and password at course commencement.

### **How to log-on**

- In the Browser bar type the following address: <http://diplomalaw.learnonline.ie> alternatively, this site can also be accessed from [www.lawsociety.ie](http://www.lawsociety.ie) - go to diploma programme link on menu and then click on Moodle.
- To gain access to Moodle, you will need to input the unique username and password provided.
- Your username for the website will be numerical. You will be advised of your unique numerical username when commencing the course.
- The initial password that is assigned to you is set to the default value of 'changeme'.
- So, for example, type "123456" as your username and then enter 'changeme' as the default password. You will be prompted to change your password to something that you choose yourself the first time you logon to the site.
- Please email [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie) or call 01 672 4802 for guidance if you have any difficulties logging on.

### **Webcasting: Blended learning via webcasting resource**

In respect of individual courses that will be webcast, all lectures will take place in the Education Centre in Blackhall Place. However to facilitate those students unable to attend Dublin on a weekly basis, lectures will also be webcast 'live' on our secure internet site. This means that students can decide to attend the onsite lecture or, alternatively, to access the

lecture online via the course website. In addition, lectures will be archived within the course website for the duration of the course and can be viewed at a later date on demand by all students. We encourage students to either attend onsite or watch the lectures live so they keep up with lectures and to only use the 'catch up' on demand facility as a default.

If you intend to rely on the webcasting resource, we ask that you ensure prior to the application process that your home/office PC is compatible with the relevant software. This requires a very straightforward test, go to: <http://diplomalaw.learnonline.ie/course/view.php>

Username: testwebcast  
Password: testwebcast

If you cannot view the webcast follow the instructions provided. There may be local factors such as 'firewalls' and we suggest that at first instance you check with your IT provider.

### **Library Access**

Diploma participants have access to the Law Society Library for the duration of their course. They are entitled to borrow three books at a time for a period of seven days. The books must be from the multiple copy collection only. Fines will be charged at €6 per day for overdue items.

The library hours are Monday - Thursday, 8.30am-6.00pm, Friday, 8.30am-5.00pm.

### **Workshops**

All diploma courses have workshops and the primary aim is to consolidate what is dealt with in the lecture materials. They provide an opportunity for students to participate in smaller groups and to engage in problem-type scenarios with a tutor on hand to answer questions. The final workshop is aimed at preparing participants for the examination. Details in relation to workshops will be communicated during the course. Where possible, materials are released in advance to enable participants to prepare for workshops and thus maximise their benefit.

### **Examinations**

All Law Society of Ireland Diploma Programme examinations are closed book. You will be informed of your examination number via letter. You must not write your name on any part of the examination paper. The venue for the exam(s) will be confirmed closer to the time of the exam(s).

Exam results will be communicated approximately 12 weeks after the examination has taken place by letter only. Please ensure that we have your correct postal address. All changes to contact details should be e-mailed to the [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie).

Results are communicated as follows: Pass / Merit / Commendation / Fail

Fail	Less than 50%
Pass	50% - 64%
Merit	65% - 79%
Commendation	80% and above

Please note that actual marks will NOT be communicated under any circumstances.

The provisional date for repeat exams for 2010/2011 courses is **Saturday, 01 October 2011**. The fee to repeat an examination is €250.

Please note participants must sit the examination(s) the first time it is offered in order to be eligible to sit the repeat examination. There is no guarantee however that repeat examinations will be offered in all subjects. If a student is ill and cannot attend the first

sitting of an examination, a medical certificate must be submitted to the Diploma Team. Other extenuating circumstances will be dealt with on a case-by-case basis and must be made in writing to the Diploma Manager.

### **Adapted Arrangements**

If you require any special arrangements with regard to attending any of the weekly lectures, please contact the Diploma Team as early as possible and not later than one month before the commencement of the course, with full details of your particular needs.

Participants who require adapted arrangements for examinations due to illness or disability should contact a member of the Diploma Team at least two months in advance of examinations. This timeframe will only be reviewed in exceptional circumstances. Candidates will be required to provide medical evidence of disability from a consultant/specialist or education psychologist. This enables the appropriate adapted arrangements to be put in place. A copy of the Law Society's Disability policy is available on request and is also on our website under the Diploma Programme section.

### **Credit for PPC II Electives**

All Law Society of Ireland diploma courses will give participants credit for one PPC II elective. The course of academic study must take place during the training period, which means after your indenture date and before your PPC II. Application for such credit must be made with a certified copy of proof of successful completion of the relevant examination/assessment. Examination results may take 12 weeks to issue after an examination has taken place but we try to expedite corrections for PPC II trainees. Trainees will note that although the pitch of diploma courses is at a more advanced level than PPC II courses, there may be an unavoidable overlap in some course content and this may limit your choice of elective subject on the PPCII course

### **Conferring Ceremony**

A conferring ceremony will take place in the Law Society after the examination results have been communicated. Full details of the ceremony will be communicated via letter. If you do not attend the ceremony your diploma/certificate will be posted after the ceremony has taken place.

### **Future Courses**

If there is a diploma course you would like to see introduced or if you are interested in lecturing or tutoring on a diploma or certificate course please contact Freda Greal, Diploma Manager. Email: [f.greal@lawsociety.ie](mailto:f.greal@lawsociety.ie), Tel: 01 672 4802.

### **Contact Details**

**Email:** [diplomateam@lawsociety.ie](mailto:diplomateam@lawsociety.ie)

**Tel:** 01 672 4802

**Fax:** 01 672 4992

**Website:** [www.lawsociety.ie/diplomas](http://www.lawsociety.ie/diplomas)

