



OXFORD
BROOKES
UNIVERSITY

Programme Handbook

**Post Graduate Diploma in Legal
Practice (Cayman Islands) [also
known as Professional Practice
Course ('PPC')]**

Programme Handbook

PGD-LEP-V

2024-25

Purpose of this handbook

The purpose of this Programme Handbook is to provide you with specific information that underpins the design, delivery and management of your programme. It is your responsibility to familiarise yourself with the contents of this Programme Handbook and to talk to your programme team if you have any questions.

You will also be given a guide to each module you study which will have very specific information about the weekly schedule, assessment and feedback deadlines and the processes for handing in work, what you should do with your assessment if you have extensions and anything else pertinent to the module.

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Your Teaching Team

Programme Lead (OBU)

Dr Lucy Floyd (l.floyd@brookes.ac.uk)

Principal Lecturer and Programme Lead (Law)

The Programme Lead coordinates subjects across Law and is responsible for ensuring the standards of teaching quality and student experience. The Programme Lead is also the final authority regarding issues such as subject changes and exam board decisions.

Liaison Manager (OBU)

Dr Derek O'Brien (d.obrien@brookes.ac.uk)

Reader in Law

The Liaison Manager is responsible for coordinating communications between OBU and TBLS on any issue relating to the programme in order to ensure the provision of an excellent student experience, and to safeguard the academic standards of the programme.

Director of Legal Studies (TBLS)

Mitchell Davies (Mitchell.Davies@gov.ky +1345 945 0077 Ext 6174)

Programme Manager / Deputy Director / PPC Course Leader (TBLS)

Rhian Minty (Rhian.Minty@gov.ky +1345 945 0077 Ext 6176)

The Programme Manager is responsible for the day to day operation of the PPC, and works with the Director of Legal Studies and the Oxford Brookes Liaison Manager and Programme Lead to ensure academic integrity and quality. The Programme Manager chairs the Liaison Manager meetings and the Programme meetings where TBLS student representatives feed into these issues, enabling us to respond to student needs and preferences. The Programme Manager can also provide general information, advice and support on academic, pastoral and careers related matters and would usually be the first point of contact.

Module Leaders / Practitioner Tutors (TBLS)

Please see the table for current staff and their contact details. All staff have an open door policy, and are available to see students during working hours, subject to their professional commitments.

Location: Second Floor, Artemis House, 67 Fort Street, George Town, Grand Cayman

Opening times are:

Monday-Friday: **8:30 am – 5:00 pm** (closed weekends & public holidays)

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Your Programme

Overview of the programme

Post Graduate Diploma in Legal Practice (Cayman Islands) – PGD-LEP-V

Programme Handbook 2024-25

Final Award and Exit Awards: PGDip

Modes of Study: Full time

Mode of Delivery: On Campus

Professional/Regulatory Accreditations/Approval or Endorsement: The Programme is under the general supervision of the Legal Advisory Council (LAC).

Department: School of Law

Faculty: Faculty of Humanities and Social Sciences

Welcome

The Truman Bodden Law School (formerly the Cayman Islands Law School) was opened on 27th September 1982 by the then Governor, Mr. Peter Lloyd. As of June 2024, TBLS is now located on the 2nd Floor of Artemis House, 67 Fort Street, in George Town, Grand Cayman.

The Law School provides tuition for both full and part-time programmes leading to the Bachelor of Laws (Honours) Degree of the University of Liverpool, and a more recently approved University of Liverpool LL.M programme in the Law of International Finance and Regulation. In addition, the Law School provides a direct route to qualification as an Attorney-at-Law of the Cayman Islands, which follows successful completion of the postgraduate Professional Practice Course ('PPC').

Since September 2017, a student who successfully completes the Qualifying Examination of the PPC will be awarded a Post Graduate Diploma in Legal Practice by Oxford Brookes University. The PPC has been validated by Oxford Brookes University and operates under the supervision of the Legal Advisory Council, comprising the Hon. Chief Justice, the Hon. Attorney General and two representatives from and the Cayman Islands Legal Practitioners Association ('CILPA').

The aim of the Law School is to provide students with a standard of legal education equivalent to that prevailing at good UK universities. The validation of the

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postgraduate PPC programme by Oxford Brookes University and the long-standing affiliation of the Law School with the University of Liverpool in the provision of its degree are key partnerships and essential to achieving this aim. Consistent with the legal education experience in other law schools, TBLS students should anticipate an exciting and challenging experience; less commonly however, TBLS students will not encounter over-populated classes as TBLS has an enviable student-lecturer ratio in all classes.

The PPC course is supported by three key textbooks written by current or former TBLS staff that are available for purchase from the Law School at a price of CI\$110 each. The textbooks cover the following areas of local law: Cayman Conveyancing Law, Cayman Criminal Procedure and Cayman Civil Procedure. The Law School now boasts one of the Island's finest law libraries with significant lending and reference collections. Since September 2002, the library has fallen under the direct supervision of a qualified librarian, Mr. Victor Villarin, who also has responsibility for the Legal Department and Courts libraries. We also have a full time Library Assistant. Please take advantage of their expertise should you have difficulty in locating hard copy or electronic materials. The Law School has a fully equipped computer room with all computers having internet access. The entire Law School also has a wireless internet capability.

The Legal Practitioners Act (2022 Revision) and the Legal Practitioners (Students) Regulations (2018 Revision) confer upon the Law School authority to offer a system of legal education in the Cayman Islands under the control and guidance of the Director, the Attorney General and the Legal Advisory Council. You are strongly advised to become thoroughly familiar with these regulations early in your Law School career. The Regulations can be found on the Law School website www.caymanlawschool.ky

Oxford Brookes University started as the Oxford School of Art in 1865, when it occupied one room on the ground floor of the Taylor Institution. Today, Oxford Brookes has four campuses: Headington, Wheatley and Harcourt Hill in Oxford, and the fourth in Swindon. The School of Law is situated in Headington Hill Hall and is in the top 200 of all law schools according to the QS World University Rankings, placing Law at Oxford Brookes among the world's elite institutions. The School also enjoys strong links with local law firms, legal professionals, barristers' chambers and business and community groups.

Programme diagram

Full time - 1 Year	
Semester 1	Semester 2
Accounts Compulsory 5 Credits	Cayman Statute Law Compulsory 10 Credits
Professional Conduct and Ethics Compulsory 10 Credits	Conveyancing Compulsory 10 Credits
	Cayman Probate and Succession Law Compulsory 10 Credits
Practical Legal Research Compulsory 10 Credits	
Litigation Compulsory 30 Credits	
Legal Skills Compulsory 15 Credits	

Corporate Practice
Compulsory
20 Credits

Programme structure & navigating the programme

The PPC will commence with a one-week Induction programme where the curriculum and methods of assessment will be explained to you. You will also be introduced to the teaching and learning strategy of the PPC and how the PPC is designed to meet the learning outcomes and prepare you for entry into articles. The induction will introduce you to the Cayman legal system and primary and secondary sources of Cayman Law, including textbooks to be used during your studies. You will be shown how to access Cayman and international legal resources both in hard copy and online. You will also learn about the Cayman Constitution including the legislative, executive and judicial functions of the Cayman Constitutional arrangements and how, as a British Overseas Territory, these relate to equivalent UK functions which you will have already studied in your undergraduate degree. You will learn about the Cayman Bill of Rights and its influences on the way law is made and interpreted in the Islands. There will also be an opportunity to visit the Cayman Courts and meet representatives of the Cayman Islands Legal Practitioners Association who will introduce you to the workings of the local legal profession.

Students will undertake a total of 120 Credits for the PGDip, which will be undertaken at Level 7 of the Framework for Higher Education Qualifications. Level 7 is typically a Masters or Postgraduate Diploma level of study, which requires a high degree of independent learning from students, informed by undergraduate study. In particular, this level of study prepares students with analytical and decision-making skills, applicable to professional employment.

Modules to be studied are:

Module Title	Credits	Level	Status	Coursework:Exam Ratio
Conveyancing	10	7	Compulsory	0:100
Litigation, comprising both Civil and Criminal Procedure and Evidence	30	7	Compulsory	0:100
Cayman Probate and Succession Law	10	7	Compulsory	0:100

Module Title	Credits	Level	Status	Coursework:Exam Ratio
Legal Accounts	5	7	Compulsory	0:100
Corporate Practice	20	7	Compulsory	0:100
Cayman Statute Law (Private Client)	10	7	Compulsory	0:100
Professional Conduct and Ethics	10	7	Compulsory	0:100
Practical Legal Research	10	7	Compulsory	0:100
Legal Skills	15	7	Compulsory	Competent/ Not Competent

The modules will be undertaken in the following order:

Semester One

- Legal Accounts
- Professional Conduct and Ethics
- Legal Writing / Client Interviewing
- Litigation: Civil Procedure and Evidence
- Corporate Practice Part I

Semester Two

- Legal Drafting / Practical Legal Research / Advocacy
- Litigation: Criminal Procedure and Evidence
- Cayman Statute Law
- Conveyancing
- Corporate Practice Part II
- Cayman Probate and Succession Law

Please see details of each of these modules in the following pages, including individual module outcomes.

You will find that the emphasis of the PPC is on 'learning by doing' and therefore the method of instruction is somewhat different, on most modules, from that on the undergraduate programme. In many of the modules, lectures and tutorials are replaced or complemented by seminars and practical exercises, these will include drafting legal documents, making applications to the court, interviewing clients, and negotiating settlements.

How modules deliver Programme Learning Outcomes

On successful completion of the programme, graduates will demonstrate the following Brookes Attributes:

ACADEMIC LITERACY

- Identify and perform complex tasks required to advance client transactions or matters;
- Demonstrate and explain their knowledge, understanding and skills in the multi-faceted areas of:
 - Professional Conduct and Ethics;
 - Legal Accounts;
 - the core practice areas of Corporate Practice, Conveyancing, Litigation: Civil and Criminal Procedure and Evidence, Cayman Probate and Succession Law and Cayman Statute Law;
 - Practical Legal Research; and
 - Legal Skills such as Writing, Drafting, Interviewing and Advising, and Advocacy.

RESEARCH LITERACY

- Research, apply and, where appropriate, critically evaluate knowledge of the law and legal practice accurately and effectively.

CRITICAL SELF-AWARENESS AND PERSONAL LITERACY

- Identify, understand and apply the key ethical requirements contained in the Cayman Code of Conduct for attorneys-at-law, understand where these may impact and be able to apply them in context to situations, some of which are new or unusual.
- Students should also be able to transfer skills learnt in one context to another.
- Reflect on, and evaluate, their learning and identify their learning needs, their own performance and the development of their own skills and attributes.

DIGITAL AND INFORMATION LITERACY

- To use paper and digital resources, as appropriate, to discover appropriate information to solve complex problems to make informed judgments, and to reflect on and present that information in a professional format

ACTIVE CITIZENSHIP

- Identify and deal with the client's objectives and different means of achieving those objectives and evaluate:
 - the financial, commercial and personal priorities and constraints to be taken into account; and

- the costs, benefits and risks involved in transactions or courses of action.

Professional/Regulatory Body Information

Qualifying as an Attorney in the Cayman Islands

Admission as an attorney-at-Law of the Cayman Islands, carrying with it the right to practise law locally, is regulated by the Legal Practitioners Law and Regulations made thereunder. You should be thoroughly familiar with these provisions.

In the case of persons who are not qualified to practice as barristers or solicitors in other Commonwealth jurisdictions, admission to the Cayman Bar is based upon successful completion of: (i) The Qualifying Examination of the PPC, certified by the Cayman Islands Legal Advisory Council; and (ii) An eighteen month period of articles of clerkship.

The entry requirements for the PPC are laid down in the Legal Practitioners (Students) Regulations (2018 Revision). Candidates must be Caymanian or have Caymanian status, or hold the consent in writing of the Governor in Cabinet. In addition, Students must have successfully completed the Liverpool University LL.B. degree with at least a Lower Second Class classification or hold a qualification deemed to be equivalent to it by the Legal Advisory Council. The Degree, or equivalent, must have the status of a Cayman Qualifying Law Degree pursuant to Regulation 27D of the Legal Practitioners (Students) Regulations (2018 Revision).

Qualification as an attorney in the Cayman Islands is a process divided into two parts; the first part comprises an intensive full-time nine-month period of study in Cayman law and procedure. Courses to be studied include Cayman Statute Law, Corporate Practice, Criminal Procedure and Evidence, Civil Procedure and Evidence, Conveyancing, Cayman Probate and Succession Law, Legal Accounts, Professional Conduct and Legal Ethics, Practical Legal Research and Legal Skills. Locally produced manuals form the basis of the courses in Conveyancing, Civil Procedure and Criminal Procedure and are available for purchase from the Law School.

Successful completion of all modules (the Qualifying Examination) will entitle the student to the award of a Post Graduate Diploma in Legal Practice (Cayman Islands) awarded by Oxford Brookes University. This certificate allows eligible candidates to move onto the second part of the qualification process and to apply to register Articles of Clerkship. This second phase of training is accordingly service under Articles of Clerkship with a practising Attorney-at-Law who will provide the student with practical experience in differing aspects of legal work. Articles must be registered with the Clerk of the Court after the Attorney General's certificate has been obtained which signifies his satisfaction that the articulated clerk will receive an appropriate level of legal training. A description of the procedure is found in the Students Regulations. Securing articles is the student's responsibility and it is up to the attorney and the clerk to agree the usual conditions of the clerk's employment such as salary, annual

leave etc. A legal practitioner in the Cayman Islands has a broad spectrum of matters to deal with: his clients may well be involved in sophisticated international trusts, banking, insurance and commercial transactions, or have problems of a more domestic nature. An articulated clerk will study practical issues of many aspects of the law and should use this time to assist his or her principal to the full in order to gain the widest experience possible.

Any specific requirements to study, e.g., current / valid DBS check

Not applicable.

End Point Assessment

Not applicable.

Your Learning Opportunities and How Your Learning is Organised

How we teach your course

The demands of the PPC require a particular approach to teaching and learning.

Our teaching follows the “tell, show, do, review” sequence. In other words, you are told the relevant legal principles or procedure; shown how the principles apply to the particular transaction or shown a demonstration of a particular skill; you then try out the process of application yourselves, or attempt the particular skill; and finally you review your work with your tutor and peer group.

On the PPC we concentrate on **active learning**. The emphasis is thus on simulations by students of tasks undertaken by Attorneys-at-Law in practice which you will usually perform in groups, under the supervision of the tutor, followed by feedback (or “review”) in plenary session of the work performed in small groups.

Practical focus. On the PPC the focus is on:

- Applying legal principles; and
- Addressing the client’s needs and objectives.

This means working systematically through the key points that must be addressed in order to give the client what they want. It follows from this that there is ample scope on the PPC to develop skills needed by an articulated clerk about to enter practice.

Teaching

Teaching is informed by the principle of active learning, so most of the teaching is in practical workshop sessions (Small Group Sessions/SGSs) where you will undertake, under the supervision of the tutor, the kind of tasks that you would be expected to perform as articulated clerks in practice.

The emphasis in the sessions is on problem solving and applying legal principles (taught by an introductory lecture, or by directed preparatory reading) to practical exercises such as interviewing and advising a client, negotiating a settlement, drafting a letter to client, or an affidavit in support of proceedings, or making an application to court. The activities incorporate relevant legal skills and you are expected to demonstrate a sound understanding of the legal principles and procedures studied whilst carrying out the activities. Tutors take an active role in the sessions, challenging and testing the students’ understanding.

Some sessions involve the tutor demonstrating legal principles and procedures by way of lecture, with students undertaking practical exercises as take home exercises to be submitted for individual feedback and generic feedback in a subsequent session.

As a guideline, you are expected to take approximately **three hours to prepare take home exercises or to prepare for a two hour SGS** involving skills based activities which require preparation, such as drafting documents and affidavits, preparing legal submissions, negotiating settlements and advising clients.

Where SGSs include activities involving oral skills, you will be provided with subsequent opportunities to demonstrate knowledge and application of these skills in the form of written assignments based on past assessment questions. This will enable you to understand the principles and procedures and apply them in both a practical setting and an assessment setting. The active learning technique used for preparation and performance of practical activities thereby enhances your understanding of the matters upon which you will be assessed and better enables you to demonstrate the module and programme learning outcomes.

Assessment

Knowledge, understanding and application in the core practice areas of civil procedure, criminal procedure, probate and succession law, conveyancing, corporate practice, Cayman statute law, and professional conduct and ethics are tested by written, unseen, supervised assessments where you can take in only Cayman statutes and regulations and Codes.

Knowledge, understanding and application in the area of Accounts are tested by separate closed book supervised assessment where you perform accounting tasks and answer multiple choice questions.

