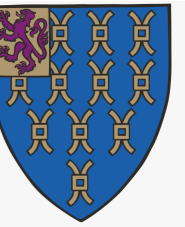


**Bar Student
Welcome Handbook
2023/24**

Welcome



I am delighted to welcome you as a student member of Lincoln's Inn. The Inn plays an important role during your Bar Course year and in this booklet you will find more information on the events and activities on offer at the Inn.

Firstly, can I ask that you check and update your Bar Course details on [our web portal](#). Please do this whether you will be undertaking the Bar Course this year or if you no longer intend to do so.

In order to give you further information about the Inn we will be holding introductory events for new Bar Course students in September and October, one for those studying in London and one for those studying outside of London. I strongly encourage you to attend your introductory event if possible as it will provide you with important information for your Bar Course year and is an excellent opportunity to meet Benchers, barristers, and our team and to ask any questions you may have about the Inn.

In this booklet you'll find some brief information about qualifying sessions, events and schemes for student members, Call to the Bar, support, and more. Detailed information on our provision for student members and all the Inn's services, facilities, and events can be found on our website. Also enclosed is some information about becoming a Student Representative for your Bar Course Provider, a Committee member of our Students' Association or Secretary for the Debating or Mooting Clubs. I would particularly recommend that you consider applying for these roles. Further information on these roles and how to apply can be found in this booklet.

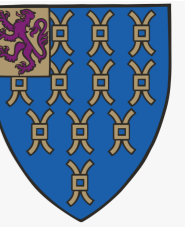
As well as the events and activities provided specifically for our student members, the Inn also organises a range of social, wellbeing, professional development, and networking events which are open to all members. To find information on upcoming events for members, please see the [What's On](#) section of our website. I hope that you find the Inn's events and activities useful and enjoyable. One of the main benefits is the opportunities you will have to meet practising members of the Bar and judiciary. All those who give up their time to help with our student programme do so because they want to help the next generation of barristers so please do take the chance to talk to them and ask their advice.

Finally, the Membership & Education Department is here to help and support you so if you have any concerns or questions please do get in touch with us.

I look forward to meeting you in the future.

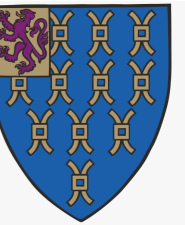
Faye Appleton,
Director of Membership & Education

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Things you need to do



■ Undergraduate Degree Classification Confirmation

To enable us to keep our records up-to-date, particularly as you may have been admitted prior to completing your degree, please complete send a scan of your result to registry@lincolnsinn.org.uk by **Friday 01 December 2023**.

■ Update your Contact & Bar Course Details

It is very important that your contact and Bar Course details are up to date. To do this, please log on to the [web portal](#), go to "profile" and complete the details requested. You will not be able to book onto any current student events until we have this information on our system.

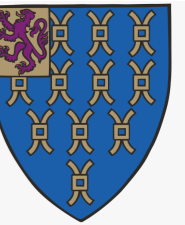
The Inn produces a regular email newsletter for all members. In addition, a monthly students' email newsletter is sent to all current Bar Course students from the beginning of October. If you want to receive these newsletters please ensure that we have your correct email address.

■ Disability Notification?

If you have a disability and have not already informed us of it, please contact our team at registry@lincolnsinn.org.uk to notify us. The Inn can then make any necessary provisions to support you in accessing our services and facilities.



Introductory Events



We will be holding two Introductory events. During the events, students will find out about qualifying sessions and student activities, such as mooting, debating and competitions. There will also be opportunities to meet the Education team, Benchers and barristers, and ask any questions you may have.

Introductory Event for London Students:

The introductory event for students studying at London Bar Course providers will be held at Lincoln's Inn on **Tuesday 19 September 2023**. Registration will commence from **3:30pm** and the event will conclude with a drinks reception at **7:45pm**.

Introductory Event for Outside of London Students:

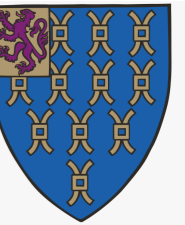
The introductory event for students studying at Bar Course providers outside of London will be held over two days on **Friday 06 - Saturday 07 October 2023**. Registration on the Friday will commence from **4:30pm** and the event will include a Domus Dinner on the Friday ending at **9:30pm**. Registration on the Saturday will commence from **9:30am** and the event will conclude with lunch at **12.15pm**.

