



## FACULTY OFFICE

### Minutes of the Meeting of the Qualifications Board held online on Wednesday, 19 July 2023

Present: Nicholas Hatzis (Chair)  
Alex Galloway  
Sophie Milburn  
Anna Ostrowska-Rogers  
Christopher Smith  
Elaine Standish

Ugljesa Grusic  
Iain Ostrowski-Rogers

In attendance:  
Howard Dellar, Registrar, Faculty Office  
Patrick Roberts, Clerk, Faculty Office  
Jaymisha Tailor, Administrator, Faculty Office

#### 1. APOLOGIES

Apologies were received from, Ian Blaney, Nicola Brant, Roger Eastman, and Jenni Kennedy.

#### 2. MINUTES OF THE PREVIOUS MEETING

These were confirmed as correct nem con and will be signed by the Chairman at the next meeting.

#### 3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Patrick Roberts reported that in Ian Blaney's absence the discussion on the paper concerning Supervisory Provisions for Conveyancing and Probate in line with the Master's priorities shall be deferred to the October meeting.

#### 4. NOTARIAL PRACTICE COURSE

Dr Grusic reported that the number of applications received was healthy. The application deadline was 16<sup>th</sup> July 2023 with a total of 37 confirmed new students for Year 1. Additionally, 2 students who deferred Year 1 entry shall

be joining, 1 is re-joining Year 1 following an interruption and 1 student who failed in private law will be re-taking the year. Therefore, a total of 41 students. Of the 41 Year 1 students: 15 are male and 26 are female, 8 are in their 20s, 15 are in their 30s, 9 are in their 40s, 8 in their 50s and 1 is in their 60s.

Dr Grusic further reported that 36 students shall be continuing studies into Year 2 and reported there had been 7 fails in Year 2. Those who failed shall be re-taking Year 2 bringing the total to 43.

7 Complaints have been filed about the Course, principally its assessment and marking and Dr Grusic has reviewed and responded to these. 5 of the complaints have now been successfully resolved.

Following Iain Ostrowki-Rogers' decision to stand down from the course effective Autumn 2023, UCL have commenced the recruiting process and advertised the position. Dr Grusic thanked the Notary Society and the Faculty Office for their help with this. I O-R has kindly agreed to assist with the transition. Dr Grusic reported that 9 applications had been received in total of which 4 candidates have been shortlisted, with the help of Neil Turpin. The interviews will continue on 24 July 2023.

There will be a changed approach to teaching following the recruitment. It has proven difficult for one person to do it alone therefore there will be 1 main lead who will have a team of notaries/ tutors assisting with day-to-day tasks. The recruitment process for the additional tutors shall commence in August/ September 2023 with the assistance of the Faculty Office and Notary Society.

Lisa Penfold has reported that she has received applications from 4 students purporting to have been granted exemptions from the Law Training Centre (Kent), which the Faculty Office is also aware of. It is agreed that the Faculty Office will raise this matter with the LTC.

Dr Grusic reported that the Memorandum of Understanding between the Master and UCL expires on 31 August 2023 but there is a rollover clause allowing an automatic renewal. The Dean is content to enter into a new Memorandum of Understanding for the next five years.

Dr Grusic invited the board to attend UCL to meet the new Dean. Dr Grusic will liaise with Patrick Roberts to co-ordinate this.

The next UCL Open Day has been scheduled for 25 November 2023 to be held online. Elaine Standish suggested whether the open day could be moved to an "in-person" event. Dr Grusic informed the board that "in-person" event will raise costs however is open to agreeing a hybrid event with the event being recorded and available online for those that cannot attend in person.

## 5. REPORT FROM THE LAW TRAINING CENTRE (KENT)

A report from the LTC (K) has been communicated to the Faculty Office to reflect on a year of provision of the Notarial Modules. This will be reviewed at the following meeting with Ian Blaney present as he is the point of contact between the FO and LTC.

## 6. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

### (a) New Applicants

- 1) SM (2023/50) – is a full-time solicitor who is applying for a full Certificate of Exemption. The Board agreed that she be granted exemptions in the five 'core' subjects and in Company Law and Conveyancing but requires that she provide syllabus, teaching materials and method of assessment for her Wills module in order to satisfy the Board that it is a discrete examination.
- 2) SV (2023/51) – is a solicitor and STEP practitioner who is applying for a full Certificate of Exemption. The Board agreed that he be granted exemptions in the five 'core' subjects and in Conveyancing and Wills Probate & Administration but requires that he obtains a module in Company Law.
- 3) FR (2023/52) – is a legal assistant who is applying for a full Certificate of Exemption. The Board agreed she be granted a full Certificate of Exemption.
- 4) AS (2023/53) – is a solicitor applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.
- 5) GS (2023/54) – is a recent graduate and trainee solicitor who is applying for a full Certificate of Exemption. The Board agreed that he be granted exemptions in the five 'core' subjects and in Company Law and Conveyancing but requires that he provide syllabus, teaching materials and method of assessment for her Wills module in order to satisfy the Board that it is a discrete examination.
- 6) CW (2023/55) - is solicitor who completed the Qualified Lawyer's Transfer Scheme and is applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.

