



Admission to the Honourable Society of the Middle Temple

Please find enclosed the documents required for admission to the Middle Temple as a student member.

Please read *Schedule A (Admission Declaration)* very carefully. Make sure that you complete the form and the declaration neatly and correctly, writing on one side of the paper only. Please do not print the forms back-to-back, as this documentation will be bound and kept in the Inn's archives in perpetuity. Failure to disclose offences or other matters¹ referred to in the Admission Declaration will be a disciplinary matter. If you delete any of the statements in *Section 2* or disclose anything in *Section 3* of *Schedule A*, the Inn is required to refer your application to the Inns' Conduct Committee (ICC). The ICC will require the following:

1. A signed statement outlining the particulars of the declared item (e.g. if you have declared yourself bankrupt, the Screening Panel would wish to know (a) how you got yourself into this situation, (b) what your present financial situation is and (c) how you are planning to fund the BPTC).
2. All relevant documentation relating to this declaration.
3. As well as completing *Schedule B (Certificate of Character)*, your referees should provide a further letter that refers directly to the declaration that you have made. They should confirm that they do not think that this will call into question your fitness to practise at a barrister.

If required, please include all of the above with your initial application to the Inn.

Please ensure that you include in your application all the material referred to in the *Application Checklist* (including the checklist itself – we will not be able to process your application without it). When supplying an email address please ensure that it is not a transient one (i.e. please supply a permanent email address, not a university one).

The Bar Training Regulations set out the requirements which a person must satisfy in order to be Called to the Bar by an Inn and become qualified to practise as a barrister. They are available on the Inn's website at www.middletemple.org.uk. For details on the vocational training, you may wish to consult the website of the General Council of the Bar at www.barcouncil.org.uk.

Please note that all students are required to submit their application to join an Inn **by the 31 May** the calendar year they wish to start the BPTC.

I shall, of course, be glad to answer any questions you may have.

Kind regards,

Richard Chapman
Students' Officer

¹ These include disciplinary cautions administered, or pending or actual disciplinary proceedings and decisions taken, by educational establishments or other misconduct which might reasonably be thought to call into question an applicant's fitness to become a practising barrister.



Application Checklist

Please return this checklist with your application

<i>YOUR APPLICATION SHOULD INCLUDE THE FOLLOWING (please tick):</i>	✓
· Schedule MT 1. This must be signed and dated no more than six months before submission to the Inn.	
· Schedule A (Admission Declaration). This must be signed and dated no more than six months before submission to the Inn. Please ensure that you have read and understood the declaration.	
· Two Certificates of Character. These must be completed by appropriate professional people or persons of good standing in the community. They must be signed and dated no more than three months before submission to the Inn.	
· A certified copy* of your law degree certificate, or · A letter from your university stating that you are currently studying for a law degree, or · A current student status letter from your CPE/ GDL institute stating that you are a student or have a confirmed place(if applicable). · A certified copy of your Certificate of Academic Standing, if the Bar Training Regulations require you to have one.	
· Equality and Diversity Monitoring Questionnaire.	
· A cheque for £100 made payable to 'Middle Temple'. If you subsequently receive an Entrance Exhibition Award you will be refunded after admission.	
· A certified copy of one of the following, namely your birth certificate, passport, identity card, or driving licence.	

If you hold any other degrees, please supply details of these in Schedule MT1 and include certified copies of the certificates with your application.

Please attach this sheet to the front of your application and **ensure that you have completed the above checklist.**

PLEASE NOTE THAT IT IS NOT POSSIBLE TO FULLY PROCESS YOUR APPLICATION WITHOUT EVERY REQUIRED DOCUMENT.

*Please send your completed forms to: Melissa Tucker, Records Officer, Middle Temple Treasury,
Middle Temple Lane, Temple, London, EC4Y 9AT*

*A certified copy must be signed and stamped to certify that it is "a true copy of the original" by an appropriate professional person, e.g. Doctor, Bank, Post Office, University office, High Street Solicitor. **We strongly suggest you send a certified copy.** If you are unable to obtain a certified copy you can send your original certificates which we will copy and return to you. For security and ease of return you may wish to enclose a special/ recorded delivery envelope.



