

# Higher Diploma for Legal Executives

## 法律行政人員高級文憑

2011-12



# Higher Diploma for Legal Executives 法律行政人員高級文憑

Programme Code  
課程編號

HP 83-808 Year 1 一年級



Legal Executives in law firms enjoy professional status and may be given certain limited rights of audience in accordance with the Court's Practice Direction to represent lay client. To use the title "Legal Executive (LE)," graduates of this programme must meet the new Benchmark standard of The Law Society of Hong Kong (HKLS).

律師事務局的法律行政人員不單擁有專業地位，並可根據法院的實務指示，獲授若干有限度的出庭發言權，代表客戶出庭應訊。本課程的畢業生須符合香港律師會所訂的基準，才可使用「法律行政人員」的專業名銜。



## Programme Aims and Features

### 課程目標及特點

This programme aims to assist students to develop professional skills to work in legal field and provides students with a strong academic foundation for further academic pursuit in law. It is designed to prepare students to work as Legal Executives in law firms and government. It is modelled after a popular part-time programme “Advanced Diploma in Legal Studies” as accredited by HKLS.

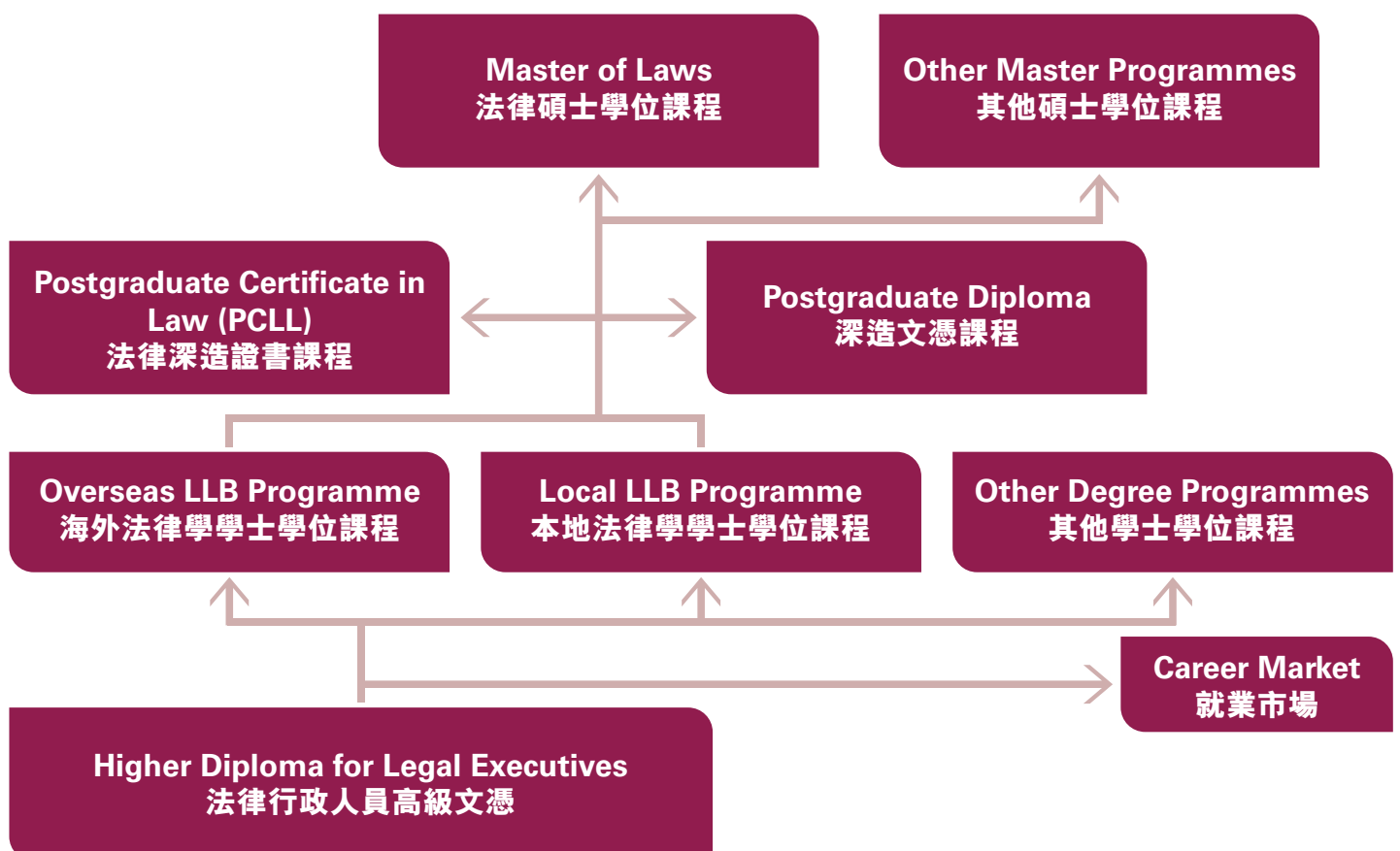
In accordance with the HKLS’s Benchmark, students will attend interactive sessions in medium class size groups based on pre-assigned and pre-read materials so that students can get more interaction with teachers and peers. Lectures are taught by experienced practitioners and legal academics, which workshops focused on law-related work and skill-based tasks have been included as part of this programme. Students will learn about substantive Hong Kong law and practice as well as acquire practical skills to work in the legal field.

