



Student Handbook

2019/20

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This handbook is designed to give you a guide to the role the Inn will play during your time on the BPTC and beyond. The Inn's website is also a good source of information and the Inn's staff are always happy to answer any queries you might have.

Reception & Education Department

The Inn's Reception and the Education Department is located in the Treasury Office. The Treasury Office is situated in the North West corner of Lincoln's Inn, beneath the Great Hall. It is open Monday to Friday from 9.00am – 5.00pm.

The Department is led by Faye Appleton (Director of Education). The key people you will come into contact with during your BPTC year are:

Charlie Taylor, Pre-Call Manager

Charlie.Taylor@lincolnsinn.org.uk

- Pre-Call Activities & Training

Clara Shepherd, Students Manager

Clara.Shepherd@lincolnsinn.org.uk

- Student Representation & Training

Alice Thompson, Students Assistant

Alice.Thompson@lincolnsinn.org.uk

- Student Activities
- Advocacy & Ethics Qualifying Sessions

Rani Batra, Education Services Manager

Rani.Batra@lincolnsinn.org.uk

- Qualifying Session Bookings
- Lecture & Domus Qualifying Sessions

June Gascoine, Registrar

June.Gascoine@lincolnsinn.org.uk

- Call to the Bar
- Mentoring Scheme
- Student Records

The Inn

The Inns of Court have played a fundamental role in preparing students for Call to the Bar and their progress to professional competence as barristers for many centuries. With that role at its heart, Lincoln's Inn is nonetheless a very diverse organisation: a collegiate and educational institution, a membership organisation, a professional body, a landlord, a custodian of historic buildings, a banqueting venue and a tourist attraction.

As student members you are at the start of a lifelong relationship with the Inn and we very much hope that you will find it a useful and productive one. There are two further levels of membership of the Inn, members of Hall (those post-Call) and Benchers (or more formally Masters of the Bench). The Benchers form the governing body of the Inn. The most senior member of the Inn is the Treasurer, a Bencher elected to serve in this role for one calendar year. The Treasurer for 2019 is The Rt Hon Lord Justice McCombe and the Treasurer for 2020 will be The Rt Hon Lord Justice David Richards.

In this section you will find information about the Inn and its facilities before moving on to details about the events and activities open to you during your BPTC.

Great Hall

Lunch is served in the Great Hall, from 12.30 - 2.15 pm, Monday to Friday. There are a variety of dishes on the menu covering a range of budgets and dietary needs. If you have a specific allergy or religious requirement please speak to one of the waiting staff who will be happy to advise of the best option. The prices shown include bread and butter and coffee.

Respectable casual clothes may be worn but those who are casually dressed must sit at the casual table provided. Please note shorts, t-shirts, sleeveless vests or torn or patched jeans are not permitted. Headgear is permitted only for medical or religious reasons.

The use of mobiles, tablets and other electronic devices are not permitted during lunch or dinner in Hall.

Smoking is not permitted in the buildings within Lincoln's Inn or in the doorways to its buildings. There are designated smoking areas in the Inn. Please check with the Inn's staff.

Dining and other social activities

Dining has always been and remains an important element of the social and collegiate life of the Inn. While dining on its own is no longer part of the formal qualification for Call to the Bar, the Inn still offers several opportunities for members to dine in the Hall throughout the year, as well as other social activities. These include Grand Day, Guest Nights, Sunday Luncheon, the Family Day and the Garden Party. Some social events are only open to Benchers / barristers, but the majority are also open to student members. Details are advertised on the "what's on" section of the website and in the members' newsletter.

In addition, the Inn's Students' Association arranges several social activities each year specifically for students. There are also two types of qualifying sessions that include a dining element, namely Lecture & Domus Dinners and Debate Dinners.

Bookings

All qualifying sessions are booked through the Education Department, further details on Page 15. The method for booking for dinners and other social events will be advertised but is usually via the Member Events team. They can be contacted at memberevents@lincolnsinn.org.uk or on 020 7693 5138.

Dining Customs

Please note the following customs:

- Benchers, barristers and students dine separately on Ordinary Dining Nights (including Debate Dinners) but together on Domus Nights.
- On Ordinary Dining Nights, Barristers and students stand while the Benchers enter and leave the Hall, and it is customary for each Bencher to

bow as they enter and leave the Hall. All members are expected to bow in reply.

