CALL TO THE BAR TRINITY TERM 2017

The Middle Temple will offer the following Trinity Term Call ceremonies in 2017;

- **Trinity A Call** 1.00pm, Thursday 27 July
- **Trinity B Call** 6.00pm, Thursday 27 July
- **Trinity C Call** 6.00pm, Thursday 12 October

You will only be eligible for Call in Trinity Term 2017 if you have:

- successfully completed your BPTC program or BTT, and
- completed enough Qualifying Sessions (minimum of 11 QS)
  *(Specially Qualified Applicants with approval from the Bar Standards Board exempted).*

*Please note: the Call in October is a deferred Trinity Call and the above requirements for this Call must be met before the end of the Trinity Term (i.e. by the end of July).*

**Michaelmas Term Call**

There will be one or two Call ceremonies (depending on numbers) on Thursday 23 November 2017. The application form for this date will be released mid-August.

*Please note that you will not be eligible for Call before the Michaelmas Term Call if you have to re-sit any of your exams in 2017.*

Please find attached the *Call Application Form*. I also attach a document entitled *Call Information*.

The following should **all** be returned to the Treasury Office before the stated closing date (please note that **we will not consider your application to be complete until we have received all of these**):

- the Call Declaration (completed correctly)
- the Call Application Cover Sheet
- two acceptable Character References
- payment of the Call Fee (card details provided by phone or in person)
- the Qualifying Session Questionnaire

*The Call form should be printed single-sided (i.e. not back-to-back) on plain white A4 paper* as this document is bound, together with the references, for posterity.

**Call Application Deadlines**

The closing date for applications for all Call to the Bar ceremonies in Trinity Term 2017 is as follows:

**4pm on Friday 26 May 2017**

Please submit **all** required documentation to the Inn before the relevant date above. Failure to do so may result in you not being Called on the requested date.
Call Ceremony Tickets

As space in Hall is limited, we can only guarantee two guest tickets per Callee for the Call Ceremony. There is a chance, however, that some Callees may be able to bring a third guest in July. The October ceremony is usually smaller and extra tickets are more likely. You will have an opportunity to apply for extra guest tickets once you have received confirmation from us that you will be Called. Please note that this will not be until we receive all of the BPTC results from all of the BPTC Institutes which will not likely be earlier than two weeks before Call.

Buffet/Dinner Tickets

You are welcome to buy tickets for the buffet meal after the ceremony for yourself and your guests. It is possible for you to bring more than two guests to the buffet as it will take place in the garden (or indoors if wet). In October there may, depending on numbers, be a sit-down meal instead of a buffet.

Please note: the meal following the Call ceremony can be your 12th Qualifying Session. The Call ceremony alone is not a QS.

Photography

There will be an official photographer available to take photographs on Call Day. For prices and further information or to book a photograph package in advance, please visit their website at www.successphotography.com. Payment for any photography is a matter between you and the photographer and is not done through the Inn.

Call Certificate Frames

Call Certificate Frames at £35 are available to buy from the Treasury Office. We also have a range of merchandise for sale, should you wish to purchase something to commemorate the day.

All matters concerning Call will be dealt with by the Assistant Students’ Officer, Sarah Hankinson, and the Education Services Manager, Sally Yorke.

Please contact the Treasury Office on 020 7427 4800 or at education@middletemple.org.uk if you have any queries.

The papers should be returned to: Call Application
Middle Temple Treasury
Ashley Building
London
EC4Y 9BT
CALL TO THE BAR TRINITY TERM 2017

Please find enclosed my Call papers.

I am applying to be Called on (please tick):

(   ) Thursday 27 July (Trinity A) 1.00pm
(   ) Thursday 27 July (Trinity B) 6.00pm
(   ) Thursday 12 October (Trinity C) 6.00pm

Payment of the Call Fee (£125)

The preferred payment method is by debit card or credit card.
DO NOT provide card details with your application if you are posting it – please phone the office to provide your card details once you have submitted your application. [If you cannot pay by card, please contact Sally Yorke on s.yorke@middletemple.org.uk to discuss alternative options]

I understand that:

• I may not be able to be allocated more than two guest tickets for the ceremony.
• I may not be able to be allocated more than two guest tickets for the meal after Call.
• I will have to purchase tickets for the meal from the Treasury Office, should I wish to attend, when instructed to do so.
• I will have to book tickets for the Ceremony from the Treasury Office when instructed to do so.
• I will receive, by email, confirmation of the Call ceremony and administrative details regarding the Call day in due course.
• I will not receive confirmation of my place until all outstanding Qualifying Sessions have been booked.
• If I have not received such confirmation by the 14 July (for Trinity A & B Call) or 29 September (for the Trinity C Call) I will contact the Treasury Office.