We strongly encourage student to attend these events. Bookings for the introductory events will open on **Tuesday 05 September 2023**. Students will be able to book on to introduction events via the [Web Portal](#).

**Introductory Event for
London Students:
Tuesday 19 September 2023
1 Qualifying Session**

**Introductory Event for
Outside of London Students:
Friday 06 – Saturday 07 October 2023
3 Qualifying Sessions**

The Inn's facilities



Ashworth Centre

The Ashworth Centre was opened by Her Majesty the Queen in 2018 and brings the buildings of the Inn right up to date. The Ashworth Centre is named after Mercy Ashworth, one of the first women called to the Bar at Lincoln's Inn on 26 January 1923.

There are multiple meeting rooms and a lecture theatre where we usually hold the majority of qualifying sessions and student events.



Great Hall

The Great Hall and Library complex was built between 1843 and 1845. It was opened by Queen Victoria and Prince Albert on 30 October in 1845.

Many dinners and special events will take place in the Great hall. In addition, members Lunch is served in the here from Monday–Friday. Visit our website for timings and dress code. The menu is also available to download daily.

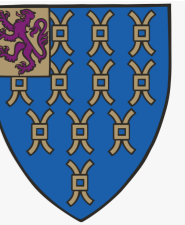


Library

The Library is open to all members of the Inn and all members of the Bar of England and Wales, pupil barristers, clerks, and others carrying out research on behalf of barristers. The Library's collection combines current primary sources and key legal texts with a wide range of legal databases.

Please see [Library Services](#) for more information.

The Inn's facilities (continued)



Members' Common Room (MCR)

The MCR provides a relaxed setting to meet with colleagues or friends and enjoy a drink or a meal. Visit the [MCR website](#) for further details on opening times and menus.

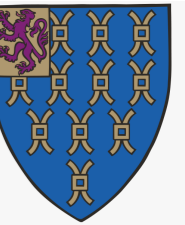
Lincoln's Inn student members can also receive a 15% discount on Mondays and Tuesdays after 4 pm, with proof of student membership.

Chapel

The Chapel welcomes members of all faiths. The Inn's Preacher, The Venerable Sheila Watson, is always happy to provide a listening ear and pastoral support to members. She can be contacted [via email](#) if needed.

You can find further information on forthcoming services and other Chapel activities [here](#).

Qualifying Sessions



Students are required to complete ten qualifying sessions, during a period of no more than five years, ending on the date on which they are called to the Bar. This is laid down in the [Bar Standards Board Regulations](#) and the [Joint Inns' Education and Qualification Rules](#).

Qualifying sessions form a vital part of a student's journey in training to become a barrister. They provide opportunities for professional and ethical development which complements and builds on a student's academic and vocational education and forms a bridge to the final component of Bar training, pupillage. Qualifying Sessions also offer opportunities for students to enhance their understanding of the role of barristers in the wider justice system and the rule of law.

It is now a requirement that all students complete **at least one session** from each of the themes and within these **two interactive qualifying sessions must be completed**. Students must take part in all elements to be credited. **Interactive qualifying sessions can only be completed in-person, they cannot be attended remotely.**

Please do not leave it too late to complete your qualifying sessions as this may affect the date on which you can be called to the Bar. [We strongly encourage students to complete their Qualifying Session requirements whilst studying the Bar Course as fewer opportunities will be available once you have finished your studies.](#) Two weeks must elapse after taking your final qualifying session before you can attend your Call to the Bar.

Qualifying Session Themes

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



Qualifying Sessions (continued)



Bookings, Cancellation & Attendance

For all qualifying sessions, except for residential weekends and advocacy and ethics days, booking closes five working days before the event, unless the event is fully booked before. Students are required to complete the registration process at each event they attend in order to receive their qualifying sessions. Failure to complete the relevant registration process at qualifying sessions will mean your attendance will **not be counted** as a qualifying session

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, and will be required to provide evidence to support this. 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 to the Bar.