香港大學專業進修學院開辦的兼讀制Advanced Diploma in Legal Studies一向深受歡迎，並獲香港律師會評審認可。為迎合律師行及政府對法律行政人員的要求，香港大學專業進修學院現再開辦全日制課程，並稱之為「法律行政人員高級文憑」課程。這課程不僅旨在培訓學生法律專業實務的技能，也為學生升讀更高層次法律課程奠下穩固的基礎。

課程的設計按照香港律師會所訂下的基準，採用小班形式的互動的教學，學員透過預先自學已分派的教材，參與課堂討論，務求讓學生有更多機會與導師及其他同學互相交流、互相啟發。課程均由有經驗的律師及法律學者任教，學生可透過不同形式的工作坊認識香港實體法律，從而掌握法律界所需的實用技巧。

## Opportunities for Further Studies

### 升學前景



## Career Prospects

### 就業前景

Job opportunities can be found in both public and private business sectors, such as solicitor's firms, barristers' chambers, law enforcement bodies and government.

畢業生可投身各律師、大律師事務所等專業機構、執法機構及政府。

## Professional Recognition

### 專業資格

#### Professional Accreditation



#### U.K. Institute of Paralegals

The Higher Diploma for Legal Executives ("HDLE") is recognised by the Institute of Paralegals, the UK professional body for paralegals which sets national competency standards for paralegals and others.

(see [www.InstituteofParalegals.org](http://www.InstituteofParalegals.org)).

HDLE students can join the Institute as student members. Once successfully completed they can take associate membership (which confers a professional title: Associate Paralegal and letters after one's name:

**A.Inst.Pa.** After a minimum one year's paralegal work experience, HDLE holders can obtain Institute Fellowship (which confers a professional title: Certified Paralegal and letters after one's name: **F.Inst.Pa.**).

#### Law Society of Hong Kong

Under Hong Kong Law Society's Benchmarks<sup>#</sup>, HDLE graduates will be eligible to use the title "Legal Executive".

#### Association of Chartered Certified Accountants (ACCA)

HDLE graduates can apply for Paper F4 exemption from The Association of Chartered Certified Accountants (ACCA).