- When diners are seated in groups or ‘messes’ of four the person nearest the top of the table on the right-hand side of each mess is the Captain. The Captain serves themselves first and then passes the food anti-clockwise. The Junior, who sits beside the Captain, serves themselves last.
- The memorial mess is a group of four places at the head of the Bar table which is set aside in memory of those who died in both World Wars. No one sits in it or borrows cutlery or crockery from it.
- On occasions when the Loyal Toast (the toast to the Queen) is proposed in Hall it is by tradition proposed and drunk seated. This privilege has been enjoyed by the Inn since the days of Charles II.
- It is customary and polite for conversations to be carried out in a language which is understood by all members of the mess.
- Those who do not wish to be served alcohol during dinner should turn over one of their glasses. This will indicate to the waiting staff that they do not wish to be offered or served any alcohol during the meal.
- Students will not be seated at the Bar Table unless by special invitation.
- As mentioned earlier, the use of mobiles during dinner is strictly prohibited and students may not leave the Hall to use their mobile during dinner.
- The Captain of each mess is under an obligation to see that the customs are observed by the members of the mess.
- Students may not leave Hall during an event except by permission of the Treasurer, the request to be conveyed by the Butler.

Drinks before and after dinner

Certain dinners will include a drinks reception prior to dinner. The Members’ Common Room (MCR) is also open before and after dinner for the purchase of drinks.

Members' Common Room (MCR)

The Members' Common Room is a licensed bar and restaurant open to members of all the Inns.

The MCR is open from 10.30 am to 10.30 pm, Monday to Friday.

For reservations please email mcr-reservations@lincolnsinn.org.uk or call 020 7693 5139.

Chapel

"... never send to know for whom the bell tolls; it tolls for thee."

The Chapel bell, which tolls whenever a Bencher dies, has been immortalized in the words of John Donne, the seventeenth century poet and priest who was **Preacher** of Lincoln's Inn before he became Dean of St Paul's.

The Chapel has had an historic role in the life of the Inn. The present building was consecrated on Ascension Day 1623, and there are services at 11.30 am on every Sunday during the legal terms. These usually take the form of a traditional Anglican service of Morning Prayer according to the Book of Common Prayer, but the Eucharist is celebrated several times a term, and there are other special seasonal occasions, including the Warburton Lecture by a distinguished theologian and the Wigs and Mitres Sermon, when the preacher is entitled to wear a wig or a mitre. The Chapel is a popular choice amongst members of the Inn for weddings, baptisms and memorial services.

A fine new organ was installed by Kenneth Tickell in 2009 and there is an excellent choir. On certain Wednesdays in term there is a short Bible Study in the Chapel from 1.05 pm to 1.35 pm and all are welcome.

As a place of Christian worship within an Inn whose members are of all faiths and none, we want to encourage dialogue and better understanding between those from different religious backgrounds.

The Preacher, The Venerable Sheila Watson, is available for discussion and any kind of help and may be contacted through the Treasury Office.

Library

Tel: **020 7242 4371**

Email: library@lincolnsinn.org.uk

Catalogue: www.lincolnsinnlibrary.org.uk

Facebook: [/lincolnsinnlibrary](https://www.facebook.com/lincolnsinnlibrary)

Instagram: [@lincolns_inn_library](https://www.instagram.com/lincolns_inn_library)

Twitter: [@LILibrary](https://twitter.com/LILibrary)

Opening Hours

Normal opening hours are Monday to Friday 9.00 am to 8.00 pm. From August to mid-September the opening hours are Monday to Friday 9.30 am to 6.00 pm. It is occasionally necessary to close early for special functions. Advance notice will be given of these closures. One Inn library is open on Saturdays from 10.00 am to 5.00 pm during term on a weekly rota. Pocket calendars are available from the Library and a recorded message is left on the Library telephone on Friday evenings advising which library will be open. The Saturday rota and details of any other closures are advertised on the Library pages of the Inn's website.

Enquiry Service

The Library has a team of professional librarians who can provide you with guidance on research sources and strategies. Speak to staff on the Enquiry Desk in person or by telephone or email them if you need any help.

Finding Books

Reference copies of heavily used textbooks for use in the Library are kept at the Enquiry Desk. Just ask by author and write your name on the card. A Quick Reference Guide in folders distributed around the Library gives locations of law reports and periodicals. There is a full computer catalogue, which is also available via the Library pages of the Inn's website.

Borrowing

One reference copy of a student textbook kept behind the enquiry desk may be borrowed overnight. No other books may be borrowed.

Student Training

The Library offers legal research training sessions for students. These sessions provide an introduction to the Library plus tips about good general research techniques, the benefits and best use of secondary sources, and specific guidance through primary case law and legislation. These are Qualifying Sessions and bookings can be made through the Education department's online booking system.

Should you require training on a particular database or research topic please contact the Library's Enquiry Desk and the staff will organise this for you. We can offer this training within the Library or remotely using our new GoToMeeting software.