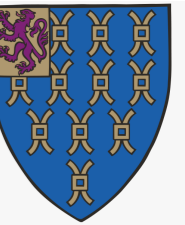
Term Dates

| Legal Term | Term Dates | Booking Opens |
|-----------------|--|---------------------|
| Michaelmas 2023 | Monday 02 October – Thursday 21 December | Tuesday 3 October |
| Hilary 2024 | Thursday 11 January – Wednesday 27 March | Thursday 11 January |
| Easter 2024 | Tuesday 09 April – Friday 24 May | Tuesday 09 April |
| Trinity 2024 | Tuesday 09 April – Friday 24 May | Tuesday 09 April |

Visit the [Online Booking Portal](#) to book Qualifying Sessions.

Please ensure you keep your contact details up to date in the 'My Profile' section of the web portal.

Student Activities



Debating and Mooting Clubs

All students are welcome to participate in these Clubs. Members of the club may be selected for the following competitions the Debating Shield Competition, Inter-Provider Mooting Competition and external competitions held at other institutions. To sign up to the mailing list [complete this form](#).

Student Competitions

The Inn runs five annual competitions for Lincoln's Inn student members. Participation in these competitions has proven fantastic experience for future barristers and excellent pupillage application material. For more further details please [visit our website](#).

Marshalling Scheme

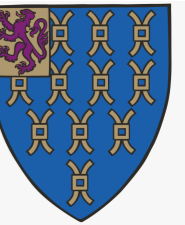
Marshalling involves a student accompanying a judge at a particular court over a one to three day period. Our judicial members participating in the scheme do so voluntarily and warmly receive marshals. Please note that marshalling places are severely limited, while Mentoring has a high placement rate. To apply please complete and submit the application form [on our website](#).

Mentoring Scheme

This scheme is open to current Bar Course students. Students are matched with a practicing barrister who will give advice on all aspects of a career at the Bar. To apply please complete and submit the application form [on our website](#).



Supporting the Inn



Bar Course Providers Student Representatives

The Inn very much relies upon the support of our Student Representatives at each of the Bar Course Providers, as they provide the link between the Inn and the student body. We are looking for students to represent their Bar course Providers contribute to their meetings.

Lincoln's Inn Student Association (LISA)

The Association aims to represent and promote the views and interests of our student members, encourage better links between all levels of the Inn's membership. This includes the organisation of social activities for student membership and assisting the Inn's provision of educational and social events. A President and Vice President, will be appointed to lead the LISA committee.

Debating and Mooting Secretaries

The Debating and Mooting Secretaries assist the Education Department with arrangements for the Club Workshops. The Secretaries must be students at London Bar Course Providers. Debating and Mooting activities at Providers outside London can be organised by the Student Representatives at their Bar Course Provider if there is demand for this and the Secretaries may be required to assist with this. Two secretaries will be appointed for each Club. The Secretaries are also expected to attend meetings of the Students' Association Committee (LISA).

Application Forms

[Bar Course Student Representatives](#)

[LISA President and Vice President](#)

[Debating Secretary](#)

[Mooting Secretary](#)

Further information on these roles and the application forms [can be found here](#).

Mailing Lists

If you would like to join the LISA or Debating and Mooting mailing list for the 2023/2024 academic year, please complete the online forms below:

[LISA Mailing List](#)

[Debating and Mooting Mailing List](#)

Call to the Bar



Call to the Bar will be available to those who have passed their Bar Course, completed their criminal records checks, and who have completed the required number of Qualifying Sessions Including themes and interactive sessions. Call Days takes place twice per term and slots are offered on a first come, first served basis. Details on when the Call Days are held are on [our website](#), and the opening of Registration of Interest for Call will be communicated in the Students' Newsletter. A Call Declaration must be completed prior to Call and posted to the Inn.

To be eligible to book Call, the Inn must have received notification that you have completed the required vocational component of Bar Training (Bar Course, BTT etc). and a hardcopy of your Call Declaration, signed in ink. All members undertaking Call will be required to have a full DBS criminal records check carried out. This includes an international check also if you have lived overseas for a period of twelve months in the previous five years.

