

FIRST NAMES ..... SURNAME .....

APPLICATION FOR ADMISSION TO THE FULL-TIME/PART-TIME DIPLOMA IN PROFESSIONAL LEGAL PRACTICE YEAR 2011/12

APPLICANTS SHOULD COMPLETE ONLY ONE APPLICATION FORM. NO APPLICANT WILL BE CONSIDERED UNLESS A COMPLETED APPLICATION FORM HAS BEEN LODGED. PLEASE COMPLETE IN BLOCK LETTERS THROUGHOUT.

Applicants should complete this form and send it as soon as possible to the Legal Practice Unit (or other designated office) of the University where the applicant is currently a student or from which s/he has graduated. The closing date for receipt of applications is 18 April 2011. Applicants submitting their application forms late will not be considered for nomination for awards from the SAAS and may not be considered for a place. Please see the attached Guidance Note for details of arrangement for Diploma funding and related issues. Students will be notified if they have been successful/unsuccessful in gaining a place some time during the second half of July 2011.

A CHOICE OF ACADEMIC INSTITUTION

Applicants are requested to indicate one choice of Institution from the following Diploma providers: The Universities of Aberdeen, Dundee, Edinburgh (full-time), Edinburgh (part-time), Glasgow, Robert Gordon, Stirling, Strathclyde (full-time) and Strathclyde (part-time). Please note that your form will be forwarded to the institution you name. If unsuccessful in your application, the institution you have named will advise you of what further options (if any) may be available at that time. This will be done in July.

I WISH TO APPLY FOR A PLACE AT .....

B PERSONAL INFORMATION

1 Surname (Mr/Mrs/Miss/Ms) .....

2 First Names (underline name used) .....

3 Any previous name used .....

4 Address for Correspondence .....

Postcode ..... TWO

Telephone Number (include mobile phone) ..... PHOTOS

5 Address if different from above after 30 June (Please tell the Institution you are applying to of any change of address) ..... to accompany this application. Please print your initials and surname on the reverse of each photo

Telephone Number ..... Postcode .....

Personal email address (if available) .....

6 Date of Birth .....

7 Nationality .....

8 Please state your matriculation number (present or former and/or from other universities) .....

. PLEASE STATE GRADUATING UNIVERSITY AND NAME OF DIRECTOR OF STUDIES .....

. CLASS OF DEGREE & YEAR COMPLETED - ORDINARY/HONOURS P.T.O.

**9. Ethnicity** Please tick the box which best describes your ethnic origins:

**White**

- Scottish  Other  
 British   
 Irish   
 Any other White Background – please tell us about this →  
 Mixed – please tell us about this →

**Asian, Asian Scottish, or Asian British**

- Indian   
 Pakistani   
 Bangladeshi   
 Chinese   
 Other Asian Background – please tell us about this →

**Black Scottish, or other Black British**

- African   
 Caribbean   
 Other Black Background – please tell us about this →  
 Other Ethnic Background – please tell us about this →  
 I would prefer not to answer this question

**10. Gender** Please circle as appropriate

- Male   
 Female   
 I would prefer not to answer this question

**11. Disability, Learning Support** Please tick box if you have a disability or learning support needs that you wish to bring to our attention. (Please supply details on a separate sheet if necessary)

**C QUALIFICATIONS**

**1 LLB APPLICANTS**

(i) Degree in law already held or presently being taken

University \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Actual or expected date of graduation \_\_\_\_\_ Ordinary or Honours  
 (give class if awarded)

**Academic Record** - Please attach a list of all Courses, including those presently being taken – which you are taking as part of your Law degree (or Law subjects taken outwith the law degree). Please provide details of all marks if known, whether at 1st or 2nd diets of examination. Please include the calendar year in which the examination was taken. **Please state the year in which you commenced your Law Degree.**

You may wish to set out your list of courses and marks as per example below:

First Year (insert date)	1 Diet	2 Diet	Second Year	1	2	Third Year	1	2	Fourth Year	1	2
Example											

(ii) Other degree already held or presently being taken

University ..... Faculty .....

Dates of Attendance ..... Degree Course ..... (Ord/Hons)

Date of Graduation ..... Class of Honours (or Distinction) .....

**P.T.O.**

**2 NON LLB APPLICANTS**

Name and Address of Employer \_\_\_\_\_

Period of Employment \_\_\_\_\_ Law Society/Faculty of \_\_\_\_\_  
Advocates Examinations

(a) Exams already passed \_\_\_\_\_

\_\_\_\_\_

(b) Exams still to be taken \_\_\_\_\_

\_\_\_\_\_

Please indicate below if there are any matters you wish to bring to the attention of the Diploma provider, for example if your examination performance was adversely affected by external circumstances not already taken into account in your results. The onus of bringing such matters to the attention of the provider 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.

In making decisions on admissions to a Diploma place, it is understood that each provider will utilise similar criteria to those used for the allocation of SAAS awards (see page 4 overleaf for details). In relation to awarding a place, the fact that an applicant has an offer of a traineeship at the time of applying for a Diploma place may be a factor taken into account, but **ONLY** as another possible factor when deciding among applicants who have extremely similar academic records.

I wish to bring the following matter to the attention of the Diploma provider:

(please continue on a separate sheet if necessary)

If your choice is a Diploma provider other than that at which you are, or have been, a candidate for the LLB degree, your parent institution will be requested to forward a statement of your academic record upon publication of your final degree examination results. Until this statement has been received, your application cannot be considered.

P.T.O.