Practical Legal Research is tested by an unsupervised assessed coursework where you have to produce an advice to a client or a memorandum of research for a principal in circumstances which closely replicate that to be expected during articles.

The unseen assessments in all modules reflect the types of realistic activities that have been set in-course and replicate the kind of tasks an articulated clerk may be required to carry out in practice. They require you to demonstrate understanding and application of the relevant principles and procedures and not the mere regurgitation of materials. You are also given an opportunity to perform a formative assessment and receive feedback on your performance in advance of summative assessments in each module.

Assessments are set internally, subject to approval by the PPC external examiners. All papers are internally assessed by the academic staff of the Law School and moderated by the Oxford Brookes University Liaison Manager, and are subject to further scrutiny by the PPC external examiners, whose academic judgment is final. Examination results will be approved by the Oxford Brookes University Examination Committee and will be released to students in late June/early July.

Feedback on Summative Assessments

Once final module marks have been confirmed by the Examination Committee and released to you, you can make an appointment with Module Leaders to receive oral feedback on your assessment.

How do you include group work in my course?

The Small Group Sessions (SGS) provide an opportunity for group work where you will be able to develop your knowledge, understanding, and analysis of legal concepts and principles, as well as gain proficiency in legal communication skills.

What are the opportunities in my programme?

We take a practical approach to teaching law on the PPC which gives you the opportunity to learn to reason like lawyers. You will be intellectually challenged throughout the programme.

You will have opportunities to apply your learning in SGS's and through the assessments. You will also have opportunities to take part in practical legal pro bono activities. See below for further information on Careers Support and Preparation for Employment and also Co-Curricular and Extra-Curricular activities.

Timetable

Semester One

16 th September 2024	Week 0	Registration and Induction
23 rd September 2024	Week 1	Lectures Commence
30 th September 2024	Week 2	
7 th October 2024	Week 3	
14 th October 2024	Week 4	Accounts Mock Week
21 st October 2024	Week 5	Ethics Mock Week
28 th October 2024	Week 6	
4 th November 2024	Week 7	Accounts Exam Week

11 th November 2024	Week 8	Ethics Exam Week
18 th November 2024	Week 9	
25 th November 2024	Week 10	Mocks Week
2 nd December 2024	Week 11	
9 th December 2024	Week 12	Interviewing Assessment Week
16 th December 2024	Week 13	Legal Writing Assessment Week

Christmas Vacation: Friday 20th December 2024 – Wednesday 1st January 2025

2 nd January 2025	Week 14	Assessments
6 th January 2025	Week 15	Assessments

Semester Two

13 th January 2025	Week 1	Lectures Commence
20 th January 2025	Week 2	
27 th January 2025	Week 3	
3 rd February 2025	Week 4	
10 th February 2025	Week 5	
17 th February 2025	Week 6	
24 th February 2025	Week 7	
3 rd March 2025	Week 8	
10 th March 2025	Week 9	
17 th March 2025	Week 10	
24 th March 2025	Week 11	Advocacy Assessment Week
31 st March 2025	Week 12	Drafting Assessment Week
7 th April	Week 13	PLR Assessment Week

Easter Vacation: 15th April 2025 – 2nd May 2025

5 th May 2025	Week 14	Assessments
12 th May 2025	Week 15	Assessments

End of Academic Year: Friday 16th May 2025

Resit Periods for Semester One and Semester Two Assessments

30 th June 2025	Week 1	Assessments
7 th July 2025	Week 2	Assessments

What we expect from you

As a student on the PPC we expect you to apply yourself in a professional manner with a good attitude for learning and the motivation to apply your learning independently with additional reading and activities outside of your scheduled taught time. Your modules have been broken down into different learning hours and many hours within a module are classified as Directed/Independent Study. This means the responsibility lies with you to complete the work expected between taught times. Attendance at all classes, included rescheduled classes, is mandatory.

If we have guest speakers who we have invited to the University to share with you their professional expertise we expect all students to attend wherever possible, especially during scheduled taught time.

Your Assessment and Feedback

TRUMAN BODDEN LAW SCHOOL

Professional Practice Course ('PPC')

Assessment Code 2024-2025

Assessment Framework for the passing of the Qualifying Examination pursuant to the Legal Practitioners (Students) Regulations (2018 Revision).

This framework must be read in conjunction with the Legal Practitioners (Students) Regulations (2018 Revision) which can be found at www.caymanlawschool.ky and Oxford Brookes University Regulations for Study which can be found at [Regulations for Study 2024-2025](#). Where there is any inconsistency or conflict between Oxford Brookes University Regulations for Study and the Legal Practitioners (Students) Regulations (2018 Revision) the latter shall take precedence.

Interpretation	
'Board'	Legal Practitioner (Students) Regulations Appeal Board
'Council'	Legal Advisory Council
	'Director' Director of Legal Studies, Cayman Islands Law School
'Examination Committee' the	The Oxford Brookes University Examination Committee for PPC programme
'External Examiner'	A person appointed as such by Oxford Brookes University
'Internal Examiner'	A member of the teaching team at TBLS
'Law School'	Truman Bodden Law School
'LPSRAB'	Legal Practitioner (Students) Regulations Appeal Board
	'Regulations' The Legal Practitioner (Students) Regulations (2018 Revision)
'TBLS'	Truman Bodden Law School
	'University' Oxford Brookes University

1 The Qualifying Examination

Pursuant to Regulation 28 Legal Practitioners (Students) Regulations (2018 Revision), the Qualifying Examination shall consist of one paper each in:

- (a) Criminal Procedure and Evidence
- (b) Civil Procedure and Evidence
- (c) Conveyancing
- (d) Probate and Succession Law
- (e) Legal Accounting
- (f) Cayman Statute Law
- (g) Corporate Practice
- (h) Professional Conduct and Ethics
- (i) Practical Legal Research; and
- (j) Such other subjects as the University and Council may approve.

2 Methods of Assessment

A student is assessed in supervised conditions by a written paper in each of following:

- Criminal Procedure and Evidence
- Civil Procedure and Evidence
- Conveyancing
- Probate and Succession Law
- Legal Accounting
- Cayman Statute Law
- Corporate Practice
- Professional Conduct and Ethics

A student is assessed in Legal Writing and Legal Drafting by submission of a written exercise. Interviewing and Advocacy are both oral assessments.

A student is assessed in the Practical Legal Research module by submission of a written answer to a set question in the form of an advice or research memo. This assessed paper must:

- (a) be free of plagiarism in accordance with Section 14 of this Code;
- (b) be produced without collusion in accordance with Section 14 of this Code; and
- (c) be submitted on the required date and at the required time and in the prescribed manner, such requirements being stipulated by the Director of Legal Studies.

3 Times of Assessment

A student is assessed at the following times –

Semester One: Professional Conduct and Ethics, Legal Skills (Interviewing and Legal Writing), Civil Litigation, Corporate Practice Part One, Legal Accounting.

Semester Two: Probate & Succession Law, Practical Legal Research, Conveyancing, Corporate Practice Part Two (ELP), Criminal Litigation, Cayman Statute Law and Legal Skills (Drafting and Advocacy)

Submission of assignments:

Please ensure you submit your assignment no later than the deadline (these are fixed and are not flexible) and in the format stated in the module guide. You may be required to submit your work during class or via Moodle.

Feedback:

This is a very broad term and covers not only written or oral feedback on your individual work but may also include discussion in class and information posted on module sites in Moodle.

Please note that **all marks are provisional until they have been confirmed by an Examination Committee.**

4 Principles of Assessment and re-sits

4.1 Passing the PPC Qualifying Examination

A student who passes all components of the Qualifying Examination passes the Qualifying Examination, pursuant to Regulation 28(2) of the Legal Practitioner

(Students) Regulations (2018 Revision), and will be awarded a Post Graduate Diploma in Legal Practice by Oxford Brookes University.

4.2 Failing up to (and including) three subjects

Pursuant to Regulation 28 (3) of the Legal Practitioner (Students) Regulations (2018 Revision), a student who fails only one subject fails the Qualifying Examination but, if the student fails no more than three subjects, the student may, with the consent of the Examination Committee be permitted to re-sit the failed subjects, retaining all other pass marks.

4.3 Failing more than three subjects

Pursuant to Regulation 28(4) of the Legal Practitioner (Student) Regulations (2018 Revision), and subject to 4.4 below, a student who fails more than three subjects shall fail the entire Qualifying Examination and may, with the consent of the Examination Committee, take the entire Qualifying Examination again.

4.4 Failing the Practical Legal Research module

Where a student fails the Practical Legal Research module, that student will fail the Qualifying Examination and may, with the consent of the Examination Committee, re-submit a paper. Where the student fails up to four subjects, one of which is the Practical Legal Research module, the student may, with the consent of the Examination Committee, re-sit the failed subjects and re-submit a research paper, without the requirement to take the entire Qualifying Examination again.

4.5 Timing of re-sits

Re-sit assessments referred to in 4.2, 4.3 and 4.4 shall take place at the first available opportunity and at such time or times as the Director decides.

Please note that individual resit assessments are capped at 50%.

5 Re-sits & repeating the course of study

5.1 Repeating course of study

A student who re-sits any assessments pursuant to 4.2, 4.3 and 4.4 above and fails the Qualifying Examination for a second time, (or who has been given permission by the Examination Committee to defer his/her first re-sit) may, with

the consent of the Examination Committee, be permitted to repeat the course of study, with or without the requirement of attendance, pursuant to Regulation 28(5) of the Legal Practitioner (Students) Regulations (2018 Revision).

5.2 Subject to the discretion of the Examination Committee, where a student has been given permission to repeat the course of study in accordance with 5.1 above, he shall repeat the course of study at the first available opportunity.

5.3 A student will not generally be allowed to re-sit the assessments more than three times. In exceptional circumstances, the Examination Committee may, in addition, permit a student one further final re-sit.

5.4 The maximum mark for a re-sit assessment is 50%.

5.5 Any re-sits will be governed by these rules.

6 Discretion of the Examinations Committee

In deciding whether to grant consent under 4 or 5 above, the Examination Committee may consider a report of the Director on the student's record of attendance and performance in written or other work assigned in connection with any course of study.

7 Grading of Assessments

A student passes the following subjects, if the student obtains a mark of not less than 50% in the subject assessment:

Criminal Procedure and Evidence

Civil Procedure and Evidence

Conveyancing

Probate and Succession Law

Legal Accounting

Cayman Statute Law

Corporate Practice

Professional Conduct and Ethics

Practical Legal Research

Legal Skills of Client Interviewing, Drafting, Legal Writing and Advocacy will be assessed not by way of a percentage of a mark, but as either competent or not competent.

8 Final Grading/Degree Classification

8.1.1 Subject to 8.1.2, a student who passes the PPC Qualifying Examination may be awarded one of the following grades:

- (a) **Pass**, if he or she passes all component parts of the Qualifying Examination and has a Final Average Mark of less than 60%.
- (b) **Pass With Commendation**, if he or she passes all component parts of the Qualifying Examination at first sitting and has a Final Average Mark of at least 60% but less than 70%.
- (c) **Pass With Distinction**, if he or she passes all component parts of the Qualifying Examination at first sitting and has a Final Average Mark of at least 70%.

8.1.2 A student may still be awarded a Pass with Commendation if he or she fails the first attempt in any one (but only one) of the following skills' assessments: Advocacy, Legal Writing, Drafting or Interviewing.

8.2 The 'Final Average Mark' referred to in 8.1, is the weighted average of the percentage marks scored in the following subjects:

- (a) Criminal Procedure and Evidence
- (b) Civil Procedure and Evidence
- (c) Conveyancing
- (d) Succession Law
- (e) Cayman Statute Law
- (f) Corporate Practice
- (g) Professional Conduct and Ethics
- (h) Practical Legal Research

8.3 The Final Average Mark will be rounded to one decimal point for the purposes of determining the classification.

8.4 A student will be entitled to be awarded the next classification (Pass With Commendation or Pass With Distinction as appropriate) provided that (i) the

Final Average Mark results in a mark which is at or within 0.5% of the next overall classification; and (ii) all other requirements within this paragraph 8 are satisfied.

9 Marking and Moderation

9.1 The Law School may take such steps as it thinks fit to ensure consistency and accuracy in assessment and, in particular:

- (i) all assessment papers shall be pre-approved by an external examiner, appointed by Oxford Brookes University; and
- (ii) all student scripts/assessments in the following subjects shall be moderated by the Liaison Manager at Oxford Brookes University, and will be scrutinised by the External Examiner:

Criminal Procedure and Evidence

Civil Procedure and Evidence

Conveyancing

Probate and Succession Law

Legal Accounting

Cayman Statute Law

Corporate Practice

Professional Conduct and Ethics

Practical Legal Research

Legal Skills

9.2 Subject to approval by the Examination Committee, the decision of the Examination Committee, shall, in all circumstances, be final in respect of academic judgment and grading.

10 Absence from assessment and impaired performance in assessments (Exceptional Circumstances)

10.1 Subject to 10.2, below, a student who fails to attend any assessment fails the relevant assessment.

10.2 Where a student provides evidence of reason(s) for absence from an assessment and the Examination Committee accepts those reason(s) for absence as justified, the Examination Committee may allow the student the opportunity to attend another assessment at such time as the Examination Committee shall decide. This assessment will count as the student's first attempt at the relevant assessment.

10.3 Where a student provides evidence of circumstances contributing to under-performance in an assessment and the Examination Committee accepts that those circumstances caused that under-performance, the Examination Committee may allow the student to take a further assessment, which will count as the student's first attempt at the relevant assessment.

10.4 A student who wishes the Exceptional Circumstances to exercise any of its powers under this Regulation:

- (i) shall make a written application on the appropriate form and submit it to the PPC Course Leader within a period of **fourteen days beginning with the date of the assessment** for transmission to the Exceptional Circumstances Committee;
- (ii) shall include in the written application full details of the circumstances to be considered by the Exceptional Circumstances Committee; and
- (iii) shall include in the written application such supporting evidence as may be relevant.

The Exceptional Circumstances Committee may require the student to supply such further details and supporting evidence as the Examination Committee may consider relevant before considering any application under this regulation.

Failure to apply for Exceptional Circumstances within fourteen days of the date of the assessment, will be deemed a **late application** and the application must be submitted along with detailed reasons as to why the application was not submitted within the original deadline and relevant supporting evidence as may be required. The **final deadline** for late applications is the Monday of the week immediately prior to the week in which the Examination Committee sits.

In circumstances where a student fails to comply with the **final deadline** for submitting their application for Exceptional Circumstances the students will need to avail themselves of the Oxford Brookes Academic Appeals Procedure.

Exceptional Circumstances Panel

- i. The Exceptional Circumstances Panel membership is as follows: The PPC Leader (Chair), the Director of Legal Studies, plus one representative from Oxford Brookes University (the Liaison Manager) (or one of the Programme Leads for the School of Law of Oxford Brookes University if the Liaison Manager is not available).
- ii. Exceptional Circumstances requests should be submitted to the PPC Course leader, together with supporting evidence.

11 Late Submission and non-submission of Practical Legal Research Answer.

11.1 Subject to 11.3 and 11.4 below, the assessed Practical Legal Research answer must be submitted by the student no later than the published date and time for submission as stipulated by the Director. Students will be informed of the place and time of submission prior to the submission date.

11.2 (a) Subject to clause (b), where a Practical Legal Research answer is submitted after the date of submission, 5 marks shall be deducted from the total assessment mark available for the assessment for each working day after the submission date, up to the maximum of 5 working days. Any submission after 5pm on the submission date will be deemed to have been submitted on the following working date.

- (b) Any answer received more than 5 working days after the submission deadline will receive a mark of '0'.

Extensions (Practical Legal Research Assessment Only)

11.3 Students may seek an extension of the date for submission of the Practical Legal Research answer for cause, using the appropriate form. The Director has power to allow such extensions for up to one week. Printing delays, diskette corruption or loss and computer faults will not be regarded as sufficient cause. An extension will normally only be granted where it is sought prior to the date of due submission.

11.4 Where an extension is not granted in advance of the published submission date, the Director or the Exceptional circumstances Committee retains discretion to excuse late submission and grant permission to submit the Practical Legal Research answer on a date stipulated by the Director/Committee, where the student demonstrates:

- (a) good reason why an extension has not been applied for in advance of the relevant submission date; and
- (b) good cause why the paper has not been submitted in accordance with these rules

Where the Director/Panel exercises his discretion in favour of the student under this rule, and that student complies with that extension, rule 11.2 shall not apply.