Name: (Sign) Membership number:

(Print) Date: Contact Telephone number:
Middle Temple Students of all BPTC Institutions, and Specially Qualified Applicants who have been admitted to Middle Temple, will be eligible to apply for Call.

Members wishing to be Called to the Bar in Trinity Term 2017 are required to submit their completed application form, references and call fee to the Treasury Office on or before Friday 26 May 2017.

**Character References:** Two letters of recommendation addressed to the Masters of the Bench must accompany your application. These should be completed by appropriate professional people who have known you for at least one year, had regular contact with you in the last year and are not related to you.

**Please note:** we will accept references from BPTC tutors who have known you for the academic year, rather than a full calendar year.

**The referee must indicate:**
- the period of time they have known you for
- the capacity in which they know you
- how they came to know you
- that they are still in regular contact with you.
- they must also confirm that you are a fit and proper person to be Called to the Bar.

References must be on **professional headed notepaper, dated and signed with an original signature** (not scanned/photocopied or signed on the writer’s behalf).

**Call Fee:**
*The preferred payment method is by debit card or credit card.*
DO NOT provide card details with your application if you are posting it – please phone the office to provide your card details once you have submitted your application. Those students who were awarded an Entrance Exhibition (Harmsworth or Blackstone) are not required to pay the Call fee. [If you cannot pay by card, please contact Sally Yorke on s.yorke@middletemple.org.uk to discuss alternative options]

**Qualifying Sessions (QS):** Please note that you will only be eligible for Call if you have completed enough Qualifying Sessions (minimum of 11 QS). The optional meal after the Call ceremony can count as your 12th QS. If you are applying for Call in July or October, you can hand in your application form before you have completed all of your QS, however, **these must be booked in advance**.

**Trinity A Call Ceremony, 1.00pm:** Candidates are asked to assemble at Middle Temple Hall on Call Day at 12.00pm. Guests must be in Hall no later than 12.50pm.

**Trinity B and Trinity C Call Ceremony, 6.00pm:** Candidates are asked to assemble at Middle Temple Hall on Call Day at 5.00pm. Guests must be in Hall no later than 5.50pm.

**Call in Absentia:** In exceptional circumstances, permission from the Masters of the Bench may be sought if any student wishes to be Called in Absentia. This must be a formal written request outlining the reason why you cannot be Called in person. Please contact us if you think you may need to be Called in Absentia.

**Dress code for Callees:** You must attend the Call ceremony in court dress, e.g. wig, gown and bands (these can be hired for the day from Ede & Ravenscroft)
- a plain black (or very dark grey) suit (double-breasted or three piece suit for men)
- a white wing-collared shirt (a collaret is acceptable for women)
- formal, black shoes. When choosing your footwear, do bear in mind that you will be standing for the length of the ceremony. Sandals are not appropriate.
- Your hair tied back if it is below shoulder length

**For your attention:** Please note that the request for disclosure of spent convictions is made by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
SCHEDULE D - CALL DECLARATION (Regulation 92)

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

I, (full names) ………………………………………………………………………………………….……..

of (address) ………………………………………………………………………………………..……..

…………………………………………………………………………………………………………………..

Email: ……………………………………………………………………………………………………….

Tel: …………………………………………………………………………………………………………..

for the purpose of being Called to the Bar do hereby declare and undertake as follows:

1. I confirm that the declaration which I made for the purpose of obtaining admission to this Inn was true in every respect when I made it.

2. Since I made that admission declaration:

   (a) I have not been convicted of any criminal offence¹ (nor been the subject of any pending proceedings² for such an offence);

   (b) I have not been convicted of a disciplinary offence by a professional or regulatory body (nor been the subject of any pending proceedings for such an offence);

   (c) I have not been the subject of any bankruptcy order³, debt relief order⁴, or directors disqualification order⁵ bankruptcy restrictions order⁶ or debt relief restrictions order⁷ nor have I entered into an individual voluntary arrangement with creditors;

3. 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.⁸

If any of the statements in paragraphs 1 to 3 above is incorrect in any respect, please delete the statement as appropriate.

¹ 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. All convictions which are not spent within the meaning of the Rehabilitation of Offenders Act 1974 must be declared. Further all convictions required to be disclosed by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 must be declared, even if spent. Further information on this can be found here: https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/bar-professional-training-course/how-to-apply-for-the-bptc/joining-an-inn/

² 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.

³ 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.

⁴ For this purpose, a “debt relief order” includes a debt relief 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 For this purpose a “bankruptcy restrictions order” includes a disqualification order made by a court or a bankruptcy restrictions undertaking accepted pursuant to the Insolvency Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

⁷ For this purpose a “debt relief restrictions order” includes a debt relief restrictions order made by a court or a debt relief restrictions undertaking made or given in any jurisdiction in the world.