IT Facilities

Internet access for both personal use and legal research is provided on the main PCs in the centre of the Library. There is also Wi-Fi in the Library if you wish to access the internet from your own device. There are four PCs in the Upper Gallery North with Word, printer and internet facilities. Sessions of up to 1.5 hours can be booked at the desk.

Security

Please carry your Lincoln's Inn Membership Card with you at all times when within the Inn. Do not leave belongings unattended.

Accessibility

Many of the Inn's buildings, including the Great Hall, the Old Hall and the Chapel, have been adapted to accommodate wheelchairs, but it has not been possible to adapt all of the Inn's historic buildings. Up-to-date information is available on our website but if you have any queries please contact Reception or the Gatehouse.

Equality and Diversity

It is the policy of Lincoln's Inn not to discriminate in the exercise of its functions against any person on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation i.e. 'the protected characteristics'.

This policy applies to the performance of the Inn's functions by their officers and their staff.

The full policy can be found under the About Us section on our website.

Any complaint or criticism as a result of discrimination or bias for any reason should be referred to the Under Treasurer in writing.

Data Protection

The Honourable Society of Lincoln's Inn (Lincoln's Inn) regards the lawful and correct processing of personal and sensitive data as an integral part of its purpose. Lincoln's Inn believes this is vital for maintaining the confidence of members, volunteers, employees and other stakeholders about whom we process data, and ourselves.

The Inn's Data Protection Policy is available under the "Policies" section on the home page of our website.

The Policy explains how Lincoln's Inn meets its legal obligations concerning confidentiality and data security standards. The requirements within the policy are primarily based upon the EU General Data Protection Regulation (EU GDPR), which is the key piece of legislation covering data security and confidentiality of personal and sensitive personal data in the European Union.

Qualifying Sessions

Students are required to attend 12 qualifying sessions before being Called to the Bar, during a period of no more than five years ending on the date on which you are Called to the Bar. All qualifying sessions must be educational and collegiate and students must take part in all elements to be awarded the qualifying session.

Qualifying sessions complement and build on students' academic and vocational education and form a bridge to pupillage. Through the provision of both practical and knowledge-based sessions, delivered by members of the profession and experts, the Inns equip students to undertake the next stage of training and to be fit and proper to serve the public as barristers. The links made with the profession through the Inns provide students with a foundation for pupillage but also for a career at the Bar thereafter.

The Inn's qualifying sessions fall into the one or more of the following categories:

- Ethics, Standards and Values
- Advocacy Skills
- Legal Knowledge, Justice and the Rule of Law
- Equality, Diversity and Inclusion
- Preparation for Pupillage, Career Development and Wellbeing

Students starting the Bar Course from September 2020 will be required to complete at least one session from each of these categories. For students starting the course in 2019 or earlier, there is no obligation to do so but we would strongly encourage you to attend as many types of sessions as possible, in particular the advocacy and ethics workshops.

There are four Legal Terms: Michaelmas, Hilary, Easter and Trinity. The Inn holds qualifying sessions during each Legal Term. The number of qualifying sessions in each term varies, with the Easter and Trinity terms having the fewest events. Do plan ahead and think carefully about which qualifying sessions you wish to attend so that you do not need to fit a large number in at the end of the academic year. Please note that it is not possible to obtain

all 12 of your qualifying sessions in the Trinity term.

Attendance at the Call ceremony and evening reception counts as the 12th qualifying session.

A full calendar of dates is available on our website and the qualifying session dates are published on the online booking system during the previous term.

Types of Qualifying Sessions

Introductory Events

There are separate Introductory Events held for new BPTC students studying at London Providers and at Providers outside London. The event for those at London Providers counts as **one qualifying session** and the two-day event for those at Providers outside London counts as **three qualifying sessions**. Part time students may only attend once and preferably in the first year of their BPTC.

Advocacy Workshops

Advocacy Workshops are held at the Inn for London-based BPTC students and at each of the BPTC Providers outside London. Students undertake a submission for either a Civil or Criminal exercise, chosen by the student when booking, and will receive feedback from a barrister or judge. Advocacy Workshops count as **one qualifying session**.

Ethics Workshops

Ethics Workshops are held at the Inn for BPTC students and count as **one qualifying session**. Students will be given a number of ethical scenarios to consider in advance for them to discuss at the workshop with practising barristers.

Advocacy & Ethics Days

These are all day events held at the Inn on a Saturday which combine the content of advocacy and ethics workshops and count as **two qualifying sessions**.