Failure to comply with an extension

11.5 Where a student is granted an extension in accordance with 11.3 or 11.4 in respect of his Practical Legal Research submission and that student subsequently fails to submit the paper within the time stipulated by the Director/Panel, 5 marks shall be deducted from the total assessment mark available for the assessment for each working day after the extended submission date, up to the maximum of 5 working days. Any submission after 5pm on the submission date will be deemed to have been submitted on the following working date. Should the submission be received more than 5 working days after the extended submission deadline it will receive a mark of '0'.

12 Academic Appeals against decisions of the Examination Committee

12.1 All decisions relating to academic judgment are final.

12.2 Subject to 12.1 above, where the Examination Committee has made any determination under these rules, the Examination Committee shall inform the student affected that he or she shall have a right of appeal in accordance with Oxford Brookes University Regulation 6.17.

ACADEMIC APPEALS

Students may appeal to Oxford Brookes against a decision of the Examination Committee if it is believed an error has occurred under the grounds stated in the Oxford Brookes regulations, which are as follows:

- 1 there was an administrative error or procedural irregularity in the assessment process, which significantly impacted the assessment decision
- 2 the process of assessment was affected by bias
- 3 the student's performance in the assessment was affected by relevant exceptional circumstances, which, for valid reasons, were not made known to the examination committee.

There is no appeal against academic judgment, but if you wish to appeal a decision of the Examination Committee on one or more of the grounds stated above you should immediately advise the PPC Course Leader who will give advice on the process to be followed in accordance with the Oxford Brookes University Regulations ([Regulation 6.17](#))

13 General Power of the Council

13.1 Pursuant to Regulation 30(1) of the Legal Practitioners (Student) Regulations (2018 Revision), the Council shall, in addition to other powers granted under the Regulations, have power:

- (a) to exclude from any assessment any student who has not attended to the satisfaction of the Director any course of study provided for in the regulations or who has not properly completed to the satisfaction of the Director the written or other work in connection with any such course of study;
- (b) to review the progress of the student and to make a declaration, where appropriate, that the performance of a student is unsatisfactory, and that he should be required to withdraw from the PPC; and
- (c) to discipline a student (including the power to direct that he leave the Law School) for any conduct which, in the opinion of the Council, is detrimental to the law School or its students.

13.2 Pursuant to Regulation 30(2) and (3) of the Legal Practitioners (Student) Regulations (2018 Revision), where the Council has made any determination under Regulation 30(1) of the said regulations, the Council shall inform the

student affected that he or she shall have a right of appeal, within twenty eight days of such determination, to the LPSRAB, and the decision of the Board shall be final and not subject to any further appeal.

14 Academic Conduct Regulations

14.1 Behaviour which will be regarded as a breach of these Academic Integrity Regulations in relation to assessed work includes, but is not limited to the following:

14.1.1 Plagiarism - copying the words or ideas of another person with or without their knowledge or agreement and presenting it as one's own

14.1.2 Unacknowledged and/or unauthorised use of words or ideas from a source

14.1.3 Falsification - the presentation of data in reports, projects etc. based on research falsely purported to have been carried out by the student, or obtained by unfair means

14.1.4 Collusion - the submission of work produced in collaboration with others, as entirely the student's own work

14.1.5 Actions which enable another student to access or copy all or part of one's own work and to submit it as that student's own unaided work

14.1.6 Gaining access to any unauthorised material relating to an assessment prior to the release date of such information

14.1.7 Custom writing services – the use of materials created by third parties and/or websites and passed off as the student's own, including all forms of contract cheating, such as the use of, running of, or participation in, auction sites and essay mills to attempt to buy, use or produce assessments or answers to questions set

14.1.8 Duplication - the inclusion in an assessed submission of any material which is identical or similar to material which has already been submitted by the same student for any other assessment, for example, submitting the same piece of coursework for two different modules

14.2 Academic misconduct in relation to formal examinations includes, but is not limited to the following:

14.2.1 Submitting other people's work as the student's own - copying or attempting to copy from any other candidate during an examination

14.2.2 Collusion - communicating during an examination with any person other than the invigilator(s) or other authorised member of staff

14.2.3 Bringing with you into the examination room any written or printed material(s) or any electronically stored information unless expressly permitted by the examination and/or assessment rubric.

14.2.4 Being in possession of or obtaining access to, a copy of an examination question paper in advance of the date and time for its authorised release (this covers both 'seen' and 'unseen' papers)

14.2.5 Falsification - assuming the identity of another person with the intent to deceive, for example, by sitting or attempting to sit an examination or test in the place of the student who should be sitting it

14.2.6 Continuing to write (or continuing to perform whatever task is being examined) after the invigilator has announced the end of the examination

14.2.7 The provision of falsified information that has the potential to give a student an unfair advantage.

14.3 Non-compliance with examination regulations or disruptive behaviour in an examination will be considered a breach of these Academic Conduct Regulations.

Penalties

14.4. The penalties available to be imposed in the case of a breach of the academic conduct regulations are:

14.4.1 An absolute discharge. This means that the student technically breached the regulation, but no blame should be attached to them.

14.4.2 A formal warning advising the student about future behaviour.

14.4.3 A reduction of marks, a cap placed on the marks or the award of no marks for a piece of course work.

14.4.3 The award of an appropriate mark (including a minimum resit or a fail grade) for the relevant module.

14.5 Any penalty imposed will be commensurate with the seriousness of the breach of the Academic Conduct Regulations.

14.6 Each case will be judged on its own merits and is generally subject to the Academic Conduct Officer's discretion. However, Academic Conduct Officers may be guided by the categories of academic negligence, academic malpractice and academic misconduct when deciding which penalty to impose.

The Academic Conduct Procedure

14.6. Initiating the Academic Conduct Procedure:

14.6.1. All staff or students who become aware of a potential breach of the Academic Conduct Regulations are required to report the matter to the Academic Conduct Officer ('ACO') (the Director of Legal Studies, TBLS) providing the necessary information and any supporting evidence.

14.6.2 The referral to the relevant Academic Conduct Officer should be made as soon as possible, but within 5 working days of the discovery of the potential breach.

14.6.3 The Academic Conduct Officer will decide whether the case is appropriate for the Academic Conduct Procedure.

14.6.4 If the Academic Conduct Officer decides there is a potential case to answer they will investigate the case.

14.6.5 If the Academic Conduct Officer decides there is no case to answer, the matter will be closed.

14.6.6 The Academic Conduct Officer will contact the student to inform them of how the matter is to be taken forward within 5 working days of the referral.

Investigation by the Academic Conduct Officer

14.6.7 The Academic Conduct Officer shall carry out an investigation.

14.6.8 Depending on the circumstances they may decide to take one or more of the following actions:

14.6.8.1 Arrange an Interview with the student, or anyone relevant to the case.
The Academic Conduct Officer will write to the student, giving at least 5 working days' notice of the interview

14.6. 8.2 Decide there is no case to answer.

The Conduct Interview

14.6.9 The exact arrangements will be organised by the Academic Conduct Officer. All students will have the right to:

14.6.9.1 Be accompanied by a friend or other person who is not acting in a legal capacity

14.6.9.2 Make representations/comments about any procedural issues

14.6.9.3 Hear the case and ask about the detailed allegations made against them

14.6.9.4 Access all the evidence against them, excluding legal, confidentiality and safety considerations

14.6.9.5 State their case, including liability, mitigation, evidence

14.6.9.6 Challenge any submissions made and/or evidence produced by the Academic Conduct Officer.

14.6.10 The Academic Conduct Officer may be accompanied by a note-taker during the interview.

14.6.11 At the end of the conduct interview, the Academic Conduct Officer will inform the student in writing within 5 working days of his/her decision about breach of these regulations (if any), liability, and impose a penalty within the range set out in 14.4.

14.6.12 On occasion, the Academic Conduct Officer may reconvene the interview, for example, where more evidence is required.

Good Academic Practice

Plagiarism and the need for originality of content.

The legal research submission must be free from plagiarism and collusion (see next section for more detail). It is essential that it represents your own original work. A submission which amounts to no more than a patchwork of other authors' work, even if properly attributed, will not be capable of achieving a passing standard and may result in a zero mark being awarded. In cases of proven plagiarism or collusion disciplinary action may also be taken. Submissions which are submitted late without cause, will attract the mandatory penalties described in the PPC Assessment Code.

TBLS ACADEMIC INTEGRITY POLICY

TBLS and Oxford Brookes University have strict rules to ensure that students' work for assessment is actually the result of their individual effort, skills and knowledge and has not been produced by means that will give an unfair advantage over other students.

Plagiarism – what is it?

Plagiarism is presenting or submitting someone else's work (words and ideas) intentionally or unintentionally, as your own. This is considered to be a form of cheating and may be subject to disciplinary action.

Students suspected of breaking the TBLS regulations regarding plagiarism and collusion will be referred to a TBLS Academic Conduct Officer who will investigate the case thoroughly before deciding on the most appropriate way to resolve the situation within the TBLS Regulations.

You need to be aware that the professional bodies consider any behaviour not compatible with that expected of an attorney or authorised role holder may result in being refused entry to the profession. Deliberate academic misconduct may fall into this category.

The Academic Conduct Officer (ACO) for TBLS is the Director of Legal Studies. Their role is to implement the processes and procedures that TBLS has in place to deal with concerns that sometimes arise around issues of plagiarism. Plagiarism is something of a blanket term and can refer to:

Copying: using the same or very similar words to the original text (whether in a book, journal, website or any other source) without either acknowledging the source or using quotation marks. This also applies to images, pictures and melodies.

Paraphrasing: changing a few words and phrases from the original but retaining too much of the original structure and expressions.

Collusion: working with others but passing off the work as your own individual work

Duplication: submitting work for one module which had been already submitted for another.

Procedure for the investigation of alleged academic misconduct

If a module leader is concerned that a piece of work contains plagiarism, they will pass the work to the ACO. There is then a set procedure to be followed in all cases.

Firstly, no mark will be given for the piece of work until the case has been resolved. This means that the student may not get their piece of work and/or mark back when the work is returned. Secondly, the ACO will, in due course, invite the student in question in for an investigative interview, where the concern will be explored. Based on the investigative interview, and the evidence supplied by the module leader, the ACO will then make a decision as to whether the student's work breached the student conduct regulations. If it does, a disciplinary interview will be held (normally

immediately following the investigative one) where any penalty will be decided upon. There is a tariff of penalties set out in the PPC Assessment Code which take into account the severity of the breach and whether it is a first offence or not. Penalties include deduction of marks (up to and including zero for the entire module) in serious and/or repeat offences. The ACO can also refer exceptionally serious cases to the Legal Advisory Council.

Students are frequently anxious about the ACO process and, understandably, want the issue resolved at once. They should try to be patient and not to panic. That a piece of work has been referred to the ACO does not necessarily mean that a penalty will follow. There may be a satisfactory explanation and no penalty as a result. But TBLS and the awarding body, Oxford Brookes University, take plagiarism seriously and we hope that you understand that we have to take the issue seriously.

Who makes sure the marks are awarded fairly?

Modules are assessed either by coursework or examination or both, and full details are given in module guides. University processes ensure that assessment is rigorous, of an appropriate standard and fair, and a key role in this is that of the internal moderator and the external examiner, who ensures that the standards used to assess students are comparable with other universities.

Fairness in Assessment - University Regulations

Each assessment is written so that students can show they have achieved the learning outcomes for the module and for the whole programme, and the range, type and timing of assessment have been carefully chosen to enable students to become independent and reflective learners. Tasks and questions are set by the Module Leader, internally moderated (checked by another member of staff) and sent to the external examiner to ensure that they are appropriate for assessment of the module learning outcomes and that the instructions and marking criteria are clear. During the marking process, all of the marking is internally moderated. This is also sent to the external examiner so that they can monitor standards and ensure that the marking is consistent.

The Examination Committee comprises the Programme Lead, Module Leaders, and the External Examiner. It meets after each semester to approve the examination and coursework results. You may already have seen the mark awarded on an individual piece of coursework, but it is the role of the Examination Committee to grant final approval of the individual marks on each module and to recommend the awarding of final qualifications.

Anonymous Marking

The University has a policy of anonymous marking. This is to ensure that you may be confident that your work is marked fairly, without any possibility for bias.

Anonymous marking is the practice of concealing the identity of the student who submitted the assessment from the staff member marking their work, until a mark has been agreed by the internal examiners.

All summative assessment, including all summative assessment on the PPC will be marked anonymously, unless it is not possible for a specific form of assessment to be carried out anonymously. For all instances where anonymous marking is not possible, students will be informed that the assessment will not be marked anonymously.

As far as possible, assessed work should be submitted electronically to facilitate anonymous marking. You may, therefore, be asked to use a special cover sheet if you submit a printed copy of your work or to remove your name from any electronic files you upload to ensure your work can be marked anonymously. Your TBLS Module Leader will advise you further on how to submit work to ensure it is marked anonymously.

Once a mark has been agreed, the student's identity may be revealed to the marker. If a piece of work is double-marked, the student's identity may not be revealed to either marker until after the second marker has completed their assessment. This is to ensure that feedback on assessments can be personalised and tailored to that student. A mark should not be amended once a student's identity has been revealed.

Moderation and Examination Committees

All assessment instruments are set in the first instance by the module leaders at Truman Bodden and then approved by the module leaders at Oxford Brookes together with the External Examiner (see below) appointed by Oxford Brookes. The completed assessments are marked in the first instance by the module leaders at Truman Bodden and then moderated by the Oxford Brookes Module Leaders and the External Examiner. Examination Committees are held in February to consider the results of Semester 1 modules, in June to consider the results of Semester 2 modules and in July to consider the results of resits taken over the summer.

Commented [1]: these timings may change depending on central TNE committee schedule

Role of External Examiners

Oxford Brookes University is required to appoint External Examiners who ensure that the standards used to assess you are comparable with other universities, the assessment of the modules are appropriate for the learning outcomes and that the instructions and marking criteria are clear.

At the end of each academic year external examiners submit reports to the University which are available on request. The name of the external examiner and

institution at which they are employed is included in the report, but this information is provided for transparency and not for the purposes of direct communication with the external examiner.

University guidance on the role of External Examiners

External Examiner name and details:

- Amanda Fancourt - amanda.fancourt@kcl.ac.uk

Supporting Your Learning & Resources

The Law School Library

The purpose-built, Law School library is located on the second floor of the Law School. All registered TBLS students may borrow books forming part of the lending collection whenever the Law School is open.

With the exception of books, law reports and journals which are classified as reference materials only, the remainder of the books may be borrowed from a library officer (see below) for a period of up to two weeks. The maximum number of books that may be borrowed is three at any one time. Overdue returns are subject to a fine of CI\$2.00 per book, per day overdue. Library officers have been instructed to enforce this system rigidly in the interests of all library users.

The library officers (ie those members of staff having responsibility for library borrowing/administration) are the (part-time) Librarian, the Library Assistant, the Administrative Assistant and the Receptionist. A library officer is to be informed whenever you borrow a book. You will be required to replace any books which are removed and not returned on demand. Under no circumstances may library books be transferred between students without their previous return to the Law School. It is the responsibility of the borrower to return all books in the condition received either in person to one of the library officers or by means of using the locked library books return box. Under no circumstances are books to be left on the Receptionist's desk unattended. All books remain the responsibility of the borrower until properly returned in one of the above ways.

Adjacent to the library is the student computer room housing 15 desktop PCs, a scanner and printer. Wireless internet access for laptop computers is available throughout the Law School. Technical Computer assistance is provided to you by the Cayman Islands Government Computer Services Department. If you require log in assistance or assistance with the computers and printers in the computer room, you should contact the Law School Receptionist /Administrative Assistant.

Opening Hours and Borrowing

The Library is an integral part of the Truman Bodden Law School. It is a vital resource in the training and development of law students. The Library aims to provide an efficient and comprehensive service for readers combining traditional sources with electronic media. The library includes a full range of primary and secondary materials. Statutes, Statutory Instruments, Law Reports, Treaties and other official publications, are key primary reference material. Textbooks and

journals are important secondary sources and comments on aspects of the law. The textbooks are either for short loan, or for standard two week loan.

Opening Hours (Closed on Public Holidays and Weekends)

Term: Monday – Friday 8:30 – 5:00

Vacation: Monday – Friday 8:30 – 5.00

Extended library opening times

Extended library opening times will be offered from the second half of the first term until 9pm on set weekdays and sometimes on Saturday afternoons. Extended library opening is subject to student demand and may be reviewed if not sufficiently utilised.

Borrowing Entitlement

Standard collection 3 items for 14 days

Short loan collection Overnight Loan Only

Reference collection For reference only – not to be removed from the library

*Items may not generally be renewed more than twice and renewals will not be allowed at all where another user has reserved the item.

