

*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

*Professional Responsibility and Advocacy
Legal Writing and Drafting*

Elective Modules

*Company Law and Corporate Governance
Disputes Resolution
Hong Kong Commercial Law and Practice
Advanced Company Law*

Different electives may sometimes be offered on this course in other academic years. You must complete all three modules within three years of starting the Advanced Diploma in Legal Studies.

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 2019-20 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 Company Law and Corporate Governance, Disputes Resolution, Hong Kong Commercial Law and Practice and/or Advanced Company Law.

You must complete all three modules within three years of starting the Advanced Diploma in Legal Studies.

Timetable for 2019-20 (revised)

Application Code:  1750-2888AW COML4009 Legal Writing and Drafting	Application Code:  1770-1343AW COML4012 Professional Responsibility and Advocacy	Application Code:  1770-2311AW COML4008 Hong Kong Commercial Law and Practice
October 21, 2019 October 23, 2019 October 28, 2019 October 30, 2019 November 04, 2019 November 06, 2019 November 11, 2019 November 13, 2019 November 18, 2019 November 20, 2019	December 09, 2019 December 14, 2019 December 16, 2019 December 21, 2019 December 23, 2019 January 04, 2020 January 11, 2020 January 13, 2020 January 18, 2020 January 20, 2020	February 17, 2020 February 19, 2020 February 24, 2020 February 26, 2020 March 02, 2020 March 04, 2020 March 09, 2020 March 11, 2020 March 18, 2020 March 23, 2020
Examination Date: May 9, 2020	Examination Date: May 16, 2020	Examination Date: May 13, 2020

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 or HKU Main Campus

Course Fees

\$8,400 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 dependents, 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.

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 (QF Level: 4)

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 (QF Level: 4)

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 (QF Level: 4)

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 (QF Level: 4)

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 (QF Level: 4)

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.

Advanced Company Law (QF Level: 5)

1. Management and administration of a company (Knowledge of: company directors; company secretary; auditors; companies meetings).
2. External regulatory bodies (such as: The Hong Kong Monetary Authority; The Securities and Futures Commission; The Stock Exchange; The Financial Reporting Council).
3. Reports and Accounts (including: profit and loss account, balance sheet, statement of changes in financial position, statutory duties in relation to preparation of statements and reports).
4. Financing corporate enterprises.
5. Share capital.
6. Public issues of securities and official listing.
7. Borrowing and loan capital.
8. Security for loans and charges.
9. Creditor remedies, including receivership.
10. Corporate rescue processes.
11. Winding Up and Insolvency (including receivership, voluntary liquidation, compulsory liquidation, avoidance actions, reorganising or restructuring insolvent companies).

Application Method

Students can enroll online through the link: <http://hkuspace.hku.hk/prog/adls> or use the attached form to 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, 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
Website : <http://hkuspace.hku.hk/prog/adls>