

[BPTC Students]

THE HONOURABLE SOCIETY OF THE INNER TEMPLE



CALL TO THE BAR

2017



*A Guide to Call to the Bar
from Application to Attendance*

- Blank Page -

Contents

<i>Before you start...</i>	pg. 4
1. Call Dates & Results	pg. 5
2. Call Date Preferences	pg. 5
3. Interview with a Master of the Bench	pg. 5-7
4. Curriculum Vitae	pg. 8
5. Call Fee	pg. 8
6. Duke of Edinburgh Scholarship	pg. 8
7. Tickets	pg. 8
8. Qualifying Sessions	pg. 8
9. Cancellation	pg. 9
10. Deferrals	pg. 9
11. Dress Code	pg. 10
12. Call ceremony	pg. 10
<i>FAQs</i>	pg. 11
<i>Important reminders</i>	pg. 12

- Blank Page -

Before you start your application, here are a few things you should know:

The deadline for ALL THREE Call ceremonies is Friday 28th April 2017
Apply now for July, October and November Call to the Bar!

Applications

- ✓ Do begin the application process as soon as possible. Applications take **approximately a month** to complete.
 - ✓ Do start your application before you receive your BPTC results or if you haven't completed all your qualifying sessions yet. These need to have been completed **two weeks prior to the ceremony** though.
 - ✓ Do add Kerry Upham (kupham@innertemple.org.uk) to your email contacts and keep your records updated with us.
- ! Do not begin your application before you have thoroughly read these guidelines.
! Do not send us your application before it is completed & signed by a Master of the Bench.
! Do not wait until you receive your BPTC results. You can always defer to a later date if necessary.

Call to the Bar

- ✓ Do plan to attend the Call to the Bar ceremony in person. **You may not be allocated/eligible for your first choice of ceremony.** Please bear this in mind when making holiday/personal travel plans following your BPTC.
 - ✓ Do keep us informed of any changes to your plans for Call to the Bar
- ! It is strongly recommended that any travel or accommodation bookings are not made until you have received the Call letter and tickets from the Inn, approximately two weeks prior to the Call night.

Once we have received your completed and signed application and it has been processed we will send you a confirmation email. This confirmation will be conditional on completion of all the necessary qualifying sessions and your BPTC.

Once your Call has been confirmed you cannot change your Call date without applying to the Inn for a cancellation or deferral. Please read sections 8 and 9 carefully regarding this matter.

Please return your application no later than **FRIDAY 28th APRIL 2017** to:

**Kerry Upham
Education & Training Department
Treasury Building
Temple
London
EC4Y 7HL**

- **Incomplete applications will be returned to the applicant**
- **Your Call date can only be confirmed once a complete Call application has been received.**
- **Only originals of the Proposal to the Bar form will be accepted. Do not send photocopies or scans.**

1. CALL DATES & RESULTS

The three Call dates for those studying the BPTC in 2016/17 are:

Trinity Call	Thursday 27 July 2017
Deferred Trinity Call	Thursday 12 October 2017
Michaelmas Call	Thursday 23 November 2017

At the time of Call to the Bar, you must:

- ✓ Be certified as having successfully completed the Bar Professional Training Course
- ✓ Have completed **11 Qualifying Sessions** (your attendance at the Call Night ceremony will be your pre-requisite 12th).

If you have not fulfilled these requirements in time for your Call to the Bar you will not be Called.

Check the dates for the publication of results with your BPTC institution. There must be a **minimum of two weeks between result date and Call date** to allow applications to be fully processed.

All Call applications for all three 2017 ceremonies should be completed and submitted to the Education and Training office at Inner Temple no later than **FRIDAY 28th APRIL 2017**

2. CALL DATE PREFERENCES

Unfortunately we cannot give everyone their first choice of Call date straight away. For this reason we ask you to indicate your first two preferences of Call date before applying. Please note that indicating your preference will not reserve a place. Places will not be reserved until the full application has been received and processed.

Before submitting your Call to the Bar application please log on to the Inner Temple Portal to indicate your preferred Call date under the event Call Date Preferences. If you cannot see this event in your portal please contact Kerry Upham.

