Diploma in Legal Studies
# PROGRAMME STRUCTURE

## Aims and Objective

The Diploma in Legal Studies is specially tailored for students who wish to practice as legal executives as well as for those who are planning a career where knowledge of fundamental legal practices and legal skills will be used. This course equips students with the knowledge of law, analytical skills, communications, negotiating, research and advocacy. These skills and knowledge are transferable to many professions and organisations.

## Academic Track

### Diploma in Legal Studies (8 Months)

<table>
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<tr>
<th>TERM</th>
<th>Modules</th>
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| 1    | • Introduction to the Singaporean and International Legal Systems  
      • Criminal Law |
| 2    | • Law or Tort and Civil Obligations  
      • Intellectual Property Law |
| 3    | • Commercial Law  
      • Property Law and Conveyance |
| 4    | • Wills and Estates  
      • Family Law |

**Bachelor's Degree (Exemptions are applicable)**

*Subject to entry requirements.

## Programme Management

The Diploma in Legal Studies programme will be managed by a professional management team at Kaplan Higher Education Academy. This ensures that in addition to classes, students will be supported by a team of programme managers, programme newsletters (updates) via email, academic support system via email/Internet, study notes, scheduling, study group formation, Kaplan City Campus library membership, assignment and examination management, students liaison and organisation and others.

## Entry Requirements & Application

**For Singaporean Citizens and PRs:**
- GCE ‘N’, ‘O’, NITEC holders or equivalent qualifications (Certificate in Foundation Studies required)
- GCE ‘A’ level, Higher NITEC or equivalent qualifications
- Mature candidates with substantial work experience will be considered on a case-by-case basis
- Applicants who do not meet the English language requirement are required to complete the Certificate in Foundation Studies

**For International Students:**
- Year 12 or equivalent qualifications
- Year 9-11 or equivalent qualifications (Certificate in Foundation Studies required)
- English proficiency may be considered sufficient and IELTS score may not be required if applicant possesses a diploma from a recognised institution where English was the sole medium of instruction. Otherwise, a minimum IELTS score of 5.5 or to pass the Kaplan PBEP programme Level 5, is required prior to entry

## Delivery Method

The curriculum is taught over 4 terms of 8 weeks with each term covering 2 units. Each unit of this full-time programme will be delivered over a 4-week cycle. Classes are 3-hour sessions held Mon-Fri. Classes are conducted mainly on weekdays.

## Pathway with Kaplan Global Diploma

<table>
<thead>
<tr>
<th>‘N’ / ‘O’ / ‘A’ LEVELS NITEC / HIGHER NITEC</th>
<th>Diploma</th>
<th>Bachelor’s Degree</th>
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Possible completion within 2.5 years. Subject to meeting entry requirements.

- Possible completion of 8 units in 8 months for all diplomas
- Possible direct entry to second year of our university partners’ Bachelor’s degrees in Singapore
The skills and knowledge learned from the programme are transferrable in various disciplines, professions and industries including the legal sector, property, financial services, asset management, government agencies and more.

Students can explore various career options, including paralegal, legal executive, legal advisor, legal assistant, legal secretary, legal administration, business administration, legal researcher, legal compliance and more.

Career Opportunities

Since I was unable to pursue a law-related diploma at a polytechnic, I chose Kaplan’s Diploma in Paralegal Studies programme as it will help me in achieving my passion. I’ve just completed my course and I’m currently working in a law firm as a Junior Legal Secretary. I’m working hard in the hope that my company will sponsor my degree programme. I aim to become a very experienced legal secretary in the legal industry in the near future.

Ashwini Jothi Radha
Junior Legal Secretary, Law firm
Kaplan Diploma Graduate

Assessment Method

Each unit is assessed by any combination of class participation, written assignments, projects or examinations. Assessment method may vary according to individual unit requirements.

Graduation & Progression

Students who successfully complete the programme will be awarded with the Kaplan Higher Education Academy Diploma in Legal Studies. Diploma graduates can move on to pursue Bachelor’s degree programmes with one of our prestigious partner universities in Singapore.