- 7) AM (2023/56) – is a part-time Consultant for three different practices who is applying for a full Certificate of Exemption. The Board agreed that he be granted exemptions in the five ‘core’ subjects and in Conveyancing but requires that he obtains modules in Wills Probate & Administration and Company Law.
- 8) SV (2023/57) – is a recent graduate and trainee paralegal who is applying for exemptions in the five ‘core’ subjects on the grounds of in-date qualifications and in the three professional subjects. The Board has requested copies of her LLB/LPC transcripts. The application will be referred to the Sub-Committee.
- 9) YL (2023/58) – is a trainee solicitor applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that he be granted a full Certificate of Exemption.
- 10) FA (2023/59) – is a solicitor and lead tutor for SQE Level 6 Diploma in Probate Law and Practice at the LTC (Kent) who is only applying for exemptions in three of the five ‘core’ subjects and in none of the three professional subjects. The Board requires that she provide information detailing why she was ‘exempt’ from significant portions of her GDL and why given her position at the LTC (Kent) she is not applying for an exemption in Wills Probate & Administration. This application to be referred back to the full Board.
- 11) RC (2023/60) – is a solicitor who is applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption.
- 12) IE (2023/61) – is a Sudanese advocate who has recently completed the SQE Law Essentials preparatory course at the University of Law who is applying for exemptions in three of the five ‘core’ subjects and none of the three professional subjects. The Board requires that the applicant provide evidence of study of English and Welsh Law as this is lacking at present. This application to be referred back to the full Board.
- 13) DD (2023/62) – is a recent graduate (2021) who is applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board has agreed that she be granted a full Certificate of Exemption.

- 14) KG (2023/62) – is a solicitor who is applying for exemptions in the five 'core' subjects and in Conveyancing and Company Law. The Board agreed that she be granted exemptions in the five 'core' subjects and in Conveyancing and Company Law but that she obtain a module in Wills Probate & Administration.
- 15) JI (2023/64) – is an associate solicitor in general practice who is applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.
- 16) ZH(2023/66) – is a solicitor in general practice who is applying for a full Certificate of Exemption. The Board requires that he provide further information of regular and substantive practice in the three professional subjects. This application to be referred back to the full Board.
- 17) JJ (2023/67) – is a law graduate who is applying for a Certificate of Exemption in the five 'core' subjects and in Wills Probate & Administration and Company Law and who is currently completing the LTC (Kent) module in Conveyancing. The Board agreed that she be granted a full Certificate of Exemption subject to her successfully completing this module.
- 18) BA (2023/68) – is a solicitor in general practice who is applying for a full Certificate of Exemption. The Board requires that he provide further information of regular and substantive practice in the three professional subjects and directs that his referees be asked for this in addition to the applicant. This application to be referred back to the full Board.
- 19) HJ (2023/69) – is a recent graduate and trainee solicitor who is applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that she be granted a full Certificate of Exemption.
- 20) AW (2023/70) – is a recent graduate (2022) who is applying for a full Certificate of Exemption on the ground of in-date qualifications. The Board agreed that she be granted exemptions in the five 'core' subjects and in Company Law and Conveyancing but requires that she provide syllabus, teaching materials and method of assessment for her Wills module in order to satisfy the Board that it is a discrete examination.

- 21) PC (2023/71) – is a solicitor in general practice who is applying for a full Certificate of Exemption. The Board agreed that he be granted exemption in the five ‘core’ subjects and in Company Law and Conveyancing but requires that he obtain a module in Wills Probate & Administration.
- 22) SN (2023/72) – is a solicitor who is applying for a full Certificate of Exemption. The Board agreed that he be granted exemptions in the five ‘core’ subjects and in Company Law but requires further information as to his caseloads in Conveyancing and Wills Probate & Administration.
- 23) AR (2023/73) – is an in-house solicitor who is applying for a full Certificate of Exemption. The Board agreed that she be granted exemptions in the five ‘core’ subjects and in Company Law and in Conveyancing but requests that she provide a transcript of his LPC before a decision is reached as to Wills Probate & Administration. This application to be referred to the Sub- Committee.
- 24) OA (2023/74) – is a solicitor in general practice who is applying for a full Certificate of Exemption. The Board agreed that he be granted exemptions in the five ‘core’ subjects and in Company Law and in Conveyancing but requests that he provide a transcript of his LLM with LPC before a decision is reached as to Wills Probate & Administration. This application to be referred to the Sub- Committee.
- 25) LA (2023/75) – is a solicitor in general practice who is applying for a full Certificate of Exemption. The Board has agreed that she be granted exemptions in the five ‘core’ subjects and in Conveyancing but that she provides further information regarding Wills Probate & Administration and Company Law. This application to be referred to the Full Board.
- 26) IF (2023/76) – is a recent graduate who is applying for a full Certificate of Exemption. The Board has directed that she clarify her study of Company Law as no credits are listed for the same on her LLM or LPC transcripts. This application to be referred to the Sub-Committee.
- 27) JB (2023/77) – is a trainee solicitor who is applying for a full Certificate of Exemption on the basis of in-date qualifications. The Board has agreed that she be granted a full Certificate of Exemption.