<https://portal.innertemple.org.uk/>

3. INTERVIEW WITH A MASTER OF THE BENCH

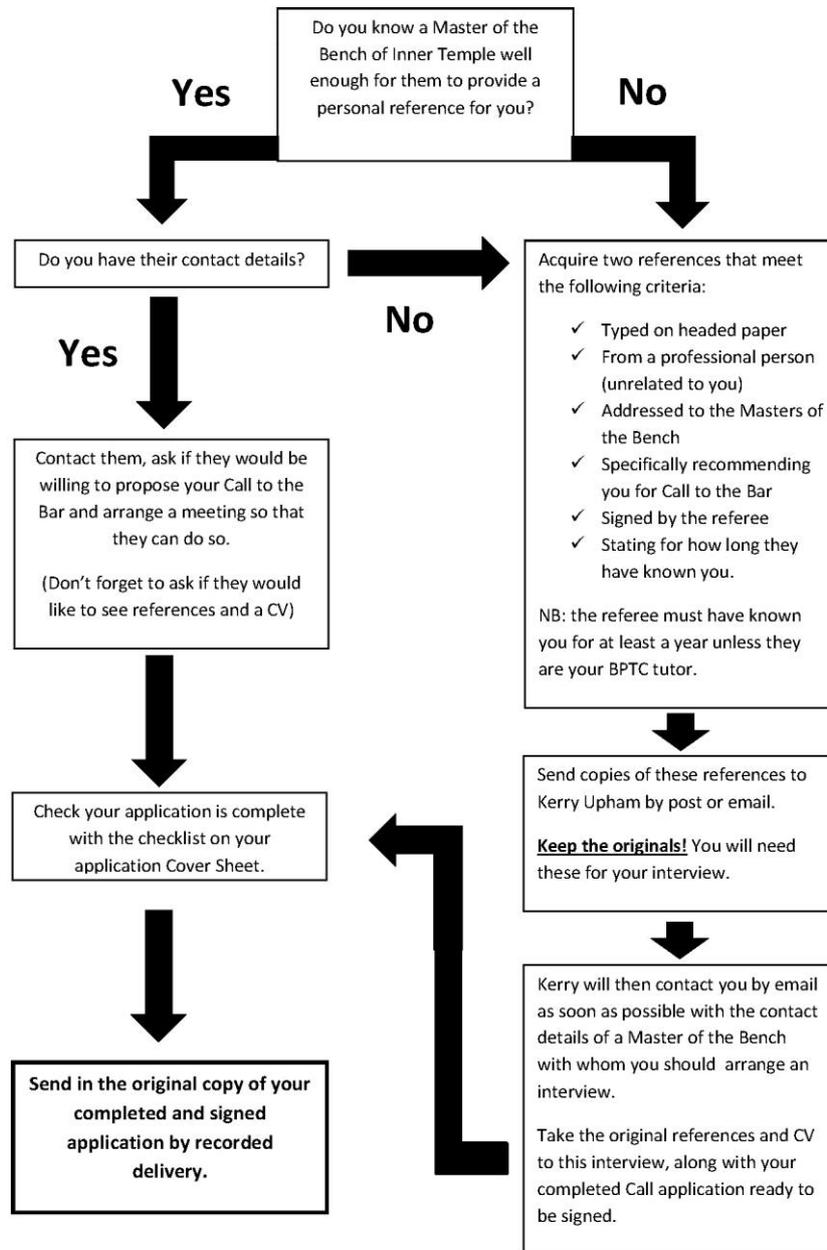
A bencher or Master of the Bench is a senior member of an Inn of Court in England and Wales

As a member of the Inn, it is courteous to address the Master of the Bench as “Master [Surname]” in both writing and at your interview, unless they have requested that you address them otherwise.

To complete your application for Call to the Bar you must meet with a Master of the Bench who will conduct an interview with you to assess if you are fit and proper to be Called to the Bar. If they agree to move your Call, they will sign your Bar Proposal form.

All Masters of the Bench **except** Honorary, Overseas, Supernumerary or Legal Academic Benchers are eligible to sign your Bar Proposal form.

The following flowchart will advise you on how to arrange your interview:



Please note!

- If your references do not meet all the requirements you will not be provided with contact details of a Master of the Bench until correct references are submitted.
- Electronic signatures are not valid as signed references.
- A Master of the Bench will **not** sign your Bar Proposal form if you have not provided all the required documents at your interview.

Example of a standard reference:



Inner Temple Ltd.
53 Crown Office Row
London EC4
Tel: 0207 797 XXXX

Masters of the Bench
The Honourable Society of the Inner Temple
Education & Training Department
Treasury Building
Temple
London EC4Y 7DP

[DATE]

Dear Masters of the Bench,

I have known John Smith for 2 years as their manager at Inner Temple Ltd.
I can confirm that they are of fit and proper character to be Called to the Bar.

Yours faithfully,

A. Nother

Anne Nother

4. CURRICULUM VITAE

Please include a current CV with your application. **This must include:**

- ✓ **Qualifications**
- ✓ **Places of study** (If you studied at Cambridge or London or Oxford Universities, **please also include the college**)
- ✓ **Any further professional qualifications**
- ✓ **Any Inner Temple scholarships that you may have been awarded**

5. CALL FEE

The £75 Call fee is to be paid upon submission of your application. Please make your cheque payable to “Inner Temple”.