Lecture Nights

The Inn holds several Lecture Nights each term. The Lectures are delivered either by a single speaker, a panel of speakers or take the form of a question and answer session with a panel. Those that include a panel are slightly longer than single speaker lectures so finish times will vary. All lecture nights are followed by a short drink's reception with light refreshments. The topic of each lecture will be publicised at the start of the relevant term and counts as **one qualifying session**.

Lecture & Domus Dinner

Some lectures will be followed by a Domus Dinner instead of a drink's reception and count as **one qualifying session**. Students will need to attend both the lecture and dinner to receive their qualifying session. There will be a table plan for dinner and Benchers, barristers and students all dine together. Drinks will be served to all attendees after the lecture and before dinner so that students can mix with members of the Bench and Bar. Students are also able to dine with their Mentor on these evenings. Please see page 23 for more details.

Debate Dinner

There will be three Debate Dinners during the year which all count as **one qualifying session**. Students sit separately to Benchers and barristers but there will be a table plan to mix students up. During dinner, students will have the opportunity to discuss the debate topic for the night which will then be debated by four debaters pre-selected at a Debating Club workshop. There will be an opportunity at the end of the night for students to give a floor speech should they wish.

Residential Weekends

The Inn organises three residential weekends a year at Cumberland Lodge, Highgate House and West Dean College. Due to the popularity of the weekends students are only allowed to attend one weekend and selection is by ballot. Students can register for the ballot by completing the application form on the Qualifying Sessions page of our website.

The programme at each weekend consists of talks, advocacy and ethics workshops, and pupillage advice sessions. Benchers, barristers and guests also attend the weekend and, as such, the weekends provide students with an excellent opportunity to meet other members of the Inn in an informal and congenial way. The charge for the weekend covers accommodation, meals and coach travel from the Inn. Each weekend counts as **three qualifying sessions**. As with other qualifying sessions, students can only cancel their place on residential weekends and receive a refund in exceptional circumstances.

Venue & Dates	Ballot Opens	Ballot Closes	Ballot Result
Cumberland Lodge 25-27 October	3 September	7 October	8 October
Highgate House 22-24 November	9 October	4 November	5 November
West Dean 24-26 January	6 November	2 December	3 December

Local Qualifying Sessions

Students studying at BPTC Providers outside London can obtain **up to four qualifying sessions** held in a location near their BPTC Provider. Three of these sessions may be organised by the Inn and students at these Providers can also gain **one qualifying session** for attending their Provider’s annual dinner. The Inn organises Advocacy Workshops for students at each of the Providers outside London. In addition, a collaborative qualifying session open to students from all the Inns is arranged at each Provider. It is also possible for the Inn’s Student Representatives, subject to prior approval from the Inn, to arrange a further local qualifying session if there is demand and only after the Advocacy Workshop has been held.

Lateness and Non-Attendance

Latecomers will not be awarded a qualifying session. You should arrive promptly and allow ample travelling time. For all qualifying sessions there is an arrival time when registration takes place and a start time when the event will commence. If you arrive at or after the start time you will not be

credited with the qualifying session. You must also stay until the end of the event including the drinks reception or dinner to be credited.

Students who fail to attend a booked session without prior notice will be required to explain to themselves in writing to the Education Department. Students who fail to attend or arrive late on more than one occasion are liable to be required to attend an interview with a Bencher or senior member of the Inn before they can be Called.

If you know that you will be late or unable to attend an event you must let us know by calling **020 7405 1393** or emailing **booking@lincolnsinn.org.uk**.

The Inn has the power to grant waivers for lateness and non-attendance at the required number of qualifying sessions. However, these waivers are only granted in truly exceptional cases. Should you wish to apply for a waiver you must email **booking@lincolnsinn.org.uk**. You will need to explain as fully as possible the reason for your application and the circumstances that you believe are exceptional.

Event	Arrival	Start	Finish*
Lecture Night (single speaker)	5.45 pm	6.00 pm	7.30 pm
Lecture Night (multi speakers)	5.45 pm	6.00 pm	8.00 pm
Lecture & Domus Dinner	5.45 pm	6.00 pm	9.15 pm
Debate Dinner	6.15 pm	6:30 pm	9.35 – 9.45 pm
Advocacy / Ethics Workshop	5.45 pm	6.00 pm	8.30 - 9.00 pm
Advocacy & Ethics Day	9.30 am	10.00 am	5.30 pm
Residential Weekend	6.00 pm on Friday	6.30 pm on Friday	By 4.00 pm on Sunday
Mooting & Debating Clubs	6.15 pm	6.30 pm	8.30 pm

* The finish times are provided as a guide and may vary

Qualifying Session Charges

Charges with effect from 1 September 2019:

Type	Student Rate	Scholar Rate	QS
Introductory Afternoon for London Students	£12	Free	1
Introductory Weekend for Students Outside of London	£18	Free	3
Lecture Night	£12	Free	1
Lecture Night & Domus Dinner	£18	£6	1
Debate Dinner	£18	£6	1
Advocacy / Ethics Workshop	£12	Free	1
Advocacy & Ethics Day	£24	Free	2
Legal Research Seminar	£12	Free	1
Residential Weekend	£72	£36	3
Local Qualifying Sessions (for Outside of London Students)	£12	Free	1

Booking

Booking generally opens approximately three weeks prior to the commencement of each term. The exact dates can be found later in this Handbook.