Photocopying

A photocopying machine is available for student's use in the Library. Photocopying is free but students are required to provide their own paper for the machine. Paper is available from Law School reception or the Law Student Society Office. All copying is subject to Copyright laws.

Support Services for Students

Strategy for Student Support and Guidance

Our strategy for Student Support and Guidance is determined by a concern to maintain a culture and environment in which you have the best opportunity to develop your abilities and skills, and in which you can feel sufficiently at ease and

sufficiently challenged to develop the knowledge, analytical and application skills, and crucially, the critical understanding, that are distinctive of a legal education.

Formal Support and Guidance Structure

The Purpose of the Personal Tutor Scheme

The personal tutor scheme should seek to promote a sense of community between academic staff and students and contribute to your wellbeing and your academic success by enabling you to feel regarded as an individual.

The formal support structure of the TBLS is constituted by the roles and responsibilities of:

The Director of Legal Studies

The Director of Legal Studies should:

- Aim to see that the personal tutors operate the system efficiently and effectively;
- Ensure that all students and staff have access to this written statement of the purpose and operation of the scheme;
- Ensure that all students, including part-time students, have a nominated tutor and that this tutor is normally nominated at the start of the session;
- Ensure that the distinction between personal tutor and academic tutor is quite clear even if the same person acts in both capacities;
- Be a member of any appropriate staff/student committees;
- Ensure that students understand that they can request to change their personal tutor without giving reasons and without prejudice.

The Personal Tutor

Personal Tutors will assist in the running of the TBLS Personal Tutor Scheme with the support of the Director of the Legal Studies.

Personal tutors will:

- Aim to meet their new tutees before the end of the first week of a new academic year;
- Aim to see their tutees regularly;
- Ensure their tutees know how to contact them at short notice in the case of emergencies and make themselves available to students for some specified period every week;
- Encourage tutees to come and see them in the event of needing to seek information or advice or to talk things through with a friendly listener;

- Keep confidential matters discussed with a tutee unless the tutee has given his/her permission for information to be passed on or, in exceptional circumstances only, the tutor judges it to be in the best interests of the tutee or some other person for information to be shared;
- Help the tutees allocated to them overcome any problems of adjustment to life at the Truman Bodden Law School;
- Respond to tutees' requests for advice on matters not immediately arising from the content of their formal instruction and refer, as necessary, to appropriate individuals those matters outside the expertise of the tutor;
- Help to foster the understanding that the Truman Bodden Law School regards students as individuals;
- Make a point of interesting themselves in the wellbeing of their tutees.

The Tutees

Tutees should:

- Respond promptly to requests to see their personal tutor;
- Aim to respect the specified times at which tutors make themselves available to see students;
- Ensure they know how to contact their tutor at short notice in the case of emergencies and, at all other times, try to see their tutor at the specified time;
- Give tutors reasonable notice when making a request for a reference;
- Keep tutors informed of any relevant circumstances which may have an effect upon their studies.

Getting to the Law School

Reliable public transport to George Town is now available. The George Town Bus Station is conveniently located a few minutes' walk from the Law School. You are encouraged to make use of this service, as car parking in George Town is very limited.

Car Parking

There is limited on site student car parking available. Clearly visible Warning Signs inform the motorist that this is a private car park for authorised users only and the consequences of non-compliance. TBLS Student spaces may be used by students on a first come first served basis. Please do not park in any other spaces, including, of course, TBLS Staff spaces. Students must apply for a Parking Permit (please see the TBLS Administration team), which must be clearly displayed in your vehicle. Parking is only available to students during term times and whilst students are attending class/studying in the library. Parking privileges will be withdrawn from students who abuse the spaces by utilising these when not in class/studying at

TBLS. If you do so, you may also face the risk of being wheel clamped and being charged a \$75.00 release fee. Students not displaying their parking permit will not be permitted access to the car parking spaces. Cars must not be left in the car park overnight. TBLS accepts no responsibility for loss or damage caused to vehicles whilst parked at this facility.

Please also be courteous to the car park attendant, security company officers and the Building Manager and conduct yourselves in a manner befitting the Law School of which you are each its ambassadors. Should complaints as to student conduct be received, parking privileges from the car park will be removed.

Post

Mail must not be sent c/o The Law School, which accepts no responsibility for any mail delivered to it.

PPC Notice Board

There is a notice board in the Reception area, dedicated to the PPC. Any notices for PPC Students will be pinned to this board only. You should therefore check this notice board regularly every day.

Letters of Reference/Unofficial Transcripts

You may request a letter of reference/unofficial transcript from the Law School. This is subject to a \$25 fee. The reference will generally be sent directly to the prospective employer or institution who will usually wish to ensure confidentiality. The reference will include the following performance indicators: final and mock examination results, coursework/written assigned marks, attendance, punctuality, preparedness for lectures and tutorials, communication skills. Any disciplinary information appearing on the student file may also be disclosed. No references will be provided to students who have fees/fines owing to the Law School.

Study Space

The Law School provides study space for you to work quietly or, if you prefer, to work in study groups. The library has a number of private study booths and there are open seating study areas both in the library and the computer room where students can study quietly. Students who wish to study together in less quiet environments can do so in the teaching rooms on the third floor outside of lecture times and also in the student common room on the third floor.

Student Common Room and refreshment facilities

The student common room, next to the Law Students Society Office has seating facilities, lockers and drinking facilities including a coffee maker, water fountain, fridge and microwave. There is a vending machine with snacks in the hallway on the

third floor and there are many local cafes and coffee shops within walking distance of the Law School.

Student Toilets

Student Toilets are located on the second floor of the Law School Building.

Cayman Islands Government Policy on Smoking

Smoking in all Cayman Islands Government occupied buildings has been prohibited.

The Law School has a duty to ensure, so far as reasonably practicable, that the working environment is healthy. Thus it has a duty, so far as reasonably practicable, to protect non-smokers against involuntary inhalation of the carcinogens in cigarette smoke.

1. No-Smoking Rule

All areas of the Law School are "no smoking" areas.

2. Smoking at Entrances

Staff and students should not smoke close to building entrances or to openable windows, where those entering or leaving may inhale smoke. They should move a reasonable distance away.

Support for Students with Disabilities and Additional Learning Needs

Students with a disability or additional learning needs are encouraged to identify themselves to, and meet with the Deputy Director early in the academic year so that he can begin the process of providing appropriate support. If you declare a disability or special learning needs and request special provision (in terms of teaching and learning support or exam access provision) you will be asked to provide evidence of this in the form of medical evidence or, where appropriate, an educational psychologist's report. Where appropriate, TBLS encourages students to consult a locally qualified educational psychologist from a list recommended by the Cayman Islands Department of Education.

Appropriate adjustments, as recommended by your medical or educational support specialist may include, where appropriate:

- Changes to assessment conditions (such as extra writing time or rest breaks);
- The use of mechanical and electronic aids or specialists software (for e.g., the provision of a secure computer in circumstances where it will not jeopardise the security of the exam);
- Modification to the presentation of assessment material;
- Alternative ways of presenting responses (such as orally using a scribe); and/or

- Use of access facilitators (such as a scribe/amanuensis).

Equality, Diversity and Inclusion

Oxford Brookes University has adopted equality, diversity and inclusion as core values and seeks through all its policies and actions to be a genuinely inclusive organisation. Find out more at [EDI at Brookes](#)

TBLS supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

Health and Safety

Your safety is important to us. Ensuring the health and safety of students, staff and visitors is one of the Law School's highest priorities. TBLS is responsible for providing a safe environment and safe systems of work, but safety cannot be achieved without the full co-operation of everyone.

TBLS rules require that every student whilst on the Law School premises:

- takes reasonable care for the health and safety of themselves and others; and
- acts in accordance with School safety rules.

Students are required:

- to read the fire procedure notices and familiarise themselves with the alternative fire exits;
- to report accidents, near misses or dangerous conditions to a responsible member of the department; and
- to co-operate with health and safety instructions.

On the School telephone system, the emergency number for fire, police or ambulance is 911.

If you have any problems or questions about safety, raise them with a member of the teaching staff or with your Personal Tutor.

Your Programme Community

Practice Education/Work-Placement Arrangements

Preparation for employment

The programme has been designed to prepare you for employment in the legal profession. This is reflected in the continuous liaison between members of the teaching team at TBLS and members of the legal profession in the Cayman Islands, including supervision by the Legal Advisory Council, to ensure that the programme is up-to-date and meets the current demands of the legal profession in the Cayman Islands.

You are given continuous exposure to the legal profession in a number of ways during the course of the PPC. A number of the teaching staff, and visiting speakers, on the PPC are current local legal practitioners and senior members of CILPA. Thus, whilst being trained in the core knowledge and skills relevant to legal practice, you are exposed to the commercial and practical realities of life as a legal professional in the islands. Frequent networking opportunities also arise with regular visits to the school, and invitations to law firm's offices, by local Law firms actively engaging with the PPC students to discuss scholarship and training opportunities. All students are invited to be student members of CILPA with the opportunity to become actively engaged in educational and social activities of the association as well as exposure to current issues affecting the professions. You are strongly encouraged to help organise and take part in any lectures offered by CILPA in which local legal professionals share their expertise in a wide variety of legal subject area relevant to the local profession.

See further information under Co-Curricular and Extra-Curricular activities below.

Though the PPC programme has been designed for students wishing to become lawyers in mainstream private practice, the skills and knowledge acquired on the programme could be readily transferred to other types of career, such as:

- In-house lawyer
- Civil servant
- Compliance professional
- Financial Services professional
- Police
- Probation Service
- Government Legal Service

Work or Study Abroad opportunities

Not applicable.

TBLS Student societies and Committees

Below are listed the Law School's associated bodies which have student members. This includes bodies run exclusively by students on their own behalf and Law School bodies which rely on student membership to represent student concerns to the management of the School.

The Law Students' Society

The TBLS Students' Society is run by the students for the students. The Society is responsible for organising social events and for forging links between the Law School and local law firms and other corporate entities. A PPC representative will be elected from the PPC cohort at the beginning of the academic year, to represent the interests of the PPC students.

Co-curricular activities

There is also considerable emphasis placed on employer engagement and employability in the context of extra-curricular activity. You will have the opportunity to participate in the American Caribbean Law Initiative ('ACLI') Legal Clinics which are hosted bi-annually by member law schools of ACLI. These clinics involve the host law school (including the Truman Bodden law School, which most recently hosted the clinic in March 2016) working with its Attorney General's office to refer current legal problems to the Caribbean Law Clinic.

Students of the participating Law Schools travel to the host jurisdiction and, under faculty supervision, research and write reports and memoranda in mixed jurisdictional teams and present their findings to the Government who referred the problem to the clinic or members of the host country's judiciary.

Extra-curricular activities

During your studies on the PPC you will have the opportunity to participate in the Cayman Islands Legal Assistance Clinic facilitated by Judicial Administration and Andrew Perkins, and a panel of Practising Attorneys. The Cayman Islands Legal Assistance Clinic represents a cooperative initiative between the Department of Legal Aid, the Cayman Islands Legal Practitioners Association and the Truman Bodden Law School, under the direction of Chief Justice. The mandate of the clinic is to provide greater access to justice for eligible members of the community through the provision of free (pro bono) legal advice and assistance as a complement to the provision of legal services by the local bar and the formal legal aid system. Students at the Truman

Bodden Law School have the unique opportunity to take part in hands-on legal work for the benefit of the wider community.

The Clinic operates as a “legal advice” only clinic. This means you will not be required to provide representation to the client before any court, tribunal or board. The Clinic offers free legal advice to members of the public via students under the supervision of qualified attorneys and staff. While you will at all times be supervised by a qualified attorney in their work in the clinic, the primary responsibility for providing legal advice to the client will be yours. While working in the clinic, your primary duty will be to interview and subsequently dispense competent and professional legal advice to the Clinic client (your client) comparable to the service the client would receive in a law firm setting. Your primary relationship will be between yourself and your advising partner (i.e. fellow student advisor where students work in pairs) and your client. To that extent, each team will be responsible for their client. However, everything you do will be supervised by the Clinic staff and a qualified attorney. The Clinic staff will be responsible for the oversight and operation of the Clinic however will not be present with you when you interview your client. You will, however, be seeing the client in pairs under the supervision of the assigned attorney.

All Student Advisers will be given training in the general operation of the clinic, the effective interview of a client, the provision of legal advice and the areas of law in which they are expected to advise. This training will be given by Clinic staff during your induction week.

Opportunities to be involved in projects / research with academics / professional bodies / industry

See above information under Co-Curricular and Extra-Curricular activities.

Your Voice

Student Role and Representation

As a student at TBLS your views and input are greatly valued and you are encouraged to engage fully in all aspects of student life including taking part in processes inviting student representation and feedback. There are a number of ways in which student representation and feedback are encouraged at TBLS. These are: the Student Society and its council, regular staff-student liaison committee meetings, periodic student feedback and the pastoral tutoring scheme.

The Truman Bodden Student Society is the representative body of all students at TBLS. The student council is responsible for student representation. Elections for the positions of President, Secretary, Treasurer, Course Representatives and Programme Representatives, including the PPC, are held annually. Staff-student liaison meetings take place each semester. In these meetings the Student Representatives bring forward issues raised by the student body for the attention of the Director of Legal Studies and staff of TBLS. You will be asked early in the academic year to elect a student representative to represent the PPC students in the Student Council and to attend staff-student liaison meetings to bring to the attention of the Law School any matters specifically raised by the PPC students.

Student representation is also a key component of the PPC Programme Committee. Membership of this committee includes the PPC Course Leader and all TBLS teaching staff together with at least one student representative. The remit of this Committee includes monitoring of the PPC programme delivery and recommendations for change. This involves amongst other things, considering student feedback, receiving and approving the Annual Programme Review report and External Examiners' reports. You will therefore have an opportunity to bring the student perspective to the Committee and influence development and enhancement processes based on student feedback and the annual External Examiners' reports, which will also be made available to the students in the Law School Library.

Each semester you will be asked to give formal feedback on individual modules through student feedback questionnaires. This feedback is very important and gives TBLS an opportunity to monitor the quality of your studies and address any issues as quickly as possible. The forms will be filled out anonymously at the end of a lecture or tutorial, in the absence of the tutor and a representative of the class will be given responsibility for collecting the forms and giving them to the Deputy Director of TBLS. The Deputy Director will review the anonymous forms and take action where appropriate. The results of the questionnaires are reviewed also with a view to feeding into the Programme Committee meetings as an agenda item for discussion.

Staff-Student Liaison Committee

This Committee's function is to consider all aspects of student welfare within the School of Law, including the operation of the personal tutorial system, and all services and facilities offered to students, including the working and development of the full and part time degree programmes, and to report thereon to the Law School's termly Staff-Student meeting. The Committee consists of elected student representatives and all members of the Law School academic staff. It is chaired by the Director of Legal Studies.

PPC Programme Committee

The PPC Programme Committee is a key component of the Law School's Quality Assurance Framework and plays a key role in ensuring and monitoring the quality of the programme delivery as well as being a forum to consider recommendations for development and enhancement of the Programme to ensure that it achieves its aims and meets standards expected by the awarding body, the Legal Advisory Council, the legal profession and other stakeholders.

The PPC Programme Committee meets once per semester and once at the end of the academic year to perform an Annual Programme Review.

The Committee is chaired by the PPC Course Leader and membership consists of TBLS faculty and teachers on the PPC Programme as well as at least one student representative.

Dealing with Issues and Problems: TBLS

Complaints Procedure:

8.1 General Principles

The Truman Bodden Law School ("TBLS") is committed to ensuring that students enjoy a high quality educational experience, supported by appropriate academic and administrative facilities. TBLS recognises, however, that there may be occasions when students will feel that they have cause for complaint. In this context, a complaint is defined as an expression of dissatisfaction either about the courses, facilities or services provided by the Truman Bodden Law School or about actions or lack of actions by the Law School or its staff. Complaints may be made by individuals or by groups of students. This Complaints Procedure sets out how students may seek to have complaints addressed. It should be recognised that the vast majority of student complaints can be handled fairly, amicably and to the satisfaction of all concerned on an informal basis. Only when informal means have been exhausted should a formal complaint be pursued. This procedure does not cover the following matters for which separate procedures exist:

- Appeals against academic assessment and progress decisions; and
- Student disciplinary issues.

Information about academic appeals and student disciplinary issues may be sought from the Director of Legal Studies.

The Truman Bodden Law School will seek to ensure that all complaints from students are treated seriously, positively and constructively. It will also seek to ensure that complaints are dealt with promptly and with fairness and consistency. If a complaint is found to be justified, TBLS will take such action or provide such remedy as may be appropriate and will do so promptly. If a complaint is not upheld, the reasons for the decision will be communicated to the complainant.