6. DUKE OF EDINBURGH ENTRANCE SCHOLARSHIP

If you have been awarded a Duke of Edinburgh Entrance Scholarship you will not need to pay the Call fee. Please sign the form on the last page of your application if you have won the Duke of Edinburgh Entrance Scholarship. This award covers your Call fee. Please note this is **not** the same as the Duke of Edinburgh bronze, silver and gold awards scheme which you may have completed at school or university.

7. TICKETS

Tickets will be available to book via the Inner Temple Portal (<https://portal.innertemple.org.uk/>) **approximately two weeks prior to a Call date.**

You will be sent an email notifying you that the tickets are available to book with your Call to the Bar letter. **It is important that these tickets are booked as soon as possible after the email has been received.**

If your Call date has been provisionally confirmed you will be allocated a total of up to three guest tickets at **£23.50**. These tickets allow entry to the ceremony and the champagne reception following the ceremony.

There will be **no extra tickets available**. You will also need to buy a ticket for yourself at **£16.50**.

Your tickets will be emailed to you before the Call night.

You must print your tickets and bring them with you to the ceremony.

8. QUALIFYING SESSIONS

You will need to complete **11** Qualifying Sessions before being Called to the Bar (your attendance at Call night will be your pre-requisite **12th**). Please note that it is your own responsibility to keep track of your Qualifying Sessions. If you do not have the required number of Qualifying Sessions, then you will not be Called to the Bar.

You can monitor your qualifying sessions via the Inner Temple Portal:

<https://portal.innertemple.org.uk/>

9. CANCELLATION

The Call to the Bar ceremony, as well as being an enjoyable occasion for family and friends, is the final element of the formal Call to the Bar process. Consequently the Inn devotes significant resources (financial and staffing) to organising the ceremony. Furthermore, every application by a student to be Called to the Bar is formally approved two weeks in advance of the Call ceremony by the Masters of the Bench. Therefore, any request to move a Call date to a later ceremony causes major disruption and expense.

Any request to cancel or postpone a student's Call date must be put in writing to the Director of Education & Training (ffulton@innertemple.org.uk) and copied to Kerry Upham (kupham@innertemple.org.uk, tel: 020 7797 8213) **at least one month before the confirmed Call date.**

If a student requests a cancellation / postponement within the four weeks leading up to his or her Call date, and this is granted, then a further £75 Call fee may be charged at the Inn's discretion in order for the student to be Called at a later date.

Tickets will not be refunded if the cancellation occurs within 5 working days of the event. Any request must set out exceptional reasons for the request. Requests will be considered on a case by case basis. If the request is made due to illness, a medical certificate **must** be provided.

10. DEFERRALS

If you need to defer your Call for any reason, inform the Inn as soon as possible. It is your responsibility to contact the Inn and check that your Call can be deferred to your alternative preferred Call date.

If you are deferring due to exam resits taken in August, please note that it is unlikely you will receive confirmation of your results in time for Deferred Trinity Call in October. Please check the release date of your results with your BPTC provider before arranging your deferral. The results must be confirmed at least two weeks prior to your intended Call Date.

Please note that it is also your responsibility to inform the Master of the Bench of any changes to your Call date.

CALL NIGHT

Two weeks before your Call ceremony, you will be sent an email asking you to check the name that will be printed on your Call certificate and the qualifications which will be attributed to you during the ceremony. You will also be sent the times and format of the ceremony, your booking information and a reminder about the dress code.

If you will not be able to receive post in the weeks before Call night, please notify Kerry Upham at the Education and Training office who will arrange for the information to be emailed to you.

11. DRESS CODE FOR CALL NIGHT

The dress code for students on the day will be **dark suits for men and women.**

- Men will need a Wing-collared shirt/Tunic shirt and bands.
- Women can either wear a High-necked blouse with bands or a collarette.
- These can be bought from a number of tailors including:

Ede & Ravenscroft
93-94 Chancery Lane
London WC2A 1DU
Tel. 020 7405 3906

Stanley Ley
23 Fleet Street
London EC4Y 1AA
Tel. 020 7353 3533

- If you have any queries about Call dress please contact one of the tailors directly.
- The Inn will provide gowns on the night and the photographer will provide wigs for photos.
- Please note that wigs are not worn during the ceremony.

Guests do not have to wear dark colours but smart attire is requested. The Temple Church will be open to guests from 5.00pm and all guests must be seated by 5.45pm.