## Programme Structure

### 課程結構

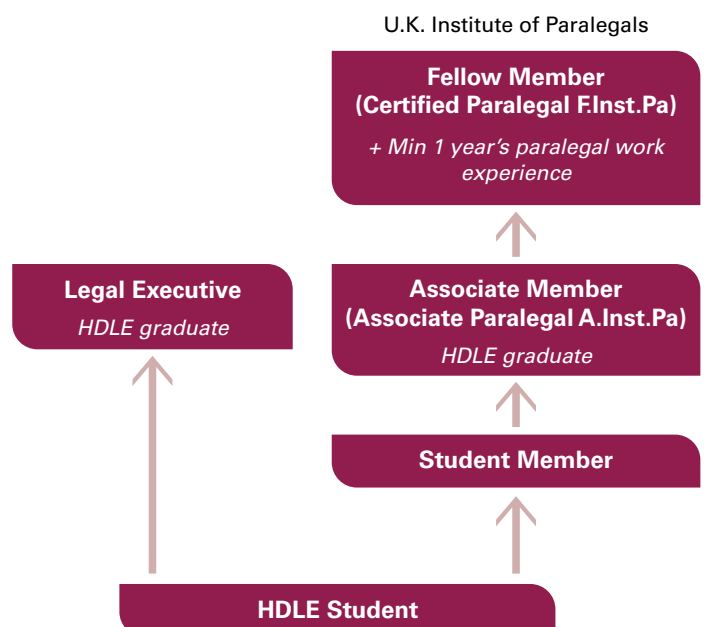
#### Higher Diploma Year 1 高級文憑一年級

- General English III 英文(三)
- English for Academic and Professional Purposes Part I 學術及專業英語(一)
- Putonghua 普通話
- Introduction to Multimedia / Introduction to Information Technology 多媒體學導論 / 資訊科技導論
- Introduction to Law and Hong Kong Legal System 法律導論與香港法律制度
- Law and Contractual Transactions 合同交易與法律
- Land Law and Conveyancing 土地與物業轉易法律
- Legal Writing and Drafting 法律文書與文件起草技巧
- Business Associations 商業組織法律
- Criminal Law and Criminal Procedure 刑事法律及程序
- Civil Procedure I and II 民事程序(一)及(二)

#### Higher Diploma Year 2 高級文憑二年級

- English for Academic and Professional Purposes Part II 學術及專業英語(二)
- Business Communication in English 商業英語
- Practical Chinese 實用中文
- Intra- and Interpersonal Competencies 內省及人際才能
- Professional Responsibility and Advocacy 專業責任與控辯技巧
- Family Law and Matrimonial Practice 家庭法及婚姻實務
- Torts Law and Personal Injury Practice 侵權法與人身傷害實務指引
- Law of Succession and Probate Practice 遺囑繼承法及遺產實務
- Negotiation and Handling Disputes 處理糾紛與談判
- Using Legal and Company Forms for Business 公司及法律文書的商業運用
- Introduction to the Mainland Legal System 中國法律制度導論

## Professional Pathways



## Student's Sharing

### 學生分享

Regina Lai 黎倩如

2011

Two degree offers received, including:

- BBA (Hons) in Management, The Hong Kong Polytechnic University
- BSocSc (Hons) Policy Studies and Administration, City University of Hong Kong

獲兩個大學學位取錄，包括：

- 香港理工大學管理學(榮譽)工商管理學士學位
- 香港城市大學政策與行政榮譽社會科學學士

"After studying in the Higher Diploma for Legal Executives programme, my critical thinking and analytical skills have been greatly improved. Not only did I acquire a great deal of legal knowledge in this programme, but also my eagerness for learning grew substantially over time.

As the lectures are all conducted by experienced legal professions, I am confident that the materials covered here are the most up-to-date ones. Besides, the practical nature of this programme provides me a very good opportunity to apply what I learnt from classes into daily life, especially during my internship in a law firm.

I believe that this programme serves as a stepping-stone for students who want to further their studies in law or pursue their career in the legal field."

## Support by Legal Practitioner

### 法律業界的 support



Pádraig Walsh

Partner  
Barlow Lyde & Gilbert  
Solicitors  
International law firm

"Legal executives are the oil that fires the engine of much of the work of a law firm. Not only will legal executives perform a vital role in a wide range of legal work undertaken by law firms and private businesses, but also the role of legal executive can provide a platform for further development of a professional career in law. It is a significant advantage in a very challenging recruitment market for aspiring legal executives to demonstrate their training and ability by having a dedicated qualification that focuses on the needs and requirements of a successful legal executive in Hong Kong. The Higher Diploma for Legal Executives fulfils this need admirably and is welcome addition to the available options for people wishing to pursue this career path."



James O'Connell

Chief Executive  
United Kingdom,  
Institute of Paralegals  
Solicitor, England & Wales  
Solicitor, Hong Kong

"HDLE recognised as an international qualification"

"The Institute of Paralegals warmly welcomes this excellent, practice-orientated HDLE."

"Although law and procedure tends to be jurisdiction-specific, this HDLE provides students with many skills which are recognised and needed in all jurisdictions."