Complainants will not suffer any disadvantage or recrimination as the result of making a complaint in good faith. However, if a complaint is judged to have been made frivolously, vexatiously or with malice, disciplinary action may be taken against the complainant.

Complainants and any individual against whom complaints might be made may expect complaints to be dealt with confidentially and that their

privacy will be respected. However, it may be necessary to disclose information to others in order to deal with the complaint and in these circumstances the parties concerned will be informed of such disclosure. Whenever, in the course of a complaint being dealt with, a complainant or any person against whom a complaint is made is invited to discuss the complaint orally or to attend a hearing, they shall be entitled to be accompanied by a friend or colleague, who may be a TBLS member of staff, who may speak on their behalf.

Anonymous or third party complaints will not be dealt with under this procedure. If a member of staff receives an anonymous complaint, s/he will be expected to seek advice from their line manager as to how the complaint should be dealt with.

The Truman Bodden Law School believes that complaints should be resolved as near to their source as possible. For this reason, this Complaints Procedure provides for there to be a number of stages, both informal and formal, in the handling of a complaint. Complaints will not be rejected solely on the grounds of minor procedural deficiencies on the part of the complainant. At each stage of the process, the person to whom a complaint has been referred shall, if it is upheld, apply such appropriate remedies as are within their powers. If they consider that the remedy is outside their powers they shall refer the matter to the appropriate authority.

The Director of Legal Studies will monitor, on an annual basis, complaints which have been referred to him and will be responsible for implementing, or recommending to the appropriate authority, changes to systems or procedures suggested by the nature and pattern of the complaints received. The outcome of such monitoring may be used to also inform other processes or activities. The Attorney General shall receive on an annual basis a report on the outcome of the monitoring processes and from time to time shall consider in the light of such report whether changes to the Truman Bodden Law School's systems and to the Complaints Procedure itself would be appropriate.

Advice about the Complaints Procedure may be obtained from any member of academic staff.

This Complaints Procedure forms part of the Truman Bodden Law School's overall quality assurance framework. It will be circulated to all new students and staff.

8.2 INFORMAL RESOLUTION OF COMPLAINTS

The majority of complaints can be resolved satisfactorily on an informal basis. If the complaint is against an individual the complainant should, if possible, first raise their complaint either orally or in writing with that individual, stating the remedy they are seeking. If the complaint is about courses, facilities or services provided by the Truman Bodden Law School the complainant should raise the complaint with the Director of Legal Studies, again stating the remedy being sought. The complaint must normally be made within one month of the actions (or lack of actions), which prompted the complaint. The person to whom the complaint has been made shall respond to the complainant within a reasonable time. If making or responding to the complaint involves face to face contact between the complainant and a person against whom the complaint has been made, both shall be entitled to be accompanied by a friend or colleague or member of the Truman Bodden Law School staff. If the person to whom a complaint has been made rejects the complaint, they must provide written reasons to the Director of Legal Studies or Solicitor General for doing so.

If a complaint is of a general rather than specific nature, it may be more appropriate to ask the relevant student representative to raise it with the Director of Legal Studies or to have it raised at a Staff/Student Meeting.

If the complainant is dissatisfied with the response they receive from the person to whom a complaint has been made, or if they feel unable to approach directly the person against whom they have a complaint, they should submit a written complaint to the Director of Legal Studies. If the Director of Legal Studies is the subject of the complaint, then the written complaint should be made to the Solicitor General. If the complainant is unsure whom to approach at this stage, they may seek advice from the Director of Legal Studies or the Solicitor General. The written complaint should set out briefly: the nature of the complaint and the remedy sought; the informal steps already taken (if any); details of any response received; a statement as to why the complainant remains dissatisfied; and, without prejudice to any formal remedy which might be determined, the remedy they are seeking. The Director of Legal Studies or Solicitor General shall investigate the complaint and shall submit a written response to the complainant within a reasonable time. If the investigation involves a face-to-face meeting between the Director of Legal Studies or the Solicitor General and the complainant and/or person against whom a complaint has been made, the latter two shall both be entitled to be accompanied by a friend or colleague. If the complaint is not upheld, the reasons for this decision

must be stated in writing to the complainant and to any person against whom a complaint has been made.

8.3 THE FORMAL COMPLAINTS PROCESS

The process described in paragraphs 8.1 – 8.2 represents the informal stage in seeking to resolve complaints. If, having pursued the matter informally, the complainant remains dissatisfied with the written response, they should, within 10 working days of receipt of such written response, refer the matter formally to Dr Dan Bulley, the Chair of the Law School Complaints Appeal Panel (“LSCAP”) and should enclose copies of the correspondence exchanged during the informal procedure and any other relevant papers.

The LSCAP shall acknowledge receipt of a formal complaint in writing within a reasonable time. Subject to the Panel being satisfied that the complainant has taken all reasonable steps to resolve the matter informally using the procedures detailed in paragraphs 8.1-8.2 above, the Panel shall either carry out an investigation into the complaint itself or appoint a person or persons, having no material interest in the complaint, to carry out an investigation. The Panel or the investigator(s) may seek to resolve the issue on the basis of documentation, after having sought further information from the member(s) of staff involved in the informal investigation of the complaint, or may call a hearing at which the complainant and any other persons involved may submit their respective cases. A friend or colleague, who may speak on their behalf, if appropriate, may accompany both the complainant and any person who is the subject of a complaint at any such hearing. In the event of the unavoidable absence of any of the parties, the hearing may be postponed, but the voluntary absence of one or more of the parties shall not prevent the hearing proceeding.

In normal circumstances any hearing, which a complainant is invited to attend in connection with the investigation of a complaint, will be held during term time. If, in exceptional circumstances, the investigation of a complaint requires a complainant’s attendance at the law school outside of term time, TBLS will reimburse reasonable travel and subsistence expenses incurred by the complainant in attending the law school.

After investigation of the complaint, the Panel or investigator(s) shall decide whether the complaint is justified or not and shall complete a written report, containing such recommendations as may be appropriate. The LSCAP shall communicate its findings in writing to the complainant and all other relevant parties within a reasonable time and shall determine what action, if any, is to be taken and shall communicate this, in writing, to the complainant.

Following formal investigation of a student complaint, there shall be no further right of appeal and the decision of the LSCAP shall be final.

This represents the Law School's procedure for the handling of student complaints.

Appendices

Appendix 1: Outline of Modules

- Conveyancing
- Cayman Probate and Succession Law
- Litigation
- Professional Conduct and Ethics
- Cayman Statute Law
- Cayman Corporate Practice
- Legal Accounts
- Legal Skills
- Practical Legal Research

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Conveyancing
Module number:	N/A
Level:	7
No. of credits:	10
Module leader:	Adam Johnson
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Spring
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

This module aims to develop the skills required for the students to understand the practical aspects of conveying real property in the Cayman Islands. Students will learn about the anatomy of a properly drafted sale contract, matters on which client instructions should be sought, investigating title, completion and post-completion formalities. Professional conduct issues are explored as appropriate in the module.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Examine, interpret and, where appropriate, critically investigate a sound understanding of the legal principles and concepts underpinning Cayman Land Law	Academic literacy	

	and procedural rules of Conveyancing, particularly in areas which are complex and/or uncertain		
2	Perform the above legal principles to carrying out a client's instruction to transfer land	Critical Self-awareness and personal literacy	
3	Interpret, and be able to explain, the application of professional conduct issues relating to dealings between Attorney and client	Active citizenship	

4. OUTLINE SYLLABUS

Unit 1: Elements of conveyancing
Unit 2: Strata titles
Unit 3: Title searching
Unit 4: Inspections and requisitions
Unit 5: Registration
Unit 6: Preparation for closing, closing, post-closing
Unit 7: Events of default and remedies

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

Students are introduced to each topic in classes, which are supplemented by self-learning from a comprehensive practical textbook. Several home assignments are completed during the module to consolidate learning in each unit, feedback on which is discussed in a group setting. Detailed lecture notes, assignments and feedback notes, along with samples of industry standard agreements for further contextual learning, are uploaded on the Virtual Learning Environment following each class.

The module is assessed by way of a 1.5 hour written exam whereby students must choose two practical scenarios (out of a possible three) to undertake real-world tasks (eg compiling memos, attendance notes or letters) that can include issues from each of the seven units.

The Brookes' Attributes of Academic literacy, Critical Self-Awareness and Personal literacy, and Active Citizenship are all met. In relation to Academic literacy, students must become familiar with Cayman law on the means of ownership and transfer of land, which bears more of a similarity to the Australian land registration system than that of England and Wales, with which the students will be familiar from their undergraduate studies. Critical Self-Awareness and Personal literacy is met by their drafting relevant documentation and explaining this to the rest of the class, which occurs frequently during the module. Finally, Active Citizenship is achieved by the students having to be aware of, and respond appropriately to, issues of professional conduct which arise in a typical conveyancing transaction. Due to low class numbers, the Module Leader is able to give formative feedback whilst supervising the class by interacting with the students on a one-to-one basis

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	0
Seminars	0

Practical classes/workshops	20
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	55
Preparation for assessments (see section 7 for learning hours for individual tasks)	25
Placement/Study Abroad	0
TOTAL:	100

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Not applicable				%
				%
Examinations:				
Unseen, closed-book written examination	1.5 hours		All	100%
				%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

The module is delivered in the format of interactive classes so that it features a blended mix of both lecture and group discussion. Feedback is given on a constant basis by the Module Leader. The relatively informal nature of the delivery of the materials, and low student numbers, mean that students may (and do) ask questions as the class progresses. Students are given points to note on any written exercises conducted.

A mock exam is given following completion of the teaching. Feedback is offered to the class individually and as a whole the following week and students are invited to see the Module Leader individually if they have any questions.

Following the summative examination and associated Assessment Board, marks are released to the students and students are encouraged to seek further feedback from the Module Leader on an individual basis.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Under Cayman Islands' law, all students must be assessed by means of examination. No students, to date, have provided evidence that they require an alternative form of assessment. Should they do so, the PPC Leader would raise

the matter with the Legal Advisory Council (and Oxford Brookes University) to assess how an alternative assessment may be offered.

10. INDICATIVE READING LIST

Cooper, *Conveyancing Law and Practice in the Cayman Islands*, (4th edn, TBLS Publishing, 2019)

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Cayman Probate and Succession Law
Module number:	N/A
Level:	7
No. of credits:	10
Module leader:	Dr Simon Cooper
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Spring
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

The module aims to consider, in some detail, the Cayman Islands' law of testate and intestate succession. Students will learn about the requirements to make a will, from taking instructions to ensuring good execution and deal with probate matters both where a will is made and where there is an intestacy. Professional conduct issues are explored as appropriate in the module.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Demonstrate and perform a sound understanding of the legal principles and concepts underpinning Cayman probate and succession law in the areas studied	Academic literacy	

	and be able to interpret those skills and knowledge in a practical, problem-solving context to make informed judgments and advise clients on settled and unsettled areas of Cayman Islands' law.		
2	Use and synthesise knowledge learned in the module to draft a will and/or critically analyse a will	Critical Self-awareness and personal literacy	
3	Perform key tools of legal research, in particular, local laws and rules to make and justify decisions in relevant areas which are uncertain.	Active citizenship	

4. OUTLINE SYLLABUS

Wills: requirements to create a valid will in the Cayman Islands
Wills: amending/revoking/republishing a will in the Cayman Islands
Wills: professional conduct issues which can typically arise in relation to the preparing of a will
Probate and Succession: understanding Cayman law in relation to intestate succession
Probate and Succession: winding up an estate, both testate and intestate, in the Cayman Islands.

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

Students are generally introduced to each topic of this module by pre-reading, available on the Virtual Learning Environment, before each of the five classes is delivered. There is no textbook available for this subject, so classes supplement the pre-reading that students are given, in part by using a lecture format. The classes are interspersed with exercises, which usually involve students working together in pairs or in small groups, to apply the knowledge they have learned.

The class exercises blend and use the skills elements of the Course to meet the learning outcomes. For instance, students will play the role of an Attorney when taking instructions from each other to make a will. Students then have a go at drafting the client's will, using a precedent that they will have researched. Students will assess a client's mental capacity by presenting their research findings to the other students in the class. Towards the end of the module, students draft typical documents which are put before the Grand Court when applying for Probate.

The Brookes' Attributes of Academic Literacy, Critical self-awareness and personal literacy, and Digital and information literacy are all met. In relation to Academic Literacy, students must become familiar with Cayman law on testate and intestate succession having never studied this on their undergraduate degree programmes. They rapidly acquire this knowledge and apply it, inter alia, when interviewing each other and explaining wills to their 'clients'. Critical self-awareness and personal literacy is met by their explaining propositions to the rest of the class and this occurs frequently during the module. Finally, Digital and information literacy is achieved by students having to research and locate appropriate precedents, not only to draft a will but also to administer an estate. The wealth of information available to the students is massive and, by electronic and paper research methodologies, students will narrow down the choices open to them to arrive at appropriate documentation. Due to low class numbers, the Module Leader is able to give formative feedback whilst supervising the class by interacting with the students on a one-to-one basis.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
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Lectures	0
Seminars	0
Practical classes/workshops	20
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	55
Preparation for assessments (see section 7 for learning hours for individual tasks)	25
Placement/Study Abroad	0
TOTAL:	100

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Not applicable				%
				%
Examinations:				
Unseen, closed-book written examination	1.5 hours		1, 2, 3	100%
				%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

The module is delivered in the format of workshops so that it features a blended mix of both lecture and class exercises that students undertake in small groups or in pairs. Feedback is given on a constant basis by the Module Leader engaging with the students individually whilst undertaking the exercises. The relatively informal nature of the delivery of the materials, and low student numbers, mean that students may (and do) ask questions as the class progresses. Students are given points to note on any written exercises conducted.

A mock exam is given following completion of the teaching. Feedback is offered to the class as a whole the following week and students are invited to see the Module Leader individually if they have any questions.

Following the summative examination and associated Assessment Board, marks are released to the students and students are encouraged to seek further feedback from the Module Leader on an individual basis.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Under Cayman Islands' law, all students must be assessed by means of examination. No students, to date, have provided evidence that they require an alternative form of assessment. Should they do so, the PPC Leader would raise the matter with the Legal Advisory Council (and Oxford Brookes University) to assess how an alternative assessment may be offered.

10. INDICATIVE READING LIST

Handbook on Cayman Islands' Law of Wills, Probate and Succession, prepared by TBLS

Wills Act (2020 Revision)

Succession Act (2020 Revision)

Probate and Administration Rules (2006 Revision)

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Criminal Litigation
Module number:	TBC
Level:	7
No. of credits:	15
Module leader:	TBC
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Semester 2
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Programme title and code Professional Practice Course/Pg Diploma in Legal Practice	Compulsory

2. MODULE AIMS

The module concerns the rules and procedures applicable to criminal and litigation. Students will familiarise themselves with the workings, rules and procedures in the Grand Court and Summary Court in relation to criminal matters until final disposal of the matter and any appeal is pursued

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:	Brookes Attribute developed*	Other Brookes Attributes developed, if applicable
1 To differentiate between how civil and criminal cases are started, progressed and ended in the Cayman courts and be able to	Academic and research integrity.	

	critically appraise the various stages of litigation.		
2	To apply procedural and evidential rules and select appropriate submissions for a basic hearing in a criminal matter.	Academic and research integrity, critical self awareness and personal integrity.	Active citizenship.
3	To evaluate the typical procedural or evidential issues that may arise in a criminal case.	Academic and research integrity.	
5	To critically appraise how a client should act with regards to various stages of criminal litigation.	Academic and research integrity.	Active citizenship.
6	To propose whether or not a case merits appeal against a decision of the Court and, where appropriate critically evaluate the most suitable method for an appeal.	Academic and research integrity, critical self awareness and personal integrity.	Active citizenship.

4. OUTLINE SYLLABUS

Criminal Litigation

- Police Powers and Initiating Proceedings
- Bail
- Mode of Trial
- Preliminary Inquiry and Transfer for Trial
- Disclosure and Privilege
- Indictment, Pleas and Directions
- Trial (Procedural and Evidential Issues)
- Sentencing
- Appeal

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

The learning and teaching strategy in Criminal Litigation is based upon active learning. Teaching takes the form of small group sessions in which students are given the opportunity to apply what they have learned through class preparation and to reflect upon their learning by asking questions as they go along.

Students are required to undertake activities to reflect professional life and are supported in their learning and development by tutors, local practitioners and textbooks.

Each of the in-class activities will reflect and activity upon which a student could be examined. Students will receive feedback from their tutors together with suggested answers or points to note.