SCHEDULE MT 1

The information provided on these forms including Schedule A will be used for the purpose of considering your application. If successful, after the process is complete, the result will be recorded on your membership record. If unsuccessful, withdrawn or otherwise not pursued, all submitted documentation will be destroyed after three years. Prior to and after Call some of the personal information will be published. Fuller details of the processing carried out by the Inn and your rights in respect of that processing can be found on the website at www.middletemple.org.uk.

PLEASE PRINT IN BLOCK CAPITAL LETTERS

SECTION 1

Title:

Surname:

Forenames:

Date of Birth:

Nationality:

SECTION 2

Permanent Address:

.....

.....

Post Code:

Home Tel No:

Current Address:

.....

.....

Post Code:

Current Tel No:

Mobile:

Enduring Email Address:

Please complete the sections below and include certified copies of your degree certificates

SECTION 3			
UK AND REPUBLIC OF IRELAND QUALIFICATIONS			
Law Degree Qualification			
If you hold, or expect to hold, a law degree conferred by a University in the UK or Republic of Ireland, complete this section:			
University:	Degree:	Class:	Date Awarded (or Expected Date):
Internal ()		External () <i>Please tick</i>	
Other Undergraduate Degree(s)			
If you originally studied a non-law degree, complete this section:			
University:	Degree and Subject:	Class:	Date Awarded:
Internal ()		External () <i>Please tick</i>	
CPE or Graduate Diploma in Law			
If you hold, or expect to hold, a CPE or Graduate Diploma in Law (GDL), please complete this section:			
University:	Degree:	Class:	Date Awarded (or Expected Date):
Internal ()		External () <i>Please tick</i>	
Higher Qualifications:			
If you hold, or are studying for a higher/ non-standard qualification (e.g. MA/ LLM, etc.), please complete this section:			
University:	Degree and Subject:	Class:	Date Awarded (or Expected Date):
Internal ()		External () <i>Please tick</i>	
Certificate of Academic Standing <i>(if applicable)</i>		Number:	Date Issued (or Expected Issue Date):

SECTION 4			
ENGLISH LANGUAGE QUALIFICATION(S)			
Please set out below the GCE, GCSE, British Council or equivalent English Language qualification(s) you hold:			
Examining Body	Level	Grade	Date Awarded (or Expected Date)

SECTION 5			
NON UK AND REPUBLIC OF IRELAND QUALIFICATIONS			
Higher Qualifications			
If you hold or are studying for a higher/ non-standard qualification (e.g. MA/ LLM, etc.), please complete this section :			
Institution	Degree and Subject	Class	Date Awarded (or Expected Date)
Certificate of Academic Standing (if applicable):	Number:	Date Issued (Or Expected Issue Date):	

SECTION 6			
MATURE STUDENTS			
If you are applying as a mature student, please enter details of any qualifications you hold e.g. GCSE, ‘O’ and ‘A’ levels, GNVQs or equivalents, and/ or any memberships of professional bodies and passes in professional examinations.			
Type of Qualification/ Professional Body	Subject	Grade	Year

SECTION 7	
SPECIALLY QUALIFIED APPLICANTS –	
Transferring Solicitors, Qualified Lawyers, Legal Academics, etc. (Please state below)	
Decision Date of the Bar Standards Board:	

SECTION 8	
In which academic session do you wish to enrol for the Bar Professional Training Course? (e.g. 2013/14)	
At which institute do you wish to enrol for the Bar Professional Training Course?	

Date Signature



Middle Temple

The Honourable Society of the
Middle Temple

SCHEDULE A ADMISSION DECLARATION (*Regulation 9*)

To the Masters of the Bench of the Honourable Society of the Middle Temple

I, (full names¹)

of (home address).....

.....

.....

.....

Email:

Tel:

for the purpose of obtaining admission as a member of the Inn do hereby DECLARE AND UNDERTAKE as follows:-

1. My present occupation is
2. (a) I have never been convicted of any criminal offence² nor are there any proceedings pending³ against me anywhere in respect of any criminal offence.
- (b) I have never been convicted of a disciplinary offence by a professional or regulatory body nor are there any disciplinary proceedings pending against me anywhere in respect of any such offence.
- (c) I have never had any bankruptcy order⁴ or directors disqualification order⁵ made against me nor entered into an individual voluntary arrangement with creditors.
- (d) I have not previously been refused admission to or expelled from an Inn.
- (e) I do not suffer from serious incapacity due to mental disorder (within the meaning of the Mental Health Act 1983) nor addiction to alcohol or drugs, nor from any other condition which might impair my fitness to become a practising barrister.⁶

If any of the statements in paragraph 2 above is incorrect in any respect, please delete the statement as appropriate.

