

*The Penultimate stage of  
Hong Kong's Most Popular Introductory Law Course*

## Advanced Diploma in Legal Studies



Programme code: LW024A

You have already completed the Diploma in Legal Studies, now it is time to enroll in the Advanced Diploma in Legal Studies to complete your legal knowledge by studying two compulsory modules (1. Professional Responsibility and Advocacy and 2. Legal Writing and Drafting) and one elective module on Hong Kong law. This course is valuable for completing your foundational law training, giving you a decisive advance in your career.

All students completing both the General Stream and the Professional Stream are welcome to join the Advanced Diploma in Legal Studies. **In Particular 'Professional Stream' should enroll to complete all the legal studies requirements by the Law Society of Hong Kong in order to qualify as a Legal Executive**, those students who qualify as a Legal Executive can enjoy an exclusive fast track towards the PCLL via the Advanced Diploma for Legal Executives (Graduate Level) without any need to take extra PCLL Conversion exams, in addition to existing PCLL pathways via the Graduate Diploma in English and Hong Kong Law and University of London LL.B. programme.



### Flexible Course Structure

In order to provide you with more flexibility, you can enroll separately on each module of the Advanced Diploma in Legal Studies. You may choose to complete some modules in the current academic year and defer other modules until the next academic year, depending on what is the most convenient for you. Different electives may sometimes be offered on this course in other academic years, including Disputes Resolution, Company Law and Corporate Governance and/or Hong Kong Commercial Law and Practice.

You must complete all three modules within three years of starting the Advanced Diploma in Legal Studies. You have 2 attempts to take the examinations for each Module in the current enrollment year.

### What Will I Learn?

Compulsory Modules	Elective Modules
<i>Professional Responsibility and Advocacy</i>	<i>Company Law and Corporate Governance</i>
<i>Legal Writing and Drafting</i>	<i>Disputes Resolution</i>
	<i>Hong Kong Commercial Law and Practice</i>

## Timetable for 2024/25

Application Code: <b>2255-1395AW</b> COML4009 “Legal Writing and Drafting”	Application Code: <b>2260-1181AW</b> COML4012 “Professional Responsibility and Advocacy”	Application Code: <b>2270-1111AW</b> COML4011 “Company Law and Corporate Governance”
November 1, 2024 November 6, 2024 November 8, 2024 November 13, 2024 November 15, 2024 November 20, 2024 November 22, 2024 November 27, 2024 November 29, 2024 December 4, 2024	December 11, 2024 December 13, 2024 December 18, 2024 December 20, 2024 January 3, 2025 January 8, 2025 January 10, 2025 January 15, 2025 January 17, 2025 January 22, 2025	February 5, 2025 February 7, 2025 February 12, 2025 February 19, 2025 February 21, 2025 February 26, 2025 February 28, 2025 March 5, 2025 March 7, 2025 March 12, 2025
<b>Examination Date:</b> May 7, 2025	<b>Examination Date:</b> May 10, 2025	<b>Examination Date:</b> May 14, 2025

Lecture Time : 7:00-10:00 p.m. (Weekdays); 2:30-5:30 p.m. (Saturdays)

Examination Time : 7:00-9:00 p.m. (Weekdays); 2:30-4:30 p.m. (Saturdays)

Venue : Hong Kong Island Learning Centres

*Please note, classes are expected to be held at these venues. The health and safety of our students is our top priority, if the situation in Hong Kong requires. HKU SPACE reserves the right to move some classes to other locations, including online teaching platforms.*

### Entry Requirements

Students who have completed the Diploma in Legal Studies (either the Professional Stream/General Stream) are eligible to enroll.

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements.

#### Course Fees

\$10,000 per module (inclusive of examination fee)

*N.B.: All course fees once paid are non-refundable and non-transferable.*

## **Become a Legal Executive**

Legal Executive are assistants to lawyers who help carry out many types of legal work. This professional title can only be used by students who complete an Approved Legal Executive Course recognized by the Law Society of Hong Kong, and the Professional Stream was one of the first courses recognized by the Law Society for this purpose.

One of the great attractions of the Advanced Diploma in Legal Studies is that it allows students who have already finished the Professional Stream of the Diploma in Legal Studies to complete all the legal subjects necessary to qualify as Legal Executives. To work as a Legal Executive, students must also satisfy eligibility requirements set by the Law Society. For more information, please contact the Law Society directly.

