



Guidelines for National Representatives

The national representatives and QUAACAS Committee have discussed methodology for the Tuning Legal Studies project in Bilbao (September 2005).

1. Recording of steps taken

National representatives should keep a protocol of all the steps they take, included a detailed explanation of the samples chosen to respond to the questionnaires

2. Data Ownership

Data collected will be owned by QUAACAS. No data will be released that allows the identification of any individuals or institutions.

3. Languages

Whilst national representatives might translate questionnaires it was desirable that all responses should be in one language (English) to avoid any translation ambiguities. Most questions will not require prose responses; Translated questionnaires could be on-line on the Bilbao website for French, English, German, Spanish, Italian and Polish and other languages. It would be up to national representatives to make the translation in good time for use on-line.

4. Mode of completing questionnaires

Questionnaires will all be on-line (Bilbao (Deusto) -Tuning organising technical aspects of this) with respondents given password access to the questionnaire. The national representatives would be responsible for distribution of appropriate passwords to the correct cohorts. There will be three codes for the three types of respondents per country.

We could also consider an additional open access Web-based process, after the initial sample questionnaires have been completed.

5. Determination of competences

Common competences will ultimately be ranked and accepted by the representative group with Quaacas and (possibly) ELFA involvement.



6. Generic questionnaire

For the generic questionnaire we will use the standard Tuning questionnaire as modified after the September Bilbao meeting subject to agreement with the Tuning project to ensure consistency for results.

7. Target Group for generic questionnaires

a. Employers

For the questionnaire on generic competences we felt that the target sample groups (as regards employment) should represent a range of enterprises from different sectors. Ideally there might be some knowledge about where law graduates go and the selection could be made on this basis. University careers departments might help with this. A good group to interview would be recruiting firms.

It is suggested that **30 enterprises** be involved either by telephone or invited by meeting depending on the size of the jurisdiction. The following are a suggested possible selection:

- Human resources managers;
- recruiters;
- public administration;
- businesses;
- lawyers;
- judges;
- Academics;
- former students/alumni

b. Alumni (ex-students)

They should be selected from university or law school ex-student records or failing that from records of alumni organizations. It is probably easiest to select **150** at random. They should ideally be selected from those up to five years after graduation including:

1. Some urban
2. some provincial
3. Some public sector
4. some private sector
5. include students who have entered non legal careers/jobs

c. Academics (see next page)

8. Eliciting Responses: - Employers and alumni

A possible way of eliciting questionnaire responses, discussed in Bilbao, was to invite employers/alumni to a meeting at the University to discuss the careers and competences of graduates and at the end of the discussion distribute the questionnaire for completion. I.e. a focus group with a bank of computers nearby!



9. Specific LAW questionnaire

We have devised our own law questionnaire.

10. How to decide who to ask?

Institutions should be law schools eligible for entry to ELFA; i.e. those that give access for their graduates to the main recognised legal professions / route(s) to the legal professions.

The sample should be representative

- Geographically
- range of esteem
- range of size of law schools;
- should also reflect private or public law schools
- and whether religious or denominational

11. How many to ask?

This will depend on the number of law schools but roughly 10% would be appropriate, with at least three if possible. There should be a response by at least 30 academics.

12. Who to ask?

- **Academics**

At least 30 academics from those responsible for teaching the first cycle bachelor (and/or masters as appropriate) law degree that gives access to the legal profession(s):

- Several from those up to 5 years in post
- Several from those 5-15 years in post and
- Several from those over 15 years in post