



FACULTY OFFICE

Minutes of the Meeting of the Qualifications Board
held online on 27 March 2025 at 13.30pm

Present: Nicholas Hatzis (Chair)
Keith Aldis, Member
Alex Galloway, Member
Sophie Milburn, Member
Elaine Standish, Member
Christopher Smith, Member
Ugljesa Grusic, Advisor

Ian Blaney, Deputy Registrar, Faculty Office
Patrick Roberts, Clerk, Faculty Office
Jaymisha Tailor, Administrator, Faculty Office

1. APOLOGIES

Apologies were received from Howard Dellar, Master Eastman and Jenni Kennedy

2. MINUTES OF THE PREVIOUS MEETING

These were confirmed as correct nem con.

3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

The Board discussed a confidential matter not for publication.

4. NOTARIAL PRACTICE COURSE

Ugljesa Grusic reported the following:

Year 1 – 55 students passed Roman Law. 5 students failed Roman law, 4 of which will re-sit and 1 will be required to do the whole module again. 5 students deferred examinations to June 2025.

Year 2 – 62 students will sit their first examination, 7 students sitting their 2nd.

66 Students will sit the Private International Law exam in April 2025

7 students are confirmed on the course and 3 students have obtained their Certificate of Exemption. Some students who had interrupted in previous years will also join the course.

Ugljesa Grusic, Lisa Penfold and the Dean will be in attendance at the meeting with the Master in May.

5. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

(a) New Applicants

- 1) MM – is a solicitor in general practice and is applying for exemption in the five ‘core’ subjects. The Board agreed that she be granted exemption in the five ‘core’ subjects and requires that she obtains modules in Company Law, Conveyancing and in Wills Probate & Administration.
- 2) MLR – is a trainee scrivener notary applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption subject to successfully passing the two remaining modules and on providing certificates for the same.
- 3) EL – is a legal administrator applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that subject to her providing at least 1 suitable reference, she be granted exemption in the five ‘core’ subjects and in Company Law and in Conveyancing and requires that she obtains a module in Wills Probate & Administration
- 4) LL– is a solicitor applying for Exemption in the five ‘core’ subjects and in Company Law on the grounds of in-date qualifications. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law and requires that she obtains modules in Conveyancing and in Wills Probate & Administration.

- 5) MT– is a Law Graduate applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that he be granted exemption in the five ‘core’ modules and in Company Law and Conveyancing and requires that he obtains a module in Wills Probate & Administration.
- 6) BS– is a solicitor 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.
- 7) RL– is a trainee notary 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 subject to successfully passing Law of Property and Conveyancing and upon evidence of the same.
- 8) MG – is a solicitor practising in the Cayman Islands applying for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board note that he provides a list of cases complete with client details. As a third party to these client matters the Board is concerned that this constitutes to a breach of client confidentiality. Subject to providing assurance that there no breach of confidentiality, the Board agreed that he be granted exemption in the five ‘core’ subjects and in Company Law and in Wills Probate & Administration subject to providing evidence of his PGDL certification and requires that he obtains a module in Conveyancing.
- 9) IE– is a solicitor applying for a full Certificate of Exemption. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she provides clarification on the basis of her application for Company Law and that she provide further information including transcripts and caseload for Conveyancing and Wills Probate & Administration.
- 10) NW – is a trainee scrivener 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 subject to successfully completing modules in Company Law, Conveyancing and Wills Probate & Administration.
- 11) KL – is a solicitor applying for Exemption in the five ‘core’ subjects and in Company Law and Wills Probate & Administration. The Board agreed that she be granted exemption in the five ‘core’

subjects and in Company Law but requires that she obtains modules in Conveyancing and in Wills Probate & Administration.

- 12) GC – is a solicitor applying for Exemption in the five ‘core’ subjects and in Company Law on the grounds of regular and substantive practice. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law but requires that she obtains modules in Conveyancing and in Wills Probate & Administration.
- 13) AA – is a solicitor applying for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law but requires that she obtains modules in Conveyancing and in Wills Probate & Administration.
- 14) ST – is a paralegal applying for Exemption in the five ‘core’ subjects and in Wills Probate & Administration on the grounds of in-date qualifications. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Wills Probate & Administration subjects upon evidence of the transcript for the Law of European Union but requires that she obtains modules in Company Law and in Conveyancing.
- 15) SM – is a trainee legal assistant applying for Exemption in the five ‘core’ subjects and in Conveyancing and in Wills Probate & Administration on the grounds of regular and substantive practice. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains modules in Company Law, Conveyancing and in Wills Probate & Administration.
- 16) RC – is a solicitor applying for Exemption in the five ‘core’ subjects and in Company Law on the grounds of regular and substantive practice. The Board agreed that he be granted exemption in the five ‘core’ subjects and in Company Law but requires that he obtains modules in Conveyancing and in Wills Probate & Administration.
- 17) VS – is a part-time legal intern applying for full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that he be granted exemption in the five ‘core’ subjects, subject to successfully completing the PGDL and providing evidence of his PGDL certification but requires that he obtains a

module in Company Law, Conveyancing and in Wills Probate & Administration.

