

CALL TO THE BAR 2018

The Middle Temple will offer the following Call ceremonies in 2018:

Trinity A Call * 18:00, Wednesday 25 July
Trinity B Call 13:00, Thursday 26 July
Trinity C Call 18:00, Thursday 26 July
Trinity D Call 18:00, Thursday 11 October
Michaelmas A Call * 18:00, Wednesday 21 November
Michaelmas B Call 13:00, Thursday 22 November
Michaelmas C Call 18:00, Thursday 22 November

The closing date for applications for the <u>Trinity Calls</u> is: 16:00 on Friday 25 May 2018
The closing date for applications for the <u>Michaelmas Calls</u> is: 16:00 on Friday 24 August 2018

Please submit <u>all</u> 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.

Please read the following information carefully

1. Eligibility for Call

- 1.1. You are eligible to be Called if you have:
 - successfully completed the BPTC or BTT; and
 - completed a minimum of 11 Qualifying Sessions (if you plan to attend the reception after the ceremony as your 12th QS) or 12 QS (if you do not plan to stay for the reception).
 N.B. This does not apply to Specially Qualified Applicants.

Please note;

- 1.2 You <u>can</u> apply for Call before receiving your BPTC or BTT results (this will be the case for the majority of BPTC students).
- 1.3 You <u>can</u> apply for Call before completing all the required QS, however any outstanding QS must be booked in advance and you must attend them before the Call day.
- 1.4 You will not be eligible for Call before the Michaelmas Term if you have to re-sit any of your exams in 2018.
- 1.5 The Call in October is a deferred Trinity Call and all requirements for this Call <u>must</u> be met before the end of the Trinity Term (i.e. by the end of July). This includes attendance at the requisite number of Qualifying Sessions.
- 1.6 Where there are two ceremonies on the same date we ask you to indicate your preference for one time. We cannot, however, guarantee that everybody will be offered a place at their preferred time of day those who apply earlier will be given priority.

2. Publication of Call lists

Please note that the names of all the students who are Called to the Bar (Callees) will be published in the Times, the Telegraph and the Independent newspapers after the date of Call (the actual date of publication varies depending on availability of space in the newspapers).

^{*} Due to an increase in student admissions in 2017/18, we are anticipating that the number being Called in 2018 may be higher than usual. To accommodate this, we have scheduled two additional Call ceremonies, as indicated with an asterisk.

3. Completing the Call Application

- 3.1 The following should <u>all</u> be returned to the Treasury Office before the stated closing date (we will not consider your application to be complete until we have received all of these):
 - the completed Call Application Cover Sheet
 - the Call Declaration (completed correctly)
 - the Personal Information form (completed correctly)
 - two acceptable Character References
- 3.2 **N.B.** The Call form should be printed **SINGLE-SIDED** (i.e. not back-to-back) on plain white **A4 paper** as the Call declarations are bound, together with the references, for posterity.

Call Declaration

- 3.3 You must write your **full** name (including any middle names) on your Call declaration form. You will be Called using your full name and this will be printed on your Call certificate.
- 3.4 If due to cultural convention you would like your name to appear in a different order from <u>first name~middle names~surname</u> please complete your form using your preferred format.

Character References

- 3.5 Two letters of recommendation addressed to "the Masters of the Bench" are required.
- 3.6 These should be written 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.
- 3.7 **Please note:** we will accept references from BPTC tutors who have known you during the academic year that you have been on the course, rather than a full calendar year.
- 3.8 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". This exact phrase should be included within their letter.
- 3.9 References must be on **professional headed notepaper**, **dated and signed with an original** 'wet' signature (not scanned/ photocopied or signed on the writer's behalf).

Call Fee (£125)

3.10 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]

Call in Absentia

3.11 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.

4. Information about Call Day

Call Ceremony

4.1 The Ceremonies either commence at 13:00 or 18:00, however students being Called (Callees) must register at Middle Temple Hall on Call Day at **12:00** or **17:00**, respectively. Guests must be seated in Hall no later than 12:50 or 17:50 respectively.