Criminal and civil litigation are often taught together which may result in some shared contact hours.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	2
Seminars	0
Practical classes/workshops	24
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	70
Preparation for assessments	54
Placement/Study Abroad	
TOTAL:	150

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ length of exam	Learning Hours	Learning outcomes assessed	Weighting %
Coursework: including in-class tests –				
				%
				%
Written examinations:				
Criminal Litigation	1.5 Hours.	54	1,2,3,4,5,6.	100%

The QAA publishes advice and guidance on assessment at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment>

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

In each workshop students are required to complete preparatory and consolidatory activities which are based upon scenarios that students could face during their examinations. For each of these activities students are provided with either points to note or suggested answers.

Students also have an opportunity to complete a mock assessment in criminal litigation upon which they will receive detailed feedback.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Should there be a need for the assessment to move online there should be no change to the teaching or learning experience as sessions would be conducted online with students being provided with a one day examination in criminal litigation based upon the paper they would have sat during the in-class examination.

10. INDICATIVE READING LIST

- Barker-Royce, *Criminal Litigation in the Cayman Islands* (4th edn, TBLS Publishing, 2020);
- Capps and Boyle *A Practical Guide To Lawyering Skills* (4th end, Routledge, 2019);
- Grand Court Rules;
- Cayman Islands Penal Code;
- Local Laws;
- Decision of the Grand Court of the Cayman Islands, The Court of Appeal of the Cayman Islands and the Privy Council, together with English decisions, where applicable.

Date module first approved:	05/06/2017
Date of most recent revision:	08/08/2024 (For Sept 24)

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Civil Litigation
Module number:	TBC
Level:	7
No. of credits:	15

Module leader:	Andrew James Perkin
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	1 and 2
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Programme title and code Professional Practice Course/Pg Diploma in Legal Practice	Compulsory

2. MODULE AIMS

The module concerns the rules and procedures applicable to civil litigation. Students will familiarise themselves with the workings, rules and procedures in the Grand Court in civil matters. They will learn how to initiate proceedings and about the rules and procedures which must be followed during the course of litigation until final disposal of the matter and any appeal is pursued. This module will also include the various types of alternative dispute resolution available in the Cayman Islands.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed*	Other Brookes Attributes developed, if applicable
1	To differentiate between how civil and criminal cases are started, progressed and ended in the Cayman courts and be able to critically appraise the various stages of litigation.	Academic and research integrity.	
2	To understand the various methods of alternative dispute resolution and to evaluate the appropriate conditions for resolving matters away from the courts.	Academic and research integrity.	

3	To apply procedural and evidential rules and select appropriate submissions for a basic hearing in a civil matter.	Academic and research integrity, critical self awareness and personal integrity.	Active citizenship.
4	To evaluate the typical procedural or evidential issues that may arise in a civil case.	Academic and research integrity.	
5	To appraise how a client should act with regards to various stages of civil litigation.	Academic and research integrity.	Active citizenship.
6	To propose whether or not a case merits appeal against a decision of the Court and, where appropriate, critically evaluate the most suitable method for an appeal.	Academic and research integrity, critical self awareness and personal integrity.	Active citizenship.

4. OUTLINE SYLLABUS

Civil Litigation

- Civil Jurisdiction and Commencement;
- Judgment in Default of intention to defend and pleadings;
- Parties, Joinder and Third Parties.
- Interlocutory Injunctions;
- Mareva Injunctions;
- Anton Piller Orders;
- Summary Judgment;
- Discovery;
- Strike Out, Dismissal and Abuse of Process;
- Enforcement;
- Costs;
- Appeals;
- Arbitration, Mediation and Negotiation;
- Civil Case Theory;
- Drafting in a Civil Litigation Context.

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

The learning and teaching strategy in Civil Litigation is based upon active learning. Teaching takes the form of small group sessions in which students are given the opportunity to apply what they have learned through class preparation and to reflect upon their learning by asking questions as they go along.

Students are required to undertake activities to reflect professional life and are supported in their learning and development by tutors, local practitioners and textbooks.

Each of the in-class activities will reflect and activity upon which a student could be examined. Students will receive feedback from their tutors together with suggested answers or points to note.

Criminal and civil litigation are often taught together which may result in some shared contact hours.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	4
Seminars	0
Practical classes/workshops	50
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	52
Preparation for assessments	4 4
Placement/Study Abroad	
TOTAL:	150

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ length of exam	Learning Hours	Learning outcomes assessed	Weighting %
Coursework: including in-class tests –				
				%
				%
Written examinations:				
Civil Litigation	3 Hours.	44	1,2,3,4,5,6.	100%

The QAA publishes advice and guidance on assessment at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment>

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

In each workshop students are required to complete preparatory and consolidatory activities which are based upon scenarios that students could face during their examinations. For each of these activities students are provided with either points to note or suggested answers.

Students also have an opportunity to complete a mock assessment in civil litigation upon which they will receive detailed feedback.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Should there be a need for the assessment to move online there should be no change to the teaching or learning experience as sessions would be conducted online with students being provided with a one day examination in civil litigation based upon the paper they would have sat during the in-class examination.

10. INDICATIVE READING LIST

- Barker-Roye, *Civil Litigation in the Cayman Islands* (3rd edn, CILS Publishing, 2016) ;
- Capps and Boyle *A Practical Guide To Lawyering Skills* (4th edn, Routledge, 2019);
- Grand Court Rules;
- Local Laws;
- Decision of the Grand Court of the Cayman Islands, The Court of Appeal of the Cayman Islands and the Privy Council, together with English decisions, where applicable.

Date module first approved:	05/06/2017
Date of most recent revision:	08/08/2024 (For Sept 24)

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Professional Conduct and Ethics
Module number:	N/A
Level:	7
No. of credits:	10
Module leader:	Alexis Mavrikakis and Sandra Edun-Watler

Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Autumn
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

Under the Legal Practitioners (Students) Regulations (2018 Revision), students are required to pass an examination in Professional Conduct and Ethics. This module fulfils that requirements.

During this module students will be introduced to the rules of professional ethics and conduct governing the legal profession and the many duties owed to the client, the court and third parties. At present, there is no formally adopted Code of Conduct in the Cayman Islands, and the module therefore focuses on the Draft Code of Conduct for Cayman Islands Attorneys-at-Law and relevant legislation. Where helpful, it also draws on the common law and guidance from the UK.

As a pervasive subject, in addition to the above sessions, students may be asked to identify and deal with issues of professional responsibility, conduct and ethics in each of the PPC modules as they arise in the context of the subject matter and skills developed in those modules.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Explain the different duties owed to the client, the court and third parties and critically evaluate the consequences for their own professional behaviour	Academic literacy; Critical self-awareness and personal literacy; Digital and information literacy; Active citizenship	
2	Critically appraise principles of integrity, professional responsibility and ethics and use them to demonstrate a professional approach towards work and colleagues in a client-facing context	Critical self-awareness and personal literacy; Active citizenship	

3	identify ethical and professional conduct issues as they arise in any legal context and select and apply the relevant conduct rules in order to deal with them appropriately	Academic literacy; Critical self-awareness and personal literacy; Digital and information literacy; Active citizenship	
4	Critically apply the relevant conduct rules to be able to carry out due diligence in order to deal appropriately with conflicts of interest	Academic literacy; Critical self-awareness and personal literacy; Active citizenship	

4. OUTLINE SYLLABUS

- Lawyer-client relationship: client care, the retainer, and costs
- Conflicts of interest
- Confidentiality and disclosure
- Undertakings and Duties owed to the court & third parties
- Anti-Money Laundering Legislation and procedures

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

The module will be delivered through a series of workshop sessions. Students are asked to undertake self-study and prepare tasks in advance of the workshops, as well as undertaking unseen group tasks during the sessions. The workshops create a space for deep learning where students will work with their peers to apply their knowledge in practical, problem-based scenarios.

Students will be provided with teaching materials throughout the course, all of which will also be available electronically via Blackboard.

In order to succeed in this module, students will need to have strongly developed the attributes covered under the head of active citizenship in relation to their capacity to fulfil the role of attorneys as officers of the court, and to play a positive and active role in the social justice system. Throughout the module they will be required to address and resolve issues relating to appropriate professional conduct and standards of ethical behaviour, which requires a considered, critical application of the relevant rules and codes, as well as continual critical self-awareness and personal literacy. As the Cayman Code of Conduct remains in draft form, students are also expected to draw on codes and guidance relating to conduct of lawyers internationally and in other jurisdictions and to reflect on and critically evaluate their relevance and application locally: this requires attributes described under academic literacy and digital information literacy. The module thus meets the Brookes' Attributes of Academic literacy, Critical self-awareness and personal literacy, Digital and information literacy, and Active citizenship at the post-graduate level.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	0
Seminars	0
Practical classes/workshops	10
Tutorials	0

Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	50
Preparation for assessments (see section 7 for learning hours for individual tasks)	40
Placement/Study Abroad	0
TOTAL:	100

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Not applicable				%
				%
Examinations:				
Unseen, closed-book written examination	2 hours		1, 2, 3, 4, 5	100%
				%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

Informal formative assessment is given throughout the module, by way of feedback on group work and in-class Q and A sessions. In addition, peer feedback opportunities are scheduled at certain points during the teaching schedule. A formative mock assessment takes place during the semester, and students are provided with oral and written feedback on their submission. This formative assessment reflects the format, expectations and assessment criteria of the summative assessment.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Under Cayman Islands' law, all students must be assessed by means of examination. No students, to date, have provided evidence that they require an alternative form of assessment. Should they do so, the PPC Leader would raise the matter with the Legal Advisory Council (and Oxford Brookes University) to assess how an alternative assessment may be offered.

10. INDICATIVE READING LIST

There is no prescribed textbook for this module.

Students are provided with: a detailed module handbook produced by TBLS; the Draft Code of Conduct for Cayman Islands Attorneys-at-Law; and relevant legislation.

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Cayman Statute Law
Module number:	N/A
Level:	7
No. of credits:	10
Module leader:	Rhian Minty
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Spring
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

The overall aim of this module is to introduce students to, and explore, areas of local law which are important to legal practice in the Cayman Islands.

This module is split into six subject areas and students must choose to study any three.

The subject areas are: Immigration Law; Family Law; Employment Law; Finance and Corporate transactions; Insolvency Law; and Investment Funds. These areas reflect the day-to-day work that law firms in the Cayman Islands practice. The first three subjects reflect areas of law practised by local, 'high street' practices; the latter three focus on areas practised by international, off-shore firms, which have a large presence in the Islands.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Demonstrate and explain a sound understanding of the legal principles and concepts which underpin Cayman Islands' law in the areas studied and be able to perform those skills and knowledge in a practical, problem-solving context to be able to advise clients on areas which are difficult and/or uncertain	Academic Literacy	Active Citizenship
2	Examine, perform, deploy and use key tools of legal research, particularly of local laws, in the form of both electronic and paper resources	Research Literacy	
3	Seek out, use, critically analyse and synthesise sources of Cayman Islands' law to research more complex areas of study or areas with which students are unfamiliar	Digital and Information Literacy	

4. OUTLINE SYLLABUS

The following is an indicative list of topics to be addressed:

Immigration Law: the Right to be Caymanian; the right to live and work in the Cayman Islands – and the various methodologies through which this can be obtained (and lost); Permanent Residence, both through marriage and (points based) residence; Residence on the basis of Investment; Economics and Politics of small Island nations, and the rationale behind the system;

Family Law: divorce; claims to matrimonial assets; how children of the family are managed post-divorce;

Employment Law: the Contract of Employment; rights and duties of employers and employees; employees' rights on termination of employment; discrimination provisions in the Cayman Islands.

Finance and Corporate transactions: General process of finance transactions including reviewing a facility agreement; types of security; share mortgages; the registration of security interests in the Cayman Islands; issuing legal opinions; key corporate documents and products of particular relevance to the Cayman Islands e.g. shareholders' agreements, Listings, CLO/CDOs; asset financing documentation for aircraft and shipping

Insolvency: General insolvency issues such as when an insolvency might arise; drafting and service of petitions and other documentation in the insolvency process; brief jurisdictional comparison with England and Wales and the USA;

Investment Funds: Understanding the different types of investment fund (open/closed ended); how the different entities are formed/incorporated and registered (if applicable); how to review/draft key fund documents (e.g. partnership agreements, LLC agreement, Private Placement Memorandum); key structuring and funding issues that arise in relation to such vehicles.

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

Students are generally introduced to each topic of this module by pre-reading, available on the Virtual Learning Environment, before each class. There is no textbook available for this subject, so classes supplement the pre-reading

that students are given, in part by using a lecture format. The classes are interspersed with exercises, which usually involve students working together in pairs or in small groups, to apply the knowledge they have learned.

Class exercises blend and use the skills elements of the Course to meet the learning outcomes – for instance, students will research a precedent for, and then draft, a divorce petition. The Brookes' Attributes of Academic Literacy, Active Citizenship, Research Literacy, and Digital and Information Literacy are all met. In relation to Academic Literacy, students must become familiar with Cayman Islands' law on these diverse topic areas having never studied this on their undergraduate degree programmes. The module thus represents a steep learning curve, as students must go from no knowledge of topics to being intricately familiar with them in just a few short weeks. Research literacy is met by undertaking research on their topics studied during the module. Finally, Digital and Information literacy is achieved by students having to research and locate appropriate precedents. The wealth of information available to the students is massive and, by electronic and paper research methodologies, students will narrow down the choices open to them to arrive at appropriate documentation. Due to low class numbers, each tutor is able to interact with each student individually and students are welcome to contact the tutor outside class hours by means of a personal conversation or e-mail.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	0
Seminars	0
Practical classes/workshops	30
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	30
Preparation for assessments (see section 7 for learning hours for individual tasks)	40
Placement/Study Abroad	0
TOTAL:	100

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Not applicable				%
				%
Examinations:				

Unseen, closed-book written examination	2 hours		1, 2, 3	100%
				%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

Students build up their ability to sit the summative examination in a number of ways. Class exercises are used throughout the module and points to note are given to the students once they have completed them. The tutor supervises the completion of the exercises, offering formative feedback to students individually or in small groups. Further verbal feedback is given to the class as a whole once the points to note are distributed. A mock examination question is set at the completion of each subject taught in the module and, again, feedback is offered by the tutor marking the script, distributing points to note and providing additional verbal feedback to students as a group and, if required, on an individual basis.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Under Cayman Islands' law, all students must be assessed by means of examination. No students, to date, have provided evidence that they require an alternative form of assessment. Should they do so, the PPC Leader would raise the matter with the Legal Advisory Council (and Oxford Brookes University) to assess how an alternative assessment may be offered.

10. INDICATIVE READING LIST

- Handouts as drafted by each tutor for their subject contained in the module;
- Appropriate local Laws, as determined by each subject tutor, which apply to each subject.

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Corporate Practice
Module number:	N/A
Level:	7
No. of credits:	20
Module leader:	Alexis Mavrikakis and James Bagnall
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Year through
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

Corporate Practice aims to provide students with the knowledge, understanding and skills necessary to work effectively on matters relating to the formation and on-going management of general partnerships and of companies. At the end of the module students will be able to critically examine the material in light of client instructions and offer advice and legal services in a corporate context. The module is designed to enable students to appreciate the nature of setting up, managing, and owning a business entity - whether a partnership or company - so that they are able to identify and deal with a variety of issues which might arise in practice.

Corporate Practice (Partnerships) focusses on general partnership. Students will learn about the law governing this area, as well as the practicalities of advising clients wishing to set up and trade as a partnership.

Corporate Practice (Companies) focusses in particular on the ordinary company. Students will carry out exercises to advise on: incorporating a company; convening and recording meetings and decisions in accordance with the constitution of the company and the law; issuing and transferring shares in the company; shareholders' agreements; appointing directors; and directors' duties.