- 28) YL (2023/78) – is a solicitor who is applying for a full Certificate of Exemption. The Board has agreed that he be granted exemption in the five ‘core’ subjects and in Conveyancing and directs that he obtains modules in Wills Probate & Administration and Company Law.
- 29) JS (2023/79) – is a solicitor in general practice who is applying for a full Certificate of Exemption. The Board has agreed that he be granted exemption in the five ‘core’ subjects and in Conveyancing but requires that he obtain modules in Company Law and Wills Probate & Administration.
- 30) DG (2023/80) – is a solicitor applying for a full Certificate of Exemption. Unfortunately, his application is incomplete (questions 9-12). The Board has directed that he be required to resubmit a fully-completed application.
- 31) RN (2023/81) – is a solicitor who is applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.
- 32) HF (2023/82) – is a notarial clerk applying for a full Certificate of Exemption. Unfortunately, his application is incomplete (questions 9-12). Subject to completing the application, the Board has agreed that he be granted exemption in the five ‘core’ subjects but will be required to obtain modules in the three professional subjects.
- 33) MI (2023/83) – is a consultant solicitor in general practice who is applying for a full Certificate of Exemption. The Board has agreed that she be granted a full Certificate of Exemption.

## 6B. FURTHER CONSIDERATION

- 1) DT (2023/ 34) – is legal advisor who applied for a full Certificate of Exemption on the grounds of regular and substantial practice. The board directed that if he was to apply instead on the grounds of in-date qualifications, he would likely be granted a full Certificate of Exemption. The Board has agreed that he be granted a full Certificate of exemption.

- 2) CC (2023/ 24) – is a trainee solicitor who applied for a full Certificate of Exemption on the grounds of in-date qualifications. The board agreed that he would be granted exemptions in the five 'core' subjects and in Conveyancing and Company Law but requires that he obtains a module in Wills Probate & Administration on the grounds that he does not appear to have completed an elective in this area. In his response dated 03 July 2023, he provided a reference code "LC7028" indicating that he had successfully passed the module in Wills Probate & Administration. This mark has not been recorded therefore the Board directed that he clarifies this reference.
- 3) PH (2023/41) – is a solicitor who applied for a full Certificate of Exemption on the grounds of regular and substantial practice. The board agreed that she would be granted exemption in the five 'core' subjects and in Company Law but directed that she provides further information as to her experience in Conveyancing and Wills Probate & Administration in the past ten years. In her letter dated 30 June 2023, the applicant provided further information. The Board declined to grant any further exemptions and requires that she obtains modules in Conveyancing and Wills Probate & Administration.
- 4) KT (2023/28) – is a solicitor working in-house who applied for a full Certificate of Exemption. The board agreed that she would be granted exemptions in the five 'core' subjects and in conveyancing but requires that she provides further details as to her experience in and/or transcripts of any qualifications in Company Law and Wills Probate & Administration. In her email response dated 06 July 2023, the applicant confirmed her experience was limited to that undertaken during her training contract and subsequently agreed to obtain modules in Company Law and Wills Probate & Administration.
- 5) BA (2023/28) – is a solicitor specialising in immigration law who applied for a full Certificate of Exemption on the grounds of regular and relevant practice. The Board agreed that he would be granted exemptions in the five 'core' subjects but required the applicant to provide further and detailed information as to his caseload and experience of the three professional subjects. In his letter dated 06 July 2023, the applicant provided a detailed breakdown of his experience in the three professional subjects. The Board agreed that he would benefit from obtaining modules in all three professional subjects and so requires that he do so.



## 7. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

NS (2023/65) – is a South African notary who is applying for a full Certificate of exemption under Rule 8.2. The Board agreed that she be required to take the Year 2 exam, be strongly recommended to take the whole of Year 2, and have it recommended to her that the LTC (Kent) module in Company Law would be of value to her either in tandem with or prior to these.

## 8. APPLICATIONS FOR VALIDATION OF COURSES

There were none.

## 9. REFERENCES TO BOARD PURSUANT TO THE SCRIVENERS (QUALIFICATION) RULES 2019

There were none.

## 10. ANY OTHER BUSINESS

YG (2023/48) – The applicant was considered in the June meeting. She is a trainee Notary at a firm of Scriveners Notaries and recent graduate who was granted a full Certificate of Exemption subject to successfully obtaining the modules currently being studied at the LTC. Concerns were raised regarding proper scrutiny of the applicant's Company credentials, but the Board agreed that their previous decision was correct.

## 11. DATE OF NEXT MEETING

October 2023 at UCL– date to be confirmed.