⁸ If you are a disabled person within the meaning of the Equality Act 2010 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.
4. Except as disclosed below, I am not aware of any circumstance which has occurred while I have been a Student member of the Inn which might reasonably be thought to call into question my fitness to become a practising barrister.9

If you delete any of the statements in paragraphs 1 to 3 above or there is any other circumstance has occurred while you have been a Student 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.)

5. If called to the Bar I will, unless otherwise authorised, attend ............ Qualifying Sessions within a period of .... months immediately following my call.10

6. So long as I remain a barrister, I will comply with the Code of Conduct of the Bar of England and Wales.

7. I understand that if this declaration is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute professional misconduct.

Dated ..................................  Signature ..........................................

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9 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.

10 This paragraph should be deleted unless you are required to attend any Qualifying Sessions after call.
Personal Information

Name in Full: ____________________________________________________________

Date of Birth: __________________________________________________________

Membership No: _________________________________________________________

BPTC Institution: ________________________________________________________

GDL/ CPE (if applicable): _________________________________________________
(e.g. City Law School – GDL)

Degree(s) Held:  

<table>
<thead>
<tr>
<th>University</th>
<th>Degree (e.g. LLB Hons)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Middle Temple Scholarship  
(if applicable): _________________________________________________

Correspondence Address: ______________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Address on Call Certificate if different from that above:  
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Email Address: ________________________________________________________

Please note that we will be sending important information regarding  
Call to this email address including the confirmation of your place.  
Please ensure that this is an enduring address and that it is regularly  
checked.

Date or intended date of passing the BPTC: ________________________________
Data Protection

The Honourable Society of the Middle Temple (the Inn) processes and stores personal information in accordance with the Data Protection Act 1998 and the Inn’s Data Protection Policy.

The Inn stores and uses your data to administer your membership, for the processing of financial transactions and maintaining accounts, for the management of enquiries and complaints and to produce summary information for statistical, regulatory and audit purposes. We may, with your permission, use your data to inform you about developments within or pertaining to the profession, inform you about and manage your involvement with services and events, including educational and membership services and events, inform you about premises to let and services that might be offered to manage the estate, and to manage your involvement with any committees you might join. The information that the Inn holds is mainly provided by yourself, but may also be collected from other sources such as references or information already in the public domain. The information is held securely and is only accessed by Inn staff with appropriate permissions. Your data is kept and used for the duration of your membership and some information may be kept permanently by the Inn for historical purposes.

You have a right to change or access your information at any time. **It is your responsibility** to notify the Inn of any changes to your personal details so that the information that we hold on you is accurate and kept up to date.

**Third Parties**
Your information will not be distributed to Third Parties unless it is anonymised, you give us explicit consent to do so, we are required to do so under a statutory or legal obligation, or are permitted to do so by the Data Protection Act. There are a small number of reasons where we may need to share some of your information with Third Parties for processes essential to managing your membership. In order to manage admission and scholarship applications, disciplinary proceedings, and Call to the Bar, we will need to share some of your basic information with the General Council of the Bar (also known as the Bar Council) and the other Inns of Court. For example, we will need to share your name and which Inn you have applied to/are a member of should your application for admission be unsuccessful or if you are found guilty of misconduct that results in your expulsion from the Middle Temple. This is to comply with Bar Standards Board regulation (Section B2, Rule rQ11). We will also provide the Bar Council with some equality information, if provided, for statutory purposes.

**Photographs at events**
Please also be aware that occasionally we may take photographs of members at our events. These may be used for promotional purposes by the Inn, including in printed publications, on our website, and on our social media accounts promoting the Inn. To comply with the Data Protection Act 1998, we need your permission before we can photograph you. If you would not like to be photographed at events please contact the Data Protection Officer, using the contact details on our website below, so that we can add this information to your member record. You will be given further opportunities to opt out of being photographed when you book an event and also during events.

If you want to view the Inn’s Data Protection Policy, have any queries or want to see the personal data the Inn holds on you by making a Subject Access Request, please visit the Data Protection page on our website for information [http://www.middletemple.org.uk/about-us/data-protection](http://www.middletemple.org.uk/about-us/data-protection)

☐ **Please tick to acknowledge that you have read the above information and understand how the Inn will process and store your personal information.**

Name: ___________________________ Date: ______________

Signature: ___________________________
Member Communication Preferences

The Inn would like to make sure that it holds up to date communication preferences for all of its members in order to comply with the Data Protection Act 1998. If you have not recently completed this information via our website, or if your preferences have changed, please indicate below which types of information you would like to receive from the Inn. This may be by email, post or telephone.