Qualifying sessions can be booked in two ways: online via the Inn's website or in person at Reception. No bookings are taken over the phone. With the exception of some local qualifying sessions for outside London students, all qualifying sessions must be purchased through the Inn. Students are **not** allowed to transfer their bookings to other students.

Dates for each term will be publicised via the online booking system during the previous term.

Please note no tickets will be issued for qualifying sessions. The Inn's staff will have a register, but you should bring your email confirmation with you or have access to it on your phone or other device.

Legal Terms 2019/20

Qualifying sessions take place during the legal terms and the Inn releases sessions for booking on a termly basis. Please note that sessions are not usually held at the start or end of a term

Term	Dates	Booking Opens
Michaelmas 2019	1 October – 20 December	18 September
Hilary 2020	13 January – 8 April	7 January
Easter 2020	21 April – 22 May	20 April
Trinity 2020	2 June – 31 July	26 May

Booking Online

The Online Booking System can be accessed through the Qualifying Sessions page of the website. If you wish to book online, please visit the online booking system to register and you will be emailed a password. It is recommended that you change this to something more memorable when you log in for the first time. If you forget your password at any time, please use the link on the online booking system login page to reset your password. Payment is made using Sage Pay which accepts all major credit and debit cards.

Booking in person

Students who wish to book in person may do so at Reception from Monday to Friday 9.30 am - 12.30 pm and 1.00 - 4.00 pm. When booking in person you

may pay by cash, cheque or debit/credit card. Most debit and credit cards are accepted but not American Express or Diners. Cheques should be made payable to “Lincoln's Inn”. Please note cheques which are not honoured and returned by the bank will carry a £5 administration charge.

Dietary requirements

The Inn can provide vegetarian options during events where meals and canapes are served. If you have any special dietary requirements or allergies you must indicate this when booking. Please note that no pork, beef, shellfish or gelatine will be served at qualifying session events held at the Inn that include a dinner. Students that are only able to eat Kosher meals, should book their qualifying sessions in the usual way but must contact the Education Services Manager to make the necessary arrangements for their meals once they have booked. The Inn is not able to serve Halal meat at qualifying session events.

Booking Deadlines and Cancellation Policy

For all qualifying sessions, with the exception of residential weekends, booking closes five working days before the event. Students will be informed of the booking deadline for residential weekends if they are successful in the ballot.

Students should consider all bookings a professional commitment and should only book onto an event if they fully plan on attending. Once booked on, students will be unable to cancel and receive a refund other than in exceptional circumstances.

If you know that you will be late or unable to attend an event you must let us know by calling **020 7405 1393** or emailing **booking@lincolnsinn.org.uk**. Students who fail to attend a booked session without prior notice will be required to explain to themselves in writing to the Education Department. Students who fail to attend or arrive late on more than one occasion are liable to be required to attend an interview with a Bencher or senior member of the Inn before they can be Called.

Registering your attendance

Students are required to complete all the registration processes at each event they attend to receive their qualifying sessions. At most sessions students are required to sign a signature sheet at the end of the event to record their attendance. Your name plus your membership number must be given. The process for some qualifying sessions may vary but members of the Inn's staff or your Student Representatives will be on hand to help.

Failure to complete the relevant registration process will mean that the occasion will not be counted as a qualifying session. It is not permitted to register on behalf of another student. Any disregard for this rule will result in disciplinary action being taken.

Dress

Unless otherwise stated in the booking or event information, the dress code for all qualifying sessions is basically what you would be permitted to wear in court. This means a dark suit, with a shirt and a dark tie, blouse or formal top, as appropriate, and dark smart shoes. A dark dress or skirt is acceptable but should be no shorter than knee length and must be worn with a jacket. When gowns are required for a qualifying session, they will be made available in the cloakrooms. They must be returned at the end of the evening. Entry will be refused to any student who is not dressed appropriately.