**D POSTGRADUATE STUDENT AWARDS (NOT APPLICABLE TO PART-TIME APPLICANTS)**

This application form also constitutes your initial application for a postgraduate student's allowance from the **Student Awards Agency for Scotland (SAAS)**. **PLEASE REFER TO THE ATTACHED GUIDANCE NOTE FOR IMPORTANT INFORMATION ABOUT ARRANGEMENTS FOR SAAS AWARDS FOR THE DIPLOMA IN PROFESSIONAL LEGAL PRACTICE. IT IS VITAL THAT YOU READ THE GUIDANCE NOTE IN FULL BEFORE APPLYING FOR A PLACE ON THE 2011/12 DIPLOMA IN PROFESSIONAL LEGAL PRACTICE. THESE AWARDS WILL PAY ONLY A PROPORTION OF FEES.**

Information about postgraduate student awards and eligibility criteria is available from the SAAS website [www.saas.gov.uk](http://www.saas.gov.uk). Please refer to the information there before making your application and if in any doubt, contact SAAS for guidance about your eligibility.

Last year, the criterion for the allocation of awards was marks obtained in Law Society pre-requisite subjects on the results obtained in the first sitting by each candidate of each examination. This criterion could be moderated (in either direction) by the class and type of Degree obtained, overall number of failed subjects at undergraduate level, other qualifications (both under-graduate and post-graduate), and special circumstances (unless already taken into account internally) affecting the academic performance of individual students such as illness, other personal factors and the weight and nature of curriculum. A similar system will operate for 2011/12, subject to the attached guidance note. The fact that an applicant has an offer of a traineeship will not be taken into account in the allocation of awards.

Awards will be allocated during the Summer vacation. It is likely that awards will be allocated in the first round of offers by each Diploma unit. Students who have applied for awards will be notified whether their application has been successful or not as soon as nominations have been made, and successful applicants will then be entitled to apply for an award to SAAS. This application form will be treated as confirmation that you wish to be considered for a nomination UNLESS you are able to indicate that you are ineligible or do not wish to apply. **IF YOU ARE IN DOUBT, PLEASE CHECK ELIGIBILITY CRITERIA ON THE SAAS WEBSITE OR CONTACT SAAS DIRECT.**

**Please indicate your intentions by ticking one of the boxes below:-**

I shall be applying for an award from an English Local Authority or from Northern Ireland

**I am not applying to be nominated for a Student Awards Agency for Scotland award for the following reason(s)**

**Note:**

Award eligibility has no bearing on the award of a Diploma place, although Diploma places may be limited. **Please refer to the attached guidance note for further information about the anticipated number of places available at each Diploma provider.**

**Are you classed as an overseas student for university fee purposes? YES/NO**

I consent to the University at which I have been studying sharing all information relevant to this application with any Diploma provider to which I apply and with the Law Society of Scotland where necessary.

Signature of Applicant ..... Date .....

*For Office Use*

**Award Number** \_\_\_\_\_

**The Faculty of Advocates  
The Law Society of Scotland**

**Note for all Intending Diploma Students**

In deciding to apply for a place on the Diploma in Professional Legal Practice, you are no doubt at least considering the possibility of a career in one or other branch of the legal profession in Scotland. Both the Faculty of Advocates and the Law Society of Scotland are pleased to have this opportunity to introduce themselves to you, and to congratulate you on having taken this first step along the road leading to a career in Scottish legal practice. The officers of the Faculty and the Society whose addresses are shown below will be happy to deal with any individual queries which you may have in relation to your future career. Please note, however, that enquiries about whether or not you will receive a Diploma place or funding for that place should be directed to your undergraduate university or Diploma provider.

As you may have had little or no contact with the professional bodies during your undergraduate degree, you may not be aware that both the Faculty and Society are interested in more than your academic qualifications.

In order to be granted an Entrance Certificate by the Law Society, you must satisfy the Society that you are a "fit and proper person" to become a solicitor. You will be asked to provide the names of two referees, one from the academic staff of your university with whom you have had recent regular contact and someone of known standing outwith the university who has known you for at least five years. They will be asked by the Society to provide character references. The Council of the Society also has the power to call on any intransit for interview in order to be satisfied of his or her fitness, and may do so, for example, where the intending trainee has a conviction for a criminal offence (other than, for example, a very minor Road Traffic offence), or where other information has been brought to its attention which calls into question the intransit's fitness.

When you apply to the Society for an Entrance Certificate, you will be asked to complete a form on which you are required to state whether you have ever been convicted of any offence - no matter how trivial it may seem to you - and, also, whether you have ever been declared bankrupt. You will also be required to fill in an application form for a Standard Disclosure. The Society, as the governing body, then applies to Disclosure Scotland for the Disclosure. Accordingly, if you are in any doubt as to how seriously some past misdemeanour or difficulty may be viewed, you are advised to contact the Society NOW, before entering the Diploma Course. The Society's Council will be able, at this stage, to offer guidance only as to how a particular matter might affect the issue of an Entrance Certificate, with any final decision being taken only when an application for an Entrance Certificate is made following completion of the Diploma. Although it is rare for an applicant to be refused an Entrance Certificate, it is in your own interests to seek guidance on where you stand as soon as possible.

The Dean of the Faculty of Advocates exercises a similar discretion over the admission of intending advocates, and the foregoing advice accordingly applies equally to those who may be considering a career at the Bar.

If you are in any doubt, write to the appropriate officer named below in the first instance, giving as much information as you can about the matter and you will be given further guidance as quickly as possible.

Dean's Secretariat  
Faculty of Advocates  
Parliament House  
Parliament Square  
EDINBURGH EH1 1RF  
Tel: 0131 260 5795  
Email: [admissions@advocates.org.uk](mailto:admissions@advocates.org.uk)

Manager  
Registrar's Department  
The Law Society of Scotland  
26 Drumsheugh Gardens  
EDINBURGH EH3 7YR  
Tel: 0131 476 8105 /8200  
Email: [registrar@lawscot.org.uk](mailto:registrar@lawscot.org.uk)