

LATE START PROTOCOL

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Late Starter Protocol – 2024/2025 Academic Year

Admissions Protocols

1 This note provides guidance on how to answer queries from prospective students who wish to start their course late, and who are worried about the amount of pre-course work they will need to catch up. The document refers to timings in terms of 'course weeks' as documented within the Course Matrix available on [ELITE](#). For most courses the first week begins with the course induction. For some courses the induction and the start of teaching are in the same week, but for others they are on successive weeks. A detailed schedule of the dates for each calendar year exists in the Product Sheet document available on [ELITE](#) that is provided by each Programme Director.

2 The cut-off point for admission stated within the policy refers to the latest date and time an applicant can complete enrolment and start their course, whether on-campus or online. This date will be the same as the 'latest enrolment date' stated on a Confirmation of Acceptance for Studies (CAS).

3 The general expectation is that students must start on time. Professional services teams and academics should work to the below dates when handling late start requests. If a student is requesting a start later than the below dates, the general position is to decline, however in the event of an exceptional case then approval must be sought from the Programme Director via a panel of the Admissions Committee. Staff must use the following [form](#) to request consideration on behalf of the student. The Programme Director and Admissions Committee panel should use the extenuating circumstances section to aid decision making, but can make other due considerations in their decision to allow a later start.

4 The completed form requests and approvals/rejections will be monitored by the Admissions Committee on an annual basis at a minimum.

Undergraduate Programmes

Courses with cut-off for admission for **Monday of Course Week 3 by 12noon (GMT):**

- Undergraduate Business
- Undergraduate Business with a Foundation Year

Courses with cut-off for admission for **Monday of Course Week 2 by 12noon (GMT)**:

- Undergraduate Law and Science
- Undergraduate Law and Science courses with a Foundation Year
- Solicitor Apprenticeship
- Paralegal Apprenticeship

Courses with **no late start** permitted:

- International Foundation Programme

Postgraduate Programmes

Courses with cut-off for admission for **Monday of Course Week 3 by 12noon (GMT)**:

- Attendance LPC – PT Weekend – 22 months
- Postgraduate Business
- Postgraduate Education

Courses with cut-off for admission for **Monday of Course Week 2 by 12noon (GMT)**:

- Postgraduate Computer Science
- Postgraduate Psychology
- Graduate Solicitor Apprenticeship (SQE1&2)/(Legal Essentials)
- Postgraduate Diploma (Law Conversion) – F2F and Online
- MA Law (Conversion) – F2F and Online
- MA Law (SQE 1) – F2F and Online
- SQE Law Essentials Course – Online only
- BPC – Full Time
- BPC – Part Time
- Taught Academic Masters in Law (AMIL)
- Attendance LPC – FT Course – 10 months
- LPC Online – FT Course – 10 months
- Attendance LPC – PT Day and Evening course – 22 months
- LPC Online – PT course – 22 months
- LLM Legal Practice (SQE 1&2) – F2F and Online Firm Specific
- SQE1 and SQE2 Preparation Courses – F2F and Online

Courses with cut-off for admission for **Course Week 1, by 5pm (GMT) on Day Two only**. N.B. Corporate clients may join up to the end of Course Week 4.

- SQE1 Preparation for Legal Professionals (SQE1P LP) – Online
- SQE2 Preparation for Legal Professionals (SQE2P LP) - Online

Courses with **no late start** permitted:

- CILEx Regulation Alternative Practice Rights (all variants)
- SQE1EPC and SQE2EPC Preparation Courses – F2F and Online
- MSc/LLM with Pre-sessional English courses (must join **by 12 noon** on start day of course)

Definition of Extenuating Circumstances for Admissions Committee Panel

55 An extenuating circumstance is a significant and unforeseen event or situation, which is beyond a student's control.

56 For an extenuating circumstance claim to be successful, it must demonstrate the following:

- a. The event in question was outside of the students' control,
- b. That the event occurred close to the course start date.

57 Typical scenarios that may be recognised as extenuating circumstances for an applicant or their immediate family member (e.g. someone you have care responsibilities for, parent, child, spouse, sibling) include:

- a. illness or major ailment; (examples include: complications in pregnancy, major accident or injury, acute ailments, hospitalisation (including for operations)
- b. serious short term illness or accident (of a nature which in an employment context would have led to an absence on sick leave)
- c. an acute episode of a chronic condition;
- d. serious personal disruption, which may include:
 - i. a recent bereavement of someone close,
 - ii. difficulties relating to care responsibilities which could not be mitigated
 - iii. being the victim of, or witness to, a crime,
 - iv. jury service (which cannot be deferred).
- e. Visa delays due to no fault of the applicant e.g. in-country visa office backlog.

58 The following scenarios would not usually be recognised as an extenuating circumstance:

- a. minor ailments, including: coughs, colds, mild headaches
- b. alleged medical conditions without contemporaneous evidence or detailed subsequent evidence
- c. self-induced conditions such as a hangover
- d. poor time management or poor personal organisation
- e. technical problems
- f. minor travel disruptions
- g. minor personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance.