

*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.**

### What Will I Learn?

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

### 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 2020-21 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.

## Timetable for 2021-22

Application Code: <b>1950-2400AW</b> COML4011 “Company Law and Corporate Governance”	Application Code: <b>1960-1189AW</b> COML4009 “Legal Writing and Drafting”	Application Code: <b>1970-1222AW</b> COML4012 “Professional Responsibility and Advocacy”
October 11, 2021 October 16, 2021 October 18, 2021 October 25, 2021 October 30, 2021 November 1, 2021 November 6, 2021 November 8, 2021 November 15, 2021 November 22, 2021	December 1, 2021 December 3, 2021 December 8, 2021 December 10, 2021 December 15, 2021 December 22, 2021 January 5, 2022 January 7, 2022 January 12, 2022 January 19, 2022	February 23, 2022 February 25, 2022 March 2, 2022 March 4, 2022 March 9, 2022 March 11, 2022 March 18, 2022 March 23, 2022 March 30, 2022 April 1, 2022
<b>Examination Date:</b> May 7, 2022	<b>Examination Date:</b> May 11, 2022	<b>Examination Date:</b> May 14, 2022

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 Centre

*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.*

### Course Fees

\$8,800 per module (inclusive of examination fee)

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

## 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.

## **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 visit the ADLS website or see paragraph 2(b) of the Law Society's *Benchmarks for Legal Executive Courses* at [http://www.hklawsoc.org.hk/pub\\_e/circular/16-776.asp](http://www.hklawsoc.org.hk/pub_e/circular/16-776.asp).

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.

## **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, HKUSPACE, 34/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 : [helen.wu@hkuspace.hku.hk](mailto:helen.wu@hkuspace.hku.hk)

Website : <http://hkuspace.hku.hk/prog/adls>