



FACULTY OFFICE

Minutes of the Meeting of the Qualifications Board

Held online on 22 January 2026 at 1200pm

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

David Foster, UCL

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

1. APOLOGIES

Apologies were received from Master Eastman and Jenni Kennedy.

2. MINUTES OF THE PREVIOUS MEETING

The minutes were confirmed as correct nem con.

3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

None to report.

4. NOTARIAL PRACTICE COURSE:

David Foster reported on the new examination arrangements.

UCL has returned to in-person, closed-book examinations. On 8th January, students taking Roman Law sat the exam under these new conditions.

The examination took place at a Central London examination centre (Tobacco Dock). Each student was issued with a unique candidate number and assigned allocated seating. Students were provided with IT equipment.

A total of 67 students sat the examination. Of these, 10 completed the examination by hand, while 57 typed their responses using a computer.

Going forward, UCL proposes to remove the option for candidates to handwrite examination papers, as this option introduces additional complexity into the examination process.

Following the examination, all scripts were checked for plagiarism and subsequently released to the markers. Handwritten scripts were scanned by the Faculty and then made available to the markers alongside the typed submissions.

Two issues were reported during the examination. One student who completed the examination by hand was required to sit in a separate room; however, this arrangement had not been pre-agreed by UCL prior. Further information has been requested in order to assess the conditions under which the examination was taken. A second student experienced difficulties uploading and submitting their script due to network issues. This issue was resolved promptly.

Overall, the examination process operated satisfactorily. UCL intend to use the same assessment format in June for students undertaking Private International Law and Year 2 Notarial Practice Course.

DF reported there are 82 students enrolled in Year 1. Of these, four are resitting Roman Law and Private International Law. Three students have interrupted their studies, and one student has withdrawn from the programme.

There are 75 students enrolled in Year 2. Of these, 14 are resitting Year 2, one student is rejoining the course, and three students have interrupted their studies.

English Language Test

HJD reported that, at a previous meeting with the Dean, a discussion had taken place regarding the possibility of introducing an English Language/Literacy Test.

The Qualifications Board is not able to assess applicants English Language capabilities. A decline in the standard of English among applicants has been noted, and this has led to increasing concern.

DF will liaise with the Dean and Ugljesa and will report back at the next meeting.

5. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

(a) New Applications

- 1) VS – is a full-time solicitor applying for a full Certificate of Exemption on the basis of regular and substantial practice. The Board agreed that he be granted a full Certificate of Exemption.
- 2) RH – is a solicitor applying for an exemption in the five ‘core’ subjects and in Company Law. 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 and Administration.

(b) Further Consideration

- 1) DM – is a full-time solicitor who applied for a full Certificate of Exemption on the basis of regular and substantial practice. The Board agreed that he be granted exemption in the five ‘core’ subjects but requires that he provides caseload and information for the three ‘professional’ subjects. On review of the evidence provided, The Board agreed that he be granted a full Certificate of Exemption.

- 2) NW – is a solicitor in general practice who applied for a full Certificate of Exemption. The Board agreed that she be granted exemption in the five ‘core’ subjects but requires that she obtains modules in the three ‘professional’ subjects. NW disputed the Boards decision and requested that the application be re-considered. The Board considered the application, and their decision was upheld. NW conceded that she would enrol to obtain modules in Company Law and in Wills Probate and Administration, however refuted that a module in Conveyancing Law was necessary due to her relevant experience. NW was asked to provide details of the average amount of conveyancing cases she would do per year and in what areas of conveyancing these were. NW confirmed, on average she would do 10-20 sale and purchase transactions per month and at least 3 lease transactions per month. Since submitting the information, NW has conceded to obtain modules in the three ‘professional’ subjects.

- 3) MC – is a full-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 agreed that he be granted exemption in the five ‘core’ subjects and in Company Law subject to receipt and approval (by the Faculty office) of a second reference and that he obtains modules in Conveyancing and Wills Probate & Administration. The Board agreed that he be granted exemption in the five ‘core’ subjects and in Company Law.

6. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

None

7. APPLICATIONS FOR RECOGNITION FOR VALIDATION OF COURSES

None

8. REFERENCES TO BOARD PURSUANT TO THE SCRIVERNERS (QUALIFICATIONS) RULES 2019

None

9. ANY OTHER BUSINESS

PDR reported that adjustments have been made to the application form, which now incorporates the employment history. The Board thanked Keith and Alex for their input and assistance.

10. DATE OF NEXT MEETING

Wednesday, 18 March at 12.30pm (Online)