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MODULE DESCRIPTOR

Module Title

Conveyancing

Reference	LLM192	Version	2
Created	August 2021	SCQF Level	SCQF 11
Approved	September 2018	SCQF Points	20
Amended	September 2021	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 LBTT
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 one semester mainly by small group tutorials/seminars. Role play, problem solving, simulated transactions, portfolio building, forum postings and quizzes

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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
Actual Placement hours for professional, statutory or regulatory body		

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:	40%	Outcomes Assessed:	2, 3, 4, 5
Description:	Written coursework exercise				

Component 3

Type:	Coursework	Weighting:	0%	Outcomes Assessed:	1, 2, 3, 4, 5
Description:					

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The first grade represents Component 2 (coursework) weighted at minor (40%) and the second, Component 1 (coursework), weighted at major (60%). Component 3 is pass/fail competencies. Component 3 is a participation requirement with each student normally required to pass such online activities as identified in the module. Non-submission of either component 1 or 2 or non-completion of the competencies will result in an NS grade. An overall minimum grade D is required to pass the module. Minimum Requirements to achieve Module Grade: C1:C2:C3

Module Grade	Minimum Requirements to achieve Module Grade:
A	A:A:Pass or B:A:Pass
B	A:B:Pass or A:C:Pass or B:B:Pass or C:A:Pass or C:B:Pass or D:A:Pass
C	A:D:Pass or B:C:Pass or B:D:Pass or C:C:Pass or D:B:Pass or D:C:Pass
D	C:D:Pass or D:D:Pass
E	A:E:Pass or A:F:Pass or B:E:Pass or B:F:Pass or C:E:Pass or C:F:Pass or D:E:Pass or E:A:Pass or E:B:Pass or E:C:Pass or E:D:Pass or E:E:Pass or F:A:Pass or F:B:Pass or F:C:Pass or F:D:Pass
F	D:F:Pass or E:F:Pass or F:E:Pass or F:F:Pass
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.

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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., 2013. *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.