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| **APPLICATION FORM FOR ADMISSION TO THE** **DIPLOMA IN PROFESSIONAL LEGAL PRACTICE 2024/25** |

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| **FIRST NAME(S):** | **LAST NAME:** |

**IMPORTANT**

1. Please ensure that you complete your application fully, accurately and in accordance with the Application Instructions below.
2. Please ensure that you apply no later than **12 noon** on **Friday 10th May 2024**. Applicants submitting their Application forms late will not be considered for a place.
3. Please do not apply to more than **two** Diploma providers. If you are applying to another University please check their application process before applying.
4. Please ensure that you withdraw your application if you do not wish to accept an offer. Further, if you do not accept (or decline) any offer by the appropriate acceptance date (please see Dates below), that offer will be withdrawn automatically.
5. Please accept only one offer. If you accept two offers, both offers will be deemed invalid.
6. If you accept an offer in a round, no further offer will be made by any Diploma provider in subsequent rounds.
7. Please read the information contained in sections I, J, K and L of this form.

**Dates** (acceptances must be made by **12 noon** on the relevant acceptance deadline below)

* + Applications open: Friday 8th March 2024
	+ **Applications deadline: Friday 10th May 2024**
	+ Round One decisions: Tuesday 9th July 2024
	+ **Round One acceptances: Wednesday 17th July 2024**
	+ Round Two decisions: Wednesday 24th July 2024
	+ **Round Two acceptances: Monday 29th July 2024**
	+ Round Three\* decisions: Monday 5th August 2024
	+ **Round Three acceptances:** **Wednesday 7th August 2024**

\*Please note that Diploma providers will set individual, bespoke deadlines for any subsequent rounds (i.e. Round Four onwards). We reserve the right to limit the number of admission rounds and will hold a Round Three as appropriate.

**Applications**

You may apply to up to **two** Diploma providers. The Diploma providers are as follows:

* University of Aberdeen;
* University of Dundee;
* University of Edinburgh;
* University of Glasgow;
* Robert Gordon University; and
* University of Strathclyde.

To apply, please follow the relevant instructions below. You must apply separately to each Diploma provider (i.e. you will make one or two separate applications).

**Application Instructions**

**Applying to the University of** [**Aberdeen**](https://www.abdn.ac.uk/study/postgraduate-taught/degree-programmes/256/professional-legal-practice/)

1. Complete this form. Please name your document using the format: “DPLP 24-25 Last Name, First Name”. If you have any queries, please contact DPLP-Enquiries@Abdn.ac.uk.
2. Complete an [online application form through PGAP](https://www.abdn.ac.uk/pgap/login.php) and upload your transcript and completed DPLP Application Form. Please upload your DPLP Application Form in place of a personal statement (Please note we do not require a personal statement, CV, work experience, or references from you).

**Applying to the University of** [**Dundee**](https://www.dundee.ac.uk/postgraduate/professional-legal-practice)

1. Please see the University of Dundee’s own guidance.

**Applying to the University of** [**Edinburgh**](https://www.law.ed.ac.uk/study/diploma-professional-legal-practice)

1. Please see the University of Edinburgh’s own guidance.

**Applying to the University of** [**Glasgow**](https://www.gla.ac.uk/postgraduate/taught/professionallegalpracticediploma/)

1. Please see the University of Glasgow’s own guidance.

**Applying to** [**Robert Gordon**](https://www.rgu.ac.uk/study/courses/746-pgdip-professional-legal-practice) **University**

* + - 1. Please see Robert Gordon University’s own guidance.

**Applying to the University of** [**Strathclyde**](https://www.strath.ac.uk/courses/postgraduatetaught/professionallegalpractice/)

Please see the University of Strathclyde’s own guidance.

**A. APPLICATION**

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| **A1.** **Choice of Diploma Provider(s)**Please make your choice(s) by selecting the appropriate Diploma provider(s) from the drop-down menus below. You can make one or two choices. If you are applying to more than one Diploma provider, please make your choice in order of preference, with Choice One being your first choice. You may receive offers from either or both Diploma providers, regardless of preference. However, please note that Diploma providers will take your preference into account when making offers.**Please ensure that you apply separately to each Diploma provider.**I wish to apply for a place at the following Diploma provider(s): **Choice One (preferred Diploma provider)**Choose an item.**Choice Two**Choose an item. |

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| **A2. Full-time or Part-time** I wish to apply for the following (please check only **one** box):**Full-time Programme** (available at all Diploma providers):[ ] **The University of Aberdeen does not offer a Part-Time option for the Diploma in Professional Practice.**  |

**B. PERSONAL INFORMATION**

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|  | **Please complete this column:** |
| B1. Last Name: |  |
| B2. First Name: |  |
| B3. Address for Correspondence (including Postcode): |  |
| B4. Contact Telephone Number: |  |
| B5. Date of Birth: | Click or tap to enter a date. |
| B6. Personal Email Address: |  |

**C. DEGREE INFORMATION**

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|  | **Please complete this column:** |
| C1. Please state the University from which you graduated with your LLB: |  |
| C2. Please state graduating University if you are a non-LLB applicant (if applicable): |  |
| C3. Matriculation Number when attending LLB graduating University: |  |
| C4. Class of Degree (if you have already graduated): |  |
| C5. Year Degree Completed **or** Expected Date of Graduation: |  |

**D. NON-LLB APPLICANTS**

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|  | **Please complete this column if you are a non-LLB applicant:** |
| D1. Name and Address of Employer: |  |
| D2. Period of Employment: |  |
| D3. Law Society/Faculty of Advocates Examinations already passed (please list): |  |
| D4. Law Society/Faculty of Advocates Examinations still to be taken (please list): |  |

**E. SPECIAL CIRCUMSTANCES**

Please complete this section if there are any special circumstances you wish to bring to the attention of the Diploma provider(s) to which you are applying.

Where Applicants have the same percentage GPA the University of Aberdeen will take into account any circumstances which may have affected the Applicant’s GPA which have not already been taken into account in their undergraduate LLB studies. For the avoidance of doubt if an Applicant was permitted an extension or good cause or extenuating circumstances were taken into account at the undergraduate stage then this section will not apply.

Please note that the onus of bringing such matters to the attention of the Diploma provider(s) lies with you. This can be done by means of an academic reference if you wish, and where appropriate, external supporting evidence should be provided.

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| **E1. What are your special circumstances? Please provide full details here.** |
| **E2. When were you affected by these special circumstances? Please confirm which results were affected (note that these must be results in the subjects covering the Law Society of Scotland’s foundation programme outcomes (usually first- and second-year results)).** |
| **E3. Why was your undergraduate institution unaware of your special circumstances?** |

**F. TRAINEESHIP**

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|  | **Please complete this column:** |
| F1. Do you have a traineeship? | Choose an item. |
| F2. If yes, what is the start date? | Click or tap to enter a date. |
| F3. If yes, please state the name of your future employer: |  |

**G. WIDENING ACCESS**

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|  | **Please complete this column:** |
| G1. Did you receive an adjusted / widening access offer (or equivalent) when applying to higher education for the first time? | Choose an item. |

**H. CONFIRMATION**

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| **H1.** By checking the box below, I confirm that I have read the Privacy Notice for Applicants to the Diploma in Professional Legal Practice (available on all Diploma providers’ websites).**I confirm that I have read the Privacy Notice for Applicants to the Diploma in Professional Legal Practice:** [ ] **H2. Date of confirmation:**Click or tap to enter a date. |