Mobiles, tablets and other devices

The use of mobile, tablets and any other electronic devices during qualifying sessions for any purpose is **strictly prohibited**. If you have an emergency and make this known on arrival an exception may be made for you to use your phone. Leaving the event or using your mobile without permission will lead to your name being taken by the staff on duty. You will then be required to explain your actions. In these circumstances, your qualifying session may not count. The only exception to this rule is at workshop events when you may use a tablet or laptop as a study aid.

Call to the Bar

When you have successfully completed the BPTC and a minimum of 11 qualifying sessions you may be Called to the Bar. The Call consists of a ceremony followed by a champagne reception. The Call fee is £100 but is not payable until your BPTC results have been released.

Every student who is being Called to the Bar **must** attend the reception on their Call night as their final qualifying session. Any student who does not comply with this requirement may have their Call revoked. The only exception to this rule is for those who are being Called in their absence (in absentia).

All students may bring up to two guests to Call. Extra guest places may be available but this cannot be guaranteed and will only be known very close to the Call date.

Call & Registration Dates

Term	Call Dates	Registration Opens
Trinity	22 & 23 July 2020	19 March 2020
Deferred Trinity	8 & 13 October 2020*	19 March 2020
Michaelmas	26 November & 1 December 2020	29 July 2020
Hilary	11 March 2021	17 December 2020

*Date to be confirmed

No application for Call will be accepted before registration opens. You are encouraged to apply promptly as demand is strong and places are limited. The Trinity Call in July is usually particularly popular. Please note that we cannot accommodate every student at the July and October Calls so you may have to wait to be Called in November or March.

Call in Absentia

Call in absentia is only granted to international/EU students or to UK students in very exceptional circumstances. To be Called in absentia you

must have completed 12 qualifying sessions prior to your Call. If you are an international/EU student and believe you may need to be Called in absence you should ensure you have completed your 12 qualifying sessions before you leave the UK at the end of your BPTC. The fee for Call in absentia is £75.

Requirements for Call

Once registered for a particular Call students will be required to submit a Call Declaration and letters of recommendation. These must be submitted well in advance of Call and you will be given a deadline based on the Call for which you are registered. This deadline must be adhered to or you will be removed from the Call list.

You must have obtained at least 11 qualifying sessions prior to Call. You should try to undertake the majority of your sessions by the end of the Easter Term as there are only a few sessions available in the Trinity Term and the Inn may not therefore be able to accommodate everyone who needs to complete their final sessions. Please note that there are no qualifying sessions available between the end of the Trinity Term and the October Call.

BPTC Results and Resits

The Inn will receive your BPTC result directly from your Provider. The Inn receives results in July and November.

Those required to resit their examinations or take first sit examinations in August will be able to be Called in November at the earliest. Should a student fail any of their exams after registering for Call, their application for Call will be withdrawn. It is the responsibility of the student to inform the Education Department if they wish to be entered for a future Call.

Call Interview

It may be necessary for some students to be interviewed by a Bencher of the Inn before they are eligible to be Called to the Bar. Students who regularly fail to attend booked qualifying sessions without good cause or behave inappropriately during their time as a student of the Inn will need to attend an interview to ensure they are suitable to be Called as a barrister.

Full details about Call, including how and when to book, will be advertised on the website and via the Students' Newsletter or you may contact June Gascoine at june.gascoine@lincolnsinn.org.uk with any queries.

Student Activities

The Inn organises several activities and schemes for students throughout the year, in addition to the programme of qualifying sessions. They are designed to give you additional experience and improve your understanding of life at the Bar. Participation in these activities can be hugely beneficial and you are strongly encouraged to get involved in as many of the Inn's activities as possible. Further details on all activities can be found on the "Students" section of the Inn's website. They will also be advertised on the Inn's Facebook page and in the Students' Newsletter.

Mooting and Debating Clubs

Both clubs meet in the evenings at the Inn several times in Michaelmas and Hilary term and take part in various internal and external competitions, as well as Debate Dinners in the Great Hall. Club workshops take place during weeknights from 6:30 – 8:30pm, the dates for each term can be found on the website under "Clubs and Competitions". Information on how to become involved will be publicised at the start of the Michaelmas Term. Debating and mooting are excellent practice for pupillage interviews and future appearances in Court.

Competitions

The Inn runs five annual competitions. They are open to members of Lincoln's Inn only. They are:

- **Crowther Shield**

This competition gives students an opportunity to give a plea in mitigation on behalf of an historical or fictional character under timed conditions. Owing to the popularity of the competition places are awarded by ballot. The competition will be held in the Michaelmas Term.