By the end of the course students should feel confident that they possess the skills and knowledge to be a competent Articled Clerk in a corporate practice environment.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Explain the legal principles and concepts underpinning Cayman Corporate Practice and be able to critically evaluate them in order to apply them in a practical, problem-solving context.	Academic Literacy; Critical self-awareness and personal literacy	
2	Explain the various forms of business entity and advise a client regarding the most appropriate form of entity for its needs, justifying the form of business selected.	Critical self-awareness and personal literacy	
3	Explain, critically evaluate and apply the law governing Companies and the constitution of companies, particularly in areas where it is distinct to this jurisdiction, including pre-incorporation matters, requirements of Cayman Law, incorporation, operation of the company, directors duties, transactions involving shares, company records and filings, changes to memorandum of association and articles of association.	Academic Literacy; Critical self-awareness and personal literacy; Digital and Information Literacy	
4	Explain, critically evaluate and apply the law governing general partnerships and the formation and management of such partnerships, including, issues of rights, duties and liability of partners and dissolution.	Academic Literacy; Critical self-awareness and personal literacy; Digital and Information Literacy	

4. OUTLINE SYLLABUS

Corporate Practice (Partnerships)

- Nature and existence of Partnerships
- Partnership Agreements
- Rights and Duties of Partners
- Liability of Partners
- Dissolution of Partnerships

Corporate Practice (Companies)

- Trading formats and types of company
- Company incorporation and local licensing and control requirements
- Meetings and resolutions (types of meeting, procedural requirements, the articles of association)
- Shares (share capital, issuing shares, transferring shares)

- Shareholders
- Directors' powers, duties and restrictions

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

The module will be delivered through a series of lectures which are coupled with one or more workshop sessions on the same topic. Each lecture is designed to provide students with an overview of the topic before they undertake self-study in advance of the workshop (which takes place the following week). The workshops create a space for deeper learning where students will work with their peers to apply their new legal knowledge in a practical, advice-based scenario. Throughout the module students will be given practical exercises from taking instructions through to completion of the advice to enable them to develop their critical understanding of the law and be able select and apply it appropriately to real-world situations.

Students will be provided with teaching materials throughout the course, all of which will also be available electronically via Blackboard.

The module meets the Brookes' Attributes of Academic Literacy, Critical self-awareness and personal literacy, and Digital and information literacy at the post-graduate level. Students are studying Cayman Law for the first time, and many are studying principles of company and partnership law for the first time. The need to become familiar with this new law in a short period of time, and be able to apply in a practical context requires the attributes under the head of "Academic Literacy". Group work, case study and problem-solving activities, and peer- and self-assessment exercises all serve as ideal opportunities to develop the attributes set out under the head of "Critical self-awareness and personal literacy". The in-class and preparatory tasks which students undertake also require "Digital and information literacy", as they need to navigate the information available from a range of electronic sources and critically select the appropriate tools for the task at hand.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	8
Seminars	0
Practical classes/workshops	34
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	90
Preparation for assessments (see section 7 for learning hours for individual tasks)	68
Placement/Study Abroad	0
TOTAL:	200

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Not applicable				%
				%
Examinations:				
Unseen, closed-book written examination – Corporate Practice (Partnerships)	1 hour		1, 2, 4	25%
Unseen, closed-book written examination – Corporate Practice (Companies)	2 hours		1, 2, 3	75%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

Informal formative assessment is given throughout the module, by way of feedback on group work and in-class Q and A sessions, as well as one-to-one support where necessary. In addition, peer feedback opportunities are scheduled at certain points during the teaching schedule. Formal formative assessment takes place during the semester by way of an unseen, closed-book written mock examination, and students are provided with oral and written feedback on their submission. This formative assessment reflects the format, expectations and assessment criteria of the summative assessments.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Under Cayman Islands' law, all students must be assessed by means of examination. No students, to date, have provided evidence that they require an alternative form of assessment. Should they do so, the PPC Leader would raise the matter with the Legal Advisory Council (and Oxford Brookes University) to assess how an alternative assessment may be offered.

10. INDICATIVE READING LIST

Conyers Dill & Pearman, *Cayman Islands Company & Commercial Law*, (2nd edn, Sweet & Maxwell, 2019)

Lindley & Banks on Partnership (20th edn, Sweet & Maxwell, 2020)

Companies Law (latest Revision and Amendments)

Partnership Law (2013 Revision) (excluding Part VI)

Other resources

<https://www.ciregistry.ky/>

<http://www.dci.gov.ky/>

<https://legislation.gov.ky/cms/>

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Accounts
Module number:	N/A
Level:	7
No. of credits:	5
Module leader:	Abraham Thoppil
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Autumn
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

This short module aims to introduce students to the importance of keeping accounts for both businesses and individuals; the principles behind making accounting entries; and the ability to draw up and format key accounting documentation, such as profit and loss accounts and balance sheets.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Be aware of the purpose and importance of keeping accounts	Academic Literacy	
2	Demonstrate a sound understanding of the principles and format of accounts,	Research Literacy	

	including t-accounts, profit and loss accounts, balance sheets and financial statements of account		
3	Read, understand, evaluate and analyse basic business accounts	Academic Literacy	
4	Demonstrate competence in preparing basic accounts	Critical self-awareness and personal literacy	

4. OUTLINE SYLLABUS

- Review Solicitor Accounts Rules (www.sra.org.uk/accounts-rules)
- Review basics of Double Entry Accounting
- Review basics of adjustments – Income, expense, Depreciation
- Review basics of profit and loss accounts
- Review basics of balance sheet
- Review basics of how to analyse accounts
- Review basics of company accounts
- Review basics of partnership accounts
- Review basics of two sets of accounts for solicitors – firm and client, review how a solicitor ought to split cheques and interest

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

Written assignments/tutorials which include:

- Problem solving exercises
- Problems requiring written explanations of key concepts, analysis of problem-solving strategies and use of accounting vocabulary.

Class participation: student numbers are low which means that these classes can be delivered quite informally and in an interactive manner, thus giving students the chance to test their understanding of new concepts as they progress through the module.

Comprehensive two-hour "mock" examination on which feedback is given both in writing and verbally to students on an individual basis.

Certain of the Brookes Attributes are developed by this module. The module advances Academic literacy by the students having to understand, and become familiar with, key accounting terminology quickly, having never studied this before in their academic journeys. Students have to conduct research (predominantly online) into the English Solicitors Accounts Rules and understand their provisions and how they apply to the accounts that solicitors draw up and, by implication, that local Attorneys must also draft. Finally, in preparing accounts in class and in their assessments, students build upon the knowledge and skills acquired to satisfy the requirements of Critical self-awareness and personal literacy.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	0

Seminars	0
Practical classes/workshops	0
Tutorials	8
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	20
Preparation for assessments (see section 7 for learning hours for individual tasks)	22
Placement/Study Abroad	0
TOTAL:	50

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Not applicable				%
				%
Examinations:				
Unseen, closed-book written examination	2 hours		1, 2, 3, 4	100%
				%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

Numerous opportunities exist for formative assessment and feedback in this module. The classes take the form of tutorials in which the Module Leader explains the principles involved and then students are given the opportunity to complete exercises to test their understanding and application of those principles. Feedback is offered both informally and by the distribution of points to note. This also applies to preparatory exercises that the students undertake before class.

A mock examination is also offered on which feedback is given, both written and verbally.

Following the summative examination and associated Assessment Board, marks are released to the students and students are encouraged to seek further feedback from the Module Leader on an individual basis.

9. ALTERNATIVE ASSESSMENT/DELIVERY

Under Cayman Islands' law, all students must be assessed by means of examination. No students, to date, have provided evidence that they require an alternative form of assessment. Should they do so, the PPC Leader would raise the matter with the Legal Advisory Council (and Oxford Brookes University) to assess how an alternative assessment may be offered.

10. INDICATIVE READING LIST

www.sra.org.uk/accounts-rules

Cayman Islands Laws and Regulations

Online double entry accounting resources

King, *Accounts for Solicitors* (current edition, CLP)

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Legal Skills
Module number:	N/A
Level:	7
No. of credits:	15
Module leader:	Andrew Perkins, Ramesh Maharaj, Nicholas Fox, Joseph Barker-Willis
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Year through
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

There is no requirement under the Legal Practitioners (Students) Regulations (2018 Revision) for students to be assessed in relation to legal skills. However, the regulations provide for “such other subjects as the Council and Oxford Brookes University in the United Kingdom may approve”. As such, this module has been developed to equip students with the relevant oral and written communication skills required to succeed as an articulated clerk in legal practice.

The skills module covers interviewing, advocacy, writing and drafting and aims to provide students with the tools that underpin competent practice. It aims to develop: good communication and oral skills to enable students to interview clients effectively, and represent them in court; good writing skills to enable students to communicate complex matters concisely and accurately in the form of letters of advice and to draft formal legal documents.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	Execute the basic techniques of advocacy and client interviewing in the context of client instructions	Critical self-awareness and personal literacy	
2	show an understanding of the nature, function and value of written communication with clients and others, and write a letter of advice based on a client's needs	Academic Literacy; Critical self-awareness and personal literacy; Digital and information literacy	
3	show an understanding of the nature, function and value of formal legal documents, and select and use unfamiliar precedents for drafting them	Academic Literacy; Critical self-awareness and personal literacy; Digital and information literacy	
4	Perform, in a complex problem-solving context, advocacy, client interviewing, writing and drafting tasks to a level of skill befitting a student who is about to commence articles	Critical self-awareness and personal literacy	

4. OUTLINE SYLLABUS

The course is split into four skills areas. Interviewing and Writing are taught in Semester 1. Advocacy and Drafting are taught in Semester 2.

Interviewing: opening and closing an interview; how to listen, ask questions and provide advice.

Writing: The basics of communicating in writing; developing writing skills; advising clients in writing.

Advocacy: the basic techniques of advocacy; understanding the nature, function and value of pleadings; performing advocacy.

Drafting: Types of drafting; planning, researching and structuring a document; using precedents effectively.

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

Each element of the module has an introductory overview session, and students are then provided with opportunities to develop each of the skills through a series of practical workshops dedicated to the relevant skill.

Students are asked to undertake self-study and prepare tasks in advance of the workshops, as well as undertaking unseen tasks during the sessions. The workshops create a safe space to practise and develop the skill, and to receive feedback from their tutors and peers.

In addition to the above sessions, students will have the opportunity to develop their oral and written skills in each of the PPC modules as they arise in the context of the subject matter and problem-based activities in those modules, such as interviewing role-play, writing to clients, drafting documents and presenting oral arguments before a judge.

Students will be provided with teaching materials throughout the course, all of which will also be available electronically via Blackboard.

The module meets the Brookes' Attributes of Academic literacy, Critical Self-Awareness and Personal literacy, and Digital and Information literacy at the post-graduate level by providing practical tasks and exercises for the students to complete throughout the module, and in the assessments for each of the skills. Students will develop Critical Self-Awareness and Personal literacy as they learn to advise their clients and execute their instructions in all of the four skills. In order to do so, they will need to have drawn on both their Academic literacy, using their expertise to determine the relevant legal issues, and use Critical Self Awareness and Personal literacy to solve the problem and formulate the relevant advice. All of the skills, and in particular drafting, require the students to exercise Digital and Information literacy to be able to advise and use precedents effectively.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities*	Contact hours
Lectures	4
Seminars	0
Practical classes/workshops	24
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	74
Preparation for assessments (see section 7 for learning hours for individual tasks)	48
Placement/Study Abroad	0
TOTAL:	150

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Interviewing a client	20 minutes		1, 4	N/A
Writing a letter	1000 words		2, 4	N/A
Advocacy exercise (plea in mitigation or bail application)	15 minutes		1, 4	N/A
Drafting a document based on a precedent	N/A		3, 4	N/A
Examinations:				
N/A				%

				%
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8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

Informal formative assessment is given throughout the module, by way of feedback on practical sessions and activities. In addition, peer feedback opportunities are scheduled at certain points during the teaching schedule.

There is a formative assessment, with oral and/or written feedback, in relation to each element of assessment. These formative assessments reflect the format, expectations and assessment criteria of the summative assessments.

9. ALTERNATIVE ASSESSMENT/DELIVERY

The team at TBLS is equipped to move to online delivery, using an online platform such as Zoom or Teams to continue with scheduled classes, having done so during the first period of lockdown in Spring 2020. All course materials are posted to the Blackboard course pages as a matter of course.

10. INDICATIVE READING LIST

Boyle et al, *A Practical Guide to Lawyering Skills*, (4th edn, Routledge, 2019)

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

T2.8: MODULE DESCRIPTOR

1. MANAGEMENT DETAILS

Module title:	Practical Legal Research
Module number:	N/A
Level:	7
No. of credits:	10
Module leader:	Andrew James Perkins
Mode of delivery:	ON CAMPUS
Semester/s of delivery:	Year through
Pre-requisite module code:	None
Co-requisite module code:	None
Barred combinations:	None
Other restrictions or requirements:	All students must undertake the modules as set out in the Legal Practitioners (Students) Regulations (2018R)
Delivery location:	Cayman Islands

Programme/s in which this module may be taken:	Status on programme:
Professional Practice Course/PG Diploma in Legal Practice	Compulsory

2. MODULE AIMS

During the PPC you will be introduced to paper and electronic, primary and secondary, sources of Cayman Law in addition to English, Commonwealth and Caribbean Law. You will be given problems requiring research of local, English, and international sources of law and be required to report your findings in the form of a research memo.

3. LEARNING OUTCOMES

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other Brookes Attributes developed, if applicable
1	To distinguish the salient points from a given factual scenario in order to develop a plan for research.	Academic and research literacy	

2	Be capable of solving the issues raised by a problem and analysing which questions of law have to be answered.	Critical self-awareness and personal literacy; Academic literacy and research literacy	
3	Be capable of researching specific legal issues raised by a factual scenario, using both paper and electronic sources.	Digital and information literacy and research literacy.	
4	Be capable of interpreting the results of legal research clearly and concisely by assessing the state of the law and designing a solution to a problem which is useful, practical and relevant to your client.	Academic and research literacy, Critical self-awareness and personal literacy;	Active Citizenship
5	Fully acknowledge the use of all sources and materials cited and devise a research trail to show how the answers have been reached.	Digital and information literacy and research literacy.	

4. OUTLINE SYLLABUS

The following is the indicative content for this module:

- General introduction to the methods of practical legal research;
- the Cayman Islands' legal system;
- Cayman Islands' legal sources;
- Memorandum writing skills;
- Library research skills, focussing on paper-based sources;
- Electronic research skills, focussing on Cayman Islands' databases and electronic sources of law.

5. TEACHING LEARNING AND ASSESSMENT STRATEGY

Students begin the PLR course with a lecture in the induction week focusing on the Cayman Islands' legal system and Cayman legal sources, together with an introduction to the methods of practical legal research.

Students then undertake their first workshop in which they are introduced to the skill of memorandum writing and undertake a library exercise using both paper and online legal sources.

Thereafter on a monthly basis, students undertake a PLR exercise where they are required to undertake a research task and produce a written memo in the style required for the assessment. The subsequent workshops focus upon a discussion of the appropriate research methodologies, a review of the suggested answer and an opportunity for students to receive feedback on their work.

Each of the sessions in PLR prepares students for the assessment. Each task focuses upon a research task using both digital and paper sources together with the production of a written memorandum of advice.

Students are encouraged to hand in each of their research memorandums to the module leader for feedback prior to each session. Shortly before the summative assessment is distributed, students also have an opportunity to undertake a mock assessment in order to prepare students for that summative assessment and will receive detailed feedback upon their performance.

The assessment consists of a take-home piece of work in which students are asked to research an area of local law with which they are likely to be unfamiliar. They are asked to produce a written report of no more than 1,500 words in

which they answer the question posed and give advice to the mock training principal who has asked for the report to be prepared.

6. LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities	Contact hours
Lectures	2
Seminars	0
Practical classes/workshops	10
Tutorials	0
Fieldwork/external visits	0
Guided independent study	Learning hours
Directed/independent study	60
Preparation for assessments (see section 7 for learning hours for individual tasks)	28
Placement/Study Abroad	0
TOTAL:	100

7. SUMMATIVE ASSESSMENT TASKS

	Word count/ duration of exam	Learning hours	Learning outcomes assessed	Weighting %
Coursework:				
Written assignment (individual)	1500		1,2,3,4,5	100%
				%
Examinations:				
N/A				%
				%

8. OPPORTUNITIES FOR FORMATIVE ASSESSMENT AND FEEDBACK

Students are encouraged to hand in each of their research memorandums to the module leader for feedback prior to each session. Students also have an opportunity to undertake a mock assessment in order to prepare students for the summative assessment and will receive detailed feedback upon their performance.

9. **ALTERNATIVE ASSESSMENT/DELIVERY**

This module is assessed by a take home research task. Should teaching need to move online, the assessment format can continue as planned.

10. **INDICATIVE READING LIST**

This is a research module therefore there is not a prescribed reading list. Students are expected to make appropriate references to texts and cases from relevant subject areas.

Date module first approved:	05/06/2017
Date of most recent revision:	10/12/2021

Appendix 2 – Fees

Welcome to the TBLS/OBU Professional Practice Course.

Below is important information relating to the payment of fees. Fee payment dates are aligned with that of Oxford Brookes University and rules relating to payment dates, late fees and penalties for failure to make payment within deadline are governed by Oxford Brookes University.

