



Examination Entry Form For Postgraduate Laws (Certificate, Diploma & LL.M) Examinations

The deadline for the return of this form is 1st February for May examinations and 8th August for October examinations.

EXAM MONTH: MAY/ OCTOBER (please delete)

IMPORTANT: Please ensure you read the notes overleaf before completing this form. This form must be completed and returned to the University of London, Examinations Office, Stewart House, 32 Russell Square, London WC1B 5DN by the deadline for the receipt of examination entries.

1 **Name:**..... **Date of Birth**..... **Email**.....
(Please underline surname)

Address.....

2 Please indicate the specialisation and qualification you wish to be awarded upon successful completion of exams in this session. For further details about specialisations please refer to the course regulations at paragraph 2.10 and Schedule C.

| | | |
|---|---------------------------------------|-------------------------|
| PG Certificate in Laws Specialisation: | PG Diploma in Laws Specialisation: | LL.M Specialisation: |
|---|---------------------------------------|-------------------------|

3 List in full all sections you wish to be assessed in, giving the title and course code as it appears in Schedule A of the regulations. Please indicate if you are re-sitting a section in this exam session. **PG Diploma and LL.M students entering their first exam session immediately after registration may attempt a maximum of nine sections only and complete the remaining sections at a later exam session.**

| In this column indicate the name of your chosen section e.g 'Admiralty Jurisdiction and Procedure' | In this column indicate the specific code of your chosen section e.g '91 501 001A' | Resit |
|--|--|-------|
| (i) | | |
| (ii) | | |
| (iii) | | |
| (iv) | | |
| (v) | | |
| (vi) | | |
| (vii) | | |
| (viii) | | |
| (ix) | | |
| (X) | | |
| (xi) | | |
| (xii) | | |
| (xiii) | | |
| (xiv) | | |
| (xv) | | |
| (xvi) | | |

If you require any Special Examination Arrangements you should write to Stewart House, detailing your requirements, including medical documentation. You should also check with your Centre that these are possible.

4 **Exams Authority applied to:** Country..... Centre (City) (see paragraphs 4 and 5 of Notes for Candidates)

For students sitting exams outside the UK and Ireland

TO BE COMPLETED BY THE OVERSEAS EXAMINING AUTHORITY:
I am willing and have all the necessary facilities to conduct this examination at the centre stated above. I have read the notes overleaf and I am retaining a duplicate copy of this form.

Signature of Officer for Test centre

Name (block capitals) Mr/Mrs/Miss/Ms

Official Stamp

Official Title Date.....

Forms cannot be accepted unless they are signed by the relevant Overseas Examination Centre

5 **Signature of Candidate** **Date**.....

I UNDERSTAND THAT ANY RE-ENTRY FEES I HAVE PAID ARE NON-REFUNDABLE OR TRANSFERABLE IN THE EVENT THAT I AM UNABLE TO ATTEND MY EXAM/S. I AGREE THAT THE UNIVERSITY MAY RELEASE MY EXAMINATION RESULTS AND MARKS TO THE COLLEGE WHICH I HAVE NAMED ABOVE AND TO OTHER BODIES WHICH HAVE A LEGITIMATE INTEREST IN MY PERFORMANCE IN THE EXAMINATION.