Kaplan’s University Partners Offering Bachelor’s Degrees in Singapore

• Top 60 in the Guardian League Table (2013)
• Top 30 in the Sunday Times University Guide (2013) for placing students in graduate-level jobs
• The Times Higher Education award winner for Best International Strategy (2011) and Outstanding Support for Students (2010)

• Ranked in the Top 1% of Universities Worldwide (Times Higher Education World University Rankings 2013-2014)
• With over 25 years of partnership with Kaplan in education, UCD has attracted students from various government agencies and multi-national corporations
• Direct honours degree from a Triple Crown accredited School of Business

• Ranked in the World’s Top 2% Higher Education Institutions (Times Higher Education World University Rankings, 2013/2014)
• Choose from over 60 double major degree options awarded with a full degree transcript to give you a competitive edge in the job market
• Ranked World’s Top 26th for the most International University under International Outlook (Times Higher Education World University Rankings 2013/2014)

“Since I was unable to pursue a law-related diploma at a polytechnic, I chose Kaplan’s Diploma in Paralegal Studies programme as it will help me in achieving my passion. I’ve just completed my course and I’m currently working in a law firm as a Junior Legal Secretary. I’m working hard in the hope that my company will sponsor my degree programme. I aim to become a very experienced legal secretary in the legal industry in the near future.”

Ashwini Jothi Radha
Junior Legal Secretary, Law firm
Kaplan Diploma Graduate

PROGRAMME STRUCTURE
FACULTY SUPPORT

### Lecturer Profiles

**Mr. Robin Peter**
- Has been lecturing various subjects in Law for the past 23 years
- Bachelor of Laws (LLB) from University of London (UOL)
- Former Managing Editor

**Mr. Chris Leong**
- Has been lecturing Finance and Accounting subjects for the past 11 years
- Master of International Business from University of Wollongong
- Former Accountant for Haven Automation Industries (S) Pte Ltd

**Mr. Dipan K Mehta**
- Has been lecturing various Management subjects for the past 7 years
- Master in Project Management from University of Adelaide
- BA in Business Administration from Ottawa University
- Former Development Director

**Mr. Simon Boey**
- Has been lecturing Accounting and Finance subjects for the past 18 years
- MBA from University of Leicester
- Former Director in Claire Fiduciary Group

### STUDENT ACTIVITIES

To ensure students enjoy a well-rounded student experience, Kaplan organises sporting and special interest activities for students.
Introduction to the Singaporean and International Legal Systems

This unit seeks to provide students with an understanding of the nature and limitations of paralegal work as well as the professional and ethical responsibilities involved. This unit looks at how the role of the paralegal has evolved and examines the work environments where paralegals may be employed. It also looks at the personal attributes a paralegal would be expected to possess and the knowledge and skills they would be expected to demonstrate. It also introduces legal terminology and highlights the need to understand the legal connotations of words used in the legal profession.

Criminal Law

In this unit, students will be introduced to Criminal Law: what it is; how it is developed, and the role it plays in governing the behaviour of any given society. From a deeper perspective, students will appreciate and evaluate the elements of a crime and how crimes are classified, the types of offences, the nature of criminal proceedings and the purposes of punishments in the context of the Singaporean legal system. Students will be prepared to participate in the crucial work of assisting lawyers as they undertake their roles as paralegals, or serve as an integral part of a company’s workforce should they prefer employment in the corporate world where knowing the law and knowing how and where to research the law are critical skills.

Law of Tort and Civil Obligations

Law of Tort is an essential core unit for any law student who would have to be equipped with knowledge and the ability to identify and solve legal problems that arise in a civil context. Every individual, business and organisation owes civil duties to one another and the law imposes consequences upon a breach where a civil wrong (tort) would have been committed. These are laws that are imposed in society regardless of whether any agreement exists between the parties. The student will be studying the body of rights, obligations and remedies that is applied by courts in civil proceedings to provide relief for persons who have suffered harm from the wrongful acts of others. Students will learn about the key tort and civil duties in different contexts; such as where one owes to another a duty to take reasonable care; duty not to injure another’s reputation; duty of an employer to employee, economic or business torts; nuisance, intentional torts and various other torts.

Intellectual Property Law

In this unit, students will first be provided with an overview of the various intellectual property (IP) rights in Singapore as well as the notion of Trade Secrets. Thereafter, this unit will launch into the specifics of the three main IP rights: copyright, patents and trademarks (common law rights in an action for passing off; statutory rights upon registration). For each of these IP rights, selected issues relating to their subsistence and infringement will be examined very closely. Students will also be encouraged to consider the inter-relationship between these IP rights on specific issues and the unit finishes by looking at remedies and pertinent case law.