4.2 Due to space in Hall and fire regulations, we can usually only guarantee two guest tickets per Callee for the Call Ceremony. 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 we may not be able to allocate any spare tickets until the week before Call.

Call Reception

- 4.3 You are welcome to buy tickets for the reception after the ceremony for yourself and your guests. Bowl food, wine and soft drinks are included in the ticket. Our private Champagne Bar will also be open for ticket-holders who would like to purchase some bubbles. As with the ceremony, you are limited to two guests per Callee, but you can request additional tickets and if they are available we will let you know in the week before Call.
- 4.4 Please note: the reception following the Call ceremony can be your 12th Qualifying Session. The Call ceremony alone is <u>not</u> a QS.

Dress code for Callees

- 4.5 You must attend the Call ceremony in court dress, i.e. wig, gown and bands
- 4.6 Wig and gown hire

The wig, gown and bands can be hired for the day from Ede & Ravenscroft. Bookings can be made at https://www.gownhire.co.uk

<u>July & November Calls</u> – collection and return of hire items will be based at Middle Temple <u>October Call</u> – collection and return of hire items will be via the E&R shop on Chancery Lane, as arranged directly with the shop.

- 4.7 In addition to the wig, gown and bands, Callees should wear;
 - ❖ 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) google for pictures if you're unsure what either of these are!
 - 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

Dress Code of Guests

4.8 The dress code for guests is day suit or lounge suit. This means suit and tie for men (either regular suit or blazer with smart trousers) and smart dress/trousers for ladies. They are not obligated to wear dark colours, colours are fine.

Photography

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

Call Certificate Frames and Middle Temple merchandise

- 4.10 Middle Temple Call certificate frames are available to buy from the Treasury Office for £35.
- 4.11 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 education@middletemple.org.uk or 020 7427 4800 (menu option 1) if you have any queries.

Applications should be submitted to: Call Application, Middle Temple Treasury, Ashley

Building, London, EC4Y 9BT



CALL TO THE BAR 2018

Please find enclosed my Call papers.

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

[]	Trinity A Call	18:00, Wednesday 25 July
[]	Trinity B Call	13:00, Thursday 26 July
[]	Trinity C Call	18:00, Thursday 26 July
[]	Trinity D Call	18:00, Thursday 11 October
[]	Michaelmas A Call	18:00, Wednesday 21 November
[]	Michaelmas B Call	13:00, Thursday 22 November
[]	Michaelmas C Call	18:00, Thursday 22 November

I understand that:

- I am guaranteed two guest tickets for the ceremony. I will have to book these (and make requests for any additional tickets) when instructed to do so
- I am permitted to purchase my ticket plus two guest tickets for the reception after the ceremony. I will have to purchase tickets for the reception, should I wish to attend, (and make requests for any additional tickets) 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 2 weeks prior to the Call day I will contact the Treasury Office.

Name: (Print)			
Signature:			
Date:			
Membership nur	mber:		
Contact Telephone number:			
Contact Email address:			

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.



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

For Office	Use	Onl	y:
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A:

QS:

SCHEDULE D - CALL DECLARATION (Regulation 92)

l, (full	names)
of (add	lress)
	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 order⁷nor 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

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/

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.

⁴ 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.

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.

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

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.
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Da	tedSignature

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.

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:	University	Degree (e.g. LLB Hons)
Middle Temple Scholarship (if applicable):		
Correspondence Address:		
Email Address:	this email address including the co	important information regarding Call to onfirmation of your place. Please ensure address and that it is regularly checked.
Contact Phone Number:		
Date or intended date of passing the BPTC or BTT:		



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.

By submitting your application for membership of the Inn, you are agreeing to the Inn storing and using 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 educational and membership services and events, 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 will be held securely and will only be accessed by Inn staff with appropriate permissions. By submitting this application you are agreeing to this data being kept and used for the duration of your membership and that some of that information may be kept permanently by the Inn for historical purposes.