- **Sir Louis Gluckstein Advocacy Prize**

This competition is open to current BPTC students and those up to one-year Call. Owing to the popularity of the competition places are awarded by ballot. The competition consists of a preliminary round from which

up to eight participants are selected for the final. Both rounds are held on a single Saturday in the Hilary Term.

- **Inter-Provider Mooting Competition**

Preliminary selection rounds will be held for the Inn's students at all the BPTC Providers, using a speed-mooting system, with the two highest scoring students going through to represent their Provider in the later rounds. Selection for those at London Providers is held at the Inn and for those at Providers outside London selection is organised locally by the Student Representatives. Team selection is usually held in the Michaelmas Term and the finals are held on a Saturday in the Hilary Term.

- **Lincoln's Inn Debating Shield**

This is a competition to find the top debating team in the Inn. Team selection will be held at a Debating Club meeting late in the Hilary Term, with the finals held shortly after. The winners are invited to dine on the Bar with the judges at a Debate Dinner following the competition.

- **Lincoln's Inn Law Journal Prize**

The Inn publishes a Student Law Journal each year. Students can submit a legal essay/article which will be assessed by a panel of Benchers and barristers who will select the entries to be published, with the best entry receiving the prize.

European Visits

The Inn organises three highly subsidised visits to the European and International Courts each year for groups of students and pupils, together with senior members of the Inn. The Inn visits the European Court of Human Rights in Strasbourg, the International Courts at The Hague, and the Court of Justice of the European Union in Luxembourg. Applicants must demonstrate an interest in the relevant area of law. The visits are usually held in the summer and details will be available from the website and in the Students' Newsletter in the spring. The Inn also holds several European and Human Rights Law lectures throughout the year.

Marshalling Scheme

The Marshalling Scheme is open to BPTC students and involves the marshal (i.e. the student) accompanying a judge at court for up to three days. It provides an opportunity for the marshal to gain a real insight into the daily workings of the court, and how judges consider and manage cases. It also deepens the marshal's understanding of law and gives them the chance to see court proceedings from a whole new perspective. The application form can be found on the Students section of the website, under Marshalling & Mentoring.

Pupillage Application Advice

The Inn holds pupillage application advice evenings, offering one-to-one application form review with a practising barrister. The Inn usually runs two Pupillage Application Advice sessions in December and January in preparation for the Pupillage Gateway deadline. Further details about these events will be publicised during the year.

While all sessions provide students with invaluable assistance with their pupillage applications students are welcome to attend as many or few of these sessions as they wish.

Mentoring Scheme

This scheme is open to all BPTC students but is not compulsory. Students are matched with a practising barrister, who will give advice on all aspects of a career at the Bar. The application form can be found on the Students section of the website, under Marshalling & Mentoring. **Members of the Bar take part in this scheme voluntarily and are in great demand so please ensure that you intend to be fully involved in the scheme before applying.**

If you wish to dine with your Mentor on a Lecture & Domus Night, then you can book them in, by entering their name when booking online. You must ensure that you have confirmed your Mentor's availability to dine, prior to making the booking for them. Students do not pay for their Mentor's meal. Mentors are invoiced after the event. However, please note that if you book your Mentor to dine without their confirmation and they do not attend you

will be charged for your Mentor's meal (at Bar prices). **You must get email confirmation from your Mentor when dining plans are made.**

If you have problems in making contact with your Mentor you **must** let the Education Department know so that we can assist.

Representation and support

The Education Department

The Inn's Education Staff are always happy to assist and answer any query you may have and should be contacted in the first instance if you have any questions or concerns about Inn-related issues. They are also able to assist with advice regarding the BPTC and pupillage matters.

Lincoln's Inn Students' Association Committee (LISA)

All student members of the Inn are automatically members of the Students' Association but may choose to opt out by contacting the Education Department at education@lincolnsinn.org.uk.

The aims of the Association are to:

- Represent and promote the views and interests of the Inn's students.
- Encourage better links between the Inn's Benchers and barrister members and its student members.
- Organise social events for students and junior members.
- Assist the Inn in improving its provision of educational events & activities, social activities and information for students.

The Association will be run on behalf of the rest of the student body by a Committee made up of a President, Vice-President, Treasurer, Secretary, the BPTC student representatives and club secretaries

The LISA Committee usually organise at least two social events each year. It is expected that one will be held in the winter and one in the summer. While LISA events and activities are aimed at our student members, where possible, they will be open those who are post-Call and still seeking pupillage and pupils.

Once appointed the Committee will be introduced to all student members via the Students' Newsletter.