Due to the requirement to undergo criminal records checks ahead of Call registration of interest may be required to be submitted up to nine months ahead of each Call Date. You are able to register interest in advance of receiving your Bar Course result, and also prior to completing your Qualifying Sessions. It is a students' responsibility to keep up to date with current Call deadlines, which are regularly updated on the Inn's [Call Webpage](#). The Inn may not be able to accept requests for Call after certain deadlines have passed.

Further information on Call to the Bar, can be found on the Inn's [Call Webpage](#).



Pupillage



Applying for pupillage

For information on the application process and timetable visit the [Pupillage Gateway](#). Before commencement of pupillage you must register your pupillage with the Bar Standards Board, who will inform the Inn.

Pupillage Application Advice Panel

The Inn is holding an online Pupillage Advice Panel, prior to the Pupillage Gateway deadline. The panel will discuss advice about applying for pupillage and ways of boosting your CV ahead of application.

Pupillage Application Surgeries

Pupillage application review surgeries will be held in January 2024. We will provide a matching service for students to have their pupillage application reviewed by a barrister on a one-to-one basis.

Mock Interviews

The Inn will hold a mixture of online and in-person pupillage mock interview events after the close of the Pupillage Gateway. The scheme is open to student members who have secured a pupillage interview.

To find out further information on the above scheme, [visit our website](#).

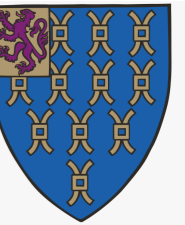


Grants and Internships

In addition to the scholarships offered by the Inn to those undertaking the GDL and Bar Course, 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 [International Scholarships section of our website](#).

Wellbeing Assistance Programme



The Wellbeing Assistance Programme is a joint initiative between the Inns, targeted at providing professional mental health and wellbeing support services to junior members of the Inns delivered by independent health and wellbeing provider [Health Assured](#).

The Programme Provides:

- Telephone helplines offering practical information and emotional support.
- Medical information.
- Online health and wellbeing portal including wellbeing resources and a mobile app.
- Face to face counselling sessions.

Eligibility Criteria:

- Have completed the Bar Course within the last five years
- Have not commenced pupillage
- Resides permanently within England and Wales
- Intend to apply for pupillage in England and Wales

Students should seek the counselling and wellbeing services provided by their Bar Course Provider in the first instance but are able to contact the Education Department (education@lincolnsinn.org.uk) about this programme if they feel that they are unable to access these services.



The Inn's Policies



Data Protection

Lincoln's Inn regards the lawful and correct processing of personal and sensitive data as an integral part of its purpose. The 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 on [our website](#).

Accessibility

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

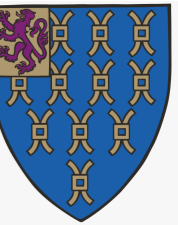
Equality, Diversity, and Inclusion

The Inn is committed to diversity, openness, and inclusion. We will work to create a diverse and inclusive environment for our members and employees, in which everyone feels welcomed, supported and confident about being themselves whatever their characteristics or background. Through our actions and our example, we will encourage equality, diversity, and inclusion at all levels of the profession.

Our full EDI Statement is available on [our website](#), alongside information on how to raise a concern.



Communication



Contact Us

Membership & Education Department
The Honourable Society of Lincoln's Inn
The Treasury Office,
London
WC2A 3TL
Tel: 020 7405 1393
Web: www.lincolnsinn.org.uk

Emails

General Enquires: mail@lincolnsinn.org.uk
Education & Student Team Enquiries: education@lincolnsinn.org.uk
Booking Enquiries: booking@lincolnsinn.org.uk
Call to the Bar Enquiries: registry@lincolnsinn.org.uk

Social Media

The Inn has various social media channels, please click the icon to follow us for general news, events and information.



Booking Qualifying Sessions

Visit the [Online Booking Portal](#) to book on to Qualifying Sessions. Booking opening dates for the 2023/2024 academic year can be found here.

Please do not leave it too late to complete your qualifying sessions as this may affect the date on which you can be called to the Bar.

Your contact details

It is important that we have the most up to date details for you. Please ensure you keep your contact details up to date in the 'My Profile' section of the [web portal](#).