You have the option to opt-out of any communication you sign up for at any time by contacting the Inn or by clicking opt-out links at the bottom of emails you receive. When our new online membership system is introduced later this year you will be able to manage your communication preferences through this.

Events, news and getting involved with the Inn

☐ I consent to receiving information on events, news and getting involved with the Inn

Communications, such as eNewsletters, about the Inn’s events (e.g. the garden party, guest lectures, seminars, CPD training sessions); news and updates about the Inn and other areas relevant to qualifying and to the profession; how to get involved with the Inn (e.g. helping with interviews, providing training, joining committees).

Weekly lunch times

☐ I consent to receiving emails of the weekly lunch times with information about menus in Hall

The Inn’s publications

☐ I consent to receiving the Inn’s publications

Including the annual Middle Templar magazine with information about the Inn, its members, events and articles on subjects of interest; and the Members’ Guide which provides an overview of the services and facilities available to members.

Scholarship Fund Appeal and Fundraising

☐ I consent to receiving information relating to the Scholarship Fund Appeal and fundraising

Communications including information about the Scholarship Fund and about how to donate to it.

The Middle Temple Scholarship Fund helps to ensure that funds are available to support those who are talented enough to succeed at the bar are not deterred by the financial cost. All funds raised will be used for scholarships as well as contributing to an Endowment Fund.

Estates communications

☐ I consent to receiving information regarding premises to let and other services that may be offered by Middle Temple to manage the Estate

This may include residential, professional and commercial space including cellars, together with car, motorcycle and bicycle parking facilities. From time to time we may also provide information to assist tenants with selection of approved contractors and consultants.

Third party events and offers

☐ I consent to receiving information about events and offers from third parties which are relevant to the profession

For example Bar Council International events, events at the other Inns of Court, SBA and Bar related events, invitations to art fairs, events at Temple Church.

Name: ___________________________ Date: __________________

Signature: __________________________________________
Student Questionnaire on Qualifying Sessions

Before being Called to the Bar, students must attend twelve qualifying sessions (QS). These sessions must be completed within the five years up to and including Call night. It is the responsibility of each Inn to ensure firstly that sufficient qualifying sessions are provided, and secondly that each QS includes an educational and collegiate element. QS Programmes will vary from Inn to Inn.

This questionnaire is designed to assist the Inn in judging how successful the qualifying sessions have been. Constructive criticism of the sessions is welcome: in fact, it is encouraged. Please think through your answers carefully, as they will assist the Inn in improving qualifying sessions in future years.

Please circle each response with a mark out of 5. If the question does not apply to you, please put ‘N/A’.

Part I

The Qualifying Session System

1. How easy did you find it to understand the qualification requirements of the QS system?  
   1 2 3 4 5  
   very hard  very easy

2. Is the information on what is on offer clear and satisfactory?  
   1 2 3 4 5  
   very unclear  very clear

3. How satisfactory is the method of booking dining tickets?  
   1 2 3 4 5  
   unsatisfactory  very good

4. Is there enough flexibility for booking QS events?  
   1 2 3 4 5  
   no flexibility  very flexible

5. Did your BPTC Provider help you to attend events by providing transport/financial assistance?  
   1 2 3 4 5  
   no assistance  very helpful

   Please name your Provider.

6. Is the overall structure and timing of the programme convenient?  
   1 2 3 4 5  
   inconvenient  convenient
7. Would you have preferred terms of different lengths? Would you have preferred the terms to be at different times? And/or would you have preferred more events outside term (if so, when)?

8. Are there any other events that you think should count as a QS?
Part II
Qualifying Sessions offered by the Middle Temple

Each qualifying session includes an educational and collegiate element – the balance between the two may vary significantly. You are asked below to indicate your general satisfaction with the relevant QS and indicate your assessment as to its educational and collegiate content.

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>QS points</th>
<th>Number of times attended</th>
<th>How do you rate the event as a whole? (out of 5)</th>
<th>How do you rate the educational value of the QS? (out of 5)</th>
<th>How do you rate the collegiate value of the QS? (out of 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Session (for London Students)</td>
<td>1</td>
<td></td>
<td>1 2 3 4 5 worst 2 3 4 5 best</td>
<td>1 2 3 4 5 worst 2 3 4 5 best</td>
<td>1 2 3 4 5 worst 2 3 4 5 best</td>
</tr>
<tr>
<td>Introductory Weekend (for out of London Students)</td>
<td>3</td>
<td></td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Education Day (for out of London Students)</td>
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<td>1 2 3 4 5</td>
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<td>Music Night</td>
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<tr>
<td>Mooting Final/Semi-Finals</td>
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<td>Grand Day</td>
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<tr>
<td>Cumberland Lodge Weekend</td>
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<td>Other (please specify)</td>
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