Commercial Law

Upon completion of this unit, students will be able to read and comprehend laws relevant to businesses made by parliament, and understand decisions made by the courts in the application of these laws. They will also understand the types of laws that exist with specific emphasis on contract law and the tort law; acquire the skill to recognise the legal implications of business activities; and have an understanding of the policies that drive legal developments within a commercial context.

Property Law and Conveyance

This unit starts with a view of the philosophical and social foundations of property – real and personal. The focus then shifts to land and tenure. The unit covers interests which may be held in land and methods of transferring these interests. Students are introduced to the formalities and processes involved in transferring title to and interest in land, including the rights and obligations of the parties involved. The unit finishes with a concentration on preparing a range of documents which support the transfer of an interest in land from preparation of the contract of sale through to registration of the transfer to the other party.

Wills and Estates

This unit examines key issues in succession law. While it focuses on the law of wills, intestacy and estate administration, it does so within a framework that reflects contemporary attitudes of the 21st Century. Accordingly, shifts in understandings about the terms family, spouse, marriage and property and their effects on wills and will making are investigated.

Family Law

This unit examines key issues in family law. Students will learn substantive family law, as well as how to practice family law in Singapore. The role of the legal professional, including the procedures which have to be followed and the documents which have to be prepared – and the paralegal’s role in these activities – build on the knowledge base in this unit.
FEE SCHEDULE AND APPLICATION

Fee Schedule

Please refer to the insert for the information on:
• Tuition Fee
• Non-tuition Fee
• Refund Policy
• EduTrust Certification
For more information, please contact our programme consultant or email info.sg@kaplan.com

Application & Selection

Considerable care is taken by Kaplan Higher Education Academy in the selection of students. It normally takes about 2 weeks to process each application. It is advisable for foreign students to apply for admission at least 4 weeks before the start of each intake.

How to Apply

Documents required for the programme application:
• Duly completed application form
• Certified copy of highest qualification certificates & transcripts
• Photocopy of passport / NRIC
• Personal statement / statement of intention (if applicable)
• Latest CV (if applicable)
• 1 passport-size photo
• Programme application fee

Documents required for Student’s Pass application (For international students only):
All applications must be submitted to Kaplan Higher Education Academy at least 1 month before the start of each intake.
• Completed Student’s Pass application forms: Form 16 & V36
• Certified/notarised copy of highest qualification certificates & transcripts, birth certificate and bank statement
• Photocopy of passport
• Employer’s letter certifying applicant’s occupation and salary (if applicable)
• Employer’s letter certifying parent’s occupation and salary
• 1 passport-size photo
• Student’s Pass processing fee

International Students

The Immigration and Checkpoints Authority (ICA) of Singapore requires all foreign students to hold a valid Student’s Pass for full-time study in Singapore. A minimum of 90% attendance must be attained to protect the interest of foreign students.

Study Loan*

Study loans are available with most banks and financial institutions. Interested candidates may contact:
Maybank : 1800 629 2265 www.maybank.com.sg
RHB Bank : 1800 323 0100 www.rhbbank.com.sg
Only applicable for local students.

Who to Contact

For enquiries on this course, send “KAP-CUXA” via sms to 9677 7598 or enter it at http://ask.kaplan.com.sg.
By sending the code via sms or website, you have given your consent to have a representative from Kaplan contact you regarding your request.

For other information or enquires on other Diploma programmes, please contact:
Telephone : 6733 1877
Facsimile : 6225 3605
Email : info.sg@kaplan.com
Kaplan Website : www.kaplan.com.sg

The full application package should be sent to:
Director, Diploma Programme (Full-time)
Kaplan Higher Education Academy
Kaplan City Campus @ Wilkie Edge
8 Wilkie Road, #02-01, Singapore 228095

Study loans are available with most banks and financial institutions. Interested candidates may contact:
Maybank : 1800 629 2265 www.maybank.com.sg
RHB Bank : 1800 323 0100 www.rhbbank.com.sg

*Only applicable for local students.

The Kaplan City Campuses

Kaplan is one of the largest private education institutions in Singapore, spanning over 140,000 sqft, over 2 campuses. The campuses are located in the heart of the city, a 10-minute walk away from Dhoby Ghaut MRT Interchange station and within 30 minutes from any part of the island. With a focus on providing students with a conducive study environment, both Kaplan City Campus @ PoMo and Kaplan City Campus @ Wilkie Edge are equipped with state-of-the-art classrooms & computer labs, high-speed wi-fi, study & relaxation lounges, a comprehensive library and easy access to food & beverage outlets on campus.