¹ Give your name as shown on your passport.

² For this purpose a "criminal offence" means any offence, wherever and whenever committed, under the criminal law of any jurisdiction except (i) an offence for which liability is capable of being discharged by payment of a fixed penalty; and (ii) an offence which has as its main ingredient the unlawful parking of a vehicle. Any conviction which is spent within the meaning of the Rehabilitation of Offenders Act 1974 is nevertheless required to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

³ Proceedings are pending if (i) you are currently charged with, or (ii) you are on bail or in detention or custody (or have failed to surrender to custody) in connection with, any criminal offence.

⁴ A "bankruptcy order" includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

⁵ A "directors disqualification order" includes a disqualification order made by a court, or disqualification undertaking accepted by the Secretary of State, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

⁶ If you are a disabled person within the meaning of the Disability Discrimination Acts 1995 and 2005 and are unable to make this declaration, then on application to the Inn consideration will be given as to whether reasonable adjustments can be made.



SCHEDULE A
ADMISSION DECLARATION (*Regulation 9*)

**The Honourable Society of the
Middle Temple**

3. Except as disclosed below, I am not aware of any matter which might reasonably be thought to call into question my fitness to become a practising barrister.⁷

If you delete any of the statements in paragraph 2 above or there is any other matter which might reasonably be thought to call into question your fitness to become a practising barrister, please give details in the box below – use a continuation sheet if necessary and attach supporting documents. (If giving details of a criminal conviction, please ensure you specify the sentence.)

Please indicate whether the following statement applies to you:

4. I am a disabled person within the meaning of the Disability Discrimination Acts 1995 and 2005 and would like to discuss with the Inn what, if any, reasonable adjustments need to be made to enable me to participate in all aspects of the Inn's activities.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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5. If requested by the Inn, I undertake to apply or to assist the Inn in applying to the Criminal Records Bureau for disclosure about me.
6. I undertake that I will inform the Inn immediately if any statement made in this Declaration ceases to be true before I have been admitted to the Inn and while I am an applicant for admission to the Inn.

⁷ This includes any incident or behaviour which if known to the Inn might cause your application to be considered more carefully. If in doubt, disclose the incident/behaviour. Two examples are given by way of illustration but not as limitations on disclosure:

- a. Receipt of a police caution.
- b. A Court injunction or Anti-Social Behaviour Order restricting your conduct.



SCHEDULE A
ADMISSION DECLARATION (*Regulation 9*)

**The Honourable Society of the
Middle Temple**

7. I undertake that while I am a Student member of the Inn:-
- (a) I will comply with such regulations as are made by the Inn concerning the conduct and discipline of its Students⁸;
 - (b) If and in so far as they apply to me, I will comply with Bar Training Regulations and with the Code of Conduct of the Bar;
 - (c) I will promptly inform the Under Treasurer of the Inn in writing if:
 - (i) there are proceedings pending against me in respect of a criminal offence or I am convicted of a criminal offence; or
 - (ii) there are disciplinary proceedings pending against me or I am convicted of a disciplinary offence by a professional or regulatory body; or
 - (iii) I have a bankruptcy order or director's disqualification order made against me or enter into an individual voluntary arrangement with creditors; or
 - (iv) I am found guilty by the course provider of cheating or other misconduct on a Bar Professional Training Course.
8. I have read and understood the terms of the further Declaration which I will be required to sign before I can be called to the Bar.
9. I will inform the Inn of any change to my name or address.

Dated

Signature

⁸ Copies of the Disciplinary Rules and other regulations of the Inn are available for inspection in the Treasury Office.



SCHEDULE B CERTIFICATE OF CHARACTER (*Regulation 10*)

The personal information provided in this reference will be used by Middle Temple for the purpose of considering the application associated with the reference. Fuller details of the processing carried out by the Inn and your rights in respect of that processing can be found on the website at www.middletemple.org.uk.

I, (name)

(job title)⁹

of (address¹⁰)

.....

.....

Email:

Tel:

certify that I have known (name of applicant).....

of (address of applicant)

.....

for year(s) and that I have had the following opportunities of judging his/her character:

.....