Fees are as scheduled:

PPC Tuition: \$9,900.00 KYD

OBU Registration: \$1000.00 KYD

Assessment Fees: \$500.00 KYD

Fees are due to be paid on the first day of each new Semester. For 2024/2025 this means that fees are due:

Semester One: 23rd September 2024

Total Due: **\$5700.00 KYD**

Late Payments / Penalties apply as follows (Semester One):

Warning Letter One: 30th September 2024

Warning Letter Two: 14th October 2024

Removal of Access to Moodle: 28th October 2024

Termination of Studies: 18th November 2024

Semester Two: 13th January 2025

Total Due: **\$5700.00 KYD**

Late Payments / Penalties apply as follows (Semester Two):

Warning Letter One: 20th January 2025

Warning Letter Two: 3rd February 2025

Removal of Access to Moodle: 17th February 2025

Termination of Studies: 10th March 2025

*There is no right of appeal to termination of studies for failure to make payment within the prescribed deadlines.

*Personalised and contractually agreed payment plans are available but these must be strictly adhered to and do not extend beyond the termination date. Payment plans must be entered into no later than 20th September 2024 (Semester One) and 13th January 2025 (Semester Two). For more information on payment plans, please contact Kady Daley.

Appendix 3 – TBLS Student Disciplinary Code (Non-Academic)

1.1 INTRODUCTION

Statement of student conduct

1.1 TBLS is committed to providing a high quality learning and teaching experience for all students. This can only be achieved if members of the TBLS community live and work beside each other in an environment which promotes respect.

1.2 Students of TBLS are expected to conduct themselves at all times in a manner which demonstrates respect for the Law School, its students and staff, and members of the wider community. Every student is an ambassador for the Law School and, accordingly, is expected to behave in a way that enhances its reputation.

1.2. Application of this Code

2.1 This code applies to all registered students of Truman Bodden Law School.

2.2 Where a student has permitted a visitor to access any part of the Law School premises (whether that visitor is also a member of the Law School or not) that student shall be regarded as responsible for the conduct of their visitor, while present as a visitor. That means that the student may be taken to be responsible and punishable under this code for the misconduct of their visitor, and for any damage caused by their visitor, as if the misconduct or damage were their own.

2.3 It is intended that this code gives a framework for dealing with breaches other than those of the academic regulations of the Law School/University. A non-exhaustive list of offences is provided in paragraph 1.7 below. Although specific timings are not given for various proceedings, TBLS will, in the interests of justice, endeavour to act at all times as swiftly as is possible, while ensuring that cases are properly prepared and that students have time to respond to accusations made against them.

1.3 Disciplinary Authority

Disciplinary authority over students may be exercised:

- (a) by the Legal Advisory Council pursuant to regulation 30(1) of the Legal Practitioners(Students) Regulations (2018 Revision)
- (b) In general by the TBLS Director of Legal Studies under the informal procedures set out in Paragraph 1.9 below.

POWER OF SUSPENSION AND RESTRICTION

1.4 Subject to the general principles set out in paragraph 1.3, and pursuant to Regulation 30(1) (c) of the Legal Practitioners (Students) Regulations (2018 Revision), the Legal Advisory Council may suspend or restrict a student suspected of any offence which could reasonably be expected to lead to the termination of the registration of the student if they were found guilty. A student may also be suspended or restricted if their behaviour is so uncontrolled that s/he poses a significant risk to themselves or to others or is significantly impeding the normal functioning of the Law School. This suspension or restriction may last until enquiries and/or police and/or court proceedings are concluded. In exercising the power to suspend or restrict, particular attention will be paid not only to the welfare and interests of the individual student, but also to the interests of fellow students and of the Law School itself.

1.5 If Police and/or court action occurs in respect of the alleged offence, the suspension or restriction may last until the completion or abandonment of the police and/or court proceedings. It is the responsibility of the student to keep Law School aware of the progress and the outcome of the proceedings and to furnish the Law School with any reports, recommendations and judgements that have been made. The student may remain suspended or restricted until a disciplinary hearing under this Code has been held.

1.6 If a suspension or restriction is for a period in excess of fourteen days or is extended beyond fourteen days, the student may appeal against the decision to the PPC Appeal Board pursuant to Regulation 30(2) of the Legal Practitioners (Students) Regulations (2018 Revision).

OFFENCES

1.7 An offence is committed within the remit of this code when there is unjustified interference, in the broadest sense, with the proper functioning or activities of the Law School, or with those who work or study in the Law School, or when improper actions occur which otherwise damage the Law School. Specifically, but not exclusively, the following:

- a) disruption of, or improper interference with, the academic, administrative, sporting, social, or other activities of the Law School, whether on Law School property or elsewhere;
- b) obstruction of, or improper interference with, the functions, duties, or activities of any student, member of staff of the Law School, or any authorised visitor to the Law School;
- c) cheating or attempting to cheat or assisting another to do so in an assessed or summative examination;
- d) violent, indecent, disorderly, threatening or offensive behaviour or language, whether expressed orally, in writing or electronically, towards any member of Law School irrespective of location, or to any other person whilst on Law School property or engaged in any Law School activity, including conduct which is deemed unacceptable or which is unlawfully discriminatory

or could be deemed as harassing particular groups or individuals in the Law School;

- e) engaging in any behaviour:
 - i) which, even if self-directed, which could reasonably be seen to cause distress to other students or members of staff;
 - ii) which could reasonably be seen to cause other students or members of staff to fear for their safety or well-being;
 - iii) that interferes significantly with the normal operation of the Law School or with members of staff in the normal execution of their duties;
- f) distributing or publishing a poster, notice, sign, electronic or internet posting or any other publication either on Law School premises or computer networks, or relating to Law School affairs but displayed on premises or networks elsewhere, which is offensive, intimidating, threatening, indecent or illegal, or is likely to make others fearful, anxious or apprehensive or which could reasonably be expected to significantly and unfairly harm the standing or reputation or welfare of any student, member of staff or associate of the Law School;
- g) fraud, deceit, deception or dishonesty in relation to the Law School or Law School staff, or in connection with the holding of any office in the Law School, in relation to being a student of the Law School or against any member of Law School;
- h) misuse or unauthorised use of Law School premises or items of property, including computer misuse; damage to, or defacement of Law School property or the property of other students or staff, caused intentionally or recklessly, or the misappropriation of any such property;
- i) any action likely to cause injury or impair safety on Law School premises or to Law School members in other locations;
- j) action likely to impair security on Law School premises or which may jeopardise safety on Law School premises, including occupation of premises of which TBLS is the occupier
- k) behaviour or actions which bring the Law School into disrepute or otherwise prejudice the legitimate academic aims of the Law School;
- l) conduct which constitutes a criminal offence when that conduct took place on Law School premises, or in the course of Law School activities or against any member of the Law School; conviction of a criminal offence, irrespective of where committed, where the consequences of the offence could impact on Law School staff, students or property
- m) failure to comply with any sanction imposed as a result of enforcement of this disciplinary code or contempt of these procedures

GENERAL LAW SCHOOL DISCIPLINE

1.8 All non-academic complaints against students will be referred to the Director of Legal Studies.

1.9 Informal procedure

1.10 If the Director of Legal Studies considers that the offence, if proven, would require action, but merits a lesser penalty than that of termination of registration or suspension from Law School he will proceed under the informal procedures according to this paragraph.

1.11 The purpose of the informal procedure is to deal with matters of discipline fairly and quickly and where the matter is suitable to be dealt with informally.

1.12 A disciplinary matter is capable of being dealt with under the informal procedure providing that the following criteria are fulfilled:

- (i) Where the matter is, in the reasonable opinion of the Director of Legal Studies, suitable to be dealt with in this way. In determining whether the matter is suitable to be dealt with informally, the Director of Legal Studies will consider the nature of the offence, whether it is the student's first offence, whether the student admits the offence and any other relevant circumstances; and
- (ii) Where the student consents to the matter being dealt with in this way.

1.13 The Director of Legal Studies shall, upon receipt of the allegation or complaint against the student, carry out a fair and reasonable enquiry. The Director of Legal Studies shall convene a meeting with the student at which the student shall be given the opportunity to hear details of the complaint or allegations made against him/her and to speak or write in his or her own defence. The student shall be entitled to have a friend or relative accompany him/her at the meeting and to submit his or her written defence to the allegations. Where the Director of Legal Studies, determines that there is a *prima facie* case against the student, he may determine that the matter is suitable to be dealt with informally in accordance with this section in which case the Director of Legal Studies will inform the student of this in writing, usually by letter. The letter will include details of the allegations of misconduct and the proposed sanction.

1.14 The sanctions which may be imposed by Director of Legal Studies under the informal procedure are:

- (a) A warning; and/or
- (b) A formal apology in terms to be agreed by the Law School to any person adversely affected by the misconduct or any damage done to the Law School's relations with its members or outside community; and/or
- (c) A payment in compensation or restitution for damage or loss; and/or
- (d) Temporary withdrawal, suspension or reduction of any benefit, facility or privilege available to the student by virtue of his/her status as a student of the Law School not exceeding 1 week; and/or
- (e) Any other sanction which may be appropriate and proportionate in the circumstances taking into account the fact that the sanction is to be administered under the informal procedure and specifically excluding suspension and expulsion.

1.15 If the student agrees that the matter should be dealt with in this way, the student must indicate his or her acceptance by signing the letter and returning it to the Director of Legal Studies by the date specified in the letter.

1.16 By agreeing that the matter should be dealt with informally the student accepts that:

- (i) The offence has been committed by him/her;
- (ii) He or she shall comply in full with any sanction imposed by the Director of Legal Studies;
- (iii) There is no right to appeal; and
- (iv) The signed letter may be retained on the Law School's records and used as evidence of past misconduct in assessing any future allegations of misconduct. The signed letter will not be retained on an individual student's file and so it will not be used to determine references provided by the Law School in respect of the student to external sources.

1.17 If the student does not agree that the matter should be dealt with informally, then he or she should complete the appropriate section in the letter, stating that he or she does not agree. The formal disciplinary procedure as set out in paragraph 1.19 will be instigated by the Law School within a reasonable period of time.

1.18 If the student fails to respond to the letter within the period of time specified in the letter, without good reason, the Law School may immediately instigate the formal disciplinary procedure.

1.19 Formal procedure

1.20 The formal disciplinary procedure will be used where:

- (a) the Director of Legal Studies determines that it would be appropriate to do so, and in all cases where the Director of Legal Studies feels that the offence is of such severity as to merit termination of registration at the Law School or withdrawal from the Law School; or

(b) a student has elected that his or her alleged misconduct be dealt with under the formal procedure.

1.21 Where the circumstances in 1.20 above apply, the Director of Legal Studies shall refer the case to the Legal Advisory Council for hearing.

1.22 The student will be notified in writing that a hearing is to take place and that it could result in the termination of the student's registration. The date of the hearing will be agreed with the student.

1.23 The Director of Legal Studies shall furnish the student involved with a statement of the complaint(s) made against the student and the Law School's recommended sanction for the offence and shall invite the student to present a written statement in response within 14 days of the receipt of the letter notifying the student of the commencement of formal disciplinary procedures.

THE LEGAL ADVISORY COUNCIL

COMPOSITION OF THE LEGAL ADVISORY COUNCIL DISCIPLINARY PANEL

1.24 The Chairman of the Legal Advisory Council shall convene a panel of three members of the Legal Advisory Council to hear and determine the matter referred to it under 1.20 of this Code.

1.25 The Panel of the Legal Advisory Council will be supplied one week before the hearing with copies of the following documents:

- (a) a statement of the complaint(s) made against the student;
- (b) the Director of Legal Studies' recommendation together with the documents put forward in support of the recommendation
- (c) Any written representations by or on behalf of the student and any documents to be put forward in support of the student's case

1.26 The hearing of the Panel will be conducted according to the general procedures set out in paragraphs 1.30 and 1.36 below.

1.27 The Panel will decide whether or not the Student is guilty of the alleged offence.

1.28 If the Legal Advisory Council Panel find the student guilty on the balance of probabilities the panel will decide what penalty, if any, is appropriate. The sanctions which may be imposed by the Legal Advisory Council under the formal procedure are as follows:

- (a) a caution;
- (b) a formal warning;
- (c) an order for compensation;

- (d) disqualification on a permanent or temporary basis from the use of the Law School's facilities;
- (e) imposition of conditions upon access to the Law School's facilities or premises;
- (f) suspension or exclusion from the Law School:-
 - i) suspension involves a total prohibition on attendance at or access to the Law School and on any participation in Law School activities for a specified period of time, but it may be subject to qualification, such as permission to attend for the purpose of an examination;
 - ii) suspension will be used only where (d) or (e) would be inadequate;
- (g) termination of registration at the Law School; and/or
- (h) any sanction may include a requirement that the student should have no contact of any kind with a named person or persons

1.29 The Legal Advisory Council Panel will convey its decision in writing to the student together with a reminder of his or her right of appeal to the Legal Practitioners Regulations Appeal Board (see below). The reasons for the decision will be given.

CONDUCT OF HEARINGS OF THE LEGAL ADVISORY COUNCIL PANEL

1.30 The Legal Advisory Council Panel will, whenever practicable, reach a decision on the day of the hearing.

1.31 The Law School representative (normally the Director of Legal Studies) will present the Law School's case and the student, or his or her representative, will have a right of reply.

1.32 The Panel is not required to conduct an independent investigation into the complaint presented but will exercise care to ensure that the facts upon which its decision is based are accurate.

1.33 The student, his or her nominated friend or relative, a representative of the student (if the student chooses to be represented) and the Law School representative will be entitled to be present throughout the whole of the proceedings except where the Legal Advisory Council Panel wishes to retire for private discussions. In every case, the student directly, or via his or her representative, will be given a proper opportunity to be heard fully in his or her own defence.

1.34 The Legal Advisory Council Panel will take all reasonable steps to hold the hearing on a date on which the student and his or her friend/relative and his

or her representative are able to attend. Exceptionally, if this proves impossible or if the Chair of the Panel considers that the student is being deliberately uncooperative about his or her attendance, the Chair may decide upon a date and, if the student does not appear, may proceed with the hearing in his or her absence.

1.35 The decision of the Legal Advisory Council Panel will be on a simple majority.

1.36 There will not be any disclosure of information regarding the way in which any member has voted or on whether the decision was arrived at unanimously or by a majority vote.

APPEALS

The procedure for appeals against decisions of the Examination Committee (not under this Code) is set out on page 33 of this handbook. Appeals under this Disciplinary Code will follow the process below.

THE LEGAL PRACTITIONERS (STUDENTS) REGULATIONS APPEAL BOARD ('THE APPEAL BOARD')

COMPOSITION OF THE APPEAL BOARD

1.37 The Appeal Board shall be constituted in accordance with Regulation 29 of the Legal Practitioners (Students) Regulations (2018 Revision).

1.38 An appeal to the Appeal Board will be available to any student who has had a disciplinary penalty imposed on him or her by a panel of the Legal Advisory Council.

1.39 The student will give written notice of appeal to the Secretary of the Appeal Board within seven days of receiving notification of the decision of the panel of the Legal Advisory Council. The notice of appeal must set out concisely the grounds for the appeal.

1.40 The grounds of appeal may only be one or more of the following:

- (a) that the finding was against the weight of the evidence;
- (b) that the penalty is too severe or is otherwise inappropriate;
- (c) that the process was not in accordance with the principles and procedures set out in this Code, or was contrary to natural justice;
- (d) that fresh evidence can be presented, which was not available, and could not reasonably have been made available, to the Legal Advisory Council.

Where an appeal is based on ground (d), the Chair will be furnished with a summary of the fresh evidence to be presented. The Chair of the Appeal Board will decide if an appeal is allowable. His/her decision in this matter is final and will be conveyed in writing.

1.41 The Secretary of the Appeal Board will supply that Board and the student making the appeal with a copy of the following documents:

- (a) a statement of the complaint(s);
- (b) a contemporaneous note (not in transcript form) produced by the Secretary to the Legal Advisory Council, who for the purposes of a Disciplinary Panel hearing shall not be the Director of Legal Studies, recording the proceedings of the hearing of the Panel and any other documents available to both sides at this hearing;
- (c) the written notice of appeal together with any other supporting statements by or on behalf of the student; and/or
- (d) any written responses from the Law School.

1.42 The hearing of the Appeal Board shall be not be a re-hearing and the appeal shall be determined on the basis of the documents submitted under paragraph 1.41 of this Code, without the requirement of oral submissions or oral evidence.

1.43 The Appeal Board may confirm, reverse or vary the penalty determined by the Panel of the Legal Advisory Council. The Board may impose a more severe penalty. The reasons for the decision will be given.

1.44 The quorum of the panel will be three.

1.45 The student and the Director of Legal Studies will be provided with a copy of the decision made by the Appeal Board.

1.46 The decision of the Appeal Board represents the final part of the Law School procedure and is final.