- 18) CG – is a solicitor applying for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law and Conveyancing but requires that he obtains a module in Wills Probate & Administration.
- 19) AK – is a solicitor applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board requires that he completes and re-submits the form correctly and to provide certificate and transcripts of his qualifications. The application is to be referred back to the Board
- 20) EC – is a solicitor applying for Exemption in the five ‘core’ subjects on the grounds of in-date qualifications. The Board agreed that he be granted exemption in the five ‘core’ subjects but requires that he obtains modules in Company Law, Conveyancing and in Wills Probate & Administration.
- 21) CARP– is a GDL graduate applying for Exemption in the five ‘core’ subjects on the grounds of in-date qualifications. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that he obtains modules in Company Law, Conveyancing and in Wills Probate & Administration.
- 22) HM – 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.
- 23) MB – is a graduate applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.
- 24) VS – is a 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.
- 25) JF – is a solicitor applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption.
- 26) MCB – is an LPC graduate applying for exemption in the five ‘core’ subjects and in Wills Probate & Administration. The Board agreed that she be granted exemption in the five ‘core’ subjects and in

Wills Probate & Administration but requires that she obtains modules in Company Law and in Conveyancing.

27) HO – is a solicitor applying for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains modules in Company Law, Conveyancing and in Wills Probate & Administration.

28) KB – is a solicitor applying for a full Certificate of Exemption. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains a module in Wills Probate & Administration and requests further information including transcripts and caseload for Company Law and Conveyancing. In the absence of the latter, the Board requires that she additionally obtains module in Company Law and in Conveyancing.

(b) Further Consideration

1) MA – is a full-time solicitor who applied for Exemption in the five ‘core’ subjects on the grounds of general practice and the three professional subjects on the grounds of in-date qualifications. The Board required that he provides clarification on the basis of his application and required him to provide further information including transcripts and caseload for Company Law, Conveyancing and Wills Probate & Administration. The Board agreed that he be granted exemption in the ‘five’ core subjects and in Company Law and Conveyancing but requires that he provides further information including transcripts and caseload for Wills Probate & Administration. The Board were not satisfied that sufficient information had been provided and request that he provides transcripts from studies and to provide number/details of cases that he has worked on in Wills Probate & Administration since he qualified as a solicitor, without breaching client confidentiality.

2) LC – is a solicitor (practicing in France) who applied for a full Certificate of Exemption. The Board required that he re-submits a fully completed application, including two references and that he provides further information setting out the work he undertakes in the three professional subjects. It is to be noted that LC is not permitted to practice as a notary in France. Upon re-submitting the application and providing assurance that he

resides in the UK, the Board agreed that he be granted exemption in the five 'core' subjects and in Company Law and in Conveyancing subject to providing two references that satisfy the guidelines but requires that he obtains a module in Wills Probate & Administration.

- 3) CT – is a solicitor who applied for a full Certificate of Exemption on the basis of in-date qualifications. The Board agreed that she be granted exemption in the five 'core' subjects and requires that she provides further information, including transcripts for the three professional subjects. The Board agreed that she be granted a full Certificate of Exemption.
- 4) AR – is a part-time solicitor who applied for exemption in the five 'core' subjects and in Company Law on the grounds of regular and substantive practice. The Board required that he provides confirmation of his hours of work in general practice and to provide a second reference. The Board agreed that he be granted exemption in Company Law but requires that he obtains a module in Conveyancing and in Wills Probate & Administration.
- 5) YC – is a solicitor who applied for exemption in the five 'core' subject and in Company Law and in Wills Probate & Administration. The Board agreed that he be granted exemption in the five 'core' subjects and in Company Law and in Conveyancing but requires that he obtains a module in Wills Probate & Administration.
- 6) MM – is a full-time paralegal and CILEX member who applied for exemption in Property Law, Contract Law and in Conveyancing on the grounds of in-date qualifications. The Board agreed that she did not meet the criteria for exemption (on the grounds that she cannot qualify as a Notary without a degree or professional qualification) and requires that she obtains a degree or qualifies as a solicitor, barrister, or a legal executive. Upon obtaining the relevant qualification, the board invites her to re-apply. Upon providing a copy of her CLC/SQA Level 6 Certificate in Conveyancing and Practice and Level 4 CLC/SQA the board upheld their earlier decision and agreed that she did not meet the criteria for any exemption. The Board directed that the applicant be informed of their previous requirement being upheld.

- 7) LJ – is a Solicitor who applied for exemption in Equity and the Law of Trust and Company Law. The Board agreed, upon review of the application it was unclear what she was applying for and the Board requested that she provide clarity. This application to be referred back to the Board. The Board agreed that she be granted exemption in the five ‘core’ subjects and in Company Law but requires that she obtains modules in Conveyancing and in Wills Probate & Administration.
- 8) EB – is an LLB student who applied for exemption in the five ‘core’ subjects and in Company Law on the grounds of in-date qualifications. The Board agreed that she be granted exemptions in the five ‘core’ subjects upon successful completion of her LLB and requires that she obtains modules in Conveyancing and Wills Probate & Administration. Her transcript in Company Law should also be provided and this application to be referred back to the full Board. On completing the LLB, she was awarded a Third-Class honours degree which falls below the minimum requirement of the Board. The Board declined to grant any exemptions and requires that she obtain modules in the five ‘core’ subjects and in Conveyancing and Wills Probate & Administration should she wish to be reconsidered.

6. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

There were none.

7. APPLICATIONS FOR VALIDATION OF COURSES

There were none.

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

There were none.

9. ANY OTHER BUSINESS

Point to consider for the special meeting:

- Format of Application Form and Guidance Notes.

- To ensure the rules and requirements align with other regulators (SRA/BSB)

10. DATE OF NEXT MEETING

14 May 2025 – Special QB Meeting to consider Approaches & Rules

11 June 2025 – next full meeting of the QB