.....

I believe the applicant to be of good character and am not aware of any fact about the applicant which gives me any reason to expect that, if admitted to any of the Inns of Court, he/she will engage in any conduct which is dishonest or which otherwise renders him/her unfit to become a practising barrister.

I do not have a close family or personal relationship with the applicant.

I have read the Admission Declaration signed by the applicant and dated
and believe the information given in it to be true.

Dated (Signature)

⁹ The maker of the certificate must be a professional person or person of standing in the community.

¹⁰ Please give your work address and the name of the organisation (if any) by which you are employed.



SCHEDULE B CERTIFICATE OF CHARACTER (*Regulation 10*)

The personal information provided in this reference will be used by Middle Temple for the purpose of considering the application associated with the reference. Fuller details of the processing carried out by the Inn and your rights in respect of that processing can be found on the website at www.middletemple.org.uk.

I, (name)

(job title)⁹

of (address¹⁰)

.....

.....

Email:

Tel:

certify that I have known (name of applicant).....

of (address of applicant)

.....

for year(s) and that I have had the following opportunities of judging his/her character:

.....

.....

I believe the applicant to be of good character and am not aware of any fact about the applicant which gives me any reason to expect that, if admitted to any of the Inns of Court, he/she will engage in any conduct which is dishonest or which otherwise renders him/her unfit to become a practising barrister.

I do not have a close family or personal relationship with the applicant.

I have read the Admission Declaration signed by the applicant and dated and believe the information given in it to be true.

Dated (Signature)

⁹ The maker of the certificate must be a professional person or person of standing in the community.

¹⁰ Please give your work address and the name of the organisation (if any) by which you are employed.

GUIDANCE NOTE

CERTIFICATES OF CHARACTER

The Bar Training Regulations require the signatories of Certificates of Character to be *professional people or persons of standing in the community*. Examples of a suitable referee are:

- a professional person e.g. teacher, lecturer, personal tutor, lawyer, dentist, engineer, accountant, architect, pharmacist, actuary.
- a permanent established civil servant.
- a cleric of an established religion.
- an MP or Councillor.
- a director or senior manager of a company or business engaged in a respectable business or of a charity.

It is a requirement that the referees should, for a period of at least one year, have had sufficient contact with the applicant to enable them to form a reliable judgment of their character.

The referee must have been in regular contact with the applicant for the last year. Please ensure your referee gives detail of the contact they have had with you in the last year.

The referee must not have a close family or personal relationship with the applicant.

The referee must have read the Admission Declaration submitted by the applicant and must sign to say that he or she has done so.

Please note that the Certificates of Character must be received by the Inn within three months of being written.

EQUALITY AND DIVERSITY MONITORING QUESTIONNAIRE

In line with the Inn's Equal Opportunities Policy and Code, the Inn collects the information below so that the effectiveness of the Policy and Code can be assessed. The ethnic origin categories provided are those suggested by the Equality and Human Rights Commission. This information is used for the purpose of monitoring the effectiveness of and compliance with the Policy and the Code and for research. It may be disclosed to the Bar Council and/ or Bar Standards Board for monitoring and research purposes. There is no obligation to provide this information and failure to provide it will not affect any application. However, information about disability may also be used, where appropriate, to assess the need for the provision of reasonable adjustments for the purposes of addressing such disability.

1. WHAT IS YOUR ETHNIC GROUP?			
Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background			
a) White:	<input type="checkbox"/> British		<input type="checkbox"/> Irish
	<input type="checkbox"/> Any other White background (write details below)		
b) Mixed:	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> Any other mixed background (write details below)		
c) Asian or Asian British:	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Any other Asian background (write details below)		
d) Black or Black British:	<input type="checkbox"/> Caribbean		<input type="checkbox"/> African
	<input type="checkbox"/> Any other black background (write details below)		
e) Chinese or other ethnic group:	<input type="checkbox"/> Chinese		
	<input type="checkbox"/> Any other background (write details below)		
f) Unwilling to supply <input type="checkbox"/>			

2. Please indicate whether you are:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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3. If you consider yourself disabled, please tick this box <input type="checkbox"/>

4. What is your nationality?	
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5. I consent to the supply of this information to the Bar Council/ Bar Standards Board for the purposes described above.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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