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MODULE DESCRIPTOR

Module Title

Conveyancing

Reference	BSM558	Version	3
Created	February 2017	SCQF Level	SCQF 11
Approved	March 2013	SCQF Points	20
Amended	July 2017	ECTS Points	10

Aims of Module

To develop knowledge and understanding of basic domestic and commercial conveyancing transactions including the purchase and sale of residential properties and leasing and the professional and ethical considerations relating to property transactions

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Understand and complete a straightforward purchase and sale transaction of a domestic property, including interviewing client, taking instructions, advising client negotiations, missives, examination of title, securities, drafting documentation, execution and registration, post settlement, tax implications and use of ARTL
- 2 Revise and draft a residential lease and related documents
- 3 Revise and draft a commercial lease and related documentation including rent review agreements and licences for works
- 4 Explain and discuss the professional and ethical issues encountered in transactions relating to land including confidentiality and conflict of interest, duty to lender, practice rules, money laundering and accounts rules applicable to conveyancing transactions
- 5 Communicate in a professional manner with the client by a variety of methods including letter, telephone and email

Indicative Module Content

Interviewing and negotiation skills, examination of title, missives, matrimonial homes, civil partnership and family legislation, drafting documents, execution and registration, report to client, residential and commercial leasing rent review, licence for works, taxation, professional and ethical issues, confidentiality, money laundering, accounts rules, practice management, professional communication and client care.

Module Delivery

Taught over both semester mainly by small group tutorials/seminars. Role play, problem solving, simulated transactions and portfolio building.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	44	44
Non-Contact Hours	156	156
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	200	200
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	60%	Outcomes Assessed:	1, 4, 5
Description:	Role play and written coursework exercise				

Component 2

Type:	Coursework	Weighting:	30%	Outcomes Assessed:	2, 3, 4, 5
Description:	Written coursework exercise				

Component 3

Type:	Coursework	Weighting:	10%	Outcomes Assessed:	1, 2, 3, 4, 5
Description:	Class participation				

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The Module is assessed by three components: C1 - Coursework - 60% weighting. C2 - Coursework - 30% weighting. C3 - Class Participation - 10% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
A	At least 70% on weighted aggregate and at least 40% in each component
B	At least 60% on weighted aggregate and at least 40% in each component
C	At least 50% on weighted aggregate and at least 40% in each component
D	At least 40% on weighted aggregate and at least 40% in each component
E	At least 35% on weighted aggregate
F	Less than 35% on weighted aggregate
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None in addition to SCQF 11 entry requirement or equivalent.
Corequisites for module	None.
Precluded Modules	None.

ADDITIONAL NOTES

In addition to the texts in the indicative bibliography, the student will be required to purchase the course materials.

INDICATIVE BIBLIOGRAPHY

- 1 GRETTON G.L. and REID K.G.C., 2011. *Conveyancing*. 4th Ed. Edinburgh: W. Green
- 2 REGISTERS OF SCOTLAND EXECUTIVE AGENCY, 2000. *Registration of title practice book: the practice of land registration in Scotland*. 2nd ed. Edinburgh: Registers of Scotland Executive Agency.