Students who have completed the General Stream of the Diploma in Legal Studies are welcome to join the Advanced Diploma in Legal Studies, but cannot qualify as Legal Executives.

## **Progression Path**

### **[No Extra Exam] Pathway to PCLL**

The Advanced Diploma for Legal Executives (Graduate Level) (AdvDip for LE) is the only law programme that gives credit for work experience, allowing candidates to fast track to becoming a lawyer via the Postgraduate Certificate in Laws (PCLL) programme without any need to study a law degree or similar qualification simply by also accumulating 3 years of law-related employment.

All students completing the Professional Stream of the Certificate and Diploma in Legal Studies are welcome to join the Advanced Diploma for Legal Executives (Graduate Level) after completing the Advanced Diploma in Legal Studies, and benefit from this unique pathway all the way to the PCLL and legal practice. Please visit <https://hkuspace.hku.hk/prog/advdiple>.

## **Course Syllabus**

### **Legal Writing and Drafting**

This course will introduce students to the basic principles of effective legal writing and provide the opportunity for students to practice the key skills required to produce good written legal material. Topics addressed will include the clear identification of the purpose of the written piece, its planning, writing, editing and ultimately its presentation.

Students will practice drafting legal forms and documents in a variety of legal contexts using simple sentences in clear English, in the active voice and with accurate grammar.

### **Professional Responsibility and Advocacy**

Law Society of Hong Kong: statutory authority, Council, committees and directorate, membership, practicing certificate, risk management, CPD, professional indemnity scheme, admission and trainee solicitors, legal executives.

Professional Conduct: Hong Kong Solicitors' Guide to Professional Conduct; relationships with clients, other lawyers and duty to the Court, confidentiality, conflict of interest, fiduciary duty - handling client money, trust accounts, undertakings.

Misconduct: complaints procedures, investigations, discipline and powers.

Advocacy: taking client instructions, techniques, tactics and preparation for applications, effective speaking, appropriate use of language, presentation and etiquette.

Applications: uncontested application before a master in chambers, application for a three-minute hearing, taxation hearing before a taxing master.

## Company Law and Corporate Governance

This course will examine the corporate vehicle, its registration requirements, regulation, raising capital, and winding up. It will explore the range of theoretical and practical legal issues concerning corporate activities including the enforcement of various corporate governance provisions. Specifically, it will cover the rules relating to membership, meetings, directors' activities, conflicts of interest, reporting, notifications, inspections, audits and investigations.

## Disputes Resolution

This course will consider various alternative dispute resolution methods including conciliation, mediation, arbitration, mini-trials, private courts judicial adjudication and the ombudsman's office within the context of a variety of legal complaints. While consideration will be given to the range of methods, the principal focus will be on mediation and arbitration used to resolve commercial, administrative and labour disputes.

## Hong Kong Commercial Law and Practice

A range of topics will be canvassed in this subject including types of personal property, the protection of interests in property, credit security and finance and Sale of Goods. It will focus on various types of commercial transactions and the legal relationships created between the parties involved and the protections afforded them. Relevant local legislation will be considered in context and the unique aspects of Hong Kong legislation will be highlighted.

## Application Method

Students can enroll online through the link: <http://hkuspace.hku.hk/prog/adls> or enroll in person at various HKU SPACE Learning Centres. Please visit <http://hkuspace.hku.hk/learning-centre> for the addresses and opening hours of those learning centres which offer enrollment services.

## Course Fee Reimbursement

All modules of Advanced Diploma in Legal Studies are included in the list of Reimbursable Courses under the Hong Kong SAR Government's Continuing Education Fund. This means students may be eligible to claim reimbursement of part of their course fees from the Hong Kong SAR Government if they have not previously claimed reimbursement from this Fund for any other course. To check your eligibility for course fee reimbursement, please call 3142-2277 or visit <http://www.wfsfaa.gov.hk/cef>.

## Academic and Enrolment Enquiries

Address : College of Humanities and Law, HKU SPACE,  
Units A & B, 12/F, United Centre, 95 Queensway, Hong Kong  
Office hours: 9:00 a.m. to 5:30 p.m. (Monday to Friday except public holidays)  
Telephone : 2520-4665  
E-mail : [katrina.wai@hkuspace.hku.hk](mailto:katrina.wai@hkuspace.hku.hk)  
Website : <http://hkuspace.hku.hk/prog/adls>



HKU SPACE was awarded the ASIN Institutional Accreditation seal for its quality management in teaching and learning.