Social Media:

Facebook: [/LIStudentsAssoc](#)

Twitter: [@LIStudentsAssoc](#)

Student Representatives and Club Secretaries

The Inn appoints at least one Student Representative at each BPTC Provider. Student Representatives must be current BPTC students and at least one will be appointed for each BPTC Provider. The Representatives' responsibilities include but are not limited to:

- Acting as a line of communication between the Inn and students regarding arrangements for qualifying sessions, mooting, debating and other activities and to report matters of concern affecting the students at their Provider.
- Representatives for Providers outside London are expected to organise at least one and up to three educational activities (which can be accredited as qualifying sessions). Funding is provided by the Inn subject to approval.

Student Secretaries for the Debating and Mooting Clubs provide vital assistance to the Education Department in running the clubs. Two Secretaries are appointed for each club to assist the Education Department and the club judges with the arrangements for club meetings and organising internal and external competitions. Due to the nature of the role, the Secretaries must be studying in London. Debating and Mooting activities at Providers outside of London can be organised by the Student Representative(s) for that institution and are welcome to liaise with the Secretaries regarding local competition opportunities.

Grants and Internships

In addition to the scholarships offered by the Inn to those undertaking the GDL and BPTC, the Inn also offers grants for pupils on lower chambers awards.

Internships at several European and International courts and institutions, accompanied by an award, are also available. There are also small bursaries for those who organise their own overseas pro bono placements and require some additional funding.

Further details can be found on the Scholarships section of our website.

Pupillage and Continuing Education

Applying for Pupillage

There is an online pupillage application system called the Pupillage Gateway. For more information on the application process and timetable visit www.pupillagegateway.com. Before commencement of pupillage you must register your pupillage with the Bar Standards Board, who will inform the Inn. At the end of each period of pupillage or external training you must submit to the Bar Standards Board a certificate from your Pupil Supervisor or Training Supervisor confirming that you have satisfactorily completed that period. The Bar Standards Board will issue you with a provisional qualification certificate at the end of the non-practising six and, subject to satisfactory completion of the compulsory pupillage courses, a full qualification certificate at the end of the practising period of pupillage.

Pupillage Foundation Scheme

The Pupillage Foundation Scheme is run twice a year to help post-BPTC members in their search for pupillage. The course includes an introduction, an application workshop and 'mock' interview sessions. Participants will also be paired with a mentor, who will offer on-going support. We try to place mentees with a practitioner as close to their preferred practice area as possible.

Applicants must have completed the BPTC, have applied for pupillage, and have been unsuccessful at least once to be considered for the scheme. No one who has received less than a "Very competent" mark for their BPTC will be admitted, unless they can show some extenuating circumstance.

To apply for the Pupillage Foundation Scheme please download and complete the registration form on the website and return it to Matthew Nicholson (matthew.nicholson@lincolnsinn.org.uk) with a copy of your most recent Pupillage Gateway application and CV.

Continuing Education

The Inns, together with the Circuits, provide the Pupils Advocacy Course

which is compulsory for all pupils in order to obtain their practising certificate and is part of continuing education after Call. The Inn's advocacy programme has been designed to further develop your advocacy skills and to give you first hand experience of appearing before a judge. The exercises build on skills acquired during the BPTC and those acquired during pupillage. The exercises are supervised by judges and practitioners who will give you guidance as to your approach and performance.

New Practitioners' Programme

New barristers must complete 45 hours of Continuing Professional Development by the end of their first three years of practice. The Inn provides the compulsory three hours of Ethics Training and nine hours of Advocacy Training that form part of this programme.

Many other lectures and activities organised by the Inn can be counted as CPD.

Keeping In Touch

Contact Us

Education Department
The Honourable Society of Lincoln's Inn
Treasury Office
London
WC2A 3TL

020 7405 1393

mail@lincolnsinn.org.uk (general enquiries)

education@lincolnsinn.org.uk (education enquiries)

booking@lincolnsinn.org.uk (qualifying session booking enquiries)

It is helpful if you can quote your membership number when contacting us.

Please ensure you keep us informed of any changes to your contact details by emailing us at mail@lincolnsinn.org.uk.

Our website – www.lincolnsinn.org.uk

The Inn's website is a useful source of information about all the events and activities we offer. Most information for student members can be found under the Education section.

Social Media

Facebook: [/lincolnsinn](https://www.facebook.com/lincolnsinn)

Twitter: [@lincolnsinn](https://twitter.com/lincolnsinn)

Instagram: [@lincolnsinn](https://www.instagram.com/lincolnsinn)

Newsletters and Notice Boards

The Inn produces a regular email newsletter for all members. In addition, a monthly students' newsletter is sent to all BPTC students from the beginning of October. There are notice boards outside the Old Court Room where information on Inn and external events and opportunities are displayed.