## Entry Requirements

### 入學資格

#### 2-year Higher Diploma Programme (Direct Entry to Year 1)

- 3 passes in HKCEE plus level 2 or above in Chinese Language and a minimum level 3 in English Language or equivalent; or
- 5 passes in HKCEE including Grade E or above for Chinese Language and a minimum grade of D in English Language (Syllabus B) in pre 2007 HKCEE ; and
- A pass in 1 AL subject or 2 AS subjects in the HKALE or equivalent; or
- A recognised Pre-associate Degree / Foundation Programme or equivalent.

#### 兩年制高級文憑課程 (直接入讀一年級)

- 香港中學會考3科合格以及中國語文科達2級或以上及英國語文科達3級或以上；或
- 於2007年度或之前，香港中學會考5科合格包括中國語文科達E級或以上及英國語文科(課程乙)達D級或以上；及
- 香港高級程度會考1科高級程度科目或2科高級補充程度科目合格，或同等學歷；或
- 完成認可副學士先修課程 / 基礎課程或同等學歷。

Secondary 7 中七

Secondary 5 graduates are required to complete a Foundation Programme (HP83-409) and satisfy all conditions specified by the programme administration before applying for admission to this 2-year Higher Diploma Programme.

中五畢業生須先修畢基礎課程(HP83-409)並符合轉讀課程的要求，才會被考慮取錄入讀此兩年制高級文憑課程。

#### # Hong Kong Law Society's Benchmarks

Applicants who do not possess the above academic qualifications but aged 21 or above and have 3 years law-related working experience will be considered by the College. These applicants, if admitted, will still need to fulfill the English language proficiency requirements of HKLS's Benchmarks before they are eligible to use the professional title "Legal Executive" in law firms. They will be reminded that if they are admitted to the Programme, their eligibility to use the "Legal Executive" title is subject to prescribed requirement:

- Grade D in English Language (Syllabus B) or equivalent in pre-2007 HKCEE or a minimum Level 3 in English Language from 2007 HKCEE onwards; or
- Overall score of 6 in IELTS (International English Language Testing System).

申請人如未能符合以上最低入學資格，但年滿二十一歲並具三年相關法律工作經驗，亦可申請。透過這辦法而被取錄的申請人須符合香港律師會以下的基準才可使用「法律行政人員」的專業名銜：

- 香港中學會考英國語文科達三級 / D 級或以上；或
- IELTS 總分達到6級。

## Tuition Fee

### 學費

The tuition fee for the academic year 2011 – 2012 is as follows:

2011至2012年度的學費如下：

Higher Diploma Year 1 高級文憑一年級	港幣HK\$49,800
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Higher Diploma Year 2 高級文憑二年級	港幣HK\$49,800
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All fees will be paid by installments and are subject to annual revision.

學費每年將分期繳交，書院每年會因應情況調整學費。

## Financial Assistance

### 學生資助

Government's Grants and Loans:

- Financial Assistance Scheme for Post-secondary Students (FASP)
- Non-means Tested Loan Scheme for Post-secondary Students (NLSPS)
- Continuing Education Fund (CEF)

政府資助：

- 專上學生資助計劃
- 專上學生免入息審查貸款計劃
- 持續進修基金

## Scholarships

### 獎學金

## Scholarships for 2011 HKALE or HKCEE Candidates

### 新生入學獎學金

The College has set aside HK\$3 million for scholarships for newly-admitted students with outstanding results in the 2011 HKALE or HKCEE. Awardees may receive a maximum of a full scholarship in the intake year.

港大保良社區書院設立300萬元獎學金，給予在應屆香港中學會考或香港高級程度會考中考獲優良成績的新生。成功被甄選的同學最高可豁免首年學費。

## Other Scholarships and Bursaries

### 其他獎學金及助學金

With the generosity of the Directors of Po Leung Kuk et al, numerous scholarships and bursaries are established as an encouragement to students who have excelled in their studies or made significant contributions in serving fellow students or the community.

為鼓勵同學爭取更佳成績，並積極貢獻社區、服務同學，書院設立多項獎學金及助學金，蒙各界人士或公司慷慨捐贈，包括：保良局董事會成員、社會賢達，以及其他團體。


## 港大保良社區書院 HKU SPACE Po Leung Kuk Community College

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