12. INFORMATION ABOUT THE CALL CEREMONY

TIMINGS

5.00 pm – Student registration & Briefing at Inner Temple Hall

6.00 pm – Ceremony starts, followed by Reception (champagne and canapés served)

8.30pm – Reception ends

After a short briefing by the Director of Education & Training, you are lined up in order of admission to the Inn (unless you have obtained an outstanding result in the BPTC in which case you will be Called first) and taken to the Church. During the ceremony, the Sub-Treasurer will read out your name, qualifications and the name of the Master of the Bench who has agreed to Call you. At this point the Master of the Bench will say "Master Treasurer, I move his/her Call". The Treasurer will hand you your Call certificate and you will nod to the Treasurer, nod to the Master of the Bench and return to your seat.

If your proposing Bencher is unable to be present at the ceremony, (and in some cases, this may be a last-minute change which you may not be aware of) you will be allocated to another Bencher. The Education and Training Department will organise this.

Important: Please allow plenty of time for your journey to the Inner Temple on the day of your Call to the Bar ceremony as students arriving late for registration or guests arriving late for the ceremony **will not be admitted.** Consider that all of the Call dates are held at peak-hour London traffic/public transport time.

If you are late you will not be Called to the Bar on this occasion and you will need subsequently to write a letter of explanation to the Masters of the Bench to ask their permission to be Called at a future date. An additional Call fee may be charged.

FAQs

Can both of my referees be a BPTC tutor?

Yes.

Are payments other than cheque accepted for the Call fee?

Cheque payment is preferable in this instance wherever possible. If you do not have a cheque book, postal orders and bank drafts are also accepted.

Cash or card payments can be accepted in person at the Education & Training office but must be provided as the exact amount.

If you still have difficulty in arranging the payment please contact Kerry.

What if I don't get my first choice of Call night?

You will be added to a waiting list and places will be reallocated as and when they become available.

Usually places begin to open up once BPTC results have been released. In order to increase your chances of being allocated your first choice we strongly recommend you submit your application early on. Places are issued on a strictly first come, first served basis.

What happens if I get an earlier Call date and fail my BPTC?

The Inn receives confirmation of every member's BPTC results around the same time that they are released to the students so if you are ineligible for that Call date we will reassign your place

Can children attend the ceremony?

Children are welcome to join us at the ceremony & reception. We ask parents to be mindful of the occasion. Also please note that regardless of age, children will require a student guest ticket also. You are allocated 3 student guest tickets at £23.50 each.

One or more of my guests have mobility issues or one of my guests will be bringing a buggy or pram. Who should I notify?

Email or telephone Kerry to inform her of this or include a note with your application if possible. Any necessary arrangements will be made and we will contact you if we need further advice or if there are any potential issues.



A few important reminders:

- **DEADLINE: 28TH APRIL 2017!**
- **KEEP THIS BOOKLET HANDY**
These guidelines include everything from application to ceremony.
Read them carefully and if you have any questions refer to this document in the first instance.
- **SOONER RATHER THAN LATER**
Don't forget that all places are strictly allocated on a first come, first served basis.
- **CHECK RESULTS DATES**
Ensure your chosen Call date is compatible with your BPTC results date and please bear in mind we need at least two weeks' notice to add you to a Call list and create the relevant paperwork.
- **KEEP A COPY OF YOUR APPLICATION**
Keep a copy of the completed forms with the guidelines and recorded post information for future reference.
- **KEEP US INFORMED**
If you need to defer or cancel for whatever reason let us know! Contacting us sooner rather than later means that we are more likely to be able to help you.

Also make sure your contact details are up to date at all times. Any changes should be sent to records@innertemple.org.uk
- **KEEP YOUR BENCHER UP TO DATE**
Note/Save the contact details of the Master of the Bench who signs your Call forms. If there are any unexpected changes or delays it is courteous to let them know that your plans have changed, as they will most likely have planned to attend the ceremony to move your Call.
- **MONITOR YOUR QUALIFYING SESSIONS**
You must attend at least 11 by the time you are due to be Called. Remember to sign the dining cards and registers. However please keep in mind that the qualifying sessions' system is updated manually. It could take some time for a session to be logged, especially if the session is not run directly by Inner Temple.
- **ADD KERRY TO YOUR SAFE SENDERS LIST**
Add the email address kupham@innertemple.org.uk to your safe senders list to ensure that important Call correspondence does not go in to your junk mail.

*Good luck with the rest of your course
and if you have any queries about Call to the Bar
please contact Kerry Upham on
020 7797 8213 or kupham@innertemple.org.uk*



Completed applications should be posted to:

Kerry Upham
Education & Training Department
The Honourable Society of the Inner Temple
Treasury Office
Temple, London
EC4Y 7HL

Any queries regarding Call to the Bar should be directed to Kerry via

Telephone: 020 7797 8213
or
Email: kupham@innertemple.org.uk