You have a right to change or access your information at any time. <u>It is your responsibility</u> 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				
☐ Please tick to acknowledge that you have read the ab Inn will process and store your personal information.	ove information and understand how the			
Name:	Membership Number:			
Signature:	Date:			



Name:	Membership Number:
Signature:	Date:

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. 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	Email	Post	Telephone	SMS
Information about events held at the Inn (e.g. the garden party, guest lectures, seminars, music nights and CPD training sessions).				
Information about the Inn's events held on your Circuit(s).				
News and updates about the Inn and the profession; and occasional requests for member feedback about how the Inn serves its members.				
Additional news and updates relevant to your Circuit(s).				
Information on how to get involved with the Inn, e.g. helping with interviews, providing training, joining committees.				
The Middle Templar			Email	Post
The Middle Templar magazine, with information about the Inn, its r events and articles on subjects of interest.	nemb	ers,		
Estates communications			Email	Post
Information regarding premises to let. This may include residential, pro and commercial space including cellars, together with car, motorcycle ar parking facilities.				
Weekly Lunch Times				Email

preferences through this.		
Scholarship Fund Appeal and Fundraising ts od	Telephone	SMS
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.		
Third party events and offers relevant to the profession		Email
Information about Temple Church, including events at the Church.		
Information about other Bar-related events, including events and training at the other Inns of Court, Bar Council and Bar Council International events and Specialist Bar Association events.		
Events and offers by other third parties who we deem to be relevant to the profession a of interest, including invitations to art fairs.	nd	
Middle Temple Young Barristers' Association (MTYBA)		Email
All members who have been Called to the Bar automatically become members of MTYE until 7 years post-pupillage. If you would like to receive emails about their events a available grants please opt-in here.		
Please note, by ticking this box your contact details will be passed to MTYBA so that th can contact you directly. If you choose to opt out of MTYBA communications at any tir please be aware that there may be a short delay in notifying MTYBA of this.		



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.

The Qualifying Session System

Part I

1. How easy did you fi	nd it to understand the	he qualifi	ication 1	require	ments o	f the QS system?
		1	2	3	4	5
		very	hard			very easy
2. Is the information of	what is on offer cle	ar and sa	atisfacto	ory?		
		1	2	3	4	5
		very	unclea	r		very clear
3. How satisfactory is	he method of booking	ng dining	tickets	?		
		1	2	3	4	5
		unsa	tisfacto	ry		very good
4. Is there enough flex	bility for booking Q	S events	?			
		1	2	3	4	5
		no fl	lexibilit	y		very flexible
5. Did your BPTC Pro assistance?	vider help you to atte	end event	ts by pro	oviding	transpo	ort/financial
		1	2	3	4	5
		no as	ssistanc	e		very helpful
Please name your Pr	ovider.					
6. Is the overall structu	re and timing of the	program	me con	venient	?	
	_	1	2	3	4	5
		inco	nvenien	ıt		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.

Type of Event	QS points	Number of times attended	How do you rate the event as a whole? (out of 5)					How do you rate the educational value of the QS? (out of 5)					How do you rate the collegiate value of the QS? (out of 5)				
Introduction Session (for London Students)	1		1 wo	2 orst	3	4 b	5 est	1 wo	2 rst	3	4	5 best	1 wo	2 orst	3	4	5 best
Introductory Weekend (for out of London Students)	3		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Education Day (for out of London Students)	2		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Ordinary Dining	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
All Inn Dining	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Private Guest Night	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Music Night	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Mooting Final/ Semi-Finals	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Reader's Feast	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Sunday Lunch	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Guest Lecture	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Grand Day	1		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Cumberland Lodge Weekend	3		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Other (please specify)			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Other (please specify)			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Other (please specify)			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Other (please specify)			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5