6 NOTES FOR CANDIDATES

PLEASE READ THE FOLLOWING NOTES CAREFULLY AND RETAIN FOR FUTURE REFERENCE

1. When completing the examination entry form please answer each question with as much detail as possible. When answering questions 2 and 3 you should refer to the Postgraduate Laws Regulations (schedules A to C) to ensure that each item is completed in full. Please read the Rules of Progression also before completing the form.
2. The deadline for the return of this form is **1st February for May examinations** and **8th August for October examinations**. The results are expected to be released in the fourth week of July for May examinations and in the beginning of the New Year for October examinations. The university will exceptionally accept forms received after these dates from students who wish to wait for their results before making any entry.
3. If you require any special examination arrangements you should write to Stewart House (Special Exam Arrangements office), detailing your requirements, including any relevant medical documentation. If sitting at a local centre you should also check with them that the required arrangements are possible
4. **Students sitting in London, other UK locations and Ireland** - Students who wish to sit in London should complete and return the entry form. Students who wish to sit examinations at UK and Irish based exam centres other than London must contact the centre directly and obtain a note of acceptance from them, which should be enclosed with the examination entry form. The Timetable/Admission Notice, bearing your candidate number, dates and the venue of the written papers will be sent to you 10 days prior to the starting date of your examinations. Results will be despatched to you as soon as possible after the Examiners' meeting. A Certificate will be despatched to you within a period of three-six months if you have been successful in your final examination.
5. **Students sitting outside the UK and Ireland** - Two copies of this form must be completed and both copies forwarded to the Overseas Authority who will forward one copy to the University. **We strongly advise you to contact your Overseas Authority NOW and check their closing date for entries which will be well in advance of the University deadline.** The Timetable/Admission Notice, bearing your candidate number, dates and venue of the written papers will normally be sent to you by your Overseas Examining Authority 10 days prior to the starting date of your examinations. Results will be despatched to you (normally via your Overseas Authority) as soon as possible after the Examiners' meeting. A Certificate will be despatched to you (normally via the Overseas Authority) within a period of three-six months if you have been successful in your final examination.
6. Dates for the Postgraduate Laws exams can be found in advance on the External System web site - www.londonexternal.ac.uk – and enclosed with this form. **If you are sitting exams outside of London please check with your testing centre that they are open on the scheduled days. Exams must take place on the scheduled days and there is no flexibility to change dates in the case of centre closure.**
7. If a student has made an examination entry for more than one section that is scheduled for the same sitting (on the same day), by entering the examination hall they will be considered to have attempted all sections entered, irrespective of whether they remain in the examination hall.
8. Local centres, outside London, will charge an additional fee in respect of local examination expenses, which you will pay direct to the Authority.
9. You should also check the Regulations for examination re-entry fees payable. If you are re-entering an exam as a second attempt, having failed the first attempt, you will be required to pay an examination re-entry fee. You should complete the enclosed payment form and return it to the University, directly or via your local testing centre, with your preferred method of payment.

For students re-sitting an examination, the fee must be paid in one of the following ways:-

 - (i) By Sterling cheque or postal order made payable to the University of London and crossed NatWest Bank A/C payee.
 - (ii) By Sterling Bank Draft made payable to the University of London and crossed "A/C payee". The draft should state the paying bank's branch name and location, which must be based in the UK.
 - (iii) By any credit or debit card recognised by either MasterCard International Inc or by the Visa Group. The University does NOT accept American Express.
 - (iv) Students wishing to pay the examination fee by credit or debit card are required to complete the attached payment form in full and return it with the entry form.

Examination entries will only be accepted if accompanied by the appropriate fee, entries submitted without the fee will NOT be processed and the form will be returned to the student.

10. Any change in your address should be notified in writing **immediately**, both to the Local Authority and to the University.

NOTES TO THE LOCAL AUTHORITY

- (i) The candidate returning this form to you is registered as an External Student of the University of London. If you are willing and have all the necessary facilities to conduct the examinations listed on this form, one copy of the form should be countersigned and returned to the University, together with any payment received (please see paragraph 9. above) **by 1st February** for May examinations and **8th August** for October examinations.
- (ii) The University will forward in due course the examination materials and further instructions.
- (iv) Where appropriate candidates' timetables/admission notices will be forwarded to you at least two weeks before the start of the examination period for **prompt onward transmission to the student(s)**. **The scheduled timetable is available now and should be referred to when confirming your accommodation of the exams. There is no flexibility in the timetable and exams must be held on the scheduled days.**
- (v) Where appropriate Result Notifications and certificates for candidates who have been successful in the examination overall will be sent to you for onward transmission to the candidates (please refer to paragraphs 5. above).

EXAMINATION RE-ENTRY FEE PAYMENT FORM

Fee for re-entry to _____ Examination

Student Number: _____

Name: _____

Address: _____

E-mail Address: _____

Date of Birth: _____

Method of Payment:

Cheque Banker's Draft Visa Card MasterCard Debit Card

Fee Enclosed: £ _____

If paying by Cheque or Banker's draft please staple it to this form.
The Cheque or Banker's draft should be made payable to the University of London and must be in GB Pounds Sterling.

If paying by Visa, MasterCard or Debit Card please complete the following.
(Please note that American Express and Diners Club cannot be accepted)

Card Number:

Expiry Date:

Card Issue Number (if applicable)*:

Card Start Date (if applicable)*:

* Applies to Debit Cards only.

Card Holder's Name and Initials: _____
(as they appear on the card)

Card Holder's Billing Address: _____
(if different from above)

Name of Issuing Bank: _____

Please ensure that your Card Issuer will authorise the payment.

Cardholder's Signature: _____

Date: _____

UNIVERSITY OF LONDON

2010 Postgraduate Laws Advance Timetable

All examinations of the Postgraduate Laws programme for External students have been scheduled in advance and the dates are shown below. Please refer to your handbook for detailed information on the exam process.

Students who intend to sit exams outside of the University of London must ensure their local testing is open on the scheduled days. Exams must take place in accordance with the timetable below and there is no flexibility to change dates at late notice.

Admission Notice

If you have made entry to the examinations in accordance with the instructions forwarded to you, you should receive your Admission Notice at least 10 days before the start of your first examination. Candidates sitting at a local centre should attend at the times specified by the centre, even if that differs from the time shown on the Admission Notice. Candidates for the London examination centre should attend at the times stated below.

Although it is unlikely that there is a change in the examination dates the University reserves the right to amend and adjust the dates and starting times of any examination. The timetable in advance is published to assist candidates with their study plans. Candidates must refer to their Admission Notice for confirmation of the dates and full details of the examinations they are due to write.

How the Exams will work

All Section A examinations will be grouped together in one examination booklet, and will be taken on the same day. Similar arrangements will follow on separate days for Sections B, C, D and Double Sections, as outlined below. If you make an examination entry for more than one section that is scheduled for the same sitting (on the same day), by entering the examination hall you will be considered to have attempted all sections entered, irrespective of whether you remain in the examination hall.

Wherever you sit your examinations, Section A examinations will be held on the same day (usually starting at 10 am local time) and you will be given five minutes reading time to locate and read your examination question, from a booklet containing all the Section A question papers. You will then have 45 minutes in which to write your answer to that question. At 10.50 you will be instructed to stop writing, and your answer script(s) for that examination will be collected. If you have entered for just one Section A examination, you will then leave the examination room. If you have registered to sit more than one Section A examination, the process will start all over again, with the next section examination starting at 11.00, again with five minutes to locate and read your question paper, and 45 minutes to write your answer. You will be instructed to stop writing at 11.50 and your second examination answer script(s) will be collected. All those students who have entered for two section A examinations will then leave the examination room. This procedure will be repeated for those students who are taking three or four Section A examinations until the four hour session is completed at 2.00pm. The procedure will be repeated the following day for Section B examinations, Section C exams the day after and Section D the next.

Double Sections

Each double section will be assessed by one 90 minute examination to be held on a separate day.

May 2010 Examination Timetable

| | | |
|--------------------------------|---|--------------|
| Monday 10 th May | Double Sections (Jurisprudence and Legal Theory) | From 10.00am |
| Tuesday 11 th May | Section A examinations | From 10.00am |
| Wednesday 12 th May | Section B examinations | From 10.00am |
| Thursday 13 th May | Section C examinations | From 10.00am |
| Friday 14 th May | Section D examinations | From 10.00am |

October 2010 Examination Timetable

| | | |
|------------------------------------|---|--------------|
| Monday 18 th October | Double Sections (Jurisprudence and Legal Theory) | From 10.00am |
| Tuesday 19 th October | Section A examinations | From 10.00am |
| Wednesday 20 th October | Section B examinations | From 10.00am |
| Thursday 21 st October | Section C examinations | From 10.00am |
| Friday 22 nd October | Section D